

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

Monday, January 13, 2020

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) AND (f)**

- A. Review Minutes of December 09, 2019 Meeting
- B. Review Individual Administrator, Teacher Contract Recommendations, Resignations and Retirements, Succession Plans, and Organizational Structure.
- C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Discuss Administrative Contracts, Structural Alignment, and Hiring Process.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

- A. Discuss planning, future development topics, and community engagement.
As soon as we adjourn from Closed Session, the Board may enter into the Board Development part of the meeting.
 - 1. WCSD BOE & the Legalities of Referendum
Per conversations with a few Board Members, attached please find guidance from the WASB on referendums and the parameters for involvement in referendums for individual school board members and employees.

VI. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the December 10, 2018 regular meeting for your review and approval.

- A. Review minutes from the 12/09/19 regular meeting and the 12/16/19 & 01/06/20 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**

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

Anna Englebert and Shawn Paul 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 provide an update on items related to 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 of the agenda is reserved for any comments from members of the board on meetings they attended over the last month or other informational items.

2. 2020 WASB Resolutions

Attached please find the WASB Resolutions for 2020 that will be discussed at the Delegate Assembly in a few weeks at the State Education Convention in Milwaukee. Mark Hetzel and Julie Waner are our delegates this year. Please review the resolutions and you can provide feedback to them on Monday night, or at a time prior to the convention.

3. Spring Election Update and Related items

Attached is a copy of the memo to the municipality & county clerks for candidates for the 2020 spring elections.

1/7/20 was the due date for all candidacy paperwork to be turned in. The Candidates for the Spring 2020 Election are: Brian Hoefer - Village of Waunakee, Joan Ensign - Town of Westport/City of Middleton/City of Madison, Joel Lewis - Town of Westport/City of Middleton/City of Madison

Also attached is the Exemption from Filing Campaign Finance Reports. ALL board members must sign this annually in January. Even if you are running in

the spring election you still need to sign this to cover your time as a board member from January 2020 - election day. Please complete this form and return to Rebecca on Monday night.

4. Review Timelines for Board and Superintendent Evaluation Process

As a guide -- the 2018-19 timeline was as follows:

- * School Perceptions Survey and Open ended Questions due by February BOE meeting
- * Superintendent Eval & Priorities Eval given out at Feb BOE meeting and asked to be returned by end of March
- * After March BOE meeting Individual Reminder sent to each BOE member sharing what they still needed to turn in by the end of March.
- * 4/09/19 Special BOE Meeting - Evaluations

The Board has discussed a revised process and timeline for 2020 and should be discussed the revised timing during this agenda item.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee

1. Review Minutes of 12-16-19 Meeting

B. Curriculum Committee

1. Review Minutes from December 17, 2019 meeting

C. Budget Committee

1. Review Minutes of January 6, 2020 Meeting

2. Discuss Staff Pay Increase Cycle

Through various feedback mechanisms from staff, there is an interest in the Board revisiting their process of issuing pay increases in the fall of the year. The staff have an interest in having their pay for the next fiscal year determined prior to the the end of the school year. To accomplish this request, we would need to shift our budget process slightly so that salary decisions came earlier and other budget priorities would be determined in the fall when the full scope of available funds would be determined. The Budget Committee discussed this issue at their January 6th meeting and would like the full Board to process and discuss this request. No decision is required at Monday's meeting as the Budget Committee is simply seeking feedback as they review the budget calendar.

3. Discuss Timing of Bids and District Decision Points for the Soccer Stadium
Earlier this fall the Board approved the District to move forward with

soliciting bids on improvements to the Soccer Stadium including the cost of a grass field, synthetic turf field, and a team center. These bids will be ready for review by the Board at the March Board Meeting, and the One Community One Goal Committee will be prepared to share their fundraising results.

In preparation for that meeting, the Budget Committee began discussions about the District's contribution to this project. When the Warrior Stadium project was completed for the football/lacrosse field, the Board contributed the value of replacing a grass field, and private funds were used to pay for the upgrade to a synthetic field. Following this model, the Budget Committee would like the Board's input and consideration of following a similar approach with the soccer field.

If the Board would like to conceptually follow this approach, then the Budget Committee will consider options for the Board to review for funding this part of the project. The funding options the Committee is discussing include use of Fund 41 or authority per Fund 38 non-referendum debt.

D. Human Growth and Development

1. Review the minutes from the 12/03/19 and 01/09/20 meeting.

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

A. Strategic Planning

1. Referendum Planning and Update

Mark Roffers will be present at Monday's Board Meeting to provide an overview of the growth projections for the school district. I touched base with Mark on Wednesday afternoon and we discussed the questions that the Board has posed regarding district growth and projections, and I have asked him to provide background in his presentation about how he has considered the Veridian Development that was not part of his projections in the fall of 2018. Mark and I also discussed resident enrollment figures vs actual student count and the impact on building capacity.

Separate from Mark's report, I have asked Marcy Peters-Felice to work with her veteran staff who have worked in the building since its construction to provide me information on how the use of the middle school space has evolved since the building was constructed in the early 1990's until the addition in 2006, and then again what has changed since 2006 until the present. She may or may not have that information ready for Monday night, and I will get it to you as soon as it is complete.

2. 90 Day Outlook

I was hoping to have the 90 Day Outlook complete for inclusion in the packet but it will need to be brought and presented on Monday night. A significant component of this outline relates to the referendum efforts. The working document for referendum related meetings, costing projection dates, and future Board meetings and markers for community events are being revised by administration, EUA, and Vogel. Since they are not complete as of this release time, they will be brought and presented to the Board at Monday's meeting.

B. Administrative Reports/Action Items

1. Class Size Policy Review

I have attached the Class Size Policy for reference, review, and editing consideration (if desired). This policy and agenda item are directly associated with the Open Enrollment Capacity Space decisions that will be made on Monday night, too. Open Enrollment space is associated with Optimal Class Size numbers and the Class Size Policy and the Open Enrollment Policy work in tandem for these decisions. I will provide additional background on Monday evening and this agenda item may be for information purposes only, but there is the ability to modify it, if desired.

2. 2020-2021 Open Enrollment Capacity Recommendations

The purpose of this agenda item is to request School Board approval of 2020-21 open enrollment capacity. Attached are the calculations for both regular and special education, by grade level. Administration is required to provide the calculated open enrollment openings as attached, and the School Board may opt to modify the calculations.

The recommendations for the 2020-21 open enrollment capacity is based off the School Board open enrollment policy. The open enrollment law was significantly changed during February of 2012. One of the changes in the law was a requirement that the School Board identify in January of each year the number of openings in each grade for open enrollment students. In addition, the open enrollment law was changed during the 2015-17 state budget process. We are now required to separately calculate the number of special education openings, and districts are not allowed to deny open enrollment to special education students based on undue financial burdens.

For 2020-21, I am estimating enrollment (and budget planning) based on a 68 student increase in enrollment. The School Board policy states the following "Open enrollment acceptance guarantees shall be given to a nonresident

student already attending school in the district or his/her sibling even if space is not available". Because of this statement, please be aware that all nonresident students already attending Waunakee will be guaranteed acceptance and students with siblings will be guaranteed acceptance. A guaranteed acceptance does not guarantee placement in a specific elementary school as administration retains the right to assign students to an elementary school with capacity.

For the current 2019-20 school year, the School Board approved the following number of open enrollment openings compared to actual number of enrollees:

- * Four-year old kindergarten: 28 openings / 28 enrollees
- * 4th grade: 4 openings / 1 enrollee
- * 6th grade: 2 openings / 2 enrollees
- * 7th grade: 28 openings / 2 enrollees
- * 8th grade: 1 opening / 1 enrollee

School Board decisions will need to be made regarding the number of sections for 4K, full day kindergarten, 5th grade and 6th grade. These decisions will then impact the number of open enrollment openings available. Grades 3, 7, and 8 will also have open enrollment openings available. The special education openings are attached for your review.

Attached please find a spreadsheet with structures outlining the number of sections and potential openings at each grade level and within special education. Administration will guide the Board through understanding this spreadsheet and your options on Monday night. The yellow highlights in the attachment represent changes from one year to the next and do not reflect recommendations.

3. Safety Drill Logs

Attached please find the required safety drill reports that you saw for the first time last month. 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. Individual drill reports need to be completed for ALICE and HOLD drills only. You will see this report until we have the required ALICE and HOLD drills completed for the year in each school.

4. 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 December 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 November 2019 and the Budget Status Report as of December 31, 2019. Please note the Budget Status Report was revised in November to provide more detail. 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 November 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 Reports

C. Gifts and Field Trips

1. Gifts

- a. Donation to MS & HS Music
- b. Donations(3) to Prairie Elementary School

2. Field Trips

- a. Middle School Washington DC trip 2019
- b. WHS Orchestra Trip to Scotland June 2021
- c. WHS Track to Mankato, MN 3/2020

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

XIII. BOARD BUSINESS

A. Legislative Update

B. Conventions/Workshops

XIV. 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. Human Resources Committee
- 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.”