



## ***Excellence for All – It's the Watertown Way*** ***Watertown Unified School District***

**Board of Education Meeting**  
**September 25, 2017**

### **Proceedings**

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, September 25, 2017, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

**Board Members Present:** Tony Arnett, Steve Kauffeld, Mark Holland, Paul VanDenLangenberg, Ron Buchanan, Fran Milburn, Jennifer Bakke, Karrie Uttech, and Mark Putra

**Board Members Absent:**

**Music Selection:** Fourth Grade students from Douglas Elementary School performed the *National Anthem* and portions of *America the Beautiful* under the direction of music teacher, Linda Ruesink.

**Preview of Agenda:** Cassandra Schug, Superintendent of Schools, previewed the meeting agenda and noted there were no changes.

**Public Input:** None

**Announcements/Recognition/Communications:**

**Student Board Representatives:** No report this month.

Cassandra Schug shared the following:

- Wisconsin School Board Appreciation Week, the week of October 1-7, 2017

**Strategic Discussion:**

**Endeavor High School Field Trip to Costa Rica:** WHS teacher Holly Buell and Endeavor High School students Celeste Bayer and Emily Mitchell shared details of the upcoming field trip to Costa Rica, March 24 to April 1, 2018. Students will be able to create projects, investigate world travel, and discover the many opportunities that will tie-in with our educational standards.

**Preliminary Budget Presentation:** Brittany Altendorf, Director of Business Services, updated the Board on the 2017/18 District Budget. Ms. Altendorf shared the following projections:

- 4K student count is 189
- 5K student count is 205
- Total Full-time Equivalency (FTE) membership 3,754 a decrease of 2.4% (93 students)
- 2017/18 Operational Budget is \$50,616,925, an increase of 1.72% compared to last year's budget
- Tax Levy decrease of .06%

**UMR Preliminary Statement of Agreement:** Brittany Altendorf, Director of Business Services, reviewed the preliminary agreement between the District and UMR, the District's new Third Party

Administrator. A resolution to proceed with working together with UMR from now until December 31, 2017, will be on the agenda later in the meeting. A resolution with final details of the contract will be brought to the December Board meeting for approval.

**Strategic Plan:** Cassandra Schug reviewed with the Board the Strategic Plan sharing District highlights and celebrations; goals and next steps within the three priority areas – Enhancing Teaching and Learning, Developing People and Partnerships and Innovation; and the 100-day operational plan.

**Events in the Watertown Unified School District:** Cassandra Schug, Superintendent of Schools shared positive happenings in the District:

- Our all staff Welcome Back Day on August 30th was very successful! Congratulations to our 25 and 30 year award recipients.
- Project SEARCH, Playworks, and Lincoln STEM all new initiatives are off to a great start this school year!
- Discovery Academy (formerly the ALC - Alternative Learning Center) has moved to the MATC campus this year and has started on a positive note.
- This week is Homecoming Week and many festivities/activities are being planned at WHS. On Friday our 2017 Distinguished Alumni recipient, Joseph Wimmer, will be recognized at a luncheon and introduced at the pep assembly. Mr. Wimmer will also be the Parade Marshall and recognized at the football game.

There was no Policy Review Committee meeting this month.

Board President Putra reported out on last month's Board evaluations.

**Department Reports and Board Committee Reports:**

**Business Update:** Brittany Altendorf, Director of Business Services, gave an update from the Fiscal Management Committee meeting held on September 20, 2017. Agenda items included:

- Review of Invoices and Finance Report
- Fiber Optic Project
- UMR Contract
- Preliminary Budget
- Police School Liaison Officer Contract

**Human Resources Update:** Ivan Thompson, Director of Human Resources, gave an update from the Human Resources Committee meeting held on September 18, 2017. Agenda items included:

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations
- 2017 Health Risk Assessment Schedule
- 2017 Flu Shot Schedule
- Onsite Clinic Update
- Health Insurance Third Party Administrator Update
- Negotiations Update

**Educational Services Update:** Dave Vitale, Assistant Superintendent, gave an update from the Educational Services Committee meeting held on September 12, 2017. Agenda items included:

- State Assessment Data Review
- Technology Updates
  - Network
  - eCampus

**Teaching and Learning:** Erin Meyer, Director of Secondary Teaching and Learning, highlighted the following:

- This week several staff members are attending a conference on Innovations and Equity to guide work and build capacity as educational equity leaders, use data to make decisions and focusing on inclusive teaching and learning.
- District learning strategists to continue train on basic and specific literacy strategies to broaden their skills in the classroom.
- The department is working on the procedural OCR compliance assessment.

**Consent Agenda**

It was moved by Ron Buchanan, seconded by Karrie Uttech, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

#8700

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the following consent agenda items:

**Minutes:**

Board Meeting – August 28, 2017

**Committee Summaries:**

Educational Services – September 12, 2017

Fiscal Management – September 20, 2017

Human Resources – September 18, 2017

Planning – None

Policy Review – None

**Personnel/Staffing:**

**Staff Resignations/Retirements/Terminations:**

Certified Staff:

Daniel Ballou	English as a Second Language Teacher Schurz Elementary School (effective 6/8/18)
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Kristin Drost	Grade 7 Teacher Riverside Middle School (effective 6/8/18)
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**Staff Appointments:**

Certified Staff:

Jenifer Hedrick	Occupational Therapist District Wide
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(effective 8/29/17)

Ellen Buchert English Teacher  
High School  
(effective 9/1/17)

Non-Certified Staff:

Cheryl Atkins Special Education Paraprofessional  
4K – Mary Linsmeier School  
(effective 9/7/17)

Joanne Schmidt Instructional Paraprofessional – Media Center  
Riverside Middle School  
(effective 9/18/17)

Dawson Thompson Weekend Custodian  
High School  
(effective 9/23/17)

Extra-Curricular Appointments:

Ryan Abbott Wrestling Varsity Assistant Coach  
Robert Amis RMS Lego League Advisor  
Harry Buska Stage & Props – Fall Musical  
Cheyenne Capin-McAmis Track Varsity Assistant Coach  
Lauri Domer RMS Skills USA & Supermileage Co-Head Advisor  
Eugene Frank Boys Golf Varsity Coach  
Randi Gottschalk Boys Swimming Junior Varsity Coach  
Trevor Jacobs Track Varsity Assistant Coach  
Grant Johnson WHS Skills USA & Supermileage Assistant Advisor  
Laurie Klecker Set Painter – Fall Musical  
Mark Klecker Set Specialist – Fall Musical  
Clayton Kratzer Junior Varsity 2 Boys Head Soccer Coach  
Ryan Lessner Baseball Varsity Assistant Coach  
Justin McFarland Wrestling Junior Varsity 2 Assistant Coach  
Paula Mandel Gymnastics Junior Varsity Coach  
Robert Mudler Boys Basketball Freshmen Coach  
Beth Mueller Choreographer – Fall Musical  
Julie Muse Girls Soccer Varsity Coach  
Janice Oates-Duffy Costume Designer – Fall Musical  
Jeffery Oiler Boys Basketball Varsity Assistant Coach  
Dean Olson RMS Skills USA & Supermileage Assistant Advisor  
Peggy Olson RMS Skills USA & Supermileage Co-Head Advisor  
Robin Roe Baseball Junior Varsity 2 Coach  
Katie Schroeder Girls Soccer Varsity Assistant Coach  
Steven Shearier RMS Lego League Advisor

Kyle Sippel	Wrestling Coach Grades 7 & 8
Steven West	Wrestling Coach Grades 7 & 8
Michael Wietor	Boys Golf Junior Varsity Coach
Suzanne Weihert	Accompanist – Fall Musical
Carlee Wuchterl	Make-up Artist – Fall Musical
David Zimmermann	Vocal Director – Fall Musical

**Approval of Bills**

**First Reading of the Following District Policies:**

None

**Second Reading of the Following District Policies:**

None

The resolution was adopted unanimously by roll call.

**Endeavor Field Trip**

It was moved by Jennifer Bakke, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8701

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve a field trip for the Endeavor Students to travel to Costa Rica, March 24, 2018, to April 1, 2018 for approximately 12 students and 2 chaperones, with no cost to the district.

The resolution was adopted unanimously by voice vote.

**UMR Preliminary Statement of Agreement**

It was moved by Tony Arnett, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8702

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the Preliminary Statement of Agreement between the District and UMR, as the new Third Party Administrator, as recommended by the Fiscal Management Committee.

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Supervisory Staff Salary Increase**

It was moved by Steve Kauffeld, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8703

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to salaried Supervisory Staff for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***The base wage for each Non-Represented Supervisory employee be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Executive Assistant Salary Increase**

It was moved by Tony Arnett, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8704

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Executive Assistant employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Executive Assistant compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Special Education Paraprofessional (SEP's) Salary Increase**

It was moved by Tony Arnett, seconded by Karrie Uttech, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8705

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Special Education Paraprofessional (SEP's) employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Special Education Paraprofessional (SEP's) compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Instructional Paraprofessional (IP's) Salary Increase**

It was moved by Ron Buchanan, seconded by Steve Kauffeld, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8706

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Instructional Paraprofessionals (IP's) employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Instructional Paraprofessional (IP's) compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Computer Technicians Salary Increase**

It was moved by Ron Buchanan, seconded by Tony Arnett, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8707

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Computer Technician employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Computer Technician compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Maintenance Salary Increase**

It was moved by Ron Buchanan, seconded by Karrie Uttech, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8708

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Maintenance employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Maintenance compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Custodian/Cleaner Salary Increase**

It was moved by Fran Milburn, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8709

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to Non-Represented Custodian/Cleaner employees for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Custodian/Cleaner compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Nutritional Services Production Manager Salary Increase**

It was moved by Steve Kauffeld, seconded by Karrie Uttech, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8710

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to the Non-Represented Nutrition Services Production Manager for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***Each category/level on the Non-Represented Nutritional Services Production Manager compensation schedule be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Non-Represented Truancy Abatement Officer Salary Increase**

It was moved by Ron Buchanan, seconded by Karrie Uttech, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8711

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to the Non-Represented Truancy Abatement Officer for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

***The base wage for the Non-Represented Truancy Abatement Officer be increased by 1.26%.***

The resolution was adopted unanimously by roll call vote.

**2017/18 Administrator Salary Increase**

It was moved by Ron Buchanan, seconded by Steve Kauffeld, that the following resolution be adopted.



SCHOOL BOARD RESOLUTION

#8712

WHEREAS, the Watertown Unified School District Board of Education (the Board) desires to provide an increase in base wages to salaried District Administrators for the period of July 1, 2017 through June 30, 2018.

NOW THEREFORE, be it resolved by the Watertown Unified School District Board of Education, that:

*The base wage for each District Administrator be increased by 1.26%.*

The resolution was adopted unanimously by roll call vote.

**Public Input:** None

**Adjournment:** There being no further business, it was moved by Ron Buchanan, seconded by Steve Kauffeld, and unanimously carried that the meeting be adjourned at 7:20 p.m.

Respectfully submitted,

Mark Putra  
Board President (signed)

(Disclaimer: These minutes are uncorrected and any corrections made thereto will be noted in the meeting at which they are approved.)

**First Reading of the Following District Policies:**

None

**Second Reading of the Following District Policies:**

None