

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION SPECIAL MEETING REORGANIZATION & BUDGET
WORKSHOP**

Thursday, April 29, 2021
5:00 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 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 THE AGENDA

IV. PUBLIC COMMENTS

V. BUDGET WORKSHOP -- 2020-2021 BUDGET OVERVIEW

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On Monday evening we will hold a Budget Workshop with members of the school board, administration, and the teacher leadership team. The purpose of the Workshop is to share key items for the 2021-2022 Budget Process, and to solicit feedback on a few key budget items.

Steve Summers will use the attached PowerPoint presentation to provide an overview on the projected school district budget for 2021-2022, the budget planning parameters that are being used in preparation for the first draft of the budget, and three discussion/feedback questions that will be posed as part of the meeting.

Two of the three feedback questions will be conducted in “breakout rooms” via Zoom. The Board and Central Office Administration will be present in person, and the rest of the attendees will join via Zoom.

Details for participants will be forthcoming prior to the meeting. The meeting will also be recorded and posted to our website.

VI. OATH OF OFFICE - NEW BOARD MEMBERS

For the record, the oath has been administered to the appropriate newly elected Board members with such a notation being provided in the minutes of this meeting. Mark Hetzel took the oath of office on April 12, 2021 at 5:45 PM. Ted Frey took the oath of office on April 13, 2021 at 8:00AM.

VII. BOARD REORGANIZATION

Clerk Engebretson will initiate the process for selecting Board Officers by asking for nominations for the office of President. After nominations are complete and a vote is taken to determine the position of Board President, the newly elected President will then continue the process by taking nominations and facilitating a vote for each of the remaining Board positions of Vice-President, Clerk and Treasurer. Votes can be by paper ballot or voice vote as determined by a majority of Board members.

A. Election of Officers

The Board will be electing the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year. The following motions are provided to give you guidance on this process.

Should multiple people be nominated for the same position, then paper ballots will be submitted to Rebecca McDonough who will will count them.

President

Motion by _____ seconded by _____ that
_____ be nominated for President of the Waunakee Board of Education.

Vice-President

Motion by _____ seconded by _____ that
_____ be nominated for Vice-President of the Waunakee Board of Education.

Clerk

Motion by _____ seconded by _____ that
_____ be nominated for Clerk of the Waunakee Board of
Education.

Treasurer

Motion by _____ seconded by _____ that
_____ be nominated for Treasurer of the Waunakee Board of
Education.

In the event that only one person is nominated for any position, the following motion provides you guidance on how to handle that situation.

Closing of Nominations

Motion by _____ seconded by _____ that nominations for
_____ be closed and a unanimous ballot be cast.

B. Appointment Process Committees

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Board members have been asked for their feedback on their committee preferences. These responses will be shared with the Board President who will use them to develop committee assignments for the next year.

C. Designations and Memberships

1. Official Newspaper

The Board will need to take action to appoint the official newspaper (Waunakee Tribune) for the district.

2. Meeting Times and Dates

The past practice of the Board of Education is to hold its regular meeting on the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. There are no legal stipulations in the State Statute 120.11 that govern when Board meetings are to be held. The statute merely states that the Board needs to hold monthly meetings at a time and date set by the Board.

3. Legal Counsel

The Board will need to take action to appoint legal counsel for the district.

I recommend appointing Strang, Patteson, Renning, Lewis & Lacy s.c. as our firm, with Kirk Strang as primary contact. As you know, we also use different attorneys and firms depending on the issue requiring assistance.

4. Official Depositories

Mr. Summers has provided the following list of current banking/depository

institutions for approval by the Board to carry out the financial functions of the district for the coming year.

Depository, Expenditure, and Payroll Accounts:

State Bank of Cross Plains

Investments:

State Bank of Cross Plains

Wisconsin Local Government Investment Pool

AUL Trust

PMA-Public Fund Specialists/WISC

Credit Cards:

WASBO/BMO Harris

The district's banking services will be bid out during the summer of 2021, to be implemented in the fall of 2021, according to the School Board policy requiring a bidding process at least every 5 year.

5. WASB and WIAA Memberships

The Board will need to take action to approve district membership in the Wisconsin Association of School Boards (WASB) and the Wisconsin Interscholastic Athletic Association (W.I.A.A.).

VIII. SET ANNUAL MEETING

The Board of Education, pending discussion, will need to determine a time and date for the annual meeting per the motion/action of the electorate at the last annual meeting authorizing the Board to set the meeting date/time of the annual meeting. State Statute 120.08(1) states: A common school district (Waunakee) shall hold an annual meeting on the 4th Monday in July at 8:00 p.m. unless the electors at the annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the school board to establish a different date or hour. No annual meeting may be held before May 15, 2020 or later than October 31, 2020. The motion to set the annual meeting will need to include the date, the time and the place the annual meeting will be held. Last year the meeting was held on the third Monday in October which was October 19, 2020 at 7:00 p.m. in the board room at 905 Bethel Circle. We suggest that this year's meeting be set for October 18, 2021 at 7:00 p.m.

IX. CONSIDERATION OF ADMINISTRATIVE RESIGNATION

A. Katie Grundahl -- Assistant Principal at Prairie Elementary School

X. DISCUSS AND CONSIDER PURCHASE OF A NEW PLOW TRUCK FOR THE MAINTENANCE DEPT.

This agenda item was inadvertently left off of the April 12th Regular School Board Meeting.

The Facility Committee approved and is recommending to the full Board the use of reallocated budget funds to purchase a new truck for the maintenance department that is used for general use and plowing snow. Funds are available and Board approval is required since it is over \$25,000.

The estimated cost of the truck is \$51,000.

XI. HIGH SCHOOL SENIORS -- RECOGNITION AND GRADUATION

Graduation for this year's senior class is scheduled for Saturday, June 5th at 6:00 p.m. with a rain date of Sunday, June 6th at 1:00 p.m. The ceremony will be held outside in Warrior Stadium and details will be shared with the graduates, families, and the Board in the near future.

XII. FUTURE MEETINGS

A. Board/Community Listening Session - May?

XIII. 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.”

Special School Board/Admin
and Leadership Team
Meeting
April 29, 2021

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Waunakee Community School District



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Presentation Overview

- Review 2021-23 State Budget Process
- 2021-22 Waunakee Budget Process
 1. Student enrollment projections
 2. Class size/FTE
 3. Budget assumptions
 4. Additional resources
 5. Budget requests
- Feedback
 1. Large Group Feedback: Moving pay increases to 1st paycheck of the fiscal year
 2. Small Group Feedback: School Board goals/priorities
 3. Small Group Feedback: Budget requests



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Review 2021-23 State Budget Process

REVENUE LIMITS & GENERAL SCHOOL AIDS

Revenue Limits (allowable revenues from state General Aid and school property levy)

- Increases revenue limit authority for all districts (\$200/pupil in FY22 and \$204/pupil in FY23)
- Increases low revenue ceiling threshold (by \$250 each year): \$10,250 in FY 22 and \$10,500 in FY 23
- Decouple authority to use the low-revenue ceiling from failure to pass referenda

General Aid (Equalization Aid / Special Adjustment Aid)

- Provides \$221.4 million in FY22 and \$391.4 million in FY23 for general equalization aid
- Increase Special Adjustment Aid (Hold Harmless) threshold from 85% to 90% in FY 22 and FY 23

Counting Kids

- Greater of 2019 or 2020 pupil count for revenue limit purposes (3 year rolling average) to mitigate the impact of steep enrollment declines in fall 2020 in some districts (COVID)
- Full-day/Full-week 4K pupils would count as 1.0 FTE for revenue limit and general aid

Review 2021-22 State Budget Process

Special Education Aids

- ***Special Education Categorical Aid (+\$709 M over biennium):***
 - ✓ Raise reimbursements to 45% (FY22) & 50% (FY23) - up from est. 28.2% (FY21)
 - ✓ Specify these rates in statute and make the appropriation sum-sufficient
- ***High-Cost Special Education Aid (+\$9.6 M over biennium):***
 - ✓ Raise reimbursements to 40% (FY22) & 60% (FY23) - up from est. 30% (FY21)
- ***Transition Readiness Grants (+\$1.5 M in FY23 – doubles current allocation)***

Review 2021-23 State Budget Process

School Mental Health and School Climate

- ***Mental Health Categorical Aid (+\$46.5 M over biennium)***
 - ✓ Expand to all pupil services categories
 - ✓ Reimburse 10% of eligible costs
- ***School-Based Mental Health Services Grant (+\$7 M over biennium)***

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Targeted Supports

- ***Per Pupil Aid (\$60.8 M over the biennium):***
 - ✓ \$750/pupil in both FY22 & FY23 (sum-sufficient)
 - ✓ Weight payments for poverty (10% - additional \$75 for each student in poverty)



2021-22 Waunakee Budget Process

- ▶ Given the uncertainty of the State Budget Process, the Waunakee budget planning process is based on:
 - a. A \$150/student increase in funding (either through the Per Pupil Categorical Aid or the revenue cap formula)
 - b. An increase to 35% in State Special Education Categorical Aid
 - c. Student enrollment of 4,316
- ▶ Any increases to a., b., or c., above increases the resources available through the Budget Process.



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2021-22 Waunakee Budget Process

1. Student Enrollment Projections

Headcount						
Grade	CURRENT	PROJECTED				
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Pre School	4	14	14	14	14	14
4K - .6	268	256	256	256	256	256
5K - 1.0	256	282	282	282	282	282
1	272	260	286	285	283	283
2	298	281	266	292	289	288
3	270	303	287	270	297	291
4	310	274	311	294	275	301
5	309	318	283	319	302	283
6	342	316	326	290	324	306
7	295	355	326	336	298	332
8	305	298	359	329	341	299
9	343	317	310	373	341	352
10	338	341	316	310	373	340
11	343	339	344	316	310	374
12	353	362	355	364	332	326
TOTAL	4,306	4,316	4,321	4,330	4,317	4,327
Change	(70)	10	5	9	(13)	10
% Change	-1.60%	0.23%	0.12%	0.21%	-0.30%	0.23%



2021-22 Waunakee Budget Process

2. Class size/FTE

PRELIMINARY PROJECTIONS 2021-22

<u>K</u>	-	282	14 Sections [no change]	20.1 to 1	(20)
<u>1</u>	-	260	14 Sections [no change]	18.6 to 1	(20)
<u>2</u>	-	281	15 Sections [no change]	18.7 to 1	(20)
<u>3</u>	-	303	14 Sections [no change]	21.6 to 1	(23)
<u>4</u>	-	274	14 Sections [- 1 section]	19.6 to 1	(23)
<u>5</u>	-	318	14 Sections [no change]	22.7 to 1	(23)
<u>6</u>	-	316	14 Sections [- 2 sections*]	22.6 to 1	(23)

Our headcount estimates indicate a decrease of 3 sections for grades K-6.

7 th – 8 th grade	20-21	600 students/13.72 = 43.73 FTE
	21-22	653 students/13.72 = 47.59 FTE

**Two sections from 6th grade will move to 7th grade with the larger student population.*

9 th – 12 th grade	20-21	1,377 students/15.33 = 89.82 FTE
	21-22	1,359 students/15.33 = 88.65 FTE

7th – 12th grade +2.69 FTE

The actual increase for grades 7-12 has been evaluated during shared staffing with an overall net increase of 2.315 (2.0 shift from Intermediate School and .315 increase in Electives).



2021-22 Waunakee Budget Process

3. Budget Assumptions

Fund 10 – “Big Picture Overview”

Revenue Increases:

Revenue limit increase (property tax and equalization aid funding)	\$814,085
Open enrollment increase (both more students and increase per student)	TBD
Special Education categorical aid	\$217,235
NOTE: Transfer of service value TBD	
Total revenue increase	\$1,031,320

Expenditure Increases:

Salaries (includes salary-related benefits) – All Staff	\$932,131	3.06% increase
Benefits (health & dental) - All Staff	\$0	0%
Special Ed Positions New in 19-20 from Contingency	\$30,000	1 FTE
New FTE per enrollment calculations	-\$44,525	.0-.685 FTE
Possible Dean ACA Tax 2.79% (may be split in two fiscal years)	\$0	TBD
Transportation	\$58,311	3% Increase
Utilities	\$33,192	3% Increase
Open enrollment – out students	\$0	Increase per state law
Supplies	\$25,604	3%
Property/Liability Insurance	\$10,526	3%
Total expenditure increase	\$1,045,239	

Balance

(\$13,919)

NOTES:

Offset of salaries/benefits for retirements/resignations to be determined

Revenue assumptions above include the Fund 41 Levy of \$509,296



2021-22 Waunakee Budget Process

4. Additional Resources

- a. November 2020 Operational Referendum that provides an additional \$2.1 million/year from 2020-21 through 2024-25
- b. Federal funding, ESSER2, that provides \$248,646 plus additional resources based on 2020-21 in-personal instructional opportunities
- c. Federal funding, ESSER3, that provides significantly more funding than ESSER2 with the amounts to be determined

Managing the use of one-time funds is challenging in relationship to long-term expenditures.



2021-22 Waunakee Budget Process

5. Budget requests – short & longer term requests.

Budget Requests: Summary

Description	School/Department	FTE	Cost	Year Submitted
4K Program Coordinator	Waunakee 4K School	0.5	\$33,000	20-21
MS Reading Intervention	MS/Reading	0.5	\$33,000	20-21
Rebranding our School District - including district logo and branding guidelines (district, athletic, building logos)	Bethel - Communications and Community Engagement	NA	\$10,000	21-22
Rebranding Our District - second phase	Bethel - Communications and Community Engagement	NA	\$10,000	21-22
High School Standardized Testing/AP Coordinator/Online Learning Coordinator	High School-School Wide	100	66,000	21-22
High School Standardized Testing/AP Coordinator/Online Learning Coordinator	High School	1	66,000	20-21
Request for Additional Attendance Office Assistant	High School Administration	.5 or 1.0	33,000	20-21
Evening Student Supervisor	High School	.5 or 1.0	33000	20-21
IS MS Counselor Position	Student Services	1	\$70,000	20-21
School Psychologist	Student Services	1	\$90,000	20-21
Occupational Therapist	Student Services	0.5	\$50,000	20-21
Section 504 Coordinator	Student Services	1	\$66,000	20-21
Early Childhood Special Education Paraeducator	Student Services	1	\$33,000	20-21
6 Day Rotation Staffing Change	Student Services	4	\$264,000	20-21
Special Education Building Coordinators	Student Services	6	\$600,000	20-21
District Equity Coordinator	District	1	\$100,000	20-21
District Coordinator of Interpretation and Translation	District	0.6	57,679	21-22
Social Worker	Student Services	1.5	140000	21-22
Heritage reading interventionist	Heritage	1.0 FTE	\$66,000	20-21
Math Interventionist (Prairie & Intermediate)	Prairie & Intermediate	1.5	\$99,000	20-21
Updates to financial rates in the Teacher Handbook - Year 2 of 4 year plan	District	0	15000	21-22
Classified Staff Wage Structure Build Out / Placement	District	throughout	283157	20-21
Increase in Salaries for all Employee Groups	District	NA	1,173,347	20-21



2021-22 Waunakee Budget Process

5. Budget requests (continued)

Change in Annual Contribution to HRA	District - Teaching Staff	NA	8000	20-21
Increase value of unused sick days retirement payout by \$5 to \$90	District	NA	\$5 per day; Ave teacher has 95 sick days at retirement = \$475 per ave teacher	20-21
District Webmaster	IT	1	\$33,000	20-21
K-4 Technology Integration Specialists	Arboretum, Heritage, Prairie	3	\$198,000	20-21
Music Department Budget Request 2021	Music Department	0	\$80,000	21-22
Music Department Budget Request	Intermediate School / Music Department	None	40000	20-21
Science Room Remodel	Waunakee Middle	0	\$20,000	21-22
Custodial Services Supervisor	Facilities	1	78470	21-22
replace defunct fleet snow plow truck	Facilities	NA	\$40,000	21-22
Custodial Services Supervisor	Facilities	1.0 FTE	77470	20-21
Replace a fleet truck	Facilities	NA	\$55,000	20-21
Pathways Staffing Increase	All schools and Curriculum and Instruction	3.5	\$231,000	20-21
Associate Principal - Arboretum Elementary	Arboretum Elementary	1	116000	20-21
20 day extended contract for Pathways Coordinator	Curriculum and Instruction	0.105	\$9,100	20-21
Increased funding for instructional resources	Curriculum and Instruction	NA	\$130,000	20-21
Increased funding for professional development	Curriculum and Instruction	N/A	30,000	20-21
Math/STEM Specialists	Curriculum and Instruction	2	\$99,000	20-21
New Teacher Release Mentor	4K-12 New Teachers/C&I	1	\$66,000	20-21
			\$4,702,223	

Administrative Input on Requests that Align/Support Board Priorities -- \$430,000 in Additional Funding

- ▶ District Branding Process \$30,000 – reallocation from Supt. carry-over Budget
- ▶ Interpreter/Translation – currently spend +\$40,000. \$25,000 needed.
- ▶ School Psych/504 Coord. – combined two requests. \$100,000 eligible for categorical aid.
- ▶ Heritage Reading Interventionist -- \$66,000
- ▶ K-6 Math Interventionists – 1.5 FTE -- \$99,000
- ▶ Secondary Reading Support 0.5 FTE -- \$33,000.
- ▶ HS Testing/On-Line Program Support -- \$66,000
- ▶ Elementary Tech Integration Specialist/s – 1 to 3 FTE \$66,000 - \$198,000
- ▶ Music Equipment \$80,000 – Possible carry-over budget.
- ▶ Remote Learning – will be presented to the BOE in May. Cost determination in process.

Large Group Feedback

Conversation #1

Moving pay increases to 1st paycheck of the fiscal year instead of waiting until November/December.

1. What is your feedback on the topic of moving pay increases to the 1st paycheck of the fiscal year?
2. What pros and cons do you see with this proposal?
3. Does your feedback change in a State Budget year when the School Board is unclear on the resources available?

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Small Group Feedback Conversation #2 School Board Goals/Priorities

Waunakee Community School District Priorities for 2021-2022 School Year

The Waunakee Community School District has identified the following priorities to lead the work of the school district for the 2021-2022 school year. (Discussed/Directed by the Goals Committee on February 22, 2021 and Recommended to the School Board on March 8, 2021.)

1. As part of Return to School efforts:
 - a. Track student achievement data on a quarterly/trimester basis and prioritize intervention efforts to support student academic achievement.
 - b. Track student social emotional health on a quarterly basis and prioritize support for student social emotional learning needs.
 - c. Prioritize the development of a remote learning option for students.
 - d. To identify practices that we utilized during the COVID-19 that we may want to continue based on experiences this year.
2. As part of District Communication and Engagement efforts:
 - a. Conduct an audit of the district communication and engagement process and develop a communication and engagement plan to be presented to the school board.
 - b. Engage in a district branding process that yields one logo that represents the school district, and one logo that represents our athletic and co-curricular programs.
3. As part of District Governance efforts:
 - a. Continue with the district policy review, revision, and adoption process.
4. As part of the District Facility Planning efforts:
 - a. Review and reestablish the long-range facility plan as it relates to future referendum issues.
 - b. Strategically allocate funds to address high level needs from the 20-year facility maintenance plan.
5. As part of the District Equity efforts:
 - a. The school board will develop a district equity statement.
6. To include student achievement and equity among the numerous lenses the WCSD uses in the development of policy, curriculum, programming, facility & maintenance planning, budget planning and resource allocation.
7. As part of the District Budget Planning efforts:
 - a. Utilize the following Budget Priorities to lead development of the 2021-2022 School District Budget (Adopted by the Board on February 8, 2021)

Budget Priorities for 2021-2022 School Year
--

The budget process for the 2021-2022 school year begins with a review of district budgetary priorities that are set in collaboration between the administration and the Budget Committee, and then presented to the full board.



Small Group Feedback Conversation #2 School Board Goals/Priorities (continued)

- The budget process will align resources with strategic planning initiatives.
- The budget process will move the district forward with improvements and enhancements to educational programs and processes, to meet the needs of a growing, and increasingly diverse, student population
- The budget process will recognize that schools are a people driven business and will support efforts to enhance the recruitment and retention of highly qualified staff.

The more specific funding priorities are broken down into three categories: *Financial Priorities*, *Strategic Priorities*, and *Programmatic Priorities*.

Financial Priorities

Financial priorities represent those areas that need to be addressed through the budget process that specifically relate to the financial health of the school district.

1. By the 2022-2023 budget cycle, the operational accounts that were impacted with budget transfers and referendum funds throughout the COVID-19 pandemic will be reestablished at sustainable levels.
2. The Fund Balance Policy will be reviewed as part of the 2021-2022 budget process, and a plan will be put in place to address the fund balance percentage needed to establish a solid bond rating for future borrowings.
3. A plan for years 2-5 will be established for the use of the \$2.1M five-year operational referendum funds that were approved in November 2020.

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Programmatic Priorities

Programmatic priorities are those areas of need to be addressed through the budget process and specifically relate to the strengthening of educational programs.

1. A remote learning model will be designed for K-12 post-Covid for students/families that will be seeking an alternative educational delivery model.
2. Budget Requests and Staff -- Requests were received on 1-27-21. Recommendations will be forthcoming and will be based on programmatic needs and staffing allocation.

Strategic Priorities

Strategic priorities are those areas of need to be addressed through the budget process and specifically relate to the items that are within the strategic plan and need budget allocation to be successful.

1. Staff compensation will be considered from the start of the budget process, with data, to recruit, support, and retain highly qualified staff.
2. A district branding process will be established and implemented.
3. The District will review and reestablish the long-range facility plan as it relates to future referendum issues.
4. Funds will be strategically allocated to address high level needs from the 20-year facility maintenance plan.

Small Group Feedback

Conversation #2

School Board Goals/Priorities

1. What questions do you have regarding the School Board Goals/Priorities?
2. What feedback do you have regarding the use of one-time funds to address School Board Goals/Priorities (Referendum Funds/Federal Funds)?



Small Group Feedback

Conversation #3

Budget Requests

1. Which budget requests align the closest to the School Board's Goals/Priorities?
2. Which budget requests should be considered as a high priority for the 2021-22 budget process?

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Questions?





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We appreciate your time!



Waunakee Community School District
Business Services Department

**Waunakee Community School District
Board of Education**

NAME _____

Committee Preferences

Each board member is assigned to three of the following committees (one as chair). Please identify your preferences for participation on each of the committees by numbering them from 1-7 with your top choice being #1:

_____ BUDGET (3)

_____ CO-CURRICULAR (3)

_____ CURRICULUM (3)

_____ POLICY (3)

_____ FACILITIES (3)

_____ HUMAN RESOURCES (3)

_____ GOALS/OBJECTIVES (3)

Please identify your preferences for one of the following additional appointments (number 1-5 with your top choice being #1):

_____ DISTRICT INSURANCE COMMITTEE (2)

_____ VILLAGE PLAN COMMISSION LIAISON (1)

_____ WASB DELEGATE/CORRESPONDENT (1)

_____ CESA#2 DELEGATE (1)

_____ PROGRAM EVALUATION (1)

The best time(s) of day/evening for me to participate in meetings would be:
