

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

Wednesday, June 6, 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**

A. Projected End of the Year Balance

The purpose of this agenda item is to review the 2017-2018 budget, projected end of the year balance. 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.

Overall, the decrease in the fund balance will likely be around \$1 million dollars, based on unspent funds in a number of budgetary line items. 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. Budget Changes

The purpose of this agenda item is to review the formal budget change process that will be presented to the School Board for approval in June. The budget change document is attached.

The business office changed practices in 16-17 regarding budget revisions. All budget revisions are being entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 17-18 include:

- * changes in grant allocations
- * changes to the State of Wisconsin Library Aid
- * salary budgets approved by the Board of Education in November
- * the high school Youth Options revenues and expenses
- * the wellness clinic costs
- * Warrior stadium expenses and revenues (which is the donation from the Waunakee Area Education Foundation)
- * contingency expenses approved by the School Board throughout the year
- * the energy efficiency budget line that was reallocated to salary increases by the School Board back in November when the salary increases were approved

All budget revisions will be presented to the School Board for approval at the June 11th School Board Meeting. Please let me know if you have any questions. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

C. Fund Balance Classifications

The purpose of this agenda item is to review the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. I have attached the fund balance accounts that are currently being used. I am not proposing any changes at this time. Please let me know if you have any questions on the fund balance classifications. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

VI. **2018-2019 BUDGET PLANNING**

A. Review Timeline

The purpose of this agenda item is to review the budget timeline. The budget timeline for June includes a Budget Committee and School Board review of the second draft of the budget. The third draft of the budget will be reviewed by the Budget Committee and School Board in July. The administration will request approval of the budget at the July School Board meeting following a Budget Hearing. Please let me know if you have any questions on the budget timeline. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

B. Review Second Draft

The purpose of this agenda item is to review the second draft of the budget for the 18-19 school year. I have attached the second draft of the budget for your review. The changes between the first and second draft of the budget are as follows:

1. The pupil services reallocation plan that was presented to the Budget Committee in May
2. The student fees approved at the May School Board meeting
3. The Fund 50 food service budget has been updated to reflect the School Board approved fees
4. The WEDC grant for the Innovation Center has been updated to reflect the award for 18-19
5. The state personal computing grant for 9th graders
6. The state mental health grant for social workers
7. The resource allocation model for grades K-8 that was presented to the Budget Committee in May
8. The high school budget has been updated to reflect the revenues and expenses for the UW-Oshkosh college credit course program for foreign language

The third draft of the budget in July will at least include:

1. An update to Funds 21, 80 and 99 based on fiscal year-to-date activity
2. Federal grant allocations
3. State common school fund grant revenues and expenses
4. An update to state equalization aid/property taxes based on the July DPI state aid estimate
5. Staffing update based on additional schedule changes or reallocation proposals
6. An update to building-based resale revenue and expense accounts

I have also attached the staff budget presentation so that you can see the information that was shared with staff in May regarding the budget process. Please let me know if you have any questions on the second draft of the budget. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

C. Lease Agreements

The purpose of this agenda item is to review the lease agreements for the 18-19 school year. I have attached the lease agreements for your review. Dane County has their own formal lease agreement.

The district currently has leases with the Wisconsin Youth Company (K-4 after-school program for school year and summer session), Dane County (1 office at Heritage Elementary School), and the New Teacher Project (office space at Heritage Elementary School).

The administrative recommendation is to approve all three leases with the Wisconsin Youth Company lease increasing from \$2,450 to \$2,500 per building,

the Dane County lease continuing at \$75 per month, and the New Teacher Project lease continuing at \$300 per month.

Please let me know if you have any questions on the lease agreements. 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.

A. Business Insurance Bids

The purpose of this agenda item is to discuss the 2018-19 business insurance bids. Last year we evaluated business insurance proposals through both our current agent (HUB International) and through additional agents working in the school district industry. This year, we have requested all proposals through our current agent. HUB International is still working on pulling together the proposals, so I will provide this information at the Budget Committee meeting, if available, or the regular June 11th School Board meeting.

Please let me know if you have any questions on the business insurance bids. You can contact me via email at ssummers@waunakee.k12.wi.us or via phone at 849-2000. Thanks.

VIII. OTHER ITEMS FOR DISCUSSION

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.”