

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

Monday, October 14, 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

Attached please find two documents to lead the discussion at Monday night's board development.

First is a draft of five priorities that have been drafted per the discussion and feedback from the Board Retreat and the last board development time. Per a discussion with Joan and David -- if there is consensus on these five areas, then the Goals Committee should meet to flush them out in more detail.

The second document is a list of the Board Development Topics that have been placed on the table for discussion. Most of them are about process and how the Board wants to do its work. They also originate from the Board Retreat and other discussions from previous board development times.

I will also bring to the meeting on Monday night a grid that aligns our strategic plan with the Board's committees, and the administrative liaisons to each committee. The grid does not show well on Board Book so I will bring a hard copy for our review on Monday night.

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

Time: 6:30 PM

A. Review Minutes of September 9, 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**

A. Review Minutes of September 09, 2019 Meeting 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 COMMENTS**

Individuals may use this time to 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. **TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Report

Shawn Paul and Anna Englebert are the high school student representatives who will provide an update of events from the high school.

B. Teacher Update

Kyle Emmert and Ashley Taylor will give an 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.

2. Annual Joint Review Board Report

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

A. Curriculum Committee

1. Review the 09/18/19 Curriculum Committee meeting minutes

B. Co-Curricular Committee

1. Review the 09/20/19 Co-Curricular Committee meeting minutes

2. 2018-2019 Co-Curricular Report

Attached please find the Co-Curricular Report for 2018-2019. You will notice that the format for the report has been modified from previous years per guidance from the Co-Curricular Committee. The Committee met with Aaron May during their September meeting and discussed the report. The Committee has requested that the report be attached to the Board Agenda for the October Board Meeting, but there will not be a formal presentation of the report to the full Board. If there are questions, the Committee and Aaron May will be happy to answer them on Monday evening.

C. Policy Committee

1. Review 09/23/19 Policy Committee Meeting Minutes

2. First Readings of revised policy for Board review

- a. Policy 165.1 - Ethics

The Ethics Policy 165.1 has been updated with revised language. The most substantive change is the modification to the language for a Board Member being able to work with a co-curricular program and then clarifying how they can participate in discussion and decisions related to co-curricular programs, and their need to abstain from discussion / decisions related to program/s to which they are directly associated.

- b. Policy 352 Rule 1 - Field Trips

The Committee reviewed the Field Trip Policy 352 Rule 1 particularly related to trips that need to come to the Board for consideration, and the parameters for such trips. The committee modified the language to a mile threshold -- 200 miles -- versus a descriptor associated with state lines.

The Committee is requesting that if approved, this change not take place until the 2020-2021 school year.

D. Budget Committee

1. Review the 09/27/19 Budget Committee Meeting Minutes

Attached please find the minutes from the September 27th Budget Committee meeting.

2. Resolution Declaring Official Intent to Reimburse Expenditures on District-Wide Maintenance Projects from Proceeds of Borrowing

The purpose of this agenda item is to request School Board approval of the resolution authorizing reimbursement for district-wide maintenance projects.

Attached please find a cover letter, the resolution, and a public finance update as prepared by Quarles and Brady, the district's bond counsel.

The intention of this resolution is to allow the School Board to approve expenditures prior to the issuance of bonds, and then to be reimbursed at a later date from these bonds. The School Board approved a similar resolution in 2014 for the Prairie Elementary School related architectural expenses for the 2014 referendum. In this instance, this resolution would allow the School Board the option to reimburse district-wide maintenance expenditures. Please keep in mind that this resolution only provides that this option is available. The School Board has not approved any actual projects that coincide with this resolution, and that approval would need to come at a later date. Approval of this resolution only keeps this option available as decisions are made over the next year for any district wide maintenance projects that would take place prior to the approval of a referendum. The maximum amount covered by this resolution is \$1,000,000.

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

This item requires a roll call vote.

E. Facility Committee

1. Review the 09/30/19 Facility Committee Meeting minutes

2. Construction Management Selection Process and Timeline

The Facility Committee approved the Construction Management Request for Proposal Document and it has been shared with the three finalists from the 2014 referendum (J.H. Findorff and Sons, Vogel Brothers, and J.P. Cullen) and we also sent the RFP to other firms that inquired about wanting to receive the RFP. The additional firms who received the RFP as of this writing are Kraemer Brothers, C.D. Smith, and C.G. Schmidt. The timeline for the CM process is as follows:

October 18th -- RFPs are due.

October 21st -- Facility Committee will review the RFPs and select the finalists to interview.

October 29th -- Facility Committee will interview the CM finalists.

November 11th -- Full Board consideration of the Facility Committee's CM recommendation.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 90 Day Outlook

Attached is a high level overview of the next 90 days and the work of the District and the Board. There are many committees and facility / referendum planning meetings that are not yet added to this summary. As you will see, the rest of the month of October and beginning of November are very full, and with the holidays, time moves very quickly.

2. 3rd Friday Count

Attached please find the 3rd Friday in September Count document. A summary email was previously sent to all administrators and School Board members, and is attached in Board Book for your reference. The e-mail provides a description of what the numbers mean and how they impact us in relation to budgeted enrollment counts. We are also providing this information to our long range facility planning consultant, Mark Roffers, and we will be bringing forward an update to the long range facility planning process at a later date.

3. Policy Review Process Update

Mike Brandt and I met to discuss the WASB Policy Review Process and how to effectively and efficiently move this work through the Policy Committee and the Full Board. Dan Mallin from WASB is complete with his review and feedback on the 100 and 200 series of policies. He has done an excellent and thorough job and I have met with him to review the policy recommendations. His analysis has an impact on most policies that require us to either adopt a new policy, revise an existing policy, repeal an existing policy, or retain some of our current policies. Mike and I would like to discuss with the full Board the process for moving this work forward since it is significant in scope.

Our initial thoughts are to have Mike, as the chair of the Policy Committee, meet with me to review the policies that will be moved forward to the Committee for initial review. He and I can narrow down the options and present the designated policies to the Committee with an overview.

The Committee will review the policies and make a recommendation to the full Board, and the Board will be asked to adopt the work of the Policy Committee, and any policies that deviate significantly from our current practice or policy will be pulled for specific review and consideration.

We look forward to this discussion on Monday night and to your feedback for

how this process can move forward to meet our needs.

4. Communication to Staff, Parents, and Community Regarding Referendum Planning

Attached please find two draft memos that inform staff and parents / community about the next phase of our facility planning process. I would like your input on these messages and seek your support in beginning this communication with our stakeholders. I look forward to discussing this issue with you on Monday evening.

5. Co-Curricular Club Requests

Attached please find five clubs and organizations that would like to be considered for official recognition as a club at the high school. These requests normally follow a timeline through the Co-Curricular Committee, but with transitions at the high school, these requests did not get included on the last committee agenda. I support these clubs, and request that the Board consider them at the regular meeting on Monday night. Brian Borowski will be present at Monday's meeting to represent these requests and to answer any questions.

6. Announcements/Correspondence

a. National Merit Scholarship Program

Congratulations to our National Merit Scholarship Semifinalists: Ashlyn Anderson, Sebastian Geraci, Abigail Schmeiser

Commended Scholars: Jacey Healy, Luke Humphrey, Sam Jerabek, Rebecca Swenson, Kylea Uppena

b. DPI Thank you to Melissa Lund and Heritage.- Forward Exam Review

XII. 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 September 2019. Please contact Steve Summers at 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 August 2019 and

the Budget Status Report as of September 30, 2019. Please note the Budget Status Report has been revised to provide more detail, and additional information will be added next month. This report has been revised to better align with the District's Budget Planning Process. Also attached you will find Wellness Clinic financial report and Dean/SSM Wellness Clinic Report for August 2019. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext 8012 if you have any questions. Thanks.

C. Post Secondary Credit Options

D. Gifts and Field Trips

1. Gifts

2. Field Trips

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

XIII. BOARD BUSINESS

A. 2019 Staff Listening Sessions

Please review the dates and times listed and sign up for any sessions you are available for. Rebecca will have the sign up sheet on Monday night. After the meeting, Rebecca will review and make sure there are no more than 3 in attendance at any location and send the final assignments to you.

Thank you for your consideration of this.

B. Location of 11/18/19 Curriculum Presentation

C. Board Realignment Committee

Julie, Joan and Dave have shown interest in serving on a committee to review school board seat alignment.

D. Board Correspondence

Mark Hetzel wrote the attached memo to share with the staff.

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

Determine Location of Curriculum Presentation 11/18/19

Set Tax Levy meeting (M 10/28/19 5/5:30PM)

- C. Budget Committee
- D. Co-Curricular Committee
- E. Curriculum Committee
Schedule next 2 curriculum meetings
- F. Facility Committee
October 21, 2019 @ 5:30pm
October 29, 2019 @ 5:00pm
- G. Human Resources Committee
Mtg Week of 10/21 (not 10/21 or 10/24) WTA negotiations - after school/evenings
Mtg week of 10/27 or 11/4.(not Nov. 6-11)
- H. Policy Committee
- 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.”