

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

Monday, July 10, 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 June 12, 2017 Meetings
- 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
- E. Review Summer School Contract Recommendations
- F. Review and Take Action on Student Discipline/Expulsion Recommendations
- G. Review Engineering Report Related to Property Boundary and Water Retention at Prairie Elementary

IV. RETURN TO OPEN SESSION

V. APPROVAL OF MINUTES

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 2017-2018

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. Priorities and Performance Indicators & Superintendent Evaluation tool Joan and Peggy will lead the discussion on the Priorities and Performance Indicators that you have had a chance to review and provide input on over the last few months. They are attached for your review.

B. Strategic Planning

1. Summary Update

Attached please find a summary report on the Critical Areas found within the Strategic Planning Framework. I will review the highlights of this report on Monday evening. Overall, I am pleased with the progress we have made in most areas and certainly have learned a great deal on how and where we need to move forward as a school district. I look forward to our conversation on Monday.

2. Presentation Plan for 2017-2018

I want to solicit input from members of the administrative team on the schedule of Strategic Planning Reports prior to finalizing them for you. We will meet as a Cabinet on July 12th, at which time I will finalize the sequence of our reports so you know what is coming up and when. However, I have set the August report to include an update from Kurt Eley on the special education area of Results-Driven Accountability.

Results Driven Accountability (RDA) is the revised accountability system from the federal Office of Special Education Programs (OSEP). States are allowed to choose a focus for RDA. Wisconsin has chosen literacy outcomes because this is an area of challenge for many students with disabilities in the state. Another way to think about RDA is closing the achievement gap between students with and without disabilities.

C. Administrative Reports/Action Items

1. Announcements/Correspondence

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review July 7th, 2017 Meeting Minutes

The minutes will be distributed at the meeting, since the Budget Committee is

meeting after Boardbook is released.

2. Consideration of Third Draft of Budget

The purpose of this agenda item is to request approval of the third draft of the budget for the 17-18 school year. I have attached the third draft of the budget for your review.

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

1. An update to Funds 21/80/99 based on the activity that took place during the 16-17 school year
2. Federal grant allocations for Title 1 and 2
3. State common school fund grant revenues and expenses
4. State career and technical ed grant revenues and expenses
5. An update to state equalization aid/property taxes based on the July 1st DPI state aid estimate
6. The summer school classroom budgets have been updated based on the 2017 summer school class offerings
7. Additional shared teaching staffing has been added for the music department-orchestra (+.67)
8. The elementary schools resales and fees accounts have been updated based on the 16-17 actual activity
9. The Curriculum Department has moved funds from instructional materials to staff and curriculum development accounts

The Budget Committee will be reviewing the 3rd draft of the budget at the July 7th meeting. 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.

3. Review the Wellness Clinic Financial Report

The purpose of this agenda item is to review the wellness clinic financial report. The School Board approved the wellness clinic at the November 2016 Board meeting. Administration provided a strategic planning report on this topic at the March 2017 meeting. This report identified a 2018 decision process that included a financial report to the Budget Committee in May or June. I have attached the wellness clinic financial report.

The report is broken down into three sections, and we will spend time at the meeting reviewing this report. The Budget Committee will be reviewing this report on July 7th.

Please let me know if you have any questions on the wellness clinic financial report. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

B. Facility Committee

1. Review Meeting Minutes

2. Strategic Planning - Maintenance Planning Process

The purpose of this agenda item is to request approval the facility maintenance planning process. I have attached a Maintenance plan proposal from Findorff as well as a sample 15 year maintenance plan for your review.

As we have researched other public school district maintenance plans, we have realized that the strategic planning vision discussed by the Facility Committee does not exist in any existing public school maintenance plan that we are aware of. This is a similar situation to the long range facility plan from several years ago, and now our long range facility plan is viewed as a "best practice" plan in the State of WI. Our goal is to create a similar "best practice" plan for facility maintenance. After researching various options on how to proceed, administration is recommending that we contract with Findorff to establish a 15 to 20 year facility maintenance plan. One of the key reasons for this recommendation is the necessity to have a partner provide costing services for all the maintenance projects that are identified in the plan and to identify the best options to address various maintenance projects. If you agree with this direction, the first step that we plan to take is to draft facility maintenance plan "parameters" for review at the next Facility Committee meeting. These parameters will establish a definition of what is included and what is not included in the plan, and the timeline/process that will be followed.

The Facility Committee is recommending approval of the Findorff proposal, on a 3-0 motion. Please let me know if you have any questions on this agenda item. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

3. North American Mechanical, Inc. (NAMI) Agreement

The purpose of this agenda item is to request approval of a 1 year contract extension with North American Mechanical (NAMI) Agreement. The district has a contract with NAMI that expires on September 30th, 2017. This contract period was for October 1st, 2012 to September 30th, 2017. The current contract with NAMI is the second contract of this type between the parties,

with a total time of 10 years. I have attached the following three documents for your review:

1. The 2015-16 Energy Report, which provides in depth information on the energy management services provided by NAMI
2. The contract amendment document for Heritage Elementary School, which provides detailed information on what is included in the overall agreement between the district and NAMI, specifically focusing on the changes as a result of the Heritage remodeling project
3. The complete contract between the district and NAMI, which provides detailed information about this unique program

NAMI has proposed both 1 and 5 year extensions of this contract. The proposals included a rate freeze for either term. The current rate is \$272,286 per year, after the addition of the new square footage. The terms of the NAMI contract are quite extensive and complicated. A broad overview includes HVAC energy management, integration with the district School Dude system, controls maintenance, HVAC equipment maintenance, HVAC preventative maintenance, and HVAC equipment replacement. The Facility Committee requested proposals from HVAC contractors before selecting a HVAC partner for the 2014 referendum. As you know, NAMI was selected as the HVAC referendum partner for the 2014 referendum. In addition, Westphal was selected as the electrical referendum partner for the 2014 referendum.

Since 2014, more changes have occurred to the district HVAC systems. We constructed our first geothermal system at the new Intermediate School. This system has been operating for less than a full year at this point. We have implemented shared control systems management at the new Intermediate School between Westphal and NAMI. We have been introduced to AkitaBox, a new facility maintenance program that integrates with the electrical and HVAC designs at the new Intermediate School. We are also beginning to work on electrical energy conservation projects at other schools, and many of these projects could result in further integration between the NAMI and Westphal systems.

NAMI has been a long term partner of the district. Given that we have a goal to develop a "best practice" facility maintenance plan, we will need participation in this process from all of our key partners. Administration is requesting a 1 year extension, at the proposed rate freeze, to allow the district to develop this facility maintenance plan and reevaluate this topic by the conclusion of the 1 year extension.

The Facility Committee recommended a 1 year contract extension with NAMI, on a 3-0 motion. Please let me know if you have any questions on the agreement. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2491. Thanks.

C. Human Resources Committee

1. Review Meeting Minutes

The minutes will be distributed at the meeting, since the HR Committee is meeting after Boardbook is released.

2. First Review of 2017-2018 Employee Guidelines

Each year at this time we bring to you the Employee Guidelines for your review and approval. The HR Committee will meet on July 7th, and any feedback they provide regarding these guidelines will be shared at the July 10th regular meeting. The Employee Guidelines and their cover memos are located in the Extras Section of BoardBook. We do not need a vote on this item on Monday evening as we will bring them back in August for your consideration.

D. Curriculum Committee

1. Review Meeting Minutes

2. Testing and Assessment Schedule

Please see attached memo and supporting materials.

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 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 June 30th, 2017, and the Cash Reconciliation report for May 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 budget revisions were 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. Student/Teacher/Co-Curricular/Special Education Handbook Approval for 2017-2018

Attached in the Extras Tab please find the student and staff handbooks for 2017-2018. Please note--the staff handbooks under this agenda item are different than the Employee Guidelines found in the HR Committee section of the agenda.

D. Annual Academic Standards Notice

We are required by law on an annual basis to approve at the school board level the standards we utilize for our academic programs.

E. Gifts and Field Trips

1. Gifts

2. Field Trips

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

G. Approve Summer School Staff Recommendations

XII. BOARD BUSINESS

A. WASB Resolutions adopted by Delegate Assemblies

Please find this WASB book for 2017 at this link on the WASB website <https://www.wasb.org/advocacy-government-relations/delegate-assembly/wasb-resolutions-adopted-by-delegate-assembly/>

A hard copy of this book is available to borrow in the BOE library. Please feel free to ask Rebecca if you have any questions regarding this.

XIII. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

Curriculum Presentation Meetings

Monday, January 15, 2018 and Monday, May 7, 2018

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.”