

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION FACILITY COMMITTEE**

Wednesday, March 31, 2021

5:30 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, subject to space limitations, as well as guidelines and orders that are in place for indoor gatherings.

Public comments will be limited to 3 minutes. The Board will allow 1 hour for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted outside the buildings and brought into the meeting individually to present; if you are attending the Board meeting in person, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

You will be required to abide by guidelines and/or orders required for indoor public locations in Dane County and Wisconsin.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

IV. Review 2020-2021 Fund 41 Capital Projects completed to date 3

We will walk through the Fund 41 Capital Projects and update with latest information.

V. Review status of 2020-2021 Maintenance and Operations Budget 4

Discussion/Action possible budget revisions

VI. Review Draft of 2021-2022 Fund 41 Capital Projects list 6

VII. Maintenance and Operations Staffing 7

Discuss current custodial staffing and review options.

VIII. Discuss Facility Use by Non-School Entities and Community Programs 9

Discuss possible modifications to current policies for use of facilities by non-school entities.

Attached please find a list of user groups that utilize our facilities that we want to discuss with the Board. We are reviewing our current needs for our programs and capacity to support additional groups and will discuss this perspective with the Committee on Wednesday.

**IX. PUBLIC COMMENTS**

**X. FUTURE MEETINGS**

**XI. 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.”

2020/2021 Capital Projects (Fund 41)						
Item No.	Location	Description	Original Funds Requested	Funds Adjustments	Projected Final Costs	Net Difference
1	HS	Chemistry workstation lowered	\$5,000	-\$3,145	\$1,855	\$ (0.35)
2	HS	Kitchen Refrigeration Equipment	\$78,000	-\$78,000	\$0	\$ -
3	HS	Kitchen Hot Water Heater	\$29,000	\$0	\$29,000	\$ -
4	HS	Hot Water Heaters (replace 2 with 1	\$24,235	\$0	\$24,235	\$ -
5	District	Parking Lot crack fill/seal	\$32,000	-\$544	\$31,456	\$ -
6	Grounds	Stand up mower (Waunakee Power)	\$7,000	-\$498	\$6,502	\$ -
7	Prairie	Heat Trace - electrical only	\$17,500	-\$160	\$17,340	\$ -
8	Grounds	Zero Turn Mower & Bagger & Dethatcher (Waunakee Power)	\$17,500	-\$1,125	\$16,376	\$ -
9	Grounds	Ride on Painter for athletic fields (P	\$15,000	-\$905	\$14,095	\$ -
10	Bethel	Furnace	\$8,520	-\$1,140	\$7,380	\$ -
11	District	6 Gyms - Floor Screen and Coat	\$28,000	-\$8,930	\$19,070	\$ -
12	HS	Sidewalk/stairs by doors 3&4 to connect upper/lower parking lots	\$0	\$0		\$ -
13	District	Emergency Roof Repairs	\$25,000	\$0	\$8,191	\$ 16,809.02
14	District	Emergency HVAC Repairs [1]	\$30,000	\$0	\$20,245	\$ 9,755.45
15	District	Emergency Plumbing Repairs [2]	\$52,000	-\$24,000	\$11,063	\$ 16,937.08
16	WHS	Pool maintenance	\$22,000	-\$5,190	\$3,688	\$ 13,122.03
17	District	Building Repairs [3]	\$16,945	\$0	\$13,126	\$ 3,818.93
18	HS	PAC and Old Auditorium	\$8,000	-\$6,032	\$1,968	\$ 0.36
19	Grounds	Sprayer/spreader- changed to kitchen PM	\$10,000	-\$569	\$9,431	\$ -
20	Bethel	Digitize Records/Blueprints - BPI, Akitabox?	\$25,000	\$0	\$25,000	\$ -
21	AES	Carpet - Music Room B111 & Upstairs Hallway	\$19,000	\$0	\$19,641	\$ (641.00)
22	WMS	Carpet - Room 225, Room 130 & Upstairs Hallway	\$12,000	-\$200	\$11,800	\$ -
23	WHS	Pool locker/shower rooms	\$20,000	\$0	\$20,000	\$ -
27	PES	Classroom Carpet three A-wing classrooms	\$15,300	\$0	\$15,300	\$ -
28	HS	Bollards around the sculpture	\$8,000	\$0	\$8,000	\$ -
30	HS	Boilers (2)	\$0	\$81,000	\$81,000	\$ -
31	PES	Elementary Oven	\$0	\$7,132	\$7,132	\$ (0.31)
32	HS	Steamer	\$0	\$14,638	\$16,587	\$ (1,949.00)
33	District	911 buttons	\$0	\$7,132	\$7,132	\$ (0.31)
34	District Office	Bethel security	\$0	\$20,535	\$20,260	\$ 275.00
			<b>\$525,000</b>	<b>\$0</b>	<b>\$466,873</b>	<b>\$ 58,126.90</b>

\*\*703 Maintenance Dept Budget Report (Date: 3/2021)

Fd	T	Loc	Obj	Func	Prj	Obj	Func	2020-21	2020-21	March 2020-21	2020-21	Encumbered	Unencumbered	2020-21
								Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	Batch Activity
10	E	702	310	253000	000	PERS SVCS	OPRATIO	3,700.00	3,700.00	0.00	71.50	4,428.50	-800.00	0.00
10	E	702	324	253000	000	NONTECH RE	OPRATIO	5,000.00	5,000.00	4,990.00	10,472.94	8,310.62	-13,783.56	0.00
10	E	702	325	253000	000	VEH/EQUP R	OPRATIO	0.00	0.00	51.00	459.00	153.00	-612.00	0.00
10	E	702	329	253000	000	CLEANING S	OPRATIO	95,705.00	95,705.00	3,507.15	36,229.22	31,033.06	28,442.72	0.00
10	E	702	342	253000	000	EMP TRAVEL	OPRATIO	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
10	E	702	362	253000	000	SOFTWARE-S	OPRATIO	0.00	0.00	0.00	468.00	0.00	-468.00	0.00
10	E	702	411	253000	000	SUPPLIES	OPRATIO	504,610.00	304,610.00	3,176.76	86,932.84	93,578.75	124,098.41	8.09
10	E	702	415	253000	000	FOOD	OPRATIO	1,575.00	1,575.00	56.00	1,024.65	268.50	281.85	0.00
10	E	702	420	253000	000	APPAREL	OPRATIO	7,675.00	7,675.00	120.00	2,318.48	3,098.75	2,257.77	0.00
10	E	702	440	253000	000	NON-CAP	OPRATIO	68,000.00	68,000.00	637.02	21,286.22	12,632.80	34,080.98	0.00
10	E	702	481	253000	000	TECH SUPPL	OPRATIO	500.00	500.00	82.91	5,078.23	25.98	-4,604.21	0.00
10	E	702	482	253000	000	NONCAP TEC	OPRATIO	1,000.00	1,000.00	0.00	1,773.97	0.00	-773.97	0.00
10	E	702	483	253000	000	NONCAP SOF	OPRATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	551	253000	000	EQP- AD	OPRATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	581	253000	000	TECH HARDW	OPRATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	582	253000	000	TECH SOFTW	OPRATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	940	253000	000	DUES	OPRATIO	350.00	350.00	0.00	0.00	0.00	350.00	0.00
10	E	---	---	253000	---	*OPRATIO	OPRATIO	689,115.00	489,115.00	12,620.84	166,115.05	153,529.96	169,469.99	8.09
10	E	401	329	253002	000	CLEANING S	OPER-POOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	---	---	253002	---	*OPER-POOL	OPER-POOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	310	254100	000	PERS SVCS	DIRECTION	9,900.00	9,900.00	630.00	10,859.25	7,790.75	-8,750.00	0.00
10	E	702	325	254100	000	VEH/EQUP R	DIRECTION	2,375.00	2,375.00	0.00	291.00	1,509.00	575.00	0.00
10	E	702	342	254100	000	EMP TRAVEL	DIRECTION	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
10	E	702	362	254100	000	SOFTWARE-S	DIRECTION	27,000.00	27,000.00	0.00	16,827.80	0.00	10,172.20	0.00
10	E	702	411	254100	000	SUPPLIES	DIRECTION	3,065.00	3,065.00	30.00	123.63	1,697.35	1,244.02	0.00
10	E	702	420	254100	000	APPAREL	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	440	254100	000	NON-CAP	DIRECTION	1,000.00	1,000.00	0.00	301.00	15,195.00	-14,496.00	0.00
10	E	702	481	254100	000	TECH SUPPL	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	482	254100	000	NONCAP TEC	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	483	254100	000	NONCAP SOF	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	551	254100	000	EQP- AD	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	561	254100	000	EQP-REP	DIRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	702	940	254100	000	DUES	DIRECTION	1,000.00	1,000.00	0.00	250.00	0.00	750.00	0.00
10	E	---	---	254100	---	*DIRECTION	DIRECTION	46,840.00	46,840.00	660.00	28,652.68	26,192.10	-8,004.78	0.00
10	E	702	324	254490	000	NONTECH RE	OTHER MAINT	24,000.00	24,000.00	0.00	10,002.66	12,854.43	1,142.91	0.00
10	E	---	---	254490	---	*OTHER MAI	OTHER MAINT	24,000.00	24,000.00	0.00	10,002.66	12,854.43	1,142.91	0.00
10	E	401	411	254901	000	SUPPLIES	OTHMAINPAC	700.00	700.00	0.00	0.00	500.00	200.00	0.00
10	E	401	440	254901	000	NON-CAP	OTHMAINPAC	0.00	0.00	0.00	349.00	1,000.00	-1,349.00	0.00
10	E	401	481	254901	000	TECH SUPPL	OTHMAINPAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	401	482	254901	000	NONCAP TEC	OTHMAINPAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fd	T	Loc	Obj	Func	Prj	Obj	Func	2020-21	2020-21	March 2020-21	2020-21	Encumbered	Unencumbered	2020-21
								Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance	Batch Activity
10	E	---	---	254901	---	*OTHMAINPA	OTHMAINPAC	700.00	700.00	0.00	349.00	1,500.00	-1,149.00	0.00
10	E	401	310	254902	000	PERS SVCS	OTHMAINPOOL	10,500.00	10,500.00	900.00	7,425.00	4,044.00	-969.00	0.00
10	E	401	411	254902	000	SUPPLIES	OTHMAINPOOL	500.00	500.00	0.00	815.45	468.47	-783.92	0.00
10	E	401	440	254902	000	NON-CAP	OTHMAINPOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	401	481	254902	000	TECH SUPPL	OTHMAINPOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	401	482	254902	000	NONCAP TEC	OTHMAINPOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	---	---	254902	---	*OTHMAINPO	OTHMAINPOOL	11,000.00	11,000.00	900.00	8,240.45	4,512.47	-1,752.92	0.00
10	E	702	327	255010	000	CONSTRUCTI	MAINT	400,950.00	400,950.00	4,770.24	288,668.57	106,356.21	5,925.22	0.00
10	E	---	---	255010	---	*MAINT	MAINT	400,950.00	400,950.00	4,770.24	288,668.57	106,356.21	5,925.22	0.00
10	E	702	321	295005	000	TECH REP/M	ADM TECH SV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	E	---	---	295005	---	*ADM TECH	ADM TECH SV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	-	---	---	-----	---	*GENERAL		1,172,605.00	972,605.00	18,951.08	502,028.41	304,945.17	165,631.42	8.09
<b>Grand Expense Totals</b>								1,172,605.00	972,605.00	18,951.08	502,028.41	304,945.17	165,631.42	8.09

2019/2020 Budget was \$812,555  
 Extra \$160,050 for 20/21 came from other buildings to cover COVID costs.  
 Carryover from 19/20 is \$55,705

Number of Accounts: 43

\*\*\*\*\* End of report \*\*\*\*\*

Current unencumbered balance is \$165,631  
 Subtract the extra \$160,050 added to budget (see above)  
 New unencumbered balance is \$5,631  
 Add 19/20 carryover balance of \$55,705  
 New available balance is \$61,336

Request these funds be approved to purchase a new maintenance truck/plow to replace failed unit (cracked frame) \$51,000

Licensed vehicles do not qualify to be purchased under Fund 41 Capital Projects .

2021/2022 Capital Projects

2021/2022 Capital Projects						
Item No.	Location	Description	Requested Funding	Projected Final Costs	Net Difference	Notes
1	AES	Water Heater	\$15,000	\$15,000	\$ -	
2	AES	Music Room Carpeting	\$7,000	\$7,000	\$ -	
3	AES	Exterior doors on storage closet	\$7,000	\$7,000	\$ -	exterior accessible storage room
4	AES	Snow tractor	\$15,000	\$15,000		John Deere 1023E
5	AES or PES	Radon Mitigation	\$25,000	\$25,000	\$ -	potential mitigation
6	football stadium	Press Box Carpet	\$5,000	\$5,000	\$ -	
7	Bethel	HVAC engineer/reconfigure/replace	\$30,000	\$30,000	\$ -	Per NAMI analysis: Furnaces #5 & #8, map out HVAC, troubleshoot airflow issues and add transfer ducts to offices without
8	Bethel	Generator	\$50,000	\$50,000	\$ -	EOC, secondary data center, office space. Validate cost
9	Bethel	Pave parking lot	\$32,000	\$32,000		validate cost estimate
10	District	Playground maintenance & upkeep	\$25,000	\$25,000	\$ -	various repairs and maintenance - Safety
11	District	Truck Mounted Leaf Vac	\$5,000	\$5,000	\$ -	
12	District	HVAC Repairs	\$30,000	\$30,000	\$ -	
13	District	Roof Repairs	\$25,000	\$25,000	\$ -	
14	District	Re-key exterior doors	\$7,000	\$7,000	\$ -	
15	District	Door and Building Repairs	\$20,000	\$20,000	\$ -	
16	District	Playground Crack Fill	\$30,000	\$30,000	\$ -	validate cost estimate
17	District	Kitchen Equipment replacement	\$31,000	\$31,000	\$ -	ASC1/CRM to validate highest priority
18	District	Plumbing Repairs	\$22,000	\$22,000	\$ -	
19	MS	Snow tractor	\$35,000	\$35,000		John Deere 1575
20	PES	Playground Drainage	\$16,000	\$16,000	\$ -	
21	PES	Classroom Carpet	\$33,000	\$33,000	\$ -	Carpeting Room # B-100, B-101, B-108, B-119, B-129
22	Pool	Replace Men's lockers	\$20,000	\$20,000	\$ -	
23	WHS	Old Gym BB Safety straps/motors	\$15,000	\$15,000	\$ -	Safety - motors failing
24	WHS	Classroom carpet replacement	\$3,000	\$3,000	\$ -	Room 1529
25	district	6 walk behind snow blowers				added 3/19 by JJC
26	MS	upstairs hallway carpet				Waiting on quote. Added 3/19 by JJC
27	MS	Remodel classroom 223 for science	\$22,000	\$22,000		Quoted to add sinks, power
			<b>\$525,000</b>	<b>\$525,000</b>	<b>\$0</b>	

## **Maintenance and Operations Staffing**

Rich Hellenbrand retirement - July 1, 2021

- Posting internal and external ad for Maintenance Worker position on May 3, 2021

Custodial Supervisor Budget Request

- Board has deferred until a future time.
- I'd like to revisit and reconsider with potential referendum planning and additional covid protocols work happening.
- Request is FTE: \$52,275 + \$26,195 benefit (estimate)

Custodial staffing

- Currently 8.5 custodians short
  - (0.25) Bethel
  - (4.75) HS
  - (1) HS weekend
  - (2) IS
  - (0.5) MS

Hillyard CCAP (Cleaning Cost Analysis Program)

- Free
- Currently underway
- Initial data has revealed that our vacuuming is one of the most time-consuming custodial activities. Switching to cordless backpack vacuums will save approximately 5 FTE.

Summer Grounds LTE

- Three positions hired (2 new, one returning)
- \$12/hr new, \$13/hr returning

# CCAP

Cleaning Cost Analysis

## Providing Insight For Custodial Management Decisions

- How many people should it take to clean our facility?
- How much product should we be using?
- How can we improve productivity?
- How do we improve quality?
- How can we lower our cleaning costs?

Don't go at it alone. Hillyard's CCAP system helps you make the right decisions that deliver cleaner, healthier buildings within budgetary constraints.

CCAP has evolved over the last decade into the premier, web-based cleaning cost analysis system that provides custodial managers with all the tools they need to make the right decisions.

### CCAP can help:

- Automate work scheduling
- Maximize buying power
- Standardize cleaning procedures
- Maintain compliance
- Train and retain staff members
- Deliver quality control
- Maintain accountability
- Perform "what if" analysis

Ask your Hillyard Account Manager for more information or go to [cms.hillyard.com](http://cms.hillyard.com).

Watch the CCAP video!



Area	Area Type	Area ID	Area Name	Area Description	Area Status	Area Manager
1000	1000	1000	1000	1000	1000	1000
1000	1000	1000	1000	1000	1000	1000
1000	1000	1000	1000	1000	1000	1000
1000	1000	1000	1000	1000	1000	1000

**HILLYARD**  
The Cleaning Resource®  
PO Box 909  
St. Joseph, MO 64502  
[www.hillyard.com](http://www.hillyard.com)  
LIT-CCAPOnline-0213

## 2021 SUMMER YOUTH CAMP DATES

SPORT	CAMP NAME	DATES	
Boys Basketball			Time
	HS Summer League (Frosh, JV, Varsity)	Sundays in June 6, 13, 20 27	4-10 pm @ HS/MS
	K-3rd	Mon-Thurs June 14-17 @ MS	8-9:15
	4th-5th	Mon-Thurs June 14-17 @ MS	9:30-11:30
	6th-7th	Mon-Thurs June 14-17 @ FH	12:30-2:30
	8th-9th	Mon-Thurs June 14-17 @ FH	2:30-4:30
	Warrior Skills	Mon-Thurs June 28-July 1, July 17-20, July 24-27	1-4 @ MS
	3on3 League	Fridays June 18, 25 July 9, 16, 23, 30	8-11:30 am @ MS
Girls Basketball			
	Future Warriors	Monday - Thursday June 14-17th	9-12 Intermed.
	Skills and Drills	Jun 28-July 1st and July 26-29th	1-3 @ HS
	Shooting Camp	July 12-15th	1-3 @HS
	3 on 3 League	Fridays June 18, 25 July 9, 16, 23, 30th	9-11 @HS
Cross Country			
	Warrior Runners	June 21-July 30	
	Monday, Wednesday, Friday	8:00-9:30 AM	
Track			
	3rd - 8th	June 14 - 17	10am - 12pm
Gymnastics			
Old Gym	Ages 5-8	July 5 - July 22	12:30-1:30
	9-12	July 5 - July 22	1:45-2:45
	13-18	July 5 - July 22	3:00-5:00
Wrestling			
	2nd-9th	June 17-20	1 - 3:30 pm
Baseball			
	Warrior Baseball Camp		
	Entering grades 2-9	July 6 - 8	1 - 3:00 pm
Softball	Entering grades 2-9		
	General Skills	July 6 - 8	12:30-3pm
	Pitching	July 9	12:30-3pm
Football			
	St. Norberts OL / DL Camp	June 17 - 18	4-8pm / 8am-12pm
	Pride Camp	July 12-14	1-4pm
	GridIron Camp	July 19-22	4-8pm
Soccer			
Volleyball			
	General Camp grades 3-6 (8-10 am), 7/8 (10-12 noon)	July 26-29	8 am - 12 pm
	Hitter/Setter Camp grades 7 and 8	Aug 2-4	10 am - 12 pm
Golf			
	Boys & Girls Camp	June 22, 24, 25	
	June 22 & 24 @ Cherokee Golf Course	Grades 5-9	1-2:30pm
	June 25 @ The Meadows at Six Mile	Grades 1-4	3-4pm
Cheer			
	Youth Clinic (K-8)	August 16, 18th	6-7:30pm
	Performance	August 20th	Halftime at the football game 8pm-ish

These are your 2020 dates, once you've updated your dates please highlight in yellow.

\*Reminder because of the later end date for spring sports, it may require us to move camp/clinic dates

YELLOW HIGHLIGHT = UPDATED 2021 DATE

<b>High Frequency Outside User Groups</b>	
<b>USER GROUPS</b>	<b>LOCATION</b>
Village Rec	District Gyms
Wisconsin School Music Association	Entire High School
Youth Football	Warrior Stadium
Youth Softball	Fieldhouse
Youth Baseball	Fieldhouse
BDL Basketball	District Gyms
Waunakee Wrestling Club	Wrestling Rooms/Gyms
Youth GLAX	ES Gyms/Warrior Stadium
Youth BLAX	ES Gyms/Warrior Stadium
Waunakee Area Soccer Club	ES Gyms/Warrior Soccer Stadium
Swing (Private Basketball Club)	District Gyms
Northstar VB (Private Volleyball Club)	Prairie ES Gym
Waunakee Wave	Aquatic Center
Driver's Education	High School Classrooms
Waunakee Neighborhood Connection	Classrooms & Gyms
Wheelchair Soccer	Prairie ES Gym
<b>District Sponsored or Associated Usage</b>	
Aquatic Center Programs (Lap Swim, Learn to Swim, etc...)	Aquatic Center
Youth Sports Camps & Clinics	District Fields/Gyms
HS Open Gyms & Contact Days	District Fields/Gym
Booster Club Meetings	High School Classrooms
Solo/Ensemble	Entire High School