

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION BUDGET COMMITTEE MEETING**

Monday, December 6, 2021

6:00 PM

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 30 minutes 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. 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. APPROVAL OF AGENDA

IV. PUBLIC COMMENTS

V. 2021-2022 BUDGET UPDATE

A. Discussion of Federal Funding

The purpose of this discussion is to review the Federal funding opportunities available to the District, as a result of the various Federal stimulus packages. The funding opportunities include:

- ESSER1 \$63,244 (budgeted and spent in 20-21)
- ESSER2 \$626,122 (budgeted but not spent in 21-22)
- ESSER3 \$557,027 (not budgeted or spent in 21-22)

- Special Education Flow-Through ESSER3 \$198,957 (budgeted and partially spent in 21-22)
- Special Education PreSchool ESSER3 \$22,403 (budgeted but not spent in 21-22)
- Governor's Per Pupil Aid \$495,720 (budgeted in 21-22 and spent in 21-22)

As a reminder, Administration recommended the funding for the additional Arboretum special education paraeducators come from the \$198,957 referenced above. The balance remains unspent. Administration is recommending utilizing the ESSER2 funds in 21-22 on existing expenditures for HVAC service and the math and reading interventionist positions approved by the School Board in May of 2021. Administration is recommending utilizing the ESSER3 funds in 22-23 on existing expenditures for HVAC service and the math and reading interventionist positions approved by the School Board in May of 2021. We are required to begin the application process for ESSER3 during the 21-22 school year but we are able to spend the funds in 22-23. Administration is seeking feedback from the Budget Committee on these recommendations.

B. End of the Year Balance Projection

The purpose of this agenda item is to review the projected end of the year balance. The 21-22 Fund 10 budget approved by the School Board in October was balanced and included a \$100,000 contingency. As of the end of November, no expenditures have come from the contingency fund and no other significant changes to the budget have taken place. Administration will begin detailed projections for the end of the year balance during the early part of Spring 2022.

VI. 2022-2023 BUDGET PLANNING

A. Timeline 5

The purpose of this agenda item is to discuss the draft of the 2022-2023 budget process. Attached please find the budget timeline.

B. Budget Planning Process Template 6

The purpose of this agenda item is to review a draft template for a budget planning process. The Budget Committee voted 3-0 to request a 3-year budget planning process from all buildings/departments. Administration is requesting feedback on this draft template. The intent is to require the staffing requests to be submitted by January 14th and the non-staffing requests to be submitted by April 14th. The draft template that is attached references the staffing requests and a separate template will be created for the non-staffing requests. The draft template references a single building and we will then build additional worksheets for each building/department after receiving your feedback.

Additional information on the staffing planning includes:

- The Budget Planning Template is to be used for any staff additions unrelated to enrollment increases. As an example, if our enrollment projections show the need for an additional kindergarten teacher, this teacher would not be entered in the Budget Planning Template, but would instead be added through our traditional staffing increases due to

student enrollment.

- Central Office Administrators will complete the budget planning for their areas of responsibility across all district buildings. As an example, Chris Mand will enter the English Language Learner requests on a District-wide basis instead of having each building principal enter their own requests.

We look forward to hearing your feedback.

C. Review Enrollment Projection Scenarios

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The purpose of this agenda item is to review enrollment projection scenarios. Attached please find a document that includes the Third Friday in September count from 2021-22 and three enrollment scenarios for 2022-23. Administration is recommending a budget planning process utilizing Scenario #3 for enrollment planning. The most significant take-away from the attached document is that we will have a reduction in our student count of 81 students by moving our existing enrollment from one grade to the next. Scenario #3 is projecting an increase of 100 new students, which nets out to a +19 overall. Administration will also review the revenue planning scenarios that are associated with each enrollment projection scenario. Administration is seeking feedback from the Budget Committee on this topic.

D. Review Open Enrollment Policy

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The purpose of this agenda item is to review the District open enrollment policy. The School Board is required to identify the number of open enrollment spaces available per grade level at the January meeting. Our open enrollment policy is based on the optimal class size level, not the maximum class size level. The State Budget for 2022-23 is based on a \$0 per pupil increase in the revenue limit formula. Administration is seeking feedback from the Budget Committee on this topic, specifically whether or not additional capacity for open enrollment students should be considered in the 2022-23 school year as an option for increasing revenues. Administration will share some examples as to the methodology for calculating the number of open enrollment spaces and how this methodology is connected to the enrollment planning scenarios discussed in a prior agenda item, as well as optimal vs maximum class size levels.

E. 2022-23 Budget Planning/November 2022 Referendum Planning

The purpose of this agenda item is to discuss the connection between our 2022-23 budget planning process and the November 2022 referendum planning process.

Administration will share initial thoughts as to how these two processes are connected and we will be seeking committee member feedback during this discussion.

VII. DISCUSSION/ACTION ON PROPOSALS

There are no proposals for review this month.

VIII. OTHER ITEMS FOR DISCUSSION

None.

IX. FUTURE AGENDA ITEMS

X. 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.”

I. 2022-2023 BUDGET TIMELINE

December 6	Review enrollment projection scenarios with the Budget Committee Review budget planning process with the Budget Committee
December 14	Review budget planning process with the Administrative Cabinet
December 15	Open budget planning process to Administrative Cabinet
January 3-7	Review expenditure projection scenarios with the Budget Committee
January 14	Budget planning process staffing requests due
February 7-11	Present first draft of the budget planning process to the Budget Committee
March 7-11	Present second draft of the budget planning process to the Budget Committee
March 14	Present budget planning process to the School Board for approval
March 15	Distribute approved budget planning process to the administrative cabinet
March 16 – Apr. 14	Building/department level budget development
April 14	Budget planning process non-staffing budget requests due
April 25-29	Special School Board/Leadership Team meeting to review 2022-23 budget process
April 4-22	Preparation of the first draft of the budget Budget meetings with administrators as necessary
May 2-6	First draft of the budget to the Budget Committee
May 9	First draft of the budget to the School Board School Board approves 2022-23 student fees School Board approves 2022-23 insurance benefits
May 10-27	Staff presentations on the budget process
June 6-10	Second draft of the budget to the Budget Committee
June 13	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 5-8	Third draft of the budget to the Budget Committee
July 11	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
September 16	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 17	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 18-21	Present budget changes and tax levy changes to the Budget Committee
October 24	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk

Student Enrollment Scenarios 2022-23

Grade	September 2021 Count				Scenario 1 - Roll Forward (no growth)				Scenario 2 - 3-Year Average				Scenario 3 - 5-Year Average			
	Residents	OE In	Total Students	OE Out	Residents	OE In	Total Students	OE Out	Residents	OE In	Total Students	OE Out	Residents	OE In	Total Students	OE Out
EC	11	1	12	0	11	1	12	0	11	1	12	0	11	1	12	0
4K	244	26	270	2	230	28	258	6	230	28	258	6	230	28	258	6
Kdg	271	24	295	1	260	20	280	1	260	20	280	1	260	20	280	1
1st	256	22	278	2	271	24	295	1	281	21	302	1	283	22	305	1
2nd	279	18	297	1	256	22	278	2	263	24	287	2	265	23	288	2
3rd	290	14	304	5	279	18	297	1	285	17	302	2	286	17	303	1
4th	263	22	285	0	290	14	304	5	300	13	313	10	301	13	314	8
5th	316	10	326	3	263	22	285	0	271	24	295	0	271	24	295	0
6th	301	17	318	2	316	10	326	3	318	12	330	3	322	12	334	3
7th	337	12	349	0	301	17	318	2	310	15	325	1	310	17	327	1
8th	290	13	303	4	337	12	349	0	345	12	357	0	343	12	355	0
9th	305	11	316	4	290	13	303	4	297	16	313	4	299	17	316	5
10th	329	19	348	1	305	11	316	4	306	12	318	7	306	11	317	6
11th	328	13	341	5	329	19	348	1	327	21	348	1	327	24	351	1
12th	329	20	349	8	328	13	341	5	337	17	354	6	339	16	355	6
Totals	4149	242	4391	38	4066	244	4310	35	4141	253	4394	44	4153	257	4410	41

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Change in enrollment

-81

3

19

Major revenues	\$54,969,637.00	\$55,854,625.00	\$55,640,008.00	\$55,642,135.00
1-time Funds	\$1,121,842.00 ESSER2 + Gov Aid	\$557,027.00 ESSER3	\$557,027.00 ESSER3	\$557,027.00 ESSER3
Total Revenues	\$56,091,479.00	\$56,411,652.00	\$56,197,035.00	\$56,199,162.00

Change in Revenues

\$320,173.00

\$105,556.00

\$107,683.00

FULL-TIME OPEN ENROLLMENT PROGRAM
(Inter-District)

423

Nonresident students residing within the State of Wisconsin shall be permitted to enroll in the district through an open enrollment program consistent with the terms of this Board policy upon application to the District following the procedures set forth in Policy 423, Rule-1.

I. DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

- A. Nonresident District
A school district located in Wisconsin which is not a student's district of residence.
- B. Nonresident Student
A student who is a resident or otherwise legally entitled to attend school in another school district in Wisconsin who seeks admission to this District under the Open Enrollment Program.
- C. Tuition Student
A nonresident student who is a resident of the State of Wisconsin and tuition is being paid in accordance with statute.
- D. Full-time Enrollment
Refer to Policy 412.1 – Full-Time Students
A student is enrolled for the entire school day and receives all of his/her required education in this district.
- E. Course Options
Limited to high school students who may participate in no more than two (2) courses at any one time offered by this district. See Policy 423.1.
- F. Class Size
The district's determination of the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program. Mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent or his/her designee may be considered in establishing the limit.

- G. Program Size
The enrollment or size restrictions in a specific program within a class or building. The district reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.
- H. Resident Student
A student who is a resident of the Waunakee Community School District and is consequently entitled to attend school in this district in accordance with policy.
- I. Building Capacity
The maximum number of students who can be enrolled in a school building as determined by the Board.

II. ENROLLMENT OF NONRESIDENT STUDENTS

Determination of Space Availability

- A. Annually at a meeting in January, the Board shall establish the number of regular education and special education spots available for nonresident student attendance at each grade level as well as each school, program, and class for the following school year. The Superintendent or his/her designee shall develop and present to the Board for approval the available spots considering the following:
 - 1. Class size limits as established by the Board Policy 423, Rule-1.
 - 2. Desired pupil-teacher ratios
 - 3. Enrollment projections including resident students and the following students in the count of occupied spaces:
 - a. Pupil's paying tuition to attend school in the district
 - b. Pupil's and siblings of pupil's already attending school in the district through the open enrollment program
- B. Applications received for a grade level for which no spots are available will not be further considered for open enrollment for the applicable school year.

Criteria for Selection of Students for Open Enrollment

- A. Any nonresident student that meets one or more of the following criteria will not be eligible for open enrollment:

1. The student has applied for open enrollment into a program, class, or grade level for which no space is available.
2. The student has been expelled from school by any school district for the current or two (2) preceding school years for any of the following reasons or has a disciplinary proceeding involving the student, based on any of the following reasons, is pending:
 - conveying, or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
 - engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others.
 - engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any employee of this school district or member of the school board.
 - possessing a dangerous weapon, as defined in s. 939.22(10), while at school or while under the supervision of a school authority.

The superintendent or his/her designee shall make the decision based on the circumstances involved. Other statutory provisions regarding the enrollment of students who have been expelled from school will also apply to this program.

The superintendent or his/her designee may inform the parent of non-acceptance for any of the above-stated reasons any time prior to the beginning of the school year.

3. The special education program or related services described in the child's individualized education program is not available in the district.
4. The student has been referred to the resident school board or identified by the resident school board for evaluation or receipt of special education or related services, but is not yet evaluated by an IEP team appointed by the resident district.
5. The Board determines that the student was habitually truant during any semester of attendance in the District during the current or previous school year.

- Applicants for open enrollment shall be subject to the same rules for determining habitual truancy as resident pupils are subject. Those rules are found in Board Policy 430, Rule 4 and the attendance rules regarding unexcused absences in Policy 430, Rule 2.
 - If the student accumulates unexcused absences sufficient to be designated as habitual truant during a school year in which the student is open enrolled and the student or parent/guardian has been informed of the habitual truancy as provided in Policy 430, Rule 4, the student's habitual truancy may be a basis to terminate a student's open enrollment during the school year upon a recommendation of the Superintendent or designee to the Board.
- B. A student shall be guaranteed open enrollment acceptance if the student is already attending school in the district or his/her sibling is already attending school in the district, even if space is not available. This guarantee does not apply to the sibling of a current open enrollee if the district is the services required by the student's IEP are not available in the District.
- C. If the number of eligible applicants for admission from nonresident students exceeds the number of available enrollment opportunities in a particular class, program, or grade level nonresident students shall be selected for admission using a random selection process established by the Superintendent or his/her designee. The students not selected may be placed on an open enrollment waiting list, if a waiting list is established by the Superintendent. No waiting list will be created for applicants to a particular class, program, or grade level for which the Board determines there are no open enrollment spots available. Board Policy 423, Rule-1 provides the procedures applicable to the waiting list.
- D. The Board may require nonresident students to reapply for admission at a transition grade (5th, 7th, or 9th).
- E. If a student attending the District through open enrollment has an IEP developed or revised any time after acceptance for open enrollment, and the services required by the IEP are not available in the District or if space in the program is not available based on the Board's determination in January for the applicable school year, the parent or guardian shall be notified and the student shall be transferred to the student's resident district.

III. RELEASE OF RESIDENT STUDENTS

- A. The Board shall release any resident student, with the exception noted below, who wishes to apply for enrollment in another school district. The superintendent or his/her designee shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.
- B. A student is applying under the alternative criteria (See Policy 423, Rule-1), and the district administrator or designee determines that the criteria relied on by the parent does not apply to the student.
- C. For students that apply under the alternative criteria outlined in Policy 423, Rule-1 for the remainder of the 2015-2016 school year only, the Board may reject their request if the cost of implementing the student's IEP in the non-resident school district with or without the combination of services provided by the Board as resident school district will pose an undue financial hardship on the District.

IV. TRANSPORTATION

- A. The district shall not provide transportation to nonresident students who are accepted under the open enrollment program with the exception of any student with an IEP that requires transportation or as required by the State Superintendent under s. 121.54(3), Wis. Stats. Transportation shall be provided by the parent to and from the assigned school. Parents may contract with the district for transportation services from a scheduled district bus stop.
- B. The district shall not provide transportation to resident students who are accepted as nonresident students in another school district. A non-resident district may not enter into the Waunakee Community School District for the purpose of picking up and dropping off open enrolled students.

V. FEES

Nonresident students enrolled under this policy will be subject to the same student and participation fees as resident students.

VI. CO-CURRICULAR PARTICIPATION

Nonresident students entering the WCSD under disciplinary sanction for violating the co-curricular code of their resident district shall complete the imposed action if it is equal to or more severe than that which would have been imposed had it occurred in the Waunakee School District. If the disciplinary action is less severe than that which would have been imposed in Waunakee, the appropriate Waunakee sanctions shall be imposed.

WIAA rules and regulations for eligibility shall be followed for nonresident as well as resident students. The WCSD Co-Curricular Code of Conduct shall apply to nonresident as well as resident students.

VII. ADMINISTRATIVE GUIDELINES

The district administrator or his/her designee shall be responsible for developing and promulgating administrative guidelines to implement this policy.

Legal Ref: Sections 118.13 Wis. State Statutes
118.51
118.52

Cross Ref: 343.2, Class Size
370-Rule (1), High School Co-Curricular Code
370-Rule (2), Middle School Co-Curricular Code
411, Equal Educational Opportunities
412.1, Full-time Student
422, Admission of Nonresident student (Other than Open Enrollment Students)
423-Rule (1) Open Enrollment Procedures
423.1 Course Options
432, School Attendance Areas (Intra-District Transfers)
433, Assignment of Students to Classes
470, Student Fees

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Revised: 4/13/98 August 2000
March 2002
December 2002
March 2006
July 2006
February 2008
July 2011
December 2012
August 2013
January 2016
April, 2020

Waunakee Community School District