

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION SPECIAL MEETING - REORGANIZATION**

Monday, April 22, 2019

6:30 PM

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVE THE AGENDA**
- IV. **PUBLIC COMMENTS**
- V. **OATH OF OFFICE - NEW BOARD MEMBERS**

For the record it should be noted that the oath has been administered to the appropriate newly elected Board members with such a notation being provided in the minutes of this meeting.

For the Record:

Jack Heinemann - Took the oath of office on May 15, 2018

David Boetcher - Took the oath of office on May 15, 2018

Judy Engebretson - Took the oath of office on May 18, 2018

VI. **BOARD REORGANIZATION**

Clerk Waner will initiate the process for selecting Board Officers by asking for nominations for the office of President. After nominations are complete and a vote is taken to determine the position of Board President, the newly elected President will then continue the process by taking nominations and facilitating a vote for each of the remaining Board positions of Vice-President, Clerk and Treasurer. Votes can be by paper ballot or voice vote as determined by a majority of Board members.

A. Election of Officers

The Board will be electing the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year. The following motions are provided to give you guidance on this process.

Should multiple people be nominated for the same position, then written ballots will be provided, and Randy Guttenberg and Rebecca McDonough will count them.

President

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that  
\_\_\_\_\_ be nominated for President of the Waunakee  
Board of Education.

Vice-President

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that  
\_\_\_\_\_ be nominated for Vice-President of the Waunakee  
Board of Education.

Clerk

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that  
\_\_\_\_\_ be nominated for Clerk of the Waunakee Board of  
Education.

Treasurer

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that  
\_\_\_\_\_ be nominated for Treasurer of the Waunakee  
Board of Education.

In the event that only one person is nominated for any position, the following  
motion provides you guidance on how to handle that situation.

Closing of Nominations

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that nominations for  
\_\_\_\_\_ be closed and a unanimous ballot be cast.

#### B. Appointment Process Committees

As we have done in the past, we have asked for feedback from board members on  
their committee preferences. The president will use this feedback to develop  
committee assignments for the next year.

#### C. Designations and Memberships

##### 1. Official Newspaper

The Board will need to take action to appoint the official newspaper  
(Waunakee Tribune) for the district.

##### 2. Meeting Times and Dates

The past practice of the Board of Education is to hold its regular meeting on

the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. There are no legal stipulations in the State Statute 120.11 that govern when Board meetings are to be held. The statute merely states that the Board needs to hold monthly meetings at a time and date set by the Board.

3. Legal Counsel

The Board will need to take action to appoint legal counsel for the district. I recommend appointing Strang, Patteson, Renning, Lewis & Lacy s.c. as our firm, with Kirk Strang as primary contact. As you know, we also use different attorneys and firms depending on the issue requiring assistance.

4. Official Depositories

Mr. Summers has provided the following list of current banking/depository institutions for approval by the Board to carry out the financial functions of the district for the coming year.

Depository, Expenditure, and Payroll Accounts:

State Bank of Cross Plains

Investments:

State Bank of Cross Plains

Wisconsin Local Government Investment Pool

AUL Trust

PMA-Public Fund Specialists/WISC

Credit Cards:

WASBO/BMO Harris

5. WASB and WIAA Memberships

The Board will need to take action to approve district membership in the Wisconsin Association of School Boards (WASB) and the Wisconsin Interscholastic Athletic Association (W.I.A.A.).

**VII. SET ANNUAL MEETING**

The Board of Education, pending discussion, will need to determine a time and date for the annual meeting per the motion/action of the electorate at the last annual meeting authorizing the Board to set the meeting date/time of the annual meeting. State Statute 120.08(1) states: A common school district (Waunakee) shall hold an annual meeting on the 4th Monday in July at 8:00 p.m. unless the electors at the annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the school board to establish a different date or hour. No annual meeting may be held before May 15, 2019 or later than October 31, 2019. The motion to set the annual meeting will need to include the date, the time and the place the annual meeting will be held. Last year the meeting was held on the third Monday in October which was October 15, 2018 at 7:00 p.m. in the board room at 905 Bethel

Circle. We suggest that this year's meeting be set for October 21, 2019 at 7:00 p.m.

VIII. **Field Trip**

A. DECA International Career Development Conference Orlando FL.

This trip should have been included on the April Board Agenda, however, I missed including it in the packet. Since this is a trip that is coming up in the very near future, and involves students who competed and qualified for this DECA event, I am bringing to you at Monday's meeting for consideration. I recommend approval.

IX. **ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”