

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

Monday, May 7, 2018

7:30 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. 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. In addition, the budget committee has approved reallocating \$40,000 from the district budget to assist with the cost for the summer 2018 PLC conference.

New for this month - there will be a request for additional funds for the translation budget and the medical supplies budget based on specific needs. The 17-18 budget revisions will be presented at the June Budget Committee and School Board meeting.

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.

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. Review First Draft of the Budget

The purpose of this agenda item is to review the first draft of the budget for the 18-19 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:

1. The \$204/student increase in the per pupil categorical aid included in the 2017-19 state budget process
2. The Wellness Clinic is funded through the district Fund 10 budget, and is no longer funded through the fund balance
3. The personnel cost line includes a salary increase of 3.4%, a 10% increase in dental insurance rates, and a 0% increase for health insurance rates
4. The energy conservation budget line (new for 17-18) was returned to \$83,894 after being allocated to pay increases in the fall of 2017
5. The maintenance budget includes \$551,000 in maintenance projects funded from the fund balance
6. The first draft includes an increase of 3.94 FTE, as outlined on page 11 of the document
7. The Fund 41 expenditure budget is \$0, based on the three year plan to build up the fund balance in Fund 41, while lowering the fund balance in Fund 10
8. All of the remaining budget requests have been placed on hold at this time

The second draft of the budget in June will include:

1. Grant allocations
2. Staffing updates based on additional schedule changes or reallocation proposals
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to building budgets based on the recommended resource allocation model
5. Updates to the Special Education budget (Fund 27) based on the resource reallocation proposal

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 849-2000. Thanks.

B. Review Student Fees

The purpose of this agenda item is to review the proposed student fees for the 18-19 school year. I have attached the proposed fees for your review. The student fees for the 18-19 school year will be presented to the School Board at the May meeting. There are multiple changes being proposed, and these changes are highlighted in yellow. A \$5 across the board increase in student fees will generate approximately \$20,000. A \$15 fee increase in co-curricular fees will generate approximately \$11,500. The administration is recommending approval of the attached 18-19 fee schedule. Administration would further allocate these additional resources to chrome book repairs (\$5,000), athletic department equipment (\$21,500), and the student financial assistance committee (\$5,000). The student financial assistance committee is working on improving opportunities for students facing financial challenges, and district participation in this effort would be beneficial. In addition, please see the introduction of a new lunch option at the 7-12th grade level, called the Meal Deal. This option is being introduced to provide a more economical, easily understood lunch option at these grade levels, and to provide a better explanation for the lunch option available for free/reduced students. The Meal Deal has recommended pricing of \$3.75. 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 849-2000. Thanks.

C. Review Food Service Budget

The purpose of this agenda item is to review the food service budget for the 18-19 school year. I have attached the proposed budget for your review. I have also attached a poster for the proposed Meal Deal at the 7th - 12th grade levels. We are pleased to recommend no fee increases for the 18-19 school year, primarily from the increase in revenues from catering/adult sales. In addition, please see the introduction of a new lunch option at the 7-12th grade level, called the Meal Deal. This option is being introduced to provide a more economical, easily understood lunch option at these grade levels, and to provide a better explanation for the lunch option available for free/reduced students. The Meal Deal has recommended pricing of \$3.75. The budget does project a slight deficit, which could be made up by continued growth in sales for catering/adult meals. Increasing the Meal Deal price to \$4.25 would reduce the deficit by \$6,000. Please let me know if you have any questions on the proposed food service budget. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

D. Review Special Education Budget

The purpose of this agenda item is to review the proposed special education reallocation plan. I have attached the proposed reallocation plan for your review. I have also attached a document from the DPI explaining several new mental health grant programs. Kurt Eley will be present at the meeting to explain this reallocation plan, and to answer your questions. Please let me know if you have any questions on the proposed reallocation plan. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

E. Review 18-19 Budget Requests/Resource Allocation

The purpose of this agenda item is to review the 18-19 budget requests, and a proposed resource allocation model for the K-8 school buildings . I have attached an updated budget planning framework for your review. Please let me know if you have any questions on the budget requests or resource allocation model . You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

VII. **DISCUSSION/ACTION ON PROPOSALS**

There are no proposals to review this month.

VIII. **OTHER ITEMS FOR DISCUSSION**

A. Review Membership Audit

The purpose of this agenda item is to review the membership audit . I have attached the membership audit report for your review. School districts are required to conduct a membership audit at least every 4 years. The membership audit is performed by the fiscal auditor selected by the School Board (Wegner CPA's). Please let me know if you have any questions on the membership audit report . You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

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.”