

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

Monday, September 9, 2019  
5:30 PM

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**AGENDA**

**I. CALL TO ORDER**

Time: 5:30 PM

**II. ROLL CALL**

**III. BOARD DEVELOPMENT WORKSHOP**

The Board Development Workshop will be facilitated by Joan Ensign as a follow up to the Board Retreat that was held on August 6th.

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

Time: 6:30 PM

- A. Review Minutes of August 12, 2019 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

**V. RETURN TO OPEN SESSION**

Time: 7:00 PM

**VI. APPROVAL OF 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 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 representatives

Anna Englebert and Shawn Paul will provide an update of what is happening at the high school.

B. Teacher Report

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

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.

2. Review Draft Letter to Village of Waunakee Regarding Library Site.

Attached please find the draft letter and supporting documents regarding the school district's position on the library site and the language related to the parking area within the deed. Your input on this letter, its message, and the language used to describe the district's position on this issue are up for review, and administration will be asking for your feedback at the meeting on Monday.

3. Annual Meeting Agenda Update

Attached please find a memo regarding what administration has learned since the last meeting with regard to adding to the annual meeting agenda an item to address realignment of the Village of Waunakee seats.

D. Administrative Reports/Action Items

1. Beginning of School Year Report

At Monday's Board Meeting, Randy Guttenberg will provide the Board with an update on the first week of school. This report will include an updated enrollment number, information on class sizes, and also a summary of our hiring experience this summer and current information on existing vacancies.

2. Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$7,500,000; 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. Due to the timing of the borrowing, this resolution is required at the September

School Board meeting instead of the October meeting. PMA is the financial adviser hired to manage the cash flow borrowing process.

Here are the highlights of the cash flow borrowing process:

- A loan of \$7,500,000 is taken out in October (compared to \$5,480,000 last year). The loan for this year is higher for two reasons:
  1. The Fund 10 fund balance decreased due to the 18-19 capital projects approved by the School Board to be funded from the fund balance
  2. The Fund 41 fund balance is shifted to a separate bank account, per requirements from the DPI. I was not aware of this requirement for a separate bank account until reading about it this past spring.
- The loan is bank qualified, which decreases interest costs
- PMA seeks competitive pricing 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 adviser 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 Financial Officer (Superintendent, Executive Director of Operations) or District Officer (Board President or Clerk)

As a reminder, the cash flow borrowing for 19-20 is bank qualified because the district did not issue debt in the 2019 calendar year. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-8012 if you have any questions. Thanks.

This item requires a roll call vote.

### 3. Soccer Stadium Update and Review of Next Steps and Decision Points

The purpose of this agenda item is to provide an update on the soccer stadium project. Attached please find a presentation that reviews what has been approved/accomplished to date, what work is ongoing, and what decision points remain for the near future.

Administration is providing this presentation as a discussion item only. The two decision points identified will need to come back to the October School Board meeting as action items. The two decision points include the district's contribution to the project, and the financial plan for the project.

Administration is also seeking feedback from the School Board members about whether or not these decision points should be reviewed by any committees in between the September and October School Board meetings.

Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-8012 if you have any questions. Thanks.

4. Student Services Handbooks

Please find the 504 Policy and Procedure Manual in the Extra Tab of Boardbook.

Also, please find three documents in the Extra Tab of Boardbook that comprise the Special Education Staff Handbook information. These three documents are titled: Special Education Changes Summary, Special Educations Policy and Procedure, and Special Education Forms.

5. Seclusion and Restraint Report

Attached please find the annually required report on the use of seclusion and restraint in each school. Kurt Eley compiled this report and will be in attendance at Monday's meeting to present this information and answer any questions. The District's use of seclusion and restraint has reduced over time.

6. Announcements/Correspondence

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

A. Facilities Committee

1. Review Facilities Committee Meeting Minutes from 08/26/19 and 08/29/19  
Attached please find the minutes from the August 26th (architect interviews) and the August 29th (Prairie water presentation) Facility Committee meetings.

2. Recommendation for Architectural Service

The purpose of this agenda item is to request approval of an architectural firm. The Facility Committee approved a request for architectural services process. This process included an invitation to four (4) architectural firms to submit a request for proposal. Three firms responded by providing a proposal. These three firms were EUA, PRA, and Bray. The request for proposal responses are attached to the Facility Committee agenda for August 26th.

The Facility Committee did not make a recommendation at the conclusion of the interviews. The Committee directed administration to engage in a

discussion with EUA. Randy Guttenberg and I met with EUA last week. The topics discussed included pre-referendum services/fees, architectural fees, maintenance projects, energy efficiency design, the EUA team and capacity to work on our projects, etc. The discussion went well, and EUA agreed to credit the entire pre-referendum service fees back to the district if the referendum passes, exclude all appropriate maintenance projects from their architectural fees, engage in a discussion with the School Board over the goals for the projects relating to energy efficient design, and to provide an experienced team to work on all of our projects. Administration is requesting approval of an architectural firm at the September Board meeting in order to continue moving forward with the process for a potential November 2020 referendum.

Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-8012 if you have any questions. Thanks.

3. Review Rettler Corp. Report on Prairie Elementary

The purpose of this agenda item is to review the Rettler report on Prairie Elementary School. As a reminder, the School Board approved Rettler to conduct an independent evaluation of the Prairie Elementary School site. Attached please find the presentation that was provided to the Facility Committee and the Prairie Elementary School neighbors who attended the meeting. The full report and appendices are attached to the Facility Committee agenda for August 29th.

Staff from Rettler will be present at the School Board meeting to provide a high level overview of the recommendations from the review. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-8012 if you have any questions. Thanks.

4. Consider Rettler Corp. Proposal

The purpose of this agenda item is to request approval of the Rettler proposal for next steps at Prairie Elementary School. Attached please find the proposal.

Administration requested a proposal from Rettler to take the next steps with the recommendations identified at Prairie Elementary School (see previous agenda item). The Facility Committee recommended bringing the Rettler proposal to the full School Board for consideration. Please keep in mind that the Rettler proposal includes design and bidding for the three recommendations included in the report. The actual bids/project approval

would come at a later date, starting with a Facility Committee review and then School Board action.

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

5. Review/Consider Planned Capital Maintenance Projects for 2019-2020

The purpose of this agenda item is to review the Capital Maintenance Projects for 19-20, and to request approval of a modification to the capital maintenance projects list. Attached please find information prepared by John Cramer, Director of Facilities and Safety.

The Facility Committee is recommending approval of modifying the capital maintenance projects list to remove the fork lift replacement, and add a Bobcat skid steer replacement instead. The attached memo provides an explanation for this request.

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

B. Human Resources Committee

1. Review Human Resources Committee Meeting Minutes from 09/04/19

2. Recommend Revision to Teacher Employee Guidelines.

Attached please find the recommended changes to to the Teacher Employment Guidelines as they relate to teacher evaluation and the State's Educator Effectiveness Model.

The recommended changes came as a result of communication from DPI permitting local flexibility within the Educator Effectiveness Model. The net amount of time of observation remains the same but it can be broken up in a different ways. The fundamental difference is that the pre-conference and announced observation are no longer a part of the process. Article A, Section #8 in the draft language reflects a statutory change.

These changes have been discussed and reviewed by the administrative team, the Teacher HR Workgroup, and the Board's HR Committee, and have been received positively by all entities.

The HR Committee is recommending approval by the full Board and is asking that consideration be given to approving these changes in one reading at the

## September Board Meeting.

### Quick summary:

1. Net time of observation in a summary year remains the same, but can be broken up in different ways.
2. The periods of time of an observation are flexible, with a minimum number of 3 per summary year.
3. The opportunity for a post-conference after every observation remain, initiated by either the teacher or evaluator.
4. The requirement for a pre-conference and pre-conference forms go away.
5. Provides the opportunity to combine SLO and educator practice meetings.
6. New teachers to the profession will be mentored for three years, instead of two (statutory change)

## **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 August 2019. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-2000 ext 8012 if you have any questions. Thanks.

### B. Finance

#### 1. Monthly Finance Reports

Attached you will find the Cash Reconciliation report for July 2019 and the wellness clinic report for July 2019. We still need to provide the wellness clinic financial report, the final 2018-19 financial report, and the report on purchase orders over \$5,000. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-2012 if you have any questions. Thanks.

#### 2. Approval of Student Activity Accounts

The purpose of this agenda item is to request approval of student activity

accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2019. The School Board policy on student activity accounts requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.

These accounts are typically used by student organizations for fundraising for activities above and beyond what the district budget is able to support. Student activity account balances carry over from one fiscal year to another. I would like to point out that student activity accounts with a positive balance are reflected with a negative sign, as student activity accounts are balance sheet accounts on the district financial system. A positive balance actually indicates a negative account balance. Negative account balances are allowed by policy under certain circumstances. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-8012 if you have any questions. Thanks.

### 3. Approval of Fund Balance Allocations

The purpose of this agenda item is to request School Board approval of the fund balance allocations. Please recall that during the month of June, the School Board approved fund balance classifications to comply with national accounting standards. Attached please find an all Funds fund balance report and a fund balance report detailed the accounting of the Fund 10 937900 and 938900 fund balance accounts.

The final 18-19 Fund 10 fund balance is \$6,778,701.67 or 13.3% of the 19-20 Fund 10 expenditure budget approved in August by the School Board. The 13.3% compares to a number of 15.3% in 18-19. The Board policy on fund balance has a statement of working towards maintaining a 15% balance. Please note that the Fund 41 fund balance has increased to \$1,313,442.12 as part of the three-year plan to decrease the Fund 10 fund balance while increasing the Fund 41 fund balance. Added together, these amounts represent 15.9% of the 19-20 Fund 10 expenditure budget approved in August by the School Board.

The 18-19 fiscal year was the first year where funds are being set aside for the replacement of the turf field for Warrior Stadium. You can see the balance in the 937900 fund balance account. Please recall that School Board policy allows buildings/departments to carry over funds from one fiscal year to the next. You can see the balances in the 938900 fund balance account. Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-2012 if

you have any questions. Thanks.

C. Gifts and Field Trips

1. Gifts

2. Field Trips

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

**XII. BOARD BUSINESS**

**XIII. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

Curriculum Presentation Meetings.

Monday November 18, 2019

Monday January 27, 2020

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.”