



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

Board of Education Meeting
October 23, 2017

Proceedings

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, October 23, 2017, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

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

Board Members Absent: None

Music Selection: Fourth grade students from Schurz Elementary School performed the *National Anthem* under the direction of music teacher, Michelle Beine.

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: Cassandra Schug introduced this month's student board representatives, Sam Will and Morgan Clifford.

Student Council events at WHS:

- Homecoming Week was a great week. Student participated in window painting, powderpuff football (seniors won), bon fire, dress-up days, lunch room activities, pep rally, football game and dance. They finished off the week by washing off Gosling artwork from store-front windows!
- During the last few weeks, varsity sports teams have set out red buckets at their games collecting for hurricane relief donations.
- Saturday, October 28th is the Annual Fall Festival for community children. Student council and WHS clubs will set up and run booths with food, activities, and story time. There will also be a fashion show/costume contest for all ages with prizes. This event will take place after Watertown's Trick or Treating.
- Trick or Treat at WHS. Students who would like to participate will dress up in costume to trick or treat. Participating teachers, who will have "treats", will be identified by a broomstick hanging on their classroom door.

Cassandra Schug shared the following:

- National School Lunch Week was October 9-13, 2017

- A note from Joe and Sue Wimmer thanking the District for their hospitality during Homecoming as he received the 2017 Distinguished Alumni Award.
- An invitation for the December 11th Healthy Child Thriving Communities – Tomorrow’s Workforce Develops Today program sponsored by Community Health Foundation. The event will run at Turner Hall from 8:00 – 10:00 a.m. – registration is required.

Strategic Discussion:

Summer School Update: Jamie Koepp, WHS Assistant Principal/Athletic Director/Summer School Coordinator, gave an overview of the 2017 Summer School session. Approximately 1,800 students participated in remedial and enrichment courses during the session. Mr. Koepp also shared that planning for Summer School 2018 has begun. The session will run June 19 – July 19, 2018.

Budget and Tax Levy Adoption: Brittany Altendorf, Director of Business Services, reviewed for the Board the final 2017/18 District Budget numbers, defeasance information, and tax levy. The Board will have the opportunity to approve the budget and tax levy later in the meeting.

Marketing Plan: Board Member Tony Arnett shared with the Board his idea to form a committee of some school board members, community members, and administration to work together in creating a marketing plan to look at attracting and retaining our students, as reflected in declining enrollment (open enrollment) numbers. Karrie Uttech and Jennifer Bakke volunteered to work on the committee and Tony Arnett will lead the committee.

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

- Tickets are on sale for the fall musical, *Joseph and Amazing Technicolor Dreamcoat*. The musical will be held November 10-12, 2017, at the WHS Auditorium.
- Congratulations to students of the RMS Junior National Honor Society.
- 7th graders at RMS participated in Courage Day, an anti-bullying/belonging program.
- The WUSD Scholarship Program received \$10,000 from the 2017 Distinguished Alumni Joe Wimmer and his wife, Sue.

Dr. Schug also summarized the October 11th Policy Review Committee meeting.

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 October 18, 2017. Agenda items included:

- Review of Invoices and Variance Report
- Fiber Optic Project Update
- Debt Defeasance
- Onsite Clinic Update

Human Resources Update: Ivan Thompson, Director of Human Resources, gave an update from the Human Resources Committee meeting held on October 16, 2017. Agenda items included:

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations

- Retirement Request
- 2017 Health Risk Assessment Update
- 2017 Flu Shot Update
- Onsite Clinic Update
- Health Insurance Third Party Administrator Update
- Negotiations Update
- DPI Licensing Changes

Educational Services Update: Dave Vitale, Assistant Superintendent, gave an update from the Educational Services Committee meeting held on October 10, 2017. Agenda items included:

- Tour of Discovery Academy at Madison College Campus, Room 143
- October 26th Professional Development Day Preview

Dr. Vitale shared information on the Fiber Optic Project. The project is slated for completion in August 2018 and the District's portion of the cost will come from the District's fund balance not to exceed \$547,417.86. A resolution will be on the meeting later for Board approval.

Teaching and Learning: Jenny Borst, Director of Elementary Teaching and Learning, highlighted the following:

- An Open House for Project Search will be held on November 1st, 5:00 – 6:30 p.m., at the Harvest Market area at WRMC. Students will be sharing their experiences from the program.
- Special education staff have been participating in professional development in teaching reading and coaching.
- Staff members are participating in Non-Violent Crisis Intervention training and Mental Health First Aid training sessions in the District.

Consent Agenda

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

SCHOOL BOARD RESOLUTION

#8713

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

Minutes:

- Board Meeting – September 25, 2017
- Special Board Meeting – September 27, 2017
- Special Board Meeting – October 16, 2017

Committee Summaries:

- Educational Services – October 10, 2017
- Fiscal Management – October 18, 2017
- Human Resources – October 16, 2017
- Planning – None
- Policy Review – October 11, 2017

Personnel/Staffing:

Staff Resignations/Retirements/Terminations:

Certified Staff:

Katy Mihalko 2nd Grade Teacher – 50% time
Webster Elementary School
(effective 10/6/17)

Non-Certified Staff:

Sarah Horn Special Education Paraprofessional
Schurz Elementary School
(effective 10/20/17)

Staff Appointments:

Certified Staff:

Cheryl Rowedder 2nd Grade Teacher – 50% – Limited Term
Webster Elementary School
(effective 10/9/17)

Non-Certified Staff:

Lori Kolosowsky Nutrition Services
High School
(effective 10/12/17)

Anna Phillips Nutrition Services
Douglas Elementary School
(effective 10/11/17)

Extra-Curricular Appointments:

Kimberly Walker Freshmen Girls Basketball Coach

Approval of Bills

First Reading of the Following District Policies:

- #1240.1 – Guidelines for Visitors to Schools (revisions)
- #3620.1 – Nutritional Quality of Foods and Beverages Sold and Served During the School Day (rename)
- #3610 – Transportation (review)
- #8100 – School District Mission Statement (review)
- #8110 – Board Operational Goals (revisions)
- #8120 – Strategic Planning (revisions)
- #8121 – Board Organization (review)
- #8130 – Board Elections (revisions)
- #8131 – Board Member Resignations (review)
- #8132 – Filling Board Vacancies (revisions)
- #8140 – Board Committees (revisions)
- #8150 – Student Involvement in Decision Making (review)
- #8170 – Board Self-Evaluation (revisions)

- #8210 – Board Officers (revisions)
- #8220 – Legal Counsel (revisions)
- #8230 – Consultants to the Board (review)

Second Reading of the Following District Policies:

None

The resolution was adopted unanimously by roll call.

2017/18 District Budget and Tax Levy

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

SCHOOL BOARD RESOLUTION

#8714

BE IT RESOLVED that the Watertown Unified School District Adopted Budget for July 1, 2017 through June 30, 2018, submitted to the Board of Education this 23rd day of October 2017, a copy of which is on file at the Educational Service Center, be and is hereby approved and adopted.

BE IT FURTHER RESOLVED that thereby and hereby is levied and assessed against all taxable properties, both real and personal, within the confines of the Watertown Unified School District, City of Watertown, and Towns of Clyman, Emmet, Lebanon, Lowell and Shields, Dodge County; and Towns of Concord, Farmington, Ixonia, Milford and Watertown, Jefferson County, Wisconsin; an irrevocable tax in the amount of SEVENTEEN MILLION, THREE HUNDRED TWENTY THOUSAND, EIGHT HUNDRED-EIGHTY FIVE DOLLARS (\$17,320,885) to be applied to the Operational Budget, Community Service and Debt Service Funds on the basis of the equalized valuation certified by the Department of Revenue, and to adequately cover any and all long-term obligations for capital expenditures of the School District as set forth by approval of the Board of Education.

The resolution was adopted unanimously by roll call.

2017/18 Summer School Planning

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

SCHOOL BOARD RESOLUTION

#8715

BE IT RESOLVED, that the administration be directed to plan the 2018 summer school program, authorized to determine staffing arrangements and purchase necessary instructional supplies. Summer School is scheduled to run from June 19 through July 19, 2018.

It is understood that the administration will present a comprehensive summer school plan for Board of Education inspection later in the spring.

The resolution was adopted unanimously by roll call.

Fiber Optic Project

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

SCHOOL BOARD RESOLUTION

#8716

The Watertown Unified School District Board of Education agrees to move forward with the Watertown Fiber Optic Network project in partnership with the City of Watertown. The timetable for completion of the project is August 2018. The District's fund balance will cover one-time construction, materials, and engineering costs that fall within, and will not exceed **\$547,417.86** or the District's share of the cost study analysis presented by Access Engineering, LLC at the Fiscal Management Committee on October 18, 2017. The agreement is contingent on the City of Watertown approving the partnership as it was presented to the Fiscal Management Committee.

The resolution was adopted unanimously by roll call.

2017/18 Represented Clerical Salary Schedule

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

SCHOOL BOARD RESOLUTION

#8717

WHEREAS, Representatives of the Watertown Unified School District Board of Education (the Board) and the WEAC – Region 7 as the exclusive bargaining agent for employees in the Clerical Support Staff bargaining unit have been engaged in negotiations for a 2017/18 Collective Bargaining Agreement between the parties; and

WHEREAS, the parties reached a voluntary 2017/18 Collective Bargaining Agreement between the Board and the bargaining unit;

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

Each cell on the represented clerical compensation schedule be increased by 1.26% as set out in the revised compensation schedule.

The resolution was adopted unanimously by roll call.

2017/18 Represented Nutrition Services Salary Schedule

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

SCHOOL BOARD RESOLUTION

#8718

WHEREAS, Representatives of the Watertown Unified School District Board of Education (the Board) and the WEAC – Region 7 as the exclusive bargaining agent for employees in the Nutrition Services Support Staff bargaining unit have been engaged in negotiations for a 2017/18 Collective Bargaining Agreement between the parties; and

WHEREAS, the parties reached a voluntary 2017/18 Collective Bargaining Agreement between the Board and the bargaining unit;

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

Each cell on the represented nutrition services compensation schedule be increased by 1.26% in a revised compensation schedule.

The resolution was adopted unanimously by roll call.

Public Input: None

Adjournment: There being no further business, it was moved by Ron Buchanan, seconded by Fran Milburn, and unanimously carried that the meeting be adjourned at 7:18 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:

#1240.1 – Guidelines for Visitors to Schools (revisions)

Community Relations

Participation by the Public

Guidelines for Visitors to the Schools

In order to protect the educational program of the schools from undue disturbance, each principal shall establish guidelines and procedures for visitors which shall include the following:

- A. Every visitor to a school must register at the school office **and provide a driver's license or other form of picture identification** to receive a visitor's pass, which must be worn so it is clearly visible. **Identification will be held in the office until the visitor signs out of the building.** Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property without authorization and should be asked to identify himself/herself properly and obtain permission or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from law enforcement.
- B. Registered sex offenders are prohibited by state law from being on public school premises unless they have provided the required notification, including the specific date, time and place of the visit and their status as an offender, to school officials. Exceptions include:
- A registered sex offender who is on the school premises to vote.
 - A registered sex offender attending an activity that is not sponsored by the school.

It is the responsibility of the registered sex offender to provide the required school notification. After receiving prior notification, the principal or designee, shall determine whether the registered sex offender will be allowed to be present on school premises for the purpose of an event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment. Exceptions are considered for a registered sex offender who is the parent of a child enrolled at the school if the parent notifies the school of his/her status at time of enrollment and at the beginning of each academic school year. 24 hours written notice is required for any sex offender on active supervision and requires an approved escort for the duration of their visit. Violators will be asked to leave the premises.

- C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.

#3620.1 – Nutritional Quality of Foods and Beverages Sold and Served During the School Day (rename)

School Administration

Auxiliary Services

Nutrition and Physical Well-Being (Nutritional Quality of Foods and Beverages Sold and Served During the School Day)

The Watertown Unified School District (hereto referred to as the District) is committed to providing a school environment that enhances student learning, raises academic achievement, and teaches and promotes the development of life-long wellness habits and practices. Research shows that good nutrition along with physical activity throughout the day correlates with a student's physical well-being, growth, development, readiness to learn, and academic achievement. This policy outlines the District's approach to ensuring the environment and opportunity for all students to practice healthy eating and physical activity behaviors throughout the school day.

School Meals

The District is committed to serving healthy meals to students. Menus will be planned to meet or exceed the nutritional standards established by USDA. All schools within the district participate in USDA child nutrition programs, including the National School Breakfast Program (NSBP) and the National School Lunch Program (NSLP).

- All school meals are accessible to all students. The District offers reimbursable school meals that meet USDA nutrition standards.
- Drinking water will be available to all students at all District schools throughout the school day, including meal time.
- Students will be allowed at least 10 minutes to eat after sitting down for breakfast and at least 15 minutes after sitting down for lunch.
- Meals will not be withheld as punishment for any reason.
- District schools will schedule the greatest number of lunch periods, as possible, after recess.
- All school nutrition services staff will meet or exceed hiring and annual continuing education requirements in the USDA professional standards for child nutrition professionals.

Other Food Available at School

- All foods and beverages sold outside of the school meal programs will meet USDA Smart Snacks in School nutrition standards.
- Vending machine foods or beverages will not be provided to students at elementary, middle or high school levels (with the exception of approved water only products).
- The District encourages foods offered to students during the school day to meet USDA Smart Snacks in School nutrition standards including those provided for classroom snacks, celebrations, and parties. Non-food celebrations will be encouraged.
- The District will provide a list, posted on the district website, of healthy snacks suggestions for parents and teachers, including non-food celebration ideas.
- The District will allow two fundraiser exemptions per student organization, per school, per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule. The fundraisers may not occur

during meal service times. Each building principal shall monitor the number of exempt fundraisers per student organization.

Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

- All District school cafeterias will promote healthy food and beverage choices by using at least 26 Smarter Lunchroom Movement techniques to achieve a silver award level.
- School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- Nutritional information about school meals will be shared with parents and students through Facebook posts, online school menus, and the Nutrition Services website.
- The District will continue to promote Farm to School activities.
- All District schools will restrict food and beverage marketing during the school day to only those foods and beverages that meet USDA Smart Snacks in School nutrition standards, with the exception of exempt fund raisers (refer to “Other Food Available at School” section).
- Students will be included in the process of selecting new foods to be served by means of taste-testing events and surveys.

Nutrition Education

The district aims to teach, model, encourage, and support healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Nutrition education will include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations, taste-testing, farm visits and school gardens.
- Teachers may integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.
- The District teaches students nutrition education using scientifically-based, up-to-date nutrition information consistent with the Dietary Guidelines for Americans. The District will include in the health education curriculum the following topics on healthy eating: Food guidance from MyPlate, reading and using USDA’s food labels, and balancing food intake and physical activity.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students will be provided equal opportunity to participate in physical education classes.

- All District students will participate in physical education that meets or exceeds state standards.
- All District elementary students will receive physical education for at least 90 minutes per week throughout the school year.
- All District middle school students are required to take physical education in all grade levels.
- All District high school students are required to take the equivalent of 3 trimesters of physical education.

- Students will be moderately to vigorously active for at least 50% of class time during physical education class sessions.
- All physical education classes in the District are taught by licensed teachers who are certified to teach physical education.
- Waivers, exemptions, or substitutions for physical education classes are not granted unless specified in policy or granted by a medical exemption.

Physical Activity

Schools will offer students a variety of physical activity opportunities that are in addition to, and not as a substitute for, physical education.

- Physical activity during the school day (including but not limited to recess, physical activity breaks or physical education) will not be required or withheld as punishment for any reason.
- All elementary schools will offer at least 20 minutes of recess on all or most days during the school year.
 - Outdoor recess will be offered when weather is feasible for outdoor play.
 - Active recess programming will be utilized to create universal participation by offering multiple activities at recess; designate different areas of play throughout the playground; provide equipment to decrease congestion on play structures; and provide group games.
 - In the event that the school or district must conduct indoor recess, teachers and staff will promote physical activity for students, to the extent practicable.
- The District offers opportunities (e.g. including activity clubs, open gym, intramurals and varsity sports) for students to participate in physical activity before and/or after the school day.
- The District will support active transport to and from school, such as walking or biking.

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

- The District will continue relationships with its community partners in support of this wellness policy's implementation.
- The District will promote to parents/caregivers, families, and the community the benefits of and approaches for healthy eating and physical activity throughout the school year.
- The District values the health and well-being of every staff member and will plan, implement activities, and provide health and wellness resources to support personal efforts by staff to maintain a healthy lifestyle.

Policy Monitoring/Implementation

- The District superintendent or designee shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.
- The wellness committee membership will represent and include (to the extent possible), but not limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school administrators; school board members; health professionals and the general public.

- The District will actively inform families and the public about the content of and any updates to the wellness policy through the school website and Board of Education meetings.
- The wellness committee will assess, update or modify the wellness policy at least every three years, or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance of standards are issued.

Snacks/Rewards in School – Classrooms, Celebrations, Parties

The Watertown Unified School District recognizes the benefits of healthy foods in our schools and classrooms to assure our children can grow, learn, and thrive. Healthy options should be available at any school function. These school functions include, but are not limited to, classroom rewards, parties and celebrations, feasts/banquets and extra-curricular events.

The District highly suggests only nutrient-rich foods be provided and consumed in district classrooms for snacks. Please note when choosing snacks that we are an allergen aware district (i.e. milk, eggs, fish, shellfish, tree nuts, peanuts, wheat and soybeans). Non-food rewards are encouraged.

Examples of nutrient-rich snacks for classrooms:

- Raw vegetables with low-fat dressing or yogurt dip
- Fruit kabobs
- Fruit and cheese kabobs
- Baked tortilla chips and salsa
- Baked corn chips and bean dip
- Low fat cheese quesadillas
- Cheese cubes
- Low sugar granola bars
- Fruit breads
- Go-Gurt
- Fresh fruit
- 100% fruit juice pops
- Bagels and low fat cream cheese
- Rice cakes
- Pretzels
- Popcorn
- String Cheese
- Dried fruits
- Trail mix
- Low sodium crackers
- Cheese & crackers
- Low fat muffins
- Flavored yogurt and fruit parfaits
- Veggie or fruit pizza

#3610 – Transportation (review)

Business and Non-Instructional Operations

Auxiliary Services

Transportation

It shall be the policy of the Watertown Unified School District to provide transportation for students who reside within the WUSD boundaries under provisions of Wisconsin laws and regulations and in accordance with this transportation policy. In addition to normal school day transportation for students, the board may provide for transportation of students for extra-curricular activities. The District is also required to provide transportation service to other students as outlined in the law.

The Director of Business Services shall be responsible for the supervision of the student transportation program, conducting appraisals of such program and making recommendations for its improvement in terms of maximum service, safety, economy and efficiency.

For purposes of this policy, the term “bus” shall mean any school bus type vehicle or smaller vehicle (station wagon, van, etc.) that is used for transportation of students by the school district.

Eligibility Guidelines

- A. The WUSD shall provide transportation for all resident students who attend public and nonpublic schools (unless parent contracts are provided pursuant to B) located within the boundaries of the school district, to and from the school of attendance, as determined by the District, as follows:
 1. The Watertown Unified School District shall provide transportation services to and from school for all students in the district who reside outside the city limits. Exceptions shall be made when elementary school students are assigned to buildings outside their own attendance area
 2. Transportation shall be provided for all resident students living four or more miles from their school of attendance, as measured by the usual traveled route.
 3. Transportation shall be provided for all resident students living within areas of unusual hazard. Areas of unusual hazard must be officially designated by the local law enforcement authority or designee.
 4. Children with disabilities shall be transported in accordance with state law.
 5. Private school students shall be transported in accordance with state law.
 6. Any student who is homeless or an unaccompanied youth, as defined under federal law, and who has a legal right to District-provided transportation.
 7. If a student is living outside the District, but is enrolled in the District as a resident student because the student’s parents or guardians have joint legal custody, the District will transport the student to and from an agreed-upon location with the District upon request from the student’s parent or guardian.
- B. Pursuant to Wisconsin Statutes 121.54(2)(b)(1) and 151.55(1)(b), the District may issue parent contracts to parents of resident students who attend public or nonpublic schools located within the school district boundary; or who attend nonpublic schools located outside the District but within

five miles of the school district boundary by the most usually traveled and direct route to that nonpublic school.

- C. Ineligible resident students may request an agreement with the District providing the bus does not leave its normal bus route and there is adequate room on the bus. In the event that an overload occurs as the year progresses, the last ineligible student added to the bus list will be first taken off. Payment in full for this service, or alternate arrangement for full payments as authorized by the Director of Business Services, must be made before the student will be permitted to ride the bus.
- D. The reimbursement rate for parent contracts will be determined in accordance with provisions of Wisconsin Statute 121.55(3).

Routes and Services

- A. The bus transportation contractor (bus contractor) shall annually establish bus routes (including pick-up and drop-off points) and schedules, utilizing school rosters and school starting and ending times provided by the District.
- B. The bus contractor is responsible for coordinating and directing all bus schedules and routes. The bus contractor will be responsible for maintaining an electronic database of students and routes. The electronic database of students and routes will be a current/up-to-date listing that will be made available to the Superintendent or his/her designee upon request. In directing the bus services, the bus contractor shall make decisions, which further the interests of the students and the goals of the District. The bus contractor shall develop rules and procedures for the safe and efficient operation of the bus and transportation services. These rules and procedures shall be reproduced and distributed to the parents/guardians of all students attending school in the District. All rules and procedures are subject to the approval of the Director of Business Services.
- C. The District shall annually approve all routes established by the contractor. When changes in routing and/or scheduling become necessary during the school year, such changes must be authorized by the Director of Business Services.
When changes in routing or scheduling become necessary, parents of the affected students will be notified by the transportation contractor as soon as practical before the change is placed into effect.
- D. The bus contractor shall use the following criteria to establish pick-up points:
 - 1. Bus capacity
 - 2. Number of students
 - 3. Distance to pick-up points without substantially extending student time on the bus
 - 4. Concern for student safety

Students may be required to walk up to .5 of a mile to an established bus stop. Walking distance will be determined by the transportation contractor and Director of Business Services, based on safety considerations and related traffic conditions.
- E. The District's responsibility for individual students begins at the designated pick-up point and ends at the designated drop-off point.
- F. Subject to the maximum one-way walking distance (D above) buses will not be routed on dead-end streets, cul du sacs or courtyards unless a hazardous walking condition exists and then only if an adequate and safe turnaround area for the bus exists.
- G. A student who is eligible for busing may be picked up and dropped off at a point other than at or near the student's residence if the alternative stop is within the student's school attendance area, the alternative stop is used every day, and space is available on the bus without additional cost to the school district. The parent/guardian must submit in writing his/her request for a change in the

designation of his/her child's permanent stop to the bus contractor no later than August 1. Changes requested after August 1 will be considered on a space available basis. All requests are subject to the approval of the Director of Business Services.

The legal responsibility of the District in transporting children to and from school is limited to providing services to their legal residence. The District is not obligated to provide student transportation to and/or from locations other than the residence of a student. However, in recognition of the contemporary need for child care services, the Board authorizes transportation to and/or from a location other than the student's residence subject to conditions listed in D above. The District reserves the right to assign and transport students to schools not in their normal attendance area for purposes related to the educational program.

Rules of Conduct

The Board considers school buses to be an extension of the school facility. Therefore, all rules and regulations concerning student conduct shall be enforced. Failure to observe such rules and regulations may result in revocation of transportation privileges.

Legal Reference: **Wisconsin Statute, Section 115.76(5)**
 Wisconsin Statute, Section 115.787(2)(c)
 Wisconsin Statute, Section 118.51(14)
 Wisconsin Statute, Section 121.51-121.56
 Individuals with Disabilities Education Act
 McKinney-Vento Homeless Assistance Act
 Wisconsin Administrative Code P17

Policy Approved: **August 21, 1985**

Policy Revised: **January 25, 2016**

#8100 – School District Mission Statement (review)

Board Operations

Board Organization

School District Mission Statement

The Mission of the Watertown Unified School District is: To engage all of our students in rigorous and relevant learning to maximize their unique talents and abilities and to prepare them for the challenges of the future.

The Vision of the Watertown Unified School District is: Excellence for All.

The Values of the Watertown Unified School District are:

- Rigorous and Relevant Learning for All
- The Whole Child
- Community
- Visionary Leadership
- Innovation

The Priorities of the Watertown Unified School District are:

- Enhancing Teaching and Learning
- Meeting the Needs of a Diverse Population
- Developing People and Partnerships

Policy Approved: February 24, 2005

Policy Revised: November 25, 2013

#8120 – Strategic Planning (revisions)

Board Operations

Board Operations

Strategic Planning

The School Board recognizes its authority and responsibility to set the direction for the ~~school~~ District and the importance of strategic planning towards that end. With that in mind, a strategic planning process shall be utilized to develop and review the District's vision and mission and to determine and prioritize strategic (long term) goals and action steps for the District.

It shall be the responsibility of the Superintendent of Schools to facilitate a strategic planning process that includes the following:

1. Gathering of stakeholder input from school board members, administrators, subject area and grade level teachers, school support staff, parent/guardians of elementary, middle and high school students, and other interested citizens.
2. Gathering and using relevant ~~district-wide~~ **District** data when determining strategic goals for the District and developing action plans to facilitate execution of the goals. This shall include assessment of internal trends and communication, and assessment of student performance data and performance data of the other key systems of the District (e.g. personnel, financial, facilities) for strengths and opportunities for improvement.
3. Keeping the District's vision and mission in the forefront of all decision making.
4. Establishing goals and objectives that are strategic, measurable, attainable, results oriented, and time bound (SMART).
5. Presenting the proposed strategic goals and the plans for their accomplishment to the Board for approval.
6. Meeting with the Board ~~of education~~ to monitor progress and review the strategic plan and its execution. The plan may be adjusted as necessary
7. Providing regular reports to the Board and to the public on the District's progress in achieving the strategic plan's goals and objectives.

The Board is the final authority for adopting the District's vision, mission, priorities and goals as set forth in the strategic plan. It shall be the responsibility of the Board to approve budget needs based on District priority goals and action plans, provide the necessary support to ~~school~~ District staff in carrying them out, and monitor progress on a regular basis.

Progress toward meeting the priority goals and objectives outlined in the District's strategic plan shall be reported to citizens of the District on an annual basis. ~~via a publicized report that is made available on the District's website and/or through such other communication mechanism(s) as the Board may approve.~~

Policy Approved: October 22, 2012

Policy Revised:

#8121 – Board Organization (review)

Board Operations

Board Organization

Board Organization

The Board of Education derives its authority to govern the local schools from the Wisconsin Constitution and the Wisconsin State Statutes. The Watertown Unified School District is organized as a K-12 unified school district, therefore, shall be governed accordingly.

Number of Board Members: The Board shall consist of nine (9) members at large.

Terms of Office: Board members shall serve a term of three years and/or until their successors are elected and qualified.

Legal Reference: **Section 120.71, Wisconsin Statutes**
 Section 120.72, Wisconsin Statutes
 Section 120.73, Wisconsin Statutes
 Section 120.75, Wisconsin Statutes

Policy Approved: **December 18, 1985**

Policy Revised: **November 25, 2013**

#8130 – Board Elections (revisions)

Board Operations

Board Organization

Board Elections

The Board of the Watertown Unified School District shall be elected at the general election held on the first Tuesday in April of each year, following the procedure outlined for such election by the state statutes.

Board members shall be elected at large by a plurality of the electors of the District. Three members of the nine-member Board shall be up for election each year. Persons elected to the Board must be qualified electors of the ~~school~~ District.

An elected Board member's term of office shall commence on the fourth Monday in April. Before taking office, Board members must take and sign an oath of office administered by the Board Clerk.

Legal Reference: **Section 6.02, Wisconsin Statutes**
 Section 120.72, Wisconsin Statutes
 Section 120.73, Wisconsin Statutes

Policy Approved: **December 18, 1985**

Policy Revised: **November 25, 2013**

#8131 – Board Member Resignations (review)

Board Operations

Board Organization

Board Member Resignations

School Board member resignations shall be made in writing and shall be addressed and delivered to the Board President. A resignation will take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the written resignation. In the case of a Board officer whose term of office continues until his/her successor is chosen and qualified, the resignation will take effect upon the qualifications of his/her successor.

When a Board member ceases to be a resident of the District, or remains absent from the District for a period exceeding sixty days, his/her Board member seat shall be considered vacant. The Board shall fill the vacancy in accordance with established procedures.

Legal Reference: **Section 17.01, Wisconsin Statutes**
 Section 17.03, Wisconsin Statutes

Policy Approved: **December 18, 1985**

Policy Revised: **November 25, 2013**

#8140 – Board Committees (revisions)

Board Operations

Board Organization

Board Committees

The School Board believes committees can be useful in the decision making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District more in depth. The committee structure is designed to assist the Board in the conducting of Board business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision making process.

The Board shall have the following standing committees, which shall be subunits of the Board:

Fiscal Management Committee: Fiscal Management includes work on matters related to purchasing, finance, buildings and grounds, food services, student transportation and other matters related to the business management of District, and the ongoing review and revision of all policies related to the above.

Human Resources Committee: Human Resources includes work on all matters relating to the employment, evaluation and termination of employees and the development, negotiation and implementation of all contractual agreements with bargaining units, other employee groups, and any contracted services of the District, and the ongoing review and revision of all policies related to human resources.

Educational Services Committee: Educational Services includes work on matters relating to teaching and learning such as courses of study, instructional resources, data and assessments, student welfare and other matters of an educational nature, and the ongoing review and revision of all policies related to the above.

Policy Review Committee: Policy Review includes work on reviewing, updating and developing new ~~school~~ District policies for recommendation to the Board of Education.

Planning Committee: Planning includes work on the systematic long and short term planning to improve the operations of the District, to work toward increasing student achievement, and to advance the cause of education in the schools and community. ~~Also,~~ **It is the responsibility of this committee to develop the District's Strategic Plan and process related to implementation of the Strategic Plan.**

Standing Committees shall perform specific functions and duties as determined by the Board. They shall be fact-finding, deliberate and advisory in nature. Committees shall have no power to take any action whatsoever on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

#8170 – Board Self-Evaluation (revisions)

Board Operations

Board Operations

Board Self-Evaluation

The School Board is accountable to the public for the education of its children and the stewardship of the school District's resources. The Board recognizes that in order to be most effective in its governance role, it should continuously monitor and evaluate its own performance, processes, and practices. The Board believes that regular self-evaluation is essential to improve leadership, support student achievement, and attain the District's vision, mission, and goals.

With this in mind, the Board shall **at least** twice annually plan for and conduct a self-evaluation of its functioning as a Board. ~~The self-evaluation will be discussed at the December Board meeting and at the annual Board Retreat in June.~~

During self-evaluation, the Board shall evaluate itself as a whole. The self-evaluation should emphasize areas of strength as well as those identified for improvement. Board members are also encouraged to use the evaluation process as an opportunity to assess their own personal performance.

The Board may seek the assistance of the Superintendent of Schools in identifying standards for assessment and topics for discussion and/or in selecting an evaluation method or instrument that meets its needs.

Following a discussion of the evaluation results, the Board shall establish priorities and objectives for the following year's self-evaluation. The Board may, as desired, schedule interim self-evaluation sessions to assess progress towards achieving identified priorities and objectives.

The Board shall also evaluate their effectiveness at each regular board meeting. The Board President and Superintendent shall utilize this feedback to plan effective meetings and share with the Board as appropriate and necessary.

Legal Reference:

Policy Approved: **October 22, 2012**

Policy Revised:

#8210 – Board Officers (revisions)

Board Operations

Officers and Auxiliary Personnel

Board Officers

The School Board shall elect a President, Vice President, Clerk, and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by secret ballot. The officers shall be elected in the following order: President, Vice President, Treasurer, and Clerk. Voting for any of the officers shall continue until a majority vote is received. The Board shall also appoint a Deputy Clerk/Board Secretary.

In the event of an officer's temporary absence or inability to act, the Board shall appoint another Board member to discharge the officer's duties temporarily in his/her absence or until the inability to act no longer exists using the same voting method as above, except that in the case of the President; the Vice President shall automatically perform the duties of the President under such temporary circumstances. A temporary absence or inability to act is defined as 60 days or less.

Duties of the President:

- Presides at all meetings of the Board and sees that all minutes are properly approved.
- Decides all questions of order, subject to appeal to the Board by any member.
- Countersigns all orders for the disbursement of District funds.
- Appoints all committees of the Board and shall serve as an ex- officio member of all such committees.
- Provides leadership to the Board of Education and serves as spokesperson for the District.
- Chairs meetings of the Board after developing the agenda with the Superintendent.
- Encourages the Board's role in strategic planning.
- Discusses issues confronting the ~~organization~~ **District** with the Superintendent.
- Helps guide and mediate Board actions with respect to ~~organizational~~ **District** priorities and governance concerns.
- Reviews with the Superintendent any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Evaluates annually the performance of the ~~organization~~ **District** in achieving its mission.
- Performs all other duties as may be prescribed by law or by the Board.

Duties of the Vice President:

- Performs the duties assigned to the President, Clerk or Treasurer in the event of their absence or inability to act.
- Performs other duties as may be assigned by the Board.

Duties of Treasurer:

- Oversees finances of the organization.
- Administers fiscal matters of the organization in conjunction with District administrators.
- Provides annual budget to the Board for members' approval.
- Ensures development and Board review of financial policies and procedures.
- Signs checks in payment of lawfully incurred and properly applied expenditures as required by law.
- Performs other duties as prescribed by law or by the Board.

Duties of Clerk:

- Performs the duties assigned to the President and Vice President in the event of their absence or inability to act.
- Reports the name and address of all Board members to the Clerk and Treasurer of each municipality in which the District is located and to the State Superintendent within ten days of his/her election or appointment.
- Notifies each person of election or appointment to District offices and furnishes each teacher with a copy of his/her contract with the Board.
- Certifies to each municipal clerk in which the District is situated, a statement of the amount to be collected in each year for operation and debt retirement, based on equalized valuations certified by the Wisconsin Department of Taxation through the State Superintendent to the local school district.
- Transmits to the State Superintendent such verified reports as may be required by law.
- Posts and/or publish all official notices as required by law.
- Performs other duties as may be prescribed by law or by the Board.
- Maintains records of the Board and ensures effective management of organization's records.
- Is familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Duties of Deputy Clerk/Secretary of the Board:

- Attends all meetings of the Board and keep appropriate records of such meetings.
- Keeps a full and accurate record of the Board proceedings, making certain that each member receives a copy of the same and that the proceedings are submitted for publication in the Watertown Daily Times as soon as it is practical after each meeting.
- Files and preserves the papers and documents of the Board in a manner convenient for reference.
- Sees that each Board member receives notice of each regular and special meeting at least three days prior to the meeting, when possible.
- Signs such legal papers as the Board may designate.
- Acts in the place of Clerk in all matters authorized by the Board.
- Performs other duties as assigned by the Board.

Legal References:

Section 120.15 Wisconsin Statutes
Section 120.16 Wisconsin Statutes
Section 120.17 Wisconsin Statutes
Section 120.74 Wisconsin Statutes
Section 120.05 Wisconsin Statutes

Policy Approved: **December 18, 1985**

Policy Revised: **November 17, 2005**
April 30, 2009
November 25, 2013
October 24, 2016

#8220 – Legal Counsel (revisions)

Board Operations

Officers and Auxiliary Personnel

Legal Counsel

The School Board recognizes that the increasing complexity of District operations frequently requires the procurement of professional legal services. Therefore, the Board shall retain an attorney and/or law firm to provide such services to the District on an ongoing basis. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

The attorney and/or law firm retained by the Board shall be licensed to practice law in the State of Wisconsin and have knowledge and experience in Wisconsin school law. The attorney and/or law firm shall serve as legal advisor to the Board and administration. In that capacity, the attorney and/or law firm will:

- Provide general advice to the Board and/or administration on District operational and other matters.
- Attend Board and other District meetings as requested by the Board, ~~District Administrator~~ **Superintendent** or other designated school official.
- Assist with expulsions and other student disciplinary matters.
- Advise and assist in matters of litigation involving the District.
- Perform other special legal services as may be assigned by the Board, ~~District Administrator~~ **Superintendent** or designee consistent with the retainer agreement.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by Superintendent unless otherwise specified by the Board.

This policy does not limit Board members and other school officials from contacting sources other than the District's legal counsel for general legal information (i.e. the Department of Public Instruction or the Wisconsin Association of School Boards).

Legal References: **Section 120.10(14) Wisconsin Statutes**
 Section 120.13 (9m) Wisconsin Statutes
 Section 120.15 (2) – (4) Wisconsin Statutes

Policy Approved: **December 18, 1985**

Policy Revised: **December 16, 2013**

#8230 – Consultants to the Board (review)

Board Operations

Officers and Auxiliary Personnel

Consultants to the Board

To pursue its educational mission and to protect the public's financial investment in the schools, the Watertown Unified School District will, from time to time, engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially challenging problems and to offer special services which present staff are unable to provide.

The types of assistance sought from consultants may include, but will not be limited to:

- Conducting fact-finding studies, surveys and research.
- Providing counsel or services requiring special expertise (i.e. staff development and technical support).
- Assisting in the development of policy and program recommendations.

The services to be provided will be carefully planned. The selection of consultants and technical resources usually will include criteria for background (education and experience), professional standing in the field (professional credentials, certification or license), knowledge, and quality of past performance (references) as related to the requirements of the task to be performed. All services provided in this manner will be evaluated throughout the assignment and upon its completion.

Consultant services and financial arrangements must be approved by the Superintendent of Schools or his/her designee prior to the invitation of and visitation by a prospective consultant to the District.

Policy Approved: December 18, 1985

Policy Revised: December 16, 2013

Second Reading of the Following District Policies:

None