

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

Monday, June 10, 2019

5:30 PM

Two locations

- 1) Waunakee Public Library – 5:30 PM
710 South St., Waunakee, WI 53597
- 2) District Administration & Maintenance Ctr. – approx 6:30 PM
905 Bethel Circle, Waunakee, WI 53597

AGENDA

I. CALL TO ORDER

Time: 5:30 PM

II. ROLL CALL

Time: 5:30 PM

III. OPEN SESSION - TOUR OF THE WAUNAKEE PUBLIC LIBRARY

The Board will meet at the Public Library for a tour by Library Director, Erick Plumb. The purpose for the tour is to acclimate the Board to the library space as consideration is given to whether this building fits into the future facility plans for the school district.

Time: 5:30 PM

**IV. CLOSED SESSION - RETURN TO WCSD ADMINISTRATION CENTER -
ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85
(1) (c) AND (f)**

Closed Session will take place at the District Administration Office and will convene once the Board completes their library tour and travels to the Administrative Offices. Anticipated closed session time is 6:30 p.m.

Time: 6:30 PM

- A. Review Minutes of May 13, 2019 regular meeting.
- B. Review Individual Administrative Contract Recommendations, Resignations and Retirements
- C. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- F. Review Summer School Contract Recommendations

V. RETURN TO OPEN SESSION

Time: 7:00 PM

VI. **BOARD DEVELOPMENT WORKSHOP**

The Board will use this time, as available, to discuss Board Related Governance, District Objectives, or other work related to the operations of the school board.

VII. **APPROVAL OF MINUTES**

A. Review Minutes of May 13, 2019 regular meeting.

VIII. **APPROVAL OF AGENDA AND ADDITIONS**

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

IX. **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.

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

A. Teacher Report

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

B. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members

C. Strategic Planning Report

1. Stakeholder Engagement and Communications Position Report

Randy Guttenberg will present an update on Stakeholder Engagement, as outlined on the Strategic Planning Framework. As part of this presentation, time will be used to share the rationale for recommending the District Communication and Engagement Specialist position, that was removed from the first draft of the budget. Additional information was requested at last month's board meeting regarding this position, and part of that dialog will take place as part of this presentation.

Attached is the presentation that will be used as an outline for this agenda item.

2. Discuss Ideas Related to Stakeholder Engagement

Joan Ensign will lead a discussion to generate ideas for ways the Board can enhance stakeholder engagement. She has some ideas from other school districts that she will share with the Board to begin the dialog and to generate other ideas and concepts that we can explore and potentially implement in the next year.

3. Discuss Date and Format for Board Goal Setting Meeting

Joan Ensign will lead a discussion on the format and topics for a Special Board Meeting this summer to focus on goal setting.

D. Administrative Reports/Action Items

1. Consideration of 2019-20 Pupil Transportation Handbook

The purpose of this agenda item is to request School Board approval of the 2019-20 pupil transportation handbook. The transportation handbook is located in the extras tab of Boardbook. The memo identifying the proposed changes is attached with the agenda item.

The handbook is distributed by the district via the building student handbooks. I am requesting approval in June so the school buildings can incorporate the pupil transportation handbook into their 2019-20 student handbooks. The majority of the information in the pupil transportation handbook references School Board transportation policies. I have worked with Dean Kaminski, Principal at Prairie Elementary School, to completely revise the major and minor rule violations as well as add a seating chart for students in grades preK - 4. The Administrative Team has reviewed the pupil transportation handbook changes as well.

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

2. Update on Community Meeting with Verleen Residents and Rettler Corporation

On Monday, May 29th Rettler Corporation conducted a meeting with the residents along Verleen Avenue, adjacent to Prairie Elementary, to share their process and procedures for the work they are conducting related to the Prairie site, and to listen to concerns the residents have regarding water and increased sump pump usage. Retter used this meeting as a listening session, per request of the Board, to gain perspective directly from area residents. Rettler is in the process of reviewing documents and requirements, creating models, and observing the site for how water management is designed and operating on

that site. Retter will complete a report after their work is complete and will submit it to administration, who will then bring it to the Board for review.

The meeting on May 29th was attended by about 20 area residents.

3. Announcements/Correspondence
 - a. Letter from Bernie Cleary

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review June 6, 2019 Meeting Minutes
The Budget Committee will be meeting after BoardBook is released and the Minutes will be available at the meeting.
2. 2018-2019 Budget Changes
The purpose of this agenda item is to request approval of the formal budget change process for the 18-19 fiscal year. The budget change document is attached. The Budget Committee will be reviewing this document at the meeting on Thursday, June 6th.

All budget revisions are entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 18-19 include:

- * changes in grant allocations (both Fund 10 and 27)
- * changes to the State of Wisconsin Library Aid (Fund 10)
- * salary budgets approved by the Board of Education in November (both Fund 10 and 27)
- * the transportation budgets (both Fund 10 and 27)
- * the state special education categorical aid (Fund 27)
- *the two new special education para educators (Fund 27)
- *the transfer between Fund 10 and 27 (both Fund 10 and 27)
- * summer school revenues and expenses (both Fund 10 and 80)

If you have any questions, please contact Steve Summers at stevesummers@waunakee.k12.wi.us or (608) 849-2000 ext 8012.

3. Consideration of District Communication Coordinator Position
Attached find two job descriptions for the Communication and Engagement Specialist position that I am proposing for next year. The details for this position are found in the Strategic Planning presentation in agenda item

X.C.1.

The reason there are two job descriptions is because 25% of this 0.5FTE position is being allocated to Community Education Programs and is being coded to Fund 80 -- Community Service Fund. We need to have separate job descriptions for each part of the work. You will notice that the descriptions are generally the same, but the Community Education aspect is highlighted in one.

I will present this agenda item to the Board on Monday night for your consideration.

4. Consideration of Second Draft of 2019 - 2020 Budget

The purpose of this agenda item is to request approval of the second draft of the budget for the 19-20 school year. The second draft of the budget has been attached for your review, along with the action taken by the Joint Finance Committee on the public school portion of the 2019-21 State Budget. The Budget Committee will be reviewing these documents at their meeting on Thursday, June 6th.

To begin with, I have attached the Joint Finance Committee Public School 19-21 State Budget Omnibus Motion. There are multiple differences between this document and how our district has been planning the 19-20 budget process. Administration will be requesting feedback from the Budget Committee on this topic. In particular, we would like to discuss any changes that we should be considering for our third draft of the budget process in July.

The changes between the first and second draft of the budget are as follows:

1. Title 1 and Title 2 grant allocations have been updated
2. The WEDC grant was removed from the high school budget
3. The Maintenance and Technology budgets were reduced by \$25,000 each to reallocate funds to the additional administrative assistant approved at the May meeting
4. \$3,000 in Business Office budgetary funds were transferred to the Human Resources office to pay for software utilized by the Human Resources office that was previously paid for from the Business Office budget
5. The Fund 50 food service budget has been updated to reflect the School Board approved fees

The third draft of the budget in July will at least include:

1. Adjustments per the State Legislative budget proposal process
2. An update to Funds 21, 80 and 99 based on fiscal year-to-date activity
3. Federal grant allocations
4. Building/department revenue budgets, which impact expenditure budgets as well
5. An update to state equalization aid/property taxes based on the July DPI state aid estimate
6. Staffing update based on additional schedule changes or reallocation proposals

Please let me know if you have any questions on the second draft of the budget. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

5. Consideration of 2019-2020 Lease Agreements

The purpose of this agenda item is to request approval of the lease agreements for the 19-20 school year. I have attached the lease agreements for your review. Dane County has their own formal lease agreement, and they have the option to request an extension of our lease agreement through June 30, 2020. The Budget Committee will be reviewing these lease agreements at the meeting on Thursday, June 6th.

The district currently has leases with the Wisconsin Youth Company (K-4 after-school program for school year and summer session), Dane County (1 office at Heritage Elementary School), and the New Teacher Project (office space at Heritage Elementary School).

The administrative recommendation is to approve all three leases with the Wisconsin Youth Company lease increasing from \$2,500 to \$2,600 per building, the Dane County lease continuing at \$75 per month, and the New Teacher Project lease continuing at \$300 per month.

Please let me know if you have any questions on the lease agreements. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

6. Consideration of Fund Balance Classifications

The purpose of this agenda item is to request approval of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. I have attached the fund balance accounts that are currently being used. The Budget Committee will be reviewing this information at their meeting on Thursday, June 6th.

The one changes is highlighted in yellow for your review. Please let me know if you have any questions on the fund balance classifications. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

7. Consideration of Contribution to the Village of Waunakee for Tennis Court Project

The purpose of this agenda item is to request approval of the first payment to the Village of Waunakee for the tennis court project. The School Board has already approved this project but the School Board will determine our contribution on an annual basis, not to exceed 5 years. I have attached an estimated end of the year balance from our ForeCast5 financial system. The Budget Committee will be reviewing this information at their meeting on Thursday, June 6th.

Please let me know if you have any questions on the payment to the Village of Waunakee. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

8. Consideration of Rhyme Papercut Proposal

The purpose of this agenda item is to request approval of the proposal from Rhyme. Rhyme is the vendor that has been selected by the District to provide copy equipment and service throughout the District. The District owns all copy equipment, with the exception of leases in the copy center. All

equipment is purchased or leased through State/National purchasing agreements. The District typically purchases between \$50-60,000 worth of new equipment annually, in addition to the copy center leases. The total budget for copying equipment and service is \$150,000.

Rhyme is proposing that the District purchase a print management system called Papercut in lieu of only purchasing equipment. Attached please find information on the cost of Papercut, the estimated return on investment, and the equipment that would be replaced in the summer of 2019. Print management systems are designed to reduce the quantity of copies and designed to direct copies to the lowest cost copier available. In addition, these systems increase confidentiality by requiring staff to scan employee badges at the copy equipment in order to receive their copy work. These systems also track usage which provides data for future cost savings opportunities.

I have reviewed the Papercut system with the Administrative team and have their support to move forward with a print management system. I am seeking feedback from the Budget Committee on this topic at their meeting on Thursday, June 6th.

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 608-849-2000 ext 8012 if you have any questions.

B. Co-Curricular Meeting

1. Review Minutes of May 21, 2019 Meeting

C. Human Resources Committee

1. Review minutes from the May 21, 2019 meeting.
2. Consideration of 1st Reading of Employment Handbooks/Guidelines
These Handbooks may be found under the Extras tab.

D. Human Growth and Development

1. Review Minutes from May 16, 2019 & May 21, 2019 meetings
2. Update and Next Steps of Human Growth and Development Committee
Janet Thomas is not able to attend the meeting on Monday evening.

Per my conversation with Mrs. Thomas and per the minutes of the last meeting, the consensus of the committee is to recommend that more information be gathered from staff and parents that can be used by the committee as guidance to their recommendations on curricular changes. It is anticipated that this work will begin right away in the fall and will allow the committee time to complete their work, and for a recommendation to come to the board next year for implementation in the fall of 2020.

E. Facilities Committee

1. Review minutes of the May 29, 2019 & June 4, 2019 meetings.
2. Soccer Stadium Field Assessment, Master Plan, and Fundraising Options
The purpose of this agenda item is to provide an update on the soccer stadium field assessment, master plan, and fundraising options. The Facility Committee meeting on May 29th included an update from Rettler on these topics. I have attached the documents shared with the Facility Committee.

Rettler identified the date of June 21st as the anticipated completion for the soccer stadium field assessment report. The School Board has previously approved a contract with Rettler and Riggs Consulting to assess the current conditions of the soccer stadium field. The Facility Committee will be meeting on July 1st and the agenda for this meeting will include a review of the report.

The School Board has previously approved a contract with Rettler for a soccer stadium master planning process. This contract is funded by the community group working to raise funds for the soccer stadium. Rettler shared examples of similar projects across the state and how these concepts could apply to the

soccer stadium in Waunakee. They also shared examples of fundraising plans with the committee. There are three topics associated with the soccer stadium that will need discussion at the School Board level:

1. The results of the soccer stadium field assessment report will need to be evaluated for consideration of any District participation in this project.
2. Soccer Stadium Fundraising Financial Plan - The Budget Committee is beginning this dialog at the meeting on Thursday, June 6th.
3. Fundraising - The School Board has approved fundraising requests in the past that have gone beyond what is allowed in School Board Policy 851, Advertising in the Schools, or 851-Rule, Sales/Advertising-Exceptions. We have recent examples on both Warrior Stadium and the Varsity Baseball Field.

Administration is recommending no action at this time. The preference is to receive the report identified under #1 and then continue the discussion at the July 1st Facility Committee meeting.

Please let me know if you have any questions on the soccer stadium topic. You can contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

3. Facility Planning Update, Next Steps, and Timeline

The Facility Committee met on June 4th in a workshop type meeting to review the variables to be considered in our next referendum efforts, and to review financial implications based on high level scenarios related to either two or three referendum cycles over the next decade. Michelle Wiberg from PMA Financial presented on the rules and implications of borrowing for a school district, and ran high level analysis based on two vs three referendum cycles, as previously requested by the committee. If you are interested in the

details of these presentations, please see the Facility Committee meeting in Board Book for June 4th. We will also be bringing this information to the full board in the future.

The Committee is meeting again on July 1st to review timelines, variables that need to be considered for the next referendum, and to discuss the process for the best way to move the conversations from the committee level to the full Board table. The meeting on July 1st will also include a review of the soccer field assessment and related topics in preparation for the July Board Meeting.

F. Policy Committee

1. Review of June 4, 2019 Meeting Minutes

2. WASB Policy Services Update

The Policy Committee met on June 4th to discuss the policy services offered by WASB. Dan Mallin from WASB presented to the Committee on those services and made recommendations for consideration. The options he presented to the Committee are attached for your review.

The Policy Committee will meet again in June to discuss WASB's services and proposals, as they did not have time at their recent meeting to engage in this dialog. As decisions or direction is provided, we will bring it to the full Board for either discussion or consideration. No action on this item is recommended at this time.

3. Consideration of 1st Reading of Policy 672 - Purchasing

Attached please find Purchasing Policy 672. The revisions to this policy are highlighted and reflect the recommendation by our auditor to review the use of gift cards in the district, and the guidance provided by the Budget Committee, on the related language within this policy. The Policy Committee voted 3-0 to move this policy forward for consideration.

The purpose is to provide parameters and accounting for gift card usage. Please let me know if you have any questions on these revisions. You may contact me via email at stevesummers@waunakee.k12.wi.us or via phone at 849-2000 ext 8012. Thanks.

G. Curriculum Committee Meeting

1. Review the minutes from the June 6, 2019 meeting.
Due to the timing of the Curriculum Committee meeting the minutes were not available at the time Boardbook was released for the June 10 regular meeting. They will be distributed as paper copies on Monday.
2. Consideration of 2019-2020 Assessment Schedule
The assessment committee met regarding Winter and Spring STAR testing and staff were surveyed. The recommended assessment schedule for 2019-2020 reflects their discussions and is a return to administering the STAR assessments in reading and mathematics three times a year in grades 2-6.
Presenter: Tim Schell

XII. CONSENT AGENDA

A. Finance

1. Monthly Finance Reports

Attached you will find the 2018-19 Budget Status report as of May 31st, 2019, and the Cash Reconciliation report for April 2019. In addition, please note that the Dean/SSM wellness clinic report for April 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 8012 if you have any questions. Thanks

B. Approval of Checks

Attached in the "extras" section of Boardbook, please find a list of the accounts payable payments issued during the month of May 2019. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext 8012 if you have any questions. Thanks.

C. Gifts and Field Trips

1. Gifts

- a. WCSD Student Services Gifts 2nd Semester 2018-2019
- b. Endres Grant for Soccer Field

2. Field Trips

- a. FFA Participation in National Conv. Indiana 10/30/19-11/2/19

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

E. Summer School Recommendations

XIII. BOARD BUSINESS

A. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

1. District Calendars

B. Special Meeting

C. Budget Committee -- July 1st at 4:30 p.m.

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee -- July 1st at 5:30 p.m.

G. Human Resources Committee

H. Policy Committee -- needs to meet between June 11th and June 21st

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.”