

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

Monday, February 10, 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 January 13, 2020 Meeting
- B. Review Individual Teacher/Administrator Contract Recommendations,
Resignations, Leaves and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Recommendations, Resignations and
Retirements
- E. Review Administrative Structural Alignment and Current Vacancy
Status/Process
- F. Review and take action on two student expulsion recommendations.
- G. Update on student behavior, intervention plans, and response to staffing changes.

IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

Any available time not used for closed session will be used for Board Development. A few topics that may be discussed include the establishment of an ad hoc committee and questions about referendum communications.

VI. APPROVAL OF MINUTES

Included in your packet you will find the minutes from the January 11, 2016 and January 18, 2016 meetings for your review and approval.

- A. Review Minutes from 01/13/20 regular meeting & 1/27/20 special meeting

VII. APPROVAL OF AGENDA AND ADDITIONS

Action should be taken to approve the agenda as presented (or) with changes as recommended.

VIII. PUBLIC COMMENTS ON EVENING'S AGENDA

This is the general comment section of the agenda where members of the public may comment on any item contained within the evening's agenda.

**IX. TEACHING STAFF, STUDENTS, & BOARD
REPORTS/RECOMMENDATION/ACTION ITEMS**

A. Student Report

Anna Englebert and Shawn Paul are the high school student representatives and will provide an update on activities from the high school.

B. Teacher Report

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

C. Board Reports/Action Items

1. Individual 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. State Convention Report

Jack, Joan, Judy, and Julie attended the State School Board Convention in January, along with Brian, John and Randy. This agenda item will allow for any reports from attendees of this convention.

3. Discuss Timeline for Board and Superintendent Evaluations

* School Perceptions Survey 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.

* April Special BOE Meeting - Evaluations

The Two Evaluation Tools may be found in the EXTRAS tab*

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee Meeting 1/27/20

1. Review January 27, 2020 Meeting Minutes

B. Facilities Committee

1. Review February 4, 2020 Committee Meeting Minutes

2. Soccer Facility Improvements - Capital Campaign and Project Update

The purpose of this agenda item is to provide the Board and the public with an update on the timeline for the proposed soccer field project. Bids are due on this project on February 25th. The bids will be organized under three separate packages -- grass field replacement, artificial turf field installment, and a package for the proposed team center.

Once these bids are opened and reviewed we will have an accurate cost for the project components. Prior to the March School Board Meeting, the Budget and Facility Committees will review the bids from a project and cost perspective, with each having a respective recommendation regarding bids for the project and an amount and structure for payment, including any contribution from the school district.

If the project is approved at the March Board Meeting, then we will work with Rettler Corp. to put together a specific project timeline. Tentatively, a June 16th start date is being considered.

The One Community one Goal Committee has shared that they have continued fund raising efforts with a goal of \$1.8M. They currently have approximately \$700k in either cash or pledges, and additional commitments that are pending.

I will review this information, and any other updates, with the Board on Monday.

3. Capital Projects Budget Request 2020/2021

The purpose of this agenda item is to provide an update on the Capital Projects budget and to request approval for designated projects for the 2019-2020 and 2020-2021 school year. Attached please find two documents. The first is a review of the projects that have been approved for 2019-2020. The second attachment includes information on capital projects being recommended for 2020-2021.

For 2019-2020 you will notice that we have a remaining balance of \$40,628. The Committee is recommending that those funds be allocated for purchasing of maintenance trailer, purchasing of a replacement band trailer, and for replacement of the high school dishwasher (this summer).

For 2020-2021 you will find a list of project requests totaling \$525,000 that are aligned with the highest priority items from the 20-year Facility Maintenance Plan, and some items that arose in the last year that need immediate attention. The \$525,000 budget amount was determined by the annual allocation in John Cramer's budget for facility needs. These funds reside in Fund 41 and for the 2020-2021 school year Fund 41 will begin with a balance of approximately \$2.3M.

The Facility Committee reviewed the Facility Maintenance Plan and the items that John Cramer is requesting as priorities. The Committee is recommending approval of \$525,000 for facility maintenance needs for the 20-21 school year, as discussed with the Committee.

John Cramer and I will represent these requests at Monday's meeting.

C. Budget Committee Meeting 02/04/20

1. Review Committee Meeting Minutes
2. Soccer Stadium Project Funding

The purpose of this agenda item is to continue the discussion on the financial plan for the Soccer Stadium fund raising project. The actual cost of a grass field replacement and the upgrade to an artificial turf field will not be known until the bidding process is complete later this month. Bids will be opened on February 25th. From a timing perspective, the Facility Committee will review the bids for the soccer stadium in late February/early March and the School Board will review them at the March 9th School Board meeting.

There are two different topics to discuss regarding the financial plan for the Soccer Stadium. The first topic is a determination of the District's financial commitment to this project and how that will be funded. The second topic relates to the portion of the project paid for by the community fund raising group and how they might finance it.

At the January School Board Meeting, the Board expressed an interest in having the Budget Committee explore how to financially support the portion of the soccer project corresponding to a grass field replacement. We are NOT considering referendum funds for the soccer project, so the remaining options include use of Fund Balance from Fund 10, Fund 41, or through the issuance of Fund 38 Debt.

The Budget Committee thoroughly discussed these options and made the

following recommendation: *Once bids are in and costs are determined, the district contribution to this project should align with the value of a grass field replacement and consideration should be given to use Fund 41 dollars for this purpose. Additionally, should the One Community One Goal Committee request district assistance with financing the pledges portion of this project, the Committee recommends that the Board consider a Fund 38 Debt issuance to be paid for by incoming pledge dollars.*

Attached please find documents that articulate our balances in Funds 10 and 41, and a mock scenario of a Fund 38 Levy. I will review these documents on Monday as a summary of the discussion that took place at the Budget Committee Meeting.

The Board has two options on Monday night -- first, the Board could take action to adopt the proposed strategy set forth by the Budget Committee. Or Second, the Board can take no action on Monday and use the Committee recommendation as guidance for when bids are returned and this issue is brought back to to the full Board in March for final consideration.

D. HG&D Committee 02/04/20

1. Review Minutes from Meeting.

E. HR Committee 02/10/20

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

A. Strategic Planning

1. Facility Planning

a. Projected Costs for Heritage, Middle School, High School, and Maintenance Options

Over the last number of weeks we have been defining several options that could be considered as part of a 2020 referendum, and the Vogel team has begun putting projected costs to these projects. These projects have emerged from the Workshops that we held with the Board at Heritage and the MS/HS. We are refining these documents in meetings today (Thursday) and will forward them to the Board before the weekend so you have an early review prior to them being presented at the Board Meeting on Monday.

Please note, we are costing multiple projects that at some level have been discussed as part of the workshops and tours at Heritage, MS, and HS.

There will be no prioritization nor recommendations associated with these options. They are simply the beginning of organizing multiple variables we can consider for a fall referendum, a future referendum, or can be taken "off the table" for consideration.

b. Enrollment Projections.

Attached please find a document that illustrates enrollment projections for the middle school. As we review facility needs, these data points are critical to our conversation and planning for options for a 2020 referendum. I will explain this data in more detail on Monday night and outline what high level options might want to be considered as we begin to define our referendum variables. I will also discuss building capacity as it relates to these numbers.

c. Discuss Key Communicators Document

Attached please find a DRAFT of a Key Communicators Document. The establishment of a Key Communicators List is a recommendation of our EUA Communications Team and is similar to a concept that Julie Waner heard about at the State Convention. I envision the use of a Key Communicators List to serve as a communication vehicle for both referendum times and non-referendum times, and to be managed by our future Communications Coordinator.

The attached document needs significant input before it is put into practice. Please think about key individuals or groups of people within the community that are important for our communications to reach in order to touch a broad representation. Please send names, organizations, groups, and/or key contact people to Rebecca and we will start to populate this list. You can also bring them on Monday night. I will also be doing the same, as I review this initial draft and start to see your input take shape.

On Monday, I want to discuss with you the ways we can use this Key Communicators List in our communication and engagement process.

2. Review Key Events and 90 Day Outlook

I will be updating the 90-Day+ outlook before Monday night and will bring forth a revised document to share with you at the meeting. We need to solidify a few dates over the next 2-3 months that I will discuss with you and ask that we review calendars to we can keep our planning process moving forward.

B. Administration Reports/Action Items

1. 2020 Summer School Classes/Fees

Attached please find the class offerings and fee structure for summer school 2020. Sheila Weihert will be present at Monday's Board Meeting to review this document and recommendation with you.

2. Special Education Staffing Request

See attached memo from Kurt Eley.

3. Consideration of Gymnastics Co-op for 2020

Attached is the approval form for our gymnastics co-op program. Currently there are 22 girls out for gymnastics (17 Waunakee, 5 DeForest). I support continuing this co-op for the good of the program, the kids involved, and to help grow high school gymnastics. The coop has functioned very well and has been a positive connection between both schools.

4. Correspondence

a. WHS student perfect Score on ACT

b. US Presidential Scholars Program

c. Student Art at State Education Convention

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

B. Finance

1. Monthly Finance Reports

Attached you will find the 2019-20 Budget Status report as of January 31st, 2020, and the Cash Reconciliation report for December 2019. In addition, please note that the Dean/SSM wellness clinic report for December has also been attached.

C. Safety Logs

The safety log report is required to be presented and approved by the Board per the safety grants that we received. You have seen this agenda item the last few months and it tracks the requisite drills that we need to perform in the school buildings.

D. CESA 5 Contract

The CESA 5 Contract includes one item -- Teacher for the Deaf and Hard of Hearing. This position is one that we need per student needs and is variable from year to year. We contract with CESA 5 for this service.

E. Foreign Exchange Student Consideration

We have received a request to accept a foreign exchange student, mid year, due to circumstances at her current placement. Please find the student packet from AFS, the recommendation memo from Mr. Borowski and a personal reference letter from the Waunakee host family in the extras section of the agenda. I recommend approval.

F. Gifts and Field Trips

1. Gifts

- a. 1st Semester donations to the Student Services Department
- b. Mefferts Pay at the Pump Gift.

2. Field Trips

- a. WHS Chinese Class to Chicago IL.
- b. 2021 Science and Service Student Trip.
- c. Girls Soccer Tournament to Burlington, IA May 1-2, 2020

G. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations, resignations, Leaves & Retirements

XIII. BOARD BUSINESS

- A. Conventions/Workshops
- B. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

- A. Special Board Meeting
- B. Agenda Items for Next Board Meeting
- C. Budget Committee
- D. Co-Curricular
- E. Curriculum Committee
- F. Facility Committee
- G. Insurance Committee
- H. Human Resources Committee
- I. Policy Committee
Fri, 2/21/20 or Thur. 2/27/20 @ 8am
- J. Goals & Objectives

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.”