

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

Monday, May 8, 2017

6:00 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)(I)**

- A. Review Minutes of April 10, 2017 meeting.
- B. Review Individual Teacher/Administrative Support Contract Recommendations, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations

- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. Review and Take Action on Student Discipline Expulsion Recommendations
- G. Human Resource Update on Co-Curricular Programs and Staff

IV. RETURN TO OPEN SESSION

V. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the April 10, 2017 regular meeting for your review and approval.

- A. Review Minutes of April 10, 2017 regular meeting and April 26, 2017 Special meeting.

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 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.

- A. County Executive Joe Parisi - Building Bridges

Due to a miscommunication this was listed as part of the April board meeting , but was actually scheduled as part of the May board meeting.

Dane County Executive, Joe Parisi, will be present at the Board Meeting on Monday evening and would like to speak to the Board about the Building Bridges Program. I have placed him on the agenda under public comments and he may take up to 15 minutes to discuss this partnership with you.

VIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Reports

Amanda Koenig and Mikayla Ripp will provide a student 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

2. Board Committee Assignments

Attached please find the Committee Assignments as recommended by Board President, Joan Ensign.

C. Strategic Planning Report

1. Five Year Facility Maintenance Report

Attached please find a presentation on the facility maintenance strategic planning initiative. This presentation will be reviewed with the Facility Committee on May 3rd. Please note that there are a number of topics where administration is seeking feedback from the Facility Committee/School Board Members. These topics are identified as "key questions" on the attached presentation. The feedback from the Facility Committee/School Board Members will then allow administration to continue development of the five year facility maintenance report.

D. Administrative Reports/Action Items

1. Summer BAS Testing Proposal

In an effort to be flexible with our teacher calendar, particularly around options for administering assessments to students, please see the attached proposal for elementary staff to be able to flex their schedule to administer the BAS assessment prior to school beginning. Amy Johnson has worked with staff and the elementary principals on this proposal, and we recommend approval of a pilot for the 2017-2018 school year.

2. Approval of Special Education Teacher

Attached please find a request for an additional special education teacher at the elementary level to service two students who arrived on May 1st. We are

requesting this staffing change now, late in the year, to ensure proper services to these children. Also, a transfer of service claim will be submitted this summer that will pay for the majority (75%) of this position for the for the 2017-2018 school year. If we wait to hire this position until the fall, then we cannot claim the transfer of service funds until the 2018-2019 school year.

3. Announcements/Correspondence

a. National Merit Scholars

b. Badger Conference Top Scholars

We hosted the Badger Conference Top Honors Banquet on April 30th.

c. Kohl Award

Dan Carter was a recipient of a Kohl Scholarship Award on April 29th.

d. Distinguished Service Award -- Waunakee Lions

Brian Kersten was honored with the Community Distinguished Service

Award by the Waunakee Lions Club at the Community Awards Banquet on April 30th.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review April 25, 2017 Meeting Minutes

Attached please find the minutes from the April 25, 2017 meeting of the Budget Committee. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

2. Review First Draft of 2017-2018 Budget

The purpose of this agenda item is to review the first draft of the budget for the 17-18 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

- The \$200/student increase in the per pupil aid as recommended by the Governor. Since we are not making any salary decisions in the spring of 2017, any adjustments to the Governor's budget proposal will result in adjustments to the personnel cost line of the budget.
- The personnel cost line includes a 5% increase for health and dental costs as well as a 2% salary increase for non-teachers and a CPI/\$1500 points increase for teachers.
- Fund 41 is increased by \$300,000, based on the final implementation of the

November 2014 referendum to exceed the cap.

- The technology budget in Fund 10 is increased by \$300,000, based on the final implementation of the November 2014 referendum to exceed the cap.
- The savings from paying off the Bethel Circle loan (Fund 38) have been moved to a new energy conservation project budget line (Fund 10) that is intended to help reduce our electrical budget over time. These funds could also be directed into Fund 41.
- The budget includes 4.35 FTE due to enrollment increases/student schedules. The budget planning process document estimated a 3.66 FTE.
- The budget requests resulted in an additional 3.59 FTE increase as described on page 11 of the budget.
- All of the remaining budget requests have been placed on hold at this time.

The second draft of the budget in June will include:

- Grant allocations
- Staffing updates based on additional schedule changes or reallocation proposals
- State budget updates

The Budget Committee has recommended, on a 3-0 vote, approval of the first draft of the budget. Please let me know if you have any questions on the first draft of the budget. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

3. Approval of 2017-2018 Student Fees

The purpose of this agenda item is to request approval of the proposed student fees for the 17-18 school year. I have attached the proposed fees for your review. There are several changes that are proposed. The high school has requested that a new fee be added for the Innovation Center class at a cost of \$25.00. The food service fees have been updated for adult lunch/breakfast. The administration is recommending approval of the attached 17-18 fee schedule. The Budget Committee is recommending approval of the student fees, on a 3-0 vote. Please let me know if you have any questions on the proposed fee schedule. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

4. Transportation Contract Recommendation

The purpose of this agenda item is to approve the transportation contract recommendation. I have attached the Lamers PowerPoint that was provided at the interview, as well as the overall financial summary of the bids. The Budget Committee interviewed all three transportation firms that provided bids. These firms were Lamers, Badger Bus, and Kobussen. We scheduled a 30 minute presentation time for each vendor as well as a 15 minute question and answer session.

At the end of the interviews, each member of the Budget Committee shared their perspective of the interview process. The Committee then voted 3-0 to recommend the Lamers "alternative proposal" for approval to the School Board. The "alternative proposal" provides a discount to our current rates with an increase in the average age of the busses. However, during the interview process, Lamers management assured the district that students/parents/community members would really not see any differences by selecting the "alternative proposal". Lamers management also stated that administration would be able to participate in the selection process for any managers at the Waunakee terminal, and they are willing to include performance standards/incentives in the contract. Lamers management provided some example performance standards/incentives in their PowerPoint that could be considered in the next contract. Administration intends to continue the discussion of performance standards/incentives in the contract at the next meeting of the Budget Committee.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2491 Thanks for your time.

5. Wisconsin Youth Company - Summer 2017 Fees

The purpose of this agenda item is to request approval of a request from the Wisconsin Youth Company to rent Heritage for the summer of 2017. The School Board has previously approved a \$2,400 per building rental fee for the 16-17 after school program. The Wisconsin Youth Company is proposing to run a 10 week camp at Heritage this summer to provide after school care. Dan Carter has been involved in these discussions, and is comfortable with this proposal for this summer. Based on our regular school year rental, the rental fee for the summer would fall somewhere between \$2,000 and \$2,500.

At the April 6th Budget Committee meeting, the committee members requested that comparable fee information from other school districts be provided. Based on these results, our current rental fee is on the higher end of

the spectrum. Administration recommended a \$2,400 fee for the Heritage summer program which is consistent with our building charge for the school year. The Budget Committee voted 3-0 to recommend approval of this rental fee at \$2,400.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2491 Thanks for your time.

6. Approval of TC Alan Company Proposal

The purpose of this agenda item is to request approval of the TC Alan Company proposal for professional consulting services. I have attached the proposal for your review. I reached out to Todd Carothers to request a proposal to address the topic of budgeting and purchasing policies/practices for the supplies and non-capital objects budget line items. Forecast 5 data identifies this budget category as one where our district is spending significantly above the Dane County average. Please refer to the 2017-18 budget planning process, pages 30 and 31, where these budget reallocation opportunities are identified. This consulting proposal follows a similar process to our successful project on reducing copying equipment and costs districtwide a few years ago. As you can see in the proposal, the number of hours is significant (180), due to the scope of this project. Administration is recommending approval of this consulting proposal, with the cost coming from the district consulting budget. School Board approval is not required, based on the dollar amount of the proposal. However, the Budget Committee recommended approval of this contract to the School Board because of the dollar amount of the contract and the overall importance of this topic. Please let me know if you have any questions on this proposal. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

B. Curriculum Committee

1. Review April 26, 2017 Meeting Minutes
2. Textbook Request
3. Summer Curriculum Writing

C. Human Resources Committee

1. Review May 2, 2017 Meeting Minutes
2. Review QTI Study

Attached please find the QTI study results. We will review this report with the you on Monday evening, and are not asking for any action at this time.

We are working on a potential implementation plan that we can share with the Board in the near future, and then we can set a timeline for how to accomplish the objectives outlined in the study. We anticipate some of the position categories to need multiple years for implementation to be fully actualized.

With the State Budget still unknown for next year, we cannot commit to an implementation plan at this time.

Administration and QTI consultants will meet with school staff before the end of the school year. Our intent for these meetings is to share the findings of the study and let people know that we are working on a plan for implementation that aligns with available budgets.

3. Superintendent Evaluation Documents

Joan Ensign and Peggy Hill-Breunig will review the revised superintendent evaluation form and timelines with the Board on Monday evening. This is an informational item only, and action to adopt will come at a board meeting this summer after time for input is provided.

D. Facilities Committee

1. Review May 3, 2017 Meeting Minutes

2. Intermediate School Communication From Findorff/Spancrete

May 4th UPDATE: The Facility Committee met on Wednesday, May 3rd. The committee is recommending, on a 3-0 vote, the approval of the attached letters/agreement, with the addition to the letters/agreement that the district have representation at all site inspection visits conducted by Spancrete.

The purpose of this agenda item is to request approval of the Intermediate School communication from Spancrete and Findorff. Administration has been informed of an issue with the Spancrete showing a crack and have been kept in the loop of options for addressing this issue. I have attached letters on this issue for your review. Matt Clagett and Matt Breunig from Findorff will be in attendance at the Facility Committee meeting on May 3rd to explain the issues at the Intermediate School that led to the letters being written. The administration is requesting feedback from the Facility Committee members on May 3rd. Please let me know if you have any questions on the letters. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

3. Approval of 2017 Summer Projects

May 4th UPDATE: The Facility Committee met on Wednesday, May 3rd. After the meeting, administration is recommending that only the middle school gym lights project move forward at this time. The administration would like to meet with the Facility Committee before the June Board meeting before recommending any additional projects for the 17-18 fiscal year.

The purpose of this agenda item is to request approval of the 2017 summer projects. The 2017 summer projects are identified on slide 20 of the PowerPoint presentation attached under the strategic planning section of the meeting. The administration is requesting feedback from the Facility Committee members on May 3rd regarding how to proceed with the 2017 projects identified on the five year facility maintenance plan. Please let me know if you have any questions on the summer projects. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

E. Policy Committee

1. Review April 26, 2017 Meeting Minutes

2. Second Reading - Policy 422

Policy 422 is before the Board for its second reading and will need your action on Monday night. Please note that since last month we have learned that the filing fee for our school to be an F1 site is \$1,700 and also an additional \$655 for a site visit. There is no fee for re-certification. Also, we have learned that the process to become certified as an F1 site will take about 9-months, so we will not be able to accept F1 students in the fall of 2017.

3. Facility Use Policy and Fee Structure

Attached please find three documents:

1. Memo from Aaron May and proposed policy changes.
2. Warrior Stadium Use Guidelines and Fees
3. Other Facility Fee Document

There are many documents associated with this agenda item. Since it is a first reading and no action is required on Monday evening. We plan to walk the Board through these documents at the meeting so you can track the changes, and we can explain the rationale. It will be challenging for you to follow and track the changes without the background. The Policy Committee has reviewed these documents over the course of two meetings, and is recommending them to the board for consideration. There are many moving parts to this agenda

item and I anticipate a few modifications will need to be made prior to your consideration at the June Board Meeting.

F. Goals Committee

1. Review April 25, 2017 Meeting Minutes.

G. Insurance Committee

The purpose of this agenda item is to request School Board approval of the 2017-18 health and dental insurance plans, and a voluntary staff vision plan through Delta Dental. I have attached the current rate agreement with Dean, the rate renewal calculations, and the quote on the voluntary staff vision plan.

The insurance committee met on April 19th to discuss 2017-18 health and dental insurance plan benefits and premiums, and the voluntary vision plan. The district received a 5.0% premium increase from Dean, or the maximum allowed under the three year contract. The premium increase is justified based on the plan's claim experience. However, the plan's claim experience improved in the most recent time period used in rate renewal calculations. The 2017-18 health insurance recommendation is to remain with the Dean health insurance program, with the same level of benefits. The 2017-18 dental insurance recommendation is to remain with the district's self-insured dental program administered by Delta Dental, with the same level of benefits. Delta Dental rates are recommended to increase by 5% as well. The balance in the self-insured dental program has increased from \$-3,037.30 on July 1st, 2016 to \$3,430.62 on April 30th this year. The approximate cost increase of the 5% increase in health and dental rates is \$250,000. This cost increase has been added to the first draft of the budget.

The voluntary staff vision benefit program provides staff with the opportunity to purchase a materials only vision plan, tax free. This plan basically provides the opportunity to extend IRS section 125 flexible benefits dollars that are now limited because of the affordable care act. This vision program has been recently added in the Middleton and Sun Prairie school districts as well.

The insurance committee will be busy in 2017-18, as the contract with Dean expires, the trial period for the wellness clinic ends, and a review of benefits offered and insurers needs to take place. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2491 if you have any questions/comments on this agenda item. Thanks.

1. Approve 2017-18 Insurance Committee recommendations

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 April 2017. 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 April 30th, 2017, and the Cash Reconciliation report for March 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 reports:

1. We have added a revised budget column that tracks all budget changes approved by the Business Office. These revisions are primarily federal grants and state library aid 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.

2. Approve 2017-2018 Open Enrollment Applications

The purpose of this agenda item is to request School Board approval/denial of the 2017-18 open enrollment applications. Attached you will find information on the 2017-18 open enrollment applications. You will see a cover memo and detailed spreadsheets of the applications into and out of the district. The applications into the district have been noted as approved or denied in the final column. The approval or denial column follows the School Board open enrollment capacity approval process from the January 2017 School Board meeting. You can refer back to the January 2017 Boardbook packet if you would like a reminder of the School Board approval at that time. The only adjustment made in January was to reduce the number of 4K openings to 30. The applications out of the district are all recommended for approval. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions.

Thanks.

3. Course Options Request - In

- C. Consideration of Dane County New Teacher Project Shared Services Contract
Attached please find the agreement with the Dane County New Teacher project.
We have been an integral partner of the new teacher project for many years, and it continues to serve a valuable service by providing training and support for our new teachers. The center also offers programs that are geared at building principals, often facilitated by Tim Mommaerts. I fully support our continued involvement in this project. Our cost for 2017-2018 school year is \$9,500 and is included in Tim Schell's Curriculum and Instruction Budget.
- D. Cooper and Tweed Scholarships
- E. AFS Exchange Student for 2017 - 18 School Year.
- F. Math Team Advisor Pay Requests
- G. CESA 2 Contract
- H. Gifts and Field Trips
 - 1. Gifts
 - 2. Field Trips
 - a. 2018 MS Washington DC Trip
 - b. Varsity Volleyball to Plainfield IL tournament
- I. Review Individual Teacher/Administrative Support Contract Recommendations, Resignations and Retirements/Non-renewal
- J. Approve Summer School Recommendations

XI. **BOARD BUSINESS**

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. Goals Committee
- H. Human Resources Committee
- I. Policy 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.”