

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

Monday, May 11, 2020

6:30 PM

District Administration & Maintenance Center
905 Bethel Circle
Waunakee, Wisconsin 53597

This meeting shall be conducted as a virtual meeting due to the health emergency caused by the COVID-19 pandemic and in accordance with State of Wisconsin Emergency Order #12 Safer At Home as so declared on March 24th, 2020. Accordingly:

- Board members may be participating in the meeting from remote locations through the use of communications technology.
- Public may access the meeting via live stream video at: <https://www.waunakee.k12.wi.us/district/Agendas.cfm>
- The physical location of the meeting shall be 905 Bethel Circle, Waunakee, WI
 - Only the Executive Assistant and a member of the IT team will be physically present at that location for the purpose of video production and live-streaming.
 - Public is able to attend at the meeting location, being mindful of social distancing requirements.
- Public comments related to the agenda items are to be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us prior to the Board meeting starting time. Those comments will be read by the Board President.

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 April 13, 2020 regular meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
Attached please find the HR report for this month, and a document that outlines the administrative staff and administrative support staff contract extensions.
- C. Review Individual Co-Curricular / Recommendations
There were no co-curricular staff changes for the May 2020 BOE review.
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations

IV. RETURN TO OPEN SESSION

V. **BOARD DEVELOPMENT WORKSHOP**

VI. **APPROVAL OF MINUTES**

A. Review Minutes of April 13, 2020 regular meeting, and May 4, 2020 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 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. Public Comments need to be submitted to the following e-mail address prior to the start of the meeting: district_administrator@waunakee.k12.wi.us

IX. **PUBLIC HEARING OF SUBMISSION FOR A WAIVER OF THE HOURS OF INSTRUCTION REQUIREMENTS TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION FOR THE 2019-2020 SCHOOL YEAR**

This agenda item is to seek approval for submission of a waiver to the Wisconsin Department of Public Instruction for hours of instruction for the 2019-2020 school year. Each year the school district is required to provide instruction to students for in a minimum number of hours as outlined by DPI, and at the end of the year, the district needs to submit a report that illustrates the hours of instruction for various grade level spans. As a result of the COVID-19 State School Closure, and schools turning to a remote learning format, DPI has provided an expedited and simplified form to apply for a waiver for the hours of instruction requirement. Part of this waiver requires that a public hearing be held on this issue at a public board meeting, and that the school board approve moving forward with submission of this waiver.

Public Comments on this waiver can be submitted to the the following e-mail address prior to the start of the Board Meeting at 7:00 p.m. on May 11th.

district_administrator@waunakee.k12.wi.us

X. **CONSIDERATION OF SUBMISSION FOR A WAIVER OF THE HOURS OF INSTRUCTION REQUIREMENTS TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION FOR THE 2019-2020 SCHOOL YEAR**

This agenda item is the place were action is taken by the Board to support the

submission to DPI for a waiver of the hours of instruction requirement.

XI. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members
2. Board Committee Assignments
Attached please find the committee assignments as recommended by Board President, Dave Boetcher. He will formally present and discuss these recommendations with the Board on Monday evening.

XII. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Review April 27, 2020 Meeting Minutes
2. Review and Consideration of First Draft of 2020-21 Budget
The purpose of this agenda item is to review the first draft of the budget for the 20-21 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:
 1. The \$0/student increase in the per pupil categorical aid, with a \$179/student increase in the revenue limit formula
 2. An increase in the percentage of State Special Education Categorical Aid to 30%
 3. The personnel cost line includes a salary increase of 2.85%, a 0% increase in dental insurance rates, and a 0% increase for health insurance rates
 4. The capital maintenance projects are funded from Fund 41
 5. The first draft includes an increase of 9.77 FTE, as outlined on page 12 of the document.
 6. All of the remaining budget requests have been placed on hold at this time

The second draft of the budget in June will include:

1. Grant allocations
2. Staffing updates based on additional schedule changes or reallocation proposals
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to the gift fund (Fund 21)
5. Updates to building/department revenue accounts and corresponding expense accounts

Please let me know if you have any questions on the first draft of the budget.

You can contact me via email at stevesummers@waunakee.k12.wi.us or via district cell. Thanks.

3. Review and Consideration of 2020-21 Fees

The purpose of this agenda item is to request approval of the proposed fees for the 20-21 school year. I have attached the proposed fees for your review, both student fees and facility fees. There is one change being proposed to student fees and this change is highlighted in yellow.

Also please find attached information from Aaron May on facility fees for the 2020-2021 school year. As a reminder, the School Board requested to review these facility fees annually when student fees are presented.

The Budget Committee is recommending approval of these fees on a 3-0 vote. Please let me know if you have any questions on the proposed fee schedules. You can contact me via email at stevesummers@waunakee.k12.wi.us or via district cell. Thanks.

4. Summer School

The purpose of this agenda item is to discuss the summer school 2020 program. This discussion will be a follow up to the May 4th Special Board Meeting. As you are aware, all school facilities are closed through June 30th. The Wisconsin Department of Public Instruction has approved an emergency rule to allow virtual summer school at all grade levels. We will provide any updates at the meeting on the 11th.

Attached please find a memo from Sheila Weihert that outlines the various planning pathways, and as of this writing, the guidelines for summer school membership counts etc. have not been released. Sheila will update the Board on Monday night with the most current information available. We are seeking the Board's approval to continue moving forward with a flexible summer school model based on changing regulations, public health orders, and results from student and staff surveys.

B. Human Resources Committee Meeting

1. Review April 27, 2020 Meeting Minutes

C. HG & D Committee

1. Review April 29, 2020 Meeting Minutes

D. Curriculum Committee

1. Review minutes of 5/6/20 curriculum meeting
2. 2020 Textbook Adoption

A summary menu and list of materials with projected costs are attached. The Curriculum Committee endorsed these for approval 3-0.

Tim Schell will present this request to the Board on Monday evening.

3. 2020 Curriculum Project Requests

Attached please find the 2019 curriculum project requests that follow the updated project guidelines and have been endorsed 3-0 by the Curriculum Committee.

Tim Schell will present this request to the Board on Monday evening.

4. One time adjustments to HG&D Scope and Sequence due to Remote Learning
Due to the timing of the shift to remote learning and when some of our Human Growth and Development units occur, we are recommending that the 4th grade unit that would have been delivered this spring be combined with the 5th grade unit on a one time basis in 2020-2021. Also that we approve the possibility of adding some of the 8th grade unit to 9th grade Intro to Physical Education on a one time basis in 2020-2021 if we see low student engagement in the unit this spring.

Tim Schell will present this request to the Board on Monday evening.

E. Policy Committee

1. Consideration/review of second reading of 100 Series Policies

Attached are the summary pages for the Policies in the 100 Series. The full policies are attached in the Extra tab in Board Book.

Also, attached please find the revised Policy 187. This policy address public comments at Board Meetings. The Board requested options for consideration in paragraphs #1 and #2 regarding if public comments needed to be related to agenda items.

2. Consideration of Revisions to Student Services Polices

The following policies related to Drug Free Schools and the distribution of medication at school have been modified to reflect the input from last month's Board Meeting related to FDA approved substances and medically prescribed CBD products. Attached is also a summary of research that Kurt Eley conducted on CBD products, for your reference.

- a. 443.4 Drug Free School
- b. 453.4 Medication Administration to Students
- c. 453.4 Rule Medication Administration to Students Procedure

d. 522.1 Drug Free Workplace

XIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Strategic Planning

1. Consideration and Determination of Referendum Timeline

This agenda item is a follow-up to dialog that took place at the May 4th Board Meeting regarding referendum timing. Attached are slides from last week's meeting, as a point of reference, and a summary document of survey options, also discussed last week.

B. Administrative Reports/Action Items

1. Administrative Update on COVID-19, Learning@Home, Project Timelines, or Topics Related to School Closure.

Attached please find a slide presentation with updates on COVID-19 related issues, soccer project timing, tax collection timing issue, high level thoughts on the fall, and a summary of our most recent parents, students, and staff Learning@Home survey.

Steve Summers, Tim Schell, and I will present this information to the Board on Monday night.

2. #SocialSchool4EDU Contract

Attached please find a 1-year renewal of our contact with SocialSchool4Edu - our social media partner.

This service helps us to share and celebrate the good work and news of events occurring in our schools each day. It also serves as a great conduit when important information needs to be sent and reach a target audience in a very timely manner.

The service provided by this contract is much greater than posting messages. Our associate, who is a local parent, works closely with us to generate ideas for how to share our messages, brings forth creative options, and does all formatting etc. of messages and announcements. Most importantly, she monitors our social media channels on a consistent and almost 24/7 basis, and provides me with a "worry free" trust that our social media message will be monitored and put forth in a quality manner.

The cost of a 1-year contract renewal is \$12,500. The contract fee is reduced by \$1,000 annually if we enter into a 3-year contract.

I request your consideration to approve this contact to continue to support our social media efforts.

3. Announcements/Correspondence

a. WHS Student Achievements

Please see the following achievements from a few of our WHS students.

National Merit Scholars Finalist: Ashlyn Anderson, Sebastian Geraci, Abigail Schmeiser.

WIAA Scholar Athlete : Anne Dotzler

WI Football Scholar Athlete Team: Jeb Frey

XIV. 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 March 2020.

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or via district cell if you have any questions. Thanks.

1. Finance

a. Monthly Finance Reports

Attached you will find the 2019-20 Budget Status report as of April 30th, 2020, and the Cash Reconciliation report for March 2020. In addition, please note that the Dean/SSM wellness clinic report for March has also been attached. A district financial report for the wellness clinic has also been included for your review. This report tracks expenditures over time beginning with the first month of the clinic.

Please contact Steve Summers at stevesummers@waunakee.k12.wi.us or via district cell if you have any questions. Thanks.

B. CESA 2 Contract and secure services for 2020-2021

The only service we will renewing with CESA 5 is for the Professional Resource Center (PRC) / Assistive Technology Library for \$6,000. This contract is covered under our Special Education funds.

C. Cooper and Tweed Scholarships

As part of the the guidelines for release of these private scholarship funds that we manage as a District, the Board needs to act on approval of the scholarship funds being available to the grantee. We certify that these funds are available and recommend approval.

D. Gifts and Field Trips

1. Gifts

2. Field Trips

a. Girls Basketball request to attend tournament in IL on 1/18/21

E. Review Individual Teacher/Administrative/Administrative Support Contract
Recommendations, Resignations and Retirements/Non-renewal

F. Summer School Recommendations

XV. BOARD BUSINESS

A. Correspondence

B. Upcoming Meetings

XVI. 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. Goals Committee

H. Human Resources Committee

I. Policy Committee

**XVII. RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed
under agenda item III**

XVIII. RETURN TO OPEN SESSION

**XIX. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED
SESSION**

XX. 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.”