

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

Monday, June 11, 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)**

- A. Review Minutes of May 14, 2018 regular meeting.
- B. Review Individual Administrative Contract Recommendations, Resignations and Retirements
- C. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- F. Review Summer School Contract Recommendations
- G. Review and Take Action on Student Discipline/Expulsion Recommendations

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

The Board will use this time, as available, to discuss Board Related Governance, District Objectives, or other work related to the operations of the school board.

VI. APPROVAL OF MINUTES

- A. Review Minutes of May 14, 2018 regular meeting.

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. 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.

IX. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members

B. Strategic Planning Report

1. Community Engagement

- a. SocialSchool4Edu recommendation

Attached please find a PowerPoint presentation and two contract options from #SocialSchool4Edu.

I will use the PowerPoint on Monday night to introduce #SocialSchool4Edu to the Board. I have met twice with Andrea Gribble, owner, and twice with Heidi Feller , CIO, to discuss the services and expectations for working with them to develop and manage social media for our school district.

I feel strongly that we need to begin to use social media to tell our story, and believe that we need someone to manage this work to be certain that it is done well and kept current.

In this format, social media is defined as Facebook, Twitter, and Instagram. #SocialSchool4Edu will design our pages, engage with our staff for content, and post to and track the accounts on our behalf.

I have spoken to friends/colleagues from Stoughton and Reedsburg and other districts who work with #SocialSchool4Edu and their experiences have been excellent.

The two contract options included are for either 1-year or 3-years. The 1-year contract has a value of \$11,500 and the 3-year contracts drops the cost down to \$10,500 annually. I am open to either option and would like your input on this item. The funds for this work will come from our consulting budget, which is already established. I not require Board approval to spend at this level, but would like your endorsement that you support this work for

how we want to engage with our community through social media.

If approved, I have Heidi Feller tentatively slated to work with our administrative team at our retreat next week, and will also have Heidi engage with our staff on the first day back to school on August 27th.

I look forward to discussing this item with you on Monday evening.

2. TEACHING AND LEARNING

a. Welding Grant and Program Plan

As I shared with you in recent weeks, we are very excited to be the recipient of a \$25,000 grant from the Endres Foundation. This grant is the result of a conversation we began with Randy Herbrand from Endres Manufacturing a number of months ago. The impetus of our work has been on improving our welding program and positioning us to be able to offer dual credit options for students at MATC in this area. Both of these objectives are goals we have for the program, and the partnership with Endres comes at an opportune time.

The attached spreadsheet illustrates the desired equipment for a larger welding vision and presence at the high school. Please note that in addition to the \$25,000 grant, Endres has also worked with their suppliers and has secured about \$17,500 of additional welding equipment for us at no cost to the school district. The remaining items will be covered by our Career and Technical Education Grant that is managed by Michelle McGlynn.

We and Endres would really like the school to be able to add the Miller Augmented Reality Welding Unit to our program, too. The cost of this item is \$22,000 and we have \$5,000 we can contribute from the CTE Grant, and remaining funds will need to come from a combination of department funds, district funds, and fundraising revenue. We will review our options in more depth this summer.

Finally, Rob France has been working with MATC to become certified to teach the dual credit courses. You will see three courses find their way through the new course proposal process this fall to be in place by fall 2019. Mr. France will be certified to teach these courses by the fall of 2019 so students can receive credit.

This agenda item does not need any action, but is good news worth sharing

and is an exciting extension to our Innovation Center and CTE Programs.

C. Administrative Reports/Action Items

1. Announcements/Correspondence

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

A. Budget Committee

1. Review June 6, 2018 Meeting Minutes

Attached please find the Budget Committee minutes from the June 6, 2018 meeting. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2000 with any questions. Thanks.

2. 2017-2018 Budget Changes

The purpose of this agenda item is to request School Board approval of the 2017-18 budget changes. The budget change document is attached. The Budget Committee is recommending approval of these budget changes, on a 2-0 vote.

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

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.

3. Consideration of Second Draft of 2018 - 2019 Budget

The purpose of this agenda item is to request School Board approval of 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 Budget Committee is recommending approval of the second draft of the budget, on a 2-0 vote.

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.

4. Consideration of 2018-2019 Lease Agreements

The purpose of this agenda item is to request School Board approval of 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 Budget Committee is recommending approval of these lease agreements, on a 2-0 vote.

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.

5. Consideration of Fund Balance Classifications

The purpose of this agenda item is to request School Board approval of the fund balance classifications. I have attached the fund balance accounts that are currently being used. The Budget Committee is recommending approval of these fund balance classifications, on a 2-0 vote.

The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. 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.

6. Consideration of Business Insurance Bids

The purpose of this agenda item is to request approval of the 2018-19 business insurance bids. There are no attachments at this time for this agenda item. I expect that the 18-19 business insurance bids will be available to present at the meeting.

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 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.

B. Curriculum Committee

1. Review Minutes of June 4, 2018 Meeting

C. Human Resources Committee

1. Review minutes from the June 5, 2018 meeting.

D. Facilities Committee

1. Review minutes of the June 4, 2018 meeting.

E. Policy Committee

1. Review of May 29, 2018 Meeting Minutes
2. Consideration of 1st reading of 345.5 High School Graduation Requirements/Procedure
3. Consideration of 2nd reading of polices.
These policies were first presented on February 12, 2018 and it was our oversight that they did not come back to the Board for a second reading.
 - a. 423 Rule - 2 Part Time Open Enrollent
 - b. 346 Student Assessment Program
 - c. 343.4 Early Post Secondary Opportunities
 - d. 453.4 Medication Administration to Students

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 May 2018. Please contact Steve Summers at 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 May 31st, 2018, and the Cash Reconciliation report for April 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 or 849-2000 if you have any questions. Thanks.

2. Consideration of 2018-2019 Pupil Transportation Handbook

The purpose of this agenda item is to request School Board approval of the 2018-19 pupil transportation handbook. The pupil transportation handbook is attached.

The handbook is distributed by the district via the building student handbooks. I am requesting approval in June so the school buildings can incorporate the pupil transportation handbook into their 2018-19 student handbooks. The majority of the information in the pupil transportation handbook references School Board transportation policies. There is one change proposed for 18-19, which is to add vaping and juuling as major violations. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

3. Audit Communication

The purpose of this agenda item is to share with the School Board the audit communication letter for the 17-18 fiscal year audit. I have attached the auditor communication letter for your review. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2000 if you have any questions on the audit communication letter. Thanks.

4. Part Time Open Enrollment Application

- a. French 5, CAPP

C. Gifts and Field Trips

1. Gifts

- a. Student Services Gifts received

There was one additional gift given to the Social workers. Please see the last item to Immel on the document attached.

2. Field Trips

- a. 2017-18 FBLA Nationals Baltimore Maryland

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

XII. BOARD BUSINESS

- A. Legislative Update

XIII. 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

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.”