

Minutes of Regular Meeting

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, May 10, 2021, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c) AND (f)

- A. Review Minutes of April 12, 2021 regular meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
Attached please find the HR report for this month, and a document that outlines the administrative staff and administrative support staff contract extensions.
- C. Review Individual Co-Curricular / Recommendations
There were no co-curricular staff changes for the May 2020 BOE review.
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

Joan Ensign and Mark Hetzel would like all Board members to read the 160 series of board policies to review our role as board members. Contained in the policies is the reference to board member development activities, Mark is planning to discuss how the WASB website can play a role in board development and what that organization offers members.

The 160 series of policies are attached for your reference.

Administration will also bring draft survey questions for the Board's survey to families that we discussed at the Board Reorganizational Meeting.

VI. APPROVAL OF MINUTES

- A. Review Minutes of April 12, 2021 regular meeting, and April 29, 2021 special meetings.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

VIII. PUBLIC COMMENTS

The Board of Education provides a public listening session for the public to comment on any item related to the governance or management of the WCSD. A copy of Board Policy 187 - Public Participation at Board Meetings is attached for your reference. Each commenter will

be allowed 3 minutes. An hour will be allowed for this item.

IX. PUBLIC HEARING ON REGULATORY FLEXIBILITY FOR BILINGUAL PROGRAM

Per Wisconsin Statutes 18.38 a Public Hearing needs to be held prior to a waiver being submitted to the Wisconsin Department of Public Instruction for regulatory flexibility.

Last month we sought flexibility for certain requirements related to this year and COVID. This month we are seeking flexibility for the 2021-2022 school year with regard to the requirement to establish a bilingual-bicultural program.

Please see the attached presentation that Chris Mand will share on Monday. Per our discussions with DPI, we have met the English Learning student numbers at Heritage that requires us to establish a bilingual-bicultural program. We are seeking the waiver for next year to plan for this type of program shift and then move to implementation in 2022-2023. We have been in contact with DPI regarding our planning and process.

X. TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Staff Report

Kyle Emmert and Ashley Taylor will provide an update to the Board from the Teachers.

B. Student Report

Anna Englebert & Quinn Bogost are the student representative from the high school and will be present to report to the board on what is occurring at the high school.

C. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

2. Board Committee Assignments

Attached please find the committee assignments as recommended by Board President, Joan Ensign. The President will formally present and discuss these recommendations with the Board on Monday evening.

We also need to discuss the Board representation on the Diversity, Equity, and Inclusion Ad Hoc Committee.

3. Discuss Options and Feedback to the Visionary Ad Hoc Committee Proposal

Attached please find the proposal for the establishment of a Visionary Ad Hoc Committee submitted by Jack Heinemann that was reviewed by the Board at the April Board Meeting.

The discussion by the Board at the April meeting embraced the concept of connecting with the community on pertinent topics and issues. Ideas such as holding community engagement opportunities on an every-other month basis with predetermined topics announced in advance, were shared as an alternative to a formal ad hoc committee.

The purpose of this agenda item is for the Board to discuss if they would like to move forward with a community engagement plan similar to ideas shared at the previous meeting. If so, I would recommend that administration bring back a proposed plan with options for how this could look for the 2021-2022 school year.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Medical Advisory Ad Hoc Committee

1. Review the minutes of the April 13, 2021 meeting.

B. Curriculum Committee

1. Review minutes of 4/21/21 curriculum meeting
2. 2021 Textbook Adoption

Attached please find a summary of the recommended list of curricular materials with projected costs. The Curriculum Committee endorsed this request on a 3-0 vote.

Tim Schell will present this recommendation to the Board on Monday evening.

3. 2021 Curriculum Projects list

Attached please find the 2021 curriculum project requests that follow the updated project guidelines, and have been endorsed 3-0 by the Curriculum Committee.

Tim Schell will present this request to the Board on Monday evening.

4. Consider the Elementary Music Proposal to Move the Student Performance to the Spring
A recommendation from the Curriculum Committee was forwarded to the Board at the April Board Meeting to consider modifying the elementary music curriculum by moving the performance based program from December to the spring / end of the school year. The Committee wanted this item in front of the Board for an informational item in April and consideration/vote at the May Board Meeting. The Committee also asked for administration to share this recommendation with parents.

Attached please find the recommendation from the music department and the separate communication that was included in each school's Thursday newsletter for the past two weeks.

5. Update and Consideration of the Plan for Virtual Learning Options for the 2021-2022 School Year

The Board requested that the administration put forth a planning committee to study virtual learning options for the 2021-2022 school year and beyond. This request was grounded in the desire of some families/students who want to access their education remotely, particularly immediately post pandemic. It is also rooted in the desire/need to provide a remote option, so our resident students can remain within their resident school district and not seek other options through the Open Enrollment Program.

Attached please find a memo from Tim Schell and Amy Johnson and the team of staff they worked with this winter, that outlines their recommendation for remote learning for next school year. Also, please find a breakdown of the Wisconsin E-School Network (WEN) cost and program breakdown.

Tim Schell and Amy Johnson will present this plan to the Board on Monday night and would like consideration by the Board to keep this work moving forward for the fall.

C. Diversity, Equity, & Inclusion Ad Hoc Committee

1. Review the minutes of the April 21, 2021 meeting.

D. Budget Committee

1. Review May 3, 2021 Meeting Minutes

Attached please find the Minutes of the Budget Committee meeting on May 3rd.

2. Consideration of the 1st Draft of the School District Budget for 2021-2022

The purpose of this agenda item is to request approval of the first draft of the budget for the 21-22 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

1. The \$0/student increase in the per pupil categorical aid, with a \$150/student increase in the revenue limit formula
2. An increase in the percentage of State Special Education Categorical Aid to 35%
3. The personnel cost line includes a salary increase of 3.06%, a 0% increase in dental insurance rates, and a 0% increase for health insurance rates
4. The capital maintenance projects are funded from Fund 41
5. The first draft includes an increase of 0.315 FTE, as outlined on page 13 of the document.
6. Also, please find attached slide 13 from the Budget Workshop that outlines the budget requests, and an additional attachment with additional information regarding the budget requests based on the discussion at the Budget Committee meeting.
7. All the other remaining budget requests have been placed on hold at this time

The second draft of the budget in June will include:

1. Grant allocations
2. Staffing updates based on additional schedule changes, reallocation proposals or new positions
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to the gift fund (Fund 21)
5. Updates to the community service fund (Fund 80)
6. Updates to building/department revenue accounts and corresponding expense accounts.

Please let me know if you have any questions on the first draft of the budget.

3. Consideration of Student Fees for 2021-2022

Attached please find the proposed student fees for the 2021-2022 school year. The Budget Committee is recommending approval on a 3-0 vote, with a 10¢ increase in the lunch costs.

4. Consideration of Facility Use Fees for 2021-2022

Attached please find the proposed facility use fees for the 2021-2022 school year. Also please find attached information on the Facility Use Fee groups. The Budget Committee requested this additional information for the Board Meeting. The Budget Committee is recommending approval on a 3-0 vote.

5. Consideration of Ripp Park Tennis Courts Payment

The purpose of this agenda item is to review the payment owed to the Village of Waunakee for the Ripp Park tennis courts. The agreement between the district and the Village allows the district to pay in installments over 5 years. Some School Board members have expressed an interest in the past to pay off this loan sooner than the 5 years. The District has made two payments of \$57,000 each so far.

The Budget Committee is recommending paying the Village of Waunakee the full amount remaining for the Ripp Park tennis courts in this fiscal year, due to a larger than typical end

of the year balance. The Budget Committee is making this recommendation on a 3-0 vote.

E. Facility Committee

1. Review the minutes of the May 3, 2021 meeting.

Attached please find the Minutes of the Facility Committee meeting on May 3rd.

2. Consideration of Revisions to the Fund 41 Capital Project List for 2021-2022

Attached please find an updated 2021-22 Fund 41 Capital Projects list. This list has been revised since the last meeting. Please look for any changes highlighted in yellow. The Facility Committee is recommending approval of this list on a 3-0 vote.

3. Consideration of Energy Conservation Projects for 2021-2022

Attached please find the 2021-22 Energy Conservation Project proposal. The Facility Committee is recommending approval of this project on a 3-0 vote. This project is a continuation of the work at the High School that was started during the 2020-21 school year.

4. Consideration of Cleaning Equipment

The purpose of this agenda item is to request School Board approval of equipment purchases to increase the efficiency of the custodial department.

Attached please find a Cleaning Cost Analysis Program as prepared by Hillyard. Staff from Hillyard were present at the Facility Committee meeting to review this document. The Facility Committee is recommending approval of the equipment purchases on a 3-0 vote.

Administration will review this recommendation and rationale at the meeting.

5. Consideration of Staffing Agreement

The purpose of this agenda item is to request approval of the attached Kleenmark Supplemental Staffing Agreement. The intent behind this agreement is to temporarily hire additional custodial staff to clean our buildings while we continue to attempt to hire custodial staff as well. At this time we have 7.5 positions currently unfilled in the District.

Please see the recommendation from the Human Resources Committee regarding targeted increases for the custodial employment category to improve our competitiveness for wages in this area.

In the interim, we are seeking staff to allow us to clean the buildings and serve our community to the standards that we expect. We are going to be requesting several changes to the staffing agreement that Administration will manage if the agreement is approved by the School Board. An example of this would be to make sure that the staffing agreement includes the business insurance requirements that meet our standards.

The Facility Committee is recommending approval of this agreement for up to 9 positions for a maximum of six months. The motion passed 2-1.

Additionally, as staff are hired by the District, the staffing level with Kleenmark will be reduced.

Administration (John Cramer and Brian Grabarski) met with the head custodians at each building to share and discuss this short-term staffing proposal. The head custodians felt this proposal would help with their immediate needs, and support it as a short-term (stop gap) measure to use as we enhance pay for their classification and continue to recruit district

custodial employees.

F. Human Resources Committee Meeting

1. Review May 5, 2021 Meeting Minutes

2. Consideration of Staff Compensation Proposal for 2021-2022

Attached please find the staff compensation recommendation for the 2021-2022 school year. The HR Committee reviewed this recommendation and is recommending it to the full Board for approval. This recommendation encompasses the following employee classifications:

Administration

Administrative Support

Classified Staff

Custodial Maintenance

Administrative Assistants

The recommendation also includes direction to open negotiations with the Waunakee Teachers Association (WTA) for base wage negotiations. The teacher compensation recommendation will be brought forward at a subsequent board meeting and supplemental pay (Points) will be determined this summer. Please note, all other employee groups begin their fiscal year pay cycle on July 1st, while teachers do not receive their first paycheck until September.

3. Consideration of Dental Benefit Modification

The Insurance Committee is recommending to the Board to maintain current member dental contributions and add Adult Ortho and Check Up Plus to the benefit plan. USI actuarial forecast is a net zero impact on the dental fund.

Adult Ortho — subscribers and adult children (to age 26 vs 19) — 2 to 3% claims impact

Check Up Plus — members get preventative services without those claim dollars being applied to the annual max benefit, annual max dollars then can go to restorative care = 2.5% to 3% claim impact

Brian Grabarski will be present at Monday's Board Meeting to explain and answer questions. The HR Committee endorsed this recommendation on a 3-0 vote.

4. First Reading of Employee Guidelines for 2021-2022

The Employee Guidelines for 2021-2022 are attached in the Extras section of Board Book for your review.

Attached, also, please find a summary of the edits that are part of each set of guidelines.

This year, Brian Grabarski has worked to consolidate some guideline books to bring similar groups under the same set of guidelines.

No action is needed on this item on Monday. Your feedback is appreciated. Action will be taken on these guidelines at the June Board Meeting.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Administrative Update on COVID-19

a. COVID Data Update

An update on our COVID-19 data will be brought to and presented at the meeting.

b. Update on PHMDC Orders and Other Guidelines

Administration will update the Board on the recent Public Health Order and other recommendations, along with the impact on schools and school operations.

c. Update and Discuss Use of Facilities By School and Other Groups

The administration will provide an update on how facility use has gone over the last month and thoughts on what is possible moving forward for the remainder of the school year.

2. Consideration and Feedback on a Proposed Process to Review Native American Imagery

Please see the attached proposal that outlines a process for reviewing Native American Imagery in the school district. The administration is seeking Board feedback and consideration of this proposed process.

3. Update on the District Communication and Engagement Audit/Plans and Consideration of a District Branding Process

On Monday night the Board will hear from Anne Blackburn, District Communication and Engagement Specialist, on her process / timeline for conducting a communication and engagement audit, and the development of a communication and engagement plan for the school district.

Additionally, Anne will present to the Board what she has learned about school district branding and will introduce the Board to Nathan Chow. Through vetting of various options for how to conduct our branding process, we have found Mr. Chow to have the experience and background to be able to work with us on our branding process and needs. His financial proposal is attached for your review. Additionally, the portfolio from Nathan Chow - Foundry may be found in the Extras section of this agenda.

The administration is seeking the Board's feedback on the communication, engagement, and branding process. Additionally, we are seeking the Board's consideration of the branding process, so we can begin to organize the work that will take place throughout the next year.

The funds for the initial work related to the branding process will be covered with carry-over funds from the District Administrator/Board of Education Budget.

4. Consideration of a Full-Time Interpreter for the Special Education Dept.

Please see the attached memo from Kurt Eley, Director of Student Service, requesting the need to hire a full-time interpreter for a student for the 2021-2022 school year, per requirements in the child's IEP.

5. Consideration of Submission for Regulatory Flexibility Related to Bilingual Program

Last month we sought flexibility for certain requirements related to this year and COVID. This month we are seeking flexibility for the 2021-2022 school year with regard to the requirement to establish a bilingual-bicultural program.

Please see the attached presentation that Chris Mand will share on Monday. Per our discussions with DPI, we have met the English Learning student numbers at Heritage that requires us to establish a bilingual-bicultural program. We are seeking the waiver for next year to plan for this type of program shift and then move to implementation in 2022-2023. We have been in contact with DPI regarding our planning and process.

6. Announcements/Correspondence

a. Wellness Clinic

XIII. CONSENT AGENDA

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of April 2021.

1. Finance

a. Monthly Finance Reports

Attached you will find the 2020-21 Budget Status report as of April 30, 2021, and the Cash Reconciliation report for March 2021.

Also attached please find the SSM Health Wellness Clinic Performance Report for March as well as the District Financial report for the Wellness Clinic for your review. This report tracks expenditures over time beginning with the first month of the clinic.

B. CESA 2 Contract and secure services for 2021-2022

C. 2021 - 2022 Contract for the Teacher of Students with Visual Impairments

D. Cooper and Tweed Scholarships

As part of the the guidelines for release of these private scholarship funds that we manage as a District, the Board needs to act on approval of the scholarship funds being available to the grantee. We certify that these funds are available and recommend approval.

E. Gifts and Field Trips

1. Gifts

2. Field Trips

a. MS Field Trip Request to Washington DC June 12-18, 2022

F. Review Individual Teacher/Administrative/Administrative Support Contract

Recommendations, Resignations and Retirements/Non-renewal

G. Summer School Recommendations

XIV. BOARD BUSINESS

A. Correspondence

B. Upcoming Meetings

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Goals Committee

H. Human Resources Committee

I. Policy Committee

XVI. RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed under agenda item III

XVII. RETURN TO OPEN SESSION

XVIII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION

XIX. ADJOURN