

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

Monday, August 8, 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 July 11, 2016 Meeting

B. Review Individual Teacher/Administrator Contract Recommendations,  
Resignations and Retirements

HR transactions are fluid this time of the year. Of particular note is Amy Fassbender resigning to go to Baraboo to serve as the principal at a K-5 elementary school. Also, Michelle McGlynn will be changing seats and moving from business education teacher to our School-to-Career Coordinator.

C. Review Individual Co-Curricular Contract Recommendations

Aaron May will be joining us in closed session per the recommendations he is putting forward regarding co-curricular recommendations.

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

E. Review 2016-2017 Department Chairs, Building Coordinators and Staff Development Representatives

**IV. RETURN TO OPEN SESSION**

**V. APPROVAL OF MINUTES**

Included in your packet you will find the minutes from the July 11, 2016 regular meeting for your review.

**VI. APPROVAL OF AGENDA AND ADDITIONS**

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

**VII. 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.

## **VIII. 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.

### **B. Board Member Coverage/First Day of School**

Please review your calendars to assess your availability on the first days of school to welcome students. See the attached schedule of times and locations.

### **C. Administrative Reports/Action Items**

#### **1. Curriculum Presentation: Concurrent Enrollment Programs**

Tim Schell will provide an update on our concurrent enrollment (dual credit) courses, including CAPP.

Presenter: Tim Schell

#### **2. Department Report: Facilities & Technology**

Attached please find reports from the Technology and Facility departments.

Joe Bellomo and Herb Haubrich will be present on Monday to answer any questions. Joe and Herb and their staff have done an excellent job with all of the facility maintenance and construction projects. Their work load has been full and I am impressed with how they have managed the high volume of work in each of their areas.

#### **3. Assessment Plan for 2016-2017 School Year**

At last month's board meeting the Assessment Plan for 2016-2017 was pulled from the Consent Agenda and it was recommended to be brought back this month for additional discussion. We have discussed various aspects of the assessment plan related to the concerns regarding the STAR and MAP testing, their timing, use, and proximity to state required assessments. Tim Schell will share the details of these discussions. Our recommendation is approval of this plan for this year with additional discussion taking place in the coming year with staff regarding the timing and use of the assessment data.

#### **4. Announcements/Correspondence**

We are tentatively planning on holding open houses for the community on:

Heritage Elementary -- September 19th in the evening time TBD

Intermediate School -- Sunday, October 2nd in the afternoon time TBD

**IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Budget Committee

Attached please find the minutes from the July 11, 2016 Budget Committee meeting.

1. Review Minutes of July 11, 2016 meeting

B. Co-Curricular Committee

1. Review July 25, 2016 minutes

2. Co-Curricular Program Report

Please find the 2015-2016 Co-Curricular Program Report in the Extras section of Boardbook. Arron May will be present at Monday's meeting to present and discuss the report with you. He is soliciting additional information from the Touchdown Club and the LaCrosse Club, per requests from the Co-Curricular Committee. A synopsis of the discussion at the committee level is as follows:

The Co-Curricular Report compiled by Aaron May and his assistant, Jen Lockman, was presented to the committee. Mr. May requested feedback as he presented the report so that he could make adjustments for the future and for when it was presented to the full Board. The committee made the following observations and comments regarding the report:

The report is organized alphabetically by season.

The committee would like to see comments on the fluctuation in booster club funds from one year to the next. In years when the wrestling club, for example, purchases a new mat, their balance is down. Being able to understand these changes is appreciated.

A suggestion was made to provide each booster club with a set spreadsheet for their report so all reports look the same.

Additional information was requested from the Touchdown Club to understand their

Misc. Expenses line item, and information was missing from LaCrosse. Mr. May will seek this information to share with the full board.

Conflict of interest and WIAA eligibility was discussed with regard to vendors and what can be gifted to student athletes. Mr. May clarified the rules that need

to be followed for athletes and programs.

The committee discussed the potential for community engagement around co-curricular programs

### 3. New Clubs and Organizations

Attached please find two new student group requests from the high school: Debate Team and Young Republicans. These club requests normally are brought to you in the Fall, but since we have the requests in hand at this time I decided to bring them to you now so if approved they can be in place when school begins. In speaking with Brian Kersten, he does not anticipate any other new clubs being requested this year, other than with the request for a Young Republican club it is probable that a Young Democrat club may be a request some students will bring forward.

The committee is recommending approval of the Debate Team and the Young Republicans on a 3-0 vote.

## C. Human Resources Committee

1. Review Minutes of August 2, 2016 meeting.
2. Consideration of 2016-2017 Employment Guidelines - Second Reading  
The employment guidelines are in the Extras tab for your reference.

As a result of feedback at the July 11th BOE meeting, the HR committee members revisited both options in the Teacher Guidelines for payout of points at retirement, including their estimated costs, how each option would be funded, and the pros and cons of each option for teachers. The HR Committee would like the Budget Committee to review option 2, and would like the full BOE to be provided with specific information about how each option could be funded and the potential financial impact of each option.

Because it will not be possible for the Budget Committee to meet before the next regular BOE meeting, the HR Committee discussed the possibility of the full BOE approving the Teacher Employment Guidelines without including any language regarding payout of banked points.

At a subsequent meeting, the Board can then consider language regarding banked points after the Budget Committee and the full BOE have an opportunity to again fully review understand the financial impact of both options.

#### D. Facilities Committee

1. Review August 8, 2016 minutes

The Facilities Committee is meeting before the School Board Meeting on Monday so the minutes will not be available until the September School Board Meeting.

2. Approval of Warrior Stadium Civil Engineering Proposal

The Facility Committee is meeting prior to the Board Meeting on Monday and will have a recommendation on this agenda item. The notes from the committee agenda are as follows:

The purpose of this agenda item is to review the civil engineering proposals for Warrior Stadium. At our last meeting you were able to review the request for proposal documents from the three civil engineering firms that complete the majority of the football field projects in the state - POB, Rettler, and Kapur.

We also received a proposal from a local civil engineer who has worked with the district in the past. The initial proposals are in the Board Book documents from July 6th.

Attached are revised proposals from Rettler and POB based on a set cost for the work.

Last week Steve Summers and I, along with Aaron May (activities director) and Scott Krause (coach) met with POB, Rettler, and Kapur to review follow up questions, discuss their fee structure, and to get a sense on their level of experience and approach to this scope of work.

Our consensus is to recommend Rettler as the engineering firm to design and oversee this work. We felt their experience and approach to this type of project was well documented and received positive reviews.

We will provide additional specifics to this recommendation at Monday's meeting.

3. Facility Improvement Request - Baseball Dugouts

The Facility Committee is meeting prior to the Board Meeting on Monday and will have a recommendation on this agenda item. The notes from the committee agenda are as follows:

Attached please find a memo from baseball coach, Spencer Lee, regarding the plans for new baseball dugouts and the booster club's commitment to pay for

this improvement project. The cost is estimated to be \$12,000 and the work will take place this fall.

4. Update on Referendum Projects

The Facility Committee is meeting on Monday evening prior the Regular Board Meeting. One of the items they will be discussing is the Water Infiltration situation at the Intermediate School site.

Attached please find a report from Roxanne Johnson, Professional Engineering, regarding her assessment of the water infiltration issues and possible solutions for the Intermediate School site. We have also asked her to meet with the adjacent property owner to review and discuss options to address water impacts on his crop fields.

On Monday we met with Roxanne Johnson, and members of our team from Findorff, Point of Beginnings (civil engineering) and EUA to discuss Roxanne's report and options, including options off of our site. A report is being generated that will inform us of the sequence and timing of work this fall and next spring to address the issues we are experiencing.

We will update the committee on Monday evening with additional details.

X. **CONSENT AGENDA**

You will notice that a number of items have been added this month to the Consent Agenda per a discussion I had with Peggy Hill-Breunig and Julie Waner. The intent is to streamline our agenda and put an emphasis, particularly as we move forward in the coming months, on reports related to District Goals / Strategic Planning. As always, you have the option to pull any item from the Consent Agenda that you want to discuss in more detail or have as a separate vote. I welcome your feedback on this approach to the Consent Agenda, and on any items that you would prefer not be Consent items.

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 July 2016. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2012 if you have any questions. Thanks.

B. Gifts and Field Trips

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

D. Approve 2016-2017 Department Chairs, Building Coordinators and Staff

## Development Representatives

### E. Finance

#### 1. Monthly Finance Reports

Attached you will find the 2015-16 Budget Status report as of June 30th, 2016, the Cash Reconciliation report for June 2016, and the 2014 referendum budget report as of June 30th, 2016.

Please note that the audit will take place the week of August 15th. The audit entries are partially completed as of the date of these reports. A final report for 15-16 will be provided at the September School Board meeting. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2491 if you have any questions. Thanks.

#### 2. 2016 Annual Meeting Agenda

Attached please find a draft of the 2016 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2016 Annual Meeting. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2491 if you have any questions. Thanks.

#### 3. Approve Cash Flow Borrowing Process

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. Because the 2016 refinancing borrowing used our annual limit of \$10,000,000 in bank qualified debt, we are required to issue our annual cash flow borrowing as a non bank qualified bond issue. As a

result, the borrowing is considered taxable, which increases interest costs. The administration is recommending hiring the financial advisor PMA to conduct the annual cash flow borrowing process. Last year, we participated in a PMA cash flow borrowing pool that included other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

- An approximately \$5,000,000 loan is taken out in October
- The loan is non bank qualified, which increases interest costs
- The financial professional seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is rated and substantial information is provided to the bidders
- The issuance cost of the borrowing is higher due to the financial advisor fees, the legal fees, and the rating fees. However, all of the districts in the pool share the issuance costs, which reduces the cost for any single

district.

· Other school districts in the same borrowing situation as Waunakee can participate in the process which helps to lower the overall costs of the borrowing

In addition to the cost of issuance, the district will see interest rate savings from two sources. These two sources are a lower overall interest rate due to the rated borrowing, and the loan will be paid back in installments rather than annually.

Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2491 if you have any questions. Thanks.

F. Resolution for District Expulsion Officer

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2016-2017 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

G. Appoint District Expulsion Hearing Officer for 2016-2017

We will need a motion to appoint attorney Karl Marquardt to serve as the district's Expulsion Hearing Officer for the 2016-2017 school year. This must be a roll call vote.

H. Appoint Medical Advisor for 2016-2017

We will need a motion to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2016-2017 school year. This must be a roll call vote.

XI. **BOARD BUSINESS**

A. 2016 WASB Meetings, Workshops, Webinars

Please take note that the WASB Region 12 meeting is October 6, 2016 in Stoughton. Also, the 2017 Joint State Education Convention in Milwaukee is January 18-20, 2017. Rooms have been reserved at the Hilton Milwaukee City Center for this convention.

B. Proposed WASB Resolution

XII. **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

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

XIV. **RETURN TO OPEN SESSION**

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

XVI. **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.”