

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

Monday, August 13, 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 July 09, 2018 Meeting

B. Review Individual Teacher/Administrator Contract Recommendations,
Resignations and Retirements

C. Review Individual Co-Curricular Contract Recommendations

D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations
and Retirements

E. Review 2018-2019 Department Chairs, Building Coordinators and Staff
Development Representatives

F. Review Individual Student Expulsion Outcomes with Administration
The middle school and high school administration will be present for closed
session on Monday evening to share with you an update on the students who
progressed through expulsion over the last five years.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the July 10, 2017 regular
meeting for your review.

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

Individuals may use this time to 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. Board Reports on Educational Related Events, Meetings, or Trainings
Attended by Individual Board Members**

This section is reserved for any comments from members of the board on meetings they attended or other informational items.

2. Resolution for District Expulsion Officer

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2018-2019 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

3. Appoint District Expulsion Hearing Officer for 2018-2019

We will need a motion to appoint attorney Karl Marquardt to serve as the district's Expulsion Hearing Officer for the 2018-2019 school year. This must be a roll call vote.

4. Appoint Medical Advisor for 2018-2019

We will need a motion to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2018-2019 school year. This must be a roll call vote.

5. Board Member Coverage/First Day of School

Please review your calendars to assess your availability on the first days of school to welcome students. See the attached schedule of times and locations.

B. Administrative Reports/Action Items

1. Strategic Planning - Progress Update on Revised Framework

The administrative team met this month to discuss feedback that has been received regarding the language used in our District Vision and District Visionary Directions. We are in the process of revising the language in both of these areas and will bring that to you in September for your review. Once it is complete, I will send it to you ahead of time.

Also, we are reviewing the "blue boxes" on our strategic framework and finalizing the status of each area of work. I will report that update to you at the September BOE meeting, too.

We are also determining the next iteration of the framework and the proposed direction for the next few years. This work has been very positive and I think you will like the outcome once it is complete.

I will provide a bit more of an overview on Monday night, but I want to keep the Strategic Framework at the forefront of our work, and this update this month is intended to illustrate that important work is taking place in preparation for our next moves forward.

2. Consideration of purchase of 2-way radio system

Attached please find a memo from Kurt Eley, Director of Student Services, that outlines a request to purchase 2-way radios for use by the special education staff to enhance their communication and response during times of crisis. The recommended bid is for \$54,882 and will be paid for using Federal Flow-thru funds.

3. Consideration of additional Special Education Para-Educators

Attached please find a memo from Kurt Eley, Director of Student Services, that outlines his request for three additional para-educators for the 2018-2019 school year based on new students with IEPs that have moved into the school district. Please remember that these three positions are already budgeted for but have not been filled, unless necessary, if new students move in. This process of not filling them until now allows us to access Transfer of Service funds for each of these positions. Your action on Monday documents the need, and provides the necessary motions for us to access these funds through the Transfer of Service process.

4. School District Annexation Petition

Per our previous discussions, the annexation of school property into the Village of Waunakee is moving forward for the land that includes the Intermediate School and the areas encompassed by some of our athletic fields at the high school. I strongly support this move as it helps with police and others services and eliminates jurisdictional issues. Attached please find the associative maps provided to me by the Village of Waunakee. Your action on this annexation petition is necessary to move this item forward.

5. Driver's Education Grant

Attached please find a grant application/award for \$6,000 to help pay for the costs of driver education programs for economically disadvantaged students. This program has been established by Dane County to help students who cannot afford the cost of driver education programs and have a need to drive to employment etc. Kurt Eley and Brian Kersten have been working on this

grant, and I support their efforts and this program and ask for your consideration of approval.

6. Announcements/Correspondence

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

A. Policy Committee

1. Review Minutes of August 7, 2018 meeting

2. Consideration of 2nd reading of policies from 06/28/18 meeting

The Fundraising and IT Policies are up for a 2nd reading. Board action is required.

a. Fundraising Policies

The Fundraising Policies are up for a second reading and Board action is required.

b. IT Policies

The IT Policies are up for a second reading and Board action is required.

3. Review of 1st reading of policies from 08/07/18 Policy Committee meeting.

a. Student Services Policies - Drug Free and Tobacco Use

The policies associated with Drugs and Tobacco have been reviewed by Kurt Eley, members of the administrative team, and our ATODA Coordinator. The changes to each of these policies are outlined within the documents. The Policy Committee has reviewed and discussed these policies at two meetings and is recommending them to the full Board for the 1st reading. No action will be taken on Monday as they will be brought back in September for the 2nd reading.

b. Bidding Policy

The policy associated with Bidding (Purchasing) has been reviewed by Steve Summers, and members of the administrative team. The changes to the policy are outlined within the document. The Budget Committee has recommended this policy to the Policy Committee for consideration. The reason this policy is being updated is with regard to implementation discussions around the internal controls we are putting in place across the district. The Policy Committee is recommending it to the full Board for the 1st reading. No action will be taken on Monday as it will be brought back in September for the 2nd reading.

c. Holiday Policy

Attached please find the current and the revised policy for Holidays. You will notice that this policy is a complete rewrite after work by Tim Schell and multiple conversations with the Policy Committee. Also, a broad

review of policies by other school districts was considered as part of this process.

The Policy Committee did not add language to the Policy with respect to specific religious observations, and would like the Board's input on this issue. Potential language that may also be considered is as follows:

"Teachers are encouraged to be aware of major religious holidays observed by their students and be sensitive to such in scheduling major class activities and exams."

The Policy Committee is recommending this policy to the full Board for the 1st reading. No action will be taken on Monday as it will be brought back in September for the 2nd reading.

B. Co-Curricular Committee

1. Review July 23, 2018 minutes
2. New Clubs and Organizations

a. Symphony Winds Organization advisor - Paid

Attached please find the paid advisor request for Symphony Winds. This organization has been successful at the high school and has completed its three year trial period. Attached also find a memo from Connie Beth that outlines the recommendation for the appropriate pay level starting at 2.5% of the base. 2.5% of the base equals \$950.

C. Human Resources Committee

1. Consideration of 2018-2019 Employment Guidelines - Second Reading

The employment guidelines are in the Extras tab for your reference. These guidelines were part of the Board Agenda last month for your first review. We are seeking action and approval on Monday night.

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 July 2018. Please contact Steve Summers at stevesummers@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 June 30th, 2018, and the Cash Reconciliation report for June 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 for 2017-2018, because the School Board has previously approved funding the wellness clinic as a trial out of the district fund balance account. Also please note, the wellness clinic will show up as a budgeted item in the 2018-2019 budget reports.

The fiscal audit will take place during the week of August 13th, and the final 2017-18 budget status report will be provided at the September 10th School Board meeting.

In addition, please see the attached Wellness Clinic report, which will be provided on a monthly basis.

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

2. 2018 Annual Meeting Agenda

Attached please find a draft of the 2018 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2018 Annual Meeting. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

3. Consideration Cash Flow Borrowing Process

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. Because the district did not issue debt in 2018, we are allowed to issue our annual cash flow borrowing as a bank qualified bond issue. As a result, the borrowing is considered non taxable, which decreases interest costs. The administration is recommending hiring the financial advisor PMA to conduct the annual cash flow borrowing process. Last year, we participated in a PMA cash flow borrowing pool that included other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

- An approximate \$5 to \$6 Million Dollar loan is taken out in October
- The loan is bank qualified, which decreases interest costs
- The financial professional seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady

- The borrowing is rated and substantial information is provided to the bidders
- The issuance cost of the borrowing is higher due to the financial advisor fees, the legal fees, and the rating fees. However, all of the districts in the pool share the issuance costs, which reduces the cost for any single district.
- Other school districts in the same borrowing situation as Waunakee can participate in the process which helps to lower the overall costs of the borrowing

In addition to the cost of issuance, the district will see interest rate savings from two sources. These two sources are a lower overall interest rate due to the rated borrowing, and the loan will be paid back in installments rather than annually.

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

- C. Consideration of Individual Teacher, Administrator, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
- D. Consideration of 2018-2019 Department Chairs, Building Coordinators and Staff Development Representatives
- E. Gifts and Field Trips
 - 1. Gifts
 - 2. Field Trips

XII. BOARD BUSINESS

A. WASB Upcoming Seminars & Events

You should have received an email from WASB outlining the upcoming seminars and events.

October 23, 2018 Fall Regional meeting for Region 12* --Monona Grove School District 5301 Monona Dr.

Please contact Rebecca if you plan on attending. A link to this page on the WASB site is in the extras section.

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.”