

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

Monday, August 14, 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 July 10, 2017 Meeting
- B. Review Individual Teacher/Administrator 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 2017-2018 Department Chairs, Building Coordinators and Staff
Development Representatives
- F. Review and Take Action on Recommendation for Student Expulsion
Records Expunged.
I will provide the Board background on this request and additional information
regarding its contents.
- G. Review Engineering Report Related to Property Boundary and Water Retention at
Prairie Elementary

IV. RETURN TO OPEN SESSION

V. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the July 10, 2017 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. Food Service Update

Attached please find a food service update presentation prepared by Connie Vacho, Taher Food Service Director. This presentation is intended to provide a high level overview of the food service program. Given the breadth of this topic, if we find that we have significant questions or want deeper information on any part of this presentation, our recommendation is to move that dialog to the Budget Committee at one of their future meetings. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2491 if you have any questions. Thanks.

2. Strategic Planning

a. Presentation Plan for 2017-18

Attached please find a schedule for the Strategic Planning Presentations that are planned for the monthly school board meetings this year. This schedule will allow you to see which presentation are on the docket this year, and to hear from staff from each of the primary Areas of Focus and the work that is taking place within each area.

b. Results Driven Accountability (RDA) - Kurt Eley

Kurt Eley will be at the Board Meeting on Monday evening to share with you a report on Results Driven Accountability (RDA). RDA is the revised accountability system from the Office of Special Education Programs which has changed its focus from rules compliance, to compliance and results. Wisconsin has identified Literacy as their focus

area. Kurt will share with you more about this shift, and the efforts we are making in Waunakee related to RDA.

3. Warrior Stadium Project Update

I will provide the Board with a Warrior Stadium Project Update on Monday evening. I have a project meeting on Wednesday afternoon that will be informative to this report. In short, the project is on target to be ready for the first home football game on Friday, August 18th. The field will be complete this week, the scoreboard is being put in place this week, and the track resurfacing will be taking place as soon as the turf work is complete and all workers and equipment are off the field.

As I shared with you in last week's Board Memo, we are looking at the official dedication of the field being in October, at a time when all of the work will be complete, the track will be striped, and the donor wall in place.

Attached please see two mock-ups of the donor wall that are being considered. This amenity will be paid for with the fundraised dollars and donations of material and time from local contractors.

The location for the donor wall is to the right of the main gate at Warrior Stadium. Aaron May will be at the Board Meeting on Monday evening and I will ask him to take a few minutes to discuss this part of the project with you.

I would like your feedback on Monday evening so we can move forward with this work.

4. 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 2017-2018 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.

5. Appoint District Expulsion Hearing Officer for 2017-2018

We will need a motion to appoint attorney Karl Marquardt to serve as the district's Expulsion Hearing Officer for the 2017-2018 school year. This must be a roll call vote.

6. Appoint Medical Advisor for 2017-2018

We will need a motion to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2017-2018 school year. This must be a roll call vote.

7. Announcements/Correspondence

a. Madison College - Annual Report

I found the data on Dual Credit Courses/Credits that was part of an MATC report very interesting and complimentary to the work our staff and students do in this area.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Goals Committee

Attached please find the minutes from the August 1, 2017 Goals Committee meeting.

1. Review Minutes of August 1, 2017 meeting

B. Policy Committee

1. Review Minutes of August 1, 2017 meeting

2. Transportation Policy Changes First Reading

Attached please find Policy 751 related to Student Transportation. The changes to this policy are merely bringing the policy up to date with practice.

When we changed attendance boundaries with the opening of the Intermediate School, we updated the transportation handbook, but this policy was overlooked and not changed to reflect the action of the Board. This agenda item is the first reading and action will be taken in September.

C. Co-Curricular Committee

1. Review August 7, 2017 minutes

2. Co-Curricular Program Report

The Co-Curricular Committee reviewed the Co-Curricular Report presented by Aaron May. This is an annual report to the Board regarding the co-curricular programs in the school district, participation rates, and data on gate receipts, booster club financial summaries, and code violations.

Aaron May has updated parts of the Co-Curricular Report based on feedback from the committee and has included additional information he received from the Touchdown Club and Soccer.

The committee discussed three topics in more depth at their meeting:

1. They requested a breakdown of all the co-curricular programs by classification.
2. They requested that in the future the Category A Athletics Participation number be broken out and separated from the Category A Non-Athletic programs.
3. Discussed the cost of MS-Girls Basketball since we had four coaches for 21 participants. Aaron shared that the number of students registered and who

came to the parent meeting was over 30, but only 21 ended up participating on day one.

Aaron will be present at Monday's meeting to share this report and answer any questions.

As a side and related note, the Policy Committee is currently reviewing the fundraising policy which has possible implications / guidance for groups like booster clubs that raise funds for our programs.

3. New Clubs and Organizations

Three clubs were brought before the Co-Curriculum Committee for consideration. The committee is recommending the following:

Recommending pay for the advisor of the Justice League at a rate of 2.5%. This equates to about \$900.

Recommending the establishment of a Law Club. Eligible for consideration after 3-year trial period.

Recommending the approval of Symphony Winds as a club and eligibility for adviser pay in 2018-2019.

Symphony Wind is different than the other two requests in that it has become a club at the high school without ever being formally endorsed by the Board.

This club originated with Elizabeth Heiks meeting with students before school in a similar manner to how Fiddle Band was established. The Committee is supportive of the club, and recommends it be formally adopted as a club, but feels that the process of approval as an official club needs to come before a request for pay. For this reason, Symphony Winds will be eligible for pay in one year, since they are ahead of other new clubs in the establishment and viability of them as a group.

D. Facility Committee

1. Review the minutes of the 07/18/17 meeting

E. Human Resources Committee

1. Consideration of 2017-2018 Employment Guidelines - Second Reading

The employment guidelines are in the Extras tab for your reference. These guidelines were part of the Board Agenda last month for your first review. We are seeking action and approval on Monday night.

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 July 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 June 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. The audit is taking place the week of August 7th. A final 16-17 Budget Report will be provided to the School Board at the September meeting.
2. 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.
3. 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.)

In addition, please note that we are planning to add a new wellness clinic report to the financial reports section of the Board meeting. Al Jaeger, Connie Beth, and I are working with Dean to add "return on investment" data to the reporting process. This report should be ready for the September Board meeting. We have attached the standard usage report that we receive from Dean each month.

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

2. 2017 Annual Meeting Agenda

Attached please find a draft of the 2017 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2017 Annual Meeting. Please note the addition of a resolution to increase the tax levy for Fund 41, the Capital Projects Fund. Please contact Steve Summers at 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 district did not issue debt in 2017, we are allowed to issue our annual cash flow borrowing as a bank qualified bond issue. As a result, the borrowing is considered non taxable, which decreases 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 approximate \$4 to \$5 Million Dollar loan is taken out in October
- The loan is bank qualified, which decreases 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.

- C. Approve Individual Teacher, Administrator, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
- D. Approve 2017-2018 Department Chairs, Building Coordinators and Staff Development Representatives
- E. Request to attend WCSD as a Tuition Student
Included please find a request for attendance in Waunakee Schools through payment of tuition. Attached is our policy on tuition payment. We do not have many tuition payment requests, but we have approved those that we have come before us in the past.

F. Special Education Handbook Approval for 2017-18

The Special Education handbook and the 504 Policy and Procedures Manual are attached under the Extras tab. These two handbooks were not included last month when the other handbooks were approved.

G. Gifts and Field Trips

1. High School World Language Spanish Teaching Resource Donation

H. Fundraising Requests

XI. **BOARD BUSINESS**

A. Legislative Hearing held on July 12, 2017 - Update

B. WASB Upcoming Seminars & Events

You should have received an email from WASB outlining the upcoming seminars and events.

October 4, Fall Regional meeting for Region 12* --Sheraton Madison Hotel, 706 John Nolen Drive, Madison.

Please contact Rebecca if you plan on attending.

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.”