

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION BUDGET COMMITTEE MEETING**

Wednesday, January 3, 2018

8:00 AM

District Administration & Maintenance Center
905 Bethel Circle
Waunakee, Wisconsin 53597

AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF AGENDA**
- IV. **PUBLIC COMMENTS**
- V. **2017-2018 BUDGET**

The purpose of this agenda item is to review the 2017-2018 budget. At this time, there have been several requests approved by the School Board to utilize contingency funds. These requests include the ELL para-educator at an estimated cost of \$30,000, and three elementary school special education para-educators at an estimated cost of \$51,000, leaving an estimated balance of \$19,000 in the contingency account.

Please be reminded that the 17-18 budget has a planned deficit of \$973,525 primarily due to the completion of the Warrior Stadium project and the capital projects. The capital projects expenditures are related to the plan to increase the Fund 41 fund balance over the next 3 fiscal years and to decrease the Fund 10 fund balance related to the 2014 operational referendum question. In addition, the Board has agreed to fund the trial Wellness Clinic through June 30th, 2018, which will further increase the deficit by approximately \$240,000, which will also decrease the fund balance.

I have purchased a new product from Forecast 5, called 5 Cast plus, that will provide data analytics and Board reporting on current year budgets. This product has been implemented, and I have received an initial round of training. I will share more information with the Budget Committee at a future meeting.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

A. **Funding for PLC Conference**

The purpose of this agenda item is to discuss the July 2018 PLC conference that is located in Madison. Tim Schell has been organizing our district's participation in

the July 2018 PLC conference for quite some time. We believed that our costs associated with this conference would be connected to the 18-19 fiscal year, as the conference is after July 1st. However, the provider of the conference has requested payment at this time to hold our number of conference registrations. This payment will cause some fiscal year timing issues that we would like to review with the committee.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

VI. 2018-2019 BUDGET PLANNING

A. Budget Timeline

The purpose of this agenda item is to review a draft 2018-2019 budget timeline. Please see the attached draft timeline. Please note that the 2018-19 fiscal year is in the second year of the 2017-2019 state budget process. As a result, our budget process will not have the uncertainty that existed during the 2017-18 budget development process. The major school finance impact for 2018-19 is the \$204/student categorical aid increase, compared to \$200/student in 2017-18. Please also note the planned Special Board meeting scheduled for February 27th, 2017.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

B. High Level Overview

The purpose of this agenda item is to provide a high level overview of the 2018-19 budget process. I have attached a document that provides information on enrollment, revenue and expenditure projections, and Forecast 5 compensation data.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

C. Alignment of Resources with Strategic Plan Survey

The purpose of this agenda item is to discuss an alignment of resources with strategic plan survey . I have attached a draft copy of a survey that will be distributed in January to our Dane County district peers, as well as selected district peers across the state. This survey is designed to "dig deeper" into the topic of resource allocation and building/department budgets. Forecast 5 financial data indicates that our district is the highest spending district in Dane County in this area. The administrative cabinet has provided input into the survey, and I would like to request input from the Budget Committee members.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

D. Open Enrollment Capacity

The purpose of this agenda item is to review the open enrollment capacity for the 18-19 school year . I have attached a draft copy of a capacity report for open enrollment for 18-19. I would like to request input from the Budget Committee members on the draft capacity recommendations.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

VII. DISCUSSION/ACTION ON PROPOSALS

A. Waunakee Community Bank

The purpose of this agenda item is to provide a follow up to last month's introduction to a newer business in our community, the Waunakee Community Bank. The Waunakee Community Bank staff provided information to the Budget Committee at the December meeting, and committee members requested additional information on the bank. Attached please find the additional documents that were provided by the Waunakee Community Bank for your review. Administration is not requesting any action at this time.

If you have any questions, please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

VIII. OTHER ITEMS FOR DISCUSSION

A. 2016-17 Audit

The purpose of this agenda item is to discuss the 2016-17 audit. The audit was due to the WI Department of Public Instruction on Friday, December 1st. The financial statements and School Board communication letter were provided to the School Board members in the December 11th School Board packet. The School Board tabled approval of the audit until the January meeting. Attached please find a copy of the financial statements, the School Board communication letter, and the business office response to the School Board communications letter.

Administration is pleased to report that no "significant findings" were identified during the 2016-17 audit process. A significant finding is an accounting issue that must be reported to the state of Wisconsin within the financial statements. As you may remember, we did have a "significant finding"

during the 2015-16 audit process regarding a special education para educator licensing issue. The licensing issue identified during the 2015-16 audit has been considered resolved by our current audit firm. After conducting a thorough review of all of our internal control practices, our audit firm did identify suggested improvements to internal controls/procedures/policies. The business office has prepared a response to the audit communication letter that we would like feedback on.

If you have any questions please feel free to contact me at ssummers@waunakee.k12.wi.us or 608-849-2000. Thanks for your time.

IX. FUTURE AGENDA ITEMS

X. 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.”