

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

Monday, September 11, 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) (f) AND (i)**

A. Review Minutes of August 14, 2017 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

E. Health Clinic Lease

F. Discuss WCSD Property Encroachment Concerns

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. PUBLIC LISTENING SESSION

The Board of Education provides a public listening session for the public to
comment on non-agenda items related to the governance or management of the
Waunakee Community School District. Individuals may use this time to also
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 representatives

Anaiah Kenas and Alyssa Kuhn will provide an update of what is happening at the high school. Joan Ensign and I met with Anaiah and Alyssa last week and discussed with them their role as student liaisons to the Board. They will be working with other student groups at the high school to provide updates beyond just Student Council. We also shared with them that we may invite them to some special meetings as a voice of the students.

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.

C. Administrative Reports/Action Items

1. Beginning of School Year Report

I will provide a summary report on the first week of school at Monday's meeting.

2. Strategic Planning

The Strategic Planning Reports for this month are Internal Controls and Academic and Career Plans. Steve Summers and Tim Schell will lead these presentations and discussions on Monday evening. Their presentations are attached for your review.

a. 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 between October 2016 and September 2017, and what the goals are for the 17-18 school year and beyond. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

b. Academic and Career Plans

Member from our ACP district team (Barb Fassbender, Ty Jury, Michelle McGlynn, Janet Thomas, and Tim Schell) will be providing an update on our progress on this strategic planning item.

3. Announcements/Correspondence

a. Seclusion and Restraint Report

The attached seclusion and restraint report is required to be shared with the board on an annual basis. You will notice a reduction in the use of seclusion and restraint across the district in the last two years. Kurt Eley will be available to answer any questions on Monday evening.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. HR Committee

1. Review Budget Committee Meeting from 09/07/17

B. Facilities Committee

1. Review Facilities Committee Meeting Minutes from 09/06/17
2. Discuss Surveying of Property Lines

C. Policy Committee

1. Transportation Policy 751 Second Reading

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 August 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 final 2016-17 Budget Status report as of June 30th, 2017, and the Cash Reconciliation report for July 2017. Please note on the 2016-17 budget status report that all of the 2016-17 financial transactions have been completed. The school district auditors, Wegner CPA's, completed auditing the 16-17 financial records during the week of August 7th. The district general fund, Fund 10, had a negative ending balance of \$1,027,694.16. The final 16-17 Fund 10 fund balance is \$8,176,550.79 or 17.4% of the 17-18 Fund 10 expenditure budget approved in July by the School Board. The 17.4% compares to a number of 20.8% in 16-17. The Board policy on fund balance has a statement of working towards maintaining a 15% balance.

In addition, please note that a wellness clinic presentation has been added to the reports section. This wellness clinic report combines patient use and financial data, and compares this data to the goals that were established. Administration can provide this report on a quarterly basis. Please contact

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

2. Approval of Student Activity Accounts

The purpose of this agenda item is to request approval of student activity accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2017. The School Board policy on student activity accounts

requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.

These accounts are typically used by student organizations for fundraising for activities above and beyond what the district budget is able to support. Student activity account balances carry over from one fiscal year to another. I would like to point out that student activity accounts with a positive balance are reflected with a negative sign, as student activity accounts are balance sheet accounts on the district financial system. A positive balance actually indicates a negative account balance. Negative account balances are allowed by policy under certain circumstances. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

3. Approval of Fund Balance Allocations

The purpose of this agenda item is to request approval of fund balance allocations. As reviewed earlier in the finance reports, the 2016-17 end of the fiscal year balance was -\$1,027,694.16. Please also remember that during the month of June, the School Board approved fund balance classifications to comply with national accounting standards. The administration is recommending that the -\$1,027,694.16 be allocated as follows:

Description	Account Number	Amount	Balance
Unassigned fund balance	939900		
		-\$1,038,351.00	\$6,407,030.84
Reserved for self-insurance	936110		
		\$2,686.47	\$2,686.47
Committed fund balance	937900		
		\$11,875.00	\$75,234.68
Assigned fund balance	938900		
		-\$3,904.63	\$1,691,598.80
Total			
		-\$1,027,694.16	\$8,176,550.79

The unassigned fund balance is the standard fund balance account that is not meant to be spent. The reserved for self-insurance balance is the balance in the districts self-insured dental program. The committed fund balance is meant for future parking lot expenses and high school band uniforms. The

assigned fund balance is meant to carry over building/department budgets from one fiscal year to the next. Attached please find a detailed accounting of the 937900 and 938900 fund balance accounts. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2012 if you have any questions. Thanks.

C. Approve Course Option Request

The attached Course Options Requests come from Middleton and Lodi for students to participate in our Agriculture and Calculus B/C courses. Under Course Options, the school district of residence will pay us for their attendance in these classes. This value equates to about \$375 per class per student, based off a proration of the DPI set Open Enrollment amount.

D. Gifts and Field Trips

1. Gifts

2. Field Trips

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

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. 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.”