

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

Monday, March 9, 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 February 10, 2020 Meeting

B. Review Individual Administrator/ Administrative Support Contract, Contract Extensions, and Recommendations.

This agenda item includes the annual 1-year contract extensions for the administrators and administrator support positions.

C. Review Individual Teacher Contract Recommendations, Contract Extensions, and Resignations

This agenda item includes the annual 1-year contract extensions for teaching positions.

D. Review Individual Co-Curricular Contract Recommendations

E. Review Summer School Contract Recommendations

F. Consideration of Staff Request for Long Term Leave

Administration will review these leave requests with the Board on Monday night and will provide background and past practice for similar requests.

G. Review and Take Action on Student Discipline/Expulsion Recommendations

**IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**

**V. BOARD DEVELOPMENT WORKSHOP**

If time is available, the Board may use this agenda time to discuss Board operations, process, or planning future meetings.

**VI. APPROVAL OF MINUTES**

A. Review minutes of February 10, 2020 Regular meeting and February 27, 2020

Workshop meeting.

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 for 30 minutes for this section of the agenda.

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

A. Teacher Report

Kyler Emmert and Ashley Taylor will provide an update to the Board from the teachers.

B. Student Reports

Anna Englebert and Shawn Paul are the student representatives from the high school and will be present to report to the Board on what is occurring at the high school.

C. Board Reports/Action Items

1. Individual 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 or other informational items.

2. Evaluation Schedule

Evaluation of the Superintendent and the Board's Self-Evaluation will take place at a Special Board Meeting scheduled for a date yet to be determined, and prior to the Board reorganization.

a. Update on District Goals

Attached please find the Board / Administration Priorities that were set by the Board this fall. I will provide an update at the meeting on Monday on our progress toward these priorities.

3. Ad hoc Committee - Equity

Attached please find an Ad hoc Committee recommendation submitted by Mike Brandt. Mike will represent this proposal at the meeting and is seeking feedback and consideration for the establishment of this Committee.

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

### **A. Facility Committee**

1. Review March 2, 2020 Meeting Minutes
2. Consideration of the Soccer Field Bids, District Contribution, and One Community One Goal Financial Plan

The Facility Committee has reviewed the Soccer Field Bids and feedback was provided to administration. The Budget Committee has reviewed and recommended Fund 41 for the district's contribution to this project, and the Board approved that plan at the February Board Meeting. This agenda item is intended to bring forward all of the information needed to consider a synthetic field project on our soccer field for this summer. Ideally, I would like to see action taken on this project on Monday night, however, should you need more time, we do have some flexibility. Per a conversation with Chase Rettler, our bids are valid for 60 days following the bid opening per the invitation to bidders specification section. Bids were opened on February 25th leaving us until late April to process the contract. This means, you could delay a vote on this project until April, if needed.

The Facility Committee's feedback included a desire for more clarity to the costs associated with the grass field bids and the synthetic turf bids, respectively

Attached please find a breakdown of the bid costs for the project under both scenarios.

The purpose for creating the grass field bid is to provide guidance to the Board on their potential contribution towards a synthetic field solution for the soccer stadium.

The grass bid includes the cost of the earthwork related to establishment of the grass field, and moving of the current scoreboard to a location that meets the needs of the site so players and coaches can see the score/time while on the sidelines. The total cost of the grass field with the relocation of the scoreboard and the associated soft costs is \$641,336.62. After review of the grass field bid, I realized that a field irrigation number was not associated with this design. I have asked Rettler to estimate the cost of irrigation if this were added to a like project -- their estimate is \$32,000.

When considering the grass bids, please note that we are not recommending

this bid for approval, but are using it as a marker for what value the district should contribute to the soccer field project. In the end, I am asking the Board to determine the value of our contribution so that a clear number can be provided to the Once Community One Goal Committee for their portion of the work.

To this end, after review of the synthetic bid options with Aaron May and John Cramer, and their conversations with the coaches for soccer and members of the One Community Once Goal Committee, they are recommending that Astroturf be the product used for this project based on its more specific design for soccer play. The Astroturf bid summary in total is attached at a value of \$1,260,167.76

The difference between the Astroturf bid and the value that the Board places on their contribution for this work is the amount that the One Community One Goal Committee would be responsible for as we move this project forward.

This week I requested that the One Community One Goal Committee provide me with a status update on how much cash they have on hand, how much is pledged, and their financial plan should they need additional cash at the time that we break ground on this project. Their response to these questions is as follows:

Total Cash Pledges Made to Date: \$501,000

All funds above are expected to be fully paid between March 30 and June 1st

Other Current Pledge Commitments: ~\$275,000

Additional Fundraising Goal: \$300-400k \* Expected to be a mixture of cash contributions, 3 year pledges and 5-10 year pledges. We will be pushing for at least 50-75% of such contributions to be in cash.

Financing Options - Each will be explored in further detail once a final number is determined.

1. Financing through Summit Bank
  2. Financing through Waunakee Community Bank
  3. Financing through AstroTurf
  4. School Self-Financed (Fund 38)
3. Referendum Facility Maintenance Update
- The purpose for this agenda item is to update the Board on the continued work

of the Facility Committee on the District Facility Maintenance Needs that could be included in a Fall 2020 Referendum.

Attached please find a pdf of a spreadsheet that has been created by John Cramer and the Vogel Team. This document is a summary of work they completed as they reviewed the projects, scope, and timing of potential facility maintenance projects. They reviewed the facility maintenance projects that fall within the Immediate Needs out to Year 4 within the 20-year Facility Maintenance Plan. They also reviewed any economy of scale and "if every item within that list needs to be completed now".

This analysis has resulted in a revised facility maintenance number, that per Facility Committee input, has reduced the Immediate to Year 4 needs from an initial projection of \$24M to a value between of approximately \$20M.

#### B. Budget Committee

##### 1. Review March 2, 2020 Meeting Minutes

##### 2. Budget Planning Timeline

The 2020-2021 budget development is running about two weeks behind schedule. The process is delayed while we wait for more concrete numbers. We do not expect a delay in presenting the draft to the Budget committee and full Board in May, as planned. We will review the timeline with the Board on Monday night.

##### 3. Financial Advisor Services

At the last Budget Committee Meeting, the Committee approved the administration to move forward with discussions with PMA Financial for Financial Services. We have worked with PMA since 2014, and have requested a competitive update to the rates they will offer us as we move forward with future financial planning and related referendum services. Attached is their proposal which is in line with the recent proposal they submitted as part of a competitive process with the Madison Metro School District. Diane and I have reviewed PMA's proposal and feel confident that the proposal is very competitive.

The Budget Committee voted 3-0 to accept this proposal and is recommending it to the full Board consideration and approval.

##### 4. RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS, THE ESTABLISHMENT OF AN ESCROW ACCOUNT WITH RESPECT TO AND THE DEFEASANCE OF CERTAIN OF THE GENERAL

OBLIGATION REFUNDING BONDS, SERIES 2015, DATED MAY 11, 2015

Attached please find documents associate with the Debt Defeasance that we approved this fall. This item is coming back to you now, as foreshadowed to you by Steve Summers, as the actual action of the defeasance is now taking place. Diane Pertzborn will present and review this item with you at Monday's Board Meeting.

Since the 2015 Bonds are not currently callable, it is necessary for the available funds to be irrevocably deposited into an escrow account, invested, and applied to pay \$2,035,000 in principal amount of the 2035 maturity of the 2015 Bonds on the April 1, 2023 early redemption date. The Preliminary Defeasance Schedule indicates a potential savings of approximately \$870,000 through the process of paying this portion of the principal in 2023 rather than 2035.

The Budget Committee reviewed the draft documents for the defeasance and voted 3-0 to recommend the final approval by the full Board at the March Board Meeting.

**THIS SHOULD BE A ROLL CALL VOTE**

5. Referendum Draft Borrowing Scenarios and Impacts

We revised the draft tax impact summary that I shared with you at the Board Workshop last week. We changed a few assumption for property valuation, and are reviewing the mill rate impacts for a mock \$75M, \$125M and \$150M referendum scenario.

Additionally, PMA has put together a mock tax impact of a \$4M and \$6M revenue cap exemption.

Also attached please find a document that illustrates the percent growth we have experienced as a district over the last number of years.

These revised projections and reports are attached for your review and administration will discuss the assumptions that went into each scenario in order to provide context to these numbers.

Please note -- these are mock scenarios and not attached to any referendum projects, plans, or recommendations.

C. Curriculum Committee

1. Review February 17, 2020 Meeting Minutes

D. Human Resources Committee

1. Review February 10, 2020 & March 5, 2020 Meeting Minutes
2. Human Resources Committee Recommendation for IS and MS Principals  
The Human Resource Committee met on March 5th to conduct 2nd interviews with candidates for the Intermediate School and Middle School Principalships. Randy Guttenberg and Brian Grabarski were also part of those interviews and are working with the final candidates to secure contractual offers prior to Monday night. The Committee will present the recommendations to the Full Board for consideration.

E. Policy Committee Meeting

1. Review Minutes of 02/21/2020 Meeting Minutes
2. First Reading Consideration of Policies  
The attached policies have been reviewed by the Policy Committee and are being forwarded to the full Board for the first reading. No action is required on Monday night. Most of these policies are updates per changes to law or alignment with practice. Policy 751-Rule 1 was reviewed per a parental request (attached) and the Policy Committee requested language to accommodate the request. Administration and members of the Committee will review these policy revisions with the Board on Monday night.
  - a. 423 Full Time Open Enrollment  
Updated to clear up a grammatical error
  - b. 443.4 Drug Free Schools  
Updated to include language around CBD products
  - c. 453.1 Emergency Nursing Services  
Updated legal references
  - d. 453.1 - Rule - Emergency Nursing Services.  
New to give direction for specific emergency processes.
  - e. 453.4 Medication Administration to Students  
Updated to include language around CBD products
  - f. 453.4 Rule Medication Administration to Students Procedures  
Updated to include language around CBD products
  - g. 454 Child Abuse and Neglect  
Updated due to a state law change

- h. 454 Rule - Child Abuse and Neglect Reporting Procedures  
Updated due to State Law changes.
- i. 522.1 Drug-Free Workplace  
Updated to include language around CBD products
- j. 751 - Rule (1) - Student Transportation Services  
Reviewed pre a parent's request and updated accordingly.

F. Human Growth and Development

1. Review 02/17/2020 and 03/05/2020 Meeting Minutes

The minutes for the Human Growth and Development Committee were not complete at the time of this packet's release. Tim Schell will provide them to the Board and they will be added to the packet, once available.

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

A. Strategic Planning

1. Review Draft Referendum Pathways and Discuss Community Workshop

Attached is a presentation related to the Draft Pathways that the Board created at the Workshop last week. We will review each of these pathways with the Board on Monday to check for accuracy.

We have also added a 6th Pathway that involves a different location for the elementary and middle school buildings, and we have information about the updates we could complete at the old auditorium at the high school.

Finally, we will review and solicit your feedback on the plan for a Community Workshop to be held at the end of the month.

Related to the Pathways -- EUA is working on the spreadsheet summaries of these pathways. Once I have them in hand, we will share them with the Board as they are more detailed than the summary slides in the presentation.

B. Administration Report/Action Items

1. Correspondence

a. 2020 Herb Kohl Educational Foundation Teacher Fellow

b. Food Service Board Bites

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

B. Finance

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

1. Monthly Finance Reports

C. Early College Credit Program

The applications and student summary provided by Michelle McGlynn, School to Career & CTE coordinator can be found under the Extras tab for this agenda item. These attachments will be blocked from public view due to pupil privacy

D. Safety Drills

Attached please find the safety drill report for the past month. This report is required by the DOJ for board of education review.

E. Gifts & Field Trips

1. Gifts

- a. Donation to Pay-It Forward Club from Rotary
- b. Student Financial Assistance donation from WCB & Boston's Restaurant  
The Waunakee Community Bank and Boston's Pizza Restaurant together, through a promotion at the restaurant, collected and donated \$1850.00 for the Waunakee Community School District Student Financial Assistance Fund.
- c. Furniture Donation at the HS from VIA, Inc.
- d. Hauser Family Foundation Donation to WHS Boys Baseball & FCA
- e. Donation and Speaker for WHS Cross Country Team
- f. Donation of a NormaTec Recovery System for WHS Athletic Training Room

2. Field Trips

- a. WHS Vocal Music Trip to New York, March 2021
- b. WHS Aviation Club Trip to Chicago, IL April 2020
- c. WHS Softball tournament in IA March 27, 2020

F. Approve Individual Administrator, Admin. Support, Teacher, Contract Extensions, Co-Curricular, Support Staff and Custodial Recommendations, Resignations, Leaves & Retirements

G. Approve Summer School Contract Recommendations

**XIII. BOARD BUSINESS**

A. Legislative Update

**XIV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting

B. Special Board Meeting

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. Facility Committee

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. Goals & Objectives 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.”