

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

Monday, February 11, 2019

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 January 14, 2019 Meeting

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

C. Review Individual Co-Curricular Contract Recommendations

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

E. Review Administrative Structural Alignment and Current Vacancy Status

IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

Any available time not used for closed session will be used for Board
Development.

VI. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the January 11, 2016 and
January 18, 2016 meetings for your review and approval.

A. Review Minutes from 01/13/18 regular meeting.

VII. APPROVAL OF AGENDA AND ADDITIONS

Action should be taken to approve the agenda as presented (or) with changes as
recommended.

VIII. PUBLIC COMMENTS ON EVENING'S AGENDA

This is the general comment section of the agenda where members of the public may comment on any item contained within the evening's agenda.

IX. ADMINSTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Report

Anaiah Kenas and Sophie Kutz are the high school student representatives and will provide an update on activities from the high school.

B. Teacher Report

Kyle Emmert and Ashley Taylor will provide an update from the teachers.

C. Board Reports/Action Items

1. Individual 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. State Convention Report

Joan, Mark and Jack attended the State School Board Convention in January, along with Connie, Steve and Randy. This agenda item will allow for any reports from attendees of this convention.

3. Discuss Timeline for Board and Superintendent Evaluations

4. Tax Incremental District/Joint Review Board Meeting 03/11/19

Dave Boetcher will be our representative on the Joint Review Board (JRB). More information will be shared as it is received. We will also set up a time to meet with the Village administration to better understand the specifics of this TID.

D. Community Sculpture at High School - Design Consideration

Attached please find a memo from artist, Michael Kalish, related to the details that will be part of the sculpture he is developing for the area in front of the main entry to the high school. The Board has provided approval for the sculpture project to move forward and has asked that when details are available per the color scheme and other design details, that they come back to the Board for review and continued approval.

At the school board meeting on Monday, Kathy Bartling and Mel Trainer-Burton will present an update to the Board on the work they participated in with students and Michael Kalish. Kevin Laffey will present information on Michael's final recommendations. Frank Gorham, project manager, will present to the board on

the sculpture site progress.

The sculpture committee is requesting approval to continue to move this project forward, with an installation date set for May 2019.

E. Strategic Planning

1. Facility Maintenance Plan

The purpose of this agenda item is to review the Strategic Planning presentation on the topic of Facility Maintenance Planning. This presentation was shared with the Facility Committee at the February 4th committee meeting. The District worked with staff from Findorff to update the Facility Maintenance Plan, and you will see this updated information during the presentation.

2. Facility Planning - Next Steps

To review...

The full Board met on October 1st for a tour of Heritage Elementary and the Middle School to reestablish familiarity to the facility needs at those buildings.

The Facility Committee met on December 4th to review the Long-Range Facility Growth Plan Update, and that plan was also presented to the full Board at the December Regular Board Meeting.

Administratively we have met with Findorff to work on updating the Long-Range Facility Maintenance Plan. That plan was presented to the Facility Committee on February 4th.

The full Board will review the Long-Range Facility Maintenance Plan at the February Board Meeting.

The next steps include Steve Summers and Randy Guttenberg developing multiple options for how to merge the primary concepts of the Growth Plan with the Maintenance Plan for a 2020 referendum. These options will provide varying approaches to the number of referendums over the next decade, along with various scopes of work.

We will also work with Michelle Wiberg from PMA to assess the financial status of our current debt service, and consider the impact of a 2020

referendum.

Once complete, referendum options will be presented to the Facility Committee and then to the Full Board. We are planning to position this discussion so options can be presented for feedback at the April Regular Board Meeting.

3. Review Key Events and 90 Day Outlook

F. Administration Reports/Action Items

1. 2019 Summer School Classes/Fees

Attached please find the class offerings and fee structure for summer school 2019. Sheila Weihert will be present at Monday's Board Meeting to review this document and recommendation with you.

2. Human Growth and Development Committee Appointment

Attached please find a memo from Janet Thomas, Assistant Director of Student Services, that outlines her request of the Board to establish and appoint a committee to review and make recommendations to the Board on the Human Growth and Development Curriculum. Once appointed, this committee can begin its work, and their meetings will be publicly noticed as the committee is established by the Board, has a defined scope of work, and will be making a recommendation to the school board regarding the curriculum.

3. Correspondence

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

A. Budget Committee

Attached please find the minutes from the January 30, 2018 Budget Committee meeting for your review. Please contact Steve Summers at ssummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

1. Review February 4, 2019 Meeting Minutes

Attached please find the Budget Committee minutes from the meeting.

B. Facilities Committee

1. Review February 4, 2019 Committee Meeting Minutes

2. Soccer Facility Improvements - Capital Campaign Request

The purpose of this agenda item is to review proposed improvements to the

soccer stadium. The Facility Committee voted 2-0 to move this agenda item forward to the School Board for consideration of approving this group to begin a capital campaign for improvements to the soccer stadium.

District administrative staff have met with coaches and parents from the boys and girls soccer programs to discuss a potential fundraising campaign they are proposing that is focused on improvements to the soccer stadium. Attached you will find a presentation they have developed regarding the proposed improvements. Any district contribution towards these improvements would need further discussion, which has been shared upfront with the support group for this project.

Additionally, district administration would like to have our athletic field consultant return this spring to provide a status update on our athletic fields, including the soccer stadium. The soccer stadium field is identified for replacement in 2026 in the Facility Maintenance Plan, but that timing is based off a report that is due to be updated, particularly since our use and wear of the soccer fields has increased since that report was devised.

Please note, we are only asking for consideration that a campaign be allowed to begin, and all conceptual aspects, designs, and plans will need to return to the Board for consideration as part of our regular process.

C. HR Committee

1. Review Minutes from February 4, 2019 Meeting.
2. School Calendar 2018-2019 - Snow/Cold Days Update and Consideration
With four snow days this year, we have needed to make some adjustments to instructional time with students and also consider options for addressing staff time missed with the snow days.

The HR Committee met on February 4th to discuss this issue. After discussion, the committee voted to move the following items forward to the full board for information, context, and consideration of options for staff time:

1. Administration presented that no snow days needed to be made up with students, at this time, other than the need to increase minutes of instruction on a daily basis to account for four hours by the end of the year at the high school.
2. The Committee discussed how to address make-up days for staff after

being presented options for zero, one, or two make-up days. The committee suggests either zero or one make-up day for staff and would like this issue to be discussed at the full board level. This approach would be a change from the employment guidelines, which provides two snow days. The Board has the authority to change language within the employment guidelines at any time. Consideration to waive the 3rd and/or 4th snow day is being considered as a result of the dangerous cold we experienced over two days in the last few weeks, and acknowledgement that regardless of school being in session, that work was completed by staff.

3. If another snow day is necessary this year, then all staff will make up the time with students. Consideration will be given to substituting a "make-up" day with one of the staff development days. The committee agreed that extending time at the end of year and coming back to school on a Monday, is not the most productive for students.

4. The committee also requested that communication about student make-up days be sent to staff and parents now, prior to any further bad weather occurring. (This request took place on February 5th)

Administration would like to review the employee guidelines for next year to reevaluate the number of snow days allowed for each employee group and to have a written plan for various snow day scenarios.

D. Policy Committee

1. Review February 9, 2019 meeting minutes.

2. Consideration of Second Reading of Policies.

The attached policies are in front of the Board for a second reading and require your action.

The Sexual Harassment Policies have been modified per input during the first reading last month, and Connie Beth having a follow-up conversation with Michael Brandt. The statement "and members of the public" was added to each policy to better define who is covered under the policy.

a. 671.2 - Expense Reimbursement

- b. 411 Rule 1 Student discrimination/Harassment Complaint Procedures
- c. 411 Rule 2 Title IX Section 504 Complaint Procedure
- d. 412 Sexual Harassment
- e. 512 Sexual Harassment
- f. 447.6 Use of Physical Force, Restraint, and Seclusion
- g. 151 Board Policy Development/Adoption
- h. 151.2 Policy Dissemination
- i. 171.1 Notification of Board Meetings
- j. 171.2 Board Agenda Preparation and Dissemination
- k. 186 Advisory Committees to the Board
- l. 187.4 Broadcasting of School Board Meetings

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 January 2019. 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 2018-19 Budget Status report as of January 31st, 2019, and the Cash Reconciliation report for December 2018. In addition, please note that the Dean/SSM wellness clinic report for December has also been attached. A new financial report for the wellness clinic has been included for your review. This report tracks expenditures over time beginning with the first month of the clinic. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 if you have any questions. Thanks.

C. Gifts and Field Trips

1. Gifts

2. Field Trips

- a. Spanish Trip to Costa Rica Summer 2019

D. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations, resignations, Leaves & Retirements

XII. BOARD BUSINESS

A. Conventions/Workshops

B. Legislative Update

I have been asked by Dan Hanrahan, Executive Director for CESA 2, to present to legislators at the next CESA 2 Legislative Breakfast on March 1st. The topic he has asked me to speak on is the impact of the Blue Ribbon Commission Recommendations on Waunakee. I will be presenting with the superintendent from Janesville who will represent the impacts of these recommendations on his district.

XIII. FUTURE AGENDAS AND MEETINGS

A. Special Board Meeting

B. Agenda Items for Next Board Meeting

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. Facility Committee

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. Goals & Objectives

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.”