

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION HUMAN RESOURCES COMMITTEE**

Wednesday, October 20, 2021

8:15 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

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. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. 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 in the lobby of the building, 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.

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

A quorum of the Board may be present

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. CONTINUED DISCUSSION OF POTENTIAL BUSINESS OFFICE**

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**RESTRUCTURING**

With an impending retirement in the Business Department, an opportunity to discuss advancing the district administrative restructuring plan is available. Utilizing reallocated district funds, the Accounting Specialist position could be replaced by a Director of Business Services. Financial details remain attached.

Further information requested at the previous committee meeting is the third attachment. The transferred duties within the Business Department are color coded by position heading. For example, those duties moving from Executive Dir of Operations to Dir

of Business Services are highlighted in gray.

The superintendent will be present to share examples of special projects to be assigned to the Executive Director of Operations.

**VI. CONTINUED DISCUSSION OF POTENTIAL 2022-23 EARLY  
RETIREMENT PACKAGES**

**6**

Further information about potential adjustments to HRA retirement benefits focusing on the value of sick day payouts to hourly staff and teachers.

Additional information about the staff age profile for the proposed employee groups is also attached.

For reference, the monthly cost for a retiree to remain in the WCSD insurance plans are:

Family HMO: \$1623.73

Single HMO: \$721.48

Family Dental:\$133.10

Single Dental:\$59.40

**VII. ITEMS FOR FUTURE MEETINGS**

**VIII. 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.”

## **Business Department Reorganization Proposal**

Replace Accounting Specialist with a Director of Business Services

1. Consider applicants in progress of licensure
2. Reallocate current expenditures to cover difference between a specialist and a director

Accounting Specialist - Median Wage

State - \$55,328

County - \$57,137

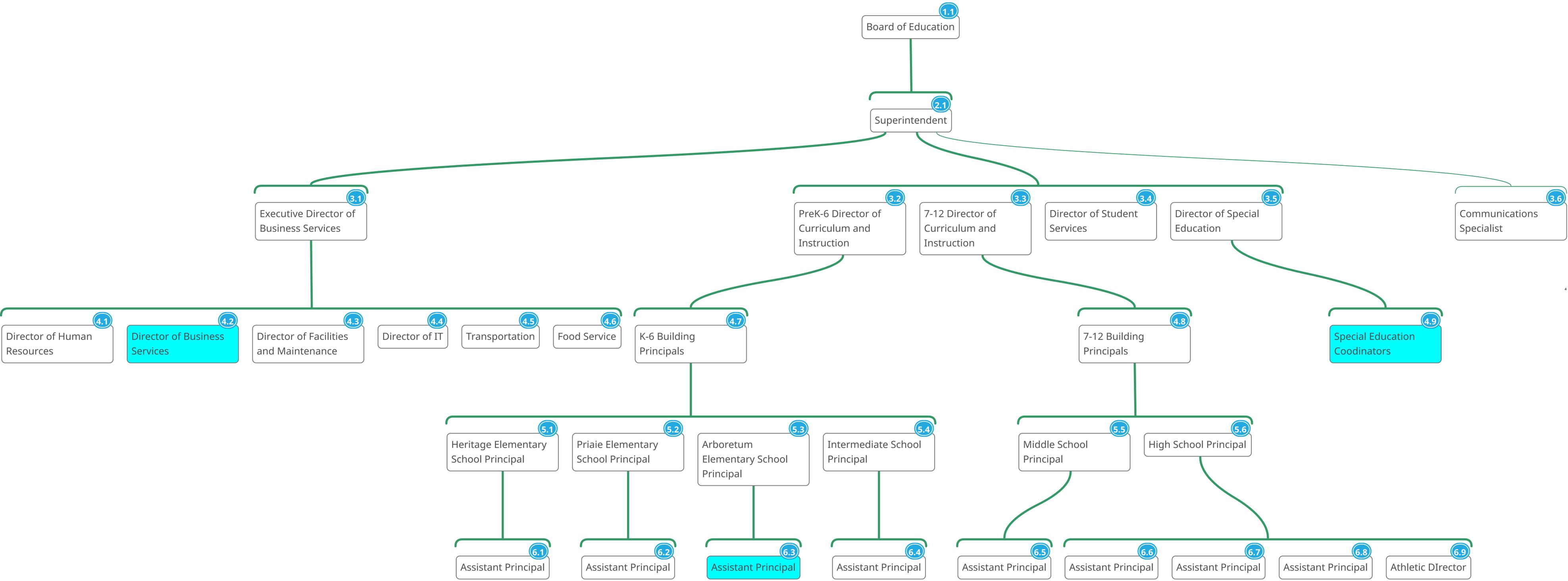
Director of Business Services

Salary range \$98,000 - \$110,000

Cost of LTE Business Manager Replacement

2020 = \$15,600

2021 = \$23,125



1.1 Board of Education

2.1 Superintendent

3.1 Executive Director of Business Services

3.2 PreK-6 Director of Curriculum and Instruction

3.3 7-12 Director of Curriculum and Instruction

3.4 Director of Student Services

3.5 Director of Special Education

3.6 Communications Specialist

4.1 Director of Human Resources

4.2 Director of Business Services

4.3 Director of Facilities and Maintenance

4.4 Director of IT

4.5 Transportation

4.6 Food Service

4.7 K-6 Building Principals

4.8 7-12 Building Principals

4.9 Special Education Coordinators

5.1 Heritage Elementary School Principal

5.2 Priaie Elementary School Principal

5.3 Arboretum Elementary School Principal

5.4 Intermediate School Principal

5.5 Middle School Principal

5.6 High School Principal

6.1 Assistant Principal

6.2 Assistant Principal

6.3 Assistant Principal

6.4 Assistant Principal

6.5 Assistant Principal

6.6 Assistant Principal

6.7 Assistant Principal

6.8 Assistant Principal

6.9 Athletic Director

Executive Director of Operations	Director of Business Services	AA to EDO	Accounts Payable Specialist	Administrative Assistant Auxiliary Services
Manage/Supervise District Registrar	Annual Meeting Process (GQueues series)	Admin Asst: 5th-6th Grade Presentations	Admin Asst: Close out POs (end of year)	Appreciation: Crossing Guards, Food Service, Bus Drivers
Manage/Supervise Human Resources	Audit: assist auditors during process	Admin Asst: Annual Notices	AP: BOE Monthly AP Reporting	BS: Activate & maintain all school assigned cell phones
Manage/Supervise Maintenance	Audit: follow-up post-audit with required information	Admin Asst: Budget Memos	AP: Customer relations with vendors	BS: Archive items from Steve's Office
Manage/Supervise Business Services Dept	Audit: Journal Entries (GQueues series)	Admin Asst: Business Office Correspondence	AP: Invoice Entry/Check Request Audit & Processing	BS: Review & approve US Cellular Bill for payment; resolve discrepancies; provide info to AAEDO
Manage/Supervise Technology	Audit: Manage/Supervise process	Admin Asst: District Printing of envelopes	AP: Monthly batch update of credit card transactions	Cash Receipts: Petty Cash Delivery
All BOE Committees related to areas managed	Audit: pre-audit preparation	Admin Asst: DRAFT RFPs as directed by DBS	AP: Secure physical cash receipts and interior Safe	Cash Receipts: Transport Deposit (weekly) to bank on Fridays
Long-term facility planning/referendums	Banking: AP Transfers (weekly)	Admin Asst: Evaluations Prep	AP: Sort and distribute invoices, hard copy and e-filed	Conference Room: Maintain and upkeep conference room schedules
Special Projects assigned by District Administrator	Banking: Monitor SBXP accounts	Admin Asst: Invoices to vendors as requested by BM (OE, cable bill, Homeless Transportation, etc.)	AP: Vendor Payment Questions	Conference Room: Set up and take down and refreshments when needed
	Banking: Payroll & Dental transfers 2x/month (HR Dept?)	Admin Asst: New Email and E-Commerce Vendors	Banking: AP Transfers (weekly) (back-up)	Copier troubleshooting
	Banking: Wire transfers (BNY, etc.)	Admin Asst: New School Year Purchasing memos	Banking: Download monthly statements for account reconciliation	Crossing Guard: Contact for Summer School to see if they want to work
	Budget Revisions: Process TM requests	Admin Asst: Open Enrollment Students	Banking: Monthly statements to Brett @ PMA	Crossing Guard: Schedules
	Budget: Annual Meeting Documents & Presentation	Admin Asst: Paper Bids	Cash Receipts: Food Service batch update in Skyward	Crossing Guard: School Year Regular, Sub, New
	Budget: Assist BAAs with budgeting questions	Admin Asst: Private School Transportation Correspondence	Cash Receipts: Incoming ACH payments	Crossing Guard: Summer School Regular, Sub, New
	Budget: Budget Entry	Admin Asst: Student accident letters to parent/guardian	Cash Receipts: Petty Cash Re-Deposit monitoring	Crossing Guard: Supplies
	Budget: Budget Revisions	Admin Asst: Student Fee Emails	Cash Receipts: Reconcile & Update (weekly)	Crossing Guard: Yearly Meeting
	Budget: Close budget at YE	BoardBook: \$5000+ BOE Report/Audit	Credit Card: Monthly Audit	Food Service: Annual Packet updates
	Budget: Monitor accounts/negative balances	BoardBook: Finance-related updates for Monthly BOE meeting	Fees: Reconcile monthly (Vanco, E-Funds) (future change)	HR: Assist new employees with paperwork and login access
	Budget: Open new budget year	BoardBook: Monthly prep for Budget Committee	Finance: Tax Levy-record in Excel	HR: Background checks (HR/Volunteers)
	Budget: Planning Process (GQueues series)	BoardBook: Monthly Wellness Clinic Report	Finance: 1099 Filing	HR: Make & maintain badges for all staff and HS students
	Budget: Prepare Budget forecast	BoardBook: Prep for Other meetings (HR/Maint, etc.) as requested	Finance: Bank Reconciliation - Debt Service	Maint: Contact for requests to dispose of/recycle old equipment
	Budget: Present Budget Drafts to Budget Committee/BOE	Budget: Position Add/Update Requests for planning	Finance: Bank Reconciliation - Depository Account	Maint: Coordinate Wisconsin Surplus sales
	Finance: Add/update account codes	Classcommunity Administrator	Finance: Bank Reconciliation - LGIP	Receptionist: Answer all calls and route to appropriate staff member
	Finance: Budgetary Data Mining Assistance	Credit Card: New account set-up BMO & Skyward	Finance: Bank Reconciliation - Mid America	Receptionist: Greet (& meet) all that come to the District Office for meetings, deliveries and other misc.
	Finance: Calculate carry-over balances	Credit Card: Weekly download	Finance: Bank Reconciliation - Operating Account	Receptionist: Maintain and replenish supplies in the work room/kitchen
	Finance: DPI Reporting	District Insurance: Billing Questions; coverage changes, claims	Finance: Bank Reconciliation - Payroll Fees (HR?)	Receptionist: Make coffee daily and clean up of containers
	Finance: End of Year Reports: Funds 21/88/90	Fees: Set-Up (IC, Vanco, E-Funds)	Finance: Bank Reconciliation - Wisc Debt Service	Receptionist: Receive, sort and forward incoming mail (including invoices/statements to BAAs)
	Finance: Journal Entry Approval/Audit	Finance: ACH/Wire Transfer Cash Receipt Entry (WIP only)	Finance: Bank Reconciliation - Wisc General Fund	Receptionist: Sign and deliver all packages within the building
	Finance: Salary Negotiations	Finance: Daily Purchase Order Batch Updates	Finance: Returned checks (process & notifications)	Student Fee statements: print and mail
	Financial: Borrowing/repayment of long term debt	Finance: Dental Ins Maintain SS	Finance: Sales & Use Certificate requests	Transportation: District van check-out/check-in (keys, collect receipts for gas, etc.)
	Financial: Cash Flow Borrowing Process	Finance: Medicaid check repts/processing	Finance: Tax Exempt Certificate requests	Transportation: Maintain staff drivers license, transportation approvals in Skyward
	Food Service Annual Report	Finance: Monthly Finance Reports for BOE	Finance: Transfer balance monthly	Transportation: Student by Staff Process
	Grant Claims: Grant adjustment entry in Skyward	Finance: Reconcile Payrix (determine time period)	Financial Management: Bank Notes (vendor payment returns/corrections/updates)	Student Financial Assistant Fund: intake of requests. Approval & forwarding for processing to AAEDO
	Grant Claims: Monthly review	Finance: Reconcile RevTrak Monthly Statement	Grant Claims: Monthly review	
	Internal Controls: Clarification of process for BAAs	Finance: Skyward transaction entry for accounts managed by Business Office	Purchasing: 775, 779 PO Approval	
	Internal Controls: Initial Creation/Updates	Grant Claims: Audit monthly	Transfer Dental Funds from LGIP to Oper monthly (see report by AAEDO)	
	Internal Controls: Updates as necessary	Grant Claims: Monitor Conflict of Interest status		
	Manage/Supervise Business Office Staff	Maintain Raffle License		
	Manage/Supervise Copy Center	Process and maintain records for closed purchase orders		
	Manage/Supervise Crossing Guards	RevTrak Administrator		
	Manage/Supervise Fee Collection Platforms	Skyward Access: Add/Update Employee access (FM)		
	Manage/Supervise Food Service	Student Count: Sept & Jan		
	Manage/Supervise Transportation	Summer School: Alternate Transportation		
	Student Count: DPI Entry Sept & Jan	Summer School: Info to incoming Kdg parents/St. Johns		
	Technical: Add/Update Employee access (FM)	Technical: Automate Processes as requested/identified		
	Technical: Automate Processes as requested/identified	Technical: Google Forms set-up as requested		
	Technical: Manage Skyward Access	Transportation: 8-9th grade list from Lamers		
	Technical: Skyward updates/set-up changes	Transportation: Alternate Transportation		
	Technical: Trouble-shoot Skyward FM issues for BAAs	Transportation: Bus Registration Mtg		
	Technical: Update/Activate summer school staff in Skyward (FM)	Transportation: Gr. 5, 8, 9 busing notices		
	Purchasing: POs \$5,000+/\$3,000 Federal Grant POs	Transportation: Handbook		
		Transportation: Home to School Distance Report		
		Transportation: Homeless Students		
		Transportation: IC Messages		
		Transportation: Private Schools Process		
		Transportation: Summer School		
		Transportation: TripDirect Management		
		Transportation: Update Transportation Packet for Registrations/Send to Building Admin Asst for Review		
		Vendors: Management New Requests/Updates		
		Webmaster for District BS site & BSFS website		
		Credit Card: BMO Harris Administrator (fraud, lost, cancelled cards)		
		Finance: Process Credit Applications		
		Finance: Oversee SFAP payments		

Ter? Or is this Marla/Pam?

<b>Hourly Staff</b>	<b>HRA Current Contribution</b>	<b>Current Value</b>	<b>Current Max Days</b>
	<b>Unused Sick Days</b>	<b>\$120.00</b>	<b>120 days</b>

<b>Teachers</b>			
<b>Hired pre-4/1/2008</b>	Year of service	\$1,200.00	
	Annual contribution	\$640.00	
	<b>Unused Sick Days</b>	<b>\$95.00</b>	<b>120 days</b>

<b>Hired post 4/1/2021</b>	Annual contribution	\$1,040.00	
	<b>Unused Sick Days</b>	<b>\$95.00</b>	<b>120 days</b>

<b>Current Max Value</b>	<b>Proposed Values</b>	<b>Increase to Max Value</b>
<b>\$14,400.00</b>	<b>\$200.00</b>	<b>\$9,600.00</b>
	<b>\$225.00</b>	<b>\$12,600.00</b>
	<b>\$250.00</b>	<b>\$15,600.00</b>

\$1200 \* years in district

\$640/year + compounded interest

<b>\$11,400.00</b>	<b>\$200.00</b>	<b>\$12,600.00</b>
	<b>\$225.00</b>	<b>\$15,600.00</b>
	<b>\$250.00</b>	<b>\$18,600.00</b>

\$1040 / year + compounded interest

<b>\$11,400.00</b>	<b>\$200.00</b>	<b>\$12,600.00</b>
	<b>\$225.00</b>	<b>\$15,600.00</b>
	<b>\$250.00</b>	<b>\$18,600.00</b>

Group	Total	55+	%	60+	%
Teachers	365	43	11.8%	8	2.2%
Classified	125	37	29.6%	18	14.4%
Custodial	44	21	47.7%	10	22.7%
Admin Asst	39	18	46.2%	7	17.9%