

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, July 11, 2016
6:30 PM

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

**III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN
STATUTES 19.85 (1) (c) (e) AND (f)**

A. Review Minutes of June 13, 2016 Meeting

B. Review Individual Teacher Contract Recommendations, Resignations and Retirements

You will notice in the resignation section of the HR report that we are losing two staff who have served in leadership positions in the district, Jason Cole and Greg Benz. Jason is moving to Howard's Grove school district to serve as their elementary principal, and Greg is moving to LaCrosse to be closer to his wife's family and to take a position with Western Technical College. Greg's move also precipitates the resignation of his wife, Kristin from the Transitions Program, and Jason's move also includes his wife, Tara's resignation as a para from Prairie.

C. Review Individual Co-Curricular Contract Recommendations

D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

E. Review Summer School Contract Recommendations

IV. RETURN TO OPEN SESSION

V. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the June 13, 2016 regular meeting for your review and approval.

A. Review Minutes of June 13, 2016 Meeting

VI. APPROVAL OF AGENDA AND ADDITIONS

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

VII. BUDGET HEARING 2016-2017

Steve Summers will provide a high level overview of the 2016-17 budget planning process, the 3rd draft of the budget, and the next steps in the budget timeline.

VIII. PUBLIC COMMENTS

Individuals may use this time to comment on any items listed as part of the meeting agenda. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

IX. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

This section is reserved for any comments from members of the board on meetings they attended or other informational items.

2. Discuss Board and Superintendent Evaluation Process

Peggy Hill-Breunig will provide an update on Monday from the Human Resource Committee's discussion regarding the Superintendent Evaluation Process. Peggy will also discuss the Board Self-Evaluation Process and will be seeking input on using the School Perception's Survey again in the coming year.

3. Community Engagement Discussion Part 2

Last month we discussed how our community wants to receive information from the school district, and pertinent topics that would be appropriate for various types of dialog with the community. Attached are notes from that discussion.

This month I want to expand this dialog to include consideration of "Who" our communication is intended to reach. This question is quite broad because there are many, many groups and individuals that we need and do reach on a daily, weekly, monthly, and periodic basis. The Leadership Team brainstormed who they thought were our "Internal" and "External" stakeholders, and what they thought we needed to focus on when addressing plans for improving our work in the Community Engagement Domain. The notes from their discussion are attached.

I propose the following questions to lead our discussion on Monday night:

1. Do you see any glaring stakeholder omissions from the list compiled with the Leadership Team?

2. Which stakeholder groups do you perceive that we do a good job with communication?
3. Which stakeholder groups do you perceive that we do not do a good job with communication?
4. Over the next year, which stakeholder groups (3-5) do you propose be our focus for improvement purposes?
5. Other comments and/or suggestions?

Rebecca and I will take notes on the discussion and then I will send you some follow-up questions via a survey to get your feedback on last month's topic and this month's topic as a means to narrow down and focus our efforts. I will use this feedback to create a draft plan for the next year that I will present to the Board in August.

I look forward to our discussion and your feedback and input.

- a. Review Notes from Community Engagement Discussion Part 1
- b. Notes from Leadership Team Meeting from 4-4-16

B. Administrative Reports/Action Items

1. Curriculum Presentation: UW System and Madison College System Readiness
Tim Schell will report to the Board on Monday evening information we receive from the UW System and MATC regarding our students post high school graduation.
2. Student/Teacher/Co-Curricular/Special Education Handbook Approval for 2016-2017
Under the EXTRAS tab in Board Book you will find the student and faculty handbooks. The associated memos that outline the changes from last year to this year is attached to this agenda item . Please note--these are not the Employment Guidelines, but are rather the operational handbooks that cover day to day procedural and policy matters for staff and students.
3. Finance
 - a. Monthly Finance Reports
Attached you will find the 2015-16 Budget Status report as of June 30th, 2016, the Cash Reconciliation report for May 2016, and the 2014 referendum budget report as of June 30th, 2016. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2491 if you have any questions. Thanks.
4. Announcements/Correspondence

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review July 11, 2016 Meeting Minutes

The Budget Committee is meeting before the School Board Meeting so the minutes will not be available until the August School Board Meeting.

2. Approval of the Third Draft of 2016-2017 Budget

The purpose of this agenda item is to request School Board approval of the third draft of the budget for the 16-17 school year. I have attached the third draft of the budget for your review. The Budget Committee will meet prior to the School Board meeting, so no recommendation is available at this time.

The changes between the second and third draft of the budget include:

1. An update to Funds 21/80 based on the activity that took place during the 15-16 school year
2. Federal grant allocations
3. State common school fund grant revenues and expenses
4. An update to state equalization aid/property taxes based on the July 1st DPI state aid estimate
5. The summer school classroom budgets have been updated based on the 2016 summer school class offerings
6. Additional staffing has been added to the administrative assistants in the high school guidance department (+.30) and for para-educator time at the Intermediate School (+.25)

Please let me know if you have any questions on the third draft of the budget.

You

can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-

2491. Thanks.

B. Facility Committee

1. Review July 6, 2016 Meeting Minutes

The Facility Committee is meeting on Wednesday evening after the release of the Boardbook for the July School Board meeting, so the minutes are not attached.

2. Approval of Warrior Stadium Civil Engineering Proposal

The RFP's for the engineering work required to design the Warrior Stadium project are included in the Facility Committee Meeting packet found in Board Book for their 7-6-16 meeting. We may or may not have a recommendation for the Board on Monday evening. Most likely this agenda item will not be ready for action and we will move it to the August meeting for consideration.

We received the RFP's on Friday, July 1st and are in the process of reviewing and comparing the proposals.

3. Facility Improvement Request - Press Box and Dugouts

The Facility Committee is meeting on July 6th and is reviewing two facility improvement projects for recognition of hall of fame coaches Quinn and Trotta, and for improvement of dugouts on the jv and varsity baseball fields.

The proposals are attached for your review. I anticipate the baseball proposal not being forwarded to the full board until design and drawings of the dugouts are complete--probably August.

4. Approval of Summer Project at Arboretum Elementary School

The Facility Committee meets on July 6th and will discuss an additional summer facility maintenance request to improve the material around the playground equipment at Arboretum Elementary. If approved, all of the K-6 buildings will have the same playground surface material. Please see the attached description and rationale for the project from Joe Bellomo.

C. Human Resources Committee

1. Review June 22,2016 Meeting Minutes

2. First Review of 2016-2017 Employee Handbooks

Connie Beth and I met with each employee group this spring to discuss their respective employment guidelines. The Human Resource Committee reviewed the revised guidelines at their last meeting and is moving them forward to the full board for consideration. The guidelines documents are attached under the EXTRAS tab in BoardBook.

Attached to this agenda item please find three documents.

The first is a summary of the recommended changes to each handbook.

Also, attached please find an HRA Report. The committee reviewed two options for payout of banked teacher points. The recommended option is included in the guidelines handbook and is structured to have banked points paid out at retirement through the HRA program. The attached HRA Report shows how many staff have left the school district over the last eight years and the dollars they surrendered to the HRA program. This surrendered value will offset the value of any payout to the HRA program for staff who reach the retirement threshold and are eligible for the banked points retirement incentive.

Finally, attached please find a document titled "Payout of banked points at

retirement". The attached document is the other option that was discussed for how to pay out banked points for teachers, but is not being recommended. This document is provided to show that other options were discussed and to share that option with you.

Per your request, there will be two readings of the employment guidelines with action taking place at the August Board Meeting. Please let Connie Beth know if you have any questions.

D. Policy Committee

1. Review June 13, 2016 Meeting Minutes
2. High School Graduation Policy 345.5 (second reading)
Attached is the High School Graduation Policy 345.5. This is the second reading of this policy and action is required on Monday evening for this item.

XI. **CONSENT AGENDA**

A. Approval of Checks

Attached in the "extras" section of Boardbook, please find a list of the accounts payable payments issued during the month of June 2016. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2491 if you have any questions. Thanks.

B. Annual Standards Notification and Adoption

C. Annual Testing and Assessment Schedule Adoption

D. Gifts and Field Trips

1. Gifts

- a. Waunakee Rotary - SPED Transitional Plus Program
- b. Piano Donation from Kuehn Family - MS

2. Field Trips

E. Approve Individual Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

F. Approve Summer School Staff Recommendations

XII. **BOARD BUSINESS**

A. 2016 Summer Leadership Institute

XIII. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

- C. Budget Committee
- D. Co-Curricular Committee
- E. Curriculum Committee
- F. Facility Committee
- G. Human Resources Committee
- H. Policy Committee
- I. Goals Committee

XIV. **RETURN TO CLOSED SESSION** - (if necessary) to complete agenda as listed under agenda item III

XV. **RETURN TO OPEN SESSION**

XVI. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**

XVII. **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.”