

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

Monday, October 10, 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 September 12, 2016 Meeting
- B. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

**IV. RETURN TO OPEN SESSION**

**V. APPROVAL OF MINUTES**

Included in your packet you will find the minutes from the September 12, 2016 regular meeting for your review and approval.

- A. Review Minutes of September 12, 2016 Meeting Minutes

**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. Student Report**

Amanda Koenig and Mikayla Ripp are the high school student representatives who will provide an update of events from the high school.

## B. 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. 2016 Board of Education Goals: October Review

Peggy Hill-Breunig will lead a discussion about the Board Goals for 2016. Attached is a document associated with that discussion.

## C. Strategic Planning

This month is our first venture into an evolving format for our Board Meetings that puts a specific focus on components of the District Strategic Plan. There are four areas that will be presented this month to the Board:

1. A timeline related to community engagement strategies that we agreed upon at the last Board Meeting.
2. A review of the 3rd Friday student count, that is part of our Long Range Facility Planning Process to be presented to the Board in December.
3. A progress update on the changes to Internal Controls that are moving forward across the school district.
4. An overview of the components of our plan to forward STEAM in the district.

There will be a period of trial/error for us to see how much time various reports will take as we allocate our focus to the District Strategic Plan. Each administrative presentation on this month's topics is anticipated to range from 5-15 minutes and then time to interact and discuss with the Board.

For multi-faceted items such as STEAM, the initial presentations like the one you will see on Monday, are meant to provide an "unpacking" of what initiatives are housed under that part of the plan. More specific information and updates on some of the details will be appropriate to be brought back to future meetings or discussed at the committee level. Additionally, you will see that the Internal Controls presentation is more specific as the scope of the work is less broad.

Please note that there are no action items under the Strategic Planning reports this month, but items from within these reports will find their way back to the Board as either future action items, supporting information to larger topics, or to set the

stage for work with the community through linkage meetings.

I will be asking for the Board's feedback after Monday's meeting to see how we can improve our presentations and Strategic Plan work with you in the future.

1. Community Engagement - 90 Day Outlook

Attached please find a timeline of the notable board activities for the next 90 days and beyond. The items that are underlined illustrate the actionable items that we discussed last month. These include Staff Listening Sessions, Linkage Meetings on AODA/Mental Health and Co-Curricular Activities, and a Budget Planning Meeting with the BOE, Administration, and Teacher Leadership Team.

On Monday evening I welcome your feedback on the timeline and placement of these activities within the proposed schedule.

I also would like to establish the Board committee or work-group to plan the first Linkage Meeting that I have earmarked for early December on AODA and Student Mental Health. I envision a committee of the board working collaboratively with members of the high school and student services team to plan and lead this linkage discussion.

I will walk the Board through the timeline on Monday evening, solicit your feedback, and structure the next steps to keep this work moving forward.

2. 3rd Friday Count

Attached please find the 3rd Friday in September Count summary email and detailed student count information. We are providing this information to our long range facility planning consultant Mark Roffers, and we will be bringing forward an update to the long range facility planning process in December. 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.

3. Internal Controls Follow-Up

Attached please find a presentation on the internal controls strategic planning initiative. The focus of this presentation is what has been accomplished to date, and what remains to be accomplished. I will provide a more detailed look into a few internal control topics like gate receipts at the next Budget Committee meeting. 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.

4. STEAM Report

Tim Schell will provide an overview of the initiatives that fall under the

STEAM component of the Strategic Plan. This presentation will not be a "deep dive" into each of the initiatives but will serve as a survey to define the STEAM work that is occurring in our district. Some of these items will be making their way back to you later this year for action or budget consideration.

D. Administrative Reports/Action Items

1. Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$4,000,000; Issuance of Taxable Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program

The purpose of this agenda item is to request School Board approval of the resolution authorizing temporary borrowing. Attached please find the resolution as prepared by Quarles and Brady, the district's bond counsel. PMA is the financial advisor hired to manage the cash flow borrowing process. Here are the highlights of the cash flow borrowing process:

- A maximum loan of \$4,000,000 is taken out in October (compared to \$4,000,000 last year)
- The loan is non bank qualified, which increases interest costs
- PMA seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is rated by Moody's and an official statement is provided to the bidders
- The issuance cost of the loan is higher due to the financial advisor fees, the legal fees, and the rating fees
- Six other school districts are participating in this borrowing, which divides the costs among all seven school districts
- The interest rate of the loan should be lower than non-rated, non bank qualified loans
- The resolution is a parameters resolution, and the final terms will need to be approved by the Business Manager/District Administrator and the Board President, Clerk, or Treasurer

As a reminder, the cash flow borrowing for 16-17 is non bank qualified because

of the refinancing that took place in January of 2016. Please let me know if you have

any questions or comments on this agenda item. You can contact me

at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2491. Thanks. **This item requires a roll call vote.**

2. Announcements/Correspondence

- a. National Merit Scholarship Program recipients

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

### A. Curriculum Committee

- 1. Review the 9/28/16 Curriculum Committee meeting minutes

### B. Facilities Committee

- 1. Review the 10/3/16 Facilities Committee Meeting minutes

- 2. Facility Improvement Proposal

- a. Weather Station

Attached is document pertaining to Understory's weather station.

Understory is a local start-up company that I learned about from Jack Heinemann and recently from Tim Schell. They are seeking a partnership with communities and school districts to install ten foot tall weather units on roofs of municipal and educational buildings. They monitor wind, rain, temperature, hail, snow, etc. accurately at the local level and their major clients for the data collected are insurance companies.

To control costs and be community minded, they are willing to share the data collected with the municipal staff and teachers and students for use as they see fit.

The unit covers about a 6x6 foot area on rooftops, weighs 400 lbs, runs on solar, does not need electricity or to be bolted or attached to structures, is ten feet tall, etc.

They have pitched \$30-50 per month for leasing the space on your rooftops and can indemnify liability. They are looking for 3-5 years leases and don't need 24 access to the facilities.

In consultation with Joe Bellomo, we have determined that the Intermediate School is the best site for this weather station. The Facility Committee reviewed and approved this proposal and is recommending it to the Board for approval.

- b. Wrestling Room

The attachments regarding this item can be found in the Extras tab of Board Book.

This proposal is being forward with endorsement by Aaron May, Activities Director. The Wrestling Club is proposing purchase and installation of a sub-floor into the wrestling room upon which the wrestling mats will sit.

This sub-floor will provide more cushioning for our athletes as the current mats are placed directly on the concrete floor. Aaron has experience with these type of flooring options and is supportive of them to prevent injury.

Aaron will be in attendance at Monday's Board Meeting and will show you a cut-out of the sub floor so you can see a visual.

This proposal was reviewed by the Facility Committee and is being recommended to the Board for approval.

C. Human Resources Committee

1. Review the 10/7/16 HR Committee Minutes

X. **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 September 2016. Please contact Steve

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

B. Finance

1. Monthly Finance Reports

Attached you will find the 2016-17 Budget Status report as of September 30th, 2016, the Cash Reconciliation report for August 2016, and the 2014 referendum budget report as of September 30th, 2016. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

C. Student Services/Special Education Handbooks

The Special Education handbook and the 504 handbook are posted on the extras tab

1. Special Education Policy and Procedures Handbook
2. Section 504 Policy and Procedures Manual

D. Youth Options Approval

E. Gifts and Field Trips

1. Gifts

a. Donation to Social Workers funds for MS School Supplies

2. Field Trips

a. Vocal Music/Drama Club - NYC

b. DECA, HERO, & Skills USA - Fright Fest - Gurnee IL

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

XI. **BOARD BUSINESS**

A. 2016 Staff Listening Sessions

Please review the dates and times listed and sign up for any sessions you are available for. Rebecca will have the sign up sheet on Monday night.

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.”