

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

Monday, December 9, 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) (f)**

- A. Review Minutes of November 11, 2019 Meeting
- B. Review Individual Administrator, Teacher Contract Recommendations,  
Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations,  
Resignations, and Retirements
- E. Review and Provide Insight into Specific Student Open Enrollment and Truancy  
Issue

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

Board President Joan Ensign will lead a discussion regarding the next steps for the Board Priorities and the follow up to Staff Listening Sessions.

Please note, the Board Priorities are also on the agenda under the Goals Committee as the Board asked for time to review at last month's meeting and they are being brought back for input, discussion, and action.

- A. Board Priorities
- B. Listening Session Follow - Up

**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. TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

#### A. Student Report

Shawn Paul and Anna Englebert will give the students report.

#### B. Teacher Update

Kyle Emmert and Ashley Taylor will give a teaching 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.

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

#### A. Facility Committee

##### 1. Review Minutes from 12/04/19 Meeting

##### 2. Update on Soccer Stadium Planning and Fundraising

The purpose of this agenda item is to provide an update on the design process for both the team building and the soccer stadium. Please recall that the School Board has previously approved the design process for both the team building and the soccer stadium. Attached please find a document that reviews the progress made during the design process. The Facility Committee reviewed this agenda item at their meeting on December 4th, and provided feedback to Rettler. No action was taken or is needed on this agenda item.

If you have any questions please contact Steve Summers at [stevessummers@waunakee.k12.wi.us](mailto:stevessummers@waunakee.k12.wi.us) or 608-849-2000 ext 8012.

##### 3. Consideration of Energy Efficiency Project

The purpose of this agenda item is to request approval of an additional energy efficiency project for the 2019-20 school year. Attached please find information on the status of the budget for the energy efficiency projects and information on an additional project in the School Board room at Bethel

Circle. In addition, please also find attached a report on the results of the recent energy efficiency projects. Administration will review this report at the meeting. The Facility Committee reviewed this agenda item at their meeting on December 4th, and approved a motion 3-0 to recommend an additional energy efficiency project in the School Board meeting room at Bethel Circle. The recommendation is to approve Option 2 of the proposals for Bethel Circle.

If you have any questions please contact Steve Summers at [stevsummers@waunakee.k12.wi.us](mailto:stevsummers@waunakee.k12.wi.us) or 608-849-2000 ext 8012.

4. Update on Capital Projects Budget/Request for Additional Project Approval  
The purpose of this agenda item is to provide an update on the Capital Projects budget and to request approval of additional capital projects for the 2019-20 school year. Attached please find information on the status of the budget for the capital projects and information on potential additional projects. The Facility Committee reviewed this agenda item at their meeting on December 4th, and approved a motion 3-0 to recommend additional capital projects. These capital projects included repairs to the pool at the high school, and installing accessible entry doors to the office entrance and the gym entrance at the Middle School.

If you have any questions please contact Steve Summers at [stevsummers@waunakee.k12.wi.us](mailto:stevsummers@waunakee.k12.wi.us) or 608-849-2000 ext 8012.

#### B. Budget Committee

1. Review Minutes from 12/04/19 Meeting

#### C. Co-Curricular Meeting

1. Review Minutes from 12/03/19 Meeting.

2. Consideration of Co-Curricular Club Requests

Macy Peters-Felice and members of the Middle School Staff met with the Co-Curricular Committee on Tuesday, December 3rd to request consideration to add a Middle School GSA Club and WILD Club to the club offerings at the Middle School. The applications for these clubs are attached for your review. The Committee approved the addition of these clubs at their meeting on a vote of 2-0, and are recommending them for approval by the Full Board at the December 9th Board Meeting. Marcy Peters-Felice will be present at Monday's Board Meeting to answer any questions.

#### D. Curriculum Committee

1. Review the minutes from the 11/19/19 meeting.

2. Middle and High School New Course Proposals

The Curriculum Committee met and reviewed the new course proposals for the 2020-2021 school year. After thorough review, the Committee is unanimously recommending these new course offerings for approval at the December Board Meeting.

The new course proposals and a summary memo from Tim Schell are attached for your review.

E. Goals Committee

1. Review Board of Education Priorities 2019-2020

The Goals Committee met on November 4th to review the Board Priorities for 2019-2020. The committee requested that these identified priorities be placed into our rubric format and details be broken out about specific priority areas. Joan Ensign shared the Goals and Priorities document with the board at the November meeting and asked that they review them for discussion/approval in December.

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

A. Strategic Planning

1. Referendum Planning Process and Timelines - EUA

Our architect and CM partners from EUA and Vogel Bros. will be present at Monday's meeting to introduce themselves to the Board, and to share a timeline, their process, and an update on the work we have done thus far in preparation for working with the staff and Board on variables for a November 2020 Referendum. This presentation and dialog will be more lengthy (approximately 45 minutes) and will provide you with a clear roadmap to the work ahead of us, the decisions we need to make, engagement strategies, and timelines for each step.

Attached is their presentation, timeline, and key talking / communication points.

2. Testing, Assessment and Accountability Report

Attached is the Testing, Assessment, and Accountability Report. Tim Schell has reviewed this information with the Curriculum Committee, and he will briefly review the highlights with the Board on Monday night.

B. Administrative Reports/Action Items

1. District Financial Audit

The purpose of this agenda item is to request School Board approval of the 2018-19 financial audit. The district's audit firm, Wegner CPA's, has

completed the 2018-2019 financial audit reports. I have attached the following documents for your review:

- The auditor communications letter to the School Board
- The financial statements with independent auditor's report

Please keep in mind that the "financial statements with independent auditor's report" is presented according to accounting standards issued by the Government Accounting Standards Board (GASB). The accounting standards differ from what is required to be reported according to the Wisconsin Department of Public Instruction. As an example, GASB accounting standards require depreciation of assets, while depreciation is not reported in the state's accounting system. As another example, fund classifications differ between the GASB accounting standards and the state's accounting system. Please let me know if you have any questions while reviewing the financial statements. The auditor letter is a communication from the auditor to the School Board over such matters as "difficulties encountered in performing the audit", "disagreements with management", and recommended improvements in operational practices.

Administration is pleased to report that no "significant findings" were identified during the 2018-19 audit process. A significant finding is an accounting issue that must be reported to the state of Wisconsin within the financial statements. At our request, our audit firm conducted a thorough review of all of our internal control auditing practices, and suggested improvements to our internal audit program. We are currently working on implementing these improvements and anticipate completion by the end of January.

Please let me know if you have any questions on the attached documents. I can be reached at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) or 849-2000 ext 8012. Thanks for your time. The final Audit statements may be found in the extras tab.

## 2. Safety Drill Logs

Attached is a new report that you have not seen before. This report needs to be approved by the Board as documentation of our emergency drills, specifically our ALICE and HOLD drills, as required by the Department of Justice. You will notice that some of the drills for November have been canceled based on news events on the day the drill was scheduled that gave us reason to want to delay the drill to reduce student anxiety and concern. Individual drill reports need to be completed for ALICE and HOLD drills

only. You will see this report again next month, or until we have the required ALICE and HOLD drills completed for the year in each school.

3. Announcements/Correspondence

**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 November 2019. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext 8012 if you have any questions. Thanks.

B. Finance

Attached you will find the Cash Reconciliation Report for October 2019 and the Budget Status Report as of November 30, 2019. Please note the Budget Status Report has been revised to provide more detail, and additional information has been added this 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 October 2019. Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or 849-2000 ext 8012 if you have any questions. Thanks.

1. Monthly Finance Report

2. District Census Report

The purpose of this agenda item is to review the district census report. The 2019-20 district census process has been completed. The census was completed by utilizing existing student data from the Infinite Campus database, and an online data collection process. The online data collection process information is then entered into the student records database by attendance area to create a census report by elementary building. Please see the attachment that includes the census numbers by attendance area and changes of census numbers between years. The following are some observations about the information that is attached:

1. The census report indicates 4 sections of kindergarten at Prairie, which is compared to 5 sections this year.
2. The census report indicates 4 sections of kindergarten at Arboretum, which is compared to 4 sections this year.
3. The census report indicates 4 sections of kindergarten at Heritage, compared to 5 sections this year.

4. The elementary attendance boundaries are holding to capacity in each attendance area.
5. We will need to monitor the 19-20 4K open enrollment students as the families determine what school district the students will attend for kindergarten. A potential 5th kindergarten section could become necessary at either Heritage or Prairie for 20-21.

Please contact Steve Summers if you have any questions on the attached information. You can call me at 849-2000 ext 8012 or email at stevesummers@waunakee.k12.wi.us. Thanks.

C. Gifts and Field Trips

1. Gifts

- a. Moh's Martial Arts Donation to Heritage
- b. Scholarship Donation from Yvonne Ziegler Estate

2. Field Trips

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

**XIII. BOARD BUSINESS**

A. Conventions/Workshops

Please make sure you have notified Rebecca by the end of the 12/09/19 meeting if you plan to attend the convention and if there are any special pre conference workshops or meals you wish to attend. The registration form is attached.

Thank you.

B. Legislative Update

**XIV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting -

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee - December 17th @ 3:30 PM

F. Facility Committee

G. Goals Committee -

H. Human Resources Committee

I. Policy 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.”