

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

Monday, October 8, 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) AND (f)**

- A. Review Minutes of September 10, 2018 Meeting
- 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

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

If time is available after adjourning from Closed Session, the Board will engage in Board Development time planned and facilitated by Board President, Joan Ensign.

The proposed topic for this work time is Communication as it relates to governance of the school district. For this discussion please consider that there are three prongs related to information and effective communication to help the Board govern the school district:

1. Communication between the Board and Superintendent -- is the current level of communication and venues of communication working? Are you getting what you need? Is there anything on which you want more or less? Thoughts, Positives, Concerns?
2. Communication with Staff -- staff listening sessions are coming up in the next month. In the past Randy has provided a list of anticipated issues and how they are being addressed. Is this helpful as you enter those meetings? What follow up do

we intend after the listening sessions are complete?

3. Communication with Community -- mailings, Linkage Meeting, and survey. It seems there is a general interest in much of our work this year focusing on growth and facility planning? Let's start the conversation about how/when/ and our approach.

If we do not get to each of these areas on Monday night, then the conversation will carry-over to next month.

**VI. APPROVAL OF MINUTES**

A. Review Minutes of September 10, 2018 Meeting Minutes

**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. Student Report

Anaiah Kenas and Sophie Kutz are the high school student representatives who will provide an update of events from the high school.

B. Teacher Update

Kyle Emmert and Ashley Taylor will give an update

C. 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.

D. Strategic Planning

1. Strategic Planning Framework

Attached please find the revised Strategic Planning Framework and associated Visionary Directions and Visionary Aspirations. Changes to the Framework

include:

- Student Activities being added under Support Structures for Learning
- Newspaper and Print Media being added under Information Sharing / Public Relations.
- Student and Staff Engagement being added under Consultation and Involvement.

I will review the Framework, Vision, and Visionary Aspirations with the Board on Monday night, and then will ask the Board to adopt this Framework as our guide moving forward.

Additionally, please find a document that articulates who is responsible for each of the Blue Boxes.

## 2. Stakeholder Engagement/Social Media

This month's strategic planning report is focused on our social media launch. Heidi Feller from #socialschool4edu will be present at the Board Meeting and will update the Board on the activity over the last month, her assessment of our initial social media efforts, and answer any questions /comments that you have about their partnership with the school district.

Heidi's presentation is attached for your review.

## 3. 90 Day Outlook

Attached please find the 90-Day outlook for our projected work between October 1st and December 31st. As you will see, we have a significant amount of activity between now and the November 12th Board Meeting. I will review this plan with the Board on Monday night and also work with you to find dates for the times that are TBD.

## E. Administrative Reports/Action Items

1. Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$5,500,000; Issuance Of Tax And Revenue Anticipation Promissory Notes; And Participation In The PMA Levy And Aid Anticipation Notes Program  
The purpose of this agenda item is to request School Board approval of the resolution authorizing temporary borrowing. Attached please find the resolution as prepared by Quarles and Brady, the district's bond counsel. PMA is the financial advisor hired to manage the cash flow borrowing process. Here are the highlights of the cash flow borrowing process:
  - A loan of \$5,500,000 is taken out in October (compared to \$4,000,000 last year). The loan for this year is higher because of the fact that the Fund 10 fund

balance has been decreasing for the last two fiscal years.

- The loan is bank qualified, which decreases interest costs
- PMA seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is rated by Moody's and an official statement is provided to the bidders
- The issuance cost of the loan is higher due to the financial advisor fees, the legal fees, and the rating fees
- Six other school districts are participating in this borrowing, which divides the costs among all seven school districts
- The interest rate of the loan should be lower than non-rated, non bank qualified loans
- The resolution is a parameters resolution, and the final terms will need to be approved by the Superintendent, Business Manager, Board President or Clerk. As a reminder, the cash flow borrowing for 18-19 is bank qualified because the district did not issue debt in the 2018 calendar year. Please let me know if you have any questions or comments on this agenda item. This item requires a roll call vote.

## 2. Announcements/Correspondence

### a. National Merit Scholarship Program

### b. 3rd Friday Count

Attached please find the 3rd Friday in September Count document. A summary email was sent to all administrators and School Board members last week, and is attached in Board Book for your reference. The e-mail provides a clear description of what the numbers mean and how they impact us in relation to budgeted enrollment counts. We are also providing this information to our long range facility planning consultant, Mark Roffers, and we will be bringing forward an update to the long range facility planning process later this fall.

### c. Veteran of the Year - WCSD Graduate Kim Shriver Graff (2004)

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

### A. Curriculum Committee

#### 1. Review the 09/11/18 Curriculum Committee meeting minutes

#### 2. Assessment Presentation

Tim Schell will be present at Monday's meeting to review with the Board the Assessment Presentation. The presentation is attached.

B. Human Resources Committee

1. Review the 09/11/18 Human Resources Committee meeting minutes

C. Facility Committee

1. Review the 10/01/18 Facility Committee Meeting minutes

D. Policy Committee

1. Consideration of Holiday Policy

Attached please find the original and the revised Holiday and Religious Observance Policy 323.2.

The revised policy has been reviewed by our attorney, Kirk Strang. He reviewed the entire policy and has suggested some language changes in addition to the language options that define specific holidays. Tim Schell and I have reviewed these suggested revisions and feel they offer improved clarity within the spirit of our original text.

The primary area of focus for Monday night is on numbered section 8. In this section you will see two options separated with an OR. One option lists the specific holidays and dates for Christian, Judaism, and Islamic faiths, while the other option shares much of the same language but without the dates and observance days being listed.

Attached also find a document that shows how the specific observance days listed in the policy correlate with the school calendar for the next two years.

On Monday I am asking the Board to determine which policy language option you prefer, and to adopt the policy per your action, if possible.

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

B. Finance

Attached you will find the 2018-19 Budget Status report as of September 30th, 2018, and the Cash Reconciliation report for August 2018.

In addition, please note that the wellness clinic report for August has also been attached. This report has been updated to include additional information like the

district's costs for the month. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

1. Monthly Finance Reports

C. Post Secondary Credit Options

Attached please find the applications and summary memo for students applying for the Early College Credit and Start College Now programs. These programs replace what we use to call Youth Options. Please note that many of the classes listed on the application form are alternates if they do get into their primary class.

I have attached our policy for these programs for your review.

D. Gifts and Field Trips

1. Gifts

- a. PES - Coca-Cola Give
- b. Activities Dept. - Cross country Ski boots and shoes
- c. AD Donation Lacrosse goal

2. Field Trips

- a. FFA 2018 National Convention Indiana

E. Dane County School Consortium 66.0301 Contract

Attached please find our consortium agreement with the Dane County School to Career Consortium. We have been part of this 16 school consortium for many years and this consortium serves as the fiscal entity for our apprenticeship and other school to career opportunities. Michelle McGlynn works as our liaison to the consortium and is part of their school to career network. I also sit on the superintendent over site committee for the director and help set direction for the consortium. I recommend approval.

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

**XII. BOARD BUSINESS**

A. 2018 Staff Listening Sessions

Please review the dates and times listed and sign up for any sessions you are available for. Rebecca will have the sign up sheet on Monday night. After the meeting, Rebecca will review and make sure there are no more than 3 in attendance at any location and send the final assignments to you.

Thank you for your consideration of this.

**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.”