

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

Monday, July 9, 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 June 11, 2018 Meetings
- B. Review Individual Teacher 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 and Take Action on Student Expulsion Expungement

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

- A. District Priorities 2018-2019  
Attached please find the proposed District Priorities for 2018-2019 that were recommended by the school board at the Board Self-Review held in the spring. Joan Ensign, Julie Waner, and I reviewed the statements, comments, and feedback from the self-review and devised these statements based on that dialog regarding priorities for 18-19.

**VI. APPROVAL OF MINUTES**

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. BUDGET HEARING 2018-2019**

Steve Summers will be providing a high level overview of the 2018-19 budget process. Members of the public are then invited to ask any questions or share any

comments on the budget process during the public comments agenda item.

**IX. 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.

**X. 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. Committee Schedule for 2018-2019**

Attached please find a DRAFT schedule for committee meetings for this year. At the Board's Self-Review this spring it was recommended that we devise a year-long plan for when committees will meet. This draft is open to discussion and can be modified now or in the future, as needs arise.

**B. Strategic Planning**

**1. Strategic Plan Update and Next Steps**

I am in the process of conducting a review of each of the Critical Action Plan areas on the strategic planning framework with members of my administrative team, and reviewing the language that is part of our Visionary Directions.

Both of these area are in need of updating, and feedback has been received by staff (strategic planning update meetings at each building) and administration.

I will present to you three items at a future meeting (August):

1. Review of the progress on each of the areas within the Critical Action Plan (blue boxes).

2. Suggested changes to the areas identified within the Critical Action Plan and for the Visionary Directions.

3. Recommended schedule for monitoring reports to the Board for 2018-2019.

**2. Teaching and Learning**

**a. Assessment Plan**

Attached please find the district assessment plan for 2018-2019. We will convene an assessment committee in the fall to review the impact of the changes and consider options for the future. Tim Schell will be available at

the meeting to discuss with you the components of this plan and the future work of the committee. This plan has been reviewed and discussed with the Curriculum Committee.

b. RTI Report

Tim Schell will be at the meeting to discuss the RTI Report with you. We have been reviewing our data regarding the performance of our struggling students and this report shares some of these findings. The news is positive as we have fewer low scoring students than comparable districts, and a large portion of students served by intensive interventions progress out of the intervention tier. This report has been reviewed and discussed with the Curriculum Committee.

C. Administrative Reports/Action Items

1. Announcements/Correspondence

a. 2018 High Honors Academic All-State Honoree - Golf

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

A. Budget Committee

1. Review 07/09/18 Meeting Minutes

The minutes will be distributed at the meeting, since the Budget Committee is meeting after Boardbook is released.

2. Consideration of Third Draft of Budget

The purpose of this agenda item is to request approval of the third draft of the budget for the 18-19 school year. I have attached the third draft of the budget for your review.

The changes between the second and third draft of the budget include:

1. An update to Funds 21/80/99 based on the activity that took place during the 17-18 school year
2. Federal grant allocations for Title 1, Title 2, IDEA Special Education Flow-Through and Pre-School
3. State common school fund grant revenues and expenses
4. An update to state equalization aid/property taxes based on the July 1st DPI state aid estimate

The Budget Committee will be reviewing the 3rd draft of the budget at a July 9th meeting in the morning. Please let me know if you have any questions on the third 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.

B. Policy Committee

1. Review 06/28/18 Meeting Minutes
2. Consideration of 2nd reading of 345.5 High School Graduation Requirements/Procedure  
Attached please find Policy 345.5 High School Graduation Requirements/Procedures. This policy received its first reading last month by the Board, and is now back on the agenda for a second reading. Action is needed on this item.
3. Consideration of First Reading of policies from the 06/28/18 Meeting.  
Attached please find policies related to fundraising and the district acceptable use of technology. These policies have been reviewed by the Policy Committee and are being recommended to the full board for review and first reading. This is the first reading of each of the these policies so no action will be taken on Monday night. I will take a few minutes to review these policies with the Board and summarize the discussions that took place with the Policy Committee. Your feedback is welcome on Monday night and changes to the policies can be made prior to the second reading which will take place at the August meeting.
  - a. IT Policy
  - b. Fundraising Policies

C. Co-Curricular Committee Meeting

1. Review 06/20/18 Meeting Minutes  
The minutes will be distributed at the meeting, since the HR Committee is meeting after Boardbook is released.
2. Review Co-Curricular Report  
Attached please find four items:
  1. **Co-Curricular Report** in its entirety. This document was reviewed extensively by the Co-Curricular Committee and discussed with Aaron May.
  2. **Co-Curricular Report Summary**. This presentation outlines the highlights that the Co-Curricular Committee thought should be outlined for the Board. Aaron May will present this report to you on Monday evening.
  3. **Gate Receipts Report**. This document was created by Steve Summers and the business office and was requested by the Budget Committee at a previous meeting. The Co-Curricular Committee requested that this data be shared at the time that the Co-Curricular Report moved forward to the Board.
  4. **Information Requested by the Co-Curricular Committee**. This document was prepared by Steve Summers and the business office based on questions that arose at the last Co-Curricular Committee Meeting.

Aaron May will be present at the meeting on Monday and will present the Co-Curricular Report Summary and will be available to answer any questions regarding the report. Steve Summers will be available to speak to any questions about gate receipts etc.

Additionally, at the last Policy Committee Meeting the topic of fundraising was discussed in relation to the Fundraising Policy that is moving forward to the full board for a first reading. Through the discussions of the Policy Committee it was asserted that in a future rendition of the Co-Curricular Report that a packet of information be provided to the Booster Clubs to refine the Board's request for information. This packet will include a memo from the Board/Administration, related policies, and a revised financial reporting sheet that articulates in more specific terms what information is being requested.

3. New Clubs and Organizations

The following clubs, Consort and National Art Honor Society, have been reviewed by the Co-Curricular Committee and are being recommended to the full board for approval.

a. Consort

b. National Art Honor Society

4. Co - Curricular Code Changes

Aaron May will be in attendance at the Board Meeting on Monday to explain the changes to the Co-Curricular Code that he is recommending. The attached memo summarizes these changes which have been discussed with the Co-Curricular Committee. The full Co-Curricular Code documents for Middle School and High School are included in the Extras Tab for your review.

a. HS & MS Co-Curricular Changes Memo

5. Scoreboards

The 76th page of the Co-Curricular Report includes a summary of scoreboard replacement needs. Aaron May has been working with Steve Summers and me on a plan to replace, over a two year period, the old scoreboards in the middle school and high school (old gym). The reason these scoreboards need to be replaced is a result of them being obsolete and not being able to get parts, and specific scoreboards not working at all.

Aaron has funds set aside for scoreboards that we will be receiving from Pepsi (\$5,000), and we have dollars from Fund 80 to pay for the middle school

boards.

At the Co-Curricular Meeting, Gary Epping stated that he believes that we should be covering the costs of scoreboards through our facility maintenance budget.

On Monday night I would like to have a discussion with the Board around this issue. Aaron May is on vacation this week, and when he returns on Monday, he has a meeting with vendors about our scoreboard plan, and another meeting about electrical needs/costs. I will ask him to update and summarize our needs, projected costs, and funding sources at that time. We will bring this information to the Board Meeting to review with you and seek your input and support for how you prefer to move forward.

I look forward to this discussion and your input.

#### D. HR Committee

1. First Reading of Changes to Employment Guidelines for all Employee Groups  
Attached is a memo from Connie Beth that outlines the suggested changes to the Employee Guidelines. These changes have been discussed and approved by the HR Committee. The full editions of the employee guidelines for each employee group are included in the Extras tab for your review. We are not seeking a vote on the guidelines, at this time. As has been the practice the last few years, there will be two readings at the Board level, and we will ask for a vote and approval of the guidelines next month at the August Board Meeting.

## **XII. 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 June 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 June 30th, 2018, and the Cash Reconciliation report for May 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. Review the Wellness Clinic Financial Report

Attached you will find the new format for the monthly wellness clinic report. Here is the description of the new report format from the Dean staff person who has been working on this with us:

Please find the May 2018 WSD Wellness Clinic Report as attached. This report is an updated version in an effort to provide information that is useful in understanding satisfaction, quality, utilization and finances for continued improvement. Redevelopment has been guided by conversation with Steve and Connie of the Waunakee Community School District. This report includes information categorized below:

- Health and Wellness – top visit reasons, biometric screening follow ups, Nurse coach and wellness activities
- Patient Satisfaction Scores and Comments
- Wellness Clinic Operational Metrics – fill rates, appointment volumes, unique patient utilization
- WSD ED, UC, and Inpatient Trends
- Financials – DHP contracted allowed claims avoidance, estimated employee co-pay savings
- WSD Medical Loss Ratio Trend

Please forward any additional thoughts that may assist in improving the value of this report to myself.

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. Student/Teacher/Co-Curricular/Special Education Handbook Approval for 2018-2019

Attached in the Extras Tab please find the student and staff handbooks for 2018-2019. Please note--the staff handbooks under this agenda item are different than the Employee Guidelines found in the HR Committee section of the agenda.

You can reference the memo that is associated with each student and staff handbook that summarizes changes for this year.

Of note, the high school student handbook reflects changes to the dress code that was discussed with the recent Policy Committee Meeting.

D. Annual Academic Standards Notice

We are required by law on an annual basis to approve at the school board level the standards we utilize for our academic programs.

E. 2018-2019 Shared Services Contract

The Dane County New Teacher Project is an excellent consortium that is housed in Waunakee and we serve as the fiscal agent. It serves our new teachers well and provides significant support and professional development for them and others.

F. Gifts and Field Trips

1. Gifts

a. Woodwork Bench - Severa

2. Field Trips

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

**XIII. BOARD BUSINESS**

A. WASB Resolutions adopted by Delegate Assemblies

Please find this WASB book for 2018 at this link on the WASB website

[https://wasb.org/wp-content/uploads/2018/06/2018\\_resolutions\\_bookweb.pdf](https://wasb.org/wp-content/uploads/2018/06/2018_resolutions_bookweb.pdf)

This link is also in the extras tab.

A hard copy of this book is available to borrow in the BOE library. Please feel free to ask Rebecca if you have any questions regarding this.

**XIV. 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

**XV. RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed under agenda item III**

**XVI. RETURN TO OPEN SESSION**

**XVII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**

XVIII. **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.”