

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

Monday, December 10, 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) (d)(f)**

A. Review Minutes of November 12, 2018 Meeting

B. Review Individual Administrator, 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. Update on Prairie Elementary School Boundary Encroachments

F. Review and Approval of School District Safety Plan

The District Safety Plan is in the Extras Section of BoardBook. I will be asking for your approval of the plan in Closed Session. Joe Bellomo will be available on Monday in closed session if you have any questions.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

Kurt Eley will be present during Board Development and will present to the Board an update with answers to the questions you posed last month related to services provided to students with disabilities.

We will also review the topics for future Board Development and use the themes from the listening sessions as a guide.

VI. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the November 13, 2017 regular meeting for your review and approval.

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. Student Report

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

The Pay It Forward Club has also requested a few minutes to speak and update the Board.

B. Teacher Update

Kyle Emmert and Ashley Taylor will give a teaching 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. Long Range Facilities Growth Plan Review

Mark Roffers will be with us on Monday night to present an update to the December 2017 report on our Long-Range Facility Plan. This plan is heavily predicated on enrollment projections, and Mark has updated the data based on the September 2018 enrollment count and discussions with municipalities/developers. We will use this updated data to work with the Board on our space needs for the short and long term, and to identify where we need to place our immediate, mid-term, and long range focus. Mark's presentation is attached for your review.

2. Academic and Career Plans

Tim Schell and Michelle McGlynn will be present at the Board Meeting on Monday to update the Board on the work related to Academic and Career Planning.

3. Site Based Budget Requirement Report

Attached you will find the 2018-19 Site Based Budget report. The federal government is now requiring that all school districts report data to the state level on the site based expenditures. The WI DPI is also requiring a budget version of this report. Since this is a new report/requirement, administration would like to make sure the School Board members are aware of this report/requirement and the data for our district. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

E. Administrative Reports/Action Items

1. District Financial Audit

The purpose of this agenda item is to request School Board approval of the 2017-18 financial audit. The district's audit firm, Wegner CPA's, has completed the 2017-2018 financial audit reports. I have attached the following documents for your review:

- The auditor communications letter to the School Board
- The financial statements with independent auditor's report

Please keep in mind that the "financial statements with independent auditor's report" is presented according to accounting standards issued by the Government Accounting Standards Board (GASB). The accounting standards differ from what is required to be reported according to the Wisconsin Department of Public Instruction. As an example, GASB accounting standards require depreciation of assets, while depreciation is not reported in the state's accounting system. As another example, fund classifications differ between the GASB accounting standards and the state's accounting system. Please let me know if you have any questions while reviewing the financial statements. The auditor letter is a communication from the auditor to the School Board over such matters as "difficulties encountered in performing the audit", "disagreements with management", and recommended improvements in operational practices.

Administration is pleased to report that no "significant findings" were identified during the 2017-18 audit process. A significant finding is an accounting issue that must be reported to the state of Wisconsin within the financial statements. After conducting a thorough review of all of our internal control practices, our audit firm did identify suggested improvements to gift card purchases and capital asset tracking. I would like to review these suggested improvements in with the Budget Committee at a future meeting. Please let me know if you have any questions on the attached

documents. I can be reached at stevesummers@waunakee.k12.wi.us or 849-2000. Thanks for your time. The final Audit statements may be found in the extras tab.

2. Announcements/Correspondence

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Facility Committee

1. Review Minutes from 12/04/18 Meeting

2. Facility Improvement Request - Softball

Attached please find a presentation and correspondence from Tammy Rademacher, varsity softball coach, regarding her request to pursue a grant to partially fund the installation of lights on the JV softball diamond and to proceed with fundraising for this project.

The committee reviewed her request and is recommending to the full board approval of the concept to add lights to the JV field, to allow Tammy to apply for the Baseball Tomorrow Fund Grant, to seek fundraising opportunities, and as fundraising is successful, for the district to allocate \$20,000 of district funds to this project.

Tammy will be at the meeting on Monday evening to review this proposal with you and to answer any questions.

B. Co-Curricular Meeting

1. Review Minutes from 12/03/18 Meeting.

2. Consideration of Co-Curricular Club Requests

Items A-F are each new club proposals at the middle school or high school. Brian Kersten and Marcy Peters Felice will be present at the meeting to represent these proposals and answer any questions. These new organizations have been approved by the Co-Curricular Committee and are being forwarded to the full Board for consideration. Reminder, a new club needs three years of successful participation in order to be eligible for adviser pay. These proposals do not have an immediate impact on the budget.

The Co-Curricular Committee is recommending these proposals and has included as part of their recommendation that the middle school cheer and dance teams coordinate with the associated booster groups at the high school, as the committee does not want to see a separate booster clubs at the 7-8 level. Also, as part of this recommendation, the dance team can consider exhibition this school year and then both dance and cheer will be in place in the fall. The

dance schedule for this year that is part of their proposal is not accurate -- it serves as a model for how the team will be structured for next year.

- a. MS Dance
- b. MS Cheer
- c. Bowling Club
- d. Insight into Science, Engineering and Medical Professions Club
- e. Ukulele Choir
- f. Sheepshead Club

C. Curriculum Committee

1. Review the minutes from the 11/15/18 meeting.

2. High School New Course Proposals

Attached please find the final list of new course proposals for this year as action items for the December Board meeting. These are intended to diversify our electives and to better match student interests. The curriculum committee has reviewed these proposals and is recommending them to the full board for consideration. Tim Schell will be present at Monday's meeting to answer any questions.

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 November 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 Report

Attached you will find the 2018-19 Budget Status report as of November 30th, 2018, and the Cash Reconciliation report for October 2018. In addition, please note that the wellness clinic report for September has also been attached. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

2. District Census Report

The purpose of this agenda item is to review the district census report. The 2018-19 district census process has been completed. The census was completed by utilizing existing student data from the Infinite Campus database, and an online data collection process. The online data collection

process information is then entered into the student records database by attendance area to create a census report by elementary building. Please see the attachment that includes the census numbers by attendance area and changes of census numbers between years. The following are some observations about the information that is attached:

1. The census report indicates 5 sections of kindergarten at Prairie, which is compared to 5 sections this year.
2. The census report indicates 4 sections of kindergarten at Arboretum, which is compared to 4 sections this year.
3. The census report indicates 5 sections of kindergarten at Heritage, compared to 5 sections this year. (remember that the 5th section is new for this year school year)
4. The elementary attendance boundaries are holding to capacity in each attendance area.
5. We will need to monitor the 18-19 4K open enrollment students as the families determine what school district the students will attend for kindergarten. A potential 6th kindergarten section could become necessary at either Heritage or Prairie for 19-20.
6. The census numbers for some ages are lower than they have been in the past, which could be a sign that we need to increase our communication about the online data collection process.

Please contact Steve Summers if you have any questions on the attached information. You can call me at 849-2000 or email at stevesummers@waunakee.k12.wi.us. Thanks.

C. Gifts and Field Trips

1. Gifts

- a. Gymnastics Grant
- b. Tweed MS Music Scholarship Donation

2. Field Trips

The policy that guides these field trip requests is being reviewed by the Policy Committee on Tuesday, December 11th.

- a. HS Girls Soccer Iowa Tournament April 2019
- b. Orchestra Trip - Chicago January 11, 2019

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

XII. **BOARD BUSINESS**

A. Conventions/Workshops

Please make sure you have notified Rebecca by the end of the 12/10/18 meeting if you plan to attend the convention and if there are any special pre conference workshops or meals you wish to attend. The registration form is attached.

Thank you.

B. 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. Goals Committee -

H. Human Resources Committee

I. Policy 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.”