

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

Wednesday, February 5, 2025

7:30 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 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.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. PUBLIC COMMENTS

V. 2025-2026 PLANNING

A. Timeline

The purpose of this agenda item is to discuss the 25-26 budget timeline. As a reminder, we are entering into a new state budget cycle. As such, we will be following the process very closely and will recommend updates to the budget process as necessary.

B. Preliminary Budget Planning Process

The purpose of this agenda item is to provide a review of the preliminary budget planning process for 2025-26. Open enrollment approvals from January and the financial estimates as a result of the 25-26 CPI have been updated.

VI. 2024-2025 BUDGET PLANNING

A. Planning for 2024-2025 Budget and Beyond

We would like to review with the committee the motion made in January. This motion was: "Motion to establish a fund 10 balance goal for 24-25 of \$0 and authorizing administration to allocate expenditures across accounting funds to meet this goal".

Administration will bring forward initial plans for the March budget committee meeting in conjunction with the summer 2025 referendum projects that will be brought forward to the facility committee.

VII. DISCUSSION/ACTION ON PROPOSALS

VIII. OTHER ITEMS FOR DISCUSSION

A. Fund Balance Policy

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Administration would like to discuss an update to the district fund balance policy.

Attached please find the current policy. For perspective, the most recent statewide data for fund balance is 26% and 25% in Dane County.

As an example, the increase in fund 10 expenditures from 23-24 to 24-25 is \$4,143,522. A fund balance goal of 15% would require a 24-25 end of the year balance of +\$621,528 and a 10% goal would require a positive balance of +\$414,352. Administration is recommending changing the 15% minimum to 10%. We will be looking for budget committee feedback on this topic.

B. Transportation Camera Upgrades & App Capabilities

The purpose of this agenda item is to share information Lamers provided on technology updates for the 2025-26 school year. These updates include camera upgrades as well as app technologies.

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.”

The Waunakee Community School District Board of Education recognizes that the management of District funds necessitates the development of an adequate end of year fund balance. The general fund operating reserve:

1. Provides adequate working capital sufficient to meet the district cash-flow requirements, thus minimizing any cash-flow (short term) borrowing during the annual operating cycle.
2. Functions as a safeguard to fund unanticipated expenses that the district might incur or to fund unrealized revenue, which may occur but shall not be considered available to meet recurring operating expenses.
3. Demonstrates fiscal responsibility resulting in high credit rating which will help to reduce the district's borrowing costs.

In recognition of these needs, the Board of Education shall continually strive to develop operating budgets, which will add sufficient funds each year to the General Fund Balance and work towards maintaining a minimum of 15% of the total operating expenses in the fund balance.

Use of the General Fund Balance must be approved by 2/3 majority of the Board. Committed funds are used first, followed by assigned and then unassigned amounts.

Annually, the Board of Education will review the fund balance to determine the allocation between non-spendable, restricted, committed, assigned, and unassigned fund balance accounts. The Business Manager is delegated authority to assign fund balance as directed by the Board of Education.

Legal Ref.: Section 65.90 Wisconsin Statutes

Cross Ref.: 680, Fiscal Accounting and Reporting

Adoption Date: January 2000

Revised: April 2002
March 2011
June 2024