

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION CO-CURRICULAR COMMITTEE MEETING**

Tuesday, August 30, 2022

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE THE AGENDA**

**IV. PUBLIC COMMENTS**

**V. REVIEW COACHES EVALUATION PROCESS** **3**

Aaron May will review with the Committee the coach evaluation process. Attached are documents that are part of the evaluation process of coaches and items used to assess individual programs.

**VI. UPDATE ON CO-OP ARRANGEMENTS** **12**

Aaron May will provide an update on the district's co-op arrangements. See attached a memo from Mr. May.

**VII. CONSIDERATION OF ROBOTICS CLUB** **13**

Attached please find a memo from Tim Schell requesting that we establish a Robotics Club

at the high school. Initial funding for this program can be supported by funds from our State CTE Grant, managed by Michelle McGlynn. This club is being proposed by the administration per a need identified within our STEM program by the advisory group associated with the Innovation Center. The administration would like to start a club in this area of study first, prior to offering a course proposal. A robotics class is in the vision for the future.

VIII. **FUTURE MEETINGS**

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.”



# WAUNAKEE

## COMMUNITY HIGH SCHOOL

301 Community Drive  
Waunakee, Wisconsin 53597  
(608) 849-2100

**Athletics Office**

TO: Co-curricular Subcommittee Members, Randy Guttenberg, Brian Borowski, & Brian Grabarski  
FROM: Aaron May, Activities Director  
DATE: August 25, 2022  
RE: Coaching Evaluation process

### **COACHING EVALUATION PROCESS**

The evaluation of head coaches is described in Board Policy 538. Along with the written evaluation there are pre-season, post season, and in-season meetings and conversations that act as informal formative feedback for the coaches.

The end of season evaluation has five main areas of focus: 1) Short term goals, what the coach had planned for the upcoming season and how well it was executed, 2) Long term goals, for the whole program including all aspects of the program such as, the direction of the youth program, 3) Communication Skills, how well do they communicate with assistants, parents, administration, etc... 4) Organizational Skills, examples of this would be: timely notification of purchase requests, roster changes, and getting other needed information to the Athletic Office and 5) Knowledge of the game including teaching sport technique and application of game strategy. We also review the coach's leadership abilities with a focus on how they fit within the entire athletic program at Waunakee. The Athletic Department uses Coach Evaluator to house our evaluation electronically.

At the end of each sport season the Athletic Office also sends out a program evaluation survey to the student-athletes. This Qualtrics survey is sent to each student-athlete's school email via Infinite Campus. The student's answers are collected anonymously and the results are reviewed by the Head Coach and the AD at the end of season meeting. These results help identify areas that need improvement in the eyes of the student-athlete and allows students to have a voice in the evaluation process without fear of retribution. The survey response rates are strongest for the Fall and Winter sports while Spring sports still receive responses; it is a smaller percentage when compared to the response rate of Fall and Winter sports.

## HEAD COACH EVALUATION

538-Exhibit

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Activities Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Activities Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short-term goal setting (for upcoming season)
- Long-term goal setting (for entire program)
- Communication skills
- Organizational skills
- Knowledge of game (Individual skills and team strategies)

These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Activities Director. A signed copy will be kept by each as well as the High School Principal.

- I) Short term goals
  - Goals and expectations for the immediate season.
  - Team strengths/weaknesses to work on.
- II) Long term goals
  - Areas the head coach wants to see improved in the overall programs.
  - Off-season expectations of players.
  - Development of feeder programs.
- III) Communication skills
  - Demonstrates ability to effectively communicate with
    - Players
    - Assistant coaches
    - Support staff (managers, custodians, trainers, etc.)
    - Administration
    - Teaching staff
    - Parents/Booster Clubs
    - Media
- IV) Organizational skills

- Demonstrates effective organization of:

538-Exhibit continued

- Practice time
- Programs organization i.e.: (youth programs, off-season programs, etc.)
- Program business i.e.: (Budget, bus and facility forms, pre-season parent meeting, post season banquet, etc.)

V) Knowledge of Game

- Understanding of individual skills
- Understanding of team strategies
- Player management
- Application of knowledge in practice and game settings

VI) Leadership Abilities

- Contributes to overall positive school environment
- Supportive of all school programs
- Involvement in professional associations/professional development

VII) Summary

- A. Strengths
- B. Areas for Improvement
- C. Suggestions for Improvement

Head Coaches' Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted: June 2000  
April 2002

Waunakee Community School District



# Waunakee High School Athletics AD Evaluation

## Details

### Evaluation Information

<b>Coach Name:</b>	██████████	<b>Sport:</b>	██████████
<b>Level:</b>	████	<b>Season:</b>	████
<b>Coach Email:</b>	████████████████████	<b>Year:</b>	████
<b>Sport Male/Female?:</b>	████	<b>Additional Info:</b>	
<b>Has this coach completed Positive Coaching Alliance's Double-Goal Coach® training (More Info)?:</b>	████		
<b>AD Evaluation Opened By:</b>	████████████████████	<b>AD Evaluation Opened Date/Time:</b>	████████████████████
<b>AD Evaluation Completed By:</b>		<b>AD Evaluation Completed Date/Time:</b>	
<b>Coach Approval Of AD Evaluation Date/Time:</b>		<b>Coach Season Rpt./Self Eval. Completed Date/Time:</b>	
<b>AD Approval Of Coach Season Rpt./Self Eval. By:</b>		<b>AD Approval Of Coach Season Rpt./Self Eval. Date/Time:</b>	

[Show/Hide In-Season Evaluations](#) ⤴

## In-Season Evaluation

No items Found

### Add New In-Season Evaluation

**Date:**

**Location:**

**Activity Type:**

**Comments:**

Save New In-Season Evaluation

## End Of Season Evaluation

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Activities Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Activities Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

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**RATING SCALE:**

- 4 - EXEMPLARY
- 3 - SATISFACTORY
- 2 - IMPROVING
- 1 - NEEDS WORK

**I) Short Term Goals**

- Goals and expectations for the immediate season
- Team Strengths/weaknesses to work on

**II) Long term goals**

- Areas the head coach wants to see improved in the overall programs
- Off-season expectations of players
- Development of feeder programs

**III) Communication skills**

- Demonstrates ability to effectively communicate with:
  - Players
  - Assistant coaches
  - Support staff (managers custodians trainers etc )
  - Administration
  - Teaching staff
  - Parents
  - Media

**IV) Organization skills**

- Demonstrates effective organization of:
  - Practice time
  - Programs organization ie: (youth programs off-season programs etc )
  - Program business ie: (Budget bus and facility forms pre-season parent meeting post season banquet etc )

**V) Knowledge of Game**

- Understanding of individual skills
- Understanding of team strategies
- Player management
- Application of knowledge in practice and game settings

**VI) Leadership Abilities**



**End Of Season Evaluation Last Updated Date/By:**

Print Evaluation

Complete Evaluation

Make sure all in-season evaluations and the end of season evaluation are saved before marking the evaluation as complete

Please allow up to 30 seconds for the PDF to be created when printing the evaluation form

## Girls Soccer – End of Season Survey

Please take some time to reflect on the season and complete the program survey below.

Please select the team you participated on this past season. If you competed on more than one team please select the squad you spent the majority of the season on.

Please select the option that best fits how you feel for each statement.

	Strongly agree	Agree	Disagree	Strongly disagree
My coach knows the rules of the game.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach respected game officials and workers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach treated all players with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach rewarded efforts, not just results.	<input type="radio"/>	<sup>9</sup> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly agree	Agree	Disagree	Strongly disagree
My coach helped players learn and improve during the season.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach helped players bounce back from mistakes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach used positive reinforcement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach encouraged players to do their best.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach made the sport fun for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coach ran a well-organized practice to maximize our time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Positively or negatively, what is one thing that stood out to you when you think about this past season?

What is one suggestion you would make to improve the soccer program?

I would play for this coach again.

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# WAUNAKEE

## COMMUNITY HIGH SCHOOL

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(608) 849-2100

**Athletics Office**

TO: Co-curricular Subcommittee Members, Randy Guttenberg, Brian Borowski, & Brian Grabarski  
FROM: Aaron May, Activities Director  
DATE: August 25, 2022  
RE: Co-op Programs Update

### **CO-OP PROGRAMS UPDATE**

In our gymnastics co-op we partner with DeForest and serve as the lead school of the co-op meaning we are responsible for the administrative parts of running the program. In response to input from member schools the WIAA has attempted to cap the size of gymnastics co-ops and instituted a rule that required the combined enrollment of co-op programs with more than two schools be less than the enrollment of the largest stand-alone gymnastics program to be eligible for WIAA postseason. This WIAA rule prevents us from adding schools to our gymnastics co-op and remain eligible for the postseason. We have had interest at different times from area schools, most recently Columbus, but we have rejected all offers to ensure our gymnasts can participate in the postseason.

Our Girls Hockey co-op is led by Sun Prairie East and also includes: DeForest, Madison LaFollette, Madison West, and Sun Prairie West. This co-op has been a successful venture between the five schools involved. The majority of the participants are from Sun Prairie and Waunakee. Our high school and youth numbers are still not consistent enough to start our own stand alone program. This summer there has been discussion among the Madison schools, including Edgewood, to create their own co-op program. West and LaFollette would leave our co-op program and Madison East, Madison Memorial, and Edgewood would leave the Middleton co-op. If this happens it would lead to a significant restructuring of the girls hockey co-ops in the Madison area. This will be something that the Athletic Department will continue to monitor at WIAA and Badger Conference meetings.

To: Co-Curricular Committee

From: Tim Schell

Date: August 23, 2022

Subject: Proposed Robotics Club and Competition Compensation

High school robotics programs are growing in prevalence and many Wisconsin high schools already have clubs and courses. Looking forward, this is a STEM area that we need to develop in the immediate future to provide our students with exposure and practice with robotics, which is an intersection of many STEM and employability skills. We have recently been invited to be a K-12 outreach partner for some exciting projects led by UW-Madison engineering faculty, but we also need to grow our own capacity. Before we consider bringing forward any course proposals in the robotics area, we want to build interest and experience by establishing a robotics club.

The proposal is that we would launch the club this year and that the club would participate in competitions such as FIRST or VEX either this year or next. Because it would be a competitive club, we are asking for the Board's approval that the advisors be compensated in the first year at a level similar to some of our other competitive clubs at the 3.5% level in the first tier of experience (0-2 years) and building with experience as per our handbook.

Participating in a robotics club provides opportunities for a range of student interests. These relate to many content areas for an integrated STEM experience for students.

- Engineering interest to build a working robot.
- Programming interest for controls.
- Design interest for the styling of the robot as well as team attire, posters, etc.
- Business interest to manage finances and other resources.

Due to staff development day activities, I will not be able to attend the Co-Curricular Committee meeting on August 30, but I would be happy to answer any questions in advance.