

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REORGANIZATIONAL MEETING**

Tuesday, May 5, 2026

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. APPROVE THE AGENDA

IV. PUBLIC COMMENTS

V. OATH OF OFFICE - NEW & REELECTED BOARD MEMBERS

For the record, the oath has been administered to the appropriate newly elected & reelected Board members with such a notation being provided in the minutes of this meeting. Joan Ensign took the oath of office on April 20, 2026 and Kevin Thornberg took the oath of office on April 22, 2026.

VI. BOARD REORGANIZATION

Superintendent, Dr. Brown will initiate the process for selecting Board Officers by asking for nominations for the office of President. After nominations are complete and a vote is taken to determine the position of Board President, the newly elected President will then

continue the process by taking nominations and facilitating a vote for each of the remaining Board positions of Vice-President, Clerk and Treasurer. Votes can be by paper ballot or voice vote as determined by a majority of Board members.

A. Election of Officers

The Board will be electing the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year. The following motions are provided to give you guidance on this process.

Should multiple people be nominated for the same position, then paper ballots will be submitted to Rebecca McDonough who will count them.

President

Motion by _____ seconded by _____ that _____ be nominated for President of the Waunakee Board of Education.

Vice-President

Motion by _____ seconded by _____ that _____ be nominated for Vice-President of the Waunakee Board of Education.

Clerk

Motion by _____ seconded by _____ that _____ be nominated for Clerk of the Waunakee Board of Education.

Treasurer

Motion by _____ seconded by _____ that _____ be nominated for Treasurer of the Waunakee Board of Education.

In the event that only one person is nominated for any position, the following motion provides you guidance on how to handle that situation.

Closing of Nominations

Motion by _____ seconded by _____ that nominations for _____ be closed and a unanimous ballot be cast.

B. Appointment Process Committees

Board members have been asked for their feedback on their committee preferences.

These responses will be shared with the Board President and Vice President who will use them to develop committee assignments for the next year.

C. Designations and Memberships

1. Official Newspaper

The Board will need to take action to appoint the official newspaper (Waunakee Tribune) for the district.

2. Meeting Times and Dates

The past practice of the Board of Education is to hold its regular meeting on the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. State Statute 120.11 states that the Board needs to hold monthly meetings at a time and date set by the Board.

3. Legal Counsel

The administration has conducted an RFP for legal counsel. The full RFP was discussed at the Budget Committee meeting on May 4th. Please review the next agenda item and consider legal counsel accordingly.

a. Request for Proposal for Legal Services

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A request for proposal was sent out to the following firms:

- Von Briesen & Roper
- Renning, Lewis & Lacy
- Strang Law
- BoardmanClark
- Attolles

All firms submitted a response. Attached please find the cost breakdown for each firm. Administration is recommending moving forward with Strang Law at this time. Dr. Brown will be present at the meeting and can speak to this recommendation. Summers/Newton will speak to the process.

4. Official Depositories

Director of Business Services, Allie Newton has provided the following list of current banking/depository institutions for approval by the Board to carry out the financial functions of the district for the coming year.

Depository, Expenditure, and Payroll Accounts:

One Community Bank

Investments:

One Community Bank

Wisconsin Local Government Investment Pool

AUL Trust

PMA-Public Fund Specialists/WISC

Credit Cards:

WASBO/BMO Harris

5. WASB and WIAA Memberships

The Board will need to take action to approve district membership in the Wisconsin Association of School Boards (WASB) and the Wisconsin Interscholastic Athletic Association (W.I.A.A.).

VII. SET ANNUAL MEETING

The Board of Education, pending discussion, will need to determine a time and date for the annual meeting per the motion/action of the electorate at the last annual meeting authorizing the Board to set the meeting date/time of the annual meeting. State Statute 120.08(1) states: A common school district (Waunakee) shall hold an annual meeting on the 4th Monday in July at 8:00 p.m. unless the electors at the annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the school board to establish a different date or hour. No annual meeting may be held before May 18, 2026 or later than October 30, 2026. The motion to set the annual meeting will need to include the date, the time and the place the annual meeting will be held. Last year the meeting was held on the fourth Monday in August which was August 25, 2025 at 7:00 p.m. in the board room at 905 Bethel Circle. We suggest that this year's meeting be set for August 24, 2026 at 7:00pm located at WCSD Administration and Maintenance Center, 905 Bethel Circle, Waunakee.

VIII. FUTURE MEETINGS

IX. 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.”

	Attorney	Paralegal	
Von Briesen & Roper			\$365/hr
Renning, Lewis & Lacy	\$310-\$335/hr	\$175-\$225/hr	
Boardman & Clark	\$350/hr	\$245-\$260/hr	
Strang Law	\$350/hr	\$240/hr	
Attolles	\$290-385		