

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

Monday, June 8, 2020

6:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

AGENDA

I. CALL TO ORDER

II. ROLL CALL

**III. CLOSED SESSION - RETURN TO WCSD ADMINISTRATION CENTER -
ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c)
AND (f)**

Closed Session will take place at the District Administration Office and will convene once the Board completes their library tour and travels to the Administrative Offices. Anticipated closed session time is 6:30 p.m.

- A. Review Minutes of May 11, 2020 regular meeting.
- B. Review Individual Administrative Contract Recommendations, Resignations and Retirements
- C. Review Individual Teacher Contract Recommendations, Resignations, Retirements, and Request for Retirement Consideration.
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- F. Review Summer School Contract Recommendations

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

The Board will use this time to discuss future meetings, including a summer retreat and when to return to face-to-face meetings.

VI. APPROVAL OF MINUTES

- A. Review Minutes of May 11, 2020 regular meeting and 5/26, 2020 Additional meeting. 11

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 23

The Board of Education provides a public listening session for the public to comment on

non-agenda items related to the governance or management of the Waunakee Community School District. Individuals may use this time to also comment on any items listed as part of the meeting agenda. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

IX. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Report 26

B. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members

2. Ad Hoc Committee on Equity and Inclusion 27

Attached please find the descriptive charge of the Ad Hoc Committee for Inclusion and Equity that was approved at the March 2020 board meeting. Attached also please find the recommended membership to the Ad Hoc Committee to study Equity and Inclusion. Over eighty applications were received and David Boetcher and Mike Brandt reviewed the applications and are forwarding the committee membership to the Board.

3. Statement of the Board in Response a Call for Equity

The following statement was drafted by Mark Hetzel for discussion with the Board on Monday night:

In the wake of the violent death of George Floyd and the national call to end institutional and implicit racism as well as the continued use of excessive force against people of color, as the WCSD Board of Education, we support people of color in our community, in our neighboring communities and throughout the country and beyond in their call for social justice and for an end to the excessive use of violence and racism. We are also angered, saddened, and shamed by the recent videos and social media postings of former WHS students using racial slurs and of one damaging a store on State Street.

While we have begun the hard work of examining racism and bias in our district through several initiatives, most recently the ad hoc equity committee, we can do better, we must do better. These recent events remind us that we cannot remain silent or unresponsive. We must recognize our own culpability in perpetuating inequities regardless of how unintended and work to make changes in our community.

In the midst of crisis, we are here for each other as we should be. We are committed to showing our neighbors and community members of color our compassion, empathy and respect that everyone deserves.

4. Flag Resolution

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Attached please find a formal Flag Resolution brought forward by Mike Brandt that he would like the Board to consider at the June 8th Board Meeting.

Adoption of this resolution resolves the following action:

"Therefore, Be It Resolved, that the Waunakee Community School District recognizes the month of June as LGBTQ Pride Month and will fly the rainbow flag at its buildings during June to inspire equity, create alliances, celebrate diversity, and establish a safe environment in our schools and community; and that this resolution be distributed to every school in the District. "

X. COVID-19 RELATED UPDATES AND RECOMMENDATIONS INCLUDING BUT NOT LIMITED TO SUMMER SCHOOL, REOPENING GUIDELINES, PLANNING FOR THE FALL, STAFF CALENDAR FOR 2020-2021, AND OTHER RELATED TOPICS REQUIRING TIMELY ATTENTION BY THE SCHOOL BOARD.

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1. Attached please find a memo titled "Summer School Reopening Memo". This memo outlines the administration's thoughts on planning for summer school and the areas that we need your input/action prior to us moving forward with specific plans. These decisions, outlined in the memo, include options for program offerings, a recommendation on transportation, and options for operational protocols such as wellness checks and PPE. I will discuss each of these items on Monday evening, along with any updates that have evolved since the writing of this memo.

2. Attached please find a document titled "Guiding Principles for Reopening". This document is a DRAFT of guiding principles for reopening school for the fall of 2020. It also has the beginnings of an outline/framework for the plans that are needed for the fall 2020. I will review this document with the Board and seek your input and comments. As this work begins to take shape, we will bring it back to the Board throughout the summer to share our draft plans and ultimately a complete reopening framework.

3. Attached please find two documents -- "Calendar Committee Narrative" and "Calendar Committee Survey". The Narrative describes the work of the Calendar Committee and the background information for the survey that was sent to all teaching staff. The Survey document shows the results of the survey. As you can see, the overwhelming majority of staff prefer Option 1 as outlined below.

Option 1:

Thursday, August 20th -- All Staff Report
 Friday, August 21st -- Staff PD/Collaboration/Planning
 Monday, August 24 -- Staff PD/Collaboration/Planning
 Tuesday, August 25th -- Staff PD/Collaboration/Planning
 Wednesday, August 26th -- Staff PD/Collaboration/Planning
 Thursday, August 27th -- Staff PD/Collaboration/Planning
 Friday, August 28 -- Non-Contract Day
 Monday, August, 31st -- Staff Workday
 Tuesday, September 1st -- First Day with Students
 Option 1 has staff returning on Thursday, August 20th and maintains a Non-Contract Day on Friday, August 28th.

The administration requests that the Board approve a modification to the Teacher Calendar for 2020-2021 to reflect staff returning on August 20th and the redistribution of three of our professional days to the start of the year for planning and training related to our instructional model for the fall 2020. There is no additional cost to this proposal as the teacher contract remains at 192 days.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

- 1. Review 6/1/20 Meeting Minutes 41
- 2. 2019-2020 Budget Changes 46

The purpose of this agenda item is to request approval of the formal budget change process. The budget change document is attached. The Budget Committee is recommending approval on a 3-0 motion.

All budget revisions are entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 19-20 include:

- * changes in grant allocations (both Fund 10 and 27)
- * changes to the State of Wisconsin Library Aid (Fund 10)

Please note that due to extenuating circumstances (EDO Medical Leave of Absence and COVID19) some budget revisions that normally would have been completed did not take place in 19-20. An example of this is the salary/benefit increases approved by the Board after the budget was approved in October. Another example would be the District Contingency Budget. The budgeted funds are available, but budgets were placed in an accounting function meant as a "place holder" which is different than where they were spent. The intention was to move the funds into the correct functions but this process was interrupted by the circumstances listed above.

- 3. Consideration of Second Draft of 2020 - 2021 Budget 48

The purpose of this agenda item is to request School Board approval of the second draft of the budget for the 20-21 school year. I have attached the second draft of the budget for your review. The Budget Committee is recommending approval on a 3-0 motion, with the Administrative Restructuring Plan included.

Please note that the second draft of the budget is based on the following:

1. The \$0/student increase in the per pupil categorical aid, with a \$179/student increase in the revenue limit formula
2. An increase in the percentage of State Special Education Categorical Aid to 30%
3. The personnel cost line includes a salary increase of 2.85%, 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 second draft includes an increase of 9.42 FTE, as outlined on page 13 of the document.
6. All of the remaining budget requests have been placed on hold at this time

The second draft of the budget in June includes:

1. Staffing updates based on additional schedule changes or reallocation proposals
2. Updates to the gift fund (Fund 21)
3. Updates to building/department revenue accounts and corresponding expense accounts

The third draft of the budget in July will include at least:

1. Grant allocations
2. Staffing updates based on additional schedule changes or reallocation proposals
3. Updates to other budgetary funds (Fund 50 and Fund 80)
4. Updates to summer school budget

Also attached please find a memo from Randy Guttenberg. This memo provides an overview of the topic of Administrative Restructuring and this memo has been revised based on the Goals Committee Meeting and the Special Board Meeting earlier this week. The Budget Committee is recommending approval of the Administrative Restructuring Plan with the second draft of the budget. The plan would be funded by a combination of numbers 1 and 2 in the memo.

4. Consideration of 2020-2021 Lease Agreements

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The purpose of this agenda item is to request approval of the lease agreements for the 20-21 school year. I have attached the lease agreements for your review. The Budget Committee is recommending approval on a 3-0 motion.

The District currently has leases with the Wisconsin Youth Company (K-4 after-school program for school year), Dane County (1 office at Heritage Elementary School), and the New Teacher Project (office space at Heritage Elementary School). We are not recommending approval of a summer lease for the Wisconsin Youth Company this summer only.

The administrative recommendation is to approve all three leases at the current rates with the Wisconsin Youth Company lease continuing at \$2,600 per building, the Dane County lease continuing at \$75 per month, and the New Teacher Project lease continuing at \$300 per month.

5. Consideration of Fund Balance Classifications 81

The purpose of this agenda item is to request School Board approval of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. I have attached the fund balance accounts that are currently being used. The Budget Committee is recommending approval on a 3-0 motion. The one change is highlighted in yellow for your review.

6. Furniture Purchases 82

Attached please find quotes for furniture purchases for the additional classrooms at both the Intermediate School and Heritage Elementary. Administration is recommending funding these furniture purchases through the transportation savings from the 2019-20 budget. These furniture purchases are not funded in the second draft of the 2020-21 budget. The Intermediate School has ordered this furniture out of an Intermediate School budget account while Heritage has not ordered any furniture at this time. Intermediate School is requesting that this expense be reimbursed from District funds. The Budget Committee is recommending approval on a 3-0 motion. The Intermediate School quote was revised from \$45,265.62 to \$44,552.79 as a result of state contract pricing.

7. Food Service Budget

The School Board previously approved a school closure meal program through the end of the school year. Taher has provided a cost estimate for continuing this program throughout the summer. Please see the following estimate:

Estimated food and paper cost is \$1.25/breakfast; \$3.00/lunch.
Estimate of 200 meals/day = \$850/day
Estimated labor cost = \$400/day (high end, taking an average of wages)
Total estimated cost per day = \$1,250

Families approved under the National School Lunch Program did receive additional funds to purchase food as a result of COVID19; however, only National School

Lunch Program Districts were eligible for these additional funds. Some Waunakee families have been granted these additional funds and others have been denied. There seems to be significant confusion surrounding the eligibility of the families from Districts who do not participate in the National School Lunch Program.

The Budget Committee is recommending approval of continuing the school closure meal program through the summer of 2020 only. Motion passed 3-0. The Committee requested information from the families participating in the current program regarding their level of interest in having the program continue through the summer. The Committee also requested an update on the funds raised through the Classmunity campaign. The total raised through 6/3/2020 is \$12,430.

B. Human Resources Committee

- 1. Review minutes from the June 01, 2020 meeting. 88
 - 2. Consideration of 1st Reading of Employment Handbooks/Guidelines 89
- The Employment Guidelines for each employee group are included in the Extra Tab of BoardBook. These Handbooks are brought to the Board annually, and receive two readings in June and July. No action is required by the Board on Monday night. The HR Committee reviewed the handbooks in detail with Brian Grabarski at their recent meeting. The easiest way to review the handbook changes in BoardBook is to refer to the Summary Memo that is attached.

C. Facilities Committee

- 1. Review minutes of the May 18, 2020 meeting. 92
 - 2. Facility Improvement Requests
 - a. Softball Field Concessions Stand 95

Attached please find a Facility Improvement Request and additional description/renderings for the softball field. The Facility Committee is recommending approval of this request on a 3-0 motion. If you have any questions, please contact Aaron May (aaronmay@waunakee.k12.wi.us).

 - b. Pride Stone in Warrior Stadium 100
- Attached please find a Facility Improvement Request for the Warrior Stadium. The Facility Committee requested to have a logo replaced on the Pride Stone rendering that was shared at the Facility Committee meeting. The family donating the Pride Stone agreed to make the change and will provide a new rendering. The new rendering has been attached for your review. The Facility Committee is recommending approval of this request on a 2-1 motion. If you have any questions, please contact Aaron May (aaronmay@waunakee.k12.wi.us).
3. Capital Projects Update 109
- Attached please find a status report for the Capital Projects for both 2019-20 and 2020-21. Requested changes for 2020-21 are highlighted in yellow. The Facility

Committee requested a delay of the dishwasher project. The Facility Committee is recommending approval of the 2020-21 changes on a 3-0 motion. If you have any questions, please contact John Cramer (johncramer@waunakee.k12.wi.us).

4. Energy Savings Projects 111

Attached please find requests for 2020-21 Energy Savings Projects. In addition, attached please find quotes from Westphal Electric for Energy Savings projects. The Facility Committee is recommending approval of these Energy Savings projects on a 3-0 motion. If you have any questions, please contact John Cramer (johncramer@waunakee.k12.wi.us).

D. Curriculum Committee Meeting

1. Review the minutes from the May 21, 2020 meeting. 114

2. AP Biology Textbook Adoption 116

Attached please find a textbook request for AP Biology. The Curriculum Committee reviewed this request and approved it for consideration by the full Board. Tim Schell will be able to answer any questions that you may have at the meeting on Monday night.

E. Goals Meeting

1. Review Minutes of May 18, 2020 Meeting 117

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Strategic Planning Report

1. Facility Planning Timeline 119

Attached is a DRAFT Facility Planning Timeline that was developed by EUA with our input. Please note that this timeline will have some shifts and adjustments, and we have projected workshop dates and formats that may also change and evolve, particularly as the limitations bound by COVID-19 allow.

I will briefly review this timeline with the Board on Monday.

B. Administrative Reports/Action Items

1. Consideration of 2020-21 Pupil Transportation Handbook 122

The purpose of this agenda item is to request School Board approval of the attached 2020-21 Pupil Transportation Handbook. Changes are highlighted in yellow and identified on the cover page.

The handbook is distributed by the District via the building student handbooks. I am requesting approval in June so the school buildings can incorporate the Pupil Transportation Handbook into their 2020-21 student handbooks. The majority of the information in the Pupil Transportation Handbook references School Board transportation policies. The Administrative Team has reviewed the Pupil Transportation Handbook changes, and has been provided an opportunity for

feedback on recommended changes.

Please note: This 2020-21 Pupil Transportation Handbook contains no references to COVID19 or the potential changes to pupil transportation as a result of capacity guidelines on school buses that may be directed by the State of Wisconsin/Dane County. An addendum will have to be created at a later date once all capacity guidelines have been finalized.

2. Consideration of Open Enrollment Applications 133

The purpose of this agenda item is to request School Board approval/denial of the 2020-21 open enrollment applications. Attached you will find information on the 2020-21 open enrollment applications. You will see a cover memo and detailed spreadsheets of the applications into and out of the district. The applications into the district have been noted as approved or denied in the final column. The approval or denial column follows the School Board open enrollment capacity approval process from the January 2020 School Board meeting. You can refer back to the January 2020 BoardBook packet if you would like a reminder of the School Board approval at that time. The applications out of the district are all recommended for approval.

3. Consideration of Dane County Driver Education Scholarship Program 141

Attached please find the agreement with Dane County for scholarship funds for driver education for economically disadvantaged students. We have participated in this program in the past and it has been a success and well received.

4. Consideration of Contract for Vision Services 151

Attached please find the contract for vision services for a student who requires these services per their IEP.

5. Announcements/Correspondence

a. WHS Students Honored. 152

XIII. CONSENT AGENDA

A. Finance

1. Monthly Finance Reports 155

B. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of May 2020.

C. Gifts and Field Trips

1. Gifts

a. Student Services 2nd Semester Donations. 160

2. Field Trips

D. Approve Individual Administrative, Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

E. Summer School Recommendations

XIV. BOARD BUSINESS

A. Legislative Update

XV. FUTURE AGENDAS AND MEETINGS

161

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee -

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. Goals 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

“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.”

Minutes of Regular Meeting - Open

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 11, 2020, beginning at 6:30 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

President Boetcher called the meeting to order. A motion was made by Engebretson second by Ensign to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and(f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student disciplinary actions. Motion carried 7-0 on a roll call vote. Time 6:31 PM

II. ROLL CALL

Boetcher – Yes, Brandt – Yes, Engebretson – Yes, Ensign – Yes, Heinemann – Yes, Hetzel – Yes, Hoefler – Yes
Also Present(Virtually): Randy Guttenberg, Brian Grabarski, Steve Summers

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

- A. Review Minutes of April 13, 2020 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

A motion was made by Hetzel second by Engebretson to adjourn closed session and reconvened into Board Development at 6:42 pm and into the rest of open session at 7:00 pm . Motion carried 7-0.

V. BOARD DEVELOPMENT WORKSHOP

The WCSD Board of Education reconvened into Board Development at 6:42 pm to schedule meetings for the next month. These meetings will be approved and posted later in the agenda/minutes.

VI. APPROVAL OF MINUTES

- A. A motion was made by Hetzel second by Heinemann to approve the minutes from the April 13, 2020 Regular Meeting and the May 4, 2020 special meeting, with one correction needed on the May 4, 2020 minutes. Motion carried 7-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Hetzel, second by Ensign to approve the agenda as posted. Motion carried 7-0.

VIII. PUBLIC COMMENTS ON EVENING'S AGENDA

No Public Comments were submitted for this meeting. Boetcher read a comment from the WTA. This email will be posted in the extras section of this agenda.

IX. PUBLIC HEARING OF SUBMISSION FOR A WAIVER OF THE HOURS OF INSTRUCTION REQUIREMENTS TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION FOR THE 2019-2020 SCHOOL YEAR

Randy Guttenberg presented and answered questions regarding the submission of a waiver to the Wisconsin Department of Public Instruction for hours of instruction for the 2019-2020 school year.

X. CONSIDERATION OF SUBMISSION FOR A WAIVER OF THE HOURS OF INSTRUCTION REQUIREMENTS TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION FOR THE 2019-2020 SCHOOL YEAR

A motion was made by Hetzel, second by Ensign to support the submission to DPI for a waiver of the hours of instruction, motion carried 7-0.

XI. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members.
There were no events attended over the past month.
2. Board Committee Assignments
Boetcher asked if there were any questions regarding the board assignments. Boetcher also asked to have a second member of the board to the insurance committee and asked Joan to continue her work on that committee. Joan accepted. There were no questions regarding the board assignments.

XII. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. Reviewed April 27, 2020 Meeting Minutes
2. Review and Consideration of First Draft of 2020-21 Budget
Steve Summers was available to answer any questions regarding the First Draft of the 2020-21 Budget. There were no questions. This first draft is

based on these points:

1. The \$0/student increase in the per pupil categorical aid, with a \$179/student increase in the revenue limit formula
2. An increase in the percentage of State Special Education Categorical Aid to 30%
3. The personnel cost line includes a salary increase of 2.85%, 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 9.77 FTE, as outlined on page 12 of the document.
6. All of the 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 or reallocation proposals
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 building/department revenue accounts and corresponding expense accounts

A motion was made by Ensign, second by Hetzel to accept the First Draft of the 2020-21 Budget as posted. Motion carried 7-0.

3. Review and Consideration of 2020-21 Fees

Steve Summers was available to explain and answer questions regarding the proposed fees for the 2020-21 school year. Summers reminded the board that Aaron May was asked to combine the facility usage fees for both Warrior Stadium and the new Soccer Turf field.

A motion was made by Ensign, second by Heinemann, to approve all fees for the 2020-21 School year as posted. Motion carried 7-0.

4. Summer School

Randy Guttenberg and Sheila Weihert were available to update the board on what they know regarding 2020 summer school at this time. DPI had approved an emergency rule to allow virtual summer school at all grade levels. Sheila provided the board with a memo which outlined the various planning pathways. She has surveyed her summer school teaching staff regarding their interest of teaching virtually, face to face or a combination of both.

A motion was made by Heinemann, second by Hetzel, to allow the administration the flexibility to continue to move forward with a flexible summer school model based on changing regulations, public health orders and the results from student and staff surveys. Motion carried 7-0.

B. Human Resources Committee Meeting

1. The April 27, 2020 meeting minutes were reviewed. Brian Grabarski reminded the board to plan for the 1st reading of the handbooks to be at the June regular board meeting and the 2nd reading will be in July.

C. HG & D Committee

1. The April 29, 2020 meeting minutes were reviewed by Tim Schell. Adjustments to the HG&D Scope and Sequence will be discussed and require action later in the agenda.

D. Curriculum Committee

1. The minutes of 5/6/20 curriculum meeting were reviewed.
2. 2020 Textbook Adoption
Tim Schell was available to explain and answer questions regarding the list of textbook materials and projected costs.
A motion was made by Hetzel, second by Ensign, to approve the new materials list as presented. Motion Carried 7-0. *(The curriculum motions were made in another order from the agenda. This motion was actually the 2nd of 4 actions taken under Curriculum Committee)*
A motion was made by Ensign, second by Engebretson, to approve the projected costs of the textbook materials list. Motion carried 7-0. *(The curriculum motions were made in another order from the agenda. This motion was actually the 3rd of 4 actions taken under Curriculum Committee)*
3. 2020 Curriculum Project Requests
Tim Schell presented and answered questions regarding the 2020 curriculum project requests that follow the updated project guidelines.
A motion was made by Engebretson, second by Ensign, to approve the 2020 Curriculum projects as presented. Hetzel commented that this list was well distributed among all grade levels, and if any projects were not able to come to completion due to the pandemic that the funds and budget will need to be reviewed. *(The curriculum motions were made in another order from the agenda. This motion was actually the 4th of 4 actions taken under Curriculum Committee)*
4. One time adjustments to HG&D Scope and Sequence due to Remote Learning
Tim Schell explained that due to the timing of the shift to remote learning and when some of our Human Growth and Development units occur, we are recommending that the 4th grade unit that would have been delivered this spring be combined with the 5th grade unit on a one time basis in 2020-2021. Also that we approve the possibility of adding some of the 8th grade unit to 9th grade Intro to Physical Education on a one time basis in 2020-2021.
A motion was made by Engebretson, second by Hetzel, to approve this one time adjustment to the HG&D scope and sequence for 2020-2021. Motion carried 7-0.

(The curriculum motions were made in another order from the agenda. This motion was actually the 1st of 4 actions taken under Curriculum Committee)

E. Policy Committee

1. Consideration/review of second reading of 100 Series Policies

Mike Brandt answered any questions regarding the updated policies in the 100 Series. This will be the second reading for these policy updates. Randy Guttenberg added that per the board's request, Policy 187 is being presented with alternate language options for consideration in paragraphs #1 and #2 regarding if public comments needed to be related to agenda items. After some discussion, a motion was made by Hetzel, second by Ensign, to adopt policy 187 with the new language allowing public comments on any topic at any meeting. Motion carried 6-1.

2. Consideration of Revisions to Student Services Polices

Kurt Eley was available to discuss and answer questions regarding the modifications requested by the board relating to FDA approved substances and medically prescribed CBD products. The policies being modified are the following:

- a. 443.4 Drug Free School
- b. 453.4 Medication Administration to Students
- c. 453.4 Rule Medication Administration to Students Procedure
- d. 522.1 Drug Free Workplace

A motion was made by Hetzel, second by Heinemann to approve polices 443.4, 453.4, 453.4 Rule and 522.1 as modified. Motion carried.

XIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Strategic Planning

1. Consideration and Determination of Referendum Timeline

Randy Guttenberg gave a brief summary of the referendum timeline, and the work needed to complete the timeline as the board determines and answered any questions the board requested at the last meeting.

Hetzel made a motion, second by Engebretson, to show support of a concept of a future referendum to address space needs and maintenance needs.

Motion carried 6-1.

The discussion continued to determine if the referendum timeline should include a summer survey with a potential fall referendum or a spring referendum or if the timeline should include a fall survey for an April referendum or no referendum at all. Concerns were shared regarding the community dealing with the current pandemic, election results in November verses April and other aspects that could affect survey/referendum results.

A motion was made by Heinemann, second by Ensign, to not have a survey this summer, to allow the administration to laser focus on education and moving students forward during this pandemic. Motion carried 5-2.

A motion was made by Hetzel, second by Engebretson, to adopt option 3 in the presentation and also the basic timeline on slide 7 which allows administration to continue working with Vogel and EUA throughout the summer, to have a community workshop around the September time frame with a survey to follow and to prepare for a referendum in April 2021 . Motion carried 6-1.

Randy Guttenberg indicated that he and Steve Summers will meet with Vogel & EUA and at the next board meeting will bring back a more detailed timeline.

B. Administrative Reports/Action Items

1. Administrative Update on COVID-19, Learning@Home, Project Timelines, or Topics Related to School Closure.

Randy Guttenberg, Steve Summers and Tim Schell presented and answered questions regarding these updates and some of the soft plans for moving forward.

Randy shared some of the hurdles they are experiencing regarding cleaning out the schools and student materials, graduation, and FFA plant sales.

Randy and Steve discussed and answered questions regarding to move the soccer project ahead a few weeks by the end of May. This would be for the turf field only.

Hetzel made a motion, second by Ensign, to allow the turf field contractors to begin their work early for the field work only. Motion carried 7-0.

Guttenberg shared information regarding what needs to be thought about for the start of the school year 2020-2021. This includes what has gone well, what didn't go well and what we need to change for remote learning as well as some of the logistics of having school as well as how to prepare staff for this fall start. We need to be patient until we have more guidelines and then will work with our staff including the calendar committee of what this will look like.

The board asked for updates on what went well and what needs to change, what some cost estimates may be to do what we need to do for the start of fall. The board also asked for some additional questions regarding technology needs of families and also what went well, what did not work and what would be needed to continue.

Steve Summers shared the property tax collection legislation to postpone the final payment and the impact of that to the WCSD. He also informed the

board of steps he is taking to calculate what this may look like and what may need to be done.

Tim Schell shared what the staff/parent week 5 survey results looked like. While survey participation went down, they are still seeing overall satisfaction throughout the survey. The board asked for some of the survey information to be arranged in different ways.

2. #SocialSchool4EDU Contract

Randy presented the request to have this contract renewed for 1 year at the cost of \$12,500.00. He also discussed that while the communications director position was approved it was held back due to timing of other positions that were posted at the same time and the pandemic.

The board discussed their feelings toward the value of this service. Randy shared that this service includes continued monitoring of our social media presence. He also shared why the communications director position was paused.

A motion was made by Ensign, second by Hetzel to renew this contract for a year. Motion failed 3-4.

The board asked that this contract and service is evaluated by the Goals Committee before the next full board meeting, and then considered again in June. Randy asked that the communications director position be reviewed as well during the budget meeting coming up at the end of the month.

3. Announcements/Correspondence

a. WHS Student Achievements

Please see the following achievements from a few of our WHS students.
National Merit Scholars Finalist: Ashlyn Anderson, Sebastian Geraci,
Abigail Schmeiser.

WIAA Scholar Athlete : Anne Dotzler

WI Football Scholar Athlete Team: Jeb Frey

Randy also shared that Christy Sheppleman was honored with the Kohl Fellowship award. She will receive \$6000.00 as will the school receive \$6000.00

XIV. 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 March 2020.

1. Finance

a. Monthly Finance Reports

Attached you will find the 2019-20 Budget Status report as of April 30th, 2020, and the Cash Reconciliation report for March 2020. In addition, please note that the Dean/SSM wellness clinic report for March has also been attached. A district financial report for the wellness clinic has also been included for your review. This report tracks expenditures over time beginning with the first month of the clinic.

Brandt made a comment that if there is anyway the Wellness Clinic could be used to help as we are working through this pandemic and as we are considering how to start school in the fall to please utilize this great source.

B. CESA 2 Contract and secure services for 2020-2021

The only service we will renewing with CESA 5 is for the Professional Resource Center (PRC) / Assistive Technology Library for \$6,000. This contract is covered under our Special Education funds.

C. 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.

Earl I Copper Award winners are Brad Li and Grace Kim (awarded \$1000/ea)
Ted & Jan Tweed Award winners are Olivia Gardill and Samantha Himegamer (awarded \$1000/ea)

D. Gifts and Field Trips

1. Gifts

Waunakee Community Foundation awarded \$1000 for the Angie Statz Bauer Memorial Scholarship. Rylie Endres is this year's recipient.

2. Field Trips

a. Girls Basketball request to attend tournament in IL on 1/18/21

E. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations and Retirements/Non-renewal

New Administrative Staff

Lisa Jondle. Assistant Principal, IS

New Teacher Staff

Carol Cullen, 8th Grade Teacher, MS

Daniel Esparza, Cross Categorical Teacher, HS

Kathleen Evenson, 6th Grade Teacher, IS (New)

Michelle Kay, 7th Grade Teacher, MS

Sara Manders, 6th Grade Teacher, IS (New)

Melanie Martin, Spanish Teacher, IS

Colleen Serum, Business Education Teacher, HS

New Support Staff

Erin Mayrand, Administrative Assistant to the Principal, PES

Internal Staff Changes - No Action

Rebecca Biddick - 100% School Social Worker (New)

Jamie Sercombe - from Music Teacher, IS, to Music Teacher, MS

Katie Swank - from 50% Music Teacher, IS, to 100% Music Teacher, IS

Resignations

Chelsea Allendorf, 2nd Grade Teacher, HES

Barbara Beyer, Cross Categorical Teacher, AES

John Honish, 7th Grade Teacher, MS

Brett Jacobson, 7th Grade Teacher, MS

Allison Shuda, Spanish Teacher, PES

Retirements

Beth Wagner

F. Summer School Recommendations

No Summer School recommendations this month.

A motion was made by Brandt second by Hoefer to approve the entire consent agenda. Motion carried 7-0.

XV. BOARD BUSINESS

A. Correspondence

Farewell from Student Reps Anna Englebert and Shawn Paul

B. Upcoming Meetings

CESA 2 Conference – attended by Joan, Info on Village of Waunakee Public Hearing, Boetcher, Brandt, & Guttenberg will attend a meeting with the Village of Waunakee and the Town of Westport representatives regarding meeting times, WEAC has a workshop for Board of Education members and WASB has 2 spring workshops for Board of Education members.

XVI. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting – Budget May 26, 2020 @ 5:30PM A motion was made by Hetzel, second by Ensign to approve this meeting. Motion carried 7-0.

C. Budget Committee – June 1, 2020 @ 5:30 PM

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee – May 18, 2020 @ 5:30 PM

G. Goals Committee - May 18, 2020 @ 6:30 PM

H. Human Resources Committee – June 1, 2020 @ 4:00 PM

I. Policy Committee

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

XVIII. RETURN TO OPEN SESSION - NA

XIX. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION- NA**

XX. **ADJOURN**

The Board of Education adjourned at 10:06 PM on a motion by Heinemann second by Hetzel and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

Minutes of Additional Meeting - Budget

The Board of Education Waunakee Community School District

An Additional Meeting - Budget of the Board of Education of Waunakee Community School District was held Tuesday, May 26, 2020, beginning at 5:30 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

Vice President Brandt called this meeting to order. Time 5:35 PM

II. ROLL CALL

Virtually: Brandt (initially via phone), Boetcher (5:40 due to technical difficulty) Engebretson, Ensign, Heinemann, Hetzel, Hoefler.

Also Present virtually: WCSD Administrative Cabinet.

III. APPROVAL OF AGENDA

A motion was made by Ensign, second by Hetzel to approve the agenda as posted. Motion carried 6-0 (Boetcher was not in attendance yet)

IV. PUBLIC COMMENTS

There were no public comments submitted

V. SUMMER SCHOOL DELIVERY MODEL, SUMMER PROGRAM GUIDELINES AND OUTSIDE PROGRAM REQUESTS, AND OTHER COVID-19 RELATED ISSUES AND UPDATES

Randy Guttenberg explained where WCSD is at in regard to COVID 19. This update was as per the Forward Dane plan and Dane County Public Health. He also shared what the plan is so far regarding closing out the school year.

Randy Guttenberg and Sheila Weihert gave their plan for Summer School. After receiving this update a motion was made by Hetzel, second by Engebretson to have summer school begin virtually on June 22, 2020. To continue in a virtual format through the first session which ends on July 9, 2020. The format for second session of summer school will hopefully allow some face to face as well as virtual format. This format will be determined as Dane County allows, and the format options will be brought back to the board at the June 8, 2020 meeting. Motion carried 7-0

Sheila Weihert also shared some additional courses offered for summer school. A motion was made by Engebretson, second by Ensign to approve the additional summer school courses as presented. Motion carried 7-0.

Randy Guttenberg shared a request from the Wisconsin Youth Company (the organization who rents space from us to operate the after-school program). Regarding their wishes to re-open their services for this summer in our schools. WYC is considered a Daycare and has different guidelines than summer school. This would also allow for guidance as other youth programs/camps ask for use of our facility. A motion was made by Heinemann, second by Hoefler to not allow outside groups into the school facilities until we have re-introduced our own programs. At that time, the board asks that the administration would bring any requests back to the board for consideration. Motion carried 7-0.

Randy Guttenberg then presented and answered questions regarding Re-Opening Planning. The challenges, decisions that will need to be made quickly, possible changes all while considering

the health and wellbeing of 4300 students and 600 staff.

Randy Guttenberg shared discussions with President Boetcher regarding having an additional board meeting each month, due to the decisions that will need to be discussed and made this summer. He also discussed various ways to communicate with the families, one being a virtual listening session and Q&A.

These items are outlined in a powerpoint presentation that is posted in the extras section of this meeting's agenda.

VI. 2020-2021 BUDGET PLANNING

Steve Summers, Randy Guttenberg and the Administrative Cabinet Team presented and answered questions regarding the 2020-2021 budget planning process as well as specific requests. This year the administrative staff were asked to look at both the immediate need and the long term vision/needs.

VII. GOALS COMMITTEE FOLLOW-UP: SOCIAL MEDIA AND COMMUNICATION SPECIALIST POSITION

Randy Guttenberg presented along with members of the Goals committee their consensus to move forward with the hiring of the Communications Specialist position and that this position will also take over the social media role. The board supported that the Communications specialist position and the HES AP position and related administrative restructuring be brought back to the budget committee and then presented to the full board as part of the 2nd draft of the budget.

VIII. FUTURE AGENDA ITEMS

There were no future agenda items.

IX. ADJOURN

The Board of Education adjourned at 8:22 PM on a motion by Heinemann, second by Hetzel and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE: rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.
2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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the speaker and his/her remarks shall be limited in accordance with applicable law.

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.
3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.
2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.
3. Meetings of any standing or ad hoc committee that may be established by the Board.

Legal References:

Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]
[Section 19.83\(2\)](#) [discussion during period of public comment]

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]
[Section 19.85](#) [exemptions to open meetings]

Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

Adoption/Revision Date(s):

October 1989
March 1994
September 1994
January 2000
February 2002
May 2020

WTA Update for WCSD School Board: 06/08/20

As we head into summer break, the WTA has a few updates that we would like to share with the school board and administration.

Ad Hoc Committee: The WTA Executive Team stands in full support of the Board's efforts to establish an Ad Hoc Committee to study and provide recommendations on issues related to Inclusion and Equity. This work is absolutely essential as we reflect on ourselves as individuals and as a district, and as we seek to grow our ability as a district to serve all of our students, especially our Students of Color. We as educators have an obligation to ensure that each and every student is provided with a safe, inclusive, and equitable educational experience. This committee and the work which it will begin in relation to inclusivity and equity is essential to meeting the call of that obligation. We understand that this will only be a starting point. To that point, the WTA Executive Team looks forward to partnering with the district as we continuously evolve toward becoming a district that fully embodies inclusive and equitable practices

Planning for the Fall: We know that many processes and decisions are still up in the air regarding what school will look like at the beginning of the year this fall. We appreciate the district's efforts to seek out teacher voices while engaging in discussions around planning for the 2020-21 school year. We look forward to continuing this dialogue throughout the summer as new developments unfold.

Thank you for providing us with a platform to give you an update regarding the work the WTA has been doing on behalf of our students, teachers, staff, and district.

Ashley Taylor and Kyle Emmert
WTA Co-Presidents

AD HOC COMMITTEE ON INCLUSION AND EQUITY IN THE WAUNAKEE COMMUNITY SCHOOL DISTRICT

Charge to the Committee Task Force:

1. Review existing WCSD data, federal and local guidance, contracts and policies related to the following:
 - a. Title VI of the Civil Rights Act of 1964, related to nondiscrimination on the basis of race and national origin;
 - b. Title IX, related to nondiscrimination on the basis of sex in education;
 - c. The Age Discrimination Act of 1975;
 - d. The Americans with Disabilities Act, as it relates to nondiscrimination on the basis of disability;
 - e. The American Indian Religious Freedom Act of 1978;
 - f. All applicable state and local laws related to all federally protected classes.
2. Review current research on the use and effectiveness of hiring practices that consider the benefits of diversity for students and staff;
3. Review best practices as it relates to the hiring, retention and promotion of a diverse staff and administration, as well as staff professional development, improvement of professional practices, and internal promotion;
4. Review current economic trends and the housing and other economic policies of municipalities in the WCSD area that have a disparate impact on protected classes;
5. Review district curriculum for inclusion and representation of persons of all backgrounds and identities, including federally protected classes;
6. Develop possible recommendations to the Board of Education for amendments to contract language, curriculum, board policy, and administrative practices based on feedback from the community, stakeholders, and experts following discussions, information-sharing sessions and regular meetings;
7. Report to the Board of Education a summary of the work of the Committee within 12-18 months of appointment.

Membership

The ad hoc committee shall consist of no less than 12 members, with Board Director Brandt designated as chair, and one other BOE member selected by the President of the BOE. The committee shall include:

- Two BOE directors;
- At least one staff member, if available, from each school and level of the WCSD;
- One administrative designee at the discretion of the Superintendent;
- Three current student representatives;
- Up to 11 members of the community, to be selected via open application to the chair and the BOE President;
- The committee shall be equitable in distributing representation across gender, racial and class lines, and shall make all reasonable efforts available to ensure

representation includes individuals with disabilities, persons of color, and LGBTQ+ individuals.

Timeline:

March 2020: Approval of Ad Hoc Committee

April 2020: Appointment of Members

May 2020: First Meeting

May-November 2021: Report to Board of Education

TO: WCSD Board of Education
FROM: Mike Brandt, Chairperson of the Ad Hoc Committee on Inclusion and Equity
RE: Regarding Ad Hoc Committee Membership
DATE: June 5, 2020

After reviewing over eighty applications for the ad hoc committee, the following individuals have been selected for membership:

BOE – Mike Brandt
BOE - TBD
Administration - Tim Schell, Katie Grundahl
Staff – Melanie Meister - Heritage
Staff – Bethany Pottinger - Arboretum
Staff – Cathy Kittell - Prairie
Staff – Emily Meier – IS/MS
Staff – Stephanie Shefchik – Spec Ed.
Staff – Christy Sheppleman - AE/EL/HS
Staff – Monique Mobley - HS
Staff – Gina Pagel – WTA
Student – Sam Kaufmann
Student – Audrey Deppen
Student – Izabella Moore
Community – Westport - Pamela Potter
Community – Westport - Michelle Berg
Community – Westport – Joel Lewis
Community – Springfield – Jamie Guerretaz
Community – Waunakee – Paul Whitley
Community – Waunakee – Mike Pisani
Community – Waunakee – Leslie Petty
Community – Waunakee – Jamie Griffin Strachota
Community – Waunakee – Shawn Paul
Community – Waunakee – Melissa Hernandez
Community – Waunakee – Nia Vang

Six alternates are being contacted and asked to follow along and/or observe, in the event anyone has to drop out.

Flag Resolution

Whereas, President Barack Obama declared June LGBT Pride Month in 2010, stating “I call upon all Americans to observe this month by fighting prejudice and discrimination in their own lives and everywhere it exists.” – Proclamation 8529 by U.S President Barack Obama, May 28, 2010; and

Whereas, June has henceforth been designated as a time to celebrate our Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) community, with the express purpose of raising awareness of quality services, and to foster a dialogue to promote healthy, safe, and prosperous school climates and communities for all; and

Whereas, in 1982, Wisconsin became the first state in the nation to pass a gay rights law; and

Whereas, all children and youth should be able to attend and work in a safe and inclusive environment free from discrimination, and civil rights laws contribute to such environments; and

Whereas, the lack of awareness and understanding of issues facing LGBTQ children and youth has contributed to higher rates of school dropout, academic failure, and school disengagement; and

Whereas, education regarding LGBTQ issues increases understanding and cultivates respect for LGBTQ children and youth; and

Whereas, policies that specifically mention sexual orientation, gender identity and gender expression are associated with: students feeling safer; lower levels of bullying; decreased incidents of harassment related to sexual orientation; increased teacher/staff interventions; and a greater reporting of incidents; and

Whereas, School Board Policy 411 prohibits discrimination in the district’s programs and activities based on sexual orientation, gender identity, and gender expression among other characteristics; and

Whereas, flying the rainbow flag throughout the month of June further symbolizes the District’s celebration of diversity and support for the Lesbian, Gay, Bisexual, Transgender community.

Now, Therefore, Be It Resolved, that the Waunakee Community School District recognizes the month of June as LGBTQ Pride Month and will fly the rainbow flag at its buildings during June to inspire equity, create alliances, celebrate diversity, and establish a safe environment in our schools and community; and that this resolution be distributed to every school in the District.

Be It Further Resolved this statement be permanently imprinted in the Board of Education minutes for the Regular BOE meeting dated June 8, 2020.

TO: Board of Education
FROM: Randy Guttenberg
Sheila Weihert
RE: Summer School 2020 -- Options for Second Session
DATE: June 8, 2020

As I write the third or fourth draft of this memo, I have come to the conclusion that the work around reopening for summer school is an evolving and complex process, and the content of this memo may, and probably will, evolve before the time we meet on Monday evening. I will provide an update and any evolving thoughts at the meeting. Thanks for understanding.

At the May 26, 2020 School Board Meeting, the administration presented to the Board a recommendation for summer school. That recommendation included the following bullet points:

- Summer School begins on June 22nd in a virtual format (school facilities are closed until at least June 30th)
- For continuity, will remain in a virtual format through the first session of summer school, ending on July 9th.
- Beginning the 2nd session on July 13th -- format to be determined-- combination of virtual and some face-to-face, if possible. Will bring back a plan and program format options to the June 8th Board Meeting.

I previously shared with you that any plan to bring students back this summer should be done in a very controlled manner and should not include “opening the doors” for all programs to return at once. After spending June 3rd and 4th diving deeper into the planning for in-person options for the summer, I need to reiterate the significant lift that any in-person options bring to my team, concerns about “doing the right thing” for student and staff safety, and the logistics of moving forward during the summer months in regard to staffing.

That being said, there are two related, but separate, paths that we need to consider as we establish any reopening plans.

- First, we need to know which programs we should consider for bringing back for face-to-face instruction.
- Second, we need to make decisions on the operational protocols that need to be in place to bring students and staff back into our buildings, and we need to assess if we will be ready to implement these protocols by the middle of July.

I have significantly narrowed our options for summer to two options, and a few related programs that could be considered, too.

Option 1: All Programs Remain Virtual.

This option keeps all students in their current virtual learning environment and is the lowest risk option. This is the prominent approach for summer school in our surrounding school districts, and across the state. This option should be considered if

we do not feel we can address the operational protocols and logistics that need to be in place in order to bring students and staff back to school safely by mid-July. It is also the option that should be considered if guidelines are not available in a timely manner for adequate planning and communication to occur.

One drawback to this plan is that it does not allow us to address some student programs, like Camp Kindergarten, that are not able to be done virtually. Also, an all virtual approach does not allow us to do a “trial run” of reopening school and experiencing the operational protocols that we need to put in place. Having some experience with these operational protocols would be helpful before we get to the fall.

Option 2: Bring Back Camp Kindergarten and ESY

- Camp Kindergarten: Parents have an option of a morning (8:00-10:00) or afternoon session (1:00-3:00) during one of two weeks. July 20 - 23 or July 27 - 30.
- Special Education - Extended School Year(ESY): This is typically very small numbers of students in a building. IEPs dictate whether Extended School Year services are offered to students.

This second option is a controlled and measured reopening of select programs. All classes outside of Camp Kindergarten and ESY would remain virtual. This option is only possible if we are confident in our ability to implement the operational protocols necessary to bring staff and students back to school. Some families who registered for this program may opt out of their child participating if the program is offered face-to-face. Also, it is through this option that we are able to offer Camp Kindergarten, which otherwise would not run if we remained virtual.

Other select programs that have been discussed:

- Welcome to Fifth Grade: Parents have an option of a morning or afternoon session during one of two weeks. July 20 - 23 or July 27 - 30.
- Remedial Classes in Grades 7 - 12. We would check on parent interest about switching to face to face classes for two weeks starting July 20.

Bringing our students back to school can only occur if we are able to put operational protocols in place for staff and students. The operational protocols that we need to create and implement include:

- The procedural policies are required as part of the Forward Dane Reopening Plan.
 - Written and implemented hygiene policy and procedure.
 - Written and implemented cleaning policy and procedure.
 - Written and implemented protective measure policy and procedure.
 - Documented staff receipt, acknowledgment, or training on the policies.
- Employment guidelines for staff.
- Cleaning and sanitation plan for the rooms and facilities that will be used.

- Social distancing plans for each program.
- Nursing staff needs and health protocols.
- Student and staff wellness checks -- process and procedures.

We have started to conceptualize our plans for reopening and have begun outlining some of the ways to address these operational needs.

To guide our planning process, we need your feedback and endorsement on a few key areas.

Operational Decision Points Needed for Planning

1. If we decide to return some programs to our school buildings, transportation is not required for summer school, and given the logistical limitations and the associated cost with providing summer school busing, we recommend not offering it this summer.
2. Wellness Checks for students and staff are needed as we reintegrate people to school. There are two options -- Temperature Checks or Self-Reporting.
 - a. Need to find and purchase thermal thermometers.
 - b. Up to 35-40% of people can be asymptomatic.
 - c. Administration of Tylenol can mask temperatures.
 - d. Self-Reporting is based on temperatures being taken at home, reporting of symptoms, and reporting of contact with others who may be infected.
 - e. A reporting and record keeping process would need to be created and utilized.
3. Personal Protective Equipment
 - a. Staff?
 - b. Students?

Please note -- DPI, DHS, and Public Health Madison Dane County are working on updated guidelines related to all of these issues that are anticipated in the next couple of weeks. Also, once we move into Phase 2 of the Forward Dane Plan, there will be another Order that will define what we are able to do as a school district and what parameters will be in place for reopening. These guidelines will not be released until we get to Phase 2. The timing of moving to Phase 2 is projected to be soon, but is not definite.

The administration is seeking the Board's feedback, and endorsement of a path for a few of these significant decision points, so if there is a desire to begin bringing students back, that we can plan accordingly.

Once we define our direction related to the program option and input on the above operational protocols, then we will put together the specific plan per this model to be presented to the Board for consideration at the June 22, 2020 meeting.

Also, once we have a direction, we can connect with staff to determine their availability and desire to work in this format and with these protocols, and connect with parents of select programs to evaluate their desire to participate, given the protocols that will be in place.

I look forward to discussing this topic with you on Monday evening.

Waunakee Community School District -- Reopening Framework Guiding Principles

The Waunakee Community School District has been closed since March 13, 2020 as a result of the health emergency associated with the COVID-19 pandemic. The Forward Dane reopening plan that was launched by Public Health Madison Dane County incorporates a phased model for reopening as certain health and community metrics are met. Each subsequent phase of this plan allows for less stringent guidelines and more opportunities for schools to open their doors for students, staff, instruction and co-curricular opportunities.

The Guiding Principles provide a foundation that is aligned with the beliefs and priorities of the Waunakee Community School District, to be used for planning, decision making, and actions as we work to reopen the schools during the summer and fall of 2020.

1. The Waunakee Community School District will refer to the guidelines for reopening schools as published and / or presented by the Center for Disease Control, Wisconsin Department of Health Services, Wisconsin Department of Public Instruction, and / or Public Health Madison Dane County for the safety of our students, staff, and the community.
2. The Waunakee Community School District will deliver excellent instructional programs to meet the educational needs of all students in whatever format and mode is required.
3. The Waunakee Community School District will identify adaptable, flexible scenarios to re-open our programs and schools and meet the unique needs of students and staff.
4. The Waunakee Community School District will enhance our capability to provide engaging remote learning with students at the center of our teaching and learning.
5. The Waunakee Community School District will preserve community and provide support for students and families to assist with their wellbeing and social emotional needs.
6. The Waunakee Community School District will consider issues from an equity lens as part of the decision making process.
7. The Waunakee Community School District will solicit input from staff and parents on key components of reopening plans.
8. The Waunakee Community School District will inform families, staff, and students of our timelines, plans, and decisions with advance notice whenever possible.
9. The Waunakee Community School District will assess and align resources to support these principles to reflect current reality and logistical feasibility.

Waukeek Community School District -- Reopening Planning Framework

Planning for the fall 2020 reopening of school requires concerted work in each of the following categories (based off of a draft of a DPI plan). A centralized approach will be used to inform the work and maintain consistency with the school building level leadership teams.

Specific details will be built around each area over the summer 2020. Projected timeframe for decision making for Fall 2020 is July 31st.

Drafts of this planning process will be brought to the school board throughout the summer 2020.

Organizing Framework -- Randy Guttenberg

Guiding Principles -- Randy Guttenberg

Governance -- Randy Guttenberg

Infection Control / Mitigation -- Kurt Eley and John Cramer

School Safety / Mental Health -- Chris Mand

Teaching and Learning -- Tim Schell and Amy Johnson

Special Education -- Kurt Eley

Pathways -- Tim Schell

English Learners -- Chris Mand

School Operations -- Steve Summers and Brian Grabarski

Out-of-School-Time Programs -- Steve Summers and Brian Grabarski

Technology -- Herb Haubrich

Building Leadership Teams -- Building Administration

The Calendar Committee met on May 20th to discuss the impacts that COVID-19 may have on our return to school in the fall. Even though it is difficult to fully predict what late August and September will bring, we are fairly certain that it will be anything but a normal start to the school year. For this reason, the Calendar Committee met with the goal to organize our staff days at the beginning of the year to our benefit and to provide time for all staff to prepare for whatever educational delivery model we will start the year with on September 1st.

Needing to stay within the 192 days that are part of each teacher's contract, the Committee is recommending to "frontload" the school year with our professional development days. We are proposing to move three days previously set aside during the school year (October 22, February 26, and May 17) and move them into August for staff development, collaboration, and planning.

There are two options that the Committee discussed for when to add these days to the teacher calendar, and they would like your input to determine which path to recommend to the school board.

Options 1:

Thursday, August 20th -- All Staff Report
Friday, August 21st -- Staff PD/Collaboration/Planning
Monday, August 24 -- Staff PD/Collaboration/Planning
Tuesday, August 25th -- Staff PD/Collaboration/Planning
Wednesday, August 26th -- Staff PD/Collaboration/Planning
Thursday, August 27th -- Staff PD/Collaboration/Planning
Friday, August 28 -- Non-Contract Day
Monday, August, 31st -- Staff Workday
Tuesday, September 1st -- First Day with Students

Option 1 has staff returning on Thursday, August 20th and maintains a Non-Contract Day on Friday, August 28th.

Option 2:

Friday, August 21st -- All Staff Report
Monday, August 24 -- Staff PD/Collaboration/Planning
Tuesday, August 25th -- Staff PD/Collaboration/Planning
Wednesday, August 26th -- Staff PD/Collaboration/Planning
Thursday, August 27th -- Staff PD/Collaboration/Planning
Friday, August 28 -- Staff PD/Collaboration/Planning
Monday, August, 31st -- Staff Workday
Tuesday, September 1st -- First Day with Students

Option 2 has all staff returning on Friday, August 21st and eliminates the Non-Contract Day on Friday, August 28th.

Both options maintain the 192 days that constitutes a teacher contract.

In the 2020-2021 Calendar, October 22, February 26, and May 17 would become Non-Contract Days.

The Committee discussed the idea of pushing back the start date for school, and the administration did not think that was a good idea since we have already been out of school for such a long time this spring.

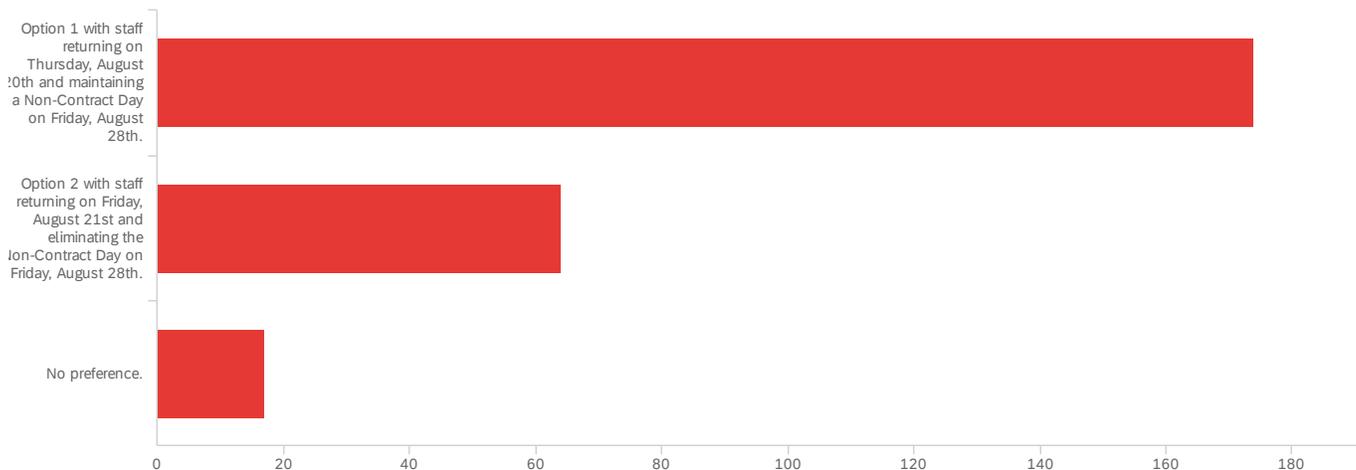
Thank you for completing the survey.

Default Report

August 2020 Back to School Options-corrected

June 4, 2020 12:34 PM CDT

Q2 - Which option do you prefer?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Which option do you prefer?	1.00	3.00	1.38	0.61	0.37	255

#	Field	Choice Count
1	Option 1 with staff returning on Thursday, August 20th and maintaining a Non-Contract Day on Friday, August 28th.	68.24% 174
2	Option 2 with staff returning on Friday, August 21st and eliminating the Non-Contract Day on Friday, August 28th.	25.10% 64
3	No preference.	6.67% 17
		255

Showing rows 1 - 4 of 4

End of Report

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, June 1, 2020, beginning at 5:30 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

The meeting was called to order at 5:31pm by Heinemann.

II. ROLL CALL

Present: Heinemann, Ensign, Hetzel

Also present: Randy Guttenberg, Steve Summers, Brian Grabarski, and Board President David Boetcher

III. APPROVAL OF AGENDA

A motion was made by Ensign, seconded by Hetzel to approve the agenda. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments.

V. 2019-2020 BUDGET

A. Projected End of the Year Balance

Steve Summers presented and answered questions regarding the review of the 2019-2020 budget, projected end of the year balance. He reminded the Committee that the 19-20 budget has a planned deficit of \$433,686 due to the capital projects that are funded through the 2014 operational referendum funds (currently accounted for in the Fund 10 fund balance). This capital projects funding decision is connected to the Fund 41 account, as the 19-20 fiscal year is the third year of a three year plan to build up the fund balance in Fund 41. The contingency budget has been primarily expended through costs associated with additional educational services at Heritage Elementary School.

B. Budget Changes

Steve Summers explained and answered questions regarding the review of the formal budget change process that will be presented to the School Board for approval in June. The budget change document is attached to this meeting agenda.

The budget revisions for 19-20 include:

- * changes in grant allocations (both Fund 10 and 27)
- * changes to the State of Wisconsin Library Aid (Fund 10)

Summers explained that due to extenuating circumstances some budget revisions that normally would have been completed did not take place in 19-20. The budgeted funds are available, but budgets were placed in an accounting function which is different than where they were spent. The intention was to move the funds into the correct functions but this process was interrupted by the extenuating circumstances.

A motion was made by Hetzel, seconded by Ensign to move all budget revisions to the School Board for approval at the June 8th School Board Meeting. Motion carried 3-0.

C. Fund Balance Classifications

Summers explained and answered questions regarding the review of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year.

A motion was made by Hetzel, seconded by Ensign to move the fund balance classifications to the full Board for approval. Motion carried 3-0.

VI. 2020-2021 BUDGET PLANNING

A. Review Second Draft of the Budget

Summers explained and answered questions regarding the review of the second draft of the budget for the 20-21 school year. The second draft of the budget is based on the following:

1. The \$0/student increase in the per pupil categorical aid, with a \$179/student increase in the revenue limit formula
2. An increase in the percentage of State Special Education Categorical Aid to 30%
3. The personnel cost line includes a salary increase of 2.85%, 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 second draft includes an increase of 9.42 FTE, as outlined on page 13 of the document.
6. All of the remaining budget requests have been placed on hold at this time.

The second draft of the budget in June includes:

1. Staffing updates based on additional schedule changes or reallocation proposals
2. Updates to the gift fund (Fund 21)
3. Updates to building/department revenue accounts and corresponding expense

accounts

The third draft of the budget in July will include at least:

1. Grant allocations
2. Staffing updates based on additional schedule changes or reallocation proposals
3. Updates to other budgetary funds (Fund 50 and Fund 80)
4. Updates to summer school budget

Summers asked the Committee if they wanted to consider the motion to move the 2nd draft of the budget to the full Board now or go through other agenda items that could add more detail to this motion. The Committee decided to consider this motion at the end of the agenda.

B. Administrative Restructuring

Guttenberg presented and answered questions regarding the attached memo that provided an overview of the topic of Administrative Restructuring. This memo has been revised based on the Goals Committee Meeting and the Special Board Meeting. The Committee also reviewed and discussed the 5 options offered for paying for the Administrative restructuring steps that the Committee indicated they would like to see happen now.

C. Lease Agreements

Summers explained and answered questions regarding the review of the lease agreements for the 20-21 school year. These lease agreements are:

The Wisconsin Youth Company lease continuing at \$2,600 per building
The Dane County lease continuing at \$75 per month
The New Teacher Project lease continuing at \$300 per month.

A motion was made by Hetzel, seconded by Ensign to move these agreements as presented to the full Board for consideration on June 8, 2020. Motion carried 3-0.

D. Furniture Purchases

Summers explained and answered questions regarding the quotes for furniture purchases for the additional classrooms at both the Intermediate School and Heritage Elementary. The recommendation is to fund these furniture purchases through the transportation savings from the 2019-20 budget.

After much discussion regarding the transportation savings and the furniture quotes, a motion was made by Hetzel, seconded by Ensign for consideration by the full Board to move the cost of Intermediate furniture for \$45,265.62 (revised final quote: \$44,552.79) and Heritage furniture for \$8,765.65 to district funds. Motion carried 3-0.

E. Technology Budget

Summers asked that the Long Range Technology Plan be tabled and brought back to the Committee in July at a time when Director of Technology, Herb Haubrich could be present. A motion was made by Ensign, seconded by Hetzel to table this item until the July Budget Committee Meeting. Motion carried 3-0.

F. Food Service Budget

Summers explained and answered questions regarding continuing the school closure meal program throughout the summer. Taher has provided the following cost estimate:

Estimated food and paper cost is \$1.25/breakfast; \$3.00/lunch.

Estimate of 200 meals/day = \$850/day

Estimated labor cost = \$400/day (high end, taking an average of wages)

Total estimated cost per day = \$1,250

Summers explained that families approved under the National School Lunch Program did receive additional funds to purchase food as a result of COVID19; however, only National School Lunch Program Districts were eligible for these additional funds. Some Waunakee families have been granted these additional funds and others have been denied. The Committee requested that the food service department reach out to families to find out who would be interested in this benefit through the summer. The Committee also requested an update on the Classmunity donations. They would like to see this information at the June 8, 2020 meeting.

A motion was made by Hetzel, seconded by Ensign to move for consideration to continue the school closure meal program throughout the summer to the full Board on June 8, 2020 along with the information request from the food service department. Motion carried 3-0.

G. Transportation

Guttenberg and Summers explained and answered questions regarding the Transportation Guidelines that have been provided to Dane County school districts. These guidelines may change based on additional state level guidance. Administration discussed with the Committee, at a high level, the potential impact to the 2020-21 budget planning process.

Summers asked the Committee to now consider a motion regarding the 2nd draft of the budget. A motion was made by Hetzel, seconded by Ensign to move the second draft of the budget for consideration by the full Board on June 8, 2020. The motion includes the administrative restructuring plan and using a combination of items 1 & 2 from the restructuring memo to fund these administrative restructuring steps. Items 1 & 2 are summarized and outlined as follows:

1. Use the savings from replacement of experienced staff who retire or resign from the district.
2. Utilize funds from other revenue sources, such as Transfer of Service and additional Open Enrollment students. Motion carried 3-0.

VII. **DISCUSSION/ACTION ON PROPOSALS**

There are no proposals to review this month.

VIII. **OTHER ITEMS FOR DISCUSSION**

.There were no other items for discussion

IX. **FUTURE AGENDA ITEMS**

There were no additional future agenda items.

X. **ADJOURN**

A motion was made by Ensign, seconded by Hetzel to adjourn the meeting at 7:00pm.
Motion carried 3-0.

**NOTICE OF CHANGE IN ADOPTED BUDGET
WAUNAKEE COMMUNITY SCHOOL DISTRICT**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of [Waunakee Community School District](#), on [June 8, 2020](#), adopted the following changes to previously approved budgeted 2019 - 20 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

GENERAL FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
State Aid - Categorical	610	301,608.00	312,537.00	10,929.00
State Special Project Grants	630	122,669.00	121,309.00	(1,360.00)
Federal Aid -Categorical	710	16,816.00	19,129.00	2,313.00
Federal Special Projects Aid Trans	730	175,102.00	183,066.00	7,964.00
Elementary and Secondary Education	750	79,524.00	90,061.00	10,537.00
Total Anticipated Revenues		50,974,478.00	51,004,861.00	30,383.00
Expenditure Appropriations:				
REGULAR CURRICULUM	120000	9,387,784.00	9,399,755.00	11,971.00
VOCATIONAL CURRICULUM	130000	1,868,499.00	1,870,836.00	2,337.00
OTHER SPECIAL NEEDS	170000	278,120.00	279,307.00	1,187.00
INSTRUCTIONAL STAFF SERVICES	220000	2,579,420.00	2,590,286.00	10,866.00
OTHER SUPPORT SERVICES	290000	2,191,188.00	2,195,210.00	4,022.00
Total Expenditure Appropriations		51,408,164.00	51,438,547.00	30,383.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00

**NOTICE OF CHANGE IN ADOPTED BUDGET
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SPECIAL EDUCATION FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Federal Special Projects Aid Trans	730	636,412.00	765,495.00	129,083.00
Total Anticipated Revenues		8,315,216.00	8,444,299.00	129,083.00
Expenditure Appropriations:				
SPECIAL EDUCATION CURRICULUM	150000	6,148,263.00	6,162,420.00	14,157.00
PUPIL SERVICES	210000	1,207,167.00	1,206,767.00	(400.00)
INSTRUCTIONAL STAFF SERVICES	220000	491,396.00	503,044.00	11,648.00
BUSINESS ADMINISTRATION	250000	208,000.00	208,500.00	500.00
CENTRAL SERVICES	260000	28,155.00	34,470.00	6,315.00
PURCHASED INSTRUCTIONAL SERVICES	430000	231,235.00	328,098.00	96,863.00
Total Expenditure Appropriations		8,315,216.00	8,444,299.00	129,083.00
Projected Ending Fund Balance:				
Fund Balance, Restricted	Enter	0.00	0.00	0.00
Projected Ending Fund Balance	Enter	0.00	0.00	0.00



Waunakee Community School District

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**2020-2021 Budget
SECOND DRAFT**

The second draft of the budget is based on the 2019-2021 State Budget. Any changes to school funding as a result of COVID19 are not reflected in this draft.

Prepared by Steve Summers, Executive Director of Operations
June 8, 2020

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Waunakee Community School District

Board of Education

<u>Name</u>		<u>Municipality</u>	<u>Term Expires</u>
David Boetcher	President	Village of Waunakee	Spring 2022
Michael Brandt	Vice President	Town of Westport	Spring 2021
Jack Heinemann	Treasurer	Village of Waunakee	Spring 2022
Judy Engebretson	Clerk	Towns of Dane/Springfield	Spring 2022
Joan Ensign	Director	Town of Westport	Spring 2023
Brian Hoefler	Director	Village of Waunakee	Spring 2023
Mark Hetzel	Director	Town of Vienna	Spring 2021

Budget Committee Members

Jack Heinemann, Chair
Mark Hetzel
Joan Ensign

Waunakee Community School District

Introduction

A budget is a financial plan designed to achieve the educational objectives of the Waunakee Community School District. The budget needs to be accountable to meet these educational objectives within the financial constraints that exist. The budget needs to be understandable to the Board of Education, administration, staff, parents, and the district taxpayers. The budget was developed with significant staff input regarding needs and priorities. The budget was developed based on principals of long-term fiscal planning.

Timeline

The budget process for the 2020-2021 fiscal year began in January 2020 with all budget requests/ reallocations/reductions due to the Executive Director of Operations by January 24th. A special board meeting will be held on May 4th with the Board of Education and leadership team to review the 2020-21 budget process. A draft of the budget planning process document was presented at a Budget Committee meeting in February. Building/department level budget planning took place between March/April. Administrative review of the budget took place in April. The first draft of the budget was presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. A public hearing on the budget will take place in July. The administration will request that the Board of Education approve the preliminary budget in July. The preliminary budget will be presented at the Annual Meeting in October with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 26th.

Executive Summary

A school district's budget is divided into many "funds". These "funds" are used to account for specific school district programs. The different "funds" and their descriptions are presented below:

FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund
49	Capital Projects*
50	Food Service
72	Private Benefit Trust
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* Currently not being utilized

Waunakee Community School District

A state revenue cap formula is a significant factor in the development of the budget. The revenue cap limits the amount of revenue available to school districts from the two main sources- property taxes and state equalization aid. The revenue cap directly affects Funds 10, 38, and 41, and indirectly affects Fund 27. Fund 27 is primarily funded from a transfer from Fund 10.

The 2019-21 state budget increases the revenue cap per student amount by \$175.00 during 2019-20 and \$179 during 2020-21. The budget includes a \$0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the estimated increase for 2020-21 is shown below:



Please note: the 2014-15 through 2017-18 revenue caps were increased by \$540,000.00 per year due to the November, 2014 operational referendum question.

Waunakee Community School District

Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the projected September 2020 numbers are shown below:

Grade	2016-17	2017-18	2018-19	2019-20	2020-21
EC	13	9	15	12	12
4K	249	262	274	240	255
K	265	270	290	283	262
1	276	280	280	298	295
2	312	283	298	278	309
3	275	325	288	315	284
4	270	283	340	303	325
TOTAL	1660	1712	1785	1729	1742
ELEM					
5	300	278	289	349	312
6	320	312	288	299	361
TOTAL	620	590	577	648	673
INTER.					
7	328	326	328	304	316
8	327	331	328	341	307
TOTAL	655	657	656	645	623
MIDDLE					
9	312	345	346	339	349
10	310	312	345	347	338
11	318	309	311	342	346
12	313	331	320	326	356
TOTAL	1253	1297	1322	1354	1389
HIGH					
TOTAL	4188	4256	4340	4376	4427
DISTRICT					

The historical student count shows an increasing enrollment. The estimated September enrollment shows an increase of 51 students. Enrollment increases result in additional revenues being available through the revenue cap formula.

The 2020-2021 revenue cap limit is estimated to increase to \$45,785,908 or \$1,167,121 higher than 2019-20. This increase equates to a 2.62% increase. The 2020-2021 state equalization aid is estimated to increase to \$22,311,296 or \$1,602,566 higher than 2019-20. This change equates to a 7.74% increase. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st. This estimate is based off of the State approved budget as of April 16th.

Waunakee Community School District

The 2020-2021 tax levy decreases to \$33,147,502 or \$435,618 lower than 2019-2020. This decrease equates to a 1.3% decrease. Two years of historical information and the proposed tax levy for this year is shown below.

Proposed Property Tax Levy			
FUND	Audited	Unaudited	Proposed
	2018-19	2019-20	2020-21
General Fund	22,165,174.00	23,120,138.00	22,666,168.00
Referendum Debt Service Fund	7,319,769.00	9,519,686.00	9,521,947.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	509,296.00	509,296.00	509,296.00
Community Service Fund	338,000.00	434,000.00	450,091.00
TOTAL SCHOOL LEVY	30,332,239.00	33,583,120.00	33,147,502.00
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	5.3%	10.7%	-1.3%

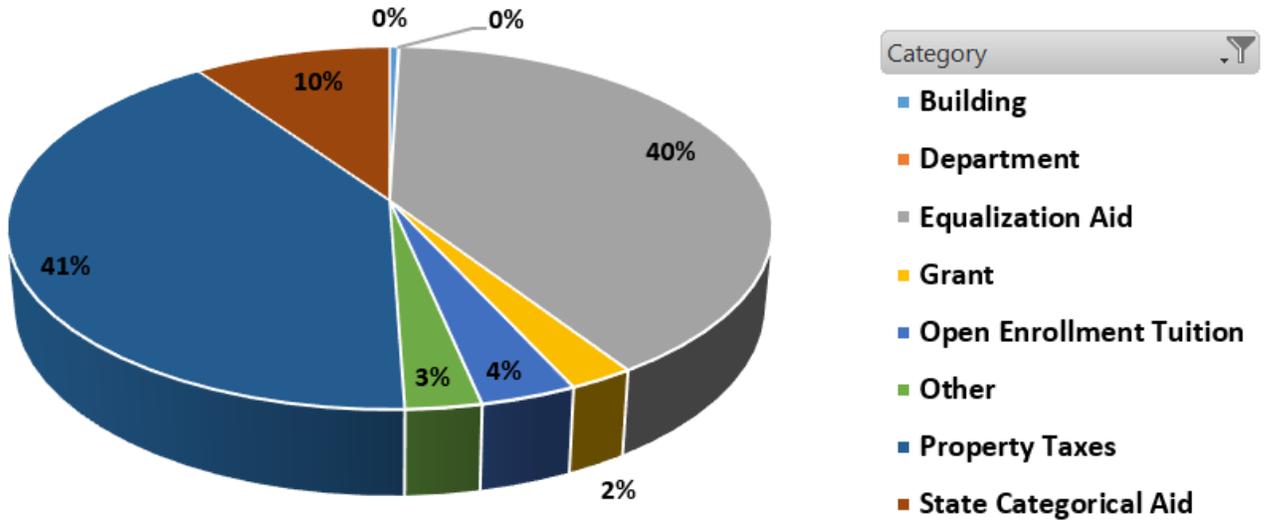
The 2020-2021 tax base is estimated to increase to \$3,169,960,671 or \$77,316,114 higher than 2019-2020. This change equates to a 2.5% increase. The 2020-2021 tax rate (tax levy/tax base) is estimated to decrease from \$10.86 to \$10.46 as 2019-2020. The school tax on a \$360,000 home is estimated to decrease from \$3,910 to \$3,766 (assuming home had assessment change of 0%).

A summary of the expenditures showing two years of historical information and the proposed 2020-2021 budget is shown below. Fund 72 and 73 are not included in the summary below.

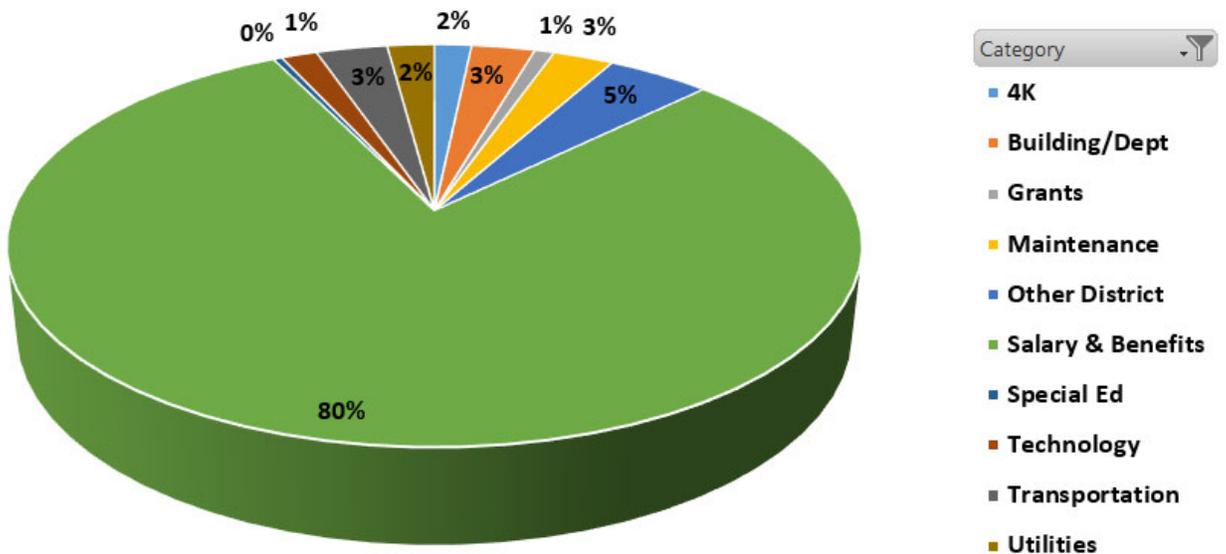
Total Expenditures and Other Financing Uses			
ALL FUNDS	Audited	Unaudited	Proposed
	2018-19	2019-20	2020-21
GROSS TOTAL EXPENDITURES--ALL FUNDS	67,678,073.00	70,887,036.00	75,190,791.00
Interfund Transfers (Source 100) - ALL FUNDS	5,159,077.00	5,732,521.00	5,475,627.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	62,518,996.00	65,154,515.00	69,715,164.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	-10.7%	4.22%	7.00%

Waunakee Community School District

Where do the revenues come from? (Funds 10 and 27)



What are the expenditures spent on? (Funds 10 and 27)



Each fund is presented in more detail on the following pages.

Waunakee Community School District

General Fund 10

Purpose of Fund: The purpose of the general fund 10 is to account for the educational programs and operations of the school district, excluding special education programs.

The 2020-21 grant budgets are not available at this time. The 2020-21 open enrollment budgets will be adjusted based on actual student attendance in the fall of 2020. The state equalization aid/property tax budgets will be revised based on the aid estimate from the Department of Public Instruction in July. The interest earnings/interest expenses for borrowings will be revised in the fall of 2020 based on market conditions.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Prairie School Bldg Fees	\$13,872	\$11,760	(\$2,112)	-15%
Heritage School Bldg Fees	\$13,116	\$12,380	(\$736)	-6%
Arboretum School Bldg Fees	\$12,359	\$12,813	\$454	4%
Intermediate School Bldg Fees	\$37,950	\$37,950	\$0	0%
Middle School Bldg Fees	\$43,900	\$31,000	(\$12,900)	-29%
High School Bldg Fees	\$97,625	\$97,575	(\$50)	0%
Athletics Fees	\$8,000	\$8,000	\$0	--
Building Revenues	\$226,822	\$211,478	(\$15,344)	-7.26%
Curriculum Dept Revenues	\$6,315	\$8,800	\$2,485	28%
Human Resouces Revenues	\$2,200	\$2,200	\$0	0%
Maintenance Revenues	\$0	\$2,000	\$2,000	---
Technology Erate/Fees	\$25,000	\$25,000	\$0	0%
Technology Revenues	\$2,750	\$2,750	\$0	0%
Department Revenues	\$36,265	\$40,750	\$4,485	11.01%
Common School Funds	\$141,787	\$152,716	\$10,929	7%
Title 1 Grant	\$79,524	\$79,524	\$0	0%
Title 2 Grant (Public)	\$48,894	\$48,894	\$0	0%
Title 2 Grant (Private)	\$1,670	\$1,670	\$0	0%
Title 3 Grant	\$11,362	\$11,362	\$0	0%
Title 4A Grant (Public)	\$10,000	\$10,000	\$0	0%
Title 4A Grant (Private)	\$230	\$230	\$0	--
Peer Mentor	\$0	\$0	\$0	0%
Perkins Grant	\$16,816	\$16,816	\$0	0%
Federal Flo-Through	\$114,308	\$114,308	\$0	0%
State Safety Grant - 1	\$1,871	\$1,871	\$0	-100%
State Safety Grant - 2	\$136,408	\$136,408	\$0	0%
Career/Tech Ed Grant	\$93,469	\$93,469	\$0	0%
Ed. Effectiveness Grant	\$29,200	\$29,200	\$0	0%
State Grants	\$0	\$0	\$0	0%
Grant Revenues	\$685,539	\$696,468	\$10,929	1.57%

Waunakee Community School District

Fund 10 Revenues (continued)

District Fees-Prairie	\$24,175	\$24,175	\$0	0%
District Fees-Heritage	\$20,000	\$20,000	\$0	0%
District Fees-Arboretum	\$20,000	\$20,000	\$0	0%
District Fees-Intermediate	\$30,000	\$30,000	\$0	0%
District Fees-Middle School	\$25,000	\$25,000	\$0	0%
District Fees-High School	\$86,000	\$86,000	\$0	0%
District Fees-Athletics	\$190,000	\$190,000	\$0	0%
Summer School Fees	\$2,375	\$2,375	\$0	0%
District Student Fees	\$15,000	\$15,000	\$0	0%
Property Taxes	\$23,120,138	\$22,666,168	-\$453,970	-2%
Interest	\$163,000	\$163,000	\$0	0%
Tuition – OE	\$1,725,304	\$1,930,575	\$205,271	11%
Transportation Aid	\$69,000	\$69,000	\$0	0%
Equalization Aid	\$20,708,730	\$22,311,296	\$1,602,566	7%
Computer Aid	\$58,852	\$58,852	\$0	0%
Misc	\$15,000	\$15,000	\$0	0%
Transportation	\$16,000	\$16,000	\$0	0%
Tuition Payments	\$7,500	\$7,500	\$0	0%
Property/Non-Capital Sales	\$12,000	\$12,000	\$0	0%
Gifts	\$5,000	\$5,000	\$0	0%
Rentals	\$87,500	\$87,500	\$0	0%
Aid for School Mental Health	\$90,821	\$90,821	\$0	100%
Payment Lieu Taxes	\$28,000	\$28,000	\$0	0%
Personal Property Aid	\$221,771	\$240,296	\$18,525	8%
State Categorical Aid	\$3,066,686	\$3,094,857	\$28,171	1%
Medicaid	\$70,000	\$70,000	\$0	0%
Premium	\$88,000	\$88,000	\$0	0%
Aidable Refund	\$60,000	\$60,000	\$0	0%
District Revenues	50,025,852	51,426,415	1,400,563	2.72%
Total Revenues	50,974,478	52,375,111	1,400,633	2.67%

Waunakee Community School District

Fund 10 Expenditures

	2019-2020	2020-2021	\$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	\$25,799,833	\$27,275,368	\$1,475,535	6%
Personnel Costs: Benefits	\$9,612,707	\$9,771,161	\$158,454	2%
Salary & Benefits Totals	35,412,540	37,046,529	1,633,989	5%
Prairie School	\$84,270	\$84,270	\$0	0%
Prairie School CSF	\$19,885	\$21,356	\$1,471	7%
Prairie School Bldg Fees	\$13,872	\$11,760	(\$2,112)	-15%
Heritage School	\$73,049	\$73,049	\$0	0%
Heritage School CSF	\$14,826	\$16,027	\$1,201	8%
Heritage School Bldg Fees	\$13,116	\$12,380	(\$736)	-6%
Arboretum School	\$67,910	\$67,910	\$0	0%
Arboretum School CSF	\$15,524	\$16,749	\$1,225	8%
Arboretum School Bldg Fees	\$12,359	\$12,813	\$454	4%
Intermediate School	\$110,204	\$110,204	\$0	0%
Intermediate School CSF	\$19,396	\$21,091	\$1,695	9%
Intermediate School Bldg Fees	\$37,950	\$37,950	\$0	0%
Middle School	\$119,992	\$119,992	\$0	0%
Middle School CSF	\$21,908	\$23,467	\$1,559	7%
Middle School Bldg Fees	\$43,900	\$31,000	(\$12,900)	-29%
High School	\$385,518	\$385,518	\$0	0%
High School CSF	\$44,584	\$48,227	\$3,643	8%
High School Bldg Fees	\$97,625	\$97,575	(\$50)	0%
Athletics	\$308,182	\$308,182	\$0	0%
Athletics Fees	\$8,000	\$8,000	\$0	--
Building Totals	1,512,070	1,507,520	(4,550)	0%
Utilities	\$1,124,572	\$1,158,309	\$33,737	3%
Maintenance	\$812,555	\$812,555	\$0	0%
Maintenance Fees	\$0	\$2,000	\$2,000	100%
Capital Projects	\$552,561	\$0	(\$552,561)	-100%
Contingency Fund	\$185,000	\$100,000	(\$85,000)	-46%
Energy Conservation	\$83,894	\$83,894	\$0	0%
Transportation	\$1,500,000	\$1,582,250	\$82,250	5%
Technology	\$827,592	\$827,592	\$0	0%
Technology Fees	\$2,750	\$2,750	\$0	0%
Technology Erate	\$25,000	\$25,000	\$0	0%
Curriculum	\$328,971	\$328,971	\$0	0%
Curriculum Dept Fees	\$6,315	\$8,800	\$2,485	39%
Human Resources	\$33,650	\$33,650	\$0	0%
Human Resources Fees	\$2,200	\$2,200	\$0	0%
Superintendent	\$84,600	\$84,600	\$0	0%
Student Support	\$31,412	\$31,412	\$0	0%
Business Office	\$408,268	\$408,268	\$0	0%
District Wide	1,068,357	1,137,838	\$69,481	7%
Summer School	\$65,870	\$65,870	\$0	0%
Department Totals	7,143,567	6,695,959	(447,608)	-6%

Waunakee Community School District

Fund 10 Expenditures (continued)

Common School Fund-District	\$5,664	\$5,799	\$135	2%
Title 1 Grant	\$79,524	\$79,524	\$0	0%
Title 2 Grant (Public)	\$48,894	\$48,894	\$0	0%
Title 2 Grant (Private)	\$1,670	\$1,670	\$0	0%
Title 3 Grant	\$11,362	\$11,362	\$0	0%
Title 4A Grant (Public)	\$10,000	\$10,000	\$0	0%
Title 4A Grant (Private)	\$230	\$230	\$0	0%
Perkins Grant	\$16,816	\$16,816	\$0	0%
NTO-STEM Grant	\$0	\$0	\$0	--
Federal Flo-Through	\$114,308	\$114,308	\$0	0%
State Safety Grant - 1	\$1,871	\$1,871	\$0	0%
State Safety Grant - 2	\$53,480	\$53,480	\$0	0%
WEDC Grant	\$0	\$0	\$0	0%
Career/Tech Ed Grant	\$93,469	\$93,469	\$0	0%
Ed. Effectiveness Grant	\$29,200	\$29,200	\$0	0%
Grant Totals	\$466,488	\$466,623	135	0%
Transfer to Fund 27	\$5,732,521	\$5,475,627	(\$256,894)	-4%
4K Program	\$886,540	\$886,540	\$0	0%
Wellness Clinic	\$257,188	\$257,188	\$0	--
Other Program Totals	\$6,876,249	\$6,619,355	(256,894)	-4%
Total Expenditures	\$51,410,914	\$52,335,986	\$925,072	2%
Rev-Exp	(\$433,686)	\$39,125	\$472,811	-109%
Beg Fund Balance	\$6,628,735	\$6,195,049	(\$433,686)	-7%
End Fund Balance	\$6,195,049	\$6,234,174	\$39,125	1%

Overall considerations for Fund 10:

- The Capital Projects budget has been moved to Fund 41.
- The budget has a positive balance of \$11,875 for parking lot/band uniform fees and \$30,000 for Warrior Stadium turf replacement.
- The revenue cap increase is based on the September 2020 estimated student count and a \$179/student increase.
- The per pupil aid increase of \$0/student.
- The state equalization aid estimate will be provided by the DPI in July.
- A general contingency of \$100,000 is included in the budget.
- The personnel budget includes a salary increase of 2.85%, a 0% increase in dental rates, a 0% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be made in the fall of 2020.
- The 4K program budget will be adjusted based on actual enrollment in the fall of 2020.

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie		
Heritage	Teacher - Grade 2	1.00
	Teacher - Grade 3	1.00
	Teacher - Grade 4	1.00
Arboretum		
Intermediate	Teacher - Grade 6	2.00
Middle School		
High School	Teacher - Math	1.00
	Teacher - English	0.17
	Teacher - Social Studies	0.17
	Teacher - Science	0.33
Special Ed	Social Worker - Prairie	1.00
	Teacher - Spec Ed - Heritage	1.00
Shared Staffing	Teacher IS/MS/HS - PhyEd/Adaptive	0.65
	Teacher IS/MS & MS/HS - French	0.10
District		
Restructuring		
Other Budget Requests	To Be Determined	
Total Additional Staffing		9.42
(Fund 10)		7.42
(Fund 27)		2.00
(Fund 80)		0.00

Waunakee Community School District

Fund 21

Purpose of Fund: The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes. Effective with the 19-20 school year, this fund includes all student activity groups as well that were previously accounted for in Fund 60.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Arboretum School	\$0	\$30,000	\$30,000	100%
Heritage School	\$8,000	\$22,100	\$14,100	176%
Prairie School	\$4,000	\$21,000	\$17,000	425%
Intermediate School	\$10,000	\$10,525	\$525	5%
Joint Elementary PTO	\$0	\$300	\$300	100%
Middle School	\$500	\$30,650	\$30,150	6030%
High School	\$130,000	\$273,790	\$143,790	111%
Athletics	\$215,000	\$365,100	\$150,100	70%
Superintendent	\$22,000	\$0	(\$22,000)	-100%
Business Office	\$70,000	\$567,000	\$497,000	710%
Maintenance	\$0	\$0	\$0	100%
Mentor	\$0	\$81,125	\$81,125	100%
Student Services	\$0	\$41,000	\$41,000	100%
Special Education	\$0	\$0	\$0	
Total Revenues	\$459,500	\$1,442,590	\$983,090	214%
Expenditures:				
Arboretum School	\$594	\$37,594	\$37,000	6229%
Heritage School	\$8,000	\$17,800	\$9,800	123%
Prairie School	\$4,000	\$15,600	\$11,600	290%
Intermediate School	\$10,000	\$10,525	\$525	5%
Joint Elementary PTO	\$0	\$300	\$300	100%
Middle School	\$670	\$25,000	\$24,330	3631%
High School	\$130,000	\$232,545	\$102,545	79%
Athletics	\$215,000	\$360,000	\$145,000	67%
Superintendent	\$22,000	\$0	(\$22,000)	-100%
Business Office	\$70,000	\$534,000	\$464,000	663%
Maintenance	\$935	\$935	\$0	100%
Mentor	\$0	\$62,400	\$62,400	100%
Student Services	\$250	\$41,000	\$40,750	16300%
Special Education	\$250	\$990	\$740	296%
Total Expenditures	\$461,699	\$1,338,689	\$876,990	190%
Rev – Exp:	\$0	\$103,901	\$103,901	--
Beg Fund Balance	\$172,674	\$178,971	\$6,297	4%
End Fund Balance	\$178,971	\$282,872	\$103,901	58%

The budget will be updated for the second draft of the budget in June and will be updated in the fall of 2020 based on actual activity during the 2019-20 fiscal year.

Waunakee Community School District

Special Education Fund 27

Purpose of Fund: The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district.

	2019-20	2020-21	\$ Change	% Change
Revenues:				
Federal Grant PS	\$15,348	\$15,348	\$0	0%
Federal Grant FT	\$621,064	\$621,064	\$0	0%
Grant Revenue	\$636,412	\$636,412	\$0	0%
State Aid	\$1,791,783	\$2,244,213	\$452,430	25%
Transfer In Fund 10	\$5,732,521	\$5,475,627	(\$256,894)	-4%
Medicaid	\$115,000	\$115,000	\$0	0%
Transit of State Aid	\$9,500	\$9,500	\$0	0%
Open Enrollment Tuition	\$30,000	\$30,000	\$0	0%
Aid for School Mental Health	\$0	\$0	\$0	---
Other Revenue	\$7,678,804	\$7,874,340	\$195,536	3%
Total Revenues	\$8,315,216	\$8,510,752	\$195,536	2%
Expenditures:				
Federal Grant PS	\$15,348	\$15,348	\$0	0%
Federal Grant FT	\$621,064	\$621,064	\$0	0%
Grant Totals	\$636,412	\$636,412	\$0	0%
Personnel Costs: Salaries	\$5,193,707	\$5,351,413	\$157,706	3%
Personnel Costs: Benefits	\$2,074,753	\$2,102,583	\$27,830	1%
Salary & Benefits Totals	\$7,268,460	\$7,453,996	\$185,536	3%
Student Support Budget	\$190,094	\$190,094	\$0	0%
Transportation	\$200,000	\$210,000	\$10,000	5%
O&M	\$12,250	\$12,250	\$0	0%
Medicaid	\$8,000	\$8,000	\$0	0%
Program Totals	\$410,344	\$420,344	\$10,000	2%
Total Expenditures	\$8,315,216	\$8,510,752	\$195,536	2%
Rev – Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The personnel budget includes a salary increase of 2.85%, a dental increase of 0%, and no increase in health insurance rates. Final decisions on salary increases will be made in the fall of 2020.

The 2020-21 flo-through and pre-school grant budgets are not available at this time.

Waunakee Community School District

Debt Service Fund 39

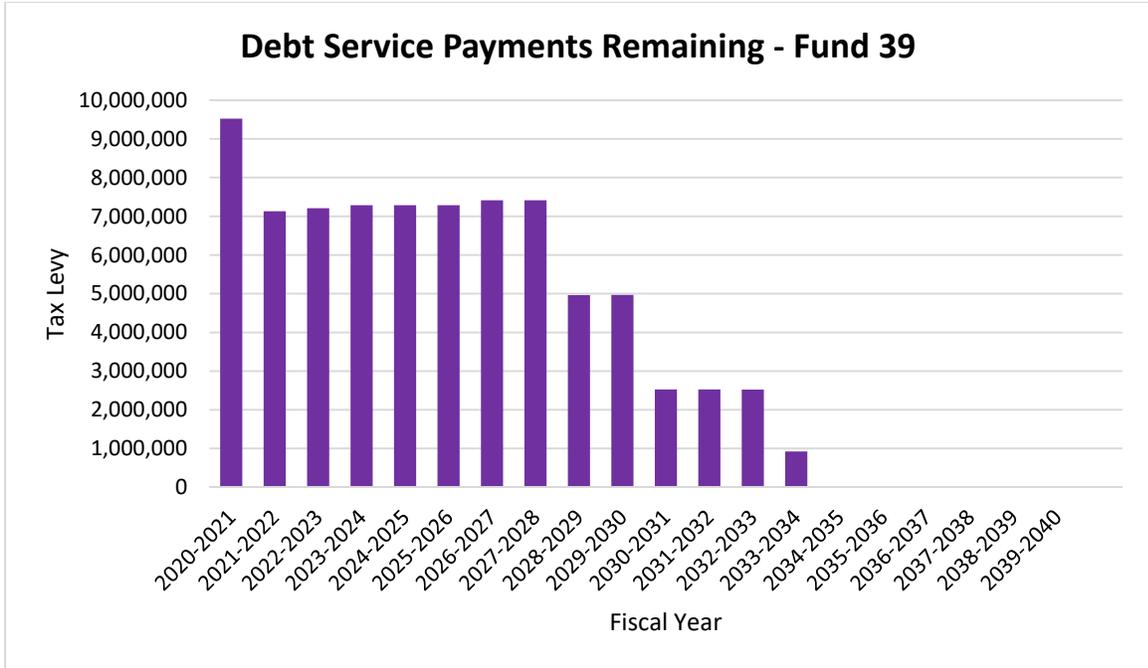
Purpose of Fund: The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Premium	\$0	\$0	\$0	--
Refinancing	\$0	\$0	\$0	--
Interest Earned	\$10,000	\$10,000	\$0	0%
Property Taxes	\$9,519,686	\$9,521,947	\$2,261	0%
Interest Rebate	\$264,300	\$266,871	\$2,571	1%
Total Revenues:	\$9,793,986	\$9,798,818	\$4,832	0%
Expenditures:				
Refinancing	\$0	\$0	\$0	--
Interest Owed	\$2,663,426	\$2,200,044	(\$463,382)	-17%
Principal Owed	\$4,795,000	\$7,429,088	\$2,634,088	55%
Other Debts	\$10,000	\$10,000	\$0	0%
Total Expenditures	\$7,468,426	\$9,639,132	\$2,170,706	29%
Rev – Exp:	\$202,957	\$159,686	(\$43,271)	-21%
Beg Fund Balance	\$1,676,232	\$1,907,092	\$230,860	14%
End Fund Balance	\$1,907,092	\$2,066,778	\$159,686	8%

The property tax levy assumes the School Board will approve a Fund 39 debt service defeasance in the fall of 2020, similar to the approval for a debt service defeasance in the fall of 2019.

The following graph and table reflects the future tax levies (11 borrowings) in this fund.

Waunakee Community School District



FISCAL YEAR	AMOUNT DUE
2020-2021	9,521,947
2021-2022	7,129,717
2022-2023	7,207,650
2023-2024	7,286,189
2024-2025	7,285,902
2025-2026	7,286,765
2026-2027	7,414,615
2027-2028	7,415,715
2028-2029	4,962,271
2029-2030	4,967,058
2030-2031	2,525,525
2031-2032	2,528,038
2032-2033	2,524,469
2033-2034	924,788
2034-2035	0
2035-2036	0
2036-2037	0
2037-2038	0
2038-2039	0
2039-2040	0
TOTAL DUE	\$78,980,649

Waunakee Community School District

Capital Expansion Fund 41

Purpose of Fund: The purpose of the capital expansion fund 41 is to account for capital expenditures related to buildings and sites.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Property Taxes	\$509,296	\$509,296	\$0	0%
Interest	\$25,000	\$25,000	\$0	100%
Total Revenues	\$534,296	\$534,296	\$0	0%
Expenditures:				
Maintenance Projects	\$0	\$1,125,000	\$1,125,000	--
Total Expenditures	\$0	\$1,125,000	\$1,125,000	--
Rev – Exp:	\$509,296	(\$590,704)	(\$1,100,000)	-216%
Beg Fund Balance	\$808,608	\$1,318,442	\$509,834	63%
End Fund Balance	\$1,318,442	\$727,738	(\$590,166)	-45%

The intent of this fund is to segregate the budget for capital projects related to existing buildings. This fund is within the revenue cap, and the existing capital projects budget was transferred from Fund 10 to Fund 41. This fund was increased by \$300,000 as the November 2014 operational funds referendum was phased in for 2017-2018. This fund will be utilized for capital projects and the high school soccer field project during the 2020-2021 fiscal year.

Waunakee Community School District

Food Service Fund 50

Purpose of Fund: The purpose of the food service fund 50 is to account for the food service program.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Milk Sales	\$88,430	\$88,430	\$0	0%
Ala-Carte Sales	\$1,261,200	\$1,261,200	\$0	0%
Lunch Sales-Students	\$723,200	\$723,200	\$0	0%
Lunch Sales-Adults	\$6,800	\$6,800	\$0	0%
Lunch-Dane County	\$130,000	\$130,000	\$0	0%
Catering	\$78,320	\$78,320	\$0	0%
Breakfast Sales	\$16,600	\$16,600	\$0	0%
Madison Country Day	\$82,650	\$82,650	\$0	100%
Total Revenues	\$2,387,200	\$2,387,200	\$0	0%
Expenditures:				
Contracted Services	\$981,800	\$981,800	\$0	0%
Food Purchase	\$1,167,300	\$1,167,300	\$0	0%
Other Supplies	\$90,600	\$90,600	\$0	0%
Equipment Purchase	\$25,000	\$25,000	\$0	0%
Software/Tech Costs	\$39,000	\$39,000	\$0	0%
Personnel Costs	\$83,500	\$83,500	\$0	0%
Total Expenditures	\$2,387,200	\$2,387,200	\$0	0%
Rev-Exp:	\$0	\$0	\$0	--
Beg Fund Balance	\$376,167	\$242,877	(\$133,290)	-35%
End Fund Balance	\$242,877	\$242,877	\$0	0%

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. The Madison Country Day program provides meals to a private school located within the District boundaries.

This budget will be updated for the second draft of the budget in June after School Board approval of the 20-21 fees at the May Board meeting.

Waunakee Community School District

Private Benefit Trust Fund 72

Purpose of Fund: The purpose of the private benefit trust fund 72 is to account for student scholarships with non-expendable balances (only the interest can be paid out) and expendable balances (principal and interest can be paid out).

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Interest	\$10,000	\$10,000	\$0	0%
Gifts	\$10,000	\$10,000	\$0	0%
Total Revenues	\$20,000	\$20,000	\$0	0%
Expenditures:				
Scholarships	\$20,000	\$20,000	\$0	0%
Total Expenditures	\$20,000	\$20,000	\$0	0%
Rev-Exp:	(\$5,000)	\$0	\$5,000	0%
Beg Fund Balance	\$324,115	\$323,711	(\$404)	0%
End Fund Balance	\$323,711	\$323,711	\$0	0%

This fund accounts for the scholarships paid from the Cooper, Ripp, Knudson, Golden Wauna, Endres, Statz, Wipperfurth, Aiello, Ziegler and Wagner scholarships.

The budget will be updated in the fall of 2020 based on actual activity during the 2020-21 fiscal year.

Waunakee Community School District

Employee Benefit Trust Fund 73

Purpose of Fund: The purpose of the employee benefit trust fund 73 is to account for formally established benefit pension plans, defined contribution plans, or employee benefit plans.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Interest – AUL Trust	\$19,000	\$19,000	\$0	0%
Interest – HRA Trust	\$142,000	\$142,000	\$0	0%
Employer Contributions - AUL	\$587,108	\$587,108	\$0	0%
Employee Contributions – AUL	\$7,000	\$7,000	\$0	0%
Employer Contributions – HRA	\$382,672	\$382,672	\$0	0%
Employee Contributions – HRA	\$0	\$0	\$0	--
Total Revenues	\$1,137,780	\$1,137,780	\$0	0%
Expenditures:				
Disbursements – AUL	\$7,000	\$7,000	\$0	0%
Disbursements – HRA	\$300,000	\$300,000	\$0	--
Disbursements - Implicit Rate	\$75,000	\$75,000	\$0	0%
Total Expenditures	\$382,000	\$382,000	\$0	0%
Rev – Exp:	\$743,841	\$755,780	\$11,939	2%
Beg Fund	\$5,098,336	\$5,799,845	\$701,509	14%
End Fund	\$5,799,845	\$6,555,625	\$755,780	13%

This budget will be updated in the fall of 2020 based on the final retirement benefits for the 2019-2020 retirees.

Waunakee Community School District

Community Service Fund 80

Purpose of Fund: The purpose of the community service fund 80 is to account for community activities such as adult education, recreation, athletic camps, and other related community programs.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
Property Taxes	\$434,000	\$450,091	\$16,091	4%
Athletic Camps	\$56,500	\$0	(\$56,500)	-100%
Community Ed	\$18,000	\$18,000	\$0	0%
Science Camp	\$23,775	\$23,775	\$0	0%
Middle School Athletics	\$20,000	\$20,000	\$0	0%
Community Ed/Swim	\$46,000	\$46,000	\$0	0%
Total Revenues	\$598,275	\$557,866	(\$40,409)	-7%
Expenditures:				
Community Education	\$138,000	\$144,091	\$6,091	4%
Athletic Camps	\$56,500	\$0	(\$56,500)	-100%
Middle School Athletics	\$130,000	\$130,000	\$0	--
Community Ed/Swim	\$108,000	\$108,000	\$0	0%
Maintenance	\$25,000	\$25,000	\$0	0%
Public Safety	\$90,000	\$90,000	\$0	0%
Police Liaison Officer	\$25,000	\$35,000	\$10,000	100%
Science Camp	\$23,775	\$23,775	\$0	0%
Workers Compensation	\$2,000	\$2,000	\$0	0%
Total Expenditures	\$598,275	\$557,866	(\$40,409)	-7%
Rev – Exp:	\$0	\$0	\$0	--
Beg Fund Balance	\$298,030	\$357,865	\$59,835	20%
End Fund Balance	\$357,865	\$357,865	\$0	0%

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics and personnel costs not charged to the community through user fees.

The budget will be updated for the third draft of the budget in July and will be updated in the fall of 2020 based on actual activity during the 2020-21 fiscal year.

Waunakee Community School District

Other Cooperative Fund 99

Purpose of Fund: The purpose of the other cooperative fund 99 is to account for cooperative fiscal agreements made between school districts.

	2019-2020	2020-2021	\$ Change	% Change
Revenues:				
DCNTP	\$237,806	\$162,856	(\$74,950)	-32%
Mentor Grants	\$0	\$0	\$0	---
Total Revenues	\$237,806	\$162,856	(\$74,950)	-32%
Expenditures:				
DCNTP	\$237,806	\$162,856	(\$74,950)	-32%
Mentor Grants	\$0	\$0	\$0	---
Total Expenditures	\$237,806	\$162,856	(\$74,950)	-32%
Rev – Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The Dane County New Teacher project is accounted for in this fund. This project is the new teacher mentoring program with 14 participating districts. Each district pays a share of the total costs of this program.

TO: Waunakee Community School District Board of Education
FROM: Randy Guttenberg
RE: Administrative Restructuring Plan Memo -- Revised
DATE: May 27, 2020

During the 2018-2019 school year, we set a priority to begin planning for the future and outlining administrative needs as our school district grows and as our senior administrative leaders near retirement. I outlined for you a framework that illustrated both central office and building level needs that we can begin to develop over a multi-year process and with budget availability. During my evaluation meeting this year, the Board asked that I put my thoughts in writing with regard to our progress and next steps..

For the 2019-2020 school year, I am appreciative that the school board supported creation of an Executive Director of Business Services position to oversee all functions of the business office, human resources, technology, facilities, food service, and bussing. Steve Summers has done a great job working in this capacity and this position has made a difference in our operational processes and effectiveness.

Additionally, in the 2019-2020 budget, the school board supported the addition of a 1.0 FTE Communication Specialist position to begin during the second semester of the school year. I advocated for this position for a few years as I see communication across the district as a growing need for us organizationally. Beginning in January, we advertised for this position, reviewed applications, narrowed our candidate pool, and then chose to hold on the interviews as we felt it important to first complete two principal hires at the Intermediate and Middle School. Upon completion of our principal hiring processes, other district needs took priority and the COVID-19 school closure occurred, resulting in us further pausing the process for hiring the Communication Specialist. At this time, the Board's Goals Committee is recommending filling this position pending review by the Budget Committee on June 1st and the full Board on June 8th.

For the 2020-2021 school year, the next phase forward for the administrative restructuring plan was to add a new position to the central office to serve as the Executive Director of Teaching and Learning to oversee the curriculum and instruction department, student services, and the building principals. Additionally, in this phase of the restructuring plan I also included the addition of an Assistant Principal at Heritage Elementary, and a plan to create consistency of contract days for the assistant principal positions.

Given the budgetary challenges potentially associated with the 2020-2021 budget, and balancing district needs, I request consideration and discussion of the following:

- Delaying the creation of the Executive Director of Teaching and Learning position until a future budget year.
- Fill the Communication Specialist position, per recommendation of the Goals Committee. Additional \$66,000 (Salary and Benefits \$40K Fund 10 and \$13,000 Fund 80) (Also, annual office budget of \$3,000)
- Consider budgetary options for creating an Assistant Principal position at Heritage Elementary, per the discussion at the May 26th Board Meeting. 210 day contract total cost with benefits estimated at \$110,000

- Explore moving forward in our planning timeline the consideration of reorganizing the Director of Curriculum and Instruction and Assistant Director of Curriculum and Instruction positions into a PreK-6 Director of Curriculum and Instruction and a 7-12 Director of Curriculum and Instruction. Estimated cost \$15,000.
- Consider modifying the Middle School Assistant Principal contract from 200 days to 238 days to be congruent with the contracts for similar positions at the Intermediate and High School. Estimated cost \$10,000
- Consider modifying the Prairie Elementary Assistant Principal contract from 200 to 210 days. Estimated cost \$2,500.

The cost to accomplish these changes is approximately \$203,500. There are multiple approaches to paying for this option without impacting the funds associated with the first draft of the budget:

1. Use the savings from replacement of experienced staff who retire or resign from the district. Anticipated to be between \$125,000 to +\$200,000. Typically these savings have been utilized for pay increase in the fall.
2. Utilize funds from other revenue sources, such as Transfer of Service and additional Open Enrollment students. Open Enrollment students will be approved at the June 8th Board Meeting.
3. Utilize fund balance dollars to support these positions for the first year, and then capture the cost in the 2021-2022 budget or add to a future referendum. Moody's Bond Rating Firm has indicated a concern with our Fund Balance in Fund 10, related to our approach with Fund 41, which could impact our Bond Rating.
4. Reallocate Fund 10 Energy Savings Projects Budget and approve Energy Savings Projects out of Fund 41. This budget is \$83,893.
5. Combination of the above.

This restructuring recommendation also needs to be considered with respect to the Board's comfort level with the allocation of funds for the second draft of the budget, and with respect to other budget requests that were submitted by the administrative team.

I look forward to discussing with you the rationale and background for the content of this memo, and to answer you questions.

CONTRACT
Waunakee Community School District
and
Dane County New Teacher Project

It is hereby agreed that the Dane County New Teacher Project, 501 South Street, Waunakee, WI 53597 for consideration of \$300 per month is permitted to utilize the facility at 501 South Street, Waunakee, WI for the Dane County New Teacher Project beginning on July 1, 2020 and terminating on June 30, 2021.

Dane County New Teacher Project is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. The Waunakee Community School District agrees to provide, at no additional cost, access to district facilities including, but not limited to, computer networks, telephone lines, copy machines, postage machines, etc. The Waunakee Community School District also agrees to provide all utilities and cleaning needed in the operation of the Dane County New Teacher Project.

The Waunakee Community School District assumes no insurance liability for the Dane County New Teacher Project program or its participants other than statutory liability as owner of the facilities being used. Dane County New Teacher Project agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Dane County New Teacher Project harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing it's obligations under this agreement.



Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Dan Eckert
Dane County New Teacher Project

(Date)

LEASE

This LEASE, made and entered into by and between Waunakee Community School District (hereinafter referred to as "Lessor") and County of Dane (hereinafter referred to as "Lessee"):

WITNESSETH

Section 1. **LEASED PREMISES.** Lessor, for and in consideration of the rents to be paid by Lessee and the conditions, provisions, reservations, and stipulations hereinafter set forth, does hereby lease unto Lessee office space more particularly designated and known as the Joining Forces for Families Office, 501 South Street, Waunakee, WI 53597, hereinafter referred to as the "Leased Premises".

Section 2. **EXCLUSIVE USE OF LEASED PREMISES.** During the term of this Lease, Lessee shall be entitled to the exclusive use of the Leased Premises for the purpose of operating and conducting the business of a community office site for the Dane County Human Services Department or any other lawful use with the consent of Lessor, which consent shall not be unreasonably withheld.

Section 3. **LEASE TERM.** The term of this lease shall be for a period of one (1) year, beginning on July 1, 2020 and running through June 30, 2021.

Section 4. **RENTS.** As rent for the Leased Premises, Lessee shall pay to Lessor, or at such other place as Lessor may designate in writing from time to time, a total sum of \$75.00 per month for a total of \$900.00 per rental year.

Section 5. **RENTAL ADJUSTMENTS.** There are no rental adjustments for the one year term of the lease.

Section 6. **RENEWAL OPTION.** Lessee shall have the option to renew this lease upon the same terms for two (2) additional one (1) year terms under the terms and conditions set forth in this lease. Notification of Lessee's intention to exercise its option to renew shall be delivered in writing to Lessor at least 60 days before the expiration date of the original term of this lease or the expiration date of the first renewal term.

Section 7. **UTILITIES AND CERTAIN SERVICES.** Lessor shall be responsible for and furnish at its own expense all utilities except electricity, gas for the hot water heaters and telephone, required for Lessee's use of the Leased Premises. Lawn care and snow removal is the responsibility of the Lessor.

Section 8. **ALTERATIONS PROHIBITED.** Lessee shall make no changes, alterations, additions or improvements to the Leased Premises or parts whereof without the prior written consent of Lessor.

Section 9. **NO SUBLET, ASSIGNMENT, RENEWAL.** There shall be no sublet or assignment of this lease unless in writing, consented to by Lessor.

Section 10. REPAIRS. Lessee shall keep and maintain the Leased Premises in good repair and condition except for damage by fire not occurring by fault of Lessee. Lessor shall make all necessary structural repairs or replacements, including but not limited to, repairs to the roof, foundation, parking lot and major mechanical systems.

Section 11. REMOVAL OF FIXTURES. Lessee may, upon termination or expiration of this lease, remove any trade fixtures installed by Lessee on condition that Lessee shall repair at its cost any damage caused by such removal.

Section 12. LESSOR'S ACCESS TO LEASED PREMISES. Lessor, or its authorized representative, shall be allowed access to the Leased Premises at reasonable times during business hours of Lessee for the purposes of examining the same, performing Lessor's obligations under this lease, maintaining and improving the building of which the Leased Premises are a part, responding to an emergency, preventing waste and exhibiting the Leased Premises to prospective tenants or purchasers.

Section 13. NO MUTUAL INDEMNIFICATION. Lessor and Lessee shall be responsible for the consequences of its own acts, errors or omissions and those of its employees, boards, commissions, agencies, officers and representatives and shall be responsible for any losses, claims and liabilities which are attributable to such acts, errors or omissions including providing its own defense. In situations of joint liability, Lessor and Lessee shall be responsible for consequences of its own acts, errors or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the Lessor and Lessee to impose liability beyond that imposed by state statutes.

Section 14. NOTICES. If at any time it shall become necessary or desirable for Lessor to give or serve any notice, demand or communication upon Lessee or for Lessee to serve or give the same upon Lessor, such notice or demand or communication shall be in writing and shall be served personally, or shall be served or given by certified mail to the addresses as set forth below. If mailed as aforesaid, such notice, demand or communication shall be deemed to have been served or delivered when deposited in the United States mail, addressed aforesaid with postage property prepaid.

To Lessor: Waunakee Community School District
100 School Drive
Waunakee, WI 53597

To Lessee: Dane County Land & Water Resources
Attn: Real Estate Coordinator
5201 Fen Oak Drive, Room 208
Madison, WI 53718

Section 15. RULES. Lessee shall not perform any acts or carry on any practices which may injure the Leased Premises or be a nuisance or menace to neighboring property or neighboring tenants within the building. Lessee shall comply with all laws, statutes, ordinances, rules and regulations of any agency or government having authority or jurisdiction over the demised premises.

Section 16. LESSEE TO OBSERVE LESSOR'S RULES AND REGULATIONS. Lessee shall observe and comply with the Lessor's rules and regulations pertaining to the Leased Premises and adjacent common areas. Lessee agrees such rules and regulations may be rescinded, amended or added to by Lessor for the proper use, welfare and enjoyment of all tenants and patrons of the building provided that any such rescission, amendment or addition (i) shall apply to all tenants equally and (ii) shall not unreasonably interfere with Lessee's planned use of the Lease Premises. Lessee shall have (5) days advance written notice of any such rescissions, amendments or additions and in the event Lessee shall object thereto in writing, such rescissions, amendments or additions shall not become effective against Lessee until Lessee and Lessor have negotiated and reached agreement therein. If Lessee is unable to accept Lessor's revised, rescinded or amended Rules and Regulations after fourteen (14) days, Lessee shall have the right to terminate its lease with a thirty (30) day notice. Any violation of existing or amended rules and regulations which continues or is not remedied within fourteen (14) days after receipt of notice thereof from Lessor shall constitute a material default in the lease entitling Lessor to re-enter the Leased Premises and move Lessee and to use any other remedies available to Lessor.

Section 17. UNTENABLE PREMISES. If the space assigned to Lessee is partially damaged by fire or other casualty, but not rendered untenable, Lessor shall repair the Leased Premises at its own cost and expense. If the damage is so extensive as to render the Leased Premises untenable but capable of being repaired, Lessor shall give Lessee a good faith estimate of the amount of time necessary to repair the Leased Premises to tenable condition and Lessee at its option may terminate the lease. If Lessee does not terminate the lease, the Leased Premises shall be repaired by Lessor at its own cost and expense and the rents payable by Lessee shall be paid up to the time of such damage and thereafter cease until such time as the Leased Premises shall be restored and again made tenable.

Section 18. INSURANCE REQUIRED. Lessee shall insure or otherwise protect itself against losses by fire, theft or other cause to any personal property of Lessee, its agents, employees of officers, which is in the Leased Premises.

Section 19. LESSEE'S OBLIGATIONS. During the term of this lease, Lessee agrees to pay the rents at the times and in the manner set forth herein. At the expiration thereof or earlier termination of the lease for any cause, Lessee agrees to deliver up the Leased Premises to Lessor peacefully and quietly in the condition called for by the terms of this lease, normal wear and tear excepted. Lessee further agrees that it will not cause any waste to be committed upon the Leased Premises; that it will use the same for the above named purposes only; that it will observe special care and caution to preserve the Leased Premises from damage or injury by fire or otherwise; that it will conduct its business or activities on the Leased Premises so as to keep the premiums of any insurance on any policy covering the Leased Premises at the lowest reasonable rate consistent with Lessee's use of the Leased Premises; that it will observe and comply with, at its own cost and expense, such rules and regulations as may be required by the fire insurance company or companies that may insure the Leased Premises; and that it will observe and comply with, at its own cost and expense, all ordinances or laws, rules and regulations of the County of Dane and the State of Wisconsin, and any agency thereof in connection with conducting its business or activities thereon.

Section 20. LESSOR'S OBLIGATION. Lessor shall be responsible, at its own cost and expense, for maintaining in good order, all mechanical systems including heating, water, sewer, other plumbing and all structural repairs.

Section 21. DEFAULT OF LESSEE. It is mutually understood and agreed that in case default be made in the payment of the rents above stipulated, provided that if Lessee fails to cure such default within fifteen (15) days after notice thereof is given by Lessor, or in case of noncompliance with any other conditions, covenants, terms and agreements herein contained, or any of them, to be kept and performed by Lessee provided Lessee fails to cure such non-compliance within ten (10) days after notice thereof is given by Lessor, then and in any such event it shall be lawful for Lessor, its agents, attorneys or assigns, at any time thereafter at the election of the Lessor, in addition to any and all other remedies provided by law or this lease, to declare said term ended and again to possess and enjoy the Leased Premises as before this lease.

Section 22. LESSOR'S COVENANT OF PEACEFUL ENJOYMENT. Lessor covenants and agrees with Lessee that upon Lessee paying the rents reserved herein and performing the covenants and agreements herein contained on its part, Lessee shall at all times during said term peaceably and quietly have, hold and enjoy the Leased Premises.

Section 23. SUBORDINATION. Lessee agrees to subordinate its interest in and to the Leased Premises to any first mortgage lien placed on the Leased Premises by Lessor during the term of the lease or any extension thereof and to execute any subordination agreement requested by such mortgagee of Lessor.

Section 24. NONDISCRIMINATION. In the performance of the services under this lease, Lessor and Lessee agree not to discriminate because of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status. Lessor and Lessee further agree not to discriminate against any contractor, subcontractor or person who offers to contract or subcontract for services under this lease because of race, religion, color, age, disability, sex or national origin.

Section 25. EQUAL OPPORTUNITY EMPLOYER AND LANDLORD. Lessor and Lessee shall in all solicitations for employment or tenancy placed on either's behalf, state that Lessor or Lessee is an "Equal Opportunity Employer" and complies with the Federal Fair Housing act of 1968.

Section 26. NO WAIVER. No failure or delay on the part of either party to enforce any of the terms, covenants, conditions or agreements hereof shall operate as a waiver thereof nor affect the right of the party to enforce the same upon a subsequent default or breach.

Section 27. REMEDIES CUMULATIVE. The rights and remedies herein granted are cumulative and are in addition to any given by any statute, rule of law, or otherwise, and the use of one remedy shall not be taken to exclude or waive the right to use another.

Section 28. PARTIAL INVALIDITY. The terms and provisions of this lease shall be deemed separable and if any term or provision of this lease or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this lease, or the

application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

Section 29. CAPTIONS. The captions or paragraphs appearing in this lease are inserted only as a matter of convenience and in no way define or limit the scope or intent of such paragraphs of this lease, nor in any way affect this lease.

Section 30. SUCCESSORS AND ASSIGNS. This lease shall bind and insure to the benefit of the Lessor and Lessee hereto, its heirs, representatives, successors and assigns except as otherwise herein specifically provided.

Section 31. ENTIRE AGREEMENT. This lease sets forth all the covenants, promises, agreements, conditions and understandings between Lessor and Lessee concerning the Leased Premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than those herein set forth. No subsequent amendment, change or addition to or of this lease shall be binding upon Lessor or Lessee unless the same is reduced to writing and signed by the Lessor and Lessee.

Section 32. CONSTRUCTION. This lease will be interpreted according to the laws of Wisconsin and any action will be venued in Dane County. The lease will not be construed against the drafter.

IN WITNESS WHEREOF, LESSOR AND LESSEE, by their respective authorized agents, have set their hands and seals as of the day and date first set forth above.

FOR LESSOR:

Waunakee Community School District

Randy S. Guttenberg, District Administrator

FOR LESSEE:

County of Dane

Joseph T. Parisi, Dane County Executive

Scott McDonnell, Dane County Clerk

CONTRACT
Child Care Program
Waunakee Community School District
and
Wisconsin Youth Company, Inc.

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of \$2,600.00 per school per year, pro rated from beginning date to end date, is permitted to utilize the facilities of Heritage, Prairie, and Arboretum Elementary Schools for a school-aged child care program beginning on September 3, 2020 and terminating on June 9, 2021. Payment for the building usage is due no later than December 1, 2020.

The hours for the program will be 2:40 p.m. through 5:45 p.m. on the days school is in session. Additional care will be provided at one school site to be determined during staff development and teacher convention days. The program will be held in classrooms and/or other areas as specified by the building principal. Maximum number of participants shall not exceed the program's licensed maximum.

Wisconsin Youth Company, Inc. is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. Wisconsin Youth Company, Inc. will also be responsible for light housekeeping at the end of each session, i.e. pick up paper, materials used and etc., including putting chairs on top of classroom tables.

The Waunakee Community School District assumes no insurance liability for the school-aged childcare program or its participants other than statutory liability as owner of the facilities being used.

Wisconsin Youth Company, Inc. agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office. Wisconsin Youth Company, Inc. agrees to abide by all State of Wisconsin rules and regulations related to child care providers and facilities.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Wisconsin Youth Company, Inc. harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing its obligations under this agreement.



Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Rebecca Carlin
Director of Administration
Wisconsin Youth Company, Inc.

79

(Date)

June 14, 2020

Wisconsin Youth Company, Inc.
Rebecca Carlin, Director of Administration
1201 McKenna Blvd.
Madison, WI 53719

Day Care Contract 2020-2021 School Year

The Waunakee School Board has approved a contract with your company for providing after school daycare for the 2020-2021 school year.

The agreement calls for a charge of \$2,600.00 per school building.

Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

If you have any questions please call me at (608) 849-2000 ext. 8491.

Sincerely,



Steve Summers
Executive Director of Operations

SS/gb
Enclosures

**WAUNAKEE COMMUNITY SCHOOL DISTRICT JUNE 8, 2020 BOARD MEETING
GASB 54 FUND BALANCE ACCOUNTING**

<u>FUND</u>	<u>FUND BALANCE DESCRIPTION</u>	<u>JULY 1, 2019 FUND BALANCE</u>	<u>ACCOUNT NUMBER</u>
10	General Fund - Unassigned fund balance	5,448,697.13	939900
10	General Fund - Restricted fund balance : Self insurance	77,374.84	936110
10	General Fund - Restricted fund balance : Common School Funds	758.14	936130
10	General Fund - Committed Fund Balance*	128,984.68	937900
10	General Fund - Assigned Fund Balance**	1,122,886.88	938900
21	Special Projects Funds - Restricted fund balance : Other	178,970.78	936900
NEW 19-20: Account Numbers 936901 to 937978 have been reserved for Student Activities/Clubs to comply with the GASB 84 requirements.			
30	Debt Service Funds - Restricted fund balance : Debt service retirement	1,907,092.30	936320
40	Capital Projects Funds - Restricted fund balance : Other	1,330,942.12	936900
50	Food Service Fund - Restricted fund balance: Food service programs	242,876.63	936500
72	Private Benefit Trust Fund - Restricted fund balance: Other	323,711.48	936900
73	Employee Benefit Trust Fund - Restricted fund balance: Other	5,799,845.06	936900
80	Community Service Fund - Committed Fund Balance	357,865.38	937900
	Total	16,920,005.42	

*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs and band uniform replacement.

**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.



Quoted To:

WAUNAKEE SCHOOL DISTRICT
905 BETHEL CIRCLE
WAUNAKEE, WI 53597

Ship To:

WAUNAKEE INTERMEDIATE SCHOOL
6273 WOODLAND DRIVE
WAUNAKEE, WI 53597

Sales Person:

K MATTER/C HARVEY
K.MATTER@HENRICKSEN.COM

Customer Support

JENNY HOBL
J.HOBL@HENRICKSEN.COM

INTERMEDIATE FURN.

Ln#	Qty	Model#	Description	Unit Sell	Ext Sell
1	5	72046.664-142	Illusions, Base Shelf Cabinet Tag: TAG 300	\$873.75	\$4,368.75
		~	2 Adjustable Shelves		
		~	Locking Doors		
		~	Backsplash		
		~	Levelers & Casters		
		~	96mm Arch Door Pull		
		~	Chrome European hinge		
		~	Select a Grade 3 Laminate for the work surface		
		~	Select a Grade 1 Laminate for the case		
		~	Select Edge band color		
2	24	11847	Flavors 14" B Stack Chair Tag: TAG 200	\$63.13	\$1,515.12
		(CHARCOAL)	Charcoal Shell Color		
		...	Skipped Option		
		...	Skipped Option		
3	6	03825	18"H HOKKI STOOL Tag: TAG 205	\$141.46	\$848.76
4	12	SP179707_1/P	42"w x 32"h x 18"d; 19"D OA Tag: TAG 303	\$645.30	\$7,743.60
		~	Docking Magnets, Casters, HPL		
5	6	SP179707_2/P	51.75"w x 42"h x 25.25" d; 26"d OA Tag: TAG 304	\$1,624.73	\$9,748.38
		~	Docking Magnets, Casters, HPL		
6	5	CLATBLDMND2	Table, Clara, Diamond, 27x27 Tag: TAG 500	\$546.19	\$2,730.95
		(LAM)	Laminate Top Surface		
		(CP)	Classic Patterns		
		4879.38	Wilsonart Steel Mesh		
		U	Solid Urethane		
		U04	EDGE: Dolphin U04		
		03	28" Fixed Height 03		
		CS	Locking Casters CS		
7	5	HMVPCA2-183	Motivate Prsntn Cart Standing Ht Adj-Leg 35 Ccave 2mm Top Tag: 401	\$560.74	\$2,803.70
		.C	Caster		
		\$(L1STD)	Grd L1 Standard Laminates		
		.D	Natural Maple		
		.D	Natural Maple		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
8	21	HMVR-1860G-I	Motivate Table Rect 18Dx60W 2mm Edge Nesting Base Tag: 501	\$549.41	\$11,537.61
		.N	No Grommets		
		\$(L1STD)	Grd L1 Standard Laminates		
		.A9	Steel Mesh		
		.S	Charcoal		
		.C	Caster		
		\$(P1)	P1 Paint Opts		

		...	Skipped Option		
9	1	FREIGHT	Estimated Freight for Fleetwood Tag:	\$375.00	\$375.00
10	6	FREIGHT	Estimated Freight for VSA Tag:	\$18.75	\$112.50
11	1	FREIGHT	Estimated Freight for Smith Systems Tag:	\$275.00	\$275.00
12	1	FREIGHT	Estimated Freight for WI Bench Tag:	\$1,181.25	\$1,181.25
13	1	INCLUDES	Freight for SurfaceWorks Tag:	\$0.00	\$0.00
14	1	INSTALL	Delivery & Install Tag:	\$2,025.00	\$2,025.00
	~		(5) Teacher presentation carts		
	~		(13) rectangle flip/nest student tables		
	~		(5) mobile casework - base cabinets		
	~		(6) mobile cubby/mail slot combos		
	~		(12) mobile bookcases		
	~		(6) Hokki stools		
	~		(24) student chair with casters and storage basekt		
	~		(9) rectangle flip/nest student tables		
	~		(5) Diamond shaped student tables		

Subtotal: \$45,265.62

Total: \$45,265.62

50% deposit required upon order placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen. Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: _____ Organization: _____ Date: _____

Terms and Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

1. Prices quoted are held for a period of 30 days.
2. Installation pricing is based upon non-union labor rates, unless otherwise specified.
3. Freight, delivery, installation and taxes are not included in the price of products and will be added to invoices if applicable.
4. A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit.
5. Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
6. Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
7. No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
8. All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
9. All requests for changes in quantity or specification shall be in writing and are subject to our approval.
10. We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
11. Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
12. In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed, and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
13. On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
14. Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
15. Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
16. When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
17. The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
18. Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
19. If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
20. Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
21. We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
22. All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
23. All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
24. No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
25. These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.





Quoted To:

WAUNAKEE SCHOOL DISTRICT
905 BETHEL CIRCLE
WAUNAKEE, WI 53597

Ship To:

WAUNAKEE SCHOOL DISTRICT
HERITAGE ELEMENTARY
501 SOUTH ST
WAUNAKEE, WI 53597

Sales Person:

K MATTER/C HARVEY
K.MATTER@HENRICKSEN.COM

Customer Support

JENNY HOBL
J.HOBL@HENRICKSEN.COM

CLASSROOM ADDS

Ln#	Qty	Model#	Description	Unit Sell	Ext Sell
1	1		VS America Omnia Partners Contract #R191818	\$0.00	\$0.00
2	1		Smith System NCPA Contract #07-44	\$0.00	\$0.00
3	5	2223.B1.F.A128	Wit, Highback, Mesh Back, Basic Synchro, Height Adj Arms	\$251.61	\$1,258.05
		~	No Seat Depth Adjustment Upgrade		
		...	Skipped Option		
		B5	Standard Black Base		
		S0	Standard Cylinder		
		C17	Black Hard Floor Casters		
		...	Skipped Option		
		FABRIC	Fabric Grade Selection		
		GRD 2	Fabric Grade 2		
		~	No Selection		
		KD	Knocked Down		
4	5	26155	24x54 SP Cascade Teacher Desk w/ 2x3" & 1x12" tote	\$545.35	\$2,726.75
		~	(RH), 30.25H		
		~	grey mesh laminate w/persian blue edge		
		~	NCPA Contract #07-44		
		~	End User to send PO to Smith System, referencing		
		~	Henricksen as Dealer of Record		
5	1	SPECLAM	Special Upcharge for Grey Mesh Laminate	\$300.00	\$300.00
6	5	EL4872	Elemental Kidney Table	\$356.85	\$1,784.25
		~	Adj ht 19-33 w/ glides (21.5-35.5" w/ optional casters)		
		~	Laminate: Grey Mesh		
		~	Leg: Silver		
		~	Edge: Persian Blue		
7	2	03825	Hokki, plastic stool for active sitting	\$83.20	\$166.40
		204 038	38cm size red		
		290 032	Color Orange		
		281 005	Seat type/finish foam overlay		
		~	End User to send PO & tax exempt form to VS America and reference		
		~	Omnia Partners Contract #R191818		
8	2	03825	Hokki, plastic stool for active sitting	\$83.20	\$166.40
		~	Dark Red		
		204 038	38cm size red		
		290 027	Color Dark Red		
		281 005	Seat type/finish foam overlay		
9	2	03825	Hokki, plastic stool for active sitting	\$92.80	\$185.60
		204 046	46cm size blue		
		290 029	Color Dark Blue		
		281 005	Seat type/finish foam overlay		
10	2	03825	Hokki, plastic stool for active sitting	\$92.80	\$185.60
		204 046	46cm size blue		
		290 027	Color Dark Red		
		281 005	Seat type/finish foam overlay		
11	2	03825	Hokki, plastic stool for active sitting	\$92.80	\$185.60
		204 046	46cm size blue		
		290 073	Color Dark-Grey		
		281 005	Seat type/finish foam overlay		
12	1	FREIGHT	VSA Freight	\$161.00	\$161.00
13	1	FREIGHT	Smith System Freight	\$621.00	\$621.00

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14	1	INCLUDES	Sit On It Freight	\$0.00	\$0.00
15	1	INSTALL	Receive, deliver, install	\$1,025.00	\$1,025.00
		~	(5) Smith System single ped desks		
		~	(5) SOI Wit Task Chairs		
		~	(10) Hokki stools		
		~	(5) Smith System horseshoe tables		

Subtotal: \$8,765.65

Total: \$8,765.65

50% deposit required upon order placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.
Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: _____ Organization: _____ Date: _____

Terms and Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

1. Prices quoted are held for a period of 30 days.
2. Installation pricing is based upon non-union labor rates, unless otherwise specified.
3. Freight, delivery, installation and taxes are not included in the price of products and will be added to invoices if applicable.
4. A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. 40% of total will be invoiced upon product being shipped by manufacturer and the remaining 10% will be invoiced upon complete installation and customer sign off.
5. Terms of sale are net 60 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
6. Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
7. No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
8. All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
9. All requests for changes in quantity or specification shall be in writing and are subject to our approval.
10. We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
11. Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
12. In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed, and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
13. On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
14. Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
15. Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
16. When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
17. The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
18. Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
19. If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
20. Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
21. We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
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24. No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
25. These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.



Minutes of Human Resources Committee

The Board of Education Waunakee Community School District

A Human Resources Committee of the Board of Education of Waunakee Community School District was held Monday, June 1, 2020, beginning at 4:00 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

The Human Resources meeting was called to order by Chairperson Ensign at 4:13pm. (Late start due to technical difficulties)

II. ROLL CALL

Committee Members present: Ensign, Hoefler, Engebretson (arrived @4:19 due to technical difficulties)

Also present: Randy Guttenberg, Brian Grabarski, Steve Summers, and Board Member David Boetcher

III. APPROVE AGENDA

A motion was made by Hoefler to approve the agenda as posted.

IV. PUBLIC COMMENTS

There were no public Comments

V. REVIEW EMPLOYEE GUIDELINES

Brian Grabarski presented and answered questions regarding changes to all employee guidelines. Changes included those added to all six handbooks, some to bring consistency between employee groups and others specific to one employee group. Reasons for editing included bringing the guidelines up to date with current practice, for clarification, for reasons of best practice and/or by request from staff groups.

The HR Committee appreciated all the hard work to bring these guidelines up to date. With several corrections requested within the Teacher Guidelines and consistency with the results of discussions within the Budget Committee for monetarily-related items under their consideration, the HR Committee was comfortable taking these guidelines to the full board on June 8, 2020.

- A. ADMINISTRATOR GUIDELINES
- B. ADMINISTRATIVE SUPPORT GUIDELINES
- C. ADMINISTRATIVE ASSISTANT GUIDELINES
- D. CLASSIFIED STAFF GUIDELINES
- E. CUSTODIAL/MAINTENANCE GUIDELINES
- F. TEACHER GUIDELINES

VI. ADJOURN

A motion was made by Engebretson, second by Hoefler to adjourn the meeting at 5:25 pm. Motion carried 3-0.

Overview of Draft Employee Guidelines Edits for 2020/2021

In all six employee handbooks

1. Added purpose statement
2. Change in FMLA calendar to 12 months, July 1 – June 30
3. Added Workers Compensation Insurance information
4. Added Duty of employees to notify WCSD of criminal charges / arrests / convictions
5. Added information about vision insurance
6. Edited insurance language related to annual wellness assessment to allow for current practices of physician statements and timelines
7. Added son and daughter-in-law to immediate family for bereavement leave
8. Changed points of contact to Human Resources Director for all time off requests and approvals, except those requiring Board approval

Administrative

1. Corrected number of contract days of several positions, including potential administrative restructuring-related changes

Administrative Support

All listed within universal changes

Administrative Assistant

1. Unpaid Leave - Added language for consistency with other hourly staff about notice and increments of usage
2. Sick Leave - Added language about days being vested as worked
Added step-parent to immediate family for consistency with other groups
3. Vacation – Added language that part-time employee’s day of vacation equals their regular scheduled hours
4. Retirement – Increased the value of an unused sick day by \$5 to correspond to Teacher’s requested change

Classified Staff

1. Personal Leave – Corrected language to reflect current sick day accrual
2. Sick Leave - Added language about requesting physician statement, for consistency across groups

Added step-child / step-parent to immediate family – consistency across groups

3. Added language to increase vacation day carryover to 10 days for consistency across groups
5. Retirement - Increased the value of an unused sick day by \$5 to correspond to Teacher's requested change

Custodian

1. Sick Leave - Added step-child for consistency across groups
Added language about requesting physician statement, for consistency across groups
Added language about care for immediate family, for consistency across groups
Added language about using paid leave before requesting unpaid leave for sickness
2. Personal Leave - Added language that unused days roll over into sick days, for consistency across groups
3. Bereavement Leave – Adjusted language for consistency across groups
4. Unpaid Leave – Changed request timeline to 5 days, for consistency across groups
Added language about submission and approval via Employee Access, for consistency across groups
5. Vacation – Added language that part-time employee's day of vacation equals their regular scheduled hours
6. Uniforms – Corrected number of shirts to be current practice
7. Retirement – Increased the value of an unused sick day by \$5 to correspond to Teacher's requested change
Added language about payment up to \$115 based on their per diem salary
8. Alternative Benefit Plan – Added language to permit syncing up the ABP election with the new plan years, to be changed in 20/21

Teacher

1. I.A.1 Added language detailing daily minutes at the K-6 levels
Edited partial day salary number to make it within our schedule
2. I.B - Removed clause due to ending of job shares during that timeframe
3. III.A Removed reference to evaluation as part of layoff
III.B Added language corresponding to the Statute
III.C Edited language to permit HR the option of offering credit for rehire's prior service
4. IV.A2 Added language from I.A.1 delineating daily minutes
IV.A5 Edited language for clarification
IV.A6 Added language for explicit expectation of scheduling parameters
IV.A12 Added language detailing how travel time is calculated
IV.B5 Removed language to reflect current practice
5. V.A1a – Addition for clarity
V.A1c - Removed limitation to permit all experienced teachers the option of being credited unused sick days

V.A4c – Added for clarity / consistency across groups

V.A5 – Increased number of permitted personal days due to increased staff and building sizes

V.A8cd – Edited for clarity

V.B2&3 – Edited for clarity

6. VI.A2 - Removed for alignment with current practice

VI.G1 – Edited to reflect the work of the Teacher/HR Workgroup; Increase value of sick day \$5 per day and HRA contribution by \$20 annually for pre-2008 hires

VI.H – Edited to reflect the work of the Teacher/HR Workgroup; Increase value of sick day \$5 per day and HRA contribution by \$20 annually for post 2008 hires

VI.L7 – Alternative Benefit Plan – Added language to permit syncing up the ABP election with the new plan years, to be changed in 20/21

6. VIII.A12 – Correction to current DPI language

VIII.B – Edited for clarification of the difference between ESY and extended contracts

VIII.G - Added language identifying rates of sub pay for teachers covering paraeducator duties and for being called into action for Emergency Response Teams

VIII.I – Removed residency recommendation

7. X.A – Edited to permit Superintendent discretion for extending timelines

X.F – Correction to reflect current DPI language

X.AI – Noting that co-curricular schedule will be advanced to either get closer to or correspond with the base teacher pay

Added club to the schedule

X.B – Added for clarification

Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, May 18, 2020, beginning at 5:30 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

The meeting was called to order by Boetcher at 5:34 PM.

II. ROLL CALL

Present: Boetcher, Brandt, Heinemann

Also Present: Randy Guttenberg, Steve Summers, Aaron May, John Cramer,
From the WHS Softball boosters: Dirk & Chrissy Tachick, Jon Smithback, Holly Mercier, Robb Thole

From The Pride Stone Memorial: Members of the Joe Meffert Family (Randy Meffert, Troy Meffert, Pidge Meffert)

III. APPROVE AGENDA

A motion was made by Heinemann, seconded by Brandt to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS

Comments were made via email by the following:

Kristen Keyser: Request the spear & feather image not be included in the proposed Pride Stone

Heather Driscoll: Request the spear & feather image not be included in the proposed Pride Stone

Eleanor Terry-Welsh: Request the spear & feather image not be included in the proposed Pride Stone

Arvina Martin: Request the spear & feather image not be included in the proposed Pride Stone

Cherokee Heights MS PTO: Request the spear & feather image not be included in the proposed Pride Stone

Rachel S. Byington: Request the spear & feather image not be included in the proposed Pride Stone, that the monument be halted and replace the mascot.

Bianca Shaw: Request the spear & feather image not be included in the proposed Pride Stone

Robert McPherson: Request the spear & feather image not be included in the proposed Pride Stone

Becki Fiegel: Request the spear & feather image not be included in the proposed Pride Stone

Oona Mackesey-Green: Request the spear & feather image not be included in the proposed Pride Stone

Dr. Nicole Depowski: Request the spear & feather image not be included in the proposed Pride Stone

Makalah Wagner: Request the spear & feather image not be included in the proposed Pride Stone

V. FACILITY IMPROVEMENT PLAN

A. Softball

Aaron May and members of the Waunakee Girls Softball Boosters shared the plan to have a concession/merchandise building constructed by the varsity softball field. The boosters have the full amount of funds for this building and are seeking the Board's approval to move forward with the project. Renderings, as part of a larger plan, are attached to the extras section of the agenda. After some discussion, a motion was made by Brandt, seconded by Heinemann, to recommend to the full Board that this project be approved to move forward, with WCSD Administration managing the project as finalized plans are obtained to ensure that the Boosters remain within the budget outlined. Motion carried 3-0.

B. Pride Stone

Aaron May, along with members of the Joe Meffert family, shared ideas regarding a Pride Stone placed near the Warrior Stadium entrance (where the football players come in) to honor the Waunakee teams who have won conference titles on this field. This Pride Stone will be given in memory of Joe Meffert who played on one of the first teams to win a conference title. Joe's sons as well as grandsons have also played on many teams. For the record, May explained that the Mefferts wanted to honor all conference titles for WHS students over the years, but this monument would have to be huge in order to accommodate all of them. They will be honoring conference titles for the teams that played on this field: Football, Lacrosse, and Track & Field. Heinemann asked if Cross Country could be honored as well since they really do not have a playing field other than the countryside. The Meffert Family was amenable to that suggestion. Several public comments were sent regarding the rendering having a spear on it. The Meffert family does not want to offend anyone and would be happy to have a different logo or symbol there. Boetcher added that he felt we should not single out just these teams; we should have all students recognized. A motion was made by Heinemann, second by Brandt to approve the stone to move to the full Board as presented, minus the spear. A logo to be determined will be placed there instead of the spear. Motion carried 2-1.

VI. CAPITAL PROJECTS STATUS UPDATE & REQUESTED CHANGES

John Cramer presented and answered questions regarding the status of the Capital Projects that were approved for 2019-20 & 2020-21 and requested a few changes to the 2020-2021 Capital Projects list. The Committee asked how the food service projects would be funded. Summers explained that, while any state budget shortfalls

and funds received as part of the pandemic have not been finalized/confirmed yet, it is likely that Fund 50 will be used to cover the costs of the school closure meal program. In that case, Fund 41 will be used for the 2020-21 food service projects. The Committee also asked if there were any projects, such as the dishwasher replacement, that could be postponed until we see how this funding turns out. Cramer indicated that definitely could be done. A motion was made by Heinemann, seconded by Brandt, to move these Capital Project changes to the full Board for consideration. Motion carried 3-0.

VII. 2020-21 ENERGY SAVINGS PROJECTS

John Cramer presented and answered questions regarding the 2020-2021 Energy Savings projects. These projects included quotes from Westphal Electric regarding items needed for these Energy Savings. Summers explained that, while the Committee may be reluctant to recommend these projects to the full Board due to the instability of school funding right now, it would still be a good idea to put these requests in front of the full Board. If necessary, these Energy Savings projects could always be pulled from the budget. A motion was made by Heinemann, seconded by Brandt, to move the Energy Savings projects to the full Board for consideration. Motion carried 3-0.

VIII. FUTURE MEETINGS

No future meetings were scheduled at this time.

IX. ADJOURN

The meeting adjourned at 6:30 PM on a motion by Brandt, seconded by Heinemann. Motion carried 3-0.

FACILITY IMPROVEMENT PLAN

1. Proposed Project: Concession Addition @ Softball Field
2. Names: Softball Boosters: Jon Smithback & Chrissy Tachick
3. Has this been proposed to the Building Level Principal or AD: Yes 4. By Whom: Jon Smithback & Chrissy Tachick _____ Verbal/Written: Written _____
5. Purpose & functionality of the Project: To serve as a dedicated concession stand and sales point for spirit wear.
6. Sketched Plans with dimensions: 150-200 per square 10x15 - 10x15
7. Necessary health & safety precautions provided? Electrical plan approvals and review
8. For any structure please include the intended usage & maximum personnel/equipment occupancy: Concession stand, spirit wear, & storage of said items.
9. Provisions for security from vandalism & unauthorized occupancy during construction or when not in use for intended purpose: The stand would be secured with district keyed lock.
10. Estimated Cost: \$7.5-10K (estimated)
11. How will the exterior relate to other nearby existing structures and landscapes? Block structure to match existing pressbox
12. Sources of non-school funds to complete this project: Softball Booster currently holds funds necessary for the project. As a result of previous fundraising and proper fiscal management.
13. If the proposal results in additional annual operating, maintenance, and/or repair costs there are to be submitted with a method of paying ongoing expenses: Minimal impact overall, potential slight increase in electrical usage.
14. Source of labor for the construction or improvement (private contractors, booster club members, students, etc...) Please note: All Contracting is done by The District: Potential in-kind donations and contracted services. Those contracts will follow district bidding processes.
15. Estimated time to complete the improvement after receiving approval to proceed: Construction to start late July/early August 2020 and be completed early Fall (pending approvals)
16. Certificate of Insurance obtained (Director of Facility will determine)

Finance Committee / Board of Education Memo

Initiative 1: Outfield Fence Promotion

This initiative will include recruiting local businesses to sponsor a reusable banner (with their company logo) to hang on the Varsity and Junior Varsity outfield fences. We will combine this effort with the poster sponsorships we already coordinate for the team. The Softball Boosters will purchase a banner for the team on each field that displays the Waunakee Softball logo and will hang in a prominent position on the fence. A sample banner will be available at committee / board meetings. Here are additional details:

Banner Size: 4'x6'

Banner Material: Mesh with metal grommets for plastic zip tie installation.

Length of Promotion: Banners will hang throughout the regular season, postseason and the summer months as the youth program uses this field.

Cost to District: NONE

Cost to Sponsor Year 1: \$300 (includes \$175 for cost of banner and \$125 for softball program).

Cost to Sponsor Year 2 and forward (assuming reuse of banner): \$125 with all proceeds going directly to the softball program.

Total Annual Funds Raised for Softball Program: 20 banners x \$125 per banner = \$2,500 annually.

How will the Boosters use the Outfield Fence Promotion Funds? This would be a major fundraiser for the program. We have some strategic items we would funnel this money into as follows:

- **Bi-Annual Laser Leveling of Infields:** Currently, this regular maintenance is not performed consistently on the infields. These funds will help ensure our infields are safe for the girls and are in the best possible playing condition.
- **Equipment for Program:** Boosters are working to provide game helmets and bags for the entire program. This year we hope to equip Varsity. In the next couple years we hope to have enough equipment on hand for all girls in the program.

- **Wind Screen for Outfield Fence:** Boosters are working to purchase and install a wind screen (\$5,000) for the Varsity field this season and hope to equip JV field next season. Wind screen will be identical in construction to the one currently used on the varsity baseball field.

Sample Banner Image:



Initiative 2: Dedicated Concession Addition onto Existing Equipment Building

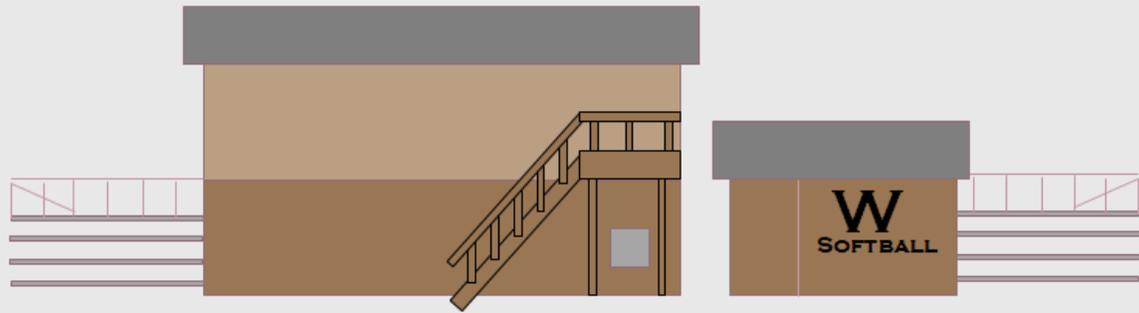
This initiative focuses on creating a dedicated, clean, efficient space for concessions. Currently we sell concessions out of the equipment room under the press box. The equipment room is crowded and is often dirty (from dusty equipment and some intermittent flooding due to poor drainage). We propose an addition next to the existing building to be dedicated to concession sales for both the Varsity and JV fields.

Addition Approximate Size: Before embarking on a full planning process for the addition, we want to determine if the Finance Committee and / or BoE would support the concept. We estimate the addition would be roughly 200 square feet (see diagrams below for a design example). The existing press box is 12'x20'. Final design decisions would be pending BoE approval.

Estimated Cost: There would be NO cost to the district for this initiative. Since we have not yet invested in full drawings / plans for this proposed addition, our cost estimate is tentative. We anticipate the full cost of the project (to be paid by the Boosters) to range from \$7,500 - \$10,000. This estimate assumes that we can get some assistance through the school tech education department for a semester project or something similar.

Benefit to Program: This initiative will ensure food sales take place in a clean and safe environment. An appropriate concession area also boosts the reputation of the Waunakee Softball program in the eyes of our own players, our community and visitors from our opponent's communities. While concessions sales are always affected by weather conditions, it is estimated that a clean, dedicated space will boost our concessions sales by 100% of historical average. In addition the space will be used for Warrior softball merchandise sales that can be purchased by all attendees to include youth players watching games which we feel would promote pride in the program at the early ages. Currently the program relies only on email distribution lists to sell program spirit wear which does not do an effective job. All concession/merchandise proceeds go directly back to the program to fund annual and strategic expenses.

Street View



Field View



FACILITY IMPROVEMENT PLAN

1. Proposed Project: Pride Stone
2. Names: Meffert Family
3. Has this been proposed to the Building Level Principal or AD: Yes 4. By Whom: Meffert Family _____ Verbal/Written: Written _____
5. Purpose & functionality of the Project: Serve as a monument to Waunakee's commitment to athletics. The stone will list the conference & state titles for all Waunakee sports.
6. Sketched Plans with dimensions: 4x4x8 ft.
7. Necessary health & safety precautions provided? NA
8. For any structure please include the intended usage & maximum personnel/equipment occupancy: NA
9. Provisions for security from vandalism & unauthorized occupancy during construction or when not in use for intended purpose: It would be located inside of Warrior Stadium. Made of India Black Stone
10. Estimated Cost: Donated by the Meffert Family. District would need to pay for electricity to be brought to the install location.
11. How will the exterior relate to other nearby existing structures and landscapes? NA
12. Sources of non-school funds to complete this project: Meffert Family will be donating this to the district.
13. If the proposal results in additional annual operating, maintenance, and/or repair costs there are to be submitted with a method of paying ongoing expenses: No significant addition to the school budget.
14. Source of labor for the construction or improvement (private contractors, booster club members, students, etc...) Please note: All Contracting is done by The District: Advanced Concrete - in kind donation. Ask that school to bring electrical to the install location inside the stadium.
15. Estimated time to complete the improvement after receiving approval to proceed: Construction to start late July/early August 2020 and be completed early Fall (pending approvals)
16. Certificate of Insurance obtained (Director of Facility will determine)

PRIDE ♦ EXCELLENCE

Glass

PRIDE STONE



DEDICATED TO THE STUDENT ATHLETES OF
WAUNAKEE HIGH SCHOOL

"MANY HAVE PAVED THIS PATH
FOR YOUR SUCCESS"

"PLAY LIKE A CHAMPION"

DEDICATED BY THE MEFFERT FAMILY IN MEMORY OF
JOSEPH P. MEFFERT

Etched Stainless Steel
with 2 Paint Colors
19x12x1/2";
~5 1/2' off the Ground

TRADITION ♦ BELIEVE

Glass

FOOTBALL

Coach
DICK TROTTA
1953 - 1999
129 WINS 80 LOSSES
11 CONFERENCE
CHAMPIONSHIPS

Coach
GAYLE QUINN
1967 - 1991
100 WINS 24 LOSSES
16 CONFERENCE
CHAMPIONSHIPS

Coach
PAT RICE
1999 - ????
242 WINS 26 LOSSES
27 CONFERENCE
CHAMPIONSHIPS
8 STATE
CHAMPIONSHIPS

Bronze Plaque;
9³/₄x12¹/₂x¹/₄"
6 - 8 lines 1" & ³/₄" text

STATE TITLES

YEAR
SPORT
TITLE
W - L

4 RANMERUP
Title in Stainless
Steel

Bronze Plaque;
6¹/₂x5¹/₂x¹/₄"
5 lines of ⁵/₈" text

CONFERENCE TITLES

YEAR
FOOTBALL
TRI-COUNTY
CHAMPION
W - L

YEAR
SPORT
TITLE
W - L

TEAM ♦ DETERMINATION

Glass

CONFERENCE TITLES

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Bronze Plaque;
5 1/2 x 4 1/2 x 1/4"
5 lines of 1/2" text

RESPECT ♦ COMMITMENT

Glass

TRACK & FIELD

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YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L
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YEAR SPORT TITLE W - L			

Bronze Plaque;
5 1/2 x 4 1/2 x 1/4"
5 lines of 1/2" text

LA CROSSE

YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L
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TRADITION • BELIEVE

FOOTBALL

COACH DICK TROTTA 1953 - 1988 100 WINS 18 LOSSES 11 CONFERENCE CHAMPIONSHIPS	COACH CAVLE QUINN 1987 - 1991 100 WINS 24 LOSSES 10 CONFERENCE CHAMPIONSHIPS	COACH PAT RICE 1989 - 2000 243 WINS 28 LOSSES 22 CONFERENCE CHAMPIONSHIPS 8 STATE CHAMPIONSHIPS
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STATE TITLES

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CONFERENCE TITLES

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PRIDE • EXCELLENCE

PRIDE STONE



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JOSEPH P. MEFFERT

RESPECT • COMMITMENT

TRACK & FIELD

YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L
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LACROSSE

YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L
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TEAM • DETERMINATION

CONFERENCE TITLES

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YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L	YEAR SPORT TITLE W - L

LEFT

FRONT

RIGHT

BACK

MONUMENT

CAP: India Black; 42x42x10"; P5; Frosted Lettering
FOUR (4) GLASS SECTIONS: Purple; 36x¼x3"; with LED Lights
FOUR (4) WALL SECTIONS: India Black; 36x4x72"; P1; Frosted Lettering
BASE: India Black; 48x48x12"; PFT, BRP

PLAQUES

FRONT: Etched Stainless Steel School Logo; Purple and Black Paint; 19x12x¼" ~5½' off the Ground

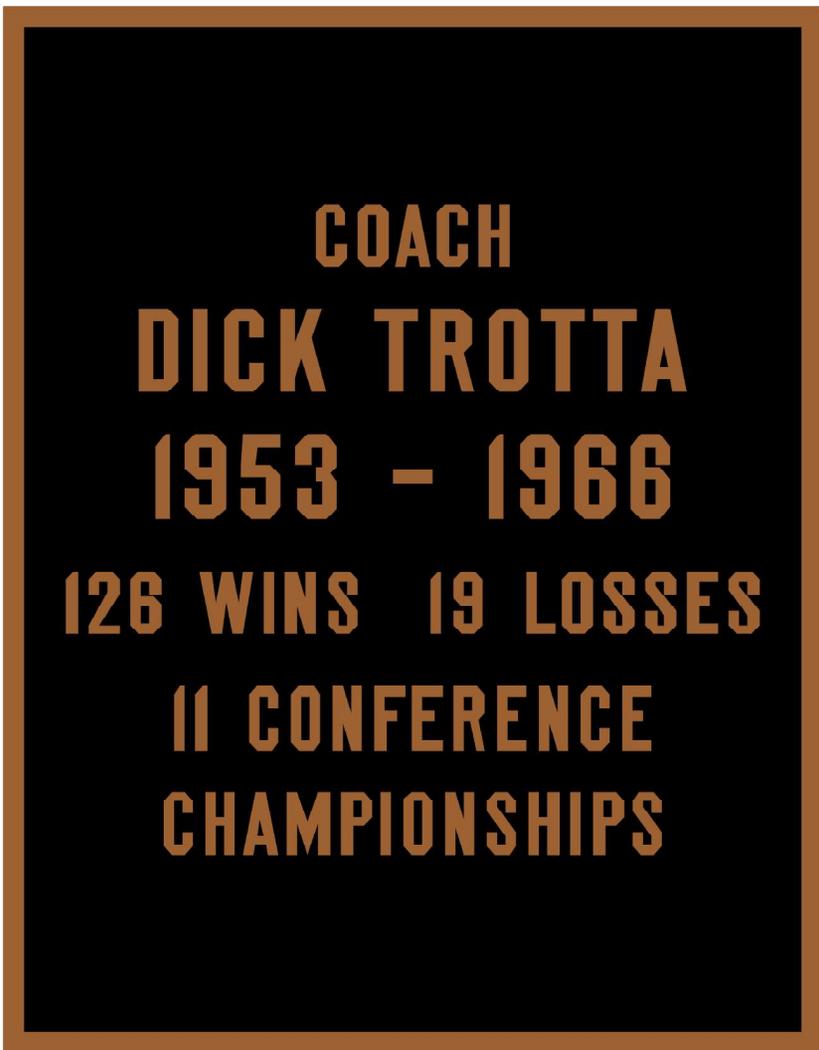
LEFT: Three (3) Etched Bronze; Black Paint; 9¾x12½x¼"; 6-8 Lines of Text
Six (6) Etched Bronze; Black Paint; 6½x5½x½"; 5 Lines of Text
Four (4) Etched Stainless Steel; Black Paint; 6½x5½x¼"; 5 Lines of Text
Twelve (12) Etched Bronze; Black Paint; 5½x4½x¼"; 5 Lines of Text

BACK: Twenty-four (24) Etched Bronze; Black Paint; 5½x4½x¼"; 5 Lines of Text

RIGHT: Fourteen (14) Etched Bronze; Black Paint; 5½x4½x¼"; 5 Lines of Text



Etched Stainless Steel School Logo; Purple and Black Paint; 19x12x¼" ~5½' off the Ground



Etched Bronze; Black Paint; 9¾x12½x¼"; 6-8 Lines of Text



Etched Bronze; Black Paint; 6½x5½x½"; 5 Lines of Text



Etched Stainless Steel; Black Paint; 6½x5½x¼"; 5 Lines of Text



Etched Bronze; Black Paint; 5½x4½x¼"; 5 Lines of Text



2019/2020 Capital Maintenance Projects List (722)								
Purchase Order	Building	Item	Project	LRP Estimated Life	Board Approved	Planned	Net Difference	
						Actual/Complete		
7220190011 7220190012	District	1	Refinish Wood Gym Floors	Annual	\$ 25,000.00	\$ 24,230.00	\$ 770.00	
7220190018 7220190022	District	2	Replace 2004 Red Chevy Ventura Van used by Courier	2014	\$ 30,000.00	\$ 27,310.50	\$ 2,689.50	
7220190019 7220190020 7220190064	District	3	Misc. Expected Repairs/Replacements from Contingency Line that Occur Like VFD. Water softener \$12466.15. HS Boiler pump: \$2550.AES Hot water heater \$2164.54	2022	\$ 25,000.00	\$ 17,180.69	\$ 7,819.31	
7220190030 7220190039 7220190040 7220190041 7220190042 7220190043 7220190048 7220190049 7220190051 7220190052 7220190053	District	4	Roof and Asphalt Parking Repairs on Contingency \$4390.00 \$1460.00 \$2965.00 \$1405.00 \$1455.00 \$595.00 \$1420.00 \$1172.86 \$6960.00 \$2490.00 \$3050.00 parking lots year 2030 Asphalt - 2007 Ballast - 2012		\$ 23,300.00	\$ 27,362.86	\$ (4,062.86)	
8220190001	District	5	AkitaBox for Storage of FMP Supporting Documentation	Annual	\$ 6,000.00	\$ 5,700.00	\$ 300.00	
7220190031 7220190032	District	6	Replace 6 vacuums and 1 custodial swing machine	Annual	\$ 10,000.00	\$ 7,630.84	\$ 2,369.16	
7220190046 7220190065	District	7	Replace skid steer with Bobcat \$35274.34 & counter weights \$1119.64	2023	\$ 24,000.00	\$ 36,393.98	\$ (12,393.98)	
7220190004	HES	8	Replace 110 lockers N. End	1988 to 2010	\$ 38,000.00	\$ 37,733.00	\$ 267.00	
7220190007 7220190013 7220190038 7220190054	HES	9	Remove/Replace 15 Ash Trees \$1068.00 \$2500.00 \$483.00 \$3195.00	annual	\$ 20,000.00	\$ 7,246.00	\$ 12,754.00	
7220190033 7220190034 7220190035 7220190036 7220190037	WHS	10	Replace 6 drinking Fountains (1315 Area, 2 in Pool Area, 1100 Hallway, Weight Rm., 1436 Area) \$2234.00 \$2234.00 \$2234.00 \$9886.00 \$5883.00	2011	\$ 33,000.00	\$ 22,471.00	\$ 10,529.00	
7220190021 7220190023 7220190024 7220190044 7220190057	Pool	11	Pool Grout, Pool fill, Float, drain cover, pool & deck wash, bungee lines Expenditures to date: \$16095.14 Unknown cost for pool fill and other items that may arise during repairs \$7500.00: \$1184.87: \$3492.23 \$2558.29 \$1359.75	annual repair	\$ 18,000.00	\$ 16,095.14	\$ 1,904.86	
7220190005	WMS	12	Replace 1992 LMTC Carpet -	2002	\$ 20,000.00	\$ 20,240.00	\$ (240.00)	
7220190006	PES	13	Replace Carpeting in 6 classrooms -	2006	\$ 24,000.00	\$ 24,300.00	\$ (300.00)	
7220190010 7220190014	PES	14	Replace Kitchen Floor Floor \$13,116.00 ACS1 equip moves \$4,268.72	2016	\$ 9,000.00	\$ 17,384.72	\$ (8,384.72)	
7220190001	Bethel	15	Replace 1994(est.) Furnace #7	2032	\$ 10,000.00	\$ 9,800.00	\$ 200.00	
7220190029 7220190028 7220190047	WHS	16	Scoreboard Replacements (HS Field house \$30044.00) \$13736.00 \$5930.00 \$10378.00 (\$2,000) credit for sale of advertising from Athletic Dept.	No data	\$ 20,000.00	\$ 30,044.00	\$ (10,044.00)	
7220190026	District	17	Softball & Baseball drainage improvements	2026	\$ 30,125.00	\$ 30,125.00	\$ -	
7220190017	Pool	18	Starting Blocks	no data	\$ 41,000.00	\$ 28,879.94	\$ 12,120.06	
7220190045	PES	19	Stormwater Rettler Project	no data	\$ 21,000.00	\$ 21,000.00	\$ -	
	District	20	Tennis Court Project with Village	no data	\$ -	\$ -	\$ -	
7220190055	PES	21	Stormwater Berm	no data	\$ 46,361.00	\$ 46,361.00	\$ -	
7220190050	WHS	22	Water Heater Replacement	no data	\$ 21,775.00	\$ 22,690.97	\$ (915.97)	
7220190058-63	WMS	23	ADA MS Doors #1 & #11	no data	\$ 11,197.00	\$ 11,373.00	\$ (176.00)	
	Pool	24	Pool Construction Joint and Mud Bed	no data	\$ 27,000.00	\$ 27,000.00	\$ -	
	District	25	Unassigned	no data	\$ 4,081.00	\$ -	\$ 4,081.00	
7220190067	District	26	Replace Enclosed Trailer - \$550 for Decals	2005	\$ 9,200.00	\$ 9,750.00	\$ (550.00)	
7220190068	District	27	Replace Double Axle trailer	2016	\$ 5,522.00	\$ 5,522.00	\$ -	
	WHS	28	Commercial Dishwasher		\$ 23,000.00	\$ 23,000.00	\$ -	
			Credit from Athletics Dept for Sale of Advertising - Scoreboard		\$ -	\$ (2,000.00)	\$ 2,000.00	
			Credit from Auction Sales of old band trailer		\$ -	\$ (3,062.00)	\$ 3,062.00	
					109	\$575,561.00	\$ 551,762.64	\$ 23,798.36

2020/2021 Capital Projects - 5-12-2020

2020/2021 Capital Projects															
Purchase Order	Change Requested after 2/10/2020 BOE approval	Item No.	Location	Description	Documented on FMP	Remaining Life (years)	Long Range Facility Maintenance Plan	FMP Replacement Estimate	Capital Project Estimate	Requested Funding	Projected Final Costs	Notes	Year	Target Life Span	Scheduled Replacement Date
7220200002	No Change	1	HS	Chemistry workstation lowered	NO		ADA Request		\$5,000	\$5,000		quote from H2I - \$4,100			
	Increase by \$3000	2	HS	Kitchen Refrigeration Equipment	YES	(14.00)	Commercial Coolers/Freezers	\$75,000	\$78,000	\$78,000		HS 21/22: \$310,500 and AES 22/23: \$252,000	1991	15	07/28/2006
7220200003	No Change	3	HS	Kitchen Hot Water Heater	YES	(12.00)	Replacement		\$32,000	\$29,000	\$29,000		1992	15	07/28/2007
7220200003	No Change	4	HS	Hot Water Heaters (replace 2 with 1)	YES	(13.00)	Replacement		\$26,000	\$24,235	\$24,235		1991	15	07/28/2006
	No Change	5	District	Parking Lot crack fill/seal	NO	(13.00)	FMP only looks at mill/overlay or rebuild		\$32,000	\$32,000		Crack fill/seal only for school parking lots. Immediate needs identified by FMP \$480k	2007	15	7/29/2007
	No Change	6	Grounds	Stand up mower	NO		New Equipment	\$0	\$7,000	\$7,000		mow areas that currently must be done with push mower - increase productivity			
	No Change	7	Prairie	Heat Trace - electrical only	NO		Not on FMP		\$17,500	\$17,500		Water damage annually. Full scope of project estimated at \$75,000			
	No Change	8	Grounds	Zero Turn Mower & Bagger & Dethatcher	YES	5.00	FMP budgeted \$8900 replacement of Ferris in 2024	\$8,900	\$17,500	\$17,500		Trade in 2014 Ferris? Lemon	2014	10	7/30/2024
	No Change	9	Grounds	Ride on Painter	YES	0.00	FMP budgeted \$15,000	\$15,000	\$15,000	\$15,000		working on setting up this order now.	2005	15	7/28/2020
	No Change	10	Bethel	Furnace	YES	(3.00)	3 furnaces need replacing (\$8520/ea)	7500 ea	\$25,560	\$8,520		NAMI indicated age of furnaces much older than 2007. Kurt/Joyce area worst.	1995	25	2015
	No Change	11	District	6 Gyms - Floor Screen and Coat	NO		Annual		\$28,000	\$28,000		In progress. Screen and Recoat not on FMP. Resand and Replacement on FMP			
	Reallocate to Pool Locker Room Improvements	12	HS	Sidewalk/stairs by doors 3&4 to connect upper/lower parking lots	NO		New sidewalk, stairs, light.		\$20,000	\$0		Students and public walking in parking lot and on street			
	No Change	13	District	Emergency Roof Repairs	YES		Annual from FMP	\$25,000	\$25,000	\$25,000		Middle School roof quote: \$470k		1	7/30/2020
	No Change	14	District	Emergency HVAC Repairs	YES		No Annual plan on the FMP	\$0	\$30,000	\$30,000		Immediate needs identified by FMP \$4,015,258			
	No Change	15	District	Emergency Plumbing Repairs	YES		Annual from FMP	\$52,000	\$52,000	\$52,000		Immediate needs identified by FMP \$658,750			
	No Change	16	WHS	Pool maintenance	YES		Annual		\$22,000	\$22,000			1	07/30/2020	
	reduced, reallocated portion elsewhere	17	District	Emergency Repairs/equipment	NO		Various equipment is beyond life		\$18,780	\$16,945					
	No Change	18	HS	PAC and Old Auditorium	NO		PAC & Old Aud repairs & equipment		\$8,000	\$8,000		Consult with Rick Braun			
	No Change	19	Grounds	Sprayer/spreader	NO		New Equipment		\$10,000	\$10,000		Groundskeeper obtaining certification. Eliminate TruGreen (\$15,000+ annual)			
	Went from \$0 to \$25,000	20	Bethel	Digitize Records/Blueprints - BPI or Akitabox	NO		new request		\$25,000	\$25,000		Important for space planning, digital access, speed, and archival			
	New Request	21	AES	Carpet - Music Room B111 & Upstairs Hallway			new request		\$19,000	\$19,000					
	New Request	22	WMS	Carpet - Room 225, Room 130 & Upstairs Hallway			new request		\$11,800	\$12,000					
	Increased from \$0 to \$20,000	23	WHS	Pool locker/shower rooms	YES	1-11 years	Lockers, tile floor, plumbing fixtures		\$120,500	\$20,000		FMP does not accurately reflect condition		25	
	Moved to 19/20	24	District	Enclosed Trailer	YES	(14.00)	Old band trailer was no longer road worthy, auctioned	\$15,000	\$9,200	\$0		Use for One Act, Band, Summer Science, Rube Goldberg, moving band shells, musical equipment	1985	20	07/27/2005
	Moved to 19/20	25	District	Replace Behnke double axle trailer	YES	0.00	Broken axle	\$8,000	\$8,000	\$0		Trailer used year round	2006	10	07/27/2016
	Moved to 19/20	26	HS	Kitchen Dishwasher Equipment	YES	(13.00)	Commercial Dishwasher	\$0	\$23,000	\$0		Food Service equipment listed as group	1991	15	07/28/2006
	New Request	27	PES	Classroom Carpet three A-wing classrooms	YES		Replace A-wing Classroom, 122, 125 & 127		\$15,300	\$15,300					
	New Request	28	HS	Bollards around the sculpture	NO		2 broken		\$8,000	\$8,000					
	Removed from Request List	29	District	Replace 2004 Blue Chevy Student Van	YES	(5.00)	Repaired and returned to service	\$27,000	\$28,000	\$0		Student Passenger Van (#3)	2004	10	07/30/2014
									\$737,140	\$525,000	\$53,235				

2020-21 Energy Efficiency Project Review

Budget \$83,894.00	Building	Energy Saving Opportunities	Focus on Energy Rebate	Annual Energy Savings	Payback from Power Savings Years	Total Payback from Power & Maint (Years)	Projected Date	2020/2021 Estimate	Request Board Approval
Budget \$83,894.00	Building	Energy Saving Opportunities	Focus on Energy Rebate	Annual Energy Savings	Payback from Power Savings Years	Total Payback from Power & Maint (Years)	Projected Date	2020/2021 Estimate	Request Board Approval
Plan for 20/21	WHS	HS Shop Metals T8/Auto T5	\$1,928.00	\$8,605.72	6.29	2.29	summer 2020	\$56,068.00	\$58,000.00
Plan for 20/21	AES	Gym (Metal halide)	\$750.00	\$3,904.99	4.41	2.45	summer 2020	\$17,970.00	\$19,000.00
Plan for 20/21 - start one bathroom at a time or hallway. Will look for rooms or hallways that can be completed with remainder of budget	WHS	Hallways/bathrooms- Per fixture quote Scope #1 Scope #2 Scope #3 Scope #4	\$18 \$5 \$18 \$18			2.44 2.56 2.57 3.00		\$300.00 \$285.00 \$315.00 \$365.00	\$6,894.00
Alternate Project		AES or PES LMTC						RFP out	
			\$2,678.00	\$12,510.71				\$74,038.00	\$83,894.00



14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105

P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

February 27, 2020

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
Attn: John Cramer

Re: High School LED Fixture Unit Price

Thank you for considering Westphal & Company, Inc. to submit a proposal to perform electrical work for the above-named project. Pricing is valid through December 31, 2020, barring significant commodity pricing changes and availability.

Scope of Work #1, Hallway & Bathroom 2x4:

- Remove and dispose of existing fluorescent fixture
- Recycle fluorescent lamps
- Provide and install new LED 2x4 fixture
- Switching to remain
- Pricing assumes some work to be done to bring existing electrical install to current code standards
- Pricing is based on minimum purchase quantities of twelve fixtures per installation request
- Pricing does not include a manlift, if deemed to be necessary
- Focus on Energy rebate of up to \$18 per fixture available

Price - \$300.00

Scope of Work #2, Hallway & Bathroom 1x4:

- Remove and dispose of existing fluorescent fixture
- Recycle fluorescent lamps
- Provide and install new LED 1x4 fixtures
- Switching to remain
- Pricing assumes some work to be done to bring existing electrical install to current code standards
- Pricing is based on minimum purchase quantities of twelve fixtures per installation request
- Pricing does not include a manlift, if deemed to be necessary
- Focus on Energy rebate of up to \$5 per fixture available

Price - \$285.00

Scope of Work #3, Classroom 2x4 with Step-Dimming:

- Remove and dispose of existing fluorescent fixture
- Recycle fluorescent lamps
- Provide and install new LED 2x4 fixtures
- Switching to remain and will control lights at 50% or 100% (step-dimming)
- Pricing assumes some work to be done to bring existing electrical install to current code standards
- Pricing is based on minimum purchase quantities of twelve fixtures per installation request
- Pricing does not include a manlift, if deemed to be necessary
- Focus on Energy rebate of up to \$18 per fixture available

Price - \$315.00

(continued)



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P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

Scope of Work #3, Classroom 2x4 with 0-10V Dimming:

- Remove and dispose of existing fluorescent fixture
- Recycle fluorescent lamps
- Provide and install new LED 2x4 fixtures
- Provide and install (2) 0-10V dimming switches
- Provide and install low-voltage cable to each fixture for dimming control
- This option does allow full control dimming
- Pricing assumes some work to be done to bring existing electrical install to current code standards
- Pricing is based on minimum purchase quantities of twelve fixtures per installation request
- Pricing does not include a manlift, if deemed to be necessary
- Focus on Energy rebate of up to \$18 per fixture available

Price - \$365.00

Customer Responsibilities:

- Provide access to the site, and appropriate storage for material during the work
- Price based on straight time labor rates
- Any unforeseen or additional work, outside of our interpretation of scope, may increase cost

We appreciate the opportunity to submit a proposal on this project and look forward to discussing with you further. Please feel free to contact me with any questions or clarifications you may have regarding the proposal.

Westphal & Company, Inc.

Ian Eidt
Service Manager – Madison
608-216-9585

Terms & Conditions

- The scope of work is based on our knowledge of the current requirements and project goals
- The fees stated in this proposal will be honored for 30 days from the date of this proposal, apart from copper materials, which are subject to adjustment per commodity market price changes
- Fees and expenses will be billed as incurred
- Additional work, that is outside of the agreed-upon scope of this proposal, will require authorization to proceed
- Payment of our progress and final billings is expected within 30 days of invoice date

Minutes of Curriculum Committee Meeting

The Board of Elementary Waunakee Community School District

A Curriculum Committee Meeting of the Board of Elementary of Waunakee Community School District was held Thursday, May 21, 2020, beginning at 4:00 PM in the District Administration & Maintenance Center.

I. Approve agenda

Chair Engebretson called the meeting to order at 4:10 pm.(late start due to some technical difficulties)

Present: Engebretson, Ensign, and Hetzel

Also present: Tim Schell, Amy Johnson, Randy Guttenberg, Rebecca McDonough, and Herb Haubrich.

A motion was made by Ensign, second by Hetzel, to approve the agenda as posted.

Motion carried 3-0.

II. Public input on agenda items.

An email was received by Michelle Berg, member of the HG &D Advisory committee. She shared comments/suggestions for the committee to consider regarding the HG&D Scope & Sequence Recommendations.

III. Human Growth and Development Scope and Sequence Update Recommendations

Tim Schell presented and answered questions regarding the recommendations of the HG&D Committee regarding the recommended Scope & Sequence updates. Tim explained that this was ready to come to the committee in March, but was postponed due to the COVID 19 School Closure. The committee shared concern that the teaching staff wasn't being presented in the recommendation. They found it hard to approve the recommendations without the teachers weighing in at least briefly. After much discussion, the committee asked Tim to send a brief survey to the teaching staff, just to find out if this recommendation seemed acceptable or not. Once this survey was completed this would be brought back to either the committee or perhaps the full board. It was asked that this be completed before the end of June. A motion was made by Hetzel, second by Ensign to table this decision until a survey of the teachers regarding this recommendation may be shared. Motion carried 3-0.

IV. Instructional Planning for 2020-2021

Tim Schell gave a brief update on how instruction has gone over the last 2 months. He shared that ,while this would be considered an Emergency Remote Learning Plan since this was put together in a short manner, these last 2 months have given WCSD a better understanding of what worked well and what should be changed. We are able to have a better plan in place when this happens again. We are following and waiting for a clearer understanding of how the fall will look from county, state and federal authorities. Randy Guttenberg added that this fall will

most likely have a mixed model of in school and learning at home. The main focus is how we can still have a school community while learning at home. In the recent future we will have more direction and will be given some either or options. When we receive this information we will have to work quickly to make decisions for the fall. Amy Johnson agreed with Tim and Randy and added that she has been meeting with various teacher groups and discussing various options that they will be able to work with depending on what the government says.

V. Chair and Coordinators Vacancy Update

Tim Schell was happy to tell the board that all the vacancies due to retirements and leaves have been filled. The full list will be brought to the full board for approval. This group has some new leaders on it as a whole are excited to begin their work.

VI. Additional Textbook Adoption and Purchase for 2020-2021

Tim Schell explained that the adoption for AP Biology did not appear in your last meeting. It is due for replacement under College Board's ten year rule for resources. A motion was made by Hetzel, second by Ensign to approve the adoption of AP Biology and purchase of the same for the 2020-2021 school year. Motion carried 3-0.

VII. Items for Upcoming Meetings

No future meetings were scheduled at this time. There may be need for another HG&D meeting depending on the results of the survey. Randy asked, since there is a lot of planning happening right now in preparation for completing the 2019-2020 school year, that anything that can be differed in order to not have a committee meeting over the next months to please do so. He added that he will be discussing with the full board the idea of having 2 board meetings a month due to decisions that will need to be made timely.

VIII. Adjourn

A motion was made by Joan Ensign to adjourn the committee meeting at 5:37 PM. Motion carried 3-0.



Waunakee Community School District

Committed to Children . Committed to Community . Committed to Excellence

To: Board of Education
From: Tim Schell
Subject: 2020 Textbook Requests Addition-AP Biology
Date: May 18, 2020

The textbook adoption list and preliminary budget reviewed at your previous meeting inadvertently did not include an adoption for AP Biology. The College Board recommends that AP Biology textbooks carry a copyright date within the last ten years and ours are due for updating this year. The selected text is the current edition of Hillis, David M., David Sadava, Richard W. Hill, and Mary V. Price. *Principles of Life, for the AP Course*. 3rd edition. 2019. Bedford, Freeman and Worth Publishing Group. This is a paper and digital hybrid purchase with an estimated cost of \$15,893 based on winter pricing.

With this addition we are still well below usual budget level for textbooks for the upcoming year.

Minutes of Goals Committee Meeting

The Board of Education Waunakee Community School District

A Goals Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, May 18, 2020, beginning at 6:30 PM in the Prairie Elementary School room B128.

I. CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Mike Brandt

II. ROLL CALL

Present: Brandt, Boetcher, Hoefer

Also present: Randy Guttenberg

III. APPROVE AGENDA

Motion by Boetcher, second by Hoefer to approve the agenda. Motion Carried 3-0

IV. PUBLIC COMMENTS

A comment was sent to the Board via email:

Amy Frank: WCSD needs a social media presence and the importance of this presence.

V. REVIEW SOCIAL MEDIA OUTREACH, THE COMMUNICATION SPECIALIST POSITION, AND PRIORITIZATION AND OPTIONS WITHIN THE ADMINISTRATIVE RESTRUCTURING FRAMEWORK

Randy Guttenberg shared the current and future status of the administrative restructuring framework. During the discussion, the committee recommended that the school district fill the communication specialist position, and that this position could assume the social media responsibilities for the district. The committee was also comfortable with the Board reviewing the administrative needs with the full board at their next meeting. They will discuss these issues further at the May 26, 2020 meeting.

VI. DISCUSS THE VISION FOR THE WORK OF THE GOALS COMMITTEE FOR 2020-2021 AND ANY SHORT-TERM OBJECTIVES

The committee discussed the history of what the goals committee's focus has been and where they would like to see it go. The committee was in agreement that the focus should be a public outreach and communications with the community and government. This would be the committee that the communications director should be a part of. This committee should meet more often than they have in the past, perhaps monthly. They will share their vision/format with the full board at the regular meeting in June.

VII. FUTURE MEETINGS

Future meetings for the Goals committee were not scheduled at this time, but the committee did discuss what they will bring to the meeting on May 26th and also the need for having two regular board meetings a month, at least through the fall.

VIII. **ADJOURN**

Boetcher motioned to adjourn at 7:34pm, seconded by Brandt. Motion Carried 3-0.

Waunakee Master Schedule - April 2021

Updated - 5/27/20

X = date to be determined

July

Date	Activity	Topics
20	Core Team	<ul style="list-style-type: none"> ● Project reorientation ● Options and pathway review ● Operational needs ● Board workshop planning

August

Date	Activity	Topics
3	Core Team	<ul style="list-style-type: none"> ● Board workshop planning ● New / revised options based on current conditions
17	Core Team	<ul style="list-style-type: none"> ● Finalize Board workshop presentation ● Community workshop goals / approach
24	Board Workshop	<ul style="list-style-type: none"> ● Project reorientation / timeline ● Facilities and operational needs ● Options and pathways ● Discussion, feedback, new directions ● Discuss virtual community workshop
25	Core Team	<ul style="list-style-type: none"> ● Workshop debrief ● Revise options ● Discuss Board meeting

September

Date	Activity	Topics
7	Core Team	<ul style="list-style-type: none"> ● Finalize Board meeting ● Review revised options ● Costs and tax impact assumptions ● Operational needs ● Virtual community workshop planning ● Re-engage School Perceptions
14	Board meeting	<ul style="list-style-type: none"> ● Revised options, costs, tax impacts ● Operational needs ● Preview community workshop
15	Core Team	<ul style="list-style-type: none"> ● Board meeting debrief

21	Core Team	<ul style="list-style-type: none"> ● Finalize virtual community workshop ● Discuss / review community survey
24	Virtual Community Workshop	<ul style="list-style-type: none"> ● Review needs (facilities maintenance, enrollment, modernization) ● Discuss basic project approach and key planning question ● Facilitated small group virtual breakout sessions, each led by District / EUA staff ● Return for large group summary, time permitting ● Discussion of next steps, including survey
25	Core Team	<ul style="list-style-type: none"> ● Workshop debrief ● Board meeting presentation ● Survey content
28	Board Workshop	<ul style="list-style-type: none"> ● Community workshop review ● Option revision / narrowing ● Feedback and direction for planning team ● Operations ● Community survey direction
29	Core Team	<ul style="list-style-type: none"> ● Workshop debrief ● Option revision / narrowing
X	Facilities Committee	
X	Budget Committee	

October

Date	Activity	Topics
5	Core Team	<ul style="list-style-type: none"> ● Finalize questions for community survey ● Facilities revision ● Operations revision
12	Board meeting	<ul style="list-style-type: none"> ● Approve community survey for distribution
19	Core Team	<ul style="list-style-type: none"> ● Survey promotion ● Post survey process for narrowing
X	Facilities Committee	
X	Budget Committee	
October 15 - 29 Print & mail survey		
October 30 - November 20 Survey open / analysis		

November

Date	Activity	Topics
2	Core Team	<ul style="list-style-type: none"> ● Plan Board workshop
16	Core Team	<ul style="list-style-type: none"> ● Review survey results

		<ul style="list-style-type: none"> ● Review data / presentation with School Perceptions ● Finalize plan for Board workshop
23	Board workshop	<ul style="list-style-type: none"> ● Survey results and implications ● Future direction
24	Core Team	<ul style="list-style-type: none"> ● Debrief Board workshop ● Community update ● Plan subsequent Board workshop
30	Core Team	<ul style="list-style-type: none"> ● Finalize community update and Board workshop
X	Facilities Committee	
X	Budget Committee	

December

Date	Activity	Topics
1	Community Update	<ul style="list-style-type: none"> ● Survey results ● Next steps
3	Board workshop	<ul style="list-style-type: none"> ● Refine and narrow facilities scope ● Refine and narrow operational scope ● Review associated costs and tax impact
4	Core Team	<ul style="list-style-type: none"> ● Debrief Board workshop ● Support Board's final decision-making
14	Board meeting	<ul style="list-style-type: none"> ● Refine and finalize scope
15	Core Team	<ul style="list-style-type: none"> ● Debrief Board workshop ● Plan Board workshop ● Support Board's final decision-making
29	Core Team	<ul style="list-style-type: none"> ● Finalize plans for Board workshop

January

Date	Activity	Topics
4	Board workshop	<ul style="list-style-type: none"> ● Refine and finalize scope ● Refine and finalize costs & tax impact ● Review draft facilities and operational referendum language
5	Core Team	<ul style="list-style-type: none"> ● Debrief Board workshop ● Support Board's final decision-making
11	Board meeting	<ul style="list-style-type: none"> ● Vote on referendum authorization
~26	Authorization deadline	

Changes highlighted in yellow.
Table of Contents and page 2 have changes.

Waunakee Community School District 2020-2021

PUPIL TRANSPORTATION HANDBOOK

Draft to be submitted for approval by the Board of Education on June 8, 2020



Please note: This 2020-21 Pupil Transportation Handbook contains no references to COVID19 or the potential changes to pupil transportation as a result of capacity guidelines on school buses that may be directed by the State of Wisconsin/Dane County.

Waunakee Community School District Transportation Handbook 2019-2020

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Section I – Eligibility for Student Transportation

WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available at:

https://www.waunakee.k12.wi.us/district/boe_policy_700.cfm .

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street.
2. Students in grades K-8 will be transported to school from hazardous areas as defined by the Dane County Sheriff. Streets that are hazardous to cross for K-8 students include: Main Street; Division Street; County Highway Q; portions of Woodland Drive, and Highway 113. Please call Lamers at 850-5253 option #2 with questions about your home address.
3. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
4. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news web-sites, the district messaging system and the district web-site between 6:00AM and 7:00AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

<u>RADIO</u>	<u>TV</u>	<u>Web-sites</u>
WOLX (94.9 FM)	Channel 3 WISC	https://www.channel3000.com/
WMMM (105.5 FM)	Channel 15 WMTV	https://www.nbc15.com/
WMHX(105.1 FM)	Channel 27 WKOW	https://wkow.com/
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	http://fox47.com/
WZEE Z104 (104.1 FM)		https://waunakee.k12.wi.us/
WMAD (92.1 FM)	<u>SOCIAL MEDIA</u>	https://www.facebook.com/WaunakeeCSD/
WTSO (1070 AM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		
WRDB (1400 AM)		
WBDL (102.9 FM)		
WNFM (104.9 FM)		
WIBA (1310 AM/101.5 FM)		

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the Waunakee Community School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Bus schedules:

1. Will be established which will cause pupils to be picked up at a set time
2. Arrive at school before the start of the school day
3. Generally no earlier than twenty (20) minutes before the first bell.

Bus Route Number, Pick-up Time and Approved bus stop location:

1. Will be provided to scheduled riders and their families before school begins. **Not before 7:15 am for elementary schools.**
2. Will be mailed from Lamers Bus Lines LLC, not the school district.

Students must be out at the bus stop location:

1. A minimum of five (5) minutes prior to the scheduled pick up time.
2. The bus will not wait or return for students.

Only Students Assigned On The Route Will Be Allowed To Ride:

1. Space and liability issues do not allow for additional or unauthorized riders.
2. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop
 - a. Are required to have a note of explanation written by his/her parent/guardian
 - b. This note must be approved by the Principal.
 - c. The student will then receive a bus pass for a specific date or time period.
3. Students who are not eligible to ride the bus
 - a. Are not allowed to ride with another student even with a parent note.
 - b. Exceptions may be granted by the building principal. See above (#2) for the required notes requesting exceptions.
4. Students will be picked up and dropped off
 - a. Only at designated stops along the route that are approved by the School District.
 - b. It is the parent/guardian's responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations.
 - c. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students.
5. Bus routes
 - a. Will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up unless specifically authorized.
6. District Shuttle System
 - a. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas.
 - b. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area.
 - c. This service is NOT available for 4K students.

7. Special Education, Early Childhood Student or 4K Student
 - a. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel.
 - b. Drivers will attempt to drop the child off again at the end of the route.
 - c. If there is still no one at the stop to receive the child, the Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department.
 - d. Parents will be responsible to pick up their child.
8. Day Care Providers:
 - a. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Online Form. (<https://www.waunakee.k12.wi.us/district/Transportation.cfm>)
 - b. This form must be submitted to the WCSD before the routes are finalized for the start of the school year.
 - c. These routes are finalized no later than 5 business days prior to the start of the school year.
 - d. Bus routes and pick up/drop off locations will not change during the first two weeks of school.
 - e. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis.
 - f. The District will permit only two (2) pick up/drop off locations including home.
 - g. Route buses will not make additional bus stops along the route to accommodate a childcare provider.
 - h. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation.
 - i. No refunds will be provided after fees have been paid and service has begun.
 - j. The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year.



Section II – Bus Conduct Rules

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations.

1. Students may ride only on assigned routes and vehicles. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.
2. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
3. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
4. The district reserves the right to assign seats to students. Students in grades Pre-K-4th and 5th through 12th will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 7 and 8 of this handbook.)
5. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.
6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.
7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc.; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.
8. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.
9. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.
10. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
11. Students may not litter. Please help us keep our buses safe and clean.

Section III – Discipline Process

MINOR RULE VIOLATIONS

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.

MINOR RULE VIOLATION CONSEQUENCES

In general, minor rule violations will result in a verbal warning from the driver to the student. Multiple minor rule violations will result in a consequence determined by the driver. An example would be an assigned seat in the front of the bus. If the consequence is unsuccessful, Lamers Bus Lines shall report the violations to the school principal and the parent/guardian. The school principal and Lamers Bus Lines will cooperatively determine additional consequences. An example could be a temporary or permanent suspension of rider privileges from the bus.

MAJOR RULE VIOLATIONS

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products. This includes vaping and JUULing.
2. Possessing prescription drugs not prescribed for the student(s), illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.

3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.
8. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

MAJOR RULE VIOLATION CONSEQUENCES

The incident will be documented by the driver and shared with Lamers Bus Lines management immediately after the route. Lamers Bus Lines management shall immediately investigate the report and will contact the parent/guardian and school principal. The school principal and Lamers Bus Lines will cooperatively determine consequences. An example would be a temporary or permanent suspension of rider privileges from the bus.

Section IV – Additional Information

**ASSIGNED SEATING DIAGRAM
FOR STUDENTS IN GRADES PreK-4th**

78 Passenger Bus									
<u>Driver</u>									
W	M	A	1	< 4K/RSV >	2	M	W		
W	M	A	3	< 4k/Kdg >	4	A	M	W	
W	M	A	5	< Kdg/1st >	6	A	M	W	
W	M	A	7	< 1st >	8	A	M	W	
W	M	A	9	< 1st >	10	A	M	W	
W	M	A	11	< 1st/2nd >	12	A	M	W	
W	M	A	13	< 2nd >	14	A	M	W	
W	M	A	15	< 2nd >	16	A	M	W	
W	M	A	17	< 3rd >	18	A	M	W	
W	M	A	19	< 3rd >	20	A	M	W	
W	M	A	21	< 4th >	22	A	M	W	
W	M	A	23	< 4th >	24	A	M	W	
W	M	A	25	< 4th/STJ * >	26	A	M	W	
* STJ is for Saint John's Grades 5-7 that ride elementary routes									

82 Passenger Bus									
<u>Driver</u>									
W	M	A	1	< 4K/RSV >	2	A	M	W	
W	M	A	3	< 4k/Kdg >	4	A	M	W	
W	M	A	5	< Kdg/1st >	6	A	M	W	
W	M	A	7	< 1st >	8	A	M	W	
W	M	A	9	< 1st >	10	A	M	W	
W	M	A	11	< 1st/2nd >	12	A	M	W	
W	M	A	13	< 2nd >	14	A	M	W	
W	M	A	15	< 2nd >	16	A	M	W	
W	M	A	17	< 2nd/3rd >	18	A	M	W	
W	M	A	19	< 3rd >	20	A	M	W	
W	M	A	21	< 3rd >	22	A	M	W	
W	M	A	23	< 4th >	24	A	M	W	
W	M	A	25	< 4th >	26	A	M	W	
W	M	A	27	< 4th/STJ * >	28	A	M	W	

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES 5-12

Driver			78 Passenger Bus				
W	M	A	1	< RSV >	2	M	
W	M	A	3	< INT >	4	A	M
W	M	A	5	< INT >	6	A	M
W	M	A	7	< INT >	8	A	M
W	M	A	9	< INT >	10	A	M
W	M	A	11	< INT/MS >	12	A	M
W	M	A	13	< MS >	14	A	M
W	M	A	15	< MS >	16	A	M
W	M	A	17	< MS >	18	A	M
W	M	A	19	< MS >	20	A	M
W	M	A	21	< HS >	22	A	M
W	M	A	23	< HS >	24	A	M
W	M	A	25	< HS >	26	A	M

78 Passenger
 Rows 1-2 –RSV
 Rows 3-10 – Intermediate
 Rows 11-12 – Intermediate/Middle School
 Rows 13-20 – MS
 Rows 20-26 – High School

Driver			83 Passenger Bus				
W	M	A	1	< RSV >	2	M	W
W	M	A	3	< INT >	4	A	M
W	M	A	5	< INT >	6	A	M
W	M	A	7	< INT >	8	A	M
W	M	A	9	< INT >	10	A	M
W	M	A	11	< INT/MS >	12	A	M
W	M	A	13	< MS >	14	A	M
W	M	A	15	< MS >	16	A	M
W	M	A	17	< MS >	18	A	M
W	M	A	19	< MS >	20	A	M
W	M	A	21	< MS / HS >	22	A	M
W	M	A	23	< HS >	24	A	M
W	M	A	25	< HS >	26	A	M
W	M	A	27	< HS >	28	A	M

83 Passenger
 Rows 1-2 –RSV
 Rows 3-10 – Intermediate
 Rows 11-12 – Intermediate/Middle School
 Rows 13-20 – MS
 Rows 20-28 – High School

Memorandum

To: Board of Education Members
From: Steve Summers
Date: June 03, 2020
Re: Open Enrollment Applications In/Out

The purpose of this agenda item is to request School Board approval or denial for open enrollment applications in/out for the 2020-2021 school year. The open enrollment program for the state of Wisconsin allows parents to apply for their student(s) to attend a non-resident district of their choice. Parents must complete the application form for their student(s) and they are allowed to apply at up to three non-resident districts. The application must have been completed and turned in (or submitted online) to the non-resident district between February 4, 2020 and May 29, 2020. Normally applications are submitted to the May School Board meeting, but the State extended the date due to COVID19.

School Board Policy 423 and 423 Rule-1 governs the District's open enrollment process. The policy states when the Board will accept and deny open enrollment applications. The policy allows for a waiting list if the applications are denied because of a lack of classroom space.

Please remember that the open enrollment law was revised in 2012. School Boards are required to approve the number of openings at each school/grade level at the beginning of the open enrollment process. The number of identified openings now drives the decision making process for applications.

I have attached a list of applications in/out and the subsequent decision per the policy. There are a total of 113 student applications in (109 last year). This year we have created a wait list of 9 students for 4K, and 1 student for 6th grade. There are 24 (13 last year) student applications out. Of the applications out, 5 of the students are currently attending schools in a different school district or private school. Of the applications out, 13 of the students are currently enrolled in the Waunakee Community School District and 6 of the students will be entering 4K, so did not attend public school last school year.

The policy does recommend the denial of 37 open enrollment applications in.

Currently, there are 211 non-resident students attending the Waunakee Community School District, 13 withdrew from open enrollment status, and there are 26 resident students attending other school districts, 3 withdrew from open enrolled status. There are eight 12th graders that will graduate in June 2020.

Page 2 - Open Enrollment

The district receives a payment of \$7,771.00 for every non-resident student attending Waunakee. The district makes the same payment for every resident student attending another district. Special education students have a different payment amount, which is \$12,723.00.

The open enrollment students, in, that are recommended for approval are based on class size estimates that are below the optimum level. Because the staffing is already in place for these classrooms, adding these open enrollment students increases revenues to the district without adding staffing expense.

The open enrollment students, in, that are recommended for denial- waiting list are based on class size estimates that are at or above the optimum level. Because the staffing is not in place for these additional classrooms, adding these open enrollment students increases revenues to the district while adding staffing expense. The staffing expense to add a classroom section is estimated at \$75,000, plus furniture/equipment costs, if needed. The advantage to the waiting list is the ability to allow these students to enroll at a later date if the district decides to add a section or if space becomes available.

The special education department does not have all of the IEP records of the open enrollment in students. A review of these records may result in changes to the recommendations of student applications. An update will be provided at the meeting, if necessary.

Please let me know if you have any questions or comments on this agenda item. Thanks.

Student Name	Grade	Resident District	Approval Notes
Bourton, Connor Shane	1	Middleton-Cross Plains Area (3549)	Parent / Guardian is engaged, not currently married; does not follow DPI rule on sibling status. request review per Steve.
Hetzel, Aiden J	2	Lodi (3150)	Attending WCSD
Kilian, Elliana Marie	2	De Forest Area (1316)	Sibling
Cobb, Christopher Austin	3	Madison Metropolitan (3269)	New
Curry, Brandon	3	Monona Grove (3675)	Attending WCSD
Drew, Aveya Braelyn	3	De Forest Area (1316)	New
Hauge, Michael	3	De Forest Area (1316)	Attending WCSD
Hopwood, Reese S	3	Middleton-Cross Plains Area (3549)	Attending WCSD
Skaar, Brent M	3	Madison Metropolitan (3269)	New
Sorenson, Kathryn Suzanne	3	De Forest Area (1316)	New
Batterman, Vera V	4	Madison Metropolitan (3269)	Sibling
Prichard, Tulla M	4	Middleton-Cross Plains Area (3549)	Attending WCSD
Baasolo Hernandez, Abdel Elias	5	Madison Metropolitan (3269)	New
Jones, Mia Grace	5	De Forest Area (1316)	New
Madrid, Kimberly J	5	Madison Metropolitan (3269)	Attending WCSD
Rezaei-Samie, Sepanta	5	Sun Prairie Area (5656)	New
Allard, Victoria Elizabeth Morgan	6	Sun Prairie Area (5656)	New
De Los Santos, Noah Butler	6	Middleton-Cross Plains Area (3549)	New
Felton, Jayden	6	Lodi (3150)	Attending WCSD
Kiefert, Gabrielle Olivia	6	Verona Area (5901)	New
Prakapenka, Milena	6	Madison Metropolitan (3269)	New
Sonko, Siaka I	6	Madison Metropolitan (3269)	New
Witt, Ruby G	6	Madison Metropolitan (3269)	New
Drew, Zaden Allister	7	De Forest Area (1316)	New
Drew, Zander Anthony	8	De Forest Area (1316)	New
Himegarner, Cori Michele	10	Lodi (3150)	Attending WCSD
Linas, Sadie	10	Wisconsin Heights (0469)	Sibling
Ehle, Jackson R	11	Lodi (3150)	Attending WCSD
Thompson, Payton	11	De Forest Area (1316)	Attending WCSD
Anderson, Justin D	12	De Forest Area (1316)	Attending WCSD
Stitgen, Noah Vance	12	Sauk Prairie (5100)	Attending WCSD
Wright, Morgan M	12	Lodi (3150)	Attending WCSD
Curry, Connor	EC	Monona Grove (3675)	Attending WCSD
Baasolo Hernandez, Nurel	KG	Madison Metropolitan (3269)	New
Di Paola, Jespar Jackson	KG	Madison Metropolitan (3269)	New
Heller, Callan Robert	KG	Lodi (3150)	New
Macintosh, Reveille Dawn	KG	Madison Metropolitan (3269)	New
Nicholas, Estlin I	KG	Madison Metropolitan (3269)	New
Niesen, Leviticus W	KG	Sun Prairie Area (5656)	New
Rady, Madelyn Grace	KG	Middleton-Cross Plains Area (3549)	New
Smithback, Madeleine E	KG	Madison Metropolitan (3269)	New
Thomas, Eleanor K	KG	Madison Metropolitan (3269)	Sibling
Zalapa, Violet Arely	KG	Madison Metropolitan (3269)	Sibling
Bark, Henry B	PK	Rio Community (4865)	New
Becker, Guy	PK	Madison Metropolitan (3269)	New
Dix, Avenley Juliet	PK	Poynette (4536)	Sibling

Emerson, Elliott D	PK	Lodi (3150)	Sibling
Feller, Wesley	PK	Madison Metropolitan (3269)	New
Ganske, Alaina Alicia	PK	Sun Prairie Area (5656)	Sibling
Garrison, Nora	PK	Middleton-Cross Plains Area (3549)	Sibling
Graveen, George	PK	Middleton-Cross Plains Area (3549)	New
Hetzel, Brynn H	PK	Lodi (3150)	Sibling
Hewitt, Remington M	PK	Poynette (4536)	New
Hoffman, Pierce R	PK	Middleton-Cross Plains Area (3549)	New
Johnson, Clio Jane	PK	Madison Metropolitan (3269)	Sibling
Kenworthy, Nash A	PK	Lodi (3150)	Sibling
Laufenberg, Jaxsyn D	PK	Poynette (4536)	Sibling
Marx, Hadley Q	PK	Lodi (3150)	Sibling
Montie, Nora J	PK	Baraboo (0280)	New
Palchik, Killian J	PK	Middleton-Cross Plains Area (3549)	New
Ripp, Kinsley M	PK	Lodi (3150)	Sibling
Roberts, Sean Michael	PK	Madison Metropolitan (3269)	New
Schwingle, Blake R	PK	Madison Metropolitan (3269)	New
Skoraczewski, John Anthony	PK	Wisconsin Heights (0469)	New
Solari, Faith M	PK	De Forest Area (1316)	Sibling
Suhih, Lucas J	PK	Madison Metropolitan (3269)	Sibling
Tadych, Hunter Damiel	PK	De Forest Area (1316)	New
Telega-Susens, Olive	PK	Madison Metropolitan (3269)	Sibling
Vargas, Charlie R	PK	Mount Horeb Area (3794)	New
Vincent, Graham B	PK	Madison Metropolitan (3269)	New
Wagner, Elijah Z	PK	Sun Prairie Area (5656)	New
Warner, Natalie Jean	PK	Madison Metropolitan (3269)	New
Waugh, Katherine A	PK	Lodi (3150)	Sibling
Wright, Cora L	PK	De Forest Area (1316)	New
Zarate, Emilio M	PK	De Forest Area (1316)	New
Zashev, Boris	PK	Madison Metropolitan (3269)	New

Student Name	Grade	Resident District	Denial Notes
Cichocki, Alisa J	1	Sun Prairie Area (5656)	No Space
Franklin-Porter, Judah X	1	Madison Metropolitan (3269)	No Space
Skaar, Maxim G	1	Madison Metropolitan (3269)	No Space
Sorenson, Charlotte Scott	1	De Forest Area (1316)	No Space
Stortz, Edyn Grace	1	Mayville (3367)	No Space
Vincent, Caitlin V	1	Madison Metropolitan (3269)	No Space
Whaley, Samuel	1	Madison Metropolitan (3269)	No Space
Gundlach, Kyla V	2	Madison Metropolitan (3269)	No Space
Jones, Lila Rayne	2	De Forest Area (1316)	No Space
Mulhern, Liam J	2	Madison Metropolitan (3269)	No Space
Farrell, Leo	4	Madison Metropolitan (3269)	No Space
Mulhern, Aidan J	4	Madison Metropolitan (3269)	No Space
Pettersen, Piper M	4	De Forest Area (1316)	No Space
Sonko, Mahdi E	4	Madison Metropolitan (3269)	No Space
Allard, Henry Callum Morgan	6	Sun Prairie Area (5656)	NO SPED space
Dreyer, Jesse	6	Madison Metropolitan (3269)	Wait List
Bloodsaw, Grace M	9	Madison Metropolitan (3269)	No Space
Bloodsaw, Mercy M	9	Madison Metropolitan (3269)	No Space
Goldman, Theresa M	9	De Forest Area (1316)	No Space
Hallick, Hannah J	9	Madison Metropolitan (3269)	No Space
Kiefert, Alexander Mason	9	Verona Area (5901)	No Space
Olson, Jennifer Jane	9	Middleton-Cross Plains Area (3549)	No Space
Vittengl, Luke Joseph	9	Baraboo (0280)	No Space
Drew, Arionne Brielle	10	De Forest Area (1316)	No Space
Habermann, Dakota Michael	10	Pewaukee (4312)	No Space
Field, Maxwell Ethan	11	Madison Metropolitan (3269)	No Space
Nichols, Preston George Browning	11	Lodi (3150)	No Space
Wagner, Alexander Scott	11	Portage Community (4501)	No Space
Cole, Amy R	PK	Lodi (3150)	Wait List
Corley, Maria R	PK	Madison Metropolitan (3269)	Wait List
Dewing, Bladen G	PK	Madison Metropolitan (3269)	Wait List

Ehrmanntraut, Adrianna R	Pk	Madison Metropolitan (3269)		Wait List
Fischer, Gatlin J	PK	Sauk Prairie		Wait List
Franklin-Porter, Abigail Xamora	PK	Madison Metropolitan (3269)		Wait List
Geldernick, Wilder J	PK	Middleton-Cross Plains Area (3549)		Wait List
Samb, Lucas Charles	PK	Middleton-Cross Plains Area (3549)		Wait List
Mitchell, John L		De Forest Area (1316)		Wait List

Student	19-20 grade	20-21 grade	Resident District	Non-Resident District
Bhatt, Maahi Rajiv	3	4	Waunakee Community (6181)	McFarland (3381)
Bhatt, Maahi Rajiv	3	4	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Bhatt, Paavan Rajiv	1	2	Waunakee Community (6181)	McFarland (3381)
Bhatt, Paavan Rajiv	1	2	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Broberg, Freya Lynn	KG	1	Waunakee Community (6181)	Sun Prairie Area (5656)
Curwick, Dayne Charles	XX	K4	Waunakee Community (6181)	De Forest Area (1316)
Gilkes, Viola Lula	XX	K4	Waunakee Community (6181)	Madison Metropolitan (3269)
Helwig, Kayley Grace	9	10	Waunakee Community (6181)	Appleton Area (0147)
Helwig, Kayley Grace	9	10	Waunakee Community (6181)	McFarland (3381)
Helwig, Kayley Grace	9	10	Waunakee Community (6181)	Waukesha (6174)
Jensen, Easton Theodore	XX	K4	Waunakee Community (6181)	De Forest Area (1316)
Kamps, Noah D	EC	K4	Waunakee Community (6181)	Madison Metropolitan (3269)
Lahey, Ryan Donald	10	11	Waunakee Community (6181)	Monona Grove (3675)
Ludwig, Ava Alexa	10	11	Waunakee Community (6181)	Madison Metropolitan (3269)
McLaughlin, Desmond Ronald	1	2	Waunakee Community (6181)	Merrill Area (3500)
McLaughlin, Miles Elliot	K4	KG	Waunakee Community (6181)	Merrill Area (3500)
Moderow, Kali L	9	10	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Mormino, Kaia L	9	10	Waunakee Community (6181)	Madison Metropolitan (3269)
Mormino, Kaia L	9	10	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Mormino, Sophia A	9	10	Waunakee Community (6181)	Madison Metropolitan (3269)
Mormino, Sophia A	9	10	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Raisbeck, Carter Landon	XX	K4	Waunakee Community (6181)	Madison Metropolitan (3269)
Ramirez, Kai Gabriel	10	11	Waunakee Community (6181)	Sun Prairie Area (5656)
Rosenkvist, Aksel J	4	5	Waunakee Community (6181)	McFarland (3381)
Rosenkvist, Aksel J	4	5	Waunakee Community (6181)	Waukesha (6174)
Rosenkvist, Kajsa K	9	10	Waunakee Community (6181)	McFarland (3381)
Rosenkvist, Kajsa K	9	10	Waunakee Community (6181)	Waukesha (6174)
Solow, Rafe Edward	XX	K4	Waunakee Community (6181)	De Forest Area (1316)
Stefanowicz, Skylar Elizabeth	2	3	Waunakee Community (6181)	Marshall (3332)
Stefanowicz, Skylar Elizabeth	2	3	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Stefanowicz, Skylar Elizabeth	2	3	Waunakee Community (6181)	Waukesha (6174)

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Stefanowicz, Trystan Michael	5	6	Waunakee Community (6181)	Marshall (3332)
Stefanowicz, Trystan Michael	5	6	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Stefanowicz, Trystan Michael	5	6	Waunakee Community (6181)	Waukesha (6174)
Stevenson, Jace Kincaid	K4	KG	Waunakee Community (6181)	Madison Metropolitan (3269)
Stevenson, Karis Renee	1	2	Waunakee Community (6181)	Madison Metropolitan (3269)
Stokes, Demi Elyse	8	9	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)
Zvereva-Dedele, Polina Nicole	10	11	Waunakee Community (6181)	Middleton-Cross Plains Area (3549)

DANE COUNTY CONTRACT # _____



of Pages Including Schedules: 10
Expiration Date: December 31, 2020
Authority: Res. # _____, 18-19
Department: OEI
Maximum Cost: \$4,500
Registered Agent:
Registered Agent Address:

THIS AGREEMENT, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Waunakee Community School District (hereafter, "PROVIDER"),

WITNESSETH:

WHEREAS COUNTY, whose address is 210 Martin Luther King Blvd. Rm 356, Madison, WI 53703, desires to purchase services from PROVIDER for the purpose of Driver's Education Scholarship Program and

WHEREAS PROVIDER, whose address is 905 Bethel Circle, Waunakee, WI 53597, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

II. SERVICES:

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

III. ASSIGNMENT/TRANSFER:

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

IV. TERMINATION:

- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
 - 1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT:

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

VI. REPORTS:

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

- A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability

policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve

component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

XII. COMPLIANCE WITH FAIR LABOR STANDARDS:

- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations,. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XIII. MISCELLANEOUS:

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed

Date Signed

* * *

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed

Scott McDonell, Dane County Clerk

Date Signed

* [print name and title, below signature line of any person signing this document]

SCHEDULE A

Scope of Services

- I. Pursuant paragraph #1 of the attached AGREEMENT, the PROVIDER shall provide the following services:
 - a. PROVIDER shall coordinate with CESA #2 for the provision of a driver education course approved by the Department of Public Instruction to up to 10-15 selected District selected students in the Waunakee Community School District.
 - b. PROVIDER shall use means-tested selection criteria to target low-income students for the program. Classroom instruction shall be provided by CESA #2 instructors from **January 1, 2020 to December 31, 2020**.
 - c. Behind-the-wheel instruction shall be provided by CESA #2 instructors to commence as soon as instruction permits are obtained and to continue until students have the requisite number of hours driving and observation to enable them to take a driver's test.

- II. COUNTY personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER'S obligations hereunder.

SCHEDULE B

Pricing Structure and Payment

- I. PROVIDER shall be paid on the basis of work completed, when completed at the following rates:
 - a. District shall pay CESA #2 \$400.00 per student for the course and behind-the-wheel instruction and the DMV fees associated with the instruction permit (\$35) or current price as set by WI Department of Transportation (WI DOT) and the probationary license (\$28) or the current price as set by WI DOT.

- II. If PROVIDER is timely with respect to all its obligations under this AGREEMENT, the COUNTY shall reimburse District for the foregoing amounts within 30 days after presentation of an invoice(s) in a form indicated by the County. County's costs for the services provided by this Agreement shall not exceed \$4,500.

SCHEDULE C Reports

- I. District shall provide invoice(s) for reimbursement for costs of students successfully completing course on or before November 30, 2020. The District shall provide a written report of the number students that successfully obtaining probationary licenses by January 30 and June 30. The written report shall provide information which includes the number of students enrolled in the program, the number of students who obtained probationary licenses and identification of any known barriers to completing the program.

SERVICE AGREEMENT FORM

This Service Agreement is made and effective on August 1, 2020.

BETWEEN: [Wauaukee School District - Wauaukee, WI] (**District**)

AND: Low Incidence Consulting Services, LLC - PO Box 32 – Orfordville, WI 53576, 608-751-5441, a company organized and existing under the laws of Wisconsin (**LINCS**)

FOR: Low Incidence Educational Support 2020-21 Academic School Year

WHEREAS, the parties agree to certain terms on services to be performed by LINCS for the District
THEREFORE, the parties agree as follows:

1. TERMS

This service agreement serves as District's written authorization for LINCS to perform the following outlined services. District's signature also indicates understanding of estimates, prices, terms and liability to LINCS for said services.

1. **\$41,950.87** paid in Monthly Installments September 2020-June 2021 (10 months).
2. Consultations and in-services delivered quarterly or lower, will be billed in total with the September billing
3. Initial or New Student evaluations provided upon request from authorized District staff at the rate of \$820.56 (No additional costs for 3-year re-evaluations or assessment of current students)
4. Instructional and / or support visits billed at a per month rate outlined in attached estimate.
5. In the event of student absence, District agrees to notify LINCS at least 24 hours in advance of the scheduled meeting.
6. Submission of 10 Monthly Installment Invoices (September-June) by LINCS to District.
7. In the event LINCS or District is unable to meet the terms of this agreement, 30 days written notice will be considered adequate to terminate the agreement by either party.

****See attached estimate for details of estimated monthly service charges for each student**

2. DESCRIPTION OF THE SERVICES

The following services are to be performed by LINCS for the District for the estimated sum of:

- Licensed Educator to provide Instructional Classroom Vision, DHH, and / or Orientation and Mobility as described in attached estimate
- Support Services as described in Students' current Individualized Educational Plans (IEP)
- 1 IEP Meeting including any preparations and paperwork requirements for each student served in the district, additional meetings billed at the estimated per visit rate for student.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on August 1, 2020.

LINCS

District



Authorized Signature

Authorized Signature

Anthony Jackson, Director of Operations
Print Name and Title

Print Name and Title



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

Fwd: Waunakee Community High School Recognized for UN Global Goal Impact | 42 Students Honored

1 message

Borowski, Brian <brianborowski@waunakee.k12.wi.us>

Tue, May 26, 2020 at 2:39 PM

To: "Erato, Steven" <stevenerato@waunakee.k12.wi.us>, "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>

Hello Steve,

Can you add the following information to the website:

If you click on the official graphic, we could have a link to honor the following students.

Congratulations to Student Awardees at Waunakee Community High School

Honor Awardees: Claire Borgelt, Cade Hottman, Anna Komosa, Olivia Lemanski, Brad Li, Luisa Lutes Davidson, Aidan Niermeyer, Thomas Pyle, Sydney Radwin

Merit Awardees: Ashlyn Anderson, Drake Andreson, Kylie Bassett, Lauren Bliefert, Haleigh Conners, Brooks DeSpirito, Anne Dotzler, Brooke Ehle, Sarah Engwall, Davina Gerber, Ebba Harrison, Jacey Healy, Olivia Hebblewhite, Luke Humphrey, Sydney Jezik, Mathew Karls, Callie Kesilewski, Susie Kettner, Hannah Kietzman, Chloe Larsen, Alysa Lawrence, Mason Lee, Emma Maas, Cade Nelson, Jena Opsahl, Elena Paul, Matthew Pulvermacher, Devion Rehbein, Trista Ripp, Lauren Rosenstock, Tyler Schey, Allison Smith, Lillian Thompson

Brian Borowski
Principal: Waunakee Community High School
608-849-2100

----- Forwarded message -----

From: **Kristine Sturgeon** <kristine@innerview.org>

Date: Tue, May 19, 2020 at 4:30 PM

Subject: Waunakee Community High School Recognized for UN Global Goal Impact | 42 Students Honored

To: <brianborowski@waunakee.k12.wi.us>

CONGRATULATIONS !

It's been a purposeful school year at Waunakee Community High School with 42 National Student Awardees. Forgive the lengthy email; we have lots of good news for you!

Tomorrow, May 20, 2020, we are publishing a National Press Release recognizing schools with students receiving the 2019-20 **National Community Service Award** from the United Nations Association – USA. We are thrilled that Waunakee Community High School is included in the 305 schools delivering progress toward the UN Sustainable Development Goals (SDGs) with the most student effort for SDG 4-Quality Education.

Attached to this message, you will find several official artifacts created to amplify the recognition of your school for prioritizing service to others and to celebrate your students for their commitment to local community needs. The materials linked below have been tailored for your school and are press/social media/newsletter ready.

Social Media / Newsletter Announcement Graphic – This [official graphic](#) certifies the student awardees from your school



Recognizing student commitment and activities in support of the UN Global Goals.

CONGRATULATIONS

Waunakee Community High School

MERIT



33
Students
20 Service Hours

HONOR



9
Students
40 Service Hours

2019-20

NATIONAL
Community Service Awards



UNITED NATIONS ASSOCIATION
OF THE UNITED STATES OF AMERICA

Press Release Template - Ready for your use. Includes [Award Announcement](#), a quote from UNA – USA and approved content to localize with your school / leadership information.

Student Activity Impact Snapshot - [Chart of student activity](#) across the 17 UN SDGs and comparisons with schools with similar characteristics.

Digital Link featuring your [Student Awardees on an Official Award page](#) - This view can be used in Newsletters and monitors highlighting your students being recognized and the UN SDG with the most impact. If you are interested in a link to embed on one of your web pages, please contact us.

This 2nd Annual Award program celebrates both individual student commitment and collective impact. Schools and groups with a collective student impact above 2,000 hours of service, the equivalent of a full-time employee, are recognized with an Impact Award. We are thrilled to acknowledge students from Waunakee Community High School have invested 3085 hours in community needs. This substantial effort has earned the following Impact Award:

Waunakee Community High School : Sapphire Award – Digital Certificate

National Honor Society : Sapphire Award - [Digital Certificate](#)

We will ship award packets to your campus as in previous years. Due to the current closure of many schools across the US, we will send physical awards when students return to schools, assuming this fall. All student awardees have received digital award certificates and impact collages in the interim.

This award program has been designed to elevate and expand the awareness of youth leaders contributing time and talent to drive positive progress toward global issues. We want to share our appreciation for you and your team who have made the choice to include community service as part of the educational experience at Waunakee Community High School.

Congratulations and enjoy the summer!

- Kristine

Kristine Sturgeon | CEO - InnerView

+1 513.403.4345 | [instagram](#) | [twitter](#) | [facebook](#) | [InnerView.org](#)

Celebrating youth impact for the UN Sustainable Development Goals

About the Awards

United Nations Association of the USA and InnerView Technologies have embarked on a partnership with the aim to help students ages 14 to 24 explore the UN Global Goals, engage in volunteer efforts in their community, and develop a personal social impact credential: a Service Resume. Read the [full press release](#) and view the full list of schools with students earning awards.

Student Award Levels

Ambassador: 100 hours of service across at least 12 activities this school year

Honor: 40 hours of service across at least 8 activities this school year

Merit: 20 hours of service across at least 4 activities this school year

Congratulations to Student Awardees at Waunakee Community High School

Honor Awardees: Claire Borgelt, Cade Hottman, Anna Komosa, Olivia Lemanski, Brad Li, Luisa Lutes Davidson, Aidan Niermeyer, Thomas Pyle, Sydney Radwin

Merit Awardees: Ashlyn Anderson, Drake Andreson, Kylie Bassett, Lauren Bliefenicht, Haleigh Connors, Brooks DeSpirito, Anne Dotzler, Brooke Ehle, Sarah Engwall, Davina Gerber, Ebba Harrison, Jacey Healy, Olivia Hebblewhite, Luke Humphrey, Sydney Jezik, Mathew Karls, Callie Kesilewski, Susie Kettner, Hannah Kietzman, Chloe Larsen, Alysa Lawrence, Mason Lee, Emma Maas, Cade Nelson, Jena Opsahl, Elena Paul, Matthew Pulvermacher, Devion Rehbein, Trista Ripp, Lauren Rosenstock, Tyler Schey, Allison Smith, Lillian Thompson

Waunakee Community School District
2019-20 Budget Status Report-May 31, 2020

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	25,799,833	25,799,833	21,735,872.43	3,681,590.85	98.52%	382,369.72
Personnel Costs: Benefits	9,612,707	9,612,707	8,539,760.03	1,721,175.62	106.74%	-648,228.65
Total	35,412,540	35,412,540	30,275,632.46	5,402,766.47	100.75%	-265,858.93

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	98,142	98,142	80,288.73	4,498.67	86.39%	13,354.60
Prairie School CSF	19,885	21,356	19,048.31	981.06	93.79%	1,326.63
Heritage School	86,165	86,165	66,178.75	4,061.23	81.52%	15,925.02
Heritage School CSF	14,826	16,027	11,684.41	845.35	78.18%	3,497.24
Arboretum School	80,269	80,269	81,829.78	6,802.35	110.42%	-8,363.13
Arboretum School CSF	15,524	16,749	13,828.57	558.63	85.90%	2,361.80
Intermediate School	148,154	148,154	98,401.25	52,707.51	101.99%	-2,954.76
Intermediate School CSF	19,396	21,091	18,146.48	0.00	86.04%	2,944.52
Middle School	163,892	163,892	126,054.01	2,442.23	78.40%	35,395.76
Middle School CSF	21,908	23,467	22,487.57	0.00	979.43%	979.43
High School	483,143	483,143	341,652.96	29,092.22	76.74%	112,397.82
High School CSF	44,584	48,227	19,607.98	17,085.87	76.09%	11,533.15
Athletics	316,182	316,182	278,535.48	29,646.81	97.47%	7,999.71

Departments	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Utilities	1,124,572	1,124,572	906,419.71	449,436.07	120.57%	-231,283.78
Maintenance	812,555	812,555	747,787.01	140,197.00	109.28%	-75,429.01
Capital Projects	552,561	552,561	477,125.68	23,789.96	90.65%	51,645.36
Contingency Fund	185,000	185,000	141,366.43	5,400.00	79.33%	38,233.57
Energy Conservation	83,894	83,894	85,041.00	6,192.00	108.75%	-7,339.00
Transportation	1,500,000	1,500,000	1,151,516.19	311,771.90	97.55%	36,711.91
Technology	827,592	827,592	769,544.37	986.96	93.11%	57,060.67
Technology Erate/Fees	25,000	25,000	61,002.40	0.00	244.01%	-36,002.40
Curriculum	335,286	335,286	420,941.64	656.40	125.74%	-86,312.04
Human Resources	35,850	35,850	31,966.82	724.10	91.19%	3,159.08
Superintendent	84,600	84,600	56,370.01	17,605.56	87.44%	10,624.43
Student Support	31,412	31,412	15,425.50	10,661.36	83.05%	5,325.14
Business Office	408,268	408,268	453,491.25	81,917.32	131.14%	-127,140.57
District Wide	1,068,357	1,068,357	663,990.07	46,754.94	66.53%	357,611.99
Special Projects	0	0	118,560.02	5,402.50	---	-123,962.52
Summer School	65,870	65,870	61,582.38	0.00	93.49%	4,287.62

Grants-Fund 10	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Common School Fund-District	5,664	5,799	5,799.00	0.00	100.00%	0.00
Title 1 Grant	79,524	90,061	54,906.08	15,461.18	78.13%	19,693.74
Title 2 Grant (Public)	48,894	47,010	41,065.82	0.00	87.36%	5,944.18
Title 2 Grant (Private)	1,670	5,692	5,692.00	0.00	100.00%	0.00
Title 3 Grant	11,362	11,362	5,914.77	0.00	52.06%	5,447.23
Title 4A Grant (Public)	10,000	8,850	8,850.00	0.00	100.00%	0.00
Title 4A Grant (Private)	230	1,206	1,206.00	0.00	0.00%	0.00
Peer Mentor Grant	0	6,000	5,999.45	0.00	99.99%	0.55
Perkins Grant	16,816	19,129	13,050.73	313.00	69.86%	5,765.27
CCEIS Federal Flo-Through	114,308	114,308	28,993.94	0.00	0.00%	85,314.06
State Safety Grant - 1	1,871	1,871	1,871.00	0.00	100.00%	0.00
State Safety Grant - 2	53,480	53,480	41,269.56	0.00	77.17%	12,210.44
Career/Tech Ed Grant	93,469	93,469	38,086.64	799.97	41.60%	54,582.39
Ed. Effectiveness Grant	29,200	27,840	27,840.00	0.00	0.00%	0.00

Other Program Totals	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Transfer to Fund 27	5,732,521	5,732,521	0.00	0.00	0.00%	5,732,521.00
4K Program-AD Curriculum	886,540	886,540	878,050.09	27.98	99.05%	8,461.93
Wellness Clinic	257,188	257,188	188,278.57	52,292.26	93.54%	16,617.17

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	35,412,540	35,412,540	30,275,632.46	5,402,766.47	100.75%	-265,858.93
Building Totals	1,512,070	1,522,864	1,177,744.28	148,721.93	87.10%	196,397.79
Department Totals	7,140,817	7,140,817	6,162,130.48	1,101,496.07	101.72%	-122,809.55
Grant Totals	466,488	486,077	280,544.99	16,574.15	61.13%	188,957.86
Other Program Totals	6,876,249	6,876,249	1,066,328.66	52,320.24	16.27%	5,757,600.10
Total Fund 10 Expenditures	51,408,164	51,438,547	38,962,380.87	6,721,878.86	88.81%	5,754,287.27

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	13,872	13,872	9,170.14	0.00	66.11%	4,701.86
Heritage School	13,116	13,116	9,370.36	0.00	71.44%	3,745.64
Arboretum School	12,359	12,359	10,846.45	0.00	87.76%	1,512.55
Intermediate School	37,950	37,950	19,293.95	0.00	50.84%	18,656.05
Middle School	43,900	43,900	22,606.50	0.00	51.50%	21,293.50
High School	97,625	97,625	95,897.09	0.00	98.23%	1,727.91
Athletic Dept	8,000	8,000	2,555.20	0.00	31.94%	5,444.80
Curriculum	6,315	6,315	5,013.39	0.00	79.39%	1,301.61
Maintenance	0	0	13,157.93	0.00		-13,157.93
Energy Savings	0	0	8,646.67	0.00		-8,646.67
Human Resources	2,200	2,200	1,228.50	0.00	55.84%	971.50
Technology	27,750	27,750	14,475.79	0.00	52.17%	13,274.21
District	50,025,852	50,025,852	33,646,280.76	0.00	67.26%	16,379,571.24

Grants - Fund 10

Common School Fund-District	141,787	152,716	173,704.00	0.00	113.74%	-20,988.00
Title 1 Grant	79,524	90,061	43,466.04	0.00	48.26%	46,594.96
Title 2 Grant (Public)	48,894	47,010	27,669.36	0.00	58.86%	19,340.64
Title 2 Grant (Private)	1,670	5,692	4,422.00	0.00	77.69%	1,270.00
Title 3 Grant	11,362	11,362	0.00	0.00	0.00%	11,362.00
Title 4A Grant (Public)	10,000	8,850	8,850.00	0.00	100.00%	0.00
Title 4A Grant (Private)	230	1,206	1,206.00	0.00	0.00%	0.00
Peer Mentor Grant	0	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,816	19,129	12,801.73	0.00	66.92%	6,327.27
CCEIS Federal Flo-Through	114,308	114,308	0.00	0.00	0.00%	114,308.00
State Safety Grant - 1	1,871	1,871	1,871.00	0.00	100.00%	0.00
State Safety Grant - 2	136,408	136,408	122,753.32	0.00	89.99%	13,654.68
Career/Tech Ed Grant	93,469	93,469	0.00	0.00	0.00%	93,469.00
Ed. Effectiveness Grant	29,200	27,840	0.00	0.00	0.00%	27,840.00

Total Fund 10 Revenues	50,974,478	51,004,861	34,255,286.18	0.00	67.16%	16,749,574.82
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SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries	5,193,707	5,193,707	4,360,082.63	764,999.98	98.68%	68,624.39
Benefits	2,074,753	2,074,753	1,765,578.77	379,846.24	103.41%	-70,672.01
Total	7,268,460	7,268,460	6,125,661.40	1,144,846.22	100.03%	-2,047.62

Departments

CWD/Pupil Services	190,094	190,094	185,592.07	42,911.81	120.21%	-38,409.88
Transportation	200,000	200,000	118,429.83	16,570.17	67.50%	65,000.00
O&M	12,250	12,250	6,900.41	7,236.35	115.40%	-1,886.76
Medicaid	8,000	8,000	7,446.25	1,361.50	110.10%	-807.75

Grants-Fund 27

IDEA FlowThrough Grant	621,064	742,052	633,543.23	64,061.96	94.01%	44,446.81
IDEA PreSchool Grant	15,348	23,443	15,515.94	687.62	69.12%	7,239.44

Total Fund 27 Expenditures	8,315,216	8,444,299	7,093,089.13	1,277,675.63	99.13%	73,534.24
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SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	621,064	742,052	508,431.34	0.00	68.52%	233,620.66
IDEA PreSchool Grant	15,348	23,443	15,395.46	0.00	65.67%	8,047.54
Student Support Revenues	0	0	75.00	0.00	0.00%	-75.00
Other Fund 27 Revenues	7,678,804	7,678,804	1,358,407.81	0.00	17.69%	6,320,396.19

Total Fund 27 Revenues	8,315,216	8,444,299	1,882,309.61	0.00	22.29%	6,561,989.39
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FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,387,200	2,387,200	2,177,709.35	215,822.56	100.27%	-6,331.91

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,387,200	2,387,200	1,836,281.96	0.00	76.92%	550,918.04

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

Building/Department	18-19 Carryover	19-20 Revenue Budget	19-20 Rec'd	19-20 Revenue Balance	19-20 Expense Budget	19-20 Spent / Encumbered	19-20 Expense Balance	Funds Available
Prairie School	20,930.59	13,872	9,170	4,701.86	98,142	84,787.40	13,354.60	29,583.33
Heritage School	17,618.33	13,116	9,370	3,745.64	86,165	70,239.98	15,925.02	29,797.71
Arboretum School	36,417.09	12,359	10,846	1,512.55	80,269	88,632.13	-8,363.13	26,541.41
Intermediate School	51,542.70	37,950	19,294	18,656.05	148,154	151,108.76	-2,954.76	29,931.89
Middle School	40,026.43	43,900	22,607	21,293.50	163,892	128,496.24	35,395.76	54,128.69
High School	69,001.53	97,625	95,897	1,727.91	483,143	370,745.18	112,397.82	179,671.44
Athletic Dept	(2,735.62)	8,000	2,555	5,444.80	316,182	308,182.29	7,999.71	-180.71
4K	9,795.40	0	0	0.00	886,540	878,078.07	8,461.93	18,257.33
Curriculum	81,895.71	6,315	5,013	1,302	335,286	421,598.04	-86,312.04	-5,717.94
Energy Conservation	(1,186.00)	0	8,646.67	-8,646.67	83,894	91,233.00	-7,339.00	121.67
Human Resources	10,503.89	2,200	1,229	972	35,850	32,690.92	3,159.08	12,691.47
Maintenance	89,554.81	0	-13,158	13,158	812,555	887,984.01	-75,429.01	967.87
Student Support	22,411.52	0	75.00	75.00	221,506	254,590.74	-33,084.74	-9,701.72
Superintendent	7,967.30	0	0	0.00	84,600	73,975.57	10,624.43	18,591.73
Technology	153,820.68	27,750	14,475.79	13,274.21	852,592	831,533.73	21,058.27	161,604.74
Capital Projects	520,686.37	0	0.00	0.00	0	500,915.64	-500,915.64	19,770.73

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF APRIL 2020**

	<u>STATE BANK</u>	<u>STATE BANK</u>	<u>STATE BANK</u>	<u>STATE POOL</u>	<u>STATE POOL</u>	<u>WISC</u>
	<u>PAYROLL CHECKING</u>	<u>DEPOSIT ACCT</u>	<u>OPERATING ACCT</u>	<u>GENERAL ACCOUNT</u>	<u>DENTAL ACCT</u>	<u>CAPITAL PROJECTS ACCT</u>
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)
BEGINNING BALANCE	-344,212.57	18,538.85	303,062.07	6,826,098.51	189,599.00	1,335,086.69
REVENUES:						
+ DEPOSITS	3,648,348.31	526,346.76	984,335.13	518,512.20	65,085.90	0.00
+ INTEREST	0.00	224.80	319.39	2,401.00	69.34	764.36
TOTAL REVENUES	3,648,348.31	526,571.56	984,654.52	520,913.20	65,155.24	764.36
EXPENSES:						
ACCOUNTS PAYABLE	309.55	472,656.50	813,713.70	485,000.00	34,335.13	0.00
PAYROLL	3,643,839.96	0.00	0.00	3,647,261.19	0.00	0.00
TOTAL EXPENSES	3,644,149.51	472,656.50	813,713.70	4,132,261.19	34,335.13	157 0.00
ENDING BALANCE	-340,013.77	72,453.91	474,002.89	3,214,750.52	220,419.11	1,335,851.05

BANK BALANCES

ENDING BANK BALANCE	35,282.60	72,453.91	474,759.75	3,214,750.52	220,419.11	1,335,851.05
OUTSTANDING ACH	375,296.37	0.00	756.86	0.00	0.00	0.00
ACTUAL BALANCE	-340,013.77	72,453.91	474,002.89	3,214,750.52	220,419.11	1,335,851.05
SKYWARD BALANCE	-340,013.77	72,453.91	474,002.89	3,214,750.52	220,419.11	1,335,851.05

This account can have a negative balance due to the WRS pymt. outstanding due at the end of the following month.

	<u>MIDAMERICA</u>	<u>WISC</u>	<u>WISC</u>	<u>WISC OTHER CAPITAL PROJECTS ACCT</u>	<u>WISC</u>	
	<u>TRUST ACCT</u>	<u>DEBT SERVICE</u>	<u>SCHOLARSHIP ACCT</u>		<u>GENERAL</u>	<u>TOTALS</u>
	(FUND 73)	(FUNDS 38,39)	(FUND 72)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	1,759,963.23	2,997,759.37	335,849.85	12,618.26	5,852,260.00	19,286,623.26
REVENUES:						
+ DEPOSITS	0.00	0.00	0.00	0.00	0.00	5,742,628.30
+ INTEREST	2,565.02	481.78	1,904.17	7.21	3,350.41	12,087.48
TOTAL REVENUES	2,565.02	481.78	1,904.17	7.21	3,350.41	5,754,715.78
EXPENSES:						
ACCOUNTS PAYABLE	0.00	2,155,488.06	0.00	0.00	0.00	3,961,502.94
PAYROLL	0.00	0.00	0.00	0.00	0.00	7,291,101.15
TOTAL EXPENSES	0.00	2,155,488.06	0.00	0.00	0.00	11,252,604.09
ENDING BALANCE	1,762,528.25	842,753.09	337,754.02	12,625.47	5,855,610.41	13,788,734.95

BANK BALANCES

ENDING BANK BALANCE	1,762,528.25	842,753.09	337,754.02	12,625.47	5,855,610.41	14,164,788.18
OUTSTANDING CHECKS	0.00	0.00	0.00	0.00	0.00	376,053.23
ACTUAL BALANCE	1,762,528.25	842,753.09	337,754.02	12,625.47	5,855,610.41	13,788,734.95
SKYWARD BALANCE	1,762,528.25	842,753.09	337,754.02	12,625.47	5,855,610.41	13,788,734.95

Wellness Clinic Monthly Expenses

	Dean/SSM	Staff	Admin	Other Prof. Services	Supplies/ Equipment	Rent	Cleaning	Utilities	District purchased supplies	Security System (annually)	Monthly Total
March 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00			2,974.17		20,004.17
April 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	27.45	52,020.78	540.00	71,118.23
May 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,612.40	113.85	22,059.98		40,816.23
June 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	107.49	22.00		18,659.49
July 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	78.90		189.00	18,797.90
August 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	70.17	5.50		18,605.67
September 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	68.84	25.50		18,624.34
October 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	68.31	7.00		18,605.31
November 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	121.01	263.00		18,914.01
December 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	229.65	5.50		18,765.15
January 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	340.53	25.50		18,896.03
February 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	446.47	7.00		18,983.47
March 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,500.00	538.96	263.00		19,373.96
April 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,590.88	23.58	5.50		18,691.96
May 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		25.50		18,642.50
June 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		7.00		18,624.00
July 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	195.67			17,012.67
August 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	253.18	5.50		17,075.68
September 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	227.99	25.50	270.00	17,340.49
October 2018	14,228.70	10,729.00	154.00		3,345.70	2,059.00	1,545.00	193.65	7.00		18,033.35
November 2018	18,213.35	10,729.00	154.00		7,330.35	2,059.00	1,545.00	140.92	263.00		22,221.27
December 2018	13,788.60	10,729.00	154.00	482.00	2,423.60	2,059.00	1,545.00	162.00	26.00		17,580.60
January 2019	13,709.95	10,729.00	154.00		2,826.95	2,059.00	1,545.00	194.93	31.50		17,540.38
February 2019	13,266.00	10,729.00	154.00		2,383.00	2,059.00	1,545.00	209.10	-		17,079.10
March 2019	13,310.00	10,729.00	154.00		2,427.00	2,374.00	1,591.35	231.90	51.75		17,559.00
April 2019	15,124.16	14,053.00		613.00	458.16	2,104.00	1,591.35	207.65	18.50		19,045.66
May 2019	14,758.02	14,053.00		65.00	640.02	2,104.00	1,591.35	172.45	7.00		18,632.82
June 2019	14,709.60	14,053.00			656.60	2,104.00	1,591.35	163.01	56.75		18,624.71
July 2019	14,709.60	14,053.00			656.60	2,104.00	1,591.35	167.72	7.00	352.80	18,932.47
August 2019	15,233.00	14,053.00			1,180.00	2,104.00	1,591.35	250.68	25.50		19,204.53
September 2019	18,794.76	14,053.00			4,741.76	2,167.00	1,591.35	220.16	21.50		22,794.77
October 2019	14,672.00	14,053.00		555.75	63.25	2,167.00	1,591.35	187.96	18.50		18,636.81
November 2019	14,988.60	14,053.00		935.60		2,167.00	1,591.35	147.67	20.25		18,914.87
December 2019	14,540.00	14,053.00		487.00		2,197.00	1,591.35	162.46	25.50		18,516.31
January 2020	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	176.69	32.50		19,358.54
February 2020	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	191.30	25.50		19,366.15
March 2020	14,509.20	14,053.00		197.00	259.20	2,197.00	1,591.35	164.89	32.25		18,494.69
April 2020	7,508.50	7026.5		0	482	2,197.00	1,639.00	148.89	18.50		11,511.89

WCSD Student Services Monetary Gifts received through Social Workers 2nd Semester

Date	Donated From	Description	Amount
3.19.20	Rubin for Kids Inc.	Art School Club for specific student. Since school has closed, Social Worker was asked to use and apply as needed.	\$120.00
		Total 2nd Semester	\$120.00

WCSD Monetary Donations to Waunakee Special Olympics 2nd Semester

Date	Donated From	Description	Amount
2.14.20	Ticket Sales	Total sales from 2.14.20 Sweetheart Dance sponsored by Special Olympics	\$12,738.00
		Total to date	\$12,738.00

Suggested 2nd regular meetings through September 2020

June 22, 2020

July 27, 2020

August 24, 2020

September 28, 2020