

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION SUPERINTENDENT SEARCH MEETING**

Wednesday, August 2, 2023

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. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UCIgebJT-i0GbAiYqrkpaBmA>

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. CONSIDERATION/APPROVAL OF 6TH SECTION OF**

**3**

**KINDERGARTEN AT HERITAGE.**

The purpose of this agenda item is to request school board approval of a 6th kindergarten section at Heritage Elementary. Attached please find two documents: 1) the current enrollment for 2023-24 compared to budget estimates and 2) an analysis of 5 versus 6 sections prepared by Heritage building administration.

The administrative recommendation is to add the 6th kindergarten section at Heritage. Enrollment growth has exceeded estimates and the additional student count would be utilized to fund the position. Dan Carter from Heritage will be present at the meeting to discuss this topic and answer any questions.

**V. DISCUSSION/CONSIDERATION OF TIMELINE & NEXT STEPS**

**6**

**WITH BWP**

BWP will be present to review and finalize the attached search checklist with the Board members and supporting members of the school administration.

**VI. FUTURE MEETINGS**

**VII. 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.”

23-24 Heritage Kindergarten Sections  
7/31/23

**5 track**

<b>Advantages</b>	<b>Disadvantages</b>
Staffing - we have 5 teachers	If we go with 111 of 110 then we are over max
No room moves - Special education teacher (Lisa Cunningham) stays in 6th kindergarten room <ul style="list-style-type: none"> <li>• allows more access to the “sensory room” (which was originally earmarked as the Kinder cross cat room)</li> </ul>	Have minimal/no room for future bilingual student enrollment from district Kindergarten classes
Class placement letters (August 8) - PR with families is cleaner	Might create force transfers for this cohort, - some beginning now.
	If we eliminate force transfers in 24-25 it could mean families could get force transferred out of Heritage 23-24, then force transferred back in 24-25
Class list development 7-31-23 @ 10:00 am	
No fiscal impact	

## 6 track

Advantages	Disadvantages
Have a room with a teacher desk, student tables & chairs, and a half moon table.	Will need to move a cross cat teacher out of the 6th Kinder room and into the Kinder cross cat room <ul style="list-style-type: none"> <li>● could create some tension within the cross cat team as that room is used as a sensory room.</li> </ul>
Master schedule allows for easy addition of a 6th teacher	Staffing - need to hire a teacher <ul style="list-style-type: none"> <li>● August hiring is difficult</li> <li>● If possible, might need to get creative with license</li> </ul>
Lower class sizes	Would need to order teacher resources <ul style="list-style-type: none"> <li>● teacher manuals,</li> <li>● class library,</li> <li>● technology,</li> <li>● rug,</li> <li>● dramatic play &lt;or that might come from the rest of the team??&gt;,</li> <li>● etc to set up the room beyond the tables and chairs</li> </ul>
Eliminates the possibility of forced transfers for this cohort	Would need to get a teacher desk and half moon table (and other furnishings??) for Lisa Cunningham for the new cross cat room
Allows new student with IEP to go to assigned school, which has comfortable amount of cross cat support	Will pull some reg ed para time from 1st-4th grade to support Kindergarten
	Timing of class placement letters to families - PR with families will need to be managed
	Fiscal impact

School	4K	Kdg	1	2	3	4	5	6	7	8	9	10	11	12	Total
4k	238														238
Arboretum		78	87	87	91	88									431
Heritage		108	103	120	98	130									559
Prairie		103	110	107	107	102									529
Intermediate							320	301							621
Middle School									355	341					696
High School											381	312	323	356	1372
Total	241	290	303	318	300	324	323	304	359	341	380	311	323	356	4473
Budget Proj	249	268	300	314	291	320	320	302	352	336	365	315	317	359	4408
Net	-8	22	3	4	9	4	3	2	7	5	15	-4	6	-3	65



**BWP** SEARCH TIMELINE AND TASKS

Activity	Date	Complete
BWP Proposal, Presentation, LOU signed		
Initial planning meeting with School Board, Joe and Todd		
Application Opens		
Candidate posting and advertising campaign begins <ul style="list-style-type: none"> <li>• WASDA Job Bank, WASB, LinkedIn and BWP Website</li> <li>• Possible: AASA (national search)</li> <li>• Create BWP Twitter</li> </ul>		
On-line survey launched		
BWP led focus groups, Community Outreach -Choice of in-person, zoom or combination -Scheduling assistance needed from superintendent and administrative assistant -Possible groups include <ul style="list-style-type: none"> <li>• Administrators</li> <li>• Teachers (elementary, middle school, high school)</li> <li>• Union leadership</li> <li>• Support staff</li> <li>• Parent leaders</li> <li>• Community leaders</li> <li>• Community open forum</li> </ul>		
1:1 Board interviews (Phone or Zoom) -Superintendent's Administrative Assistant helps in scheduling		
On-line survey closed		

-Consultants develop leadership profile based on: <ul style="list-style-type: none"> <li>• Board interviews</li> <li>• Survey by stakeholders</li> <li>• Focus groups</li> </ul>		
-Leadership Profile presented to the School Board		
Applications close		
Consultants initiate paper screening and conduct interviews to screen candidates		
Meeting with the School Board to: <ul style="list-style-type: none"> <li>• Present the slate of candidates</li> <li>• Train the board on interviewing, legal protocols and consensus building</li> </ul>		
Board conducts first round of interviews <ul style="list-style-type: none"> <li>• Usually held in the district</li> </ul>		
Board conducts second round of interviews <ul style="list-style-type: none"> <li>• Choice of standard interview or more informal dinner discussion/interview</li> </ul>		
Contract is negotiated with the selected candidate. Consultants can assist		
New Superintendent is approved at Board meeting and introduced to community		

**Misc. Items to be Addressed:**

- Who is the district contact person (name, email and cell)?
- Who will be the Board contact person?
- Open or confidential search?
- Local/national search (Informs type of advertising needed)
- Compensation range - A compensation comparison will be developed
- Who should be included in the focus groups?

- Which activities will be in-person, virtual, hybrid?
- Is a doctoral degree a requirement?
- Does the candidate need to have superintendent experience or would an “up-and-comer” with central office experience in a similar district be considered?
- Does the person need to live within the district?



**BWP** SEARCH TIMELINE AND TASKS

Activity	Date	Complete
BWP Proposal, Presentation, LOU signed	June, 2023	X
Initial planning meeting with School Board, Joe and Todd	August 2, 2023	X
Application Opens	Opens Mon., August 3 and Closes Fri., October 13, 2023	
Candidate posting and advertising campaign begins <ul style="list-style-type: none"> <li>• WASDA Job Bank, WASB, LinkedIn and BWP Website</li> <li>• Possible: AASA (national search)</li> </ul>	August 7, 2023	
On-line survey launched	Opens Tues., September 5 and Closes Fri., Sept. 22	
BWP led focus groups, Community Outreach <p>-Choice of in-person, zoom or combination</p> <p>-Scheduling assistance needed from superintendent and administrative assistant</p> <p>-Possible groups include</p> <ul style="list-style-type: none"> <li>• Administrators</li> <li>• Teachers (elementary, middle school, high school)</li> <li>• Union leadership</li> <li>• Support staff</li> <li>• Parent leaders</li> <li>• Community leaders</li> <li>• Community open forum</li> </ul>	Week of Sept. 18-22, 2023	
1:1 Board interviews (Phone or Zoom) <p>-Superintendent's Administrative Assistant helps in scheduling</p>	Week of Sept. 18-22, 2023	

On-line survey closed	Fri., Sept. 22, 2023	
-Consultants develop leadership profile based on: <ul style="list-style-type: none"> <li>• Board interviews</li> <li>• Survey by stakeholders</li> <li>• Focus groups</li> </ul> -Leadership Profile presented to the School Board	-After interviews/ focus groups are completed  -First Board meeting after Sept. 22 or special meeting	
-Leadership Profile posted on website, posting and sent to candidates	Immediately following Board	
Applications close	Closes Fri., Oct. 6, 2023	
Consultants initiate paper screening and conduct interviews to screen candidates	-Ongoing screening -Interviews Week of Oct. 9-13	
Meeting with the School Board to: <ul style="list-style-type: none"> <li>• Present the slate of candidates</li> <li>• Train the board on interviewing, legal protocols and consensus building</li> </ul>	Between Oct. 16-20	
Board conducts first round of interviews <ul style="list-style-type: none"> <li>• Usually held in the district</li> </ul>	Week of Oct. 30 through Nov. 4	
Board conducts second round of interviews <ul style="list-style-type: none"> <li>• Choice of standard interview or more informal dinner discussion/interview</li> </ul>	Week of Nov. 6 through Nov. 11	
Optional Step: Candidate engagement with stakeholders	Week of Nov. 13 through Nov. 17	
Contract is negotiated with the selected candidate. Consultants can assist	Ongoing	
New Superintendent is approved at Board meeting and introduced to community	December Board Meeting, Dec. 11	

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