

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

Monday, February 13, 2017  
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 January 09, 2017 Meeting

B. Review Individual Teacher Contract Recommendations, Resignations and  
Retirements

C. Review Individual Co-Curricular Contract Recommendations

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

**IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA - 7:00 PM**

**V. APPROVAL OF MINUTES**

Included in your packet you will find the minutes from the January 11, 2016 and  
January 18, 2016 meetings for your review and approval.

A. Review Minutes from 01/19/17 regular meeting and 01/16/17 Special meeting.

**VI. APPROVAL OF AGENDA AND ADDITIONS**

Action should be taken to approve the agenda as presented (or) with changes as  
recommended.

**VII. PUBLIC COMMENTS ON EVENING'S AGENDA**

This is the general comment section of the agenda where members of the public may  
comment on any item contained within the evening's 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 from the high school.

## B. Board Reports/Action Items

### 1. Individual 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. State Convention Report

Peggy, Julie, Gary, Jack and Joan attended the State School Board Convention in January, along with Connie, Steve and Randy. This agenda item will allow for any reports from attendees of this convention.

### 3. Discuss Timeline for Board and Superintendent Evaluations

## C. Strategic Planning

### 1. Review Key Events and Dates for Next 90 Days

Attached is an outline of future meetings for the next 3-months. Additional committee meetings will be added as flow of work in those areas is better defined.

### 2. Facility Planning - Warrior Stadium Scope Review and Consideration of Bid Process

Representatives from Rettler Corp., engineers for the Warrior Stadium project, will be present at the February 8th Facilities meeting to review the scope of the project, timeline and bid process. Attached are documents that will be discussed at the meeting. We are seeking the input and approval by the committee for the scope of work and a recommendation to the full Board for consideration. Once approved by the full board, the project will enter the bid market per the timeline provided.

### 3. Strategic Budget Planning - Review of Budget Process and Goals for 2017-2018

Attached please find a presentation on the budget planning process strategic planning initiative. The focus of this presentation is providing an overview of the revised budget planning process. The Budget Committee provided feedback on this revised budget planning process on January 31st, and the second draft of the budget planning process will be provided to the School Board in March. 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. Feedback/Input for March Report: Wellness Clinic - Review of Questions to be Answered

This agenda item is to solicit input on information you would like included in the March Strategic Planning Report on the Wellness Clinic.

In March we are planning to provide the board with information on construction process and costs of the clinic space, the hiring process of the clinic staff, timeline for opening, hours of operation, communication with district staff, how we will manage furnishings and supplies, and the type of data we will be tracking on the clinic.

If you have other questions you would like us to include in our report, we would like to hear from you on Monday evening so we can begin preparations for the March report.

The Wellness Clinic is a very new concept to our region of the state and a very new model to public school districts as a means to control health care costs.

We want to be prepared to answer your questions or questions you are hearing in the community. We look forward on your feedback and input.

#### D. Administration Reports/Action Items

##### 1. State Assessment and Student Achievement Report

Tim Schell will be providing an update on State Assessment and Student Achievement. The report is not complete in time for the release of the Board Book Packet on Wednesday afternoon. Tim will send it to the Board in a separate e-mail by the end of the week.

##### 2. 2017 Summer School Classes/Fees

Attached please find a list of summer school classes and associated fees from Sheila Weihert. These recommendations are in line with rules associated with fees per DPI guidelines.

##### 3. Approval of 2015-2016 Audit

The purpose of this agenda item is to request School Board approval of the 2015-16 financial audit. The district's audit firm, Johnson Block & Co., has completed the 2015-2016 financial audit reports. I have attached the following documents in the extras tab:

- The auditor communications letter to the School Board
- The financial statements with independent auditor's report

Please keep in mind that the "financial statements with independent auditor's report" is presented according to accounting standards issued by the Government Accounting Standards Board (GASB). The accounting standards differ from what is required to be reported according to the Wisconsin Department of Public Instruction. As an example, GASB

accounting standards require depreciation of assets, while depreciation is not reported in the state's accounting system.

As another example, fund classifications differ between the GASB accounting standards and the state's accounting system. Please let me know if you have any questions while reviewing the financial statements. The auditor letter is a communication from the auditor to the School Board over such matters as "difficulties encountered in performing the audit", "disagreements with management", and recommended reviews of operational practices.

I would like to review some comments made by the auditors on the required audit

communications document, and the findings included in the financial statements

(page 53 and 54). You are welcome to read these entire documents before the meeting, but I will highlight the areas of discussion at the meeting.

Please let me know if you have any questions on the attached documents. I can be reached

at ssummers@waunakee.k12.wi.us or 849-2012. Thanks for your time.

4. Resolution Authorizing the Redemption of General Obligation Refunding Bonds, Dated August 15, 2007

The purpose of this agenda item is to request School Board approval of the resolution to pay off the remaining balance of the Fund 38 loan on the Bethel Circle property.

I have attached the following documents:

- The resolution that would need approval from the School Board
- The financing plan that shows the amount of funds required to pay off the loan, and the resulting savings

As you can see from the financing plan document, paying off the Bethel Circle loan would cost

\$607,369 in district cash, while saving \$818,894 in future costs

Please keep in mind that the district fund balance funds would be utilized to make this loan payoff, and then future budgetary savings would result.

Waunakee is in a fiscal position where

paying off the Bethel Circle loan still keeps the district above the School Board policy fund balance goal of 15%. The current fund balance percent is 20.8%, with \$878,577 in funds not committed at this point. There is an additional \$1,695,503 in fund balance funds above the 15% set aside for

building/department carry over funds and maintenance funds, of which approximately \$800,000 would be the district's contribution towards Warrior Stadium. The bottom line is that the district can afford to pay off this loan, and stay in a strong fiscal position.

Please let me know if you have any questions on the attached documents. I can be reached

at ssummers@waunakee.k12.wi.us or 849-2012. Thanks for your time.

#### 5. Approval of New Clubs and Organizations

##### a. Young Progressives Club

This fall the Board approved the Young Republicans Club at the high school. At that time, I shared that it would not surprise me if we received an additional request this year from students who resonate from a different political view. Attached please find the application for the high school to begin a Young Progressives Club.

Club requests normal originate with the Co-Curricular Committee. I chose to bring this request straight to the Board as I felt we already discussed its potential and merit this fall. I recommend approval for this club request.

#### 6. Correspondence

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

#### A. Budget Committee

##### 1. Review January 31, 2017 Meeting Minutes

Attached please find the Budget Committee minutes from the January 31, 2017 meeting.

##### 2. Approval of Transportation Bid Process

The purpose of this agenda item is to request School Board approval of the transportation bid process. I have attached in the extras tab the transportation bid process packet, which will be distributed to all interested bidders the day after the School Board meeting.

The transportation bid process packet includes all of the major specifications as previously reviewed by the Budget Committee and School Board. You are welcome to read the entire bid packet, but this document simply reflects the prior decisions made in this bid process.

Please let me know if you have any questions on the attached document. I can be reached

at ssummers@waunakee.k12.wi.us or 849-2012. Thanks for your time.

## B. Curriculum Committee

### 1. Review January 30, 2017 Meeting Minutes

### 2. Online Physical Education Update

Attached please find a memo and associated documents from Tim Schell related to the PE On-line Course, and survey results from students and parents regarding this option.

## C. Human Resources Committee

### 1. Review January 16, 2017 Meeting Minutes

### 2. Position Request for Individuals with Special Needs

Please see attached a proposal from Tom Grunder to create two job opportunities for Transition Students.

This request was reviewed by both the HR and Budget Committees and has been approved by both to move to the full Board for consideration. The pay for these positions would be set at the minimum wage, and their time will be capped at 2-hours per day for each individual. Also, the employment of Transition Students will not expand beyond the two positions, and any turnover in these positions will be brought back to the Board for consideration.

I support this recommendation and will provide additional background in closed session on Monday regarding these students.

## D. Facilities Committee

### 1. Review February 8, 2017 Committee Meeting Minutes

Since the Facility Committee is not meeting until 5:00 p.m. on February 8th, the minutes will be provided at the table on Monday night.

### 2. Facility Improvement Request - Dance/Cheer Floor

The Facility Committee is reviewing this facility enhancement request at their meeting on Wednesday, February 8th.

The dance room is located off of the field house at the high school. This room is outfitted for the dance team to practice, and is also used by the cheer squad.

The dance team wants to install a flooring that provides cushioning for the dancers. The dance team will pay for the floor and there will be no cost to the district.

Attached please see the documentation that Aaron May received from the Dance Team. We recommend approval of this facility improvement project.

## 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 January 2017. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

### B. Finance

#### 1. Monthly Finance Reports

Attached you will find the 2016-17 Budget Status report as of January 31st, 2017, the Cash Reconciliation report for December 2016, and the 2014 referendum budget report as of January 31st, 2017. Please note that the purchase orders over \$5,000 report has been included in the "extras" section of BoardBook.

In addition, please note the following on the Budget Status report:

1. We have added a revised budget column that tracks all budget changes approved by the Business Office. These revisions are primarily federal grants at this time. These budget revisions will be presented to the School Board for approval in June of 2017.
2. The maintenance budget will have a negative balance at the end of fiscal year June 30th, 2017. This is due to the projects approved by the School Board that will ultimately come from the fund balance (security cameras, Warrior Stadium, remodeling at Wellness Clinic, etc.)

Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

### C. Gymnastics Request

1. Co-op Renewal & addition of another district

### D. Gifts and Field Trips

#### 1. Gifts

- a. Waunakee Lions Club - Special Olympics
- b. Waunakee Rotary Foundation - D. Weishoff
- c. WCSD 1st semester Gifts received through Student Services

Attached please find a spreadsheet of funds received by the WCSD Student services department, specifically by the Social Workers. The first item on the list was brought to the Board earlier this school year. These gifts reflect what was received during the 1st semester of the 2016-17 school year. A note of interest, Cops for Kids have supported WCSD students in the

amount of \$7607.00 so far this year.

2. Field Trips

- E. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations, resignations, Leaves & Retirements

XI. **BOARD BUSINESS**

- A. Conventions/Workshops
- B. Legislative Update

XII. **FUTURE AGENDAS AND MEETINGS**

- A. Special Board Meeting
  
- B. Agenda Items for Next Board Meeting
- C. Budget Committee
- D. Co-Curricular
- E. Curriculum Committee
- F. Facility Committee
- G. Insurance Committee
- H. Human Resources Committee
- I. Policy Committee
- J. Goals & Objectives –Visions 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.”