



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

**Board of Education Meeting
November 27, 2017**

Proceedings

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, November 27, 2017, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

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

Board Members Absent: Ron Buchanan

Music Selection: Lebanon students in grades 1-5 performed the *National Anthem* under the direction of music teacher, Cathy Houchin.

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:

- October 28th was the Annual Fall Festival for community children. Student council and WHS clubs set up and ran booths with food, activities, and story time. There was a fashion show/costume contest for all ages with prizes.
- A food drive was held the 2nd week of November. Students and staff brought canned goods which were donated to the Gosling Nest to help families in need.
- The Call an Elf project will again be held this year on December 15th. WHS students will create the North Pole in the WHS main office and will be on hand to receive calls from children.
- A Giving Tree will be displayed again this year and gift ideas will be identified on the ornaments. Students will have the opportunity to pick an ornament and then purchase and wrap the gift. Specific families have been identified and these items will be delivered to the families prior to Christmas.

Cassandra Schug shared the following:

- A note from Kristin Grender and Lee Bosch thanking the District for supporting their Watertown Way Grant to bring wellness education to WUSD.

Strategic Discussion:

WHS French Students Field Trip: WHS teacher Michelle Webster shared information with the Board on a field trip scheduled for March 23 -31, 2018 for students to travel to Amsterdam, Paris and London. A resolution will be brought forth for approval later in the meeting.

WHS Spanish Students Field Trip: WHS teacher Eric Kleine shared information with the Board on a field trip scheduled for June 20 through July 1, 2019 for students to travel to Peru. A resolution will be brought forth for approval later in the meeting.

WHS Galapagos Islands Field Trip: WHS teacher Chris Kemp shared information with the Board on a field trip scheduled for June 12 – 22, 2018, for students to travel to the Galapagos Islands (Quito, Ecuador). A resolution will be brought forth for approval later in the meeting.

Onsite Clinic Update: John Dawson, Willis Towers Watson, updated the Board on the Onsite Clinic sharing information on elements of expected healthcare cost reduction, year-to-date performance, and recommendations for 2018.

Elementary Schools SLO: Brad Clark, Webster Principal; Emily Lessner, Douglas/Lincoln Principal; Andy Bare, Schurz Principal; and Melissa Hahn, Lebanon Principal reported out the elementary School Learning Objective (SLO) goals and related demographic and student performance data from recent years.

Enrollment Report: Brittany Altendorf, Director of Business Services, gave an overview of the 3rd Friday in September student count, student count history from 2005 – 2017, and transfer in and transfer out student count as of September 15th.

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

- WHS Fall Musical, *Joseph and the Amazing Technicolor Dreamcoat*, was a phenomenal production.
- WHS art teacher, Dave Pawl was recognized as Outstanding Art Educator, Secondary Level.
- Schurz School hosted former Green Bay Packer, LeRoy Butler who talked to students about bullying.
- Project SEARCH recently held an open house at Watertown Regional Medical Center.
- December 3rd and 4th is the WHS Holiday Concert at St. Bernard's Church.
- December 11th is the Greater Watertown Community Health Foundation – Tomorrow's Workforce Develops Today event at Turner Hall.

Dr. Schug also summarized the November 8th Policy Review Committee meeting and the October 30th Planning 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 November 21, 2017. Agenda items included:

- Review of Invoices and Variance Report
- SocialSchool4EDU Contract
- 2017/18 Debt Refinance Consideration
- 3rd Friday September Enrollment Report
- Business Office Update
 - Banking Update
 - Transportation Update

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

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations
- Retirement Request
- Negotiations Update
- Leveling Up Request
- 2017 Health Risk Assessment Update
- Onsite Clinic Update
- Health Insurance Third Party Administrator Update
- Human Resources Dashboard

Educational Services Update: Dave Vitale, Assistant Superintendent, gave an update from the Educational Services Committee meeting held on November 14, 2017. Agenda items included:

- Elementary SLO – Goals
- RMS - STEM Site Visits

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

- The department is continuing with literacy training with Nancy Zimmermann.
- 4K planning is underway for the 2018/19 school year. Online enrollment will begin January 30, 2018.
- Chris Weddig, Mental Health Grant Coordinator, will present out to Board at the December 18th meeting.
- Information was shared regarding the Procedural Compliance Self-Assessment process.

Consent Agenda

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

SCHOOL BOARD RESOLUTION

#8719

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

Minutes:

Board Meeting – October 23, 2017

Special Board Meeting – November 13, 2017

Committee Summaries:

Educational Services – November 14, 2017
Fiscal Management – November 21, 2017
Human Resources – November 16, 2017
Planning – October 30, 2017
Policy Review – November 8, 2017

Personnel/Staffing:

Staff Resignations/Retirements/Terminations:

Non-Certified Staff:

Lori Kolosowsky Nutrition Services
High School
(effective 11/14/17)

Staff Appointments:

Non-Certified Staff:

Madelin Busshardt Special Education Paraprofessional
Schurz Elementary School
(effective 11/9/17)

Approval of Bills

First Reading of the Following District Policies:

- #4194 – Alcohol and Drug Free Workplace (revisions)
- #8310 – Board Member Authority and Responsibilities (revisions)
- #8320 - New Board Member Orientation (revisions)
- #8330 - Board Member Development and Participation in Service Groups, community Activities, Professional Organizations, Memberships, and Associations (revisions)
- #8340 - Board Member Compensation (revisions)
- #8360 – Code of Ethics (revisions)
- #8361 – Conflict of Interest (revisions)
- #8410 – Regular Board Meetings (review)
- #8420 – Special Board Meetings (review)
- #8430 – Closed Sessions (review)
- #8505 – Rules of Order (review)
- #8510 – Policy Adoption, Review, and Implementation (revisions)
- #8520 – Board Administrator Relations (revisions)
- #8521 – Public Notification of Board Meetings (review)
- #8522 – Agenda Preparation and Dissemination (revisions)
- #8522.1 – Agenda Format (review)
- #8523 – Public Participation at Board Meetings (revisions)
- #8524 – Board Minutes (revisions)
- #8530 - Board Member Use of Electronic Mail (review)

Second 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)

The resolution was adopted unanimously by roll call.

French Students Field Trip

It was moved by Tony Arnett, seconded by Fran Milburn, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8720

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve a field trip for French Student to travel to Amsterdam, Paris, London, March 23, 2018 to March 31, 2018 for approximately 10 students and 3 chaperones, with no cost to the district.

The resolution was adopted unanimously by voice vote.

Spanish Students Field Trip

It was moved by Fran Milburn, seconded by Tony Arnett, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8721

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve a field trip for the students enrolled in Spanish class to travel to Peru, June 20, 2019 – July 1, 2019, for approximately 30 students and 3 chaperones, with no cost to the district.

The resolution was adopted unanimously by voice vote.

WHS Galapagos Island Field Trip

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

SCHOOL BOARD RESOLUTION

#8722

BE IT RESOLVED, that the Watertown Unified School approves WHS students to travel to the Galapagos Islands (Quito, Ecuador), on June 12 to June 22, 2018 for approximately 25 students, and 5 chaperones, with no cost to the district.

The resolution was adopted unanimously by voice vote.

#4Socialschool4EDU Contract

It was moved by Tony Arnett seconded by Fran Milburn, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8723

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve a one-year contract with #4Socialschool4EDU to provide a scope of service for social media management to include consistent management of Facebook, Twitter, Instagram and YouTube social media accounts; launch materials and overview for staff; and provide quarterly reviews to discuss social media efforts, as recommended by the Planning Committee.

The resolution was adopted unanimously by roll call.

2017/18 Represented Certified Staff Compensation

It was moved by Tony Arnett, seconded by Jennifer Bakke, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8724

WHEREAS, Representatives of the Watertown School Board (the Board) and the United Lakewood Educators - Watertown (the ULE), as the exclusive bargaining agent for employees in the Certified Staff bargaining unit, have been engaged in negotiations for a 2017/18 Collective Bargaining Agreement between the parties; and

WHEREAS, the parties did not reach a voluntary settlement for a 2017/18 Collective Bargaining Agreement between the District and the ULE;

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

The base wage for the bargaining unit members be increased as follows:

- a. Based on a traditional base wage costing, the total base wage increase for the certified staff equates to a total percentage increase of 1.26%, the Consumer Price Index (CPI) percentage as determined by the Wisconsin Employment Relations Commission (WERC).*
- b. The total dollar amount available for a base wage increase will be distributed as an equal flat dollar amount for each member of the bargaining unit.*
- c. The base wage of all certified staff will therefore be increased in the amount of \$758.*

The resolution was adopted unanimously by roll call.

Public Input: None

Adjournment: There being no further business, it was moved by Fran Milburn, seconded by Tony Arnett, and unanimously carried that the meeting be adjourned at 8:10 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:

#4194 – Alcohol and Drug Free Workplace (revisions)

Human Resources

General Personnel Policies

Alcohol and Drug Free Workplace

The District recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and provide a safe working environment for all employees. To further this goal, the District has developed an Alcohol and Drug-free Workplace policy consisting of two components: Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all current employees and serves to reinforce the District's intolerance for illegal drug use and working under the influence of alcohol and/or other illegal drugs.

In order to protect the health, welfare and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District prohibits the involvement of any employee with illegal controlled substances.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee shall be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to cooperate with assessment testing has the same effect as a positive test results.

If an employee is involved in a work-related incident, they must inform a supervisor immediately. If the incident involves property damage or requires outside medical attention, the employee may be directed to have the injury taken care of and submit to alcohol and drug assessment testing (**cost of the assessment covered by the District**) as soon as possible following the accident. If possible, this testing will be done in conjunction with medical treatment. Refusal to cooperate with assessment testing has the same effect as a positive test result. The test results will be released to the Director of Human Resources. If the injury is student inflicted and medical attention is required, alcohol and drug assessment testing is not required.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and

alcohol assessment, counseling or rehabilitation programs or employee assistance program or appropriate authorities for prosecution.

If an employee has a criminal drug arrest or conviction, which is also a violation of this policy, he/she shall notify the Superintendent. This notification shall be made within five days of such arrest or conviction, and the Superintendent will then notify the appropriate State and/or federal agencies. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

The District shall distribute drug-free awareness information to employees regarding the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and (if applicable) employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

Legal Reference: **Section 111.35 – Wisconsin Statutes**
 Section 120.13 – Wisconsin Statutes
 Section 121.01(l)(i) – Wisconsin Statutes
 Section 125.09 – Wisconsin Statutes
 Chapter 961

Policy Approved: **December 11, 1991**

Policy Revised: **June 27, 2016**

#8310 – Board Member Authority and Responsibilities (revisions)

Board Operations

Board Members

Board Member Authority and Responsibilities

Board members are elected by the citizens of the District. While elected as individuals, the School Board acts collectively to govern the District as informed representatives of the citizenship. Board members act, on behalf of the citizens of the District, to ensure the District provides the best educational opportunities to maximize achievement of students of the District in accordance with the District's mission, vision, and strategic plan. Policies serve to indicate the manner in which the Board shall act in a situation that may or may not be explicitly established by law.

The authority of the Board lies in active participation in Board meetings and in fulfilling the duties as elected officials of the District. Individual members of the Board do not possess the powers that reside in the full Board of Education. The Board shall not be bound in any way by any statement and/or action on the part of an individual member or members.

Board members shall not personally investigate complaints or concerns brought to their attention by community members. Any Board member who receives a complaint regarding a District matter should refer it to the Superintendent or designee for study and resolution.

Individual Board Member Responsibilities:

- To become familiar and be informed about the mission, vision, and strategic plan of the District.
- To become familiar and be informed about state school laws, regulations of the Department of Public Instruction, Watertown Unified School District policies, programs, services, and fiscal management.
- To read advanced materials, attend, come prepared, and actively participate in all Board and committee meetings and functions of the Board.
- To work harmoniously with other Board members, administrators, and staff in the District
- To actively discuss, vote and act in the Board meetings impartially in the best interest of the District, and to support the action of the Board when a majority has voted for a course of action.
- To represent the Watertown Unified School District and the Board of Education to the public in a way to promote both interest and support.
- To refer complaints and concerns to the Superintendent and to abstain from individual counsel and action.
- To follow all Board policies paying special attention to the established code of ethics, conflict of interest and confidentiality policies.

Policy Approved: December 16, 1987

**Policy Revision: April 30, 2009
December 16, 2013**

#8320 - New Board Member Orientation (revisions)

Board Operations

Board Organization

New Board Member Orientation

The Board President, Superintendent of Schools, and administrative staff shall make every effort to assist new Board members in becoming fully informed about the function, policies, procedures, and concerns of the Board.

- New Board members shall be given materials available relating to Board member duties.
- The Superintendent shall supply materials pertinent to meetings and explain their use.
- New Board members will be invited to an orientation meeting with the Superintendent and the Board President to discuss Board and administrative responsibilities.
- Copies of the District policies are available on the District's website.
- New Board members shall be encouraged to attend inservice sessions for Board members conducted by the Wisconsin Association of School Boards (WASB).
- New Board members will be provided tours of the District facilities upon request.
- The Board President shall appoint a veteran Board member as a mentor for each newly elected Board Member.

Orientation shall be considered an ongoing process for ~~all school~~ **Board** members and may include such activities as those indicated above and addition of items such as these:

- Attendance at school **Board** and administrative conferences and conventions.
- Exchange of ideas through joint meetings with neighboring school boards.

Legal Reference: **Section 120.12(32) Wisconsin Statutes**

Policy Approved: **March 17, 2005**

Policy Revised: **November 25, 2013**

#8340 - Board Member Compensation (revisions)

Board Operations

Board Members

Board Member Compensation

Board members shall be compensated at the rate of \$25.00 for each regular and called meeting attended. Called meetings shall include special meetings, ~~executive sessions~~, and public hearings involving the **District**. Members shall also be compensated \$25.00 for all committee meetings attended.

Board members shall also be paid actual and necessary expenses when traveling outside the District in the performance of their duties and receive compensation in accordance with established guidelines. When mileage is computed for expenses, the mileage will be figured at the approved ~~school~~ **District** rate.

Legal References: **Section 120.10(4) Wisconsin Statute**
 Section 120.13 (16) Wisconsin Statute

Policy Approved: **December 18, 1985**

Policy Revised: **November 25, 2013**

#8360 – Code of Ethics (revisions)

Board Operations

Board Members

Code of Ethics

As representatives of the citizens in the Watertown Unified School District, Board of Education members are responsible for serving the best interests of the students in its community. In order to best do this, the Board of Education will abide by the following Code of Ethics:

Honor and comply with all national, state and local laws and regulations, including:

- Understanding and following open meeting laws as set forth in Chapter 19.81 to 19.98 in Wisconsin statutes.
- Adhering to meeting agendas for open and closed sessions.
- Complying with Code of Ethics for local government officials as set forth in Chapter 19.41 to 19.59 in Wisconsin statutes.

Encourage the open-minded exchange of ideas and opinions in a conscientious, courteous manner among fellow Board members, District personnel, and community members, including:

- Valuing opinions of others.
- Providing adequate time for expression of opinions.
- Respecting the rights of others to disagree.
- Following parliamentary procedure.

Build relationships through open, direct communication as part of the educational team and as leaders responsible to the community, including:

- Being factual in sharing information.
- Being consistent in communicating with all groups.
- Being specific in sharing community feedback.
- Honoring confidentiality.

Model integrity in the performance of Board duties and responsibilities by:

- Supporting the prevailing action of the Board regardless of individual vote.
- Voting on all issues unless a conflict exists.
- Declaring a conflict of interest when one exists.
- Addressing and promoting genuine interests rather than personal agendas.
- Refraining from using School Board position for personal advantage.
- Refraining from conducting Board business outside of posted meetings.

Be accountable for guiding and supporting the policy decision-making process that impacts students, staff and the community, including:

- Avoiding micromanaging District operations.
- Attending all regular Board meetings insofar as possible.

- Being prepared for meetings
- Asking for additional information if needed
- Ensuring that all Board members have the benefit of each other's opinions through public discussion of issues prior to voting.
- Making decisions based on factual information.
- Refusing to surrender independent judgment to individuals, special interest, partisan or political groups.
- Adhering to professional Board decorum.
- Understanding and working within the District's organizational structure.

Strive for continuous improvement by:

- Providing adequate opportunities for new Board member orientation.
- Participating in Board development activities.
- Working towards fulfillment of the District's Strategic Plan.
- Devoting time, thought, and study to the duties and responsibilities of a Board member, in order to render effective and creditable service.
- Welcoming and encouraging active cooperation by citizens, organizations and the media, with respect to establishing policy or future developments.
- Insisting on regular and impartial evaluation of all staff.
- **Participating in Board self-evaluation process.**

Adhere to the process for addressing Board Member violations:

- Any Board Member(s) may seek remedy by presenting the President of the Board with notification of the alleged violation.
- A conversation, in a private setting, will be held between the offending Board member, Board President and Superintendent.
- Public censure of the offending Board member and/or removal of the Board member from committee assignments may occur based on the determination of the Board.
- If the Board President is the offending member, the above process shall be deferred to the Board Vice President.

Policy Approved: December 18, 1985

**Policy Revised: April 30, 2009
June 28, 2010
December 16, 2013**

#8361 – Conflict of Interest (revisions)

Board Operations

Board Members

Conflict of Interest

A representative of all the citizens in the District, the ~~School~~ **Board of Education** is responsible for serving the best interests of the community and its students, and utilizing all available resources toward that end. The oath of office requires that Board members uphold the laws and Constitutions of the United States and State of Wisconsin.

In addition, ~~School~~ Board members shall not use their office to obtain financial gain or anything of substantial value for their private benefit, or for the benefit of their immediate family, or for any organization with which they are associated. Board members recognize that conflicts of interest are to be avoided if the public's confidence in the ~~School~~ Board, and the ~~School~~ District's operations as a whole, is to be maintained. The intent of this policy is to preclude the possibility that a Board member may be placed in a situation where his/her personal interests may affect his/her judgment on matters relating to District operations, and to remind Board members of their duty to comply with statutory provisions, including Wis. Stat. 19.42 *et seq.*, and 946.10 *et seq.*, which define school board members' legal and ethical obligations.

The following applies to ~~School~~ **Board of Education** members:

1. No ~~School~~ Board member may be employed by the ~~School~~ District in any capacity.
2. No ~~School~~ Board member may take any action substantially affecting a matter in which the official, a member of his/her immediate family, or an organization with which the Board member is associated has a substantial financial interest.
3. No ~~School~~ Board member shall use his/her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, members of his/her immediate family, either separately or together, or an organization with which the Board member is associated.
4. No ~~School~~ Board member shall participate in the making of a contract with the District, in either his/her private or official capacity, in which the Board member has a pecuniary interest, either direct or indirect.
5. If a ~~School~~ Board member has a pecuniary interest, either direct or indirect, in a matter before the Board, or the matter substantially affects the financial interest of a ~~School~~ Board member, or a member of his/her immediate family, or an organization with which the Board member is associated, the Board member shall abstain from discussion, consideration, action, or voting on the matter regardless of the monetary amount involved.
6. No ~~School~~ Board member shall solicit or accept any gift or favor of any value that is intended or may be perceived to be intended to influence him/her in the discharge of his/her duties. This provision shall not prohibit contributions to the election campaign of a candidate for the ~~School~~ Board.
7. No ~~School~~ Board member may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer to promise to withhold, his/her vote or influence, or promise to take or refrain from taking, official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make, or refrain from making, a political contribution, or provide or

refrain from providing any service or other thing of value, to or for the benefit of any School Board member, candidate for School Board, or as otherwise prohibited by law.

8. No ~~School~~ Board member shall use confidential District information concerning the affairs of the ~~School~~ District for personal gain for him/herself or others.

A conflict of interest is defined as a conflict between the private interests of a Board member and the official responsibilities of his/her elected position. Immediate family means an individual's spouse and any relative by marriage, lineal descent or adoption, who receives, directly or indirectly, more than one-half (1/2) of his/her support from the ~~School~~ Board member, or from whom the ~~School~~ Board member receives, directly or indirectly, more than one-half (1/2) of his/her support. An associated organization includes any organization in which a ~~School~~ Board member, or a member of his/her immediate family, is a director, officer or trustee, or owns or controls, directly or indirectly, at least ten percent (10%) of the outstanding equity, or of which the Board member, or a member of his/her immediate family, is an authorized representative or agent.

Policy Approved: December 18, 1985

Policy Revised: December 16, 2013

#8420 – Special Board Meetings (review)

Board Operations

Board Meetings

Special Board Meetings

Special meetings of the Board may be called by the Superintendent of Schools, Board President, or upon the filing of a written request to the Board Clerk signed by a majority of the members of the Board.

Notice of Special Board meetings shall be given in accordance with state law and established District procedures. The notice shall specify the subject matter of the meeting. No business shall be transacted at a Special Board meeting other than that specified in the notice of the meeting.

Minutes of each Special Board meeting shall be recorded, and the proceedings of each meeting shall be published within 45 days of the meeting.

Legal References: **Section 19.81(2) Wisconsin Statute**
 Section 19.83 Wisconsin Statute
 Section 19.84 Wisconsin Statute
 Section 19.85 Wisconsin Statute
 Section 120.11(4) Wisconsin Statute
 Section 120.43(2) Wisconsin Statute

Policy Approved: **December 18, 1985**

Policy Revised: **December 16, 2013**

#8430 – Closed Sessions (review)

Board Operations

Board Meetings

Closed Session

All meetings of the School Board and its committees shall be open to the public, except those sessions authorized by law to be closed. Reasons for conducting closed sessions include, but are not necessarily limited to the following:

- Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board.
- Considering or acting on the dismissal, demotion, licensing or discipline of any **Board District** employee provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice shall contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
- Considering employment, promotion, compensation, or performance evaluation data of any **Board District** employee.
- Considering strategy for crime detection or preventions.
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems, or the investigation or charges against specific persons; which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning a strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- Considering requests for confidential written advice from the ethics Board under state law, or from any local government ethics Board.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption(s) authorizing the closed session. The meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall record the presiding officer's announcement. No business may be taken up at any closed session except that which relates to matters identified in both the public notice of the meeting and the presiding officer's announcement of the closed session. Any Board member who, upon hearing the presiding officer's announcement of the proposed closed session, concludes that the closed

#8505 – Rules of Order (review)

Board Operations

Methods of Operation

Rules of Order

Business shall be conducted at regular and special Board meetings according to Robert's Rules of Order, Revised except as otherwise provided by law or the Board. However, the failure to follow Robert's Rules or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

A majority of the members of the Board (half of the members plus one) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Voting at Board meetings will normally be by voice vote. A motion is passed/adopted when a majority of the members who are voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. In cases where there seems to be no opposition and the issue is relatively minor or procedural in nature (such as giving the administrators general direction on an issue), action can be taken by ascertaining unanimous consent.

A roll call vote, or other method of ascertaining and recording the individual vote of each Board member shall be taken when requested by the Board President or any member of the Board, and when required by law (i.e. a vote to convene in closed session) or Board policy. The roll call vote shall be called in alphabetical order in a rotating manner that shall change at each regular meeting of the Board so that a differing voting pattern is used over the course of a year.

Board members are expected to vote on all issues before the Board except on matters involving potential conflicts of interest or other cause for abstention. In such cases, a Board member may abstain from voting and such abstention shall be recorded in the Board meeting minutes. A Board member abstaining due to an actual or potential conflict of interest or due to possible bias in a matter shall neither vote nor participate in the Board's discussion or deliberations on the matter in some cases. A Board member who is abstaining may physically leave the meeting room during all consideration of the matter to document his/her nonparticipation.

The Board President shall vote on all motions before the Board as does any other Board member. No Board member may cast a vote by proxy or by absentee ballot. Unless otherwise provided, secret ballots may be taken only to elect Board officers.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the

District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

Legal References: **Section 19.88, Wisconsin Statutes**
 Section 120.11(1), Wisconsin Statutes

Policy Approved: **January 27, 2014**

Policy Revised:

#8510 – Policy Adoption, Review, and Implementation (revisions)

Board Operations

Methods of Operation

Policy Adoption, Review and Implementation

Policymaking is the primary method by which ~~school~~ **the Board of Education** exercises their statutory authority and broad powers. Therefore, the ~~School~~ Board shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for District operations and decision making. These policies shall be in line with the District's mission, vision and strategic plan, and with applicable legal requirements. Board policies shall be organized according to a standard policy manual codification system.

Policy changes or additions may be proposed by the Superintendent, any **Board** member, staff member or community member. Policy changes or additions must be proposed through the Superintendent of Schools. The Superintendent and the Board Policy Review Committee shall review the policy proposals and consider their merit before making any recommendation that the Board consider a proposal for possible adoption. The submission of a policy proposal does not guarantee consideration of the proposal by the full ~~School~~ Board. At any point in the policy review and adoption process, the Board may make such amendments to proposed policies as the Board deems necessary or appropriate.

New proposed policies shall be discussed by the Board Policy Review Committee and may be recommended to go to the full Board for approval. Proposed policies or policy revisions/deletions shall be a part of the Board's consent agenda and will be initially reviewed at one Board meeting and brought to a vote for adoption at a subsequent meeting to allow time for review, input and possible changes. On matters of unusual urgency, and following a Board vote to set aside and waive the standard two-meeting adoption process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions/deletions may be adopted at the same meeting at which they are initially presented.

Formal adoption of policies shall be recorded in the minutes of the Board meeting and only those policies so recorded shall be official Board policies of the District.

The ~~School~~ Board policy manual shall be maintained electronically and shall be accessible to Board members, administrators, staff members, parents and guardians, and other interested members of the public through the District's website. District policies are public records and shall be available for inspection and copying through the District Office. Board policies shall also be further disseminated through other appropriate means as may be required by law or determined by the Superintendent.

~~School~~ Board policies shall be reviewed and updated on a regular basis in order to keep them up-to-date.

The Board recognizes that while policymaking is its responsibility, the implementation of Board policies is the responsibility of the Superintendent. The Superintendent or designee shall inform staff members, students and other interested persons of Board policies, and act as necessary to ensure effective and consistent policy implementation.

Policy Approved: December 18, 1985

Policy Revised: December 16, 2013

#8521 – Public Notification of Board Meetings (review)

Board Operations

Methods of Operation

Public Notification of Board Meetings

The Watertown Unified School District Board of Education recognizes the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with conducting Board affairs and the transaction of Board business.

As a governmental body, the Board must give public notice of all meetings according to state statute. In order to provide accurate and complete information to the public and media, notice of each meeting shall appear on the District website and in the Watertown Daily Times. Additionally, notices shall be posted at the Educational Service Center and at each of District schools.

Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

In the event that a matter arises that is not included on the previously distributed Board meeting agenda notice, and it is determined by the Board President with the advice of the Superintendent that the matter should be included on the agenda, the agenda will be revised with the additional item. Notice of revised agenda material will be given in the same manner as the original agenda notice, unless such notice is impossible or impractical due to extenuating circumstances.

Said notices will include the date, time, location and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session. The notice shall also contain the name and address of the District and its telephone number. Unless otherwise indicated, regular meetings shall convene at 6:00 p.m. on the fourth Monday of each month at the Education Service Center at 111 Dodge Street.

Policy Approved: December 18, 1985

Policy Revised: December 16, 2013

#8522 – Agenda Preparation and Dissemination (revisions)

Board Operations

Methods of Operation

Agenda Preparation and Dissemination

The Superintendent of Schools shall be responsible for preparing the agenda for all meetings of the ~~School~~ **Board of Education**. In doing so, the Superintendent shall incorporate such direction as the Board has provided regarding priorities and scheduling, and shall also seek input from the Board President, other individual members of the Board, and members of the administrative staff as appropriate.

Each regular monthly Board meeting agenda shall include a period for public input, which shall be included as an item of business in the public notice of the meeting.

A consent grouping may be placed on the agenda for those items which are routine in nature or which would not be likely to require discussion or explanation as to the reason for Board action. All items placed on the consent agenda will be acted upon under a single motion. Before initiating any vote on the consent agenda, the presiding officer shall ask whether any individual Board member desires clarification on any item, and whether any individual Board member wishes to remove any item from the consent agenda for separate consideration. **The Board President will also announce where members of the public may acquire all information contained in the consent agenda.** After all clarifications have been provided and all separations have been made, the presiding officer will call for a second on a motion to approve all of the items of business consolidated under the consent agenda, as amended by any separations; and the Board will then vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

The agenda packet shall be disseminated to Board members in sufficient time before the meeting so that the Board may give items of business careful consideration. As a general guideline, and with such exceptions as may be necessary from time to time, a meeting agenda (even if tentative) and the supporting materials shall be distributed to Board members and the administrative team of the District at least three days prior to each Board meeting. In the event there are any known gaps in the agenda packet that will be filled by a later supplement to the packet, the administration shall provide the materials that are available and inform the Board that supplemental material is forthcoming. The agenda packet shall include the agenda accompanied by information including the following:

- A brief explanation of each item appearing on the agenda, along with an indication of whether it is intended as an action item or primarily as a discussion or informational item.
- Data and support information that will be helpful to Board members considering the agenda items (whenever possible, proposals should be accompanied by pertinent fiscal notes and financial estimates).

During the meetings, the Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote or by the unanimous consent of the members present at the meeting.

Legal References: **Section 19.83(2) Wisconsin Statutes**

Section 19.84 Wisconsin Statutes
Section 120.11 Wisconsin Statutes
Section 120.43(2) Wisconsin Statutes

Policy Approved: December 18, 1985

Policy Revised: January 27, 2005
June 27, 2011
December 16, 2013

#8522.1 – Agenda Format (review)

Board Operations

Methods of Operation

Agenda Format

The order of business for regular Board meetings shall include:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Preview of Agenda
5. Public Input
6. Announcements and Recognition/Communications
 - A. Student Board Representatives
7. Strategic Discussion
8. Reports
 - A. Superintendent Report
 1. Events in the WUSD
 2. Discussion of Board Meeting Evaluation(s)/Board Goals
 - B. Department Reports
 1. Business
 2. Human Resources
 3. Educational Services
 4. Teaching and Learning
9. Consent Agenda
 - A. Minutes
 - B. Committee Summaries
 - C. Personnel/Staffing
 - D. Approval of Bills
 - E. First Reading of District Policies
 - F. Second Reading of District Policies
10. Action Items
11. Public Input

12. Adjournment

Policy Approved: July 24, 1991

**Policy Revised: February 26, 2004
January 27, 2005
November 17, 2011
December 16, 2013
December 15, 2014**

#8524 – Board Minutes (revisions)

Board Operations

Board Meetings

Board Minutes

The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special Board meeting. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through ~~a formal motion or by unanimous consent~~ **the consent agenda.**

Once approved, the minutes shall become official records of the Board and be maintained in the District Office; except as otherwise specifically provided, copies of the minutes shall be posted on the District's website and made available to any citizen upon request during regular office hours. Board meeting proceedings shall also be submitted for publication in the District's official newspaper in accordance with state law.

When the Board convenes in closed session, the minutes of the closed session shall include the purpose of the meeting and qualifying exemption under state law for meeting in closed session, and also include a record of any official action taken during the closed session, including the vote thereon.

Although normally Board meeting minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public, if there is a specific demonstration that there is a need to restrict public access at the time the request is made. It shall be the responsibility of the Superintendent, as the designated legal custodian of District records, to make this determination on a case-by-case basis. In making this determination, the Superintendent shall weigh the public interest in disclosure of the minutes against the public interest and public policies and laws against disclosure. As soon as the need to maintain confidentiality lapses, closed session minutes shall be made public in accordance with state law.

Policy Approved: January 27, 2014

Policy Revised:

#8530 - Board Member Use of Electronic Mail (review)

Board Operations

Methods of Operation

Board Member Use of Electronic Mail

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the Superintendent and Board President, and the one-way distribution of information (i.e. from the Superintendent to all Board members). However, the Board strongly discourages (and, in some circumstances, applicable laws will directly prohibit) individual Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (i.e. potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful.
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information.
3. Communications regarding District matters that are considered confidential or highly sensitive (i.e. closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

Each Board member has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the Board, a Board committee, or any other District-created governmental body on which the Board member serves. As an example of actions regulated under the Open Meetings Law, Board members must avoid creating a “walking quorum” through any series of communications among members of the Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the Board’s course of action on any matter.

Unless the Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the Board, an individual Board member shall not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire Board or for the District, or (2) speak in a manner that purports to obligate the Board or District to a particular course of action.

There should be no expectation of privacy for any messages sent or received via the District e-mail system. Messages may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

Legal Reference: **Chapters 19, Subchapter II and V, Wisconsin Statutes**
 Section 120.13(28), Wisconsin Statutes
 Section 943.70, Wisconsin Statutes

Section 947.0125, Wisconsin Statutes

Policy Approved: July 28, 2005

Policy Revised: January 27, 2014

Second 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

#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
November 27, 2017**

#8120 – Strategic Planning (revisions)

Board Operations

Board Operations

Strategic Planning

The School Board recognizes its authority and responsibility to set the direction for the 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 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 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 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.

Policy Approved: October 22, 2012

Policy Revised: November 27, 2017

#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. 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 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.

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.

Policy Approved: October 22, 2012

Policy Revised: November 27, 2017

#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 District with the Superintendent.
- Helps guide and mediate Board actions with respect to 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 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
November 27, 2017

#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 prospective consultant to the District.

Policy Approved: December 18, 1985

Policy Revised: December 16, 2013
November 27, 2017