

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

Monday, May 14, 2018

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) AND (f)(I)**

- A. Review Minutes of April 09, 2018 regular meeting and April 11, 2018 special meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. Review Response to Property boundary at Prairie and it's impact on neighboring parcels
- G. Review and Take Action on Student Discipline Expulsion Recommendations and Expulsion Expungement

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

**VI. APPROVAL OF MINUTES**

- A. Review Minutes of April 09, 2018 regular meeting, April 11, 2018 and May 7, 2018 Special meetings.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

**VIII. PUBLIC COMMENTS ON EVENING'S AGENDA**

This is the general comment section of the agenda where members of the public may comment on any item contained within the evening's agenda.

**IX. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Reports

Anaiah Kenas and Alyssa Kuhn will provide a student update from the high school.

B. Teacher Report

Cindy Lindquist and Lynn Stenroos

C. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

2. Board Committee Assignments

The committee assignments as recommended by Board President, Joan Ensign, will be presented at the meeting on Monday.

3. District Priorities 2018-2019

Attached please find the Draft District Priorities for 2018-2019 that Joan Ensign, Julie Waner, and I discussed and drafted following the input received from the Board's Self Evaluation Meeting.

D. Strategic Planning Report

1. Informational and PR/ Linkage Collaboration

Attached please find a presentation that I will review with the Board on Monday night regarding our joint priority from the last year on Communication, Engagement, and Linkage.

E. Administrative Reports/Action Items

1. K-12 Technology Plan - Purchase Request

Attached please find a memo from Herb Haubrich that outlines the recommended technology purchases that are in line with the instructional technology plan that was presented to you in March and April.

2. Facility Use Exemption

Attached please find a Facility Use Fee Exemption Request from the Feed the Need organization. The attached policy also addresses the Fee Exemption issue. I will have a recommendation for you on Monday after connecting with Aaron May on our Facility Use Policy to get his perspective of their cost if the exemption were not granted.

3. Announcements/Correspondence

a. National Merit Scholars

b. Village of Waunakee Notice

This item is just an FYI of the land West of County Q being annexed into the Village of Waunakee.

**X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Budget Committee

1. Review April 16, 2018 and May 7, 2018 Meeting Minutes

Attached please find the Budget Committee minutes from the April 16, 2018 and May 7, 2018 meetings. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2000 with any questions. Thanks.

2. Review and Consideration of First Draft of 2018-2019 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

The Budget Committee is recommending approval of the first draft of the budget on a 3-0 vote. 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](mailto:ssummers@waunakee.k12.wi.us) or via phone at 849-2000. Thanks.

### 3. Review and Consideration of 2018-2019 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. 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. As requested by the School Board, updates to the Facility Usage fees are also being presented at the same time as student fees.

The Budget Committee is recommending approval of the student fees on a 3-0 vote. 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](mailto:ssummers@waunakee.k12.wi.us) or via phone at 849-2000. Thanks.

### B. Curriculum Committee

1. Review May 8, 2018 Meeting Minutes
2. Textbook Request  
Attached please find the textbook purchase requests that are being recommended by the Curriculum Committee.
3. Summer Curriculum Writing  
Attached please find the curriculum writing projects for this summer that are being recommended by the Curriculum Committee.

## **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 April 2018. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2000 if you have any questions. Thanks.

### **B. Finance**

#### **1. Monthly Finance Reports**

Attached you will find the 2017-18 Budget Status report as of April 30th, 2018, and the Cash Reconciliation report for March 2018. Please note that the district has received the first repayment of donated funds for the Warrior Stadium project. Please also note the wellness clinic expenses have been separated out as its own line item on the monthly financial report. The budgeted amount is \$0, because the School Board has previously approved funding the wellness clinic as a trial out of the district fund balance account. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2000 if you have any questions. Thanks.

#### **2. Approve 2018-2019 Open Enrollment Applications**

The purpose of this agenda item is to request School Board approval/denial of the 2018-19 open enrollment applications. Attached you will find information on the 2018-19 open enrollment applications. You will see a cover memo and detailed spreadsheets of the applications into and out of the district. The applications into the district have been noted as approved or denied in the final column. The approval or denial column follows the School Board open enrollment capacity approval process from the January 2018 School Board meeting. You can refer back to the January 2018 Boardbook packet if you would like a reminder of the School Board approval at that time. The applications out of the district are all recommended for approval. Please contact Steve Summers at [ssummers@waunakee.k12.wi.us](mailto:ssummers@waunakee.k12.wi.us) or 849-2000 if you have any questions. Thanks.

### **C. Consideration of Dane County New Teacher Project Shared Services Contract**

The Dane County New Teacher Project is housed within the Waunakee School District and we serve as the fiscal agent. This program provides the mentoring support for our new teachers and professional development opportunities for our newer teachers and our administration on how to best support new teachers. This program is a cooperative effort of most Dane County School Districts.

D. Cooper and Tweed Scholarships

As part of the the guidelines for release of these private scholarship funds that we manage as a District, the Board needs to act on approval of the scholarship funds being available to the grantee. We certify that these funds are available and recommend approval.

E. Waunakee Rotary Exchange Student from Taiwan

F. Gifts and Field Trips

1. Gifts

a. Donation from Ted and Janet Tweed for the Cooper Scholarship

Ted and Jan Tweed donated \$300 to this scholarship on 04/27/18

b. Donation to Prairie Elementary

c. Student Services Donations 2nd Semester.

2. Field Trips

a. 2018-2019 Band Trip

b. 2019 MS Washington DC Trip

c. 2018-19 Vocal Music Trip

G. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations and Retirements/Non-renewal

H. Summer School Recommendations

**XII. BOARD BUSINESS**

**XIII. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

1. Waunakee Creative Economy Update

Next month I have agreed to allow a short presentation on the initiatives of the Village's Creative Economy, specifically focusing on research compiled by students at the Bolz Center for Arts Administration from the UW-Business School. You can find a link in the EXTRAS tab for a presentation on this topic. If you have difficulty, you may also view this video by copying and pasting this link into your browser. <https://vimeo.com/265228657>

- B. Special Meeting
- C. Budget Committee
- D. Co-Curricular Committee
- E. Curriculum Committee
- F. Facility Committee
- G. Goals Committee
- H. Human Resources Committee
- I. Policy 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.”