

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

Monday, May 13, 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) (e) AND (f)**

- A. Review Minutes of April 08, 2019 regular meeting, April 9, 2019, and April 22, 2019 special meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. Review and Take Action on Student Discipline Expulsion Recommendations
- G. Discuss Interest and /or Parameters for purchase of Property Adjacent to the High School
See attached memo for the closed session discussion.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Minutes of April 08, 2019 regular meeting, April 9, 2019 , April 22, 2019, and May 6, 2019 special meetings.

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 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. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Reports

Anaiah Kenas and Sophie Kutz will provide a student update from the high school.

B. Teacher Report

Kyle Emmert and Ashley Taylor will give a teaching staff update.

C. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

2. Board Committee Assignments

Attached please find the committee assignments as recommended by Board President, Joan Ensign. She will formally present and discuss them with the Board on Monday evening.

3. Official Newspaper Information

Attached please find the information the Board requested regarding newspaper circulation and the associated costs of notices for both the Waunakee Tribune and the Wisconsin State Journal. The following is a summary of this data:

Circulation

The circulation of the Waunakee Tribune is 3,500.

The circulation of the Wisconsin State Journal for zip code 53597 is 1,800.

Cost

The cost of posting an agenda in the Waunakee Tribune is generally about \$96.50.

The projected cost of posting an agenda in the Wisconsin State Journal for one day is \$169.51.

We spend about \$4,000 per year for posting of agendas and minutes in the Waunakee Tribune.

4. Discuss Options for Review of Board Policies

On Monday night I would like to begin a discussion with the full Board on your thoughts on how you would like to proceed with reviewing and revising policy. There are three general options, with a few variations:

Option 1 -- we review and revise our own policies.

Option 2 -- we contract with a service such as Neola.

Option 3 -- we contract with the policy service through WASB. WASB offers varying levels of support for policy review.

Attached please find the responses I received from both WASB and Neola when I reached out to them recently for additional information.

I recommend that the full Board discuss this issue on Monday night, and then provide direction to the Policy Committee for either further study of the options or to put together a plan for moving forward.

5. Discuss District position on Property Adjacent to High School.

This agenda item is set aside in the event that the Board has any comments or discussions for open session related to the Library property located adjacent to the high school.

D. Administrative Reports/Action Items

1. Finance

a. Monthly Finance Reports

Attached you will find the 2018-19 Budget Status report as of April 30th, 2019, and the Cash Reconciliation report for March 2019. In addition, please note that the Dean/SSM wellness clinic report for March has also been attached. A district financial report for the wellness clinic has also 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 ext 8412 if you have any questions. Thanks.

b. Approve 2019-2020 Open Enrollment Applications

The purpose of this agenda item is to request School Board approval/denial of the 2019-20 open enrollment applications. Attached you will find information on the 2019-20 open enrollment applications. You will see a cover memo and detailed spreadsheets of the applications into and out of the district. The

applications into the district have been noted as approved or denied in the final column. The approval or denial column follows the School Board open enrollment capacity approval process from the January 2019 School Board meeting. You can refer back to the January 2019 Boardbook packet if you would like a reminder of the School Board approval at that time. The applications out of the district are all recommended for approval. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext. 8012 if you have any questions. Thanks.

c. Part Time Open Enrollment Application

Attached please find a Part-Time Open Enrollment Application for a student from Lodi to take our Calculus BC Course. We currently have 29 students registered for this class and the recommendation from the high school is to place this student on a wait list until August 1st, and if our enrollment remains consistent, then accept them at that time. To move to 30 students now would in close that section for any move in students or we would start to go above 30 in that class.

2. Linc Web Org Service Agreement

Attached please find a service agreement with Low Incidence Consulting Services. LINCS is the third party entity which provides vision and orientation and mobility services to students per the needs identified in their IEPs.

3. #SocialSchool4EDU Contract

Attached please find a 1-year renewal of our contact with SocialSchool4Edu -- our social media partner. The 2018-2019 school year is the first year we worked with this company and they have done an excellent job seamlessly managing our social media efforts. As an FYI--there is an option of a 3-year contract, which will reduce our costs by \$1,000 per year.

Later on in the agenda the Board will be reviewing the first draft of the budget for 2019-2020. Within the budget for next year is a .50 FTE Communications Coordinator. I see the SocialSchools4Edu contract as a necessary compliment to the half-time Communications Coordinator. I recommend that our social media contract be for 1-year vs 3-years so we can evaluate if we want to continue with a separate contract or embed that work within the Communications position in the future.

As a point of information, many school districts carry both the Communications Coordinator and the separate social media contract as a result of the volume of work that is associated with managing this space within school districts.

4. Waunakee Dane County Drivers Ed. Contract

Attached please find an agreement with Dane County to provide driver education instruction through CESA2 to low income students who normally would not be able to afford a private driver's education program. The maximum cost to the district is \$4,500 and is 100% reimbursed by the County. This amount will allow about 12 students in Waunakee to benefit from this program and receive their driver's license. The purpose behind this program is to remove the barrier of transportation for lower income students.

5. Announcements/Correspondence

a. National Merit Scholars

Attached please find letters from Brian Kersten congratulating eight students on their advancement in the National Merit Scholar program.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review May 6, 2019 Meeting Minutes

Attached please find the minutes from the May 6th, 2019 Budget Committee meeting for your review. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext. 8412 if you have any questions. Thanks.

2. Review and Consideration of First Draft of 2019-2020 Budget

The purpose of this agenda item is to request School Board approval of the first draft of the budget for the 19-20 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

1. The \$200/student increase in the per pupil categorical aid

2. No increase in the percentage of State Special Education Categorical Aid

3. The personnel cost line includes a salary increase of 3.3%, a 0% increase in

dental insurance rates, and a 0% increase for health insurance rates

4. The maintenance budget includes \$356,300 in capital maintenance projects funded from the fund balance

5. The first draft includes an increase of 16.20 FTE, as outlined on page 12 of the document. The FTE increases include the first phase of the restructuring plan. The restructuring plan is accomplished through reallocations.

6. The Fund 27 expenditure budget includes 2 additional teaching positions and the 2 additional para-educator positions that were approved in the Spring of 2019. These positions are funded through Transfer of Service dollars.

7. The Fund 41 expenditure budget is \$0, based on the three year plan to build up the fund balance in Fund 41, while lowering the fund balance in Fund 10

8. The Fund 80 expenditure budget has multiple changes, including the addition of a crossing guard at Prairie Elementary, scoreboard purchases at Heritage and the High School, the police liaison officer position shifted from Fund 10 to Fund 80, the addition of a Community Education PAC Director shifted from Fund 10 to Fund 80, and the addition of a Communications Director with .25 of the position dedicated to community service communications.

9. All of the remaining budget requests have been placed on hold at this time

The second draft of the budget in June will include:

1. Grant allocations
2. Staffing updates based on additional schedule changes or reallocation proposals
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees

The Budget Committee is recommending approval of the first draft of the budget, on a 3-0 vote.

Please let me know if you have any questions on the first draft of the budget. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8491. Thanks.

3. Review and Consideration of 2019-2020 Fees

The purpose of this agenda item is to request approval of the proposed fees for the 19-20 school year. I have attached the proposed fees for your review, both student fees and facility fees. There are multiple changes being proposed to student fees and these changes are highlighted in yellow. As a reminder, the Budget Committee recommended a no fee summer school program but directed Administration to increase building student fees to keep overall student fees the same. In addition, food service fees have been adjusted to seek a balanced budget. Additional changes are being made to the free/reduced meal program for the 19-20 school year. These changes likely will result in additional participation and increased costs.

Also please find attached information from Aaron May on facility fees for the 2019-20 school year. As a reminder, the School Board requested to review these facility fees annually when student fees are presented.

The Budget Committee is recommending approval of these fees on a 3-0 vote. Please let me know if you have any questions on the proposed fee schedules. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8491. Thanks.

4. Consideration to Use District Contingency fund for a MS chiller

The purpose of this agenda item is to request consideration to use the district contingency account for a middle school chiller replacement or repair. I have attached a document from the district HVAC vendor, NAMI, that reviews options for the School Board to consider. Administration is seeking a decision from the School Board at the May regular Board meeting to either move forward with the repair option or the replacement option.

The Budget Committee discussed this topic. The Committee members requested information on the installation costs versus the equipment costs. This information has been included in the attached document. The Committee members also requested information on where this piece of equipment is on the Facility Maintenance Plan. This piece of equipment is slated for replacement in 2021 on the Facility Maintenance Plan, which is 15 years of useful life. Our HVAC vendor, NAMI, stated that the expected useful life of this type of equipment is 20 years, which would be a 2026 replacement. Please let me know if you have any questions on the attached information. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

B. Curriculum Committee

In addition to the minutes, there are three action items. The first is approval of Digital Electronics for equivalency mathematics credit. A local committee applied the DPI review process in arriving at the recommendation. A summary is attached and more supporting documentation may be found at the April 11 Curriculum Committee. The second is approval of the 2019 textbook requests. The first is approval of the 2019 curriculum project requests.

1. Review April 11, 2019 Meeting Minutes

2. Digital Electronics Mathematics Equivalency Credit

This is an action item to approve Digital Electronics for equivalency mathematics credit. A local staff committee followed the DPI process in reviewing the course and the academic standards.

3. 2019 Textbook Adoption

A summary menu and list of materials with projected costs are attached. The Curriculum Committee endorsed these for approval 2-1.

4. 2019 Curriculum Project Requests

The 2019 curriculum project requests follow the updated project guidelines and have been endorsed 3-0 by the Curriculum Committee.

C. Co-Curricular Meeting

1. Review the Minutes of the May 8, 2019 Meeting

D. Insurance Committee

1. Consideration of 2019-2020 Dental Rates

The purpose of this agenda item is to request School Board approval of dental insurance rates for the 2019-20 school year. The District Insurance Committee is recommending a 0% increase in the dental insurance rates. Please see the attached self-insured dental program financial report. The balance in the self-insured dental program has increased approximately \$50,000 in 18-19, which has resulted in the recommendation for a no rate increase. If you are interested, you can see detailed information about the rates for each employee group on the Human Resources web-page at the following link:
https://www.waunakee.k12.wi.us/district/Employee_Benefits.cfm

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext. 8012 if you have any questions. Thanks.

2. Consideration of the 2019-2020 Health Rates

The purpose of this agenda item is to request School Board approval of health insurance rates for the 2019-20 school year. The District Insurance Committee is

recommending a 0% increase in the health insurance rates. Please see the attached health insurance claims financial report. As a reminder, the School Board approved a 5-year partnership with Dean/SSM , effective July 1st, 2018. This 5-year partnership included no rate increases, with some plan design changes effective July 1st, 2020. Increases in federal taxes through the Affordable Care Act were excluded from the no rate increases agreement. The insurance committee, Associated Financial Group (our insurance consultant) and Dean/SSM have been engaged in dialogue about potential Affordable Care Act fee increases on January 1st, 2020. Dean/SSM has agreed to waive any Affordable Care Act fee increase on our renewal date of July 1st, 2019 with a continued conversation on this topic in the early fall. This waiver has not been provided for other area school districts.

If you are interested, you can see detailed information about the rates for each employee group on the Human Resources web-page at the following link:
https://www.waunakee.k12.wi.us/district/Employee_Benefits.cfm

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext. 8012 if you have any questions. Thanks.

XI. CONSENT AGENDA

A. Approval of Checks

- B. Consideration of Dane County New Teacher Project Shared Services Contract**
The Dane County New Teacher Project is housed within the Waunakee School District and we serve as the fiscal agent. This program provides the mentoring support for our new teachers and professional development opportunities for our newer teachers and our administration on how to best support new teachers. This program is a cooperative effort of most Dane County School Districts.

C. Bridging Brighter Smiles MOU

We have participated in the Brighter Smiles Program for the last number of years and it has provided excellent dental services at no cost to our lower income students, or students without insurance.

D. Cooper and Tweed Scholarships

As part of the the guidelines for release of these private scholarship funds that we manage as a District, the Board needs to act on approval of the scholarship funds being available to the grantee. We certify that these funds are available and recommend approval.

E. Ayusa Global Youth Exchange Foreign Exchange Student Placement Request

F. Gifts and Field Trips

1. Gifts

a. Hauser Family Foundation Grant

b. Donations to Prairie Elementary

Daley Family - Regulation Zone Kits. \$475.00

Fenton Family, in name of Grandma Darlene 1st grade reading materials - \$300.00

Kaitfors & Scherrer Family, in name of Grandma Darlene for 1st grade reading materials - \$50.00

Sally Bowers, in name of Grandma Darlene for 1st grade reading materials - \$150.00

Clarke, Harrison, Bowers Families, in name of Grandma Darlene for 1st grade materials - \$100.00

Box Tops for Education - \$1068.00

2. Field Trips

a. HOSA International Conference - Florida June 19-23, 2019

b. FBLA National Leadership Conf. TX June 28-July 3, 2019

G. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations and Retirements/Non-renewal

H. Summer School Recommendations

XII. BOARD BUSINESS

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.”