

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

Monday, August 10, 2020

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

AGENDA

I. CALL TO ORDER

II. ROLL CALL

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

A. Review Minutes of July 13, 2020 Meetings

B. Review Individual Administrator, Teacher Contract Recommendations, Resignations and Retirements, Succession Plans, and Organizational Structure.

C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

D. Review Individual Co-Curricular Contract Recommendations

E. Discuss Administrative Contracts, Structural Alignment, and Hiring Process.

F. [Review 2020-2021 Department Chairs, Building Coordinators and Staff Development Representatives](#)

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

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Review the minutes for the July 13, 2020 regular meeting, July 27, 2020 Additional meeting, and August 3, 2020 Additional meeting.

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

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Individuals may use this time to 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. TEACHING STAFF, STUDENT, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Update

Kyle Emmert and Ashley Taylor will provide an update on items related to the teaching staff.

B. Board Reports/Action Items

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

This section of the agenda is reserved for any comments from members of the board on meetings they attended over the last month or other informational items.

2. Discuss Ad Hoc Medical Committee

X. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS POINTS INCLUDING BUT NOT LIMED TO REOPENING PLANS FOR FALL 2020, CO-CURRICULAR OPTIONS, REQUIRED POLICIES AND PRACTICES, HUMAN RESOURCES IMPLICATIONS, AND OTHER RELATED TOPICS REQUIRING TIMELY ATTENTION BY THE SCHOOL BOARD.

A. Review Remote Work Policy and Associated Eligible Accommodations 26

Attached please find the Remote Work Policy that you previously approved on July 27, 2020. This policy is coming back to the board for consideration of "childcare needs" as a qualifying consideration for work accommodation. The reason for this request to add childcare to the list of potential accommodation areas is the result of some staff in hard to fill staff positions being eligible for EFMLA leave. Through a childcare accommodation we may be able to maintain a high quality hard to fill teacher and the program with they serve.

B. Review Data on Student Registration and Staff Accommodation Requests

The data for student registration and staff accommodations is very fluid as of the release of Board Book. The administration will compile the data as of the end of the day on Monday, August 10th and bring it to the meeting to review with the Board. This data will provide an insight into how many student will be requesting virtual learning, how many students will be needing transportation, and how many staff will be requesting accommodations.

C. Review Childcare Needs and Consider Options Available to the District 30

There are two issues that we know about childcare in our community -- first, there is a need for childcare for families, and second, there is a need for childcare for some members of our staff (or we may have them take EFMLA leave).

Steve Summers, Brian Grabarski, and I met with Wisconsin Youth Company this week. Attached is their proposal that we received late Friday morning and we are in the process of vetting it internally. In the proposal they use the term "Waubesa Intermediate Center". Please know that they are referring to Heritage. The 10 sections they are proposing is what they think they can staff and it could be one site or divided over more than one site, I believe.

Staff accommodation requests are still being reviewed and processed through the HR office, and they are not reliable enough to share in Board Book at this time. We will

have a report and update on Monday at the meeting.

In general, a question we need to answer is whether we are interested in providing childcare spots for staff in an effort to support their ability to teach without taking EFMLA leave. The options include:

1. Allocate a certain number of spots with the Wisconsin Youth Company for staff who have gone through the accommodation process and they have no other options other than EFMLA leave.
2. Provide no district funding to the program and the cost is the responsibility of the staff member.
3. Provide district funds to offset the in-house childcare cost, either in whole or in part, for a staff member who needs this accommodation in order to potentially avoid taking EFMLA. Any contribution by the district for this cost would be taxable to the teacher.

1. If they take EFMLA the cost of the sub will be about \$12,000.

On Monday we will provide you with the best data we have available for how many staff members are seeking accommodations for childcare.

Also, this childcare topic is associated with the Remote Work policy if we allow for a childcare accommodation. For example, to also potentially avoid a teacher from taking EFMLA leave, we could provide an accommodation to teach remotely/not-on-site.

We will provide more information on Monday.

D. Review Start of School Year Calendar and Schedule 33

Attached please find a memo that outlines the dates for the start of the school year for staff and students.

E. Review of Previous Decision Points and Discuss 36

Attached please find a memo that outlines the decision points that have been voted upon or discussed at previous school board meetings.

F. Personal Protective Equipment for Staff/Health Office Workers

There was a request from a Board Member for this item to be added to Monday's agenda. We will discuss at the meeting the PPE we are providing to staff, and particularly our health office staff.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Co-Curricular Committee 39

Review the minutes from the 7/21/20 meeting.

1. Review Minutes of 7/21/20 Co-Curricular meeting.

B. Human Resources Committee

1. Review Minutes of 7/23/20 Human Resources Committee Meeting 41

- C. Curriculum Committee
- 1. Review the minutes of the 7/28/20 Curriculum Committee Meeting. 45
 - 2. Assessment Schedule 46
 - 3. Update to the Human Growth and Development Curriculum Sequence 55
- Attached please find the recommendations for the Human Growth and Development Curriculum Sequence.

- D. Facility Committee
- 1. Review the minutes of the 8/3/20 Facility Committee Meeting. 123
- Please see the following notes that were provided to the Facility Committee for the meeting on Monday, October 3rd. These notes provide a background on the three agenda items brought forward for consideration.

The purpose of this agenda item is to review capital maintenance and equipment proposals. The capital maintenance proposals are connected to the district's Fund 41, capital maintenance fund, while the equipment proposal is connected to the district's Fund 10, general fund. Deep cleaning equipment of this type cannot be funded through Fund 41. As a reminder, the Fund 41 has a balance of \$2,355,329 available in 2020-21, after including the 2020-21 tax levy that will be approved in late October. The projects already approved for 2020-21 total \$1,125,000, leaving \$1,230,329.70 in funds available. These funds are available for the projects that are being presented this evening. In addition, the reimbursement resolution passed by the School Board last October is still valid. This means that any projects approved (including the ones already approved for 2020-21, or some of the ones already approved) can be reimbursed back to the district through a bond referendum that is approved within 18 months of paying the invoices. I would recommend exercising this reimbursement resolution, and "paying back" the district's Fund 41 for as many 2020-21 projects as the School Board is comfortable with. Each of the agenda items has attachments that provide supporting detail. We will have discussion on each item at the meeting to provide more background. Please feel free to reach out to stevesummers@waunakee.k12.wi.us if you have questions before the meeting, and I can direct your questions to the appropriate person, or gather the information you are seeking. Thanks for your time.

- 2. Consideration of Deep Cleaning Equipment 125
- The purpose of this agenda item is to request School Board approval of deep cleaning equipment. The Facility Committee reviewed this request and is recommending approval of hand held sprayers for each building. The sprayers will be used for deep cleaning buildings as well as other cleaning needs on a daily basis. The Facility Committee recommended approval on a 3-0 vote. Attached please find information on the deep cleaning equipment and the associated costs.

We have been informed that the hand held sprayers are on backorder through September 14th. As a result, Administration ordered three backpack sprayers to be available in each of the K-4 buildings for the first day of school. These backpack sprayers are in stock. Administration is still requesting School Board approval of the Facility Committee recommendation as the preference is to purchase hand held devices for deep cleaning.

3. Consideration of HVAC Enhancements 141

The purpose of this agenda item is to request School Board approval of HVAC system enhancements. The Facility Committee reviewed this request and is recommending approval of the HVAC system enhancements for the K-4 buildings. The Facility Committee recommended approval on a 3-0 vote. Attached please find information on the HVAC system enhancements and the estimated costs that were provided to the Facility Committee. The information that was provided to the Facility Committee was a quote for the high school and estimates for additional school buildings. Electrical costs are in addition to the estimates.

Administration requested quotes from North American Mechanical and 1901 Inc. on the three K-4 buildings. Attached please find quotes for the K-4 buildings from both vendors. The NAMI quotes total \$212,215 and the 1901 Inc. quotes total \$214,767.80. These quotes were received on Friday morning and John Cramer will need an opportunity to review them on Monday.

4. Consideration of Plumbing Fixture Enhancements 167

The purpose of this agenda item is to request School Board consideration of plumbing fixture enhancements. The Facility Committee reviewed this request and took no action on this agenda item. Attached please find information on the plumbing fixture enhancements and the associated costs that was presented to the Facility Committee.

Administration is requesting consideration of plumbing fixture enhancements focused on drinking water systems at the K-4 buildings. We are interested in installing touchless bottle fillers in lieu of water fountains. We have completed an estimate for touchless bottle fillers in the K-4 buildings. The information from John Cramer is as follows:

"I am requesting 21 bubbler replacements (AES 4, HES 5, PES 12) for an estimated cost of \$73,500, installation included. This is not an official quote, but an estimate based on an average of 5 recent upgrades (recessed and wall mount) of about \$3500 each."

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Consider 4th Draft of the 2020-2021 Budget

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The purpose of this agenda item is to request approval of the fourth draft of the budget for the 20-21 school year. I have attached the fourth draft of the budget for your review.

The changes between the third and fourth draft of the budget include:

4. The addition of the Federal CARES Grant related to COVID19 funding.
5. An update to Fund 73 based on Financial Strategy #2 as presented on the attached document. Financial Strategy #2 frees up \$587,108 in the Operational Funds 10, 27, 50 and 80. These funds will remain within the salary/benefit line at this time. Potential uses of these funds include additional staff time, additional overtime, potential childcare costs, and transportation/maintenance costs.
6. An update to Fund 10 based on Financial Strategy #3 as presented on the attached document. This dollar amount equaled \$298,050. These funds have been added to the Maintenance and Technology Budgets.
7. An update to Fund 10 based on Financial Strategy #4 as presented on the attached document. This dollar amount equaled \$60,000. These funds have been added to the Maintenance Budget.
8. An update to Fund 10 based on Financial Strategy #5 as presented on the attached document. This dollar amount equaled \$200,000. These funds have been added to the Maintenance Budget.
9. An update to Fund 41 based on the Facility Committee recommendation to move forward with HVAC enhancements, as well as an evaluation of plumbing fixture enhancements.

I would also like to discuss Financial Strategy #1 as presented on the attached document. I will discuss this strategy in relationship to the proposed property tax levy, Fund 10 and Fund 39. I have attached the ballot language for the meeting on August 17th. I am asking Board Members to let me know if you have any question, concerns or other input regarding this ballot language. When the ballot language is finalized our bond attorney will proceed with writing the Resolutions for August 17th. I will not be present on August 17th due to a medical procedure and I would like to make sure that all Board Member questions are answered on August 10th regarding this financial strategy.

Also, the District's food service fund, Fund 50, will need a budget update based on the food service delivery model connected to the hybrid/remote educational delivery models. Taher is providing the District with a revised budget for consideration. This budget will be provided at the meeting and Board Member input on the food service delivery model is requested.

2. Consideration of Title IX Policy and changes.

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The Office for Civil Rights (OCR) of the US Department of Education released final

regulations governing Title IX. Because it went through the formal notice and comment process, schools are required to comply by the deadline of August 14, 2020. The new regulations are extensively detailed and focused on more established procedures for due process purposes. The new details and procedures are significantly different than our past district processes necessitating the new policy.

We apologize that this policy is needing to come straight to the Board, but guidance around sample policy language has only been available to us in the last week or so. We do need and request action on this policy on Monday. If there are changes that you would like as we move forward, we request that you approve this policy and we can bring a revised version forward at a subsequent meeting.

3. Resolution for District Expulsion Officer

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2020-2021 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

4. Appoint District Expulsion Hearing Officer for 2020-2021

The administration has not solicited bids for the expulsion hearing officer. The administration's recommendation is to appoint Jon Anderson, who did an excellent job serving as our hearing officer last school year, on an interim basis. The administration further recommends that a process be implemented to solicit bids from other attorneys recommended to us by our attorney, Kirk Strang, and any other attorneys recommended by the Board or individual Board Members. A recommendation for a hearing officer will be recommended to the Board by the October regular Board Meeting.

5. Appoint Medical Advisor for 2020-2021

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A motion is requested to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2020-2021 school year. This must be a roll call vote.

6. Announcements/Correspondence

XIII. CONSENT AGENDA

A. Approval of Checks

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

B. Finance

1. Monthly Finance Reports

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Attached you will find the 2019-20 Budget Status report as of June 30th, 2020, and the Cash Reconciliation report for June 2020. Please note that the 2019-20 audit process entries will impact the numbers presented on the June 30th report, and the 2019-20 final numbers will not be available until the completion of the audit during the week of August 10th.

Also attached please find the Dean/SSM wellness clinic report for June and a district financial report for the Wellness Clinic for your review. This report tracks expenditures over time beginning with the first month of the clinic.

C. 2020 Annual Meeting Agenda 244

Attached please find a draft of the 2020 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2020 Annual Meeting.

D. 19-20 Fundraising Report 245

The purpose of this agenda item is to provide the School Board with an annual report of fundraisers utilizing the Classmunity program. Attached please find a list of all fundraisers for the 2019-20 school year and the information that has been reported in Classmunity. Campaigns that cross over school years are highlighted in yellow. The campaign that is highlighted in blue added expenses while the other campaigns did not include expenditure data.

E. Consideration Cash Flow Borrowing Process 247

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. Because the district did not issue debt in 2020, we are allowed to issue our annual cash flow borrowing as a bank qualified bond issue. As a result, the borrowing is considered non taxable, which decreases interest costs. The administration is recommending hiring the financial advisor PMA to conduct the annual cash flow borrowing process. Last year, we participated in a PMA cash flow borrowing pool that included other school districts in the same borrowing situation as Waunakee. Attached please find the Financial Advisory Agreement from PMA Securities.

Here is the process for cash flow borrowing with PMA:

10. An approximate \$7 to \$8 Million Dollar loan is taken out in October
11. The loan is bank qualified, which decreases interest costs
12. The financial professional seeks bids on the borrowing
13. The legal opinion is provided by Quarles and Brady
14. The borrowing is rated and substantial information is provided to the bidders
15. The issuance cost of the borrowing is higher due to the financial advisor fees, the legal fees, and the rating fees. However, all of the districts in the pool share the issuance costs, which reduces the cost for any single district.
16. Other school districts in the same borrowing situation as Waunakee can participate in the process which helps to lower the overall costs of the borrowing

In addition to the cost of issuance, the district will see interest rate savings from two sources. These two sources are a lower overall interest rate due to the rated borrowing, and the loan will be paid back in installments rather than annually.

F. Staff Handbooks from each Building.

On an annual basis the administration brings to the Board the staff handbooks for your

review. The handbooks are available for board review in the "extras" tab of Boardbook.

These are different than than the employee guidelines that you approved last month as these address daily operations within our schools and district.

G. Gifts and Field Trips

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

I. Consideration of 2020-2021 Department Chairs, Building Coordinators and Staff Development Representatives 256

XIV. BOARD BUSINESS

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. 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, July 13, 2020, beginning at 6:00 PM in the District Administration & Maintenance Center.

I. CALL TO ORDER

President Boetcher called the meeting to order. A motion was made by Heinemann second by Brandt 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 6-0 on a roll call vote. Time 6:04 PM

II. ROLL CALL

Boetcher – Yes, Brandt – Yes, Ensign – Yes, Heinemann – Yes, Hetzel – Yes, Hoefer – Yes
Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers

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

- A. Review Minutes of June 8, 2020 Meetings
- B. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- E. Discuss Specific Employee Return to Work Plans/Accommodations
- F. Review and Discuss Legalities of Dane County Orders

IV. RETURN TO OPEN SESSION

A motion was made by Hetzel second by Brandt to adjourn closed session. Motion carried 6-0. Time: 6:50PM. Board reconvened in open session at 7:01pm

V. BOARD DEVELOPMENT WORKSHOP

- A. Discuss Format for School Board Meetings -- Virtual and In-Person
The board agreed to conduct the 7/27/20 meeting in a face to face format or to conduct in a hybrid of face to face and virtual if needed.

VI. APPROVAL OF MINUTES

- A. Approve minutes of June 8, 2020 regular Board meeting & June 22, 2020 Additional Meeting

VII. APPROVAL OF AGENDA AND ADDITIONS

The board of education approved changing the agenda to allow item XI COVID 19 Updates....to the beginning of the agenda. Motion carried 6-0.

IX. COVID-19 RELATED UPDATES AND RECOMMENDATIONS INCLUDING BUT NOT LIMITED TO SUMMER SCHOOL, REOPENING GUIDELINES, PLANNING FOR THE FALL, INSTRUCTIONAL DELIVERY MODELS, REQUIRED POLICIES,

AND OTHER RELATED TOPICS REQUIRING TIMELY ATTENTION BY THE SCHOOL BOARD.

*******This item was moved from item XI to item IX per agenda item VII*******

A. Presentation on School Re-Opening Plans for Fall 2020

Randy Guttenberg and the Administrative team walked through a presentation that is attached to the agenda. This presentation outlines the policies, procedures, instructional framework, student needs (disability, social/emotional, ELL, Pathways, Co-Curriculars), and operational approaches to opening the school year in the fall of 2020. Also presented were the parent survey results so far by Tim Schell and a statement and explanation of the teaching staff survey from Kyle Emmert and Ashley Taylor of the WTA. Randy also gave an overview of the themes from the BOE listening session. Brian Grabarski explained the Staff –Return to work timeline.

B. Supporting Documents/Policies for Re-Opening School in the Fall of 2020

Attached please find supporting policies that are embedded in the presentation, and other documents associated with reopening school. This agenda item serves a repository for documents to help keep the BoardBook packet more organized and so you can access necessary files, if needed.

Several action items were addressed during this presentation:

A motion was made by Hetzel, second by Ensign to approve the Hygiene policy and the Cleaning Policy as they relate to COVID 19 . Motion Carried 6-0.

A motion was made by Heinemann, second by Ensign to approve the Staff Protective Measures Policy as shared with the following suggestions: The statement regarding Dane County Public Health should say any change may cause WCSD to change policy. Also bullets 3 & 4 should be taken out. Motion carried 6-0.

A motion was made by Hetzel, second by Hoefler, to approve the Student Protective Measures Policy as shared with the same changes that were made to the Staff Policy. Motion carried 6-0.

A motion was made by Heinemann, second by Hoefler to approve the Student Health Guidelines for Attendance as presented. Motion carried 6-0.

A motion was made by Heinemann, second by Hetzel to approve the Employee Illness Policy as presented.

A motion was made by Ensign, second by Hetzel to approve the Training and Acknowledgement Plan

During the discussion of co-curriculars Randy asked that the board consider having football start the athlete preparation for the season to begin on August 17th. This would require canceling 2 non-conference games that were scheduled prior to this date. Other co-curriculars were reviewed, but not included in a motion due to the fact that the athlete preparation for these seasons didn't begin until August 17th or later.

A motion was made by Hetzel, second by Hoefler to move forward with the 4K plan as presented by Amy Johnson. This would allow 4K classes to meet in person following guidelines set for daycare centers. Motion carried 6-0.

Heinemann made a motion, second by Hetzel, for football to begin the athlete preparation of the season on August 17th which will cancel 2 non-conference games. The co-curriculars will be reviewed in full at the committee meeting and also as needed per Dane County Public Health Guidelines. Motion carried 6-0.

Randy Guttenberg presented to the board that while we will allow WI Youth Company to use the facilities during the school year. Depending on the Instructional Delivery Model they may even partner with WCSD to use our facilities during the day to help with the need of child care.

A motion was made by Hoefler, second by Heinemann, to approve WI Youth Co. to use our facilities as necessary and working within the administration to determine this timing. Motion carried 6-0.

In the discussions of the Self-Wellness checks for students, the board asked if the actual temperature of the students could be included on the

X. **BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

*****This item was discussed after the Committees Agenda Item*****

A. Teacher Report

The WTA spoke during the COVID 19 agenda update.

B. Board Reports/Action Items

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

Mike Brandt shared a comment from a community member in favor of the Pride Flags.

2. July 1, 2020 Community Listening Session

The Board will discuss what they heard during the July 1st Community Listening Session. A few themes that emerged:

- Parents generally want their children back in school -- in-person.
- Select parents would like a virtual option as a result of not wanting to send their children back to school, yet, or their child has medical conditions that are high-risk.
- Hybrid and all-virtual models create issues for working families and daycare shortages.
- If we need to be virtual, the program needs to be different than this spring -- more rigor.
- Social emotional health of students needs to be considered.
- Needs of students with disabilities needs to be considered.
- The American Academy of Pediatrics advises for schools to back in session in the fall, with parameters.
- Important for elementary students to be back in school.
- Secondary level students can do better in a virtual or hybrid than elementary students.
- Secondary parents advocate for being in-person, too.
- Face coverings and social distancing are important.
- Face coverings will be difficult to enforce with students.

Dave Boetcher reviewed the themes of this listening session and will share any other emails received with the full board.

XII. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

****** This item was discussed immediately following the COVID 19 Agenda Item******

A. HR Committee

1. The minutes from the 06/15/20 HR Committee Meeting were reviewed.
2. Second Reading of Changes to Employment Guidelines for all Employee Groups
A motion was made by Ensign, seconded by Hetzel to approve the Employment Guidelines as presented.

B. Curriculum Committee

1. The 06/30/20 Meeting Minutes were reviewed.
2. Recommended Diversity, Equity, and Inclusion Partnerships
Heinemann made a motion, seconded by Hoefler to approve the new partnerships to advance the district's work in supporting diversity, equity, and inclusion as presented by Tim Schell. Motion carried 6-0.

C. Budget Committee

1. Review 07/09/20 Meeting Minutes
Attached please find the Minute from the 7/9/20 Budget Committee Meeting.
2. Consideration of Third Draft of Budget
A motion was made by Brandt, second by Ensign to approve the third draft of the budget for the 20-21 school year and also to direct administration to prepare a 4th draft of the budget for the July 27th meeting to reallocate funds to create resources for school reopening related expenses., and allow administration to move forward with school reopening expenses.
Motion carried 6-0.

Please note that the third 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 third draft includes an increase of 11.91 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 third draft of the budget in July includes:

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
5. Update to State Equalization Aid/Property Tax Amounts

3. Soccer Field Project

Steve Summers explained that the Soccer Booster would like the district to temporarily fund additional project scope for the Soccer Stadium Project. The current cash balance in the Soccer Fundraising Team account is lower than what was projected at the March School Board meeting due to COVID19 pandemic.

The Budget Committee motion was to recommend approval of the district temporarily funding these additional projects with a cost of \$47,135.85, while waiting for the pledge dollars to be converted to cash.

A motion was made by Hetzel, second by Ensign, to approve funding the amount of \$47, 135.85 to complete the soccer project. These funds will be reimbursed to the district as pledges come in. An amendment to this motion was made by Boetcher, second by Brandt to remove the cost of the scoreboard, which is \$19,885.00, from the total the district will fund. The amendment carried Y=4 - N=2. The original motion with the amendment would have the district fund the soccer project in the amount of \$27,250.85, carried Y=4 – N=2.

4. Federal Cares Act Funding

Steve Summers presented and answered questions regarding Federal Care Act funding in which our District has been awarded \$63,224 to-date.

Steve also identified expenses (and potential/future expenses) and these expenses will exceed the amount of additional funds that we have been provided to-date.

Administration requested the ability to spend additional funds on COVID19-related expenses. This dollar amount could come from any or all of the following sources:

- * Reduction in the planned amount for salary increases
- * Reallocate funds from building/department budgets
- * Reallocate funds from district budgets
- * Use of the Contingency Fund
- * Use of Fund 41 dollars
- * Use of 2019-2020 end of the year funds

A 4th draft of the budget will be prepared for the July 27th meeting. The purpose of the 4th draft of the budget is to reallocate funds to create resources for school reopening related expenses.

No action was needed for this agenda item.

XIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Announcements/Correspondence

There were no additional administrative reports, action items, announcements or correspondence at this time.

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 June 2020.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2019-20 Budget Status report as of June 30th, 2020, and the Cash Reconciliation report for May 2020.

2. Review the Wellness Clinic Financial Report

A district financial report for the wellness clinic is attached for your review. This report tracks expenditures over time beginning with the first month of the clinic.

Dean Health has informed Steve Summers that due to staffing issues related to COVID19, their monthly financial report will be behind schedule. The most recent report is attached.

C. Consideration of approval of Family and Co-Curricular Handbooks for 2020-2021

All handbooks and supporting documents are attached in the extras section. For each of the family, school, and athletic handbooks, there is also an associated memo that will give you the high level changes from the previous year.

D. Annual Academic Standards Notice

E. Building Bridges Purchase Agreement. September 1, 2020 - December 31, 2020

Attached are the Building Bridges MOU for 2020-21 and Purchase Agreement for the first half of 2020-21. They always break up the Purchase Agreement into two parts - fall and spring.

F. Gifts and Field Trips

1. Gifts

a. Anonymous donation for K-6 Libraries

We received an anonymous \$500 to use in the Elementaries and Intermediate Libraries to purchase books, for students to use, that address racism.

2. Field Trips

a. Reschedule of 2020 Trips

The attached spreadsheet indicates the fieldtrips that were canceled in 2020 and wish to reschedule for 2021. Board consideration is requested for these trip advisors to continue planning for 2021.

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

New Administrative Staff

Anne Blackburn, Communications & Engagement Specialist (New)

Danielle Boarini, Assistant Principal, HES (New)

New Teacher Staff

Kyle Jones, 7th Grade Social Studies Teacher, MS

Erica Schutz, 7th Grade Science Teacher, MS

Elizabeth Zinger, 50% Music Teacher,

Internal Staff Changes - No Action

Meg Shaffar - from 67% Sci. Teacher, HS, to 100% Sci. Teacher, HS

Max Tramburg - from 50% SS Teacher, HS, to 67% SS Teacher, HS

Resignations

Kylie Peterson, Kindergarten Teacher, HES

Kim Pilgrim, 2nd Grade Teacher, AES

Melissa Riedel, Literacy Coach, HES

Kinsey Thums, Para-Educator, Regular Education, AES

- CO-Curriculars as posted on the agenda.

The board wanted to make an acknowledgement regarding the passing of crossing guard Norman Wildes. Norm crossed students at the corner on South St. by Heritage. Many students and families knew Mr. Norm. A fundraising campaign has been started to put up a bench at Heritage in honor of Norm.

The board also asked that the consent agenda be considered with the staff updates being a separate item. A motion was made by Brandt, second by Boetcher to approve the full consent agenda with the staff updates section being considered separately. Motion carried 6-0.

A motion was made by Heinemann, second by Hetzel, to approve the Staff Updates as posted. Motion carried 5=Y, 0=N, 1= recused.

XV. **BOARD BUSINESS - NA**

XVI. **FUTURE AGENDAS AND MEETINGS**

- A. Agenda Items for Next Meeting
- B. Special Meeting

- C. Budget Committee
- D. Co-Curricular Committee – July 21, 2020 @4:30pm
- E. Curriculum Committee – July 28, 2020 @ 4:00pm
- F. Facility Committee
- G. Human Resources Committee – July 23, 2020 @ 10:00am
- H. Policy Committee
- I. Goals 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 12:20 AM on a motion by Hetzel second by Heinemann and passed unanimously by a voice vote 6-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

Minutes of Special Additional Meeting

The Board of Education Waunakee Community School District

A Special Additional Meeting of the Board of Education of Waunakee Community School District was held Monday, August 3, 2020, beginning at 6:00 PM in the Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597.

I. CALL TO ORDER

President Boetcher called this meeting to order. Time 6:01 PM

II. ROLL CALL

Brandt, Boetcher, Engebretson, Ensign, Hetzel, Hoefler. Heinemann (Joined via telephone after public comments at 7:12 PM)

Also Present: Guttenberg , WCSD Administrative Cabinet.

III. PUBLIC COMMENTS

Boetcher discussed time for public comments as per our policy. He asked for the board's consideration of this policy.

Engebretson made a comment to the public that each board member has read through all the public comments and so made a motion to have a limit of 3 minutes per comment, start with the in person public comments and then move to the written comments that were requested to be read at the meeting and allowing for a total of 30 minutes total. Motion was seconded by Hoefler.

Ensign amend the total time for 1 hour. Hetzel second this amendment. Amendment carried 4-0.

The motion to allow 3 minutes per speaker (in person and written) for a total of 1 hour passed 6=Y-2=N.

All public comments will be attached to the agenda of this meeting in the "extras section". Approximately 140 emails were received for the board and were not asked to be read out loud. Approximately 75 emails were received for the board and were asked to be read out loud. There were 9 in person comments made and they were as follows:

Jason Grosh – In favor of in person school

Jon Nitti – In favor of in person school

Molly Petroff – In favor of remote learning

Shad Fanta – In favor of virtual learning

Jeremy Alsaker – Return to school/sports

Nick Saeger – In opposition to reopening schools

Dave Kettner, on behalf of Volleyball, Football, Soccer – In favor of fall activities

Chrisine Ramm – has a list of volunteers willing to help get schools open

Laura Haak – what families will do to allow reopen schools and risks of pods.

IV. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Hetzel, second by Hoefer to approve the agenda as presented. Motion carried 6-0. (Jack was not on the phone yet)

V. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS

POINTS INCLUDING BUT NOT LIMED TO REOPENING PLANS FOR FALL 2020, CO-CURRICULAR OPTIONS, REQUIRED POLICIES AND PRACTICES, HUMAN RESOURCES IMPLICATIONS, AND OTHER RELATED TOPICS REQUIRING TIMELY ATTENTION BY THE SCHOOL BOARD.

A. Request by a School Board Member for Reconsideration of the School Board's Decision from 7-27-20 Regarding the Educational Model for Returning to School in the Fall of 2020.

A member of the School Board who voted "Yes" on 7-27-20 for the Enhanced Remote Learning model for reopening school in the fall, has requested that an agenda item be created so they can put forth a motion for reconsideration of the school reopening plan decision.

A motion for reconsideration needs to originate from a Board Member who voted in favor of the original decision. School Board Policy Rule-1 does allow for a Board Member to bring this type of motion forward at a subsequent meeting.

Hetzel asked and was allowed to share a comment to the community.

Hetzel made a motion, second by Brandt to reconsider the decision regarding the educational model for returning to school in the fall of 2020.

After some discussion, Heinemann called for a vote on the motion to reconsider. Brandt seconded this call. The call to vote carried by 7-0.

The motion to reconsider passed by a roll call vote:

Hetzel = Y, Hoefer = N, Engebretson = N, Ensign = N, Brandt = Y, Heinemann = Y, Boetcher = Y.

Boetcher explained that the original motion to have K-12 attend under a virtual educational plan through the 1st quarter was back on the table.

The board took a break until 8:00 PM – (approximately 10 minutes)

Guttenberg made a statement about having a decision tonight. The members of the administrative team presented and answered questions regarding instructional models, an additional instructional model for K-6 that would be ½ attendance and the advantages and disadvantages of this model. Also presented were Financial Strategies, transportation, cleaning, staffing, a return to work plan, the number staff that have indicated they would need to take advantage of leave to stay home with school age and children, hiring (regular teachers, long term subs, and other staff).

Brandt made an amendment to the original motion for the enhanced remote learning model for grades 5-12. This amendment was seconded by Hetzel. The amendment carried 7-0.

Brandt made a motion to adopt the educational model E2 for grades K-4. This model would allow in person learning for AM & PM attendance groups on MTTHF.

Engebretson called for the vote on the motion on the table. This call was seconded by Brandt. Call carried 7-0.

The motion to adopt the educational model E2 as presented for grades K-4 passed by a roll call vote:

Hetzel = Y, Hoefler = N, Engebretson = N, Ensign = N, Brandt = Y, Heinemann = Y, Boetcher = Y.

There was some discussion regarding the Hybrid model that 5-6 would go to at 2nd quarter if allowed by public health.

A motion was made by Hetzel, second by Brandt to allow 5-6 to go to a AM PM Hybrid model for the 2nd quarter. Motion carried 7-0.

The start date of school was discussed. A motion was made by Heinemann, second by Hetzel to give the administration latitude/flexibility to look at moving the start date of school from September 1 to September 8 as long as this would be allowed by DPI. Motion carried 7-0. Randy Guttenberg will have this ready for the board at the 8/10/20 meeting.

B. Review and Consideration of Co-Curricular Options for Fall 2020 Sports/Activities

Aaron May and Randy Guttenberg, presented and answered questions regarding possible direction on co-curricular activities for the fall of 2020. Attached please find an outline that shows the impact of the Order from Public Health Madison Dane County on sports programs, along with additional information regarding each sport/activity. There are varying levels of practice and competition that can occur based on these orders per each individual sport/activity. In general, there are three options outlined for this fall season:

- Not allow Fall athletics and in-person student organizations to meet, practice, or compete while the district is in an Enhanced Virtual model
- "Fall to Spring" for Fall Athletics -- move fall sports to the spring and delay the start of the spring season.
- Athletics & Student Organizations allowed to meet, practice, & compete per Public Health Madison Dane County mandates.

Approximately 10:10 PM. Jack Heinemann was unable to remain on the phone call and asked that it be recorded that since we are under a virtual educational plan for the first quarter he will not vote for any co-curriculars to take place, not even training.

A motion was made by Hetzel, second by Ensign to allow the low risk sports to have their season within the guidelines given. To allow the medium and high risk sports to move their seasons to spring and then spring sports would start late spring/early summer, and to also allow these fall sports to continue with any training/contact days as the WIAA and public health guidelines would allow, and also allow strength and conditioning training to continue as well.

Boetcher amended the motion on the table to not allow any team travel outside of Dane County. Teams traveling into Dane county from other counties would be allowed as long as they would follow the protocols that we have established. This amendment passed 5=Y – 2=N.(Heinemann’s vote recorded)

The board discussed that part of being able to play on the team, was to follow the guidelines/rules as have been outlined.

Hetzel called for a vote on the motion, second by Engebretson. Call to vote carried 6=Y - 0. (Heinemann not included)

Motion passed 6=Y – 1=N (Heinemann’s vote recorded).

There are some items such as band and orchestra through Summer School that will still need to go on. The Board was in agreement with these courses. Summer School with Band, orchestra

VI. FUTURE AGENDAS AND MEETINGS

Hetzel mad a motion, second by Brandt for a special board meeting on 8/17 regarding financing. Motion carried 6-0.

VII. ADJOURN

The board made a statement and all were in agreement that they are in support of the educational model that was voted on.

The meeting was adjourned by Boetcher at 10:55 PM. Motion carried 6-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE: rm

Minutes of Additional Regular Meeting

The Board of Education Waunakee Community School District

A Additional Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, July 27, 2020, beginning at 6:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

President Boetcher called this meeting to order. Time 6:02 PM

II. ROLL CALL

Brandt, Boetcher, Engebretson, Ensign, Heinemann , Hetzel, Hoefer.

Also Present: Guttenberg , WCSD Administrative Cabinet.

III. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Hoefer to accept the agenda as presented with one change to move the item regarding the memorial bench before the public comments.

IV. MEMORIAL BENCH DONATION AT HERITAGE ELEMENTARY SCHOOL

Attached are specifications for the bench that is being donated in memory of crossing guard, Norm Wildes, who passed away this summer. Norm was a long time crossing guard in the district primarily crossing students, family, and community members on the corner by Heritage Elementary. Norm also volunteered time at Heritage Elementary and this bench will be placed there, and Dan Carter is working with the donors on this memorial. The board unanomously accepted this donation.

V. PUBLIC COMMENTS

Public comments were submitted via email. Approximately 133 emails were received and asked the board to only review, 25 emails were received that asked the board to read out loud during the meeting. All of these emails are attached to the agenda of this meeting in the “extras” section. There were 3 in person comments made and they were as follows:
Janice Ross on behalf of Waunakee Concerned Parents: Shared a plan to open
Ed Schnaubelt: In favor of school opening
Tara Lorang: COVID 19 Science facts in relation to Schools opening

VI. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS POINTS INCLUDING BUT NOT LIMED TO REOPENING PLANS FOR FALL 2020, REQUIRED POLICIES AND PRACTICES, HUMAN RESOURCES IMPLICATIONS, AND OTHER RELATED TOPICS REQUIREING TIMELY ATTENTION BY THE SCHOOL BOARD.

Randy Guttenberg and the WCSD Administrative Team shared information related to the reopening of schools, including an overview of the instructional models.

Also presented outlines of the procedures we need to follow if we have a student or staff

member who has a COVID-19 exposure or is diagnosed as being COVID-19 positive. Also presented are the results of the parent survey that was conducted within the last week.

The board of education was able to ask questions and discuss the information that as it was presented. The board deliberated and asked more questions as needed.

A motion was made by Heinemann, second by Brandt to follow Option C as presented for K-6 which is a Social-Distanced Classrooms with Teacher Space and to have a Hybrid model for 7-12.

An admendment was made to the motion by Brandt, second by Heinemann to start with Option C at the K-6 level and see if the additional staff may be hired and then move to D3, D2, D1, or full Hybrid depending on hiring.

A call for vote on admendment was made by Engebretson, second Hetzel. The call carried 7-0.

The admendment to the motion failed 1=Y – 6=N.
The motion failed 2=Y – 5=N.

Hetzel made a motion, second by Hoefer to follow the enhanced remote model for K-12 (teachers teaching from classrooms) for the 1st quarter and move into the Hybrid model for K-12 if public health allows.

After discussion, the motion passed 4=Y – 3=N.

There were a couple additonal items that required action by the board.

A motion was made by Hetzel to withhold access and use of our school facilities by outside groups with the exception of WI Youth Co. This will be reviewed again at the September 14th board meeting. Motion Carried 7-0.

A motion was made by Engebretson, second by Hoefer to hold a special meeting of the full board on August 3, 2020 at 6:00 PM to discuss Co-Curriculars. Motion carried 7-0.

Brian Grabarski explained and answered questions regarding the Human Resources Committee motions regarding Telecommuting and Remote Work Policy as well as to consider, if requested, employee accomodations/modifications for staff who have hight risk family members living in their same residence. Motion carried 7-0.

VII. **FUTURE AGENDAS AND MEETINGS**

The facility committee scheduled a meeting for August 3, 2020 at 5:00 PM.

VIII. **ADJOURN**

The Board of Education adjourned at 1:10 AM on 7/28/20 on a motion by Engebretson, second by Hoefler and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE: rm

PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS

Waunakee Community School District

Policy 187.1

Page 1 of 2

Subject to any more specific direction that may be issued by the Board of Education with respect to any particular committee or committee meeting, a standing or ad hoc committee established by the Board may choose to include or exclude, and appropriately limit, periods of public comment at the meetings of the committee. At a minimum, any such public comment periods shall be restricted to subject matter that is reasonably within the domain of the committee's charge, and the Board strongly encourages committees to expressly limit the scope of any such public comment periods to comments that are reasonably germane to the noticed subject matter of the particular meeting. Periods of public comment at committee meetings shall be publicly noticed to the extent required by law.

Subject to an appeal to the committee that is made by a committee member, the presiding officer of the committee 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 committee's ability to conduct its business in an orderly and timely fashion.

By majority vote during a committee meeting, a committee may also solicit or agree to accept input that is relevant to a noticed agenda item from a person who is not a committee member in order to (for example) resolve a formal or informal point of information that arises during the committee's discussion of the agenda item. Such discretion shall be exercised in a lawful manner.

The Board or, unless otherwise directed by the Board, the committee itself may also schedule a duly-noticed public hearing to occur at a meeting of the committee on a particular issue or topic.

Members of the public who are permitted to address a committee during a meeting are responsible for the content of their comments. Such speakers are not exempt from any liability arising from their comments (e.g., for defamation or for the breach of legally-protected confidentiality).

Legal References:

Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]
- [Section 19.83\(2\)](#) [discussion during period of public comment]
- [Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]
- [Section 19.85](#) [exemptions to open meetings]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS

Waunakee Community School District

Policy 187.1

Page **2** of **2**

Adoption/Revision Dates:

January 200
January 2002
May 2020

DRAFT 8.10.2020

Waunakee Community School District

Telecommuting / Remote Work Policy

8.10.2020 Additions are identified by bold/italic text

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Waunakee Community School District considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a districtwide benefit, and it in no way changes the terms and conditions of employment with Waunakee Community School District.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Telecommuting workers can be called onsite for specific days, tasks, or intermittent reasons, as determined by their supervisor. Every effort will be made to provide reasonable advance notice of such a change. There may be instances, however, when no notice is possible.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of the district. Every effort will be made to provide 14 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Telecommuting / Remote work will be considered in response to the following situations

- ***ADA accommodations***
- ***Living with a medically vulnerable family member during pandemics***
- ***Loss of childcare due to pandemic related closures***
- ***FMLA related situations with the necessary consent of the employee's health care provider***
- ***Temporary / Ad Hoc situations***
 - ***Limited term medical situations***
 - ***Inclement weather***
 - ***Quarantine or isolation order***
 - ***Special projects***
 - ***Business-related travel***

Individuals requesting formal telecommuting arrangements must be employed with Waunakee Community School District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Waunakee Community School District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The HR and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Waunakee Community School District accepts no responsibility for damage or repairs to employee-owned equipment. Waunakee Community School District reserves the right

to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all district property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Waunakee Community School District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Waunakee Community School District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of district information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Waunakee Community School District will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting district demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Waunakee Community School District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as quarantine or isolation order, inclement weather, special projects or business travel. These

arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the district and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business/education needs of the district.

Informal, short term arrangements will include a written and agreed upon telecommuting agreement that includes an anticipated end date.

Wisconsin Youth Company

Child Care Proposal – updated August 7, 2020
Waunakee Community School District

This proposal is in response to our continued partnership with the Waunakee Community School District. In on-going conversations with school district representatives, we understand that there is a growing need for child care in the school district for children grade K-6.

We would like to extend a partnership proposal with the Waunakee Community School District to help provide child care for families of essential workers and children of WCSD staff who need care within the hybrid model of returning to school. We have been following decisions and community input within the WCSD and believe that our partnership will meet the needs of families within the district.

Overview: Virtual School Day Program and Wrap Child Care Model

1. **Introduction:** Virtual School Day Program and Wrap Child Care Program Models Wrap Child Care Program:

Wisconsin Youth Company can provide morning and afternoon wrap program for children K-4 who will be participating in the AM/PM hybrid model. Children who attend the morning session for their school day, can access afternoon wrap care and those children who attend the afternoon session for their school day can access the morning wrap care program both located within the Waunakee Intermediate Center. These are half day programs with hours of operation Monday-Friday from 7:00am – 4:00pm. On Wednesday, when there is no in-person instruction at the school, children can still access the wrap program for half-day programming (7 – 11:25 a.m. and 10:35 a.m. – 4 p.m.). Transportation to and from elementary schools between wrap and in-person instruction will be provided by WCSD.

Virtual Learning Program:

Wisconsin Youth Company can provide all day virtual learning support that aligns with the WCSD Intermediate Center bell schedule. The Virtual Learning Program will be available for both WCSD 5-6th grade students and children of WCSD Essential Staff who need all day virtual learning support.

Program Design:

- Children will be separated into “pods” or small groups with a maximum of 15 children per group.
- Groups will comprise of children of similar age to allow for developmentally appropriate activities.
- While children are in the care of Wisconsin Youth Company, they will receive support with virtual learning, snack and lunch breaks and time for enrichment activities with a focus on social emotional health and exploring individual interests.

Health and Safety Considerations:

- Enhanced parent pick up and drop off procedures to promote social distancing.

- Daily health screenings including temperature screenings will be conducted upon arrival for each staff and child.
- Program registration is 5 day per week enrollment for the entire 8 week session (September 8-November 4). This will allow to keep consistent child groups and decrease intermixing of children.
- Each pod will be assigned 1 program leader that works with them Monday-Friday of each week. Staff will only interact with their group of children to reduce potential for exposure.
- Routine cleaning and sanitizing of materials and high touch surfaces.
- Each child has their own supply kit to eliminate sharing of school supplies and materials.
- All snacks are individually packaged and distributed by staff wearing both a mask and gloves.
- 2 on-site supervisors who are not counted in staff-to-child ratios to allow for support with health screening, routine sanitation, provide assistance and support for program leaders including staff breaks.

Tentative Schedule of Programming, Capacities and Weekly Program Fees:

Group	Program Hours	Capacity	Weekly Program Fee
AM Pod 1	7 a.m. -11:25 a.m.	15	\$170.00/week
AM Pod 2	7 a.m. -11:25 a.m.	15	
AM Pod 3	7 a.m. -11:25 a.m.	15	
PM Pod 1	11:35 a.m. – 4 p.m.	15	\$170.00/week
PM Pod 2	11:35 a.m. – 4 p.m.	15	
PM Pod 3	11:35 a.m. – 4 p.m.	15	
Virtual School Day Pod 1 (K-3)	8 a.m. – 4 p.m.	15	\$215.00/week
Virtual School Day Pod 2 (4-6 grade)	8 a.m. – 4 p.m.	15	
		Total: 120 children	

Note: Hours of AM and PM Wrap Program actual start and end times dependent on school bus schedule.

Subsidized Rates for WCSD Essential Staff:

Wisconsin Youth Company will partner with WCSD Human Resources to help support WCSD Essential staff who are in need of Virtual School Day or Wrap program and provide a subsidized program rate. Wisconsin Youth Company will invoice WCSD for students enrolled monthly.

Minimum Enrollment:

Minimum enrollment for all programs is required for programs to operate.

AM Wrap Program Minimum: 24 children
 PM Wrap Program Minimum: 24 children
 Virtual School Day Program: 12 children

Programs that do not reach minimum enrollment are subject to cancellation.

Space Use Requirements:

To maintain appropriate group sizes and avoid mixing of children and staff, the programs will require a minimum of 1 classroom per pod (8 classrooms), 1 classroom for administrative support, and 1 space reserved for child isolation if a child is to become ill while in our care. This is a total of 10 classrooms within the Waunakee Intermediate Center.

Wisconsin Youth Company programs will also work with facilities to identify multiple bathrooms to assign 1 bathroom per pod.

Wisconsin Youth Company programs will regularly practice fire, tornado and civil disturbance drills. Wisconsin Youth Company staff will work with WCSD to identify tornado shelter spaces for each pod to maintain social distancing between groups.

Additional Requests:

- On-site custodial support during the duration of the Wrap and Virtual School Day Programs.
- Facility Use Rental Fees Waived

TO: Waunakee Community School District -- Board of Education
FROM: Randy Guttenberg
RE: Start of School Calendar Plans
DATE: August 10, 2020

At the previous school board meeting on August 3, 2020 I shared with the school board that I would bring back the dates for how the school year will begin in Wauankee. The following is a summary of our dates for new teacher orientation, days for staff development with all staff, and our plans, by level, for the start of the school year.

District Wide Plans

August 3 - Remote Learning Professional Development

August 5/6 & 10/11 - Site School Improvement Institutes

August 12 - Remote Learning Professional Development

August 14, 17, 18, 19 - New Teacher Orientation

August 19 - Leadership Team - Chairs and Coordinators Report

August 20, 21, 24, 25, 26, 27 - District Professional Development

- Platforms & Digital Resources
- Remote Learning - building community, feedback & assessment, planning & pacing
- Diversity, Equity & Inclusion - Percy Brown keynote, student panels
- Social-emotional learning, suicide prevention, mandated reporting
- Department & Building meetings
- Team planning time

August 31 - Staff Workday

K-4 Specific Plan

September 1, 2, 3, 4 - prepare for students in-person

- Practice protocols prior to student arrival
 - entry and dismissal plans
 - cleaning plans
 - health room, scenario plans
 - accessing materials, library books, etc.
- Classroom set-up
 - Desks 6 feet apart
 - Separate student bins for AM/PM groupings

- Prepare individual student “kits” of manipulatives, etc.
- Remote student supply pick-up
 - Technology
 - Workbooks, books, manipulatives, kits, etc.
- Consider open house - video tour outlining procedures or small in-person groups - TBD
- Volunteer & paraeducators schedules/training
- Collaborative planning time among remote and hybrid teachers to ensure consistency
- Planning for training of students and families on virtual platform

September 8 - First day of hybrid and remote instruction

5-6 Specific Plan

Waunakee Intermediate School

Week One Plan

September 1 - 4, 2020

At WIS, the first week of school is intended to create connections between teachers and students and provide opportunities to learn expectations, routines, structures and how to use our technology. The goal for our first week with students is to replicate the outcomes of the typical first week format on an individual or small group basis to ensure the best remote learning experience for the first quarter.

Logistics:

- Email from principals explaining the first week structure and foreshadowing communication from homeroom teachers
- Sign-up genius sent to families electronically by homeroom teachers
- One hour meet and greet with homeroom teachers and partner teachers
 - Within villages, times will be staggered to accommodate the need for protective measures and cleaning protocols
- Students attend with one parent in small groups (1 - 3 students/group); one parent from each household will have the opportunity to schedule a session with the teacher.
- Virtual option provided to those who are unable to attend
- Outdoor/drive through option for material/supply pick up for those who select virtual option
- Paraeducators welcome families, help guide to classrooms, and demonstrate /monitor our protective measures as people arrive and leave

Teacher-student-parent time:

- Pick up materials and supplies including Chromebook
- Connection activity and/or interview
- Quick tutorial on Chromebook use and navigation to landing page/Google classroom

- Walk through schedule and daily expectations
- Related arts video introduces teachers/content for consistency
- Introduction to first assignment due Monday, September 8th (introductory slide)

7-12 Specific Plan

Waunakee Community Middle and High Schools

Week One Plan

September 1 - 4, 2020

At the Middle and High Schools, the first week of school is intended to orient students to expectations, routines, structures and how to use our technology. Technology and textbook distribution will also occur to ensure that students have the instructional resources they need for successful learning. The goal for our first week with students is to replicate the outcomes of the typical first week format to provide a positive and successful launch to the school year.

Logistics:

- Email from principals explaining the first week structure and activities.
- Email from principals explaining the overall structure of the start of year enhanced remote learning delivery model.
- 7-12 Class meetings via Zoom
- On site preferred option for material pick up and technology check.
- Outdoor/drive through option for material/supply pick up for those who select virtual option

Teacher-student-activities:

- No scheduled synchronous instruction for the first week.
- Teachers may assign syllabus reviews, and some asynchronous projects and assignments.

TO: Waunakee Community School District--Board of Education
FROM: Randy Guttenberg
RE: Review of School Board Decisions RE: Reopening
DATE: August 10, 2020

Over the course of the last month the Board of Education has made a number of significant decisions and provided direction on a number of areas. The purpose of the memo is to review those decisions to ensure that we have a common understanding as we move forward with implementation.

June 22, 2020

1. Tentative approval of required policies from PHMDC for use with summer programs.
 - a. Hygiene Policy
 - b. Cleaning Policy
 - c. Protective Measures Policy -- Staff
 - d. Documentation of Training of Staff
 - e. Health Guidelines for Attendance -- Students
 - f. Self-Check Wellness Sheets -- Students
 - g. Health Reporting Agreement -- Staff
 - h. Employee Illness Policy
 - i. Protective Measures Policy -- Students
2. Approved Camp Kindergarten and Extended School Year Programs
3. Approved the following summer programs:
 - a. Transition Students -- transportation to job sites
 - b. On-site staff development
 - c. Other required activities that involved student assessment and evaluation.
 - d. Weight Training (ended up outside and not inside)
 - e. ACT Prep Class
 - f. Gridiron Camp (did not occur)
 - g. Band Camp (is in process outdoors, and Intermediate and Middle School Camp is also taking place)

July 13, 2020

1. Final Approval of required policies from PHMDC.
 - a. Hygiene Policy
 - b. Cleaning Policy
 - c. Protective Measures Policy -- Staff
 - d. Documentation of Training of Staff
 - e. Health Guidelines for Attendance -- Students
 - f. Self-Check Wellness Sheets -- Students
 - g. Health Reporting Agreement -- Staff
 - h. Employee Illness Policy
 - i. Protective Measures Policy -- Students
2. Moved the start of football from August 3rd to August 17th and cancelled the first two non-conference games.
3. Approved 4K to begin the school year in person as per the Daycare Guidelines established by PHMDC.

4. Approved the administration to work with the Wisconsin Youth Company on use of school facilities for childcare, dependent on the instructional delivery model determined by the Board.
5. Approved administration to move forward with expenses associated with the start of the school year and for administration to bring back a 4th draft of the budget at the August 10th Board Meeting.

July 27, 2020

1. Approved starting the school year in the Enhanced Remote Instructional Delivery Model for grades K-12.
 - a. Move to K-12 hybrid model after the first quarter of the school year, if allowed per PHMDC.
 - b. Parents can select a remote leaning model for the school year, and can move from the hybrid model to the remote at any time.
 - c. Parents can move from the remote model to the hybrid at the quarter markers with two weeks notice.
2. Approved withholding use of facilities by outside groups until the issue could be reviewed again at the September 14, 2020 Board Meeting. Exception -- previously approved for the administration to work with the Wisconsin Youth Company.
3. Approved the Remote Work Policy and included staff who have a high risk family member residing within their residence as being eligible for accommodations.

August 3, 2020

1. Approved a motion for reconsideration of the decision from July 27, 2020 for starting the school year in the Enhanced Remote Instructional Delivery Model for grades K-12.
2. Approve grades 5-12 starting the school year in the Enhanced Remote Instructional Delivery Model. Approved grades K-4 starting the school year in the A.M./P.M. Hybrid Instructional Delivery Model.
 - a. Wednesdays will be a remote learning day for deep cleaning of the schools.
 - b. Grades 5-6 will move to the A.M./P.M. Hybrid Instructional Delivery Model after the first quarter of the school year, if allowed per PHMDC.
 - c. Grades 7-12 will move to the MT and TF Hybrid Instructional Delivery Model after the first quarter of the school year, if allowed per PHMDC.
 - d. Parents can select a remote leaning model for the school year, and can move from the hybrid model to the remote at any time.
 - e. Parents can move from the remote model to the hybrid at the quarter markers with two weeks notice.
3. Approved providing the administration latitude to move the start date of school from September 1st to September 8th, as long as allowable by DPI. (May require the submission of a waiver)
4. Approved low risk sports to have their season per guidelines with PHMDC.
5. Approved medium and high risk sports to move their season from fall to spring and to allow fall contact days, per guidelines by WIAA that will be coming out on August 14th.
6. Approved a motion that no team may travel or compete outside of Dane County, and teams traveling to Dane County would need to follow Dane County rules.
7. Approved a stipulation that as a condition of students participating in co-curriculars that they need to follow guidelines and rules outlined for that activity per District protocols.
8. Administration has viewed these approvals as applying to both MS and HS.

Minutes of Co-Curricular Committee

The Board of Education Waunakee Community School District

A Co-Curricular Committee of the Board of Education of Waunakee Community School District was held Tuesday, July 21, 2020, beginning at 4:30 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

The meeting was called to order by Hoefer at 4:31 PM

II. ROLL CALL

Present: Hoefer, Boetcher, Engebretson

Also Present: Randy Guttenberg, Brian Borowski, Aaron May

III. APPROVE THE AGENDA

A motion was made by Boetcher, second by Engebretson to approve the agenda as posted.

IV. PUBLIC COMMENTS

Dave Kettner advocating for co-curriculars for the fall.

V. REVIEW OF FALL 2020 CO-CURRICULAR PROGRAMS AND RELATED ISSUES PER COVID-19 AND REOPENING OF SCHOOL

Randy Guttenberg and Aaron May shared the guidelines that the WIAA and the Dane County Public Health are allowing at this time. As is the case with many guidelines, this is a very fluid process.

A. REVIEW WIAA AND PHMDC

Aaron May reported that as of right now the WIAA is a local decision. Per Dane County Public Health that outside there can only be athletic groups of 25 and no more than 100 on at a time. Inside there can only be groups of 10 playing and no more than 25 at a time. Just as a point of reference, the Badger Conference encompasses several counties, so there are counties in the conference that do not have as strict of restrictions as Dane County.

B. ANALYSIS OF FALL SPORTS

Aaron May shared several upcoming events that we can not have right now due to restrictions. One being a volleyball tournament that we were going to host. There are a few of non-athletic such as One Act that are making a virtual plan. The committee agreed that anything done that may put students at risk would be a bad idea. Whatever we decide we will have to let the community know very directly and plainly. The committee discussed if there were no athletic events this fall, that hopefully we could find a way to allow the coaches to still work with athletes regarding skill development as well as maintaining the connection with the student athletes. These connections are very important. There are positive impacts regarding the weight program on Warrior stadium.

C. REVIEW POSITION ON HOSTING EVENTS

Due to the guidelines we currently can not host any events.

D. REVIEW POSITION ON TRAVEL TO OUT-OF-TOWN EVENTS

At the time of this meeting there were other teams in our conference that could have events since they are in a different county. The committee agreed that if we can't have events here we don't want our teams going somewhere else and chancing bringing something back.

E. REVIEW POSTION ON CONCESSION STANDS

Aaron and Randy shared with the board that this will be something we should talk about. Concessions have to follow many of the same regulations as a restaurant. Many of the organizatoin, like FFA, use concessions as a fund raiser. Often this is not their only way of having funds. These funds are often used for something the group is doing. These activities may or may not be able to happen as well. This will be something everyone keeps in mind.

F. REVIEW POSITIONS ON SPECTATORS AND TICKETS

Should we finally be able to have events on a limited basis, Aaron has been able to research ways to stream events for fans to watch remotely. Aaron also surveyed several booster groups and while they would miss seeing their child play, if the choice is play without fans or don't play they would want their athletes to play.

We will need to keep in mind the revenue that comes from these events as well.

**G. REVIEW USE OF FACILITIES BY OUTSIDE SPORTING GROUPS -
BDL/VILLAGE/ETC.**

After discussion and explanation Boetcher made a motion, second by Engebretson, to recommend to the full board to not rent our facilities to any other organizations at this time and our teams should follow the DCPH guidelines and should not travel to any location that has guidelines that are less strict that the ones we are following. Motion Carried 3-0.

After some clarificatoin discussion, Boetcher made a motion, second by Engebretson, to reconsider his initial motion. Motion carried 3-0.

Boetcher made a motion, second by Engebretson, to recommend to the full board to not rent any district space to any group with the exception of the WI Youth Company for daycare purposes. Motion carried 3-0.

Boetcher made a motion, second by Engebretson, to recommend to the full board to have a special meeting on August 3, 2020 in order to discuss and consider Co-curriculars. Motion carried 3-0.

VI. FUTURE MEETINGS

No future meetings at this time.

VII. ADJOURN

A motion was made by Boetcher, second by Engebretson to adjourn at 5:43 PM Motion carried 3-0.

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 Thursday, July 23, 2020, beginning at 10:00 AM in the Waunakee Community School District

905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

The Human Resources meeting was called to order by Chairperson Ensign at 10:01am.

II. ROLL CALL

Committee Members present: Ensign, Hoefler, Engebretson

Also present: Randy Guttenberg, Brian Grabarski, and Steve Summers

III. APPROVE AGENDA

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

Judy accept BH second all in

IV. PUBLIC COMMENTS

Public Comments from the WTA were shared and specifics were shared as they came up to related agenda items.

V. DISCUSSION OF ADDITIONAL COMPENSATION FOR PLANNING

Discussion of different models to provide additional compensation to teachers for the work in preparation for the 20/21 school year.

WTA comments:

- 9/8 student start date or curriculum pay up to X hours
- Suspend the late resignation penalty
- Stipend for staff using their own technology
- Consideration of Co-Curricular pay, if these opportunities are suspended.

The Committee members and the administrators discussed what type of compensations would be possible for additional professional development. The costs of this is dependent on the type of educational model. They also discussed front loading the year with professional development and they also discussed a soft start for students to prepare for whichever educational model. A final discussion will need to take place after the educational model is determined.

The committee and the administration also discussed the late resignation penalty, how it works and what can be done during this extenuating time.

This is something that can be looked at closer once we know the educational model and see where our staff is at.

VI. WORKPLACE ACCOMMODATIONS / MODIFICATIONS PHILOSOPHY DISCUSSION

Discussion of the district's philosophy and plan for employee's workplace accommodation or modification requests due to COVID-19.

WTA –

- Uniform protection across buildings and anywhere our staff serves students.
- Flexibility for high risk staff or who live with a high risk family member
- No travel to homes or business without same protection practices as the district buildings.
- Clarity of processes and timelines for staff requests and accommodations.

Brian Grabarski explained the draft of Telecommuting and Remote Policy & Procedure. He answered questions from the committee and discussed specific details. He wanted the committee's opinion on should we either follow the letter of the law (ADA) or will we go beyond that and look at each situation based on the position, the request, and etc. The committee agreed we need to show compassion for direct living situation (live with high risk family members) over someone who has a high risk relative not living with them.

A motion was made by Hoefler, second by Engebretson to move the telecommuting & remote work policy and procedure to the full board. Motion carried 3-0.

A motion was made by Engebretson, second by Hoefler to allow WCSJ as the employer to be open to exploring modifying work conditions for staff who are living with a vulnerable/high risk family member. Motion carried 3-0.

VII. REVIEW OF CURRENT SICK LEAVE POLICIES RELATED TO COVID 19

Review of current sick day allocations to employees and those leaves associated with FFCRA (EPSL and E-FMLA).

WTA –

- Develop sick leave policy to:
- Allow additional days for employees who get or have to take care of family who has COVID 19 so they do not deplete sick days
- Policy outlining that if under a required quarantine - this will not deplete sick days.

Grabarski explained sick days, accumulated sick days, the value given upon retire of left

over sick days and also explained FFCRA. (EPSL & E-FMLA)

Is dist. able to offer additional leave days beyond what given and what fed law allows. The committee and administration had a lot of discussion on how this would work for staff especially for new staff that may not have a lot of sick time. Is there a way to keep them whole. It was recommended that if we want to allow something more to consider it on an as needed basis only, not a blanket up front situation.

There isn't just one bank of sick days, there are other options. Staff just need to work with HR to find out what best fits their situation.

VIII. DISCUSSION OF THE STAFFING-RELATED CHALLENGES POSED BY THE DIFFERENT 2020/2021 DELIVERY MODELS

Each of the three delivery models (socially-distanced all attending, hybrid, virtual) pose staffing challenges. Overview of the issues and discussion of potential solutions.

WTA –

- Develop a document outlining the procedure to follow if someone tests positive for COVID 19
- Work load should generally reflect minutes as outlined in handbook
- Require a duty free lunch
- Document a formal procedure if class is in quarantine or if teacher is out.
- Requirements/procedures and staffing in high traffic times.
- Outline District responds when procedures or staffing cannot be followed.
- Determine tools and strategies for student safety protocol
- Train staff on proper PPE use.
- If virtual or a hybrid of virtual clearly outline when staff can/should be in buildings vs. at home
- #hour of required for various staff duties
- Other duties assigned to fill time of staff.

Guttenberg explained that at the full board meeting various models will be described at a high level with costs associated to each model. The deep specifics regarding each model will not be part of Monday's presentation. Once we have an educational model determined the administration and the committees of each building will go into the details regarding that model. Depending on the educational model we will be either understaffed or over staffed.

Grabarski explained and answered questions on our staffing situation regarding a virtual or an in person model. He shared results from a sub staff survey regarding returning to work. He also explained how staff would be used in the district.

Difficulty in hiring staff and substitutes, daycare needs for staff, furlough vs. layoff, transportation staff needs, and the district clinic were all items discussed.

The administration reminded the committee that there were many decisions that will have to be made once an educational model is determined.

ADJOURN

A motion was made by Hoefler, second by Engebretson to adjourn the meeting at 11:30 AM. Motion carried. 3-0.

“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 Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, July 28, 2020, beginning at 4:00 PM in the Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597.

I. Approve agenda

Chairperson Engebretson called the meeting to order at 4:05pm

Present: Engebretson, Ensign, Hetzel

Also present: Tim Schell, Amy Johnson.

A motion was made by Ensign to approve the agendas as posted, motion carried 3-0.

II. Public input on agenda items.

No public comments were received

III. Testing and Assessment Plan for 2020-2021

Tim Schell and Amy Johnson presented the conditional testing and assessment schedule. Ensign made a motion to move the schedule to the full board to consider, giving the administration latitude in implementing due to our educational model. Tim and Amy will come back after the fall assessments to discuss what needs to happen in the winter and spring. Motion carried 3-0.

IV. Human Growth and Development Update

Tim Schell gave an update on HG&D and included the survey from the teaching staff at the various levels. The teaching staff felt this was an improvement and would be able to work within the outline.

A motion was made by Hetzel, second by Ensign to continue to move forward with this curriculum this year and to review how the year went next spring. Motion carried 3-0.

V. Items for Upcoming Meetings

- Additional incentives for Professional Development due to Educational Models to be reviewed in some venue, not necessarily Curriculum Committee.
- Committee have better understanding of educational models, so may discuss with teachers and families if needed.
- Board is welcome and appreciates being included with Staff Development Opportunities
- Will need to schedule a meeting in September

VI. Adjourn

A motion was made by Ensign to adjourn the committee meeting at 4:41pm. Motion carried 3-0.

Waunakee Community School District ---2020-21 Testing Program Schedule

Grade	Test	Typ	Administration Dates	Responsible	Annual Est. Time
4K	PALS (Early Literacy Screener)^#	Universal Screener	<u>FALL</u> -Oct. 5-16, 2020 <u>WINTER</u> - Feb. 1-12, 2021 <u>SPRING</u> -May 3-14, 2021	Classroom Teacher	20 hours (T)
KDG	PALS (State Early Literacy Screener)^#	Universal Screener	<u>FALL</u> -Oct. 12-Oct. 30, 2020 <u>WINTER</u> -Jan. 4-15, 2021 <u>SPRING</u> -April 19-April 30, 2021 <i>(Note: In the Winter and Spring, only students who have not met the Spring benchmarks yet will be assessed.)</i>	Classroom Teacher	10 hours (T)
K-10	AimsWeb#	Progress Monitor	September 2020-May 2021	Classroom and Reading	4 minutes per student
K-4	Fountas and Pinnell Benchmark Assessment System#+	Universal Screener, Diagnostic	Sept 1-Sept 25, Nov. 2-20, Jan 4-Feb 26, Apr. 26-May 21 <i>(Note: Sept. required for new students 1-4 and basic/minimal last spring only)</i>	Classroom Teacher	20-35 hours (T)
5-6	Fountas and Pinnell Benchmark Assessment System#+	Universal Screener, Diagnostic	Sept 9-Sept 25, Nov. 2-20, Jan 4-Feb 26, Apr. 26-May 21 <i>(Note: Sept. required for new students 5-6 and basic/minimal last spring only. May required for all 5th and basic/minimal for 6th)</i>	Classroom Teacher	15-25 hours (T)
K-5	Math Facts Benchmarks#	Universal Screener	September 2020-May 2021 (K 3 rd Trimester)	Classroom Teacher	45 minutes (S)
1	PALS (State Early Literacy Screener)^#	Universal Screener,	<u>FALL</u> -Sept. 9-18, 2020 <u>WINTER</u> -Jan. 4-15, 2021 <u>SPRING</u> - April 19-April 30, 2021 <i>(Note: In the Winter and Spring, only students who have not met the Spring benchmarks yet will be assessed.)</i>	Classroom Teacher	10 hours (T)
1	STAR – Math only	Universal Screener, Achievement, Growth, Progress Monitor	FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-May 7, 2021	Principal, Counselors 1st Grade Teachers	90 minutes (S) More if used for progress monitoring.

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Waunakee Community School District ---2020-21 Testing Program Schedule

2	PALS (State Early Literacy Screener)^#	Universal Screener,	FALL-Sept. 8-18, 2020 WINTER-Jan. 4-15, 2021 SPRING- April 19-April 30, 2021 <i>(Note: In the Winter and Spring, only students who have not met the Spring benchmarks yet will be assessed.)</i>	Classroom Teacher	10 hours (T)
2	STAR Reading and Math	Universal Screener, Achievement, Growth, Progress Monitor	FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-April 30, 2021	Principal, Counselors 2 nd Grade Teachers	180 minutes (S) More if used for progress monitoring.
3	Forward Exam^ STAR Reading and Math	Proficiency Universal Screener, Achievement, Growth, Progress Monitor	WI test window March 22-April 30, 2021 FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-April 30, 2021	Principals, Counselors 3 rd Grade Teachers	235 minutes (S) 180 minutes (S) More if used for progress monitoring.

Waunakee Community School District ---2020-21 Testing Program Schedule

Waunakee Community School District ---2020-21 Testing Program Schedule

4	Forward Exam^ STAR	Proficiency Universal Screener, Achievement, Growth, Progress Monitor	WI test window March 22-April 30, 2021 FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-April 30, 2021		435 minutes (S) 180 minutes (S) More if used for progress monitoring.
5	Forward Exam^ STAR	Proficiency Universal Screener, Achievement, Growth, Progress Monitor	WI test window March 22-April 30, 2021 FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-April 30, 2021	Principals, Counselors, 5 th Grade Teachers	250 minutes (S) 180 minutes (S) More if used for progress monitoring.

Waunakee Community School District ---2020-21 Testing Program Schedule

6	<p>Forward Exam[^]</p> <p>STAR</p>	<p>Proficiency</p> <p>Universal Screener, Achievement, Growth, Progress Monitor</p>	<p>WI test window March 22-April 30, 2021.</p> <p>FALL-Sept 8-25, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-April 19-April 30, 2021</p>	<p>Principal, Counselors, 6th Grade Teachers</p>	<p>250 minutes (S)</p> <p>180 minutes (S) More if used for progress monitoring.</p>
7	<p>Forward Exam[^]</p> <p>Aspire Interim (English,reading, math, & science)#</p>	<p>Proficiency</p> <p>Universal Screener, Achievement,</p>	<p>WI test window March 22-April 30, 2021</p> <p>FALL-Sept 8-Sept 18, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-May 3-May 14, 2021 (<i>Note: For Aspire Interim the fall window is required for all students. Winter window is limited to new students, students at or below the 45th percentile in the Fall, and students where there is concern about a significant change in learning. Spring window is limited to students where additional data is needed for placement decisions.</i>)</p>	<p>Principal, Counselors, Homeroom Teachers</p>	<p>250 minutes (S)</p> <p>180 minutes (S) More if the student qualifies for winter and spring testing.</p>

Waunakee Community School District ---2020-21 Testing Program Schedule

8	Forward Exam [^]	Proficiency	WI test window March 22-April 30, 2021		440 minutes (S)
	Aspire Interim (English, reading, math, & science)#	Universal Screener, Achievement,	FALL-Sept 8-Sept 18, 2020 WINTER- Jan 4-Jan 15, 2021 SPRING-May 3-May 14, 2021 <i>(Note: For Aspire Interim the fall window is required for all students. Winter window is limited to new students, students at or below the 45th percentile in the Fall, and students where there is concern about a significant change in learning. Spring window is limited to students where additional data is needed for placement decisions.)</i>		180 minutes (S) More if the student qualifies for winter and spring testing.
	Gates/McGinnity	Achievement Placement for AE9	Late winter 2021	AE8 Teachers & Pathways	60 minutes (S) (pullout)

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Grade	Exam	Type	Administration Dates	Responsible Party	Estimated Time
9	Aspire Summative [^]	Proficiency and College Readiness	WI test window April 5-May 5 2021	Counselors & Teachers	250 minutes (S)
10	Forward Exam (social studies) [^]	Proficiency	WI test window March 22-April 30, 2021.	Social Studies Teachers	100 minutes (S)
	Aspire Summative [^]	Achievement	WI test window April 5-May 5, 2021	Counselors & Teachers	250 minutes (S)

Waunakee Community School District ---2020-21 Testing Program Schedule

11	PSAT* @	College Prep, Scholarship	October 14, 2020	Counselors	130 minutes (S) (pullout)
	WI ACT ^	Proficiency and College Entrance	March 9, 2021, make up April 13	Counselors & Teachers	235 minutes (S)
11-12	Advanced Placement* @	College Entrance	May 3-14, 2021	Counselors	190 minutes (S) (pullout)

Please note: Exemptions are made for SWD and EL students according to established district procedures.

NAEP testing –TBD if selected.

Dynamic Learning Maps (DLM)-this calendar should match the State Assessment spring calendars for 2020-2021

ACCESS for ELL- TBD- approx. Dec. 1, 2020 to Jan 29, 2021 testing window

SSIS-Behavioral screeners and assessments will be scheduled periodically during the year as part of PBIS.

AAPPL-World language assessment of the ACTFL standards. Will be administered to all High School French and Spanish, and Middle School Spanish II at beginning of year and Spanish for Proficiency three times annually.

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Estimated time notation (T) teacher for individualized/interview assessments and (S) for large group assessments.

* Tentative

^State Mandated

#RtI Recommended

@student optional

Revised: July 25, 2020



Schell, Tim <timschell@waunakee.k12.wi.us>

WI Statewide ACT Assessment Update - Online ACT Testing Spring 2021

1 message

Braconier, Nicole L. DPI <Nicole.Braconier@dpi.wi.gov>
Reply-To: "Braconier, Nicole L. DPI" <Nicole.Braconier@dpi.wi.gov>
To: Tim Schell <timschell@waunakee.k12.wi.us>

Wed, Aug 5, 2020 at 11:17 AM

Dear Educators,

As we continue to monitor the Covid-19 pandemic, the Department of Public Instruction (DPI) has acknowledged the need to provide districts with flexible ACT testing opportunities for the Spring 2021 assessment. In addition to standard paper testing, DPI is offering districts the opportunity to administer ACT testing online. Online testing allows for additional testing days.

Online testing is **not** required and districts will have the choice to administer the ACT on paper, online or a combination of both paper and online.

Revised Spring 2021 ACT Testing Dates:

Test Window 1 (Initial):

- March 9, 2021 –Paper Administration
- March 9-12 & 15-19, 2021 – Paper Accommodations Administration
- March 9-11 & 16-18, 2021 – Online Administration

Test Window 2 (Make-Up):

- March 23, 2021 – Paper Administration
- March 23-26, 29-31 & April 1-2, 2021 – Paper Accommodations Administration
- March 23-25 & 30-31 & April 1, 2021 – Online Administration

Test Window 3 (Emergency)

- April 13, 2021 –Paper Administration
- April 13-16 & 19-23, 2021 – Paper Accommodations Administration
- April 13-15 & 20-22, 2021 – Online Administration

Technical requirements for online testing can be found [here](#).

Additional information about online testing, including training materials and a schedule of events, will be provided to districts in the near future.

Thank you,

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Office of Student Assessment

Thank you for your contributions to a successful testing experience for all students.

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Nikki Braconier

608-266-1075

nicole.braconier@dpi.wi.gov

<https://dpi.wi.gov/assessment/act>

Choice Program and Test Security

Duane Dorn

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Waunakee Community School District

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To: Board of Education

From: Tim Schell

Date: August 6, 2020

Subject: Recommended Updates to Human Growth and Development Scope and Sequence

Our current Human Growth and Development Scope and Sequence was last revised in 2008. The last significant revision occurred in the early 1990's. A review process began in 2019 that has resulted in proposed updates. A brief summary of the process follows:

- Human Sexuality Education content is being reviewed through an advisory committee as required under state statute.
 - Feedback and data indicate need to consider expansion of this topic of instruction
 - Abstinence-Only Education vs. Abstinence-Based Comprehensive Education
- Advisory Committee appointed February 2019. State requires shape the composition of the Advisory Committee.
 - School Staff: Janet Thomas/Tim Schell*, Brenda Murty (*Facilitation changeover Fall 2019)
 - Parents: Jodie Sorenson, Kristin Ensminger, Michelle Berg
 - Students: Morgan Ensminger (MS/HS), Peyton Meyer (HS), Allison Hoffman (HS), Brogan Mulcahey (HS)
 - Health Care Professional: Barb Schlittler
 - Clergy Member: Ezra Schmeelk
- Met Spring 2019, Winter 2019-2020
- Advisory Committee report March 3, 2020
- Teacher feedback June-July 2020
- Curriculum Committee discussion throughout 2020, most recently May 21 and July 28.
- Implementation 2020-2022 school years

You have three attachments related to this item. The HGD Family Info Session summarizes much of our initial needs assessment and also state requirements. The Human Sexuality Scope and Sequence 2008 presents our current scope and sequence as last updated from 2008. The Waunakee Scope and Sequence March 3 Draft presents the consensus recommendation of the Advisory Committee. Red text are additions. Black text is carried over from 2008 and numbers correspond to the current learning targets.

Our Middle and High School health teachers have reviewed the proposed updates and are in favor of the updates. 80% of K-6 teachers and counselors responding to this summer's feedback survey view the recommendations as an overall improvement with 20% not sure. None disagreed. Overall these are an important and overdue update of our Human Growth and Development scope and sequence.

Recommendations:

1. Adopt the proposed scope and sequence updates and implement 2020-2022. A two year implementation is recommended due to the COVID emergency disruptions.
2. Maintain the Advisory Committee as a sounding board as the changes are implemented.
3. Provide status updates to the Curriculum Committee.
4. Add more specific and family friendly documentation of scope and sequence and course materials on the district web site.

Human Growth and Development Review

Family Information Session
February 3, 2020

Family Information Session

February 3, 2020

- Welcome
- Current status of HG&D in district and need for review
- State requirements
- Review of current content
- Review of district data
- Questions

HG&D in Waunakee

- 2008 version is most recent comprehensive HG&D review
- Non-sexuality components of past Scope and Sequence have been updated.
- Human Sexuality Education content is being reviewed through committee
 - Feedback and data indicate need to consider expansion of this topic of instruction
 - Abstinence-Only Education vs. Abstinence-Based Comprehensive Education
- Advisory committee appointed February 2019
 - School Staff: Janet Thomas/Tim Schell*, Brenda Murty (*Facilitation changeover Fall 2019)
 - Parents: Jodie Sorenson, Kristin Ensminger, Michelle Berg
 - Students: Morgan Ensminger (MS), Peyton Meyer (HS), Allison Hoffman (HS), Brogan Mulcahey (HS)
 - Health Care Professional: Barb Schlittler
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- Met Spring 2019, Winter 2019-2020
- Committee report and Board action Spring 2020
- Implementation 2020-2021 school year

State Requirements-Recommended Topics

Current Law: 118.019 Human growth and development instruction

Recommended instruction-

Present medically accurate information to pupils and, when age-appropriate, address the following topics:

1. The importance of communication about sexuality between the pupil and the pupil's parents or guardians.
 2. Reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation.
 5. The benefits of and reasons for abstaining from sexual activity. Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent.
 7. Methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress.
 8. How alcohol and drug use affect responsible decision making.
 9. The impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality.
 10. Adoption resources, prenatal care, and postnatal supports.
 11. The nature and treatment of sexually transmitted infections.
- (c) Address self-esteem and personal responsibility, positive interpersonal skills, and healthy relationships.
- (d) Identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships.
- (e) Address the positive connection between marriage and parenting.
- (f) Present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors.

State Requirements-Required Instruction

Required instruction-

- (c) Presents abstinence from sexual activity as the preferred choice of behavior for unmarried pupils.
- (d) Emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome.
- (e) Provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children.
- (f) Explains pregnancy, prenatal development, and childbirth.
- (g) Explains the criminal penalties under ch. 948 for engaging in sexual activities involving a child.
- (h) Explains the sex offender registration requirements under s. 301.45. Instruction under this paragraph shall include who is required to report under s. 301.45, what information must be reported, who has access to the information reported, and the implications of being registered under s. 301.45.
- (i) Provides medically accurate information about the human papilloma virus and the human immunodeficiency virus and acquired immunodeficiency syndrome.

Advisory Committee-

- Appointed by the BOE. Parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district shall comprise the committee. No one category of member shall constitute more than 1/5 of the membership, except parents. No more than 1/4 may be made up of employees of the school district or their spouses or members of the school board or their spouses.

Current HG&D Content

Guidance Documents:

WCSD HG&D [Philosophy Statement](#)

WCSD HG&D [Family Partnership Statement](#)

Guidelines for Instructors: [Responding to Student Questions](#)

Topics: [Scope and Sequence](#)

WCSD HG&D: **Philosophy Statement**

Human growth and development is one part of the district's health curriculum, K-12.

It is important to recognize the acknowledged role of parents as the primary human growth and development educators of their children. Thus, curriculum materials presented in the classroom are designed to supplement and further the aims of parents in providing children with a balanced and thoughtful program.

Sexuality is a normal and natural part of being human from birth to death. All individuals experience changes in their bodies, their relationships, and their sexual feelings. Society, however, often gives them mixed messages and very little specific information about how to deal with their sexuality. Individuals need an opportunity to learn about human sexuality in a factual manner so they can further develop a personal standard of behavior based on their family, religious, social, and educational experiences.

WCSD HG&D: Family Partnership Statement

The instruction of students in sexuality issues is a partnership. The school's role is to teach human growth and development; the parent's role is to share, explain and infuse family values. The school's role is also to facilitate communication between parent and student, between parents and the school, and among the parents of students studying human growth and development issues.

- Advisory Committee
- Informational Meetings
 - Right to Exempt

WCSD HG&D: Responding to Questions

Students have many different kinds of questions about human growth and development. The following student guidelines help teachers to ask their questions in a safe environment.

- Students may write questions and put them into a question box or give them to the teacher prior to the answer sessions. This gives the instructor the opportunity to consider appropriate responses to students' questions.
- All questions will be answered simply and factually.
- If students ask questions reflecting personal, or sexual values, they will be referred to their parents/guardians and/or another trusted adult.
- Not every question asked by students needs to be answered; the teacher will use professional judgment.
- Questions regarding the sexual experiences of any particular person will not be answered.
- Correct terminology for slang terms will be provided whenever appropriate.

WCSD HG&D: **Responding to Questions**

Topics with Guidelines:

Child Abuse

HIV/AIDS/STDs

Sexual Intercourse

Contraception

Abortion

Masturbation

Sexual Orientation

WCSD HG&D:

Current Scope and Sequence

District Data Review

Middle School and High School Health Class Surveys 2018-2019

2018 Senior Exit Survey

Middle School and High School Dane County Youth Assessment

Informal interviews with students/staff 2019

Additional staff feedback January 2020

Parent survey (closes tonight)

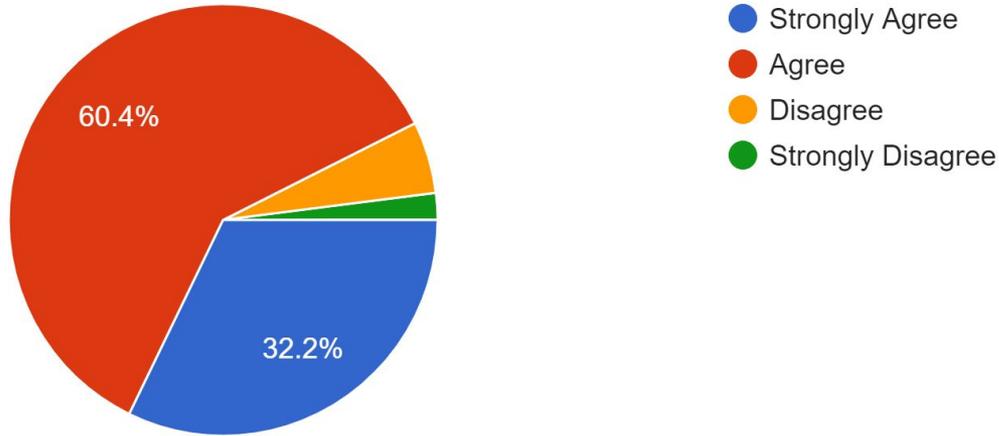
8th Grade Health Survey

Prompt: “I received enough information on...”

- The Reproductive System (anatomy, conception, pregnancy)
- Sexual Orientation (Straight, Gay, Bisexual, etc)
- Gender Identity (Transgender)
- Sexually Transmitted Infections (STIs or STDs)
- Sexual Harassment

I received enough information on the Reproductive System (anatomy, conception, pregnancy).

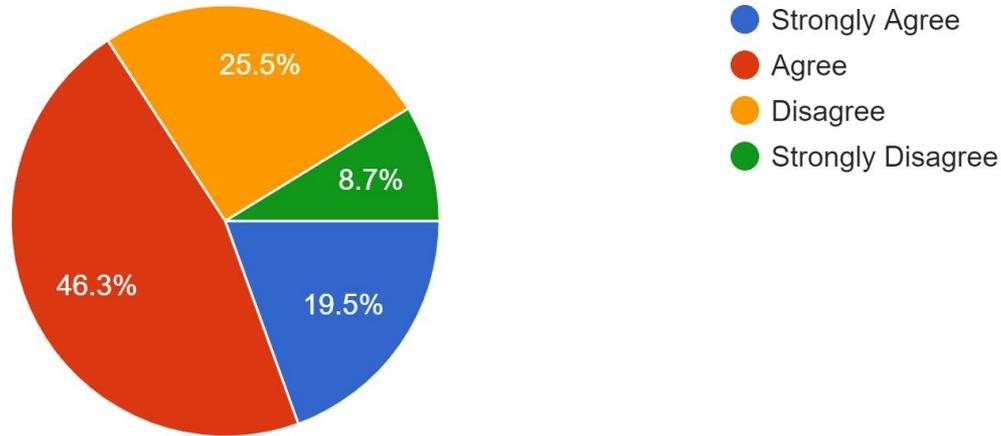
149 responses



8th grade Health Class Survey: 7.4% disagree (11)

I received enough information on Sexual Orientation (Straight, Gay, Bisexual, etc).

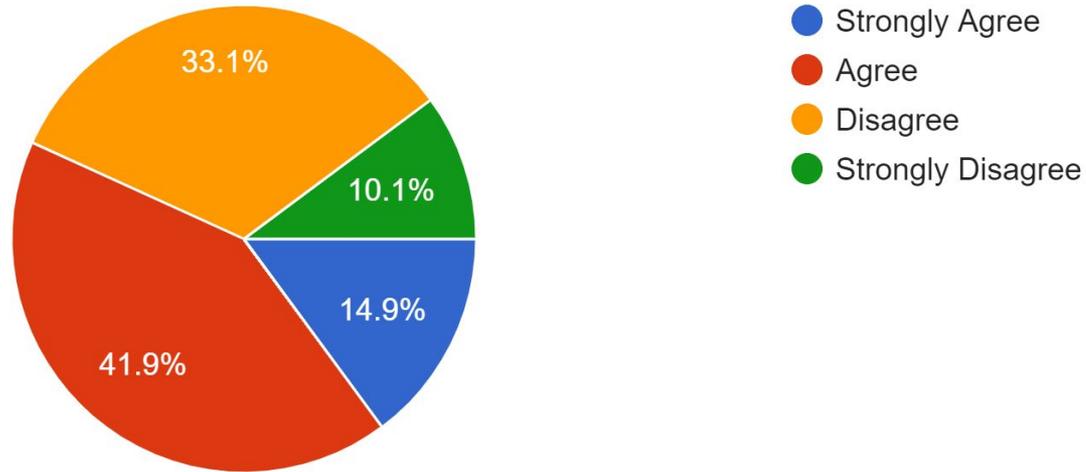
149 responses



8th grade Health Class Survey: 34.2% disagree (51)

I received enough information on Gender Identity (Transgender).

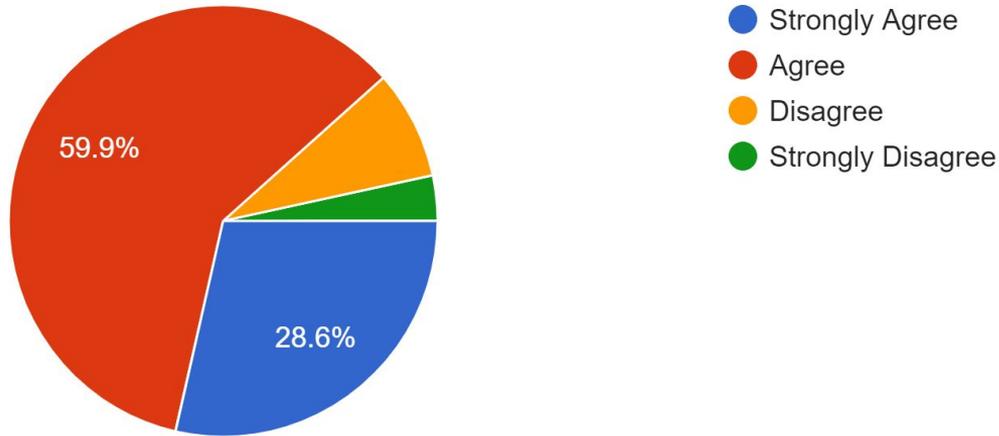
148 responses



8th grade Health Class Survey: 43.2% disagree (64)

I received enough information on Sexually Transmitted Infections (STIs or STDs).

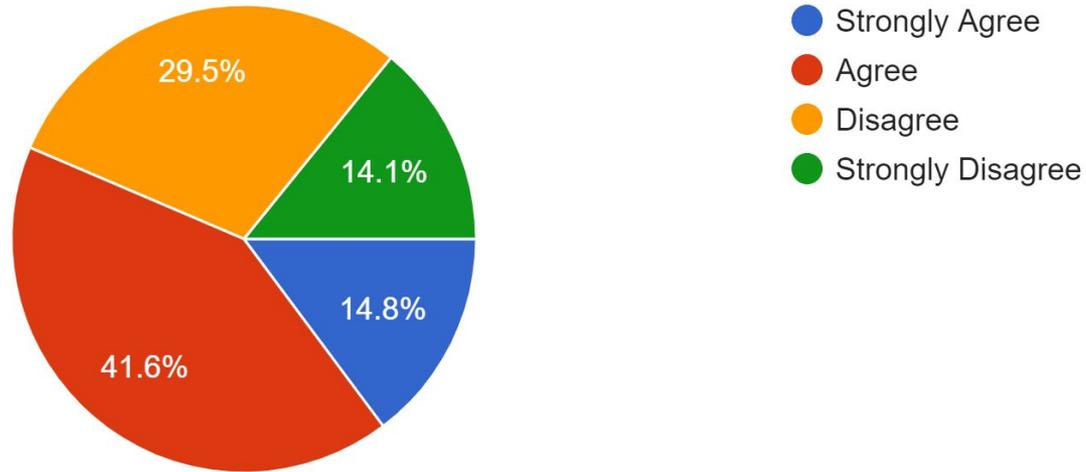
147 responses



8th grade Health Class Survey: 11.6% disagree (17)

I received enough information on Sexual Harassment.

149 responses



8th grade Health Class Survey: 43.6% disagree (65)

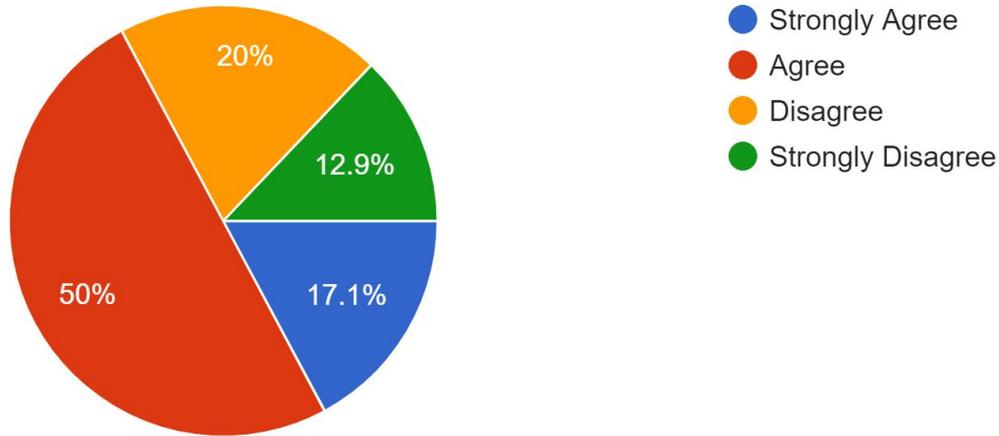
10th Grade Health Survey

Prompt: “I received enough information on...”

- The Reproductive System (anatomy, conception, pregnancy)
- Sexual Orientation (Straight, Gay, Bisexual, etc)
- Gender Identity (Transgender)
- Sexually Transmitted Infections (STIs or STDs)
- Sexual Harassment
- *Dating Violence*
- *Contraception (birth control, condoms, the pill, etc)*

I received enough information on the Reproductive System (anatomy, conception, pregnancy).

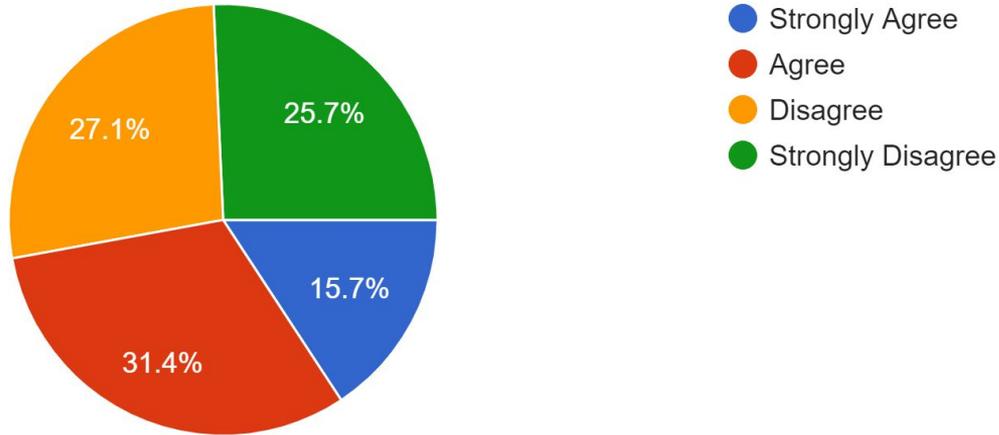
70 responses



10th Grade Health Survey: 32.9% Disagree (23)

I received enough information on Sexual Orientation (Straight, Gay, Bisexual, etc).

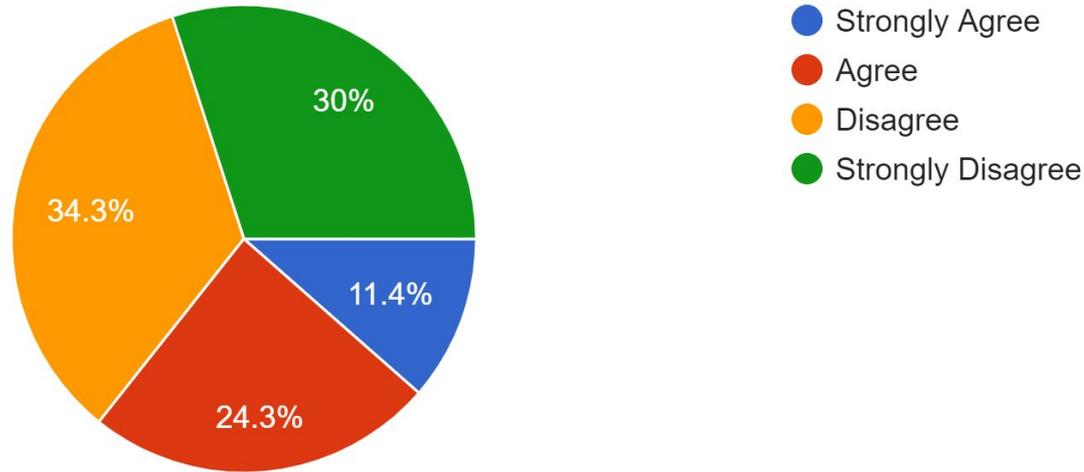
70 responses



10th Grade Health Survey: 52.9% Disagree (37)

I received enough information on Gender Identity (Transgender).

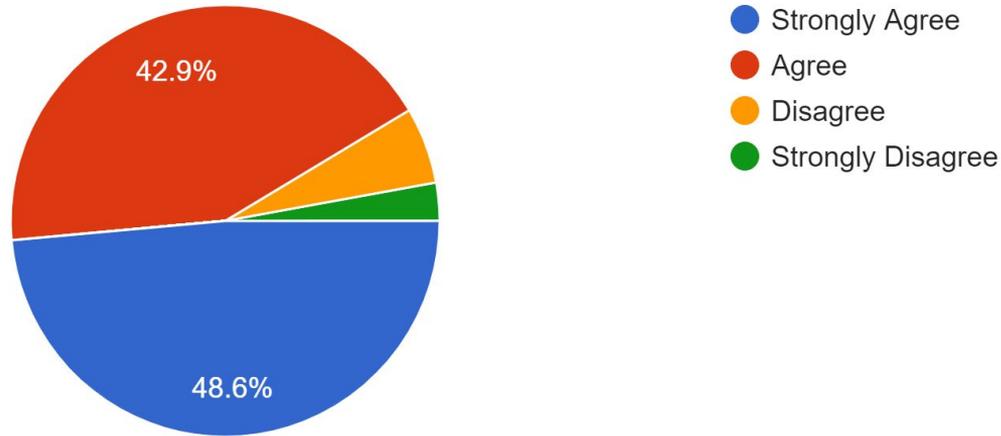
70 responses



10th Grade Health Survey: 64.3% Disagree (45)

I received enough information on Sexually Transmitted Infections (STIs or STDs).

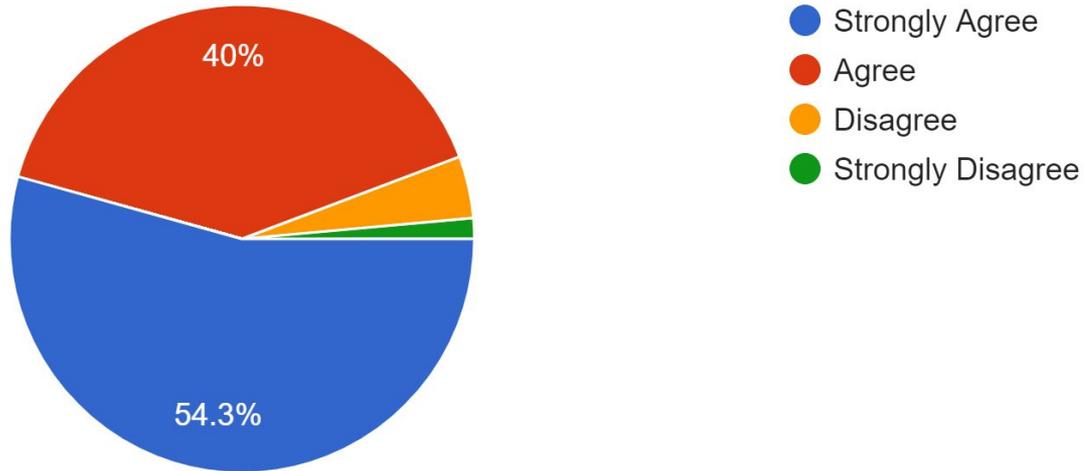
70 responses



10th Grade Health Survey: 8.3% Disagree (6)

I received enough information on Sexual Harassment.

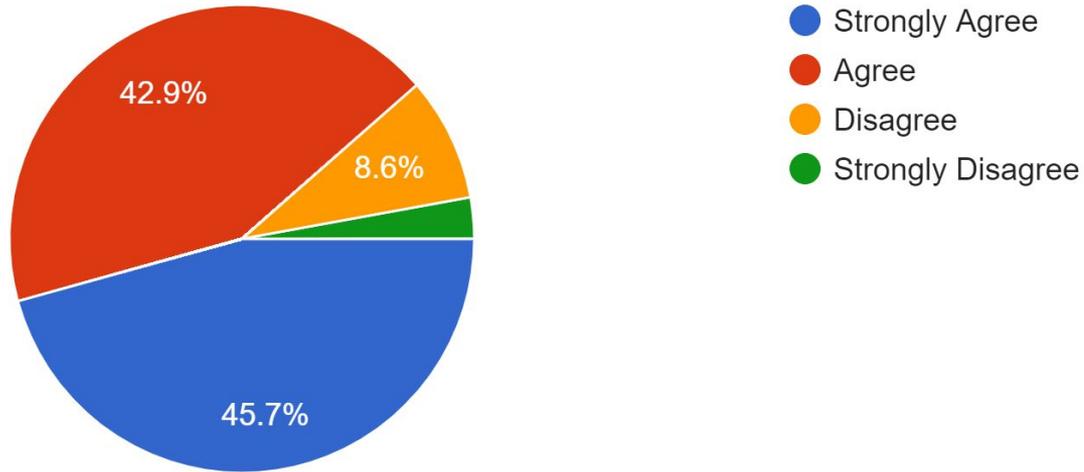
70 responses



10th Grade Health Survey: 5.7% Disagree (4)

I received enough information on Dating Violence.

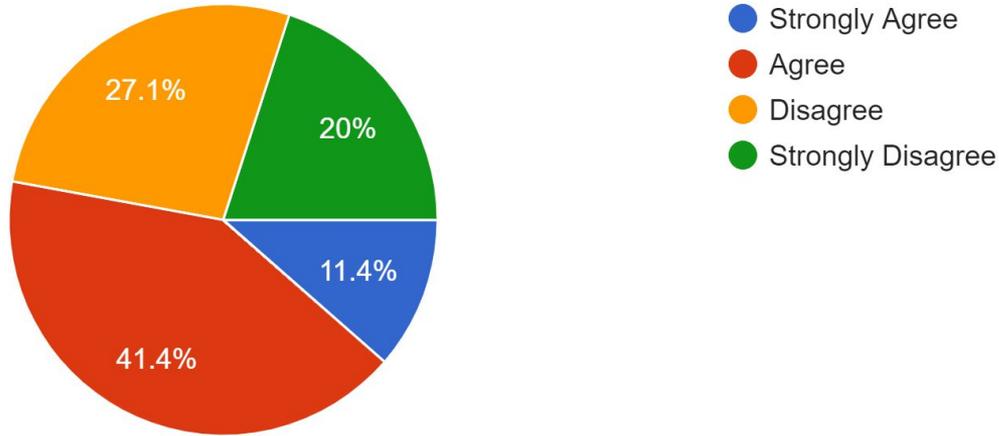
70 responses



10th Grade Health Survey: 11.5% Disagree (8)

I received enough information on Contraception (birth control, condoms, the pill, etc).

70 responses



10th Grade Health Survey: 47.1% Disagree (33)

2018 Senior Exit Survey

Prompt: “During my time at WHS, I received adequate information on:”

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	
Contraception	9.29% 25	29.00% 78	34.94% 94	26.77% 72	62% Disagree
Sexually Transmitted Infections	15.56% 42	45.56% 123	26.67% 72	12.22% 33	39% Disagree
Sexual Harassment and Assault	18.52% 50	45.19% 122	21.85% 59	14.44% 39	36% Disagree
Dating Violence	10.78% 29	39.78% 107	27.14% 73	22.30% 60	49% Disagree
Sexual Orientation	9.63% 26	36.30% 98	28.89% 78	25.19% 68	54% Disagree
Gender Identity	9.26% 25	29.26% 79	31.48% 85	30.00% 81	61% Disagree
Human Biology and Reproduction	21.48% 58	51.11% 138	16.67% 45	10.74% 29	27% Disagree

Did not “receive enough info on...” **Top Student Responses by Level**

8th Grade	10th Grade	12th Grade
<p>Gender Identity (43.2%)</p> <p>Sexual Orientation (34.2%)</p> <p>Sexual Harassment (43.6%)</p>	<p>Contraception (47.1%)</p> <p>Gender Identity (64.3%)</p> <p>Sexual Orientation (52.9%)</p>	<p>Contraception (61.7%)</p> <p>Gender Identity (61.5%)</p> <p>Sexual Orientation (54%)</p> <p>Dating Violence (49.4%)</p>

2018 Dane County Youth Assessment

Middle School Identity Data

Sexual Orientation:

Gay, Lesbian, Bi, Questioning, Other =

Approx. 9% of enrollment (59 students)

Gender Identity:

Transgender =

Approx. 1 % of enrollment (7 students)

High School Identity Data

Sexual Orientation:

Gay, Lesbian, Bi, Questioning, Other =

Approx. 10% of enrollment (133 students)

Gender Identity:

Transgender =

Approx. 2 % of enrollment (27 students)

2018 DCYA Sexual Behavior

Survey Topic	MS	HS
Voluntarily engaged in sexual contact lifetime	4.9%	34.8%
Talk with parents about waiting to have sex	34.6	44.3
Talk with parents about healthy dating	52.1	65.5
Talk with parents about birth control and STIs	35.3	48.7
Always use birth control during intercourse (% of sexually active)		78.0
Ever tested for an STI (% sexually active)		24.2

Staff and Parent Feedback

- Staff Feedback Summary
 - Need to update content.
 - Coverage
 - Sequencing
 - Need to re-clarify roles and responsibilities outside core units.
 - Too many objectives at Middle School.
- Parent Feedback Summary
 - Parent survey closes tonight (217 responses so far).
 - Provide more information about what is covered.
 - Reflects a range of perspectives.

Your Questions

WCSD Human Growth and Development: Human Sexuality (For review Spring 2019 by HGD Committee)

Topics by Grade Band: K-2

GRADE K-2	
Kdg	<ol style="list-style-type: none"> 1. Respect your body 2. Discuss stages of growth 3. Discuss germs and how they spread (hand washing, covering mouths, don't share eating utensils, combs, hats, etc.) 4. Recognize all living things come from other living things 5. Recognize the human body has many different parts 6. Both boys and girls have common parts – heart, lungs, brain, etc. 7. Both boys and girls have different parts – penis, vagina (use of urinal) 8. Identify the benefits of a family for an individual 9. Identify appropriate and inappropriate behaviors in regards to one's own body (keep private parts private, appropriate touch) 10. Identify bullying 11. Learn what to do about bullying 12. Strangers – learn about self protection 13. Body is private 14. Healthy habits (name and identify)
1 st	<ol style="list-style-type: none"> 1. Respect yourself and others

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	<ol style="list-style-type: none"> 2. Recognize all people grow at different rates 3. Discuss importance of taking care of body (hygiene) 4. Recognize babies grow inside the mother 5. Discuss spread of communicable disease 6. Identify an emergency 7. Learn how to call for help if there is an emergency 8. Identify different ways to get exercise
2nd	<ol style="list-style-type: none"> 1. Cite specific ways individuals grow at different rates (height/weight) 2. Demonstrate appropriate and inappropriate behaviors in regards to one's own body (keep private parts private, appropriate touch) 3. Discuss ways body protects itself from germs (skin, coughing, tearing, fever, etc.) 4. Review identifying emergencies and calling for help 5. Secrets

WCSD Human Growth and Development: Human Sexuality (For review Spring 2019 by HGD Committee)

Topics by Grade Band: 3-5

GRADE 3-5	
3rd	<ol style="list-style-type: none">1. Respect yourself and others2. Identify the states of the life cycle from birth to death (everything born will die)3. Discuss how illnesses are spread (body fluids such as blood, saliva, etc.)4. Secrets5. Inappropriate touch
4th	<ol style="list-style-type: none">1. Explain the structures and functions of the male and female reproductive systems using accurate but basic terminology2. Discuss menstruation and menstrual products3. Discuss hygiene (deodorant, showering, etc.)4. Describe the physical and emotional changes that occur when humans approach puberty5. Describe different ways diseases are transmitted and prevented6. Describe immune system7. Introduction to internet safety8. Inappropriate touch/personal safety9. Home alone safety
5th	<ol style="list-style-type: none">1. Explain how the immune system protects the body against disease

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2. Explain how diseases (HIV/AIDS) are caused by microorganisms, such as bacteria or viruses
3. Discuss how HIV is transmitted through sexual intercourse or exposure to infected blood (Ex: piercing ears, becoming blood brothers, sharing a needle, injecting illegal drugs)
4. Internet Safety
5. Define Cyberbullying & Discuss strategies to prevent Cyberbullying
6. Child Abuse Prevention
7. Discuss 4 types of abuse (physical, emotional, sexual, & neglect)
8. Identify available resources & strategies if abuse occurs

WCSD Human Growth and Development: Human Sexuality (For review Spring 2019 by HGD Committee)

Topics by Grade Band: 6-8

Grade 6
<ol style="list-style-type: none">1. Explain HIV/AIDS and STDs (diseases that are caused by sexual activity) and how they are transmitted (blood, semen, vaginal fluids, breast milk, childbirth, oral and anal sexual activity)2. Define Abstinence and how it reduces the spread of STD's3. Describe the impact of an HIV infection on the immune system4. Address Myths vs. Facts regarding the transmission of HIV/AIDS5. Expand on Internet Safety & Cyberbullying6. Sexual harassment7. Child Abuse Prevention
Grades 7 & 8
<ol style="list-style-type: none">1. Accept and value human sexuality as normal and essential to total well-being.2. Discuss the process of responsible decision making, incl. alternative choices and consequences..3. Identify ways to assertively say "no" to pressure.4. Identify the positive outcomes of abstinence.5. Discuss the social and physical health problems associated with teenage pregnancy6. Identify a pregnant teenager's choices7. Identify factors that married couples can use to determine their suitability for parenthood.8. Explain how the immune system protects the body against disease.

9. Discuss the transmission of sexually transmitted diseases (STDs).
10. Identify the positive outcomes of abstinence.
11. Identify abstinence as the safest way to avoid contracting STDs including HIV/AIDS.
12. Understand that practicing abstinence is the only way to completely avoid STDs.
13. Identify ways of preventing and reducing the risks of contracting STDs and HIV.
14. Describe myths and truths of STDs including HIV/AIDS infection.
15. Discuss the risk behaviors, signs and symptoms, and treatment of STDs including HIV.
16. Describe how HIV destroys the human immune system making the infected person susceptible to opportunistic infection.
17. Explain that latex condom reduces but does not eliminate the risk of sexually transmitted diseases.
18. Identify life skills an HIV-infected person may practice to help keep his/her immune system healthy.
19. Explain ways STDs may be transmitted.
20. Explain how a baby may be infected with an STD during pregnancy and delivery.
21. Explain how pathogens that cause STDs are transmitted during sexual intercourse
22. Explain how a baby may be infected with a STD during pregnancy or vaginal delivery
23. Discuss the role of hormones in the development of male secondary sex characteristics.
24. Explain how and why an erection occurs.
25. Describe the process of ejaculation and explain why nocturnal emissions may occur.
26. Explain why circumcision is performed and importance of cleaning under the foreskin.
27. Discuss the importance of testicular self-examination.
28. Understand that prostate cancer can occur in late life.
29. Explain the role of hormones in the development of female secondary sex characteristics.

30. Identify menstrual conditions such as absence of menstruation and pain with menstruation.
31. Know the age of onset and effects of menopause.
32. Define vaginitis and identify ways to avoid this condition.
33. Discuss importance of breast self-examination/mammography in early detection of breast cancer.
34. Discuss the importance of regular pelvic examinations.
35. Define sexual orientation.
36. Discuss the process of conception/fertilization.
37. Discuss how multiple births may occur.
38. Discuss the inheritance of parental characteristics.
39. Discuss the signs of pregnancy.
40. Describe the development of the embryo and fetus.
41. Discuss the importance of prenatal care.
42. Identify behaviors that are healthful and harmful to the pregnant female and/or developing fetus.
43. Describe the process of labor and childbirth.
44. Discuss causes of infertility in males and females.
45. Identify alternate methods of fertilization.
46. Define miscarriage.
47. Identify methods of contraception including failure rates and negative side effects.
48. Describe the needs of a newborn baby.
49. Explain the responsibilities of being a parent.
50. Discuss human sexuality as normal and essential to total well being
51. Discuss the process of responsible decision making

52. Identify ways to assertively say “no” to pressure
53. Discuss different family structures
54. Identify the sequence of events which show, in general, the development of the human organism from conception through adulthood
55. Explain the role of hormones in the development of secondary sex characteristics
56. Define sexual orientation
57. Describe the structure and function of the male and female reproductive systems
58. Discuss the three phases of the menstrual cycle
59. Describe procedures used in a pelvic examination
60. Explain the importance of breast self-examination and testicles in the early detection of cancer
61. Discuss the importance of testicular self-examination in the early detection of testicular cancer
62. Describe the process of conception
63. Explain how pregnancy is determined
64. Review child abuse
65. Sexual predators
66. Cyber predators and Internet Safety
67. Provide a definition and examples for sexual harassment.
68. Describe the difference between a healthful flirtation and sexual harassment.
69. Identify guidelines to follow should sexual harassment occur.
70. Provide a definition and examples of child sexual abuse including child molestation and incest.
71. Identify guidelines to follow should child sexual abuse occur.
72. Provide a definition of rape and identify ways to reduce the likelihood of being a rape victim.

73. Provide a definition of acquaintance rape and identify ways to avoid acquaintance rape.
74. Differentiate between healthful communication and sexual harassment.
75. Describe what to do if sexual harassment and/or assault occurs.
76. Define rape
77. Discuss rape and identify ways to avoid being a rape victim.
78. Explain behaviors that reduce the likelihood of acquaintance rape.
79. Explain reasons why rape and acquaintance rape should be reported.
80. Examine the relationship between sexual assault and violence
81. Identify guidelines to follow should sexual assault abuse and/or harassment occur.
82. Identify reasons why rape is often unreported
83. Discuss date and acquaintance rape and the communication problems often associated with it.
84. Identify guidelines to follow to protect against date and acquaintance rape
85. Explain why it is important to report rape and seek medical attention promptly.
86. Identify agencies that treat communicable diseases or disorders and their referral procedures.
87. Discuss a plan for disease prevention/health promotion for themselves, families and the community.
88. Explain how the immune system helps to protect the body from disease
89. Discuss universal precautions that prevent contact with body fluids

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WCSD Human Growth and Development: Human Sexuality (For review Spring 2019 by HGD Committee)

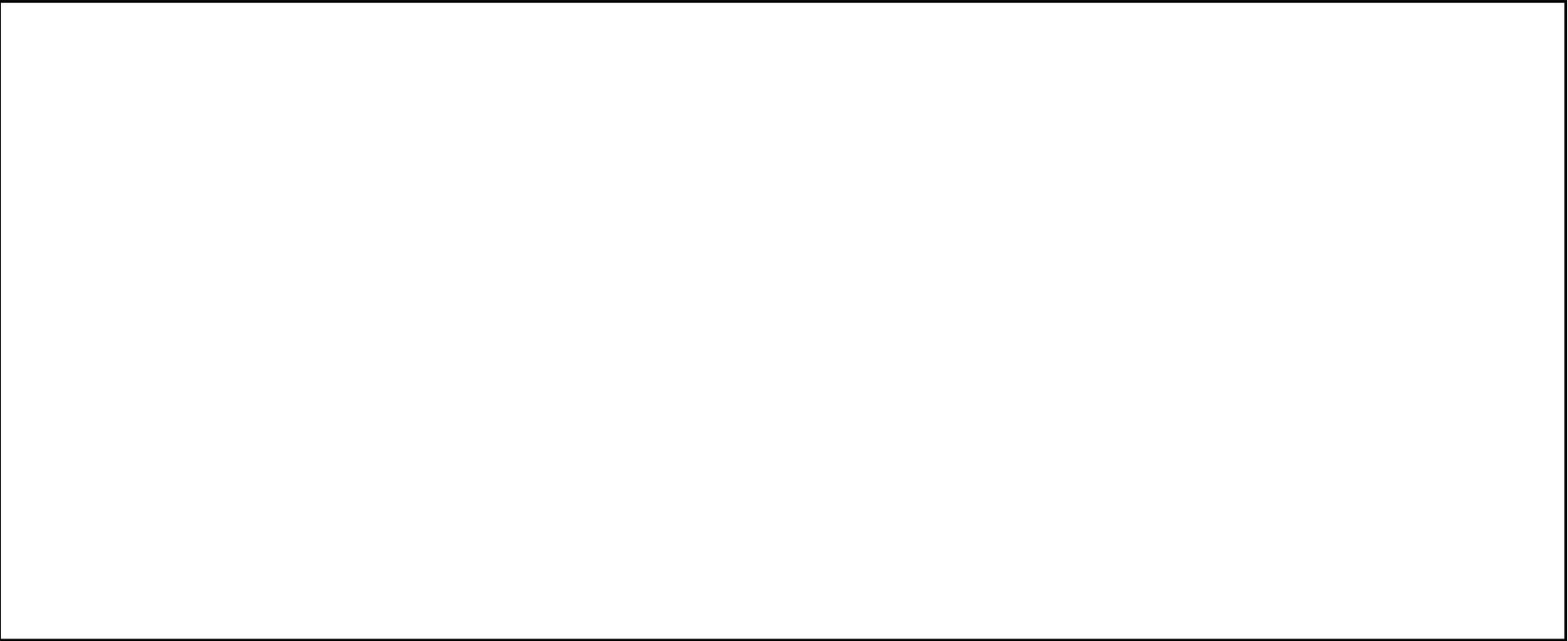
Topics by Grade Band: 9-12

GRADE 9-12

1. Discuss human sexuality as normal and essential to total well being.
2. Discuss the process of responsible decision making.
3. Identify ways to assertively say “no” to pressure.
4. Discuss different family structures.
5. Discuss the relationships between dating and marriage.
6. Identify the sequence of events which show, in general, the development of the human organism from conception through adulthood.
7. Explain the role of hormones in the development of secondary sex characteristics.
8. Define sexual orientation.
9. Describe the structure and function of the male and female reproductive systems.
10. Discuss the three phases of the menstrual cycle.
11. Describe procedures used in a pelvic examination.
12. Explain the importance of breast self-examination & testicles in the early detection of cancer.
13. Discuss the importance of testicular self-examination in the early detection of testicular cancer.
14. Describe the process of conception.
15. Explain how pregnancy is determined.
16. Understand factors that promote a healthy pregnancy.
17. Identify the major causes of birth defects.
18. Discuss miscarriage and why it occurs.
19. Describe how multiple births may occur.
20. Explain that a baby’s sex is determined by the sex chromosomes it receives.

21. Explain how an ectopic pregnancy occurs and its implications.
22. Explain how birth defects may be detected during pregnancy.
23. Define and describe the implications of premature birth.
24. Describe the events taking place during the three stages of labor.
25. Describe the needs of a newborn baby.
26. Identify the responsibilities, consequences and legal issues of sexual relationships.
27. Identify considerations for choosing birth control including abstinence.
28. Identify the positive outcomes of abstinence.
29. Identify methods of contraceptives including failure rates and possible negative side effects.
30. Identify a pregnant teenager's choices.
31. Discuss the social and physical health problems associated with teenage pregnancy.
32. Examine the relationship between sexual assault and violence.
33. Identify guidelines to follow should sexual abuse and/or harassment occur.
34. Define rape.
35. Identify reasons why rape is often unreported.
36. Discuss date and acquaintance rape and the communication problems often associated with it.
37. Identify guidelines to follow to protect against date and acquaintance rape.
38. Explain why it is important to report rape and seek medical attention promptly.
39. Identify agencies that treat communicable diseases or chronic disorders and describe their referral procedures.
40. Discuss a plan aimed at disease prevention and health promotion for themselves, their families and the community.

41. Explain how pathogens that cause STDs are transmitted during sexual intercourse.
42. Explain how a baby may be infected with a STD during pregnancy or vaginal delivery.
43. Discuss the risk behaviors, signs and symptoms, and treatment of STDs including HIV.
44. Identify opportunistic infections commonly associated with HIV.
45. Discuss universal precautions that prevent contact with body fluids.



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Waunakee Scope & Sequence Learning Targets

NOTE: RED is what is currently not seeing covered in our 2008 scope and sequence. The number in parenthesis corresponds to our current scope and sequence number.

Kindergarten:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction

- I can recognize that the human body has many different parts and use proper names for parts, including male and female anatomy (5, 6, 7)
- I can recognize that all living things reproduce (2,4)
- I can identify the parts of my body that are private (1,13)

Abuse Prevention/Intervention—Personal Safety

- I can understand the body bubble.(personal space)
- I can describe good and bad touching (1,9)
- I can identify strangers and ways to respond to an uncomfortable situation including bad touch using the terminology “NO”, get away, and tell someone (12)
 - I can explain what bullying and teasing are and why it is wrong (10)
 - I can describe how to respond to a bullying or teasing situation that makes me feel uncomfortable (11)

Wellness—Body

- I can describe what germs are and ways to stop how they spread (i.e. hand washing, covering mouths, not sharing eating utensils, combs, hats, etc.) (3)

- I can describe other healthy habits (14)

Other Additions or Deletions:

- Move Family Units to 1st grade (8)

1st Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction

- I can recognize that the human body has many different parts and use proper names for parts, including male and female anatomy
- I can recognize that all living things reproduce & that human babies grow inside their mothers (4)
- I can identify the parts of my body that are private

Abuse Prevention/Intervention—Personal Safety

- I can understand and describe the body bubble (personal space)
- I can demonstrate awareness that my body is my own private property (1)
- I can explain what bullying and teasing are and why it is wrong
 - I can identify parents or other trusted adults to ask questions or tell about uncomfortable or emergency situations and how to call for help (including good & bad touch, bullying, teasing & accidents.) (6, 7)
 - I can describe how to respond to an uncomfortable situation (including good & bad touch, bullying and teasing) using the terminology “NO”, get away, and tell someone (6, 7)

Healthy Relationships

- I can describe different family structures and ways to show respect for families that are different than my own. (Moved from Kindergarten) (1)
- I can learn how to make healthy relationships and show respect for diverse individuals and groups (1)

Self-Esteem—Identity

- I can recognize that all people grow at different rates and identify what makes me unique (2)

Wellness—Body

- I can describe what germs and communicable diseases are, and ways to stop how they spread (i.e. hand washing, covering mouths, not sharing eating utensils, combs, hats, etc.) (5)
- I can discuss the importance of good hygiene and taking care of one's body (3)
- I can identify different ways to get exercise (8)

Other Additions or Deletions:

2nd Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction

- I can recognize that the human body has many different parts and use proper names for parts, including male and female anatomy
- I can recognize that all living things reproduce

Abuse Prevention/Intervention—Personal Safety

- I can demonstrate awareness that my body is my own private property (2)
- I can explain what bullying and teasing are and why it is wrong
- I can identify parents or other trusted adults to ask questions or tell about uncomfortable or emergency situations and how to call for help (including good & bad touch, bullying, teasing & accidents.) (4)
- I can identify good and bad secrets, and when to properly communicate them to a trusted adult or friend (5)
- I can describe how to respond to an uncomfortable situation (including good & bad touch, bullying and teasing) using the terminology “NO”, get away, and tell someone (4)

Healthy Relationships

- I can describe different family structures and ways to show respect for families that are different than my own.

- I can learn how to make healthy relationships and show respect for diverse individuals and groups
- I can identify good and bad secrets, and when to properly communicate them to a trusted adult or friend (5)

Self-Esteem—Identity

- I can cite specific ways individuals grow differently and identify what makes me unique (1)

Wellness—Body

- I can describe ways that our bodies protect themselves from germs (i.e. skin, coughing, tearing, fever, etc.) (3)

Other Additions or Deletions:

3rd Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction

- I can recognize that the human body has many different parts and use proper names for parts, including male and female anatomy
- I can explain that all living things go through different stages of life (including birth and death) (2)

Abuse Prevention/Intervention—Personal Safety

- I can demonstrate awareness that my body is my own private property (1, 5)
- I can explain what bullying and teasing are and why it is wrong

- I can identify parents or other trusted adults to ask questions or tell about uncomfortable or emergency situations and how to call for help (including good & bad touch, bullying, teasing & accidents.) (5)
- I can identify good and bad secrets, and when to properly communicate them to a trusted adult or friend (4)
- I can describe how to respond to an uncomfortable situation (including good & bad touch, violation of personal space, bullying and teasing) using the terminology “NO”, get away, and tell someone (5)

Healthy Relationships

- I can describe different family structures and ways to show respect for families that are different than my own. (1)
- I can learn how to make healthy relationships and show respect for individuals and groups of all backgrounds including race, disability, sex, orientation, identity, national origin, religion, etc.
- I can identify good and bad secrets, and when to properly communicate them to a trusted adult or friend (4)

Wellness—Body

- I can describe how illnesses are spread (body fluids as blood, saliva, etc) (3)

Other Additions or Deletions:

4th Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

- I explain the structures and functions of the male and female reproductive systems (1)
- I can identify the physical and emotional changes my body will go through during puberty (including menstruation) (2, 4)
- I can identify the different products one might start using during puberty (menstrual products, deodorant, etc.) (2)
- I can identify that puberty happens at different times for everyone and it is still healthy
- I can identify parents or trusted adults that can answer questions related to puberty
- I can identify ways to take care of my physical, emotional and social needs during puberty (hygiene, friendships, family support system, etc.) (3, 4)

Abuse Prevention/Intervention—Personal Safety

- I can make good decisions when staying home alone, and how and who to call or go to if there is an emergency (9)
 - I can explain effective ways to respond and report if I or someone else is being teased, harassed or bullied (8)
 - I can identify parents and trusted adults that I can tell if I am being teased, harassed or bullied (8) and how I can approach them.
 - I can explain various ways to set and advocate for my personal boundaries.(8)
- I can describe how to respond to an uncomfortable or unsafe situation (including good & bad touch, violation of personal space, bullying, harassment, and teasing) using the terminology “NO”, get away, and tell someone (5)
- I can explain how to keep safe when using technology (i.e. Internet, Social Media, Gaming, etc.) (7)
- I can identify a plan to stay safe, legal and respectful using social media (4, 5)
(From 6th grade and updated for social media)

Healthy Relationships

- I can explain ways that people can work together to show dignity and respect for all people

Self-Esteem—Identity

- I can identify the influence of messages from media, family, friends, society and culture that affect ideas about relationships, self-esteem and body image

Wellness—Body

- I can describe what the immune system is and how it works (6)
- I can describe different ways diseases are transmitted and prevented (5)

Other Additions or Deletions:

5th Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

- I can identify my anatomy, reproductive system and their functions
- I can identify the physical and emotional changes my body will go through during puberty (including menstruation for girls)
- I can identify that puberty happens at different times for everyone and it is still healthy
- I can identify parents or trusted adults that can answer questions related to puberty

- I can identify ways to take care of my physical, emotional and social needs during puberty

Abuse Prevention/Intervention—Personal Safety

- I can recognize and define teasing, types of abuse (physical, emotional, sexual and neglect), harassment, and bullying and explain why they are wrong (6,7)

- I can understand that abuse is not the victim's fault

- I can explain effective ways to respond if I or someone else is being abused, teased, harassed or bullied (6, 8)

- I can identify parents and trusted adults that I can tell if I am being abused, teased, harassed or bullied (6, 8)

- I can explain various refusal skills to use when responding to an uncomfortable/unsafe situation (6, 8)

I can understand what grooming is and recognize the signs.

- I can explain how to keep safe when using technology (i.e. Internet, Social Media, Gaming, etc.) (4)

- I can identify a plan to stay safe, legal and respectful using social media (4, 5)

Healthy Relationships

- I can explain ways that people can work together to show dignity and respect for all people

- I can describe the advantages and disadvantages of communicating using technology and social media

- I can identify the positive and negative impacts of technology on friendships

Self-Esteem—Identity

- I can identify the influence of messages from media, family, friends, society and culture that affect ideas about relationships, self-esteem and body image

Wellness—Body

- I can explain how the immune system protects the body against disease (1)
- I can explain how diseases are caused by microorganisms, such as bacteria and viruses (2)

Other Additions or Deletions:

- Deleted #3 on HIV as per teacher feedback. It will be introduced in 6th grade.

6th Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

- I can identify the parts of the male and female reproductive systems and their functions
- I can describe the process of human conception and birth
- I can describe the physical, social and emotional changes of adolescence

Abuse Prevention/Intervention—Personal Safety

- I can recognize and define teasing, types of abuse (physical, emotional, sexual and neglect), harassment, and bullying and explain why they are wrong (6,7)
- I can understand that abuse is not the victim's fault
- I can explain effective ways to respond if I or someone else is being abused, teased, harassed or bullied (6, 7)

- I can identify parents and trusted adults that I can tell if I am being abused, teased, harassed or bullied (6, 7)

- I can explain various refusal skills to use when responding to an uncomfortable/unsafe situation (6, 7)

I can understand what grooming is and recognize the signs.

- I can explain how to keep safe when using technology (i.e. Internet, Social Media, Gaming, etc.) (5)

- I can identify a plan to stay safe, legal and respectful using social media (5)

Healthy Relationships

- I can promote respect and dignity for all people

- I can describe the advantages and disadvantages of communicating using technology and social media

- I can identify the positive and negative impacts of technology on friendships

Self-Esteem—Identity

- I can analyze the influence of messages from media, family, friends, society and culture that affect ideas about relationships, self-esteem and body image

Wellness—Body

- I can explain what HIV and STI's are and how they are transmitted (1, 3, 4)

- I can identify abstinence as the safest way to avoid contracting STI's and HIV (2)

Other Additions or Deletions:

7th Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

- I can describe the physical, social, cognitive and emotional changes of adolescence. 29, 30
- I can identify medically-accurate sources of information about puberty, adolescent development and human growth and development.
- I can identify accurate and credible sources of information about human growth and development.

Abuse Prevention/Intervention—Personal Safety

- I can define and describe situations of bullying, harassment, and abuse. 67-75
- I can identify trusted adults that I can go to if I know someone who is being teased, bullied, harassed, or abused. 69, 71, 79, 81
- I can understand what grooming is and recognize the signs.
- I can describe how to treat others with dignity and respect and how to respond when someone is being bullied or harassed.

Healthy Relationships

- I can promote respect and dignity for all people
- I can identify age appropriate social interactions and behaviors between peers, including male and female peers 68?
- I can analyze the similarities and differences between friendships and romantic relationships.
- I can compare and contrast the characteristics of healthy and unhealthy relationships.

- I can explain the criteria for evaluating the health of a relationship.
- I can describe the potential impacts of power differences such as age, status, or position within relationships.
- I can analyze the ways in which friends, family, media, society, and culture can influence relationships.
- I can describe the advantages and disadvantages of communicating using technology and social media.
- I can identify positive and negative impacts of technology on friendships and relationships.
- I can develop a plan to stay safe, legal and respectful when using social media. 66
- I can describe strategies to use social media safely, legally and respectfully.
- I can evaluate the possible outcomes of my decisions.
- I can apply a decision making model to deal responsibly with daily academic and social situations (ie. conflict, peer pressure, uncomfortable and/or confrontational situations). 2,3
- I can identify positive coping strategies and stress management strategies.
- I can describe stereotyping and its negative impact on others
- I can define and give examples of delayed gratification.

Self-Esteem—Identity

Wellness—Body

Other Additions or Deletions:

- These are large additions for 7th grade but anticipate that some combination of counseling, the technology integration specialist, social worker, and a one-two lesson homeroom delivery of puberty and adolescent development will address these.

8th Grade:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

(Much of these are current objectives 5-50)

- I can describe male and female reproductive systems and their functions.
- I can identify accurate and credible sources of information about human growth and development.
- I can identify trusted adults and/or medically accurate resources to answer questions about reproductive health.
- I can identify medically-accurate sources of information about puberty, adolescent development and sexuality.
- I can define sexual intercourse and its connection to human reproduction.
- I can outline stages of fetal development from conception to birth and the birth process
- I can explain that sexual abstinence is the only certain way to prevent pregnancy and sexually transmitted infections.
- I can compare and contrast different methods of contraception and their effectiveness in preventing pregnancy.
- I can identify the symptoms and treatment of STI's.
- I can evaluate the effectiveness of abstinence, condoms and other safer sex methods in preventing the spread of STI's, including HIV
- I can identify the consequences of decisions regarding sexual health.

- I can evaluate the possible outcomes of my decisions.
- I can identify the relationships among decision making, self control, and delayed gratification with examples.
- I can understand the impact of alcohol and drugs on sexual decision-making.
- I can explain that sexual activity by or with minors is illegal.
- I can describe the physical changes of adolescence.
- I can define sexually transmitted infection (STI's), their prevention, and their transmission.
- I can identify risks associated with sexual behavior.
- I can describe the signs, symptoms and potential impact of STI's and HIV.
- I can explain medically-accurate information about STI's.

Abuse Prevention/Intervention—Personal Safety

- I can define and describe situations of bullying, harassment, and abuse. 67-75
- I can identify trusted adults that I can go to if I know someone who is being teased, bullied, harassed, or abused. 69, 71, 79, 81

I can understand what grooming is and recognize the signs.

- I can describe how to treat others with dignity and respect and how to respond when someone is being bullied or harassed.

Healthy Relationships

- I can promote respect and dignity for all people
- I can describe strategies to use social media safely, legally and respectfully.
66
- I can identify negative depictions of differences among people.

- I can describe how a lack of understanding of social and cultural differences can contribute to intolerance and evaluate ways of overcoming a lack of understanding of those differences.

Self-Esteem—Identity

- I can accept and value human sexuality as normal and essential to total well-being. I can define the terms of **gender identity**, sexual orientation, and **gender expression**. 1, 30
- I can describe factors of sexual stereotyping and discrimination toward others.
- I can identify positive self talk techniques and skills and explain benefits of positive self-talk (as relates to self-esteem-confidence).
- I can explain how a positive attitude builds and maintains self-esteem and confidence.
- I can explain how self-talk influences the development of a healthy or unhealthy self-image.
- I can explain how negative self-talk can lead to destructive behaviors (eg. bulimia, anorexia, self-mutilation, sexual high risk behaviors, drug use, alcohol use).

Wellness—Body

Other Additions or Deletions:

- Most of this would be delivered in health class, but also some targets by the technology integration specialist, counseling, and social worker via homeroom.

Redundancies were removed and some later life topics have also been removed.

- “I can accept and value human sexuality as normal and essential to total well-being. I can define the terms of gender identity, sexual orientation, and gender expression” expands on current targets 1 and 30.

Existing targets on contraception focused on failure rates only. Updates compare effectiveness and include safer sex practices for STI's, which emphasizing the value of abstinence.

9th Grade Biology:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

- I can identify and describe the major parts and functions of male and female reproductive systems. 9
- I can explain the different human sexual response cycles and the role of hormonal changes in the body. 7
- I can review the general stage of fetal development including birth 14

10th Grade Health:

Life Cycles—Anatomy and Physiology, Pregnancy and Reproduction, Puberty and Adolescent Development

(Most of these are in our current HS targets 5-51)

- I can identify health screenings and habits for keeping sexual and reproductive organs healthy.

- I can describe the signs of pregnancy, prenatal practices and the birth process.
- I can review the general stage of fetal development including birth
- I can compare and contrast different methods of contraception and their effectiveness in preventing pregnancy.
- I can identify the symptoms and treatment of STI's.
- I can evaluate the effectiveness of abstinence, condoms and other safer sex methods in preventing the spread of STI's, including HIV
- I can explain how to access local STI testing and treatment.
- I can analyze factors that influence condom use and other safer sex decisions
- I can describe skills to communicate with a partner about prevention of STI's.
- I can identify the physical, social and emotional benefits and challenges of abstinence and the ramifications of teen sexual activity and teen pregnancy for both males and females.

Abuse Prevention/Intervention—Personal Safety

- I can compare and contrast bullying, sexual harassment, sexual abuse, sexual assault, incest, rape, and dating violence and understand consequences. 34-37
- I can understand what grooming is and recognize the signs.
- I can define trafficking and recognize warning signs of trafficking.
- I can understand the conditions involved in giving and recognizing consent.
- I can explain that sexual activity with minors is illegal.
- I can explore the role of social media in shaping views and attitudes toward bullying, sexual harassment, sexual abuse, sexual assault, incest, rape and dating violence.

- I can identify ways to seek medical, mental, and legal professionals for help and support. 38
- I can advocate and support a survivor and encourage safe environments.

Healthy Relationships

- I can promote respect and dignity for all people
- I can describe strategies to use social media safely, legally and respectfully.
- I can identify the physical and emotional consequences of decisions when choosing abstinence, protected sexual intercourse, and/or unprotected sexual intercourse.
- I can understand the impact of alcohol and drugs on sexual decision making
- I can determine the characteristics of a healthy relationship and recognize signs of an unhealthy relationship.
- I can define sexual consent and explain physical and emotional implications for sexual decision making.
- I can analyze how the media influences one's belief about a healthy sexual relationship.
- I can demonstrate effective strategies to avoid or end an unhealthy relationship
- I can demonstrate effective ways to communicate personal boundaries and respect boundaries set by others as they relate to intimacy and sexual behavior.
- I can understand the conditions involved in giving and recognizing consent
- I can identify and describe socioeconomic and parental components of successful marriages and components that lead to risk in marriage 4,5
- I can analyze my perception of cultural variation, and how it affects my interaction with others

Self-Esteem—Identity

- I can accept and value human sexuality as normal and essential to total well-being. I can define the terms of gender identity, sexual orientation, and gender expression 1, 8
- I can describe factors of sexual stereotyping and discrimination toward others.
- I can identify positive self talk techniques and skills and explain benefits of positive self-talk (as relates to self-esteem-confidence).
- I can explain how a positive attitude builds and maintain self-esteem and confidence.
- I can explain how self-talk influences the development of a healthy or unhealthy self-image.
- I can explain how negative self-talk can lead to destructive behaviors (eg. bulimia, anorexia, self-mutilation, sexual high risk behaviors, drug use, alcohol use).

Wellness—Body

Other Additions or Deletions:

“I can accept and value human sexuality as normal and essential to total well-being. I can define the terms of gender identity, sexual orientation, and gender expression” expands on current targets 1 and 8.

The self-esteem identity targets are largely similar to 8th grade health. These in red here because we have a mental health and drug unit in 10th grade health.

Existing targets on contraception focused on failure rates only. Updates compare effectiveness and include safer sex practices for STI's, which emphasizing the value of abstinence.

12th Grade Law:

Abuse Prevention/Intervention—Personal Safety

- I can understand consent is an active process between two people;
- I can understand consent is activity-specific;
- I can understand consent can be taken back at any time;
- I can understand consent must be given in a free and clear mindset.
- I can understand that sex without consent is sexual assault.

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, August 3, 2020, beginning at 5:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

The meeting was called to order by Boetcher at 5:01 PM.

ROLL CALL

Present: Boetcher, Brandt, Hetzel (Subbing for Heinemann)

Also Present: Randy Guttenberg, Steve Summers, John Cramer

Board Members attending as guest: Hoefler, Engebretson (5:36pm)

APPROVE AGENDA

A motion was made by Hetzel, seconded by Brandt to approve the agenda as posted.

Motion carried 3-0.

I. PUBLIC COMMENTS

There were no public comments

II. CAPITAL MAINTENANCE PROJECT PROPOSALS

Steve Summers explained and answered questions regarding the review of capital maintenance and equipment proposals. As a point of reference Summers explained that the capital maintenance proposals are connected to the district's Fund 41, capital maintenance fund, while the equipment proposal is connected to the district's Fund 10, general fund. Deep cleaning equipment of this type cannot be funded through Fund 41. As a reminder, the Fund 41 has a balance of \$2,355,329 available in 2020-21, after including the 2020-21 tax levy that will be approved in late October. The projects already approved for 2020-21 total \$1,125,000, leaving \$1,230,329.70 in funds available. These funds are available for the projects that are being presented this evening. In addition, the reimbursement resolution passed by the School Board last October is still valid. This means that any projects approved (including the ones already approved for 2020-21, or some of the ones already approved) can be reimbursed back to the district through a bond referendum that is approved within 18 months of paying the invoices. Steve Summers recommends exercising this reimbursement resolution, and "paying back" the district's Fund 41 for as many 2020-21 projects as the School Board is comfortable with.

A. High School Food Service Steamer

John Cramer explained and answered questions regarding this steamer. After some discussion the committee decided to hold on this item and review again in October.

B. 905 Bethel Circle Building Access

Cramer explained and answered questions regarding securing the reception area, maintenance area , and supplies area at the 905 Bethel Circle location with a card access system. After some discussion the committee decided to hold this item and evaluate in the next budget cycle.

C. HVAC System Enhancements

Summers shared with the committee that this proposal is an enhancement and not a requirement to bring students back. Cramer explained and answered questions regarding the details of this HVAC system enhancement. Summers explained possible strategies topay for this proposal. One option would be through the bond process. The district could also try through FEMA funds but that is unlikely.

Brandt made a motion to recommend this proposal to the full board for consideration, specifically starting with any buildings that will be starting with face to face learning in the fall depending on the outcome of the full board meeting on 8/03/20. The motion was second by Hetzel and carried 3-0.

D. Plumbing Fixtures Enhancements

Summers reminded the committee that this was also an enhancement and that this would exceed available funds. Cramer did an extensive analysis on touchpoints in the building bathrooms.

The committee discussed where they felt the priority should be between HVAC or the Plumbing Enhancements. At this time the committee felt the HVAC should be the priority and that they would not recommend the plumbing enhancement at this time.

E. Equipment for Deep Cleaning System

Cramer explained that the handheld sprayers would be more effective to handle when cleaning areas in between student groups if a hybrid educational model would be approved. Boetcher made a motion, second by Brandt to purchase the handheld sprayers as presented. Motion carried.

III. **FUTURE MEETINGS**

No future meetings were scheduled at this time.

IV. **ADJOURN**

The meeting adjourned at 5:54 PM on a motion by Hetzel. Motion carried 3-0.

Quantity	School	Description	\$ ea.	\$ Total	Notes
3	Prairie	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 2,397	3 week lead time
3	Arboretum	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 2,397	3 week lead time
4	Heritage	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 3,196	3 week lead time
4	Intermediate	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 3,196	3 week lead time
4	Middle	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 3,196	3 week lead time
7	HS	Victory Electrostatic Sprayer - Handheld	\$ 799	\$ 5,593	3 week lead time
				<u>\$ 19,975</u>	
5		Victory Electrostatic Sprayer - Backpack	\$ 1,999	\$ 9,995	in stock in Madison use 18 tablets per backpack (2.25 gallon) for kill rate of 4306 ppm @ 1 minute contact time
		Green Klean Chlorinated Disinfecting Tablets (120 tablet)	\$ 66		use 2 tablets per quart (.25 gallon) for kill rate of 4306 ppm @ 1 minute contact time 6.5 full backpacks per tub 60 full handhelds per tub 4 rooms per quart 240 rooms per tub

Chlorinated Disinfecting Tablets

Disinfect and Sanitize

EPA registered to kill Norovirus in 1 minute. Add 1 tablet per quart.

EPA registered to kill in 1 minute: HIV-1, Hepatitis A, Hepatitis B, Hepatitis C, Aspergillus Fumigatus. Add 2 tablets per quart.

EPA registered to kill in 4 minutes: C-diff, TB, and MRSA & GRSA. Add two tablets per quart. Use the food grade sanitizer in kitchens, or in any commercial building or facility as a mop bucket sanitizer, grout cleaner, mold and mildew stain remover, odor reduction in trash cans, garbage chutes or dumpsters, or as a general or health grade disinfectant. Reduce warehouse, storage, and weight space up to 75% and stop shipping water and sending excessive amounts of chemical plastic containers to the landfill.

The single chlorinated tablet is one of the lowest cost EPA registered sanitizers or disinfectants on the market today. For Example, 1 tablet creates 20 quarts of ready to use food grade sanitizer. (One in a 5 gallon buddy jug, three basin sink, or mop bucket). The tablet may be used to clean and sanitize or disinfect. Use it from entry to exit in restaurants, commercial buildings and long term care facilities. Leaves no residue. The neutral pH, is surface friendly on all hard surfaces and has a chlorine pool like fragrance, that tends not to irritate the respiratory system. Excellent for education facilities. Simple training because of the many one tablet applications. Significant waste reduction, associated liquid products. Creating additional cost savings.



Delivers non-acid disinfectant and cleaning performance in an economical concentrate.

See page 2 for complete list of viruses and bacteria this product is effective against.



GK Tablets can be used in the E-Spray Electrostatic Sprayers.

Versatility – Use it as broad spectrum disinfectant, food grade no rinse sanitizer or odor reducer.

Benefits Of Sanitizing & Disinfecting.

- Always Accurate Measurement of PPM.
- Requires 75% Less Warehouse Storage Space.
- Easy on all surfaces – Won't harm floor finish.
- No Measuring. Simply Add Tablets As Directed.
- Ships UPS or FedEx ground.
- Won't Leave A Residue.
- Neutral pH 6.5 - 7
- Sustainable
- Low Cost



120 tablet tub

Disinfection Mixing Directions		
PPM	Per quart	Per gallon
538 PPM	0	1
1076 PPM	0	2
2153 PPM	1	4
4306 PPM	2	8
5382 PPM	0	10

Packaging

240 tablet case
902952

Chlorinated Disinfecting Tablets

Disinfect and Sanitize

Dilution Guide

Pathogen	Minimum dose	Minimum contact time required	Pathogen	Minimum dose	Minimum contact time required
Food Contact Sanitizer Claims			Virucidal Claims		
Staphylococcus aureus	100 ppm	1 minute	Respiratory syncytial virus	538 ppm	10 minutes
Salmonella enterica	100 ppm	1 minute	Rhinovirus Type 14	1076 ppm	10 minutes
Disinfection Claims - bacteria			Influenza H1N1	538 ppm	10 minutes
Staphylococcus aureus	a) 538 ppm	10 minutes	Human Immunodeficiency Virus Type 1 (HIV-1)	a) 1076 ppm	10 minutes
	b) 4306 ppm	4 minutes	Hepatitis A virus	b) 4306 ppm	1 minute
Staphylococcus aureus – methicillin resistant (MRSA) & glycopeptide-resistant (GRSA)	a) 1076 ppm	10 minutes		a) 1076 ppm	10 minutes
	b) 4306 ppm	4 minutes	Hepatitis B virus	b) 4306 ppm	1 minute
Staphylococcus epidermidis	1076 ppm	10 minutes		a) 1076 ppm	10 minutes
Salmonella enterica	a) 538 ppm	10 minutes		b) 4306 ppm	1 minute
	b) 4306 ppm	4 minutes	Hepatitis C virus	4306 ppm	1 minute
Pseudomonas aeruginosa	a) 538 ppm	10 minutes	Avian Influenza A (H5N1)	1076 ppm	10 minutes
	b) 4306 ppm	4 minutes	Norovirus	2153 ppm	1 minute
Streptococcus pneumoniae	a) 1076 ppm	10 minutes	Poliovirus Type 1	1076 ppm	10 minutes
	b) 4306 ppm	4 minutes	Fungicidal/Yeasticidal Claims		
Escherichia coli O157-H7	1076 ppm	10 minutes	Aspergillus fumigatus	4306 ppm	1 minute
Acinetobacter baumannii	4306 ppm	4 minutes	Candida albicans	4306 ppm	4 minutes
Vancomycin resistant	a) 1076 ppm	10 minutes	Trichophyton mentogrophytes	1076 ppm	10 minutes
Enterococcus faecalis	b) 4306 ppm	4 minutes	Herpes simplex virus type 1	1076 ppm	10 minutes
Carbapenem resistant	4306 ppm	4 minutes	Clostridium difficile Claims		
Klebsiella pneumoniae	1076 ppm	10 minutes	Clostridium difficile spores	a) 2153 ppm	10 minutes
				b) 4306 ppm	4 minutes
			Mycobactericidal Claims		
			Mycobacterium bovis (TB)	5382 ppm	4 minutes

Usage Directions	Container Size	Solution PPM	Number Of Tablets	Additional Uses
E-Spray Electrostatic Equipment	Per Quart Bottle	2153 PPM 4306 PPM	1 2	Kills C-Diff. 10 mins Kills C-Diff. 4 mins
Disinfect Toilets and Urinals	Per Quart Bottle	2153 PPM	1	Kills Norovirus
Sanitize Food Service Surfaces	5 Gallon Buddy Jug	100 PPM	1	Kills Bacteria
Disinfect Senior Care Facilities Bathtubs, Showers & Hard Surfaces	Quart Spray Bottle	4306 PPM	2	Kills C. diff, MRSA/GRSA in 4 Minutes HEP A,B,C & HIV-1 In 1 Minute
Disinfect Gym Equipment & Wrestling Mats	Quart Spray Bottle	2153 PPM	1	Kills Norovirus In 1 Minute



600 Cardigan Road
Shoreview, Minnesota 127
Phone 651-481-1900
Web www.multi-clean.com



Disinfecting Tablets

A disinfectant, sanitizer, and cleaner in one tablet. Eliminates the hazards of handling and storing liquid bleach or disinfectants. EPA registered.

Mop Buckets

1 tablet = 4 gallons



One tablet

=



=

EPA Sanitizing Solution

Sinks

1 tablet = 4 gallons



One tablet

=



=

EPA Sanitizing Solution

Spray Bottle E-Spray System

1 tablet = 1 quart



One tablet

=



=

EPA Disinfecting Solution

Spray Bottle E-Spray System

2 tablets = 1 quart



Two tablets

=



=

Kills C-Diff. in 4 minutes

More features of Disinfecting Tablets:

- Gentle on surfaces
- Near neutral pH of 6.5 to 7.5
- Delivers consistent & accurate chlorine levels with each use
- Works well with organic material
- Longer life in ready to use solution
- Ready to use solution lasts up to 7 days in closed spray bottle
- Dissolves quickly in all water temperatures
- 36 month shelf life
- 120 tablets per bottle
- Less costly to use, store & transport
- Eliminates hazard of handling and pouring liquids

Green Klean® Chlorinated Disinfecting Tablets are an EPA registered disinfectant. The versatility of the single tablet system is ideal for many hard surfaces, resulting in much healthier environments. The tablets can be used as a sanitizer at 100ppm in mop buckets with up to 4 gallons or as a disinfectant when one tablet is placed in a 32 ounce container with water. Add water in bottle first, then add tablet. This RTU solution is effective against C-Diff, Norovirus, cold and flu viruses, gram positive and negative bacteria, and much more.



SAFETY DATA SHEET

According to OSHA Hazard Communication Standard 29 CFR 1910.1200 (GHS)

Product name	Green Klean Chlorinated Disinfecting Tablets	
Product id	AS_9717BT_GK	
Revision date	29/08/2016	Revision: 2

1. Identification of the substance & the company

Chemical name	DICHLOROISOCYANURIC ACID, SODIUM SALT OF
Synonym(s)	Effervescent NaDCC Tablets, Sodium Dichloro-s-Triazinetrione
Type of product and use	Multi-purpose product including bleaching, cleaning, and deodorizing.
Supplier	SOP Green Klean 615 Industrial Dr, Ste D Cary, IL 60013 USA Phone Number 815-479-0460
Emergency Telephone	Medical: (800) 420-9236 Chemtrec: (800) 424-9300

2. Hazards identification

GHS classification	Warning Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. Avoid breathing dust. Do not eat, drink or smoke when using this product. Use only in well-ventilated areas. Wear safety glasses with side shields (or goggles). Wear protective gloves. Wash hands thoroughly after handling. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing. IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell. Rinse mouth.
	
Signal Word	
Hazard statements	Store in a well-ventilated place. Keep container tightly closed. Store away from incompatible materials. Keep out of the reach of children. Dispose of waste and residues in accordance with local authority requirements. None known. Contact with acids liberates toxic gas.



SAFETY DATA SHEET

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Product name Green Klean Chlorinated Disinfecting Tablets
Product id AS_9717BT_GK
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Precautionary statements

- P261 - Avoid breathing dust/fume/gas/mist/vapors/spray
- P264 - Wash hands thoroughly after handling
- P271 - Avoid use in a confined area
- P273 - Avoid release to the environment
- P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
- P337 + P313 - If eye irritation persists: Get medical advice/attention
- P304 + P340 - IF INHALED: Remove person to fresh air and keep comfortable for breathing
- P312 - Call a POISON CENTER or doctor/physician if you feel unwell
- P391 - Collect spillage
- P403 + P233 - Store in a well-ventilated place. Keep container tightly closed
- P405 - Store locked up
- P501 - Dispose of contents/container in accordance with national and international regulations

3. Composition / information on ingredients

Components	CAS No.	Weight %
DICHLOROISOCYANURIC ACID, SODIUM SALT OF	2893-78-9	30-62.5
ADIPIC ACID	124-04-9	10-35
SODIUM BICARBONATE	144-55-8	21.44-22.76
SODIUM CARBONATE	497-19-8	2-12

4. First-aid measures

Eye contact Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.

Skin contact Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice.

Inhalation Move person to fresh air. If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably by mouth-to-mouth, if possible. Call a poison control center or doctor for further treatment advice.



SAFETY DATA SHEET

According to OSHA Hazard Communication Standard 29 CFR 1910.1200 (GHS)

Product name Green Klean Chlorinated Disinfecting Tablets
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Ingestion Call poison control center, or doctor immediately for treatment advice.
Have person sip a glass of water if able to swallow.
Do not induce vomiting unless told to do so by the poison control center or doctor.
Do not give anything by mouth to an unconscious person.

Most important symptoms and effects, acute or delayed

- Eye Contact Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. Wash off with soap and water. Get medical attention if irritation develops and persists.

- Skin contact Rinse mouth. IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell.

- Inhalation Remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a POISON CENTER or doctor/physician if you feel unwell.

Provide general supportive measures and treat symptomatically. In case of shortness of breath, give oxygen. Keep victim warm. Keep victim under observation. Symptoms may be delayed.

Symptoms may include stinging, tearing, redness, swelling, and blurred vision.

In the case of accident or if you feel unwell, seek medical advice immediately (show the label where possible). Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

- Ingestion Alcohol resistant foam. Water fog. Dry chemical powder. Carbon dioxide (CO2).

None known.

During fire, gases hazardous to health may be formed.

Note to physician Self-contained breathing apparatus and full protective clothing must be worn in case of fire.

Medical conditions aggravated by exposure



SAFETY DATA SHEET

According to OSHA Hazard Communication Standard 29 CFR 1910.1200 (GHS)

Product name Green Klean Chlorinated Disinfecting Tablets
Product id AS_9717BT_GK
Revision date 29/08/2016 **Revision: 2**

5. Fire - fighting measures

Suitable extinguishing media Large amounts of water may be needed and the flow of water should not be stopped until the fire/reaction has stopped.

Extinguishing media not to be used Avoid using dry chemicals, carbon dioxide or halogenated extinguishing agents.

Unusual fire and explosion hazards When heated to decomposition, may release poisonous and corrosive fumes of nitrogen trichloride, nitrogen, cyanogen chloride, phosgene, chlorine and CO.

Fire fighting procedure Cool containers with water spray. Fire fighters should wear full protective clothing and self-contained breathing apparatus (SCBA) in positive pressure mode. On small fires, use water spray or fog. On large fires, use heavy deluge or fog streams. Flooding amounts of water may be required before extinguishment can be accomplished.

6. Accidental release measures

Personal precautions Keep unnecessary personnel away. Wear appropriate protective equipment and clothing during clean-up. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Ensure adequate ventilation. For personal protection, see section 8 of the SDS.

Methods for cleaning up Collect spillage. Sweep up or gather material and place in appropriate container for disposal. Following product recovery, flush area with water. For waste disposal, see section 13 of the SDS.

Environmental precautions

- **Soil**
- **Water**
- **Air**

Mix only with water. Do not mix with other chemicals. Minimize dust generation and accumulation. Do not breathe dust. Do not get this material in contact with eyes. Do not taste or swallow. Provide adequate ventilation. Contamination with moisture, dirt, organic matter or other chemicals or any other foreign matter may start a chemical reaction with generation of heat, liberation of hazardous gases and possible generation of fire and explosion. Wear appropriate personal protective equipment. Observe good industrial hygiene practices. When using, do not eat, drink or smoke. Wash thoroughly after handling. Wash contaminated clothing before reuse.

Store in original tightly closed container. Keep container dry. Do not store near acids. Contact with acids liberates toxic gas. Store away from incompatible materials



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7. Handling and storage

Handling Avoid contact with skin, eyes, and clothing. Upon contact with skin or eyes, wash off with water. Avoid breathing the substance. Use respiratory protection when exposure is possible. Vapour space in a closed container may contain a slight amount of chlorine gas and compounds from decomposition of the product.

Storage Store in a dry, cool (< 25°C), well ventilated area away from incompatible materials (see "materials to avoid"). Do not allow water to get into the container

8. Exposure controls / personal protection

Exposure Limits :

Components	ACGIH-TLV Data	OSHA (PEL) Data
DICHLOROISOCYANURIC ACID, SODIUM SALT OF 2893-78-9	Not determined	Not determined
ADIPIC ACID 124-04-9	5 mg/m ³	Not determined
SODIUM BICARBONATE 144-55-8	Not determined	Not determined
SODIUM CARBONATE 497-19-8	Not determined	Not determined

Ventilation requirements This material should be handled in a well-ventilated area. Use local exhaust as necessary, especially under dusty conditions.

Personal protective equipment:

- **Respiratory protection** In case of insufficient ventilation wear suitable respiratory equipment.
- **Hand protection** Chemical resistant gloves, PVC or nitrile recommended
- **Eye protection** Chemical safety goggles
- **Skin and body protection** Use protective clothing impervious to this material.

Hygiene measures Do not eat, smoke or drink where material is handled, processed or stored. Wash hands thoroughly after handling and before eating or smoking. Safety shower and eye bath should be provided.

9. Physical and chemical properties

Appearance White to off white tablets
Odor Slight chlorine.
pH 5-6 133



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Product name	Green Klean Chlorinated Disinfecting Tablets	
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Revision date	29/08/2016	Revision: 2
Boiling point/range	Not applicable	
Flash point	Not applicable	
Evaporation rate (ether=1)	Not applicable under standard conditions	
Flammability (solid, gas)	Not flammable	
Vapor pressure	Not applicable under standard conditions	
Vapor density	Not applicable under standard conditions	
Solubility:		
- Solubility in water	Completely miscible	
Partition coefficient (n-octanol/water)	Log Kow - 0	
Auto-ignition temperature	Not applicable	
Decomposition temperature	225-250°C (437-482°F)	

10. Stability and reactivity

Reactivity	Contact with small amounts of water may result in an exothermic reaction with the liberation of toxic fumes.
Stability	Stable under normal conditions
Possibility of hazardous reactions	Contact with acid liberates toxic gases. If heated by outside source to temperatures above 240°C (464°F), this product will undergo decomposition with the evolution of noxious gases.
Conditions to avoid	Heating above decomposition temperature. Contamination with moisture, organic matter or other chemicals may start a chemical reaction with generation of heat, liberation of hazardous gases, and possible generation of fire and explosion.
Materials to avoid	Strong acids and/or alkalines. Reducing agents. Combustible material. The active ingredient in this preparation is a strong oxidising agent. The preparation of concentrated solutions or slurries is not recommended. Avoid contact with water on concentrated material in the container. Also avoid contact with easily oxidisable organic material: ammonia, urea or similar nitrogen containing compounds; inorganic reducing compounds; floor sweeping compounds; calcium hypochlorite and alkalis.
Hazardous decomposition products	Nitrogen trichloride, nitrogen, cyanogen chloride, phosgene, chlorine and CO.

11. Toxicological information

Note: *The toxicological data refer only to the active ingredient unless otherwise specified*

Acute toxicity:

- **Rat oral LD50** >2000 mg/kg (the product as a whole)



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Product name	Green Klean Chlorinated Disinfecting Tablets	
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Revision date	29/08/2016	Revision: 2
- Rabbit dermal LD50	>5000 mg/kg	
- Rat inhalation LC50	0.27-1.17 mg/L/4h	
- Dermal irritation (rabbit)	Moderate irritant	
- Eye irritation (rabbit)	Severe irritant	
Dermal sensitization	Not a sensitizer	
Chronic toxicity	Chronic inhalation exposure may cause impairment of lung function and permanent lung damage. Based on animal studies, exposure to concentrations of monosodium cyanurate at the solubility limit may cause cardiovascular, kidney and urinary bladder effects.	
Mutagenicity	Not mutagenic by the Ames Test.	
Carcinogenicity	Not known to be a carcinogen. Not classified by IARC, OSHA, EPA. Not included in NTP 13th Report on Carcinogens	
Reproductive toxicity	No data available	

12. Ecological information

Note: The environmental toxicity data mentioned below are from studies conducted on the active ingredient.

Aquatic toxicity :

- 96 Hour-LC50, Fish	0.13-0.36 mg/l (Rainbow trout) 0.25-1.0 mg/l (Bluegill sunfish) 1.21 mg/l (Inland silverside)
- 96 Hour-EC50, Marine Invertebrate	1.65 mg/l (96h, Mysid shrimp)
- 48 Hour-EC50, Marine Invertebrate	0.196 mg/l (Water flea)
Avian toxicity:	
- Oral LD50, Bobwhite quail	1732 mg/kg
- Oral LD50, Mallard duck	1916 mg/kg
- Dietary LC50, Mallard duck	>10,000 ppm
- Dietary LC50, Bobwhite quail	10,000 ppm



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Persistence and degradability The materials used in this preparation will not persist in the environment. The free available chlorine from Sodium dichloroisocyanurate is rapidly consumed by reaction with organic and inorganic materials to produce chloride ion. The stable degradation products are chloride ion and cyanuric acid. Sodium Dichloroisocyanurate is subject to hydrolysis. Cyanuric acid produced by hydrolysis is biodegradable.

Bioaccumulative potential Trichloroisocyanuric acid hydrolyses in water liberating chlorine and cyanuric acid. These products are not bioaccumulative

Note: Not considered to be PBT or vPvB

13. Disposal considerations

Waste disposal Avoid access to streams, lakes or ponds. Observe all federal, state and local environmental regulations when disposing of this material. Do not transport damp or wet material. Neutralise materials to a non-oxidising state for safe disposal.

Disposal of Packaging Clean Container and dispose of according to local and national regulations

14. Transportation information

Independent tests, carried out by TNO Prins Maurits Laboratory, conducted according to the procedure as described in the United Nations Recommendations on the Transport of Dangerous Goods, Manual of Tests and Criteria, third revised edition, test O.1. have demonstrated that the product is not oxidizing for transport

DOT Not regulated for non bulk shipments
For bulk shipments regulated as:
UN No. 3077
Proper shipping name: Environmentally hazardous substance, solid, n.o.s (contains Sodium dichloro-s-triazinetrione)
Class: 9 - Miscellaneous Hazardous Material
Packing Group: III
Label: 9
Note: Certain shipping modes or package sizes may have exceptions from the transport regulations and may be classified as Consumer Commodity and Limited Quantity. The classification provided may not reflect those exceptions and may not apply to all shipping modes or package sizes.



SAFETY DATA SHEET

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Product name **Green Klean Chlorinated Disinfecting Tablets**
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15. Regulatory information

USA All the ingredients in this preparation are listed in the EPA TSCA Inventory. This product is registered under FIFRA

- EPA Registration no. 69470-37-91038

- Emergency overview in accordance to EPA Master Label **DANGER**
Corrosive
Causes irreversible eye damage
Harmful if swallowed, inhaled or absorbed through the skin
Strong oxidizing agent

CERCLA/SARA - 302 ext. haz. substances This material contains hazardous substance (Adipic Acid) as defined by CERCLA/SARA and the Reportable Quantity (RQ) is 5000 lbs.

- SARA (311, 312) This product is categorized as an immediate health hazard, and fire and reactivity physical hazard (Sodium dichloroisocyanurate)

- Massachusetts Right-to-Know Hazardous Substances list Listed (Adipic Acid, Sodium dichloroisocyanurate)

- New Jersey Right-to-Know Hazardous Substances list Listed (Adipic Acid, Sodium dichloroisocyanurate)

- Pennsylvania Right-to-Know Hazardous Substances list Listed (Adipic Acid, Sodium dichloroisocyanurate)

- Rhode Island Right-to-Know Hazardous Substances list Listed (Adipic Acid, Sodium dichloroisocyanurate)

Canada Listed in DSL

WHMIS hazard class For Sodium dichloroisocyanurate:
C oxidizing materials
D1B Toxic material causing immediate and serious toxic effects
D2B Toxic materials causing other toxic effects

For Sodium Carbonate:
E corrosive material
D2B Toxic materials causing other toxic effects

EU All ingredients are reported in EINECS



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16. Other information

All sections reformatted in accordance with OSHA Hazard Communication Standard 29 CFR 1910.1200 (GHS)

Although the information and recommendations set forth herein (hereinafter "information") are presented in good faith and believed to be correct as of the date hereof, SOP Green Klean makes no representations as to the completeness or accuracy thereof. Information is supplied upon the condition that the persons receiving same will make their own determination as to its safety and suitability for their purposes prior to use. In no event will SOP Green Klean be responsible for damages of any nature whatsoever resulting from the use of or reliance upon information. NO REPRESENTATIONS OR WARRANTIES, EITHER EXPRESSED OR IMPLIED, OF MERCHANT ABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OF ANY OTHER NATURE, ARE MADE HEREUNDER WITH RESPECT TO INFORMATION OR THE PRODUCT TO WHICH THE INFORMATION REFERS.

Prepared by North America Regulatory Affairs
ICL-IP America Inc.
95 MacCorkle Ave., S.W.
South Charleston, WV 25303, USA
Phone number: (304) 746-3000

Prepared for SOP Green Klean
615 Industrial Drive; Ste. D
Cary, IL 60013
Tel: (815) 479-0460

End of safety data sheet



PROFESSIONAL CORDLESS ELECTROSTATIC BACKPACK SPRAYER

WHAT'S INCLUDED

- (1) VP300ES Professional Cordless Electrostatic Backpack Sprayer
- (1) VP20A Professional 16.8V 3400mAh Lithium-Ion Battery
- (1) VP10 Professional 16.8V Charger
- (1) VP49 Nozzle Wrench
- (1) VP50 3-in-1 Nozzle (40/80/110 Microns)
- (1) VP31 Backpack 2.25 Gallon Tank

BUYING OPTIONS

\$1999 from Kleenmark, Madison
20 units in stock/available as of 7/31/2020

[Find a Distributor \(/preferred-distributors\)](#)



DESCRIPTION

Our Professional Cordless Electrostatic Backpack Sprayer is designed to allow the professional to cover up to 23,000 square feet on a single tank of fluid (coverage per tank is determined by internal testing using flow rate and particle size). In addition, it is designed to save time and labor, spray less liquid, and cover more surfaces. Victory Sprayers' patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath.



KEY FEATURES

- ➔ Patented electrostatic charge penetrates chemical providing a thin, even spray pattern on all surfaces
- ➔ Removable Easy Fill HDPE tank holds 2.25 gallons of chemical, allowing you to coat up to 23,000 sq. ft.
- ➔ Cordless convenience allows for effortless movement room to room
- ➔ 3-in-1 nozzle allows you to set particle size to match your application
- ➔ 4ft hose with quick release valve allows for comfortable reach and maximum maneuverability

SPECIFICATIONS

Voltage	16.8V
Warranty	1yr limited warranty
Battery	16.8V 3400mAh Lithium-Ion
Weight	10.0 lbs. (29 lbs. full)
Optimum Spray Distance	4 - 6ft
Tank Capacity	2.25 gallons
Run Time	4 hours per charge
Nozzle Spray Sizes	40 micron full cone, 80 micron full cone, 110 micron 120° fan
Charge Time	90 Minutes
Flow Rate	40 micron / 3.4 oz. per minute 80 micron / 5.1 oz. per minute 110 micron / 13.4 oz. per minute



PROFESSIONAL CORDLESS ELECTROSTATIC HANDHELD SPRAYER

WHAT'S INCLUDED

- (1) VP200ES Professional Cordless Electrostatic Handheld Sprayer
- (1) VP20A Professional 16.8V 3400mAh Lithium Battery
- (1) VP10 Professional 16.8V Battery Charger
- (1) VP49 Nozzle Wrench
- (1) VP50 3-in-1 Nozzle (40/80/110 Microns)
- (1) Soft-Sided Carrying Case
- (1) VP30 Handheld 33.8oz Tank with Cap

BUYING OPTIONS

\$799 From Kleenmark, Madison
3-week lead time as of 7/31/2020

[Find a Distributor \(/preferred-distributors\)](#)



DESCRIPTION

Our Professional Cordless Electrostatic Sprayer allows the user hours of spraying time without the hassle of dragging a cord. In addition, it is designed to save time and labor, spray less liquid, and cover more surfaces. Victory Sprayers' patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath.

As of June 22nd, all VP200ESK shipped will include our new, more versatile soft-sided worksite storage bag. This upgrade comes with practical, time-saving benefits, including upright, leak-free storage (no disassembly needed) and extra storage space for an additional tank or battery. It is also packed inside a sturdy, three-color box including all product features, benefits and pertinent information.



KEY FEATURES

- ⊕ Patented electrostatic charge penetrates chemical providing a thin even spray pattern on all surfaces
- ⊕ Weighs only 5.9 lbs. with a full tank
- ⊕ Cordless convenience allows for effortless movement room to room
- ⊕ 3-in-1 nozzle lets you set the spray particle size to match your application
- ⊕ Easy Fill HDPE 33.8oz refillable tank allows you coat up to 2800 sq. ft. on 40 micron setting
- ⊕ Victory 16.8V Lithium-Ion battery allows you to run between 20-80 tanks on a single charge

SPECIFICATIONS

Voltage	16.8V
Warranty	1yr limited warranty
Battery	16.8V 3400mAh Lithium-Ion
Weight	3.8 lbs. (5.9 lbs. full)
LED Light	Yes
Optimum Spray Distance	2 - 3ft
Tank Capacity	33.8 oz.
Run Time	4 hours
Nozzle Spray Sizes	40 micron full cone, 80 micron full cone, 110 micron 120° fan
Charge Time	90 Minutes
Flow Rate	40 micron / 3.1 oz per minute 80 micron / 3.8 oz. per minute 110 micron / 10.5 oz. per minute



Global Plasma Solutions Virtually Eliminates Static SARS-CoV-2 with Proprietary NPBI™ Technology

Global Plasma Solutions is the first air purification solution to test SARS-CoV-2, achieving a 99.4% reduction of the surface strain within 30 minutes

June 10, 2020 02:30 PM Eastern Daylight Time

CHARLOTTE, N.C.--(BUSINESS WIRE)--Global Plasma Solutions, the leader in Indoor Air Quality, announced today industry-leading ionization testing results, demonstrating a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain within 30 minutes, the first instance in which an air purification company has effectively neutralized SARS-CoV-2. Following initial testing of coronavirus 229E in March 2020, Global Plasma Solutions utilized its proprietary needlepoint bipolar ionization to inactivate SARS-CoV-2. The study was jointly executed with Aviation Clean Air.

In this laboratory study, Aviation Clean Air designed a test to mimic ionization conditions like that of a commercial aircraft's fuselage. Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

"The testing results we achieved through our proprietary needlepoint bipolar ionization technology clearly demonstrate that Global Plasma Solutions is the gold standard in air purification," said Global Plasma Solutions Founder and Chief Technology Officer, Charles Waddell. "For any kind of facility from commercial buildings to aircrafts, delivering the cleanest, safest indoor air environment will only become increasingly more important, and our ozone-free technology is one of the most sophisticated products on the market."

Understanding needlepoint bipolar ionization

Needlepoint bipolar ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air continuously seeking out and attaching to particles. This sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.

Additionally, positive and negative ions have microbicidal effects on pathogens, ultimately reducing the infectivity of the virus. Global Plasma Solutions' needlepoint bipolar ionization is ozone-free and the only kind in its category to pass the RCTA DO-160 standard for aircraft. Traditional bipolar ionization systems produce harmful ozone as a byproduct.

About Global Plasma Solutions

Global Plasma Solutions (GPS) is the leader in Indoor Air Quality, with over 30 patents and more than 150,000 installations worldwide using our needlepoint bipolar ionization (NPBI) technology to deliver clean indoor air that is safe and healthy – producing neither ozone nor other harmful by-products. All of our NPBI products are UL and CE certified and registered and use NPBI to purify the air by eliminating airborne particulates, odors and pathogens. GPS was founded in 2008 and is headquartered in Charlotte, North Carolina.

Contacts

Kevin Boyle

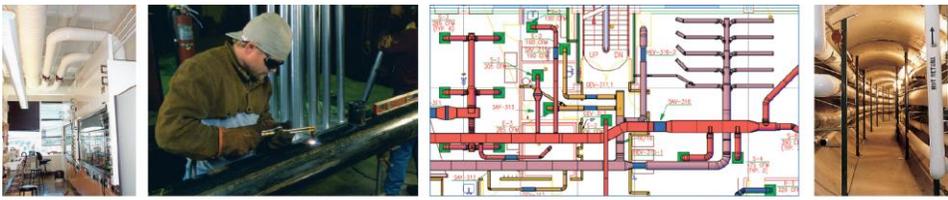
kevin.boyle@globalplasmasolutions.com

(980) 214 2021



THE GPS ADVANTAGE

	GPS NPBI	Other BPI	CORONA DISCHARGE	HEPA FILTERS	CARBON B	ULTRAVIOLET (UV)	UV-PCO
Produces Harmful Byproducts	None	Yes	Yes	No	No	Yes	No
Reduces Airborne Particles	Yes	Yes	Yes	Yes	No	No	No
Destroys VOCs	Yes	Yes	Yes	No	Captures	No	Yes
Kills Pathogens	Yes	Yes	Yes	No	Captures	Yes	Yes
Reduces Energy Cost	30%	Yes	Yes	No	No	No	No
UL 2998 No-Ozone Certified	Yes	No	No	N/A	N/A	N.A	N/A
Treats In-Room Air	Yes	Yes	Yes	No	No	No	No
No Replacement Parts	Yes	No	No	No	No	No	No
Auto-Cleaning	Yes	No	No	No	No	No	No
Simple to Install	Yes	No	No	No	No	No	No
Low Total Cost	Yes	Yes	No	No	No	No	No



Waunakee Community School District

July 23, 2020

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Thank you for the opportunity to provide a proposal for installation of a GPS Ionization system for the Waunakee Community School District. The project pricing below includes providing and mounting the GPS Ionization System at the High School air handling units as indicated.

The system operates within your existing HVAC equipment and assists with breaking down odors, contaminants, and some viruses and bacteria as shown in the vendor information previously provided. It is important to note that while these systems are designed to help provide a cleaner indoor environment, installation does not guarantee that no one in the building will get sick. NAMI is not responsible for any specific performance or results related to eradicating COVID-19 or any other virus in your buildings.

Project Scope of Work

- Provide and install GPS Ionization System for 25 air handling units (excludes 3 make-up air units that are rarely used)
- Ionization bars will be installed at the cooling coil
- Power supplies to be installed within six (6) feet of cooling coil
 - Includes power cord from power supply to bar
- Excludes electrical power wiring to power supply.
 - Power supply can operate using 24v, 120v, or 208v

North American Mechanical, Inc will perform the above stated work for a Guaranteed Maximum Price of **\$230,000**.

Project Notes

1. Payment to be made net 30 days from invoice date.
2. Work to be performed during normal business hours.
3. Lead time depends on current stock but is typically 2-3 weeks.
4. Pricing excludes electrical. Cost of electrical work is in addition to this quote and can be contracted directly with owner or added as a subcontract.

Thank you for your consideration on this project. Should you have any questions, please feel free to contact me by phone at (608) 842-3932 or by email at prothering@naminc.com.

Sincerely,

101 School Dr. – 3 split systems: \$4,500-5,000

Bethel Admin. – 7 split systems and 1 RTU: \$13-16,000

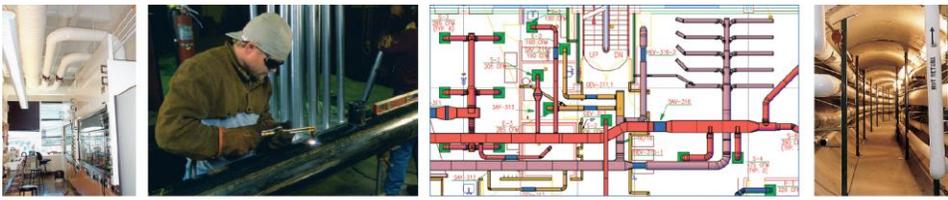
Arboretum – 4 AHUs: \$40-50,000 (Arboretum has UV so while not the same, already does have some air quality measures in place)

Heritage – 7 AHU, 19 Fan Coils, 62 univents: \$175-200,000

Intermediate – 4 DOAS, 2 MUA, 2 HRU, 102 heat pumps: \$220-250,00

Middle School – 5 AHU, 3 split systems: \$55-60,000

Prairie – 7 AHU: \$70-80,000



Waunakee Community School District

August 7, 2020

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Thank you for the opportunity to provide a proposal for installation of a GPS Ionization system for the Waunakee Community School District. The project pricing below includes providing and mounting the GPS Ionization System at Arboretum school as indicated below.

The system operates within your existing HVAC equipment and assists with breaking down odors, contaminants, and some viruses and bacteria as shown in the vendor information previously provided. It is important to note that while these systems are designed to help provide a cleaner indoor environment, installation does not guarantee that no one in the building will get sick. NAMI is not responsible for any specific performance or results related to eradicating COVID-19 or any other virus in your buildings.

Project Scope of Work

- Provide and install GPS Ionization System for 4 air handling units at Arboretum
- Ionization bars will be installed at the cooling coil
- Power supplies to be installed within six (6) feet of cooling coil
 - Includes power cord from power supply to bar
- Includes electrical power wiring to power supply.
 - Power supply can operate using 24v, 120v, or 208v

North American Mechanical, Inc will perform the above stated work for an amount of **\$43,550**.

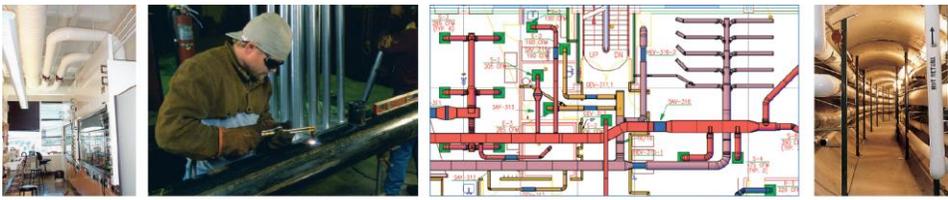
Project Notes

1. Payment to be made net 30 days from invoice date.
2. Work to be performed during normal business hours.
3. Lead time depends on current stock but is typically 3-4 weeks.

Thank you for your consideration on this project. Should you have any questions, please feel free to contact me by phone at (608) 842-3932 or by email at prothering@naminc.com.

Sincerely,

Pete Rothering
North American Mechanical, Inc.



Waunakee Community School District

August 7, 2020

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Thank you for the opportunity to provide a proposal for installation of a GPS Ionization system for the Waunakee Community School District. The project pricing below includes providing and mounting the GPS Ionization System at Heritage school as indicated below.

The system operates within your existing HVAC equipment and assists with breaking down odors, contaminants, and some viruses and bacteria as shown in the vendor information previously provided. It is important to note that while these systems are designed to help provide a cleaner indoor environment, installation does not guarantee that no one in the building will get sick. NAMI is not responsible for any specific performance or results related to eradicating COVID-19 or any other virus in your buildings.

Project Scope of Work

- Provide and install GPS Ionization System for 7 air handling units, 1 RTU and 98 Fan coils / univents at Heritage
- Ionization bars will be installed at the cooling coil
- Power supplies to be installed within six (6) feet of cooling coil
 - Includes power cord from power supply to bar
- Includes electrical power wiring to power supply.
 - Power supply can operate using 24v, 120v, or 208v

North American Mechanical, Inc will perform the above stated work for an amount of **\$117,625**.

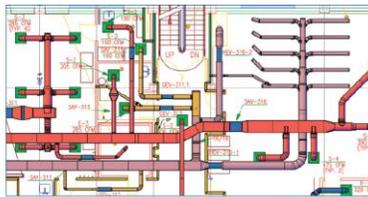
Project Notes

1. Payment to be made net 30 days from invoice date.
2. Work to be performed during normal business hours.
3. Lead time depends on current stock but is typically 3-4 weeks.

Thank you for your consideration on this project. Should you have any questions, please feel free to contact me by phone at (608) 842-3932 or by email at prothering@naminc.com.

Sincerely,

Pete Rothering
North American Mechanical, Inc.



Waunakee Community School District

August 7, 2020

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Thank you for the opportunity to provide a proposal for installation of a GPS Ionization system for the Waunakee Community School District. The project pricing below includes providing and mounting the GPS Ionization System at Prairie school as indicated below.

The system operates within your existing HVAC equipment and assists with breaking down odors, contaminants, and some viruses and bacteria as shown in the vendor information previously provided. It is important to note that while these systems are designed to help provide a cleaner indoor environment, installation does not guarantee that no one in the building will get sick. NAMI is not responsible for any specific performance or results related to eradicating COVID-19 or any other virus in your buildings.

Project Scope of Work

- Provide and install GPS Ionization System for 7 air handling units at Prairie
- Ionization bars will be installed at the cooling coil
- Power supplies to be installed within six (6) feet of cooling coil
 - Includes power cord from power supply to bar
- Includes electrical power wiring to power supply.
 - Power supply can operate using 24v, 120v, or 208v

North American Mechanical, Inc will perform the above stated work for an amount of **\$51,340**.

Project Notes

1. Payment to be made net 30 days from invoice date.
2. Work to be performed during normal business hours.
3. Lead time depends on current stock but is typically 3-4 weeks.

Thank you for your consideration on this project. Should you have any questions, please feel free to contact me by phone at (608) 842-3932 or by email at prothering@naminc.com.

Sincerely,

Pete Rothering
North American Mechanical, Inc.

Web: www.1901inc.com

Phone: 608-273-3434

Fax: 608-273-9654



1901 Inc.

2801 Syene Road
Madison, WI 53713-3203

August 7, 2020

1901 Inc.
2801 Syene Rd
Madison, WI 53713-3202

Attention: John Cramer

Re: Waunakee Elementary Schools GPS Ionization Project.

John,

We are pleased to submit for your consideration our proposal for the above reference project.

Clarifications/Qualifications:

1. Provide selected GPS system noted in proposals for each unit
2. All work to be completed between normal business hours of 7:00 am -3:30 pm Monday - Friday.
3. Provide all electrical work needed to power GPS systems being installed
4. We are not excluding any control work at this time, but is option if wanted
5. We are provided for the 1 handheld ION counters for the (3) schools. So, space Ionization can be read through out the spaces for monitoring purposes

Please see the (3) attached proposals for the individual schools. Prairie, Heritage and Aboretum for complete listing.

We have also attached submittals of the GPS Systems we will be providing and installing.

Thank you for the opportunity to assist you with this project. Please feel free to Contact us with any questions you may have

Greg Jarosz

Email: Gjarosz@1901inc.com

Direct Line: 608-308-1297

Cell: 608-235-3674

Dave Gundlach

Email: dgundlach@1901inc.com

Direct Line: 608-273-9738

Cell: 608-712-6143

1901 INC

2801 Syene Road / Madison, WI 53713-3203

Office: (608) 273-3434 / Fax: (608) 273-9654



QUOTATION

TO: Waunakee School District	DATE: August 6, 2020
Street: 905 Bethel Cir	Phone: 608-849-2000 Ext 8296
City, State, Zip: Waunakee, WI. 53597	Fax:
ATTN: John Cramer	Cell:
RE: Arboretum GPS system install in HVAC equipment	Email: johncramer@waunakee.k12.wi.us
JOB SITE (Address work is being performed):	
Property Owners Name:	Arboretum Elementary school
Property Owners Address:	

THE UNDERSIGNED PROPOSES THE FOLLOWING:

AHU AC-1 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) row of stingers
all line voltage wiring to install GPS systems
AHU AC-2 unit
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) rows of stingers
all line voltage wiring to install GPS systems
AHU AC-3 unit
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) rows of stingers
all line voltage wiring to install GPS systems
AHU AC-4 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) rows of stingers
all line voltage wiring to install GPS systems
(1) Hand Held Air Ion Counter for checking Ionization in spaces
Will Remove existing UV lights from Air handlers and dispose of.

EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
Tax and Freight are not included (if applicable).
Equipment count is based on information given during walk through. If more equipment is found during Install of GPS systems. We will provide quote before proceeding.

All of the above to be completed for the sum of:

\$46,338.59

QUOTED PRICE:

1901 Inc.

By:

Dave Gundlach

Dave Gundlach, Service Manager (608) 712-6143

Email: dgundlach@1901inc.com

Accepted: _____
Date: _____
<i>In acceptance of this quotation, please sign, date and return to 1901 Inc. via fax, email or mail (please retain a copy for your records); also submit PO/Contract if needed.</i>

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

PRELIMINARY NOTICE

PRIME CONTRACTOR - NOTICE OF LIEN RIGHTS: AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNERS LAND, MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIAL, PLANS AND/OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO MORTGAGE LENDER, IF ANY. THE UNDERSIGNED CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

SUBCONTRACTOR IDENTIFICATION NOTICE - NOTICE OF LIEN RIGHTS: CLAIMANT IS DULY NOTED THAT IN ACCEPTANCE OF THIS PROPOSAL 1901 Inc WILL IDENTIFY OURSELVES TO THE PROPERTY OWNER ON WHICH OUR SERVICES WILL BE PERFORMED WITHING TEN (10) DAYS OF WORK ACCEPTANCE.

1901 INC

2801 Syene Road / Madison, WI 53713-3203

Office: (608) 273-3434 / Fax: (608) 273-9654



QUOTATION

TO: Waunakee School District	DATE: August 6, 2020
Street: 905 Bethel Cir	Phone: 608-849-2000 Ext 8296
City, State, Zip: Waunakee, WI. 53597	Fax:
ATTN: John Cramer	Cell:
RE: Heritage GPS system install in HVAC equipment	Email: johncramer@waunakee.k12.wi.us

JOB SITE (Address work is being performed):	
Property Owners Name:	Heritage Elementary school
Property Owners Address:	

THE UNDERSIGNED PROPOSES THE FOLLOWING:

(1) GPS FC24-AC unit per Fan coils unit for total of (19)
all low voltage wiring to install GPS systems
(1) GPS FC24-AC unit per Univent unit for total of (62)
all low voltage wiring to install GPS systems
(2) Hanging AHU units in North Gym
Furnish and install (1) power supply in each unit
Furnish and install (1) power head in each unit
Furnish and install (1) row of stingers in each unit
all low voltage wiring to install GPS systems
AHU unit in prep kitchen
(1) FC48-AC GPS unit
all low voltage wiring to install GPS systems
AHU unit Serving Library
(2) FC48-AC GPS units
all low voltage wiring to install GPS systems
AHU South Cafeteria unit
(2) FC48-AC GPS units
all low voltage wiring to install GPS systems
AHU North Rm
(2) FC48-AC GPS units
all low voltage wiring to install GPS systems
AHU units in North Mezz
Furnish and install (1) power supply
Furnish and install (1) power head
Furnish and install (1) row of stingers
all low voltage wiring to install GPS systems
(1) Hand Held Air Ion Counter for checking Ionization in spaces

EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included. 151
Tax and Freight are not included (if applicable).

Equipment count is based on information given during walk through. If more equipment is found during Install of GPS systems. We will provide quote before proceeding.

Empty rectangular boxes for additional information or notes.

Accepted: _____
Date: _____
In acceptance of this quotation, please sign, date and return to 1901 Inc. via fax, email or mail (please retain a copy for your records); also submit PO/Contract if needed.

POTENTIAL BILLINGS: 1-Partial / 1-Final Terms: Net 30 Days

All of the above to be completed for the sum of:

\$106,382.25

**QUOTED PRICE:
1901 Inc.**

By: Dave Gundlach
Dave Gundlach, Service Manager (608) 712-6143
Email: dgundlach@1901inc.com

PRELIMINARY NOTICE

PRIME CONTRACTOR - NOTICE OF LIEN RIGHTS: AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNERS LAND, MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIAL, PLANS AND/OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO MORTGAGE LENDER, IF ANY. THE UNDERSIGNED CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

SUBCONTRACTOR IDENTIFICATION NOTICE - NOTICE OF LIEN RIGHTS: CLAIMANT IS DULY NOTED THAT IN ACCEPTANCE OF THIS PROPOSAL 1901 Inc WILL IDENTIFY OURSELVES TO THE PROPERTY OWNER ON WHICH OUR SERVICES WILL BE PERFORMED WITHING TEN (10) DAYS OF WORK ACCEPTANCE.

1901 INC

2801 Syene Road / Madison, WI 53713-3203

Office: (608) 273-3434 / Fax: (608) 273-9654



QUOTATION

TO: Waunakee School District	DATE: August 6, 2020
Street: 905 Bethel Cir	Phone: 608-849-2000 Ext 8296
City, State, Zip: Waunakee, WI. 53597	Fax:
ATTN: John Cramer	Cell:
RE: Prairie GPS system install in HVAC equipment	Email: johncramer@waunakee.k12.wi.us
JOB SITE (Address work is being performed):	
Property Owners Name:	Priarie elementary school
Property Owners Address:	

THE UNDERSIGNED PROPOSES THE FOLLOWING:

AHU #1 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) row of stingers
all line voltage wiring to install GPS systems
AHU #2 unit
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) rows of stingers
all line voltage wiring to install GPS systems
AHU #3 unit
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) rows of stingers
all line voltage wiring to install GPS systems
AHU #4 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) rows of stingers
all line voltage wiring to install GPS systems
AHU #5 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) rows of stingers
all line voltage wiring to install GPS systems
AHU #7 unit
Furnish and install (1) power supply
Furnish and install (1) power heads
Furnish and install (1) rows of stingers
all line voltage wiring to install GPS systems
(1) Hand Held Air Ion Counter for checking Ionization in spaces

EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.

Any other parts, equipment, repairs, or rentals are not included.

Tax and Freight are not included (if applicable).

Equipment count is based on information given during walk through. If more equipment is found during Install of GPS systems. We will provide quote before proceeding.

AHU #6 is providing combustion air to Boiler room. We feel it is not nessecary to install GPS system.

All of the above to be completed for the sum of:

\$62,046.96

**QUOTED PRICE:
1901 Inc.**

By: *Dave Gundlach*

Dave Gundlach, Service Manager (608) 712-6143

Email: dgundlach@1901inc.com

Accepted: _____

Date: _____

In acceptance of this quotation, please sign, date and return to 1901 Inc. via fax, email or mail (please retain a copy for your records); also submit PO/Contract if needed.

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

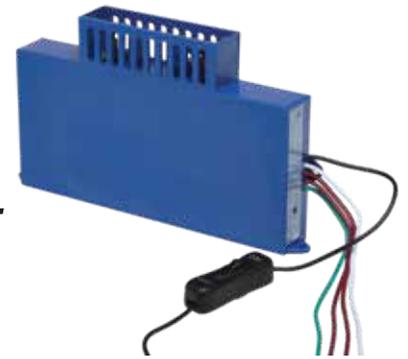
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SUBCONTRACTOR IDENTIFICATION NOTICE - NOTICE OF LIEN RIGHTS: CLAIMANT IS DULY NOTED THAT IN ACCEPTANCE OF THIS PROPOSAL 1901 Inc WILL IDENTIFY OURSELVES TO THE PROPERTY OWNER ON WHICH OUR SERVICES WILL BE PERFORMED WITHING TEN (10) DAYS OF WORK ACCEPTANCE.

GPS-FC24-AC™

2,400 CFM Auto-Cleaning Needlepoint Bipolar Ionization System



Product Description

The GPS-FC24-AC is an auto-cleaning, needlepoint bipolar ionization system designed to handle up to 2,400 CFM. The unit is designed for multiple mounting options including fan inlet, interior duct wall or interior duct floor. The composite and carbon fiber construction allows the product to be mounted in corrosive environments.

Standard Features

Universal voltage input, in-line On/Off switch, programmable auto-cleaning cycle, plasma on indication light, alarm contacts, magnets for ease of installation and replaceable carbon fiber brush emitters.*

*Life cycle testing shows no mechanical degradation of the carbon fiber brushes due to repeated cleaning cycles

Benefits

-  Particle Reduction and Smoke Control
-  Odors Neutralized by destroying VOCs
-  Pathogens Killed (Bacteria, Viruses, Mold), Helps to Control Allergens/ Asthma*, Prevents Dirty Sock Syndrome
-  Energy Savings of 30% by Reducing Outdoor Air Intake by up to 75%, reduces pressure loss by keeping coils clean without expensive UV system, and requires No Maintenance!

*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

Specifications

Input Voltage	24VAC to 240VAC
Amps	0.17-0.017A operating/0.33-0.03A cleaning cycle
Power	4 Watts operating / 8 Watts cleaning cycle
Frequency	50/60HZ
Total Ion Output	> 300 Million ions/cc/sec
Airflow Capacity	0 to 2,400 CFM or up to 6 tons
Temperature/Humidity	-20°F to 200°F / 0 - 100% RH
Unit Dimensions/Weight	7.9"L x 1.1"W x 5.0"H / 1.25 lbs
Electrical Listings	UL, cUL, CE
Alarm Contact Rating	250VAC / 1A
Compliance & Certifications	UL 867, OSHPD Seismic (OSP), IAQP

Commercial Applications

- Schools and Universities
- Arenas and Stadiums
- Transportation Hubs
- Office Buildings
- Manufacturing
- Food Service
- Animal Care
- Institutional
- Senior Care
- Healthcare
- Hospitality
- Child Care
- Worship



Engineering Air for a Cleaner World™

Global Plasma Solutions, Inc.
www.GlobalPlasmaSolutions.com

GPS-FC48-AC™

4,800 CFM Auto-Cleaning Needlepoint Bipolar Ionization System



Product Description

The GPS-FC48-AC is an auto-cleaning, no maintenance, needlepoint bipolar ionization system designed to handle up to 4,800 CFM. The unit is designed for multiple mounting options including fan inlet, interior duct wall or interior duct floor. The all-composite and carbon fiber construction allows the product to be mounted in corrosive environments.

Standard Features

Universal voltage input, in-line On/Off switch, programmable auto-cleaning cycle, plasma on indication light, alarm contacts, magnets for ease of installation and replaceable carbon fiber brush emitters.*

*Life cycle testing shows no mechanical degradation of the carbon fiber brushes due to repeated cleaning cycles

Benefits

-  Particle Reduction and Smoke Control
-  Odors Neutralized by destroying VOCs
-  Pathogens Killed (Bacteria, Viruses, Mold), Helps to Control Allergens/ Asthma*, Prevents Dirty Sock Syndrome
-  Energy Savings of 30% by Reducing Outdoor Air Intake by up to 75%, reduces pressure loss by keeping coils clean without expensive UV system, and requires No Maintenance!

*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

Specifications

Input Voltage	24VAC to 240VAC
Amps	0.41A to 0.041A
Power	10 Watts
Frequency	50/60HZ
Total Ion Output	> 400 Million ions/cc/sec
Airflow Capacity	0 to 4,800 CFM or up to 12 tons
Temperature/Humidity	-20°F to 200°F / 0-100% RH
Unit Dimensions/Weight	11.1"L x 1.84"W x 3.52"H / 1.32 lbs
Electrical Listings	UL, cUL, CE
Alarm Contact Rating	250VAC/ 1A
Compliance & Certifications	UL 867, OSHPD Seismic (OSP), IAQP

Commercial Applications

- Schools and Universities
- Arenas and Stadiums
- Transportation Hubs
- Office Buildings
- Manufacturing
- Food Service
- Animal Care
- Institutional
- Senior Care
- Healthcare
- Hospitality
- Child Care
- Worship
- Theatre



Engineering Air for a Cleaner World™

Global Plasma Solutions, Inc.
www.GlobalPlasmaSolutions.com

Installation, Operation & Maintenance Manual

GPS-iMOD®





Thank you for purchasing a GPS-iMOD system from Global Plasma Solutions (GPS). The GPS-iMOD is a revolutionary product in the air purification industry. The GPS-iMOD is manufactured from high quality components to prevent wear, does not require replacement and does not generate ozone. The system is designed to provide a long, trouble free life and low cost of ownership.

HARDWARE PROVIDED BY GPS

Before you start, confirm the contents of your shipment contains all the parts ordered. Each GPS-iMOD system will consist of the following components:

1. GPS-iMOD 15-watt power supply with multi-voltage input: (24VAC/0.5A; 120VAC/0.12A; 208-240VAC/0.065A).
2. GPS-iMOD 6' flexible power cable with connectors and first electrode on the bar already attached. Custom length cables may have been ordered and lengths may vary by application. More than 1 may be provided based on AHU size.
3. GPS-iMOD 6-inch modular sections provided per quantities ordered to achieve overall desired ionization bar length.
4. End cap for each iMOD assembly bar. End cap inserts into the last modular section of the bar to prevent contamination.
5. A minimum of 2 mounting magnets per bar for securing the GPS-iMOD to the cooling coil inlet or filter rack. Magnet quantity provided will increase based on overall bar length. GPS recommends magnet spacing of about 16 inches.
6. Nylon screws and nuts for securing magnets to the front or back of the iMOD sections and metal screws for securing magnets to the top of the iMOD sections where the bar can be mounted to the ceiling of an air handler.

HARDWARE REQUIRED BY OTHERS

1. Self-tapping sheet metal screws.
2. Electric wiring, junction box or receptacle to provide power to the GPS-iMOD power supply, optional air flow switch, optional door switch, optional remote mounted ion detector sensor, or optional NEMA enclosure for power supply. Note: optional items may be included based on the items quoted or provided in the purchase order.

INSTALLATION LOCATION

GPS recommends mounting the GPS-iMOD downstream of a MERV 6, 30% particulate filter to prevent unnecessary build-up of particulate on the carbon fiber needle tips. Below is a list of locations to mount the GPS-iMOD in the preferred order.

3. The optimal location to mount the GPS-iMOD is between the particulate filter and the cooling coil. Mounting the GPS-iMOD in this location will prevent particulate build-up. The GPS-iMOD mounted before the cooling coil will prevent bacteria, virus and mold from breeding on the cooling coil as the ions will be pulled through the coil with the air flow.
4. Downstream of the particulate filters and the cooling coil in a location where condensate from the coil or a humidifier will not completely saturate the bar. Whereas the iMOD bar is waterproof, the ionization will be reduced from the carbon fiber brushes if they become saturated with water from condensate.
5. Before the particulate filters. Please note if the bar is mounted before the particle filters, the ionization will not go past the particle filters. In healthcare applications, 2 sets of bars are suggested; one set on the coil inlet and one after the final filters.

MECHANICAL INSTALLATION

For standard applications, there should be a quantity of 1 GPS-iMOD bar assembly on each coil up to 60 inches in height. The GPS-iMOD bar(s) should be spaced a maximum of 60 inches apart to get optimal ionization coverage on the coils. The bar should be installed such that the entire finned-width of the cooling coil is spanned by the GPS-iMOD bar (see FIGURE 13).

1. Determine which style of GPS-iMOD is being installed.
 - i. If using the screw-type iMOD, go to Step 1A (Refer to FIGURE 1 for GPS-iMOD screw-type with threaded post).
 - ii. If using the snap-type iMOD, go to Step 1B (Refer to FIGURE 2 for GPS-iMOD-S snap-type without threads).

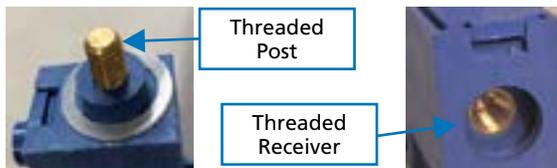


Figure 1

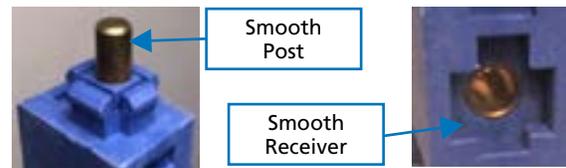


Figure 2

Step 1A – Assembly of screw-type GPS-iMOD

Once the mounting location has been determined, assemble the modular sections by inserting the male threaded post into the female receiver of the first modular section already attached to the powerhead (see FIGURE 3) and tighten until the modular housings are securely butted to each other. See FIGURE 4 below for correct assembly alignment. Please note, it should take 3-4 complete revolutions to assemble properly. Continue process until all modules are assembled to the desired length of the bar.

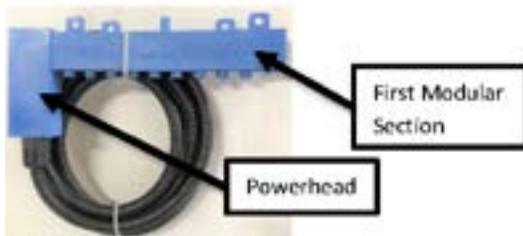


FIGURE 3

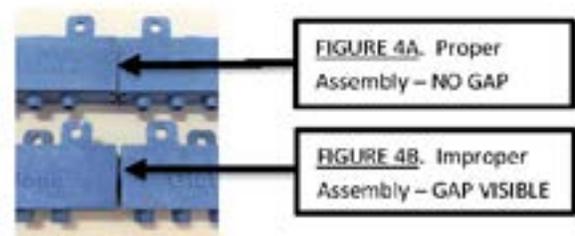


FIGURE 4

Not all the bars will screw together and line up with the brushes pointing in the same direction without using excessive force that could damage the module. Below are directions to assemble the bars to ensure alignment.



FIGURE 5

iMOD ALIGNMENT

When the sections do not align properly after they have been securely adjusted, as shown in FIGURE 5, disassemble the section and place nylon spacer(s) provided by GPS between the two sections as shown in FIGURE 6. Use several if needed.

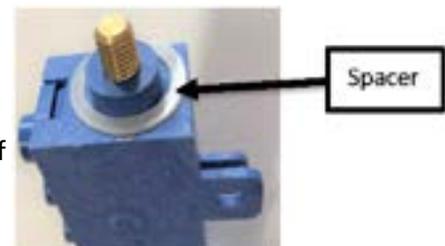


FIGURE 6

Once the spacer is placed over the male end of the device, twist the sections together until the parts are snug, and the carbon fiber brushes are pointing in the same direction, as shown in FIGURE 4A. Please note, once the bars are assembled, there should be no “wobble” between the sections. Proceed to 2.

Step 1B – Assembly of snap-type GPS-iMOD (GPS-iMOD-S)

Once the mounting location has been determined, assemble the modular sections by inserting the post-end of the iMOD-S into the receiver-end of the first modular section already attached to the powerhead (see FIGURE 7). Attach iMOD-S sections, making sure they are properly aligned as shown in FIGURE 8. Attach the iMOD-S sections by using a rubber mallet and carefully tapping with enough force to cause the modular sections to “snap” together (see FIGURE 9). Set iMOD on hard, flat surface when assembling with mallet. Hold iMOD firmly while tapping with hammer to avoid slipping. *Do not hold iMOD between sections while assembling to avoid pinching.*



CAUTION: Once iMOD-S sections are snapped together, they cannot be disassembled without breaking off the end piece.

Continue assembling the modular sections until you reach the needed length for the coil. After assembling the first 8 iMOD-S sections, lay the assembly on floor with the powerhead firmly butted against a rigid wall. See FIGURE 10. Continue to add iMOD sections until you reach the required length of the assembly. Proceed to 2.



2. Once the last iMOD section is added, push the nylon end cap into the receiver end of the last iMOD piece. It will “snap” into place with proper pressure. Refer to FIGURE 11. Proceed to 3 under iMOD MOUNTING.

iMOD MOUNTING

3. The GPS-iMOD modular sections can be mounted using the included magnets and hardware, or they can be mounted using sheet metal screws (not provided) through the integral molded brackets. There should be at least one magnet mounted on each end of the bar assembly and depending on length of bar, additional magnets or sheet metal screws may be required. Refer to FIGURE 12. Nylon screws and nuts are provided by GPS for mounting the magnets to the front or back of the bar.



FIGURE 12

4. When mounting the GPS-iMOD, the bottom of the GPS-iMOD should be level with top of the finned surface area of the coil as shown in FIGURE 13, with the carbon fiber brushes pointing towards the floor. Keep all metal away from carbon fiber brushes. The ionization bar should always be mounted on the air-entering side of the cooling coil. Mounting the bar on the leaving side of the coil (drain pan and wet side) will not keep the coil clean. The GPS-iMOD powerhead may be rotated to provide the best power cord routing based on the installation. Refer to FIGURE 14. When more than one bar is required per coil, mount the second bar half-way down the coil with the needles pointing towards the floor.

5. Do not cut or alter high voltage cable. Use grommets for any holes or protrusions. High voltage wires should be routed so no bend is greater than 70 degrees.

NOTE: The installing contractor will have to provide a piece of metal angle across the face of the coil to attach the GPS-iMOD if the coil finned surface area is over 3 feet wide.



FIGURE 13

Rotate connector arm up or leave down as required for installation.



FIGURE 14

POWER SUPPLY INSTALLATION AND WIRING

WARNING – DO NOT CONNECT POWER UNTIL VOLTAGE SELECTOR SWITCH INSIDE HOUSING IS CONFIRMED TO BE IN THE CORRECT POSITION FOR THE PRIMARY POWER BEING APPLIED (See FIGURE 15).

The GPS-iMOD system requires a total of 15 watts to power up to 6 GPS-iMODs at any length. The power supply will accept 24VAC, 115VAC or 208-240VAC at 50HZ or 60HZ. CAUTION!! The power supply has an internal voltage selector switch set to 115VAC from the factory, as shown in FIGURE 15. If 24VAC or 208-240VAC is required, move the selector switch to the proper position as shown on the circuit board or inside cover of the power supply lid. DO NOT APPLY POWER until the switch position matches the power supplied. Based on voltage input or local codes, the 3-prong plug may be cut off and the three wires are as follow: White = Neural, Black = 24V, 110V or 208-240V (based on switch position) and Green = Ground.

NOTE: If connecting to 24VAC power, ground must be connected.

1. The power supply may be mounted to the internal or external wall of the air handler.
2. Find a location within reach of the high voltage cable extending from the GPS-iMOD.
Remove the 4 screws securing the lid of the power supply.
3. Mount the power supply to the wall using sheet metal screws through the mounting tabs on the power supply.
4. One HV port in the high voltage (HV) section will be left open for attachment of the HV supply wire. Refer to FIGURE 16. Based on the jobsite specific wiring route, access to the right, left or top side may be desired. Remove the plug from the port desired and fill the port not used with the spare plug. **DO NOT RUN HIGH VOLTAGE INPUT WIRES THROUGH THE CONTROL PORTS AND DO NOT RUN CONTROL WIRING THROUGH HIGH VOLTAGE (HV) PORTS! REFER TO FIGURE 16.**

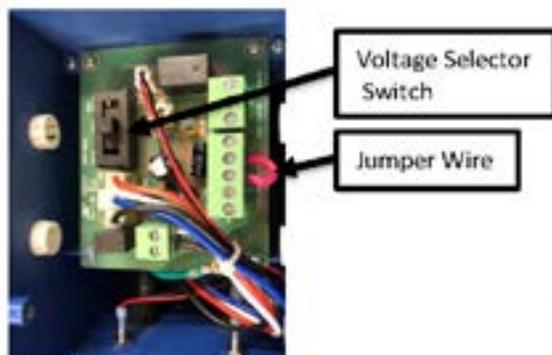


FIGURE 15

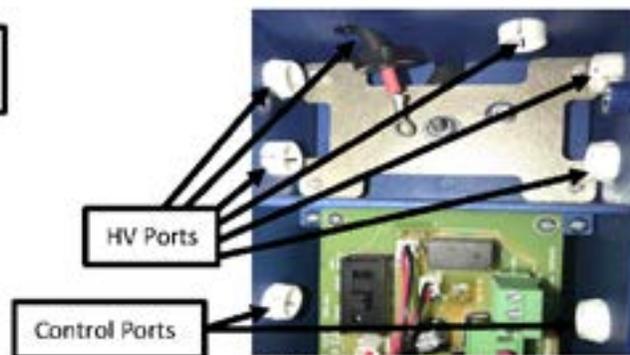


FIGURE 16

5. Remove the top nut from the HV screw (FIGURE 17). DO NOT REMOVE THE BOTTOM NUT! Remove the plastic nut (FIGURE 18) from the end of the high voltage cable. Next, push the HV wire through the desired port and place the plastic nut back over the HV cable. Place the electrical eye connector over the HV screw and tighten down the top nut to secure. If there are multiple bars connected, place all electrical eye connectors under the top nut prior to tightening. Push the HV connector into the HV port and tighten the plastic nut to secure in place (FIGURE 19). Once all connections are made, replace lid or proceed to connect the control wiring.

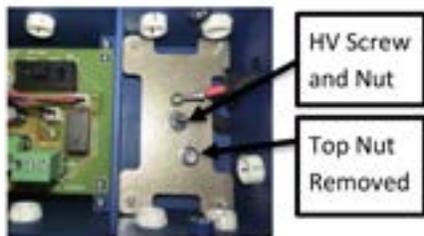


FIGURE 17

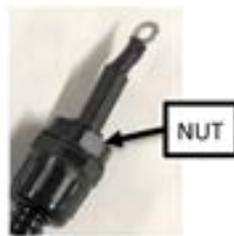


FIGURE 18

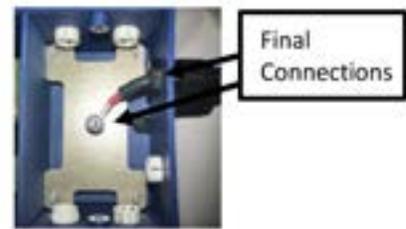


FIGURE 19

CONNECTION TO BMS/BAS

The GPS-iMOD has an internal ionization output sensing circuit. The external GPS-iDETECT-PTM is not required but may be installed as an option. Integral alarm “dry” contacts will close when the system is on and operating properly. To tie into the BMS/BAS for remote monitoring, use 18/2 twisted pair, SHIELDED, plenum rated cable and connect to the BMS/BAS ALARM contact terminals. Connect the cable shield to the ground terminal as shown in FIGURE 20. The terminal block may be removed for ease of wiring. **Keep the control wiring as far from the HV wiring as possible. DO NOT RUN BOTH CABLES TOGETHER AND DO NOT ZIP TIE CONTROL WIRING TO FLEXIBLE HV CABLES!**

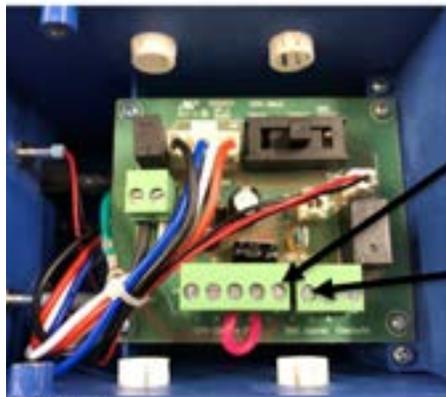


FIGURE 20

Ground terminal for BAS 18/4 Shield on GPS-iDETECT-P, if used. Please note, only ground one end of shielded cable!

Ground terminal for BAS/BMS 18/2 Shield. Please note, only ground the end of the shielded cable inside the power supply! Do not ground both ends of the shielded cable!

CONNECTION OF GPS-iDETECT-P

1. Remove the red jumper wire between C and NO on the GPS-iDetect-P terminal block (see FIGURE 15 for jumper wire).
2. Using 300V, 18/4, plenum rated, SHIELDED cable wire between the GPS-iDetect-P power and normally open terminals and the GPS-iMOD power supply GPS-iDetect-P terminal block as shown in FIGURE 20. Ground the 18/4 SHIELD to the ground terminal on the GPS-iDetect-P terminal strip shown in FIGURE 20.
Only ground ONE end of the shielded cable.
Do not ground the end connected to the GPS-iDETECT-P sensor.
DO NOT RUN CONTROL WIRING WITH HV CABLES!
3. Mount the GPS-iDetect-P using the included 1” coated pipe clamp and secure to a GPS-iMOD section as shown in FIGURE 21 using a nut and bolt.
4. When the GPS-iDetect-P senses output, the “Plasma On” light will illuminate on the front panel of the power supply and the BAS/BMS Alarm Contacts will close. When using the GPS-iDetect-P in conjunction with the GPS-iMOD power supply, always connect to the BMS/BAS using the BMS/BAS Alarm Contacts, not the contacts on the GPS-iDetect-P.



FIGURE 21

OPERATION

1. Once the voltage selector switch has been set, all HV wire(s) connected and iMODs mounted, turn the power switch to the "ON" position. When the switch is turned "ON" the "Power ON" light will illuminate, letting the user know power is supplied and the GPS-iMOD system is energized. Note: If a door switch, fan interlock switch or air flow switch are in series with the power, the system may not turn on until all safeties are closed. When power is supplied and the internal or optional remote mounted GPS-iDetect-P is sensing output, the "Plasma On" light will illuminate.
2. The internal BAS Alarm Contacts will close proving system operation to the BMS.
3. Using a standard non-contact voltage meter, place it near the ion needles and prove there is ion output. An optional ion meter can be purchased from GPS and actual ion output values can be measured. A permanent mount ion detector with BAS interface may be provided as an option for 24/7 output monitoring.

STARTUP/TESTING

1. Once the entire system is mounted and wired, energize the system by turning the on/off switch to the "on" position. The green power "ON" LED and "PLASMA ON" LED should illuminate. If the PLASMA ON does not illuminate, confirm the red jumper is installed between C and NO on the GPS-iDetect-P terminal block, as shown in FIGURE 20. If an external sensor is used, confirm it is on and operating.
2. Using a high voltage probe similar to a BK Precision Plus 28A, connect the probe to a multi-meter, connect the ground clamp, and measure the AC high voltage (AC not DC) at the 6 inch modular stingers. Insert the tip of the probe into one of the brush clusters and confirm the voltage is greater than 4,000 VAC. Please note, most probes provide a 1000:1 step down. As an example, a display of 4.0 would be $4.0 \times 1000 = 4,000$ VAC. The typical range of voltage is 4,000VAC to 7,000VAC, and the actual voltage will depend on the length and quantity of bars attached.

MAINTENANCE

The GPS-iMOD system has been designed for minimum maintenance. Below are the steps to ensure a long trouble-free life:

1. On an annual basis, turn off power and use isopropyl alcohol and a nylon (wire free) brush to gently clean the needles.
2. Use a soft cloth with isopropyl alcohol and wipe any debris off the GPS-iMOD outer bar and spaces between needle housings.
3. Note: In tobacco smoking environments, the GPS-iMOD will require more frequent cleaning based on the filter efficiency prior to the GPS-iMOD system.

TROUBLESHOOTING

1. Power supply "Power On" light not illuminated when the power switch is in the "ON" position.
 - 1A. Check that all safeties are closed and there is primary power applied to the power supply. If light will still not illuminate, remove power and energize after five minutes. The GPS-iMOD system uses an internal auto-reset circuit breaker. Either a voltage surge or high temperature/load condition can trip the circuit breaker. If the "Power On" light is off and the "Plasma On" light is "On," the "Power On" light may have burned out. Contact your local Representative or the GPS factory to have your power supply repaired or replaced.
2. No Ionization Output.
 - 2A. Confirm the power supply is operating properly per step 1A above. Confirm the HV cables are inserted and secured properly. Confirm the needles are clean and free of debris.



Engineering Air for a Cleaner World™

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122019-GPSIMOD-IOM REV G.

Faucets Needed

345

Replacement Cost

\$172,500

AutoFlushers needed

301

Replacement Cost

\$117,390

Soap dispensers needed

345

Replacement Cost

\$34,500

Paper towel dispensers needed

115

Replacement Cost

\$17,250

Drinking fountains

147

Replacement Cost

147,000

TOTAL

\$488,640



Waunakee Community School District

Committed to Children . Committed to Community . Committed to Excellence

**2020-2021 Budget
FOURTH DRAFT**

The fourth 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
August 10, 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, City of Middleton, City of Madison	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, City of Middleton, City of Madison	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 was presented in June. The third draft of the budget was presented in July. A public hearing on the budget took place in July. The Budget Committee requested a fourth draft of the budget in August related to school reopening costs. The administration will request that the Board of Education approve the preliminary budget in August. 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:

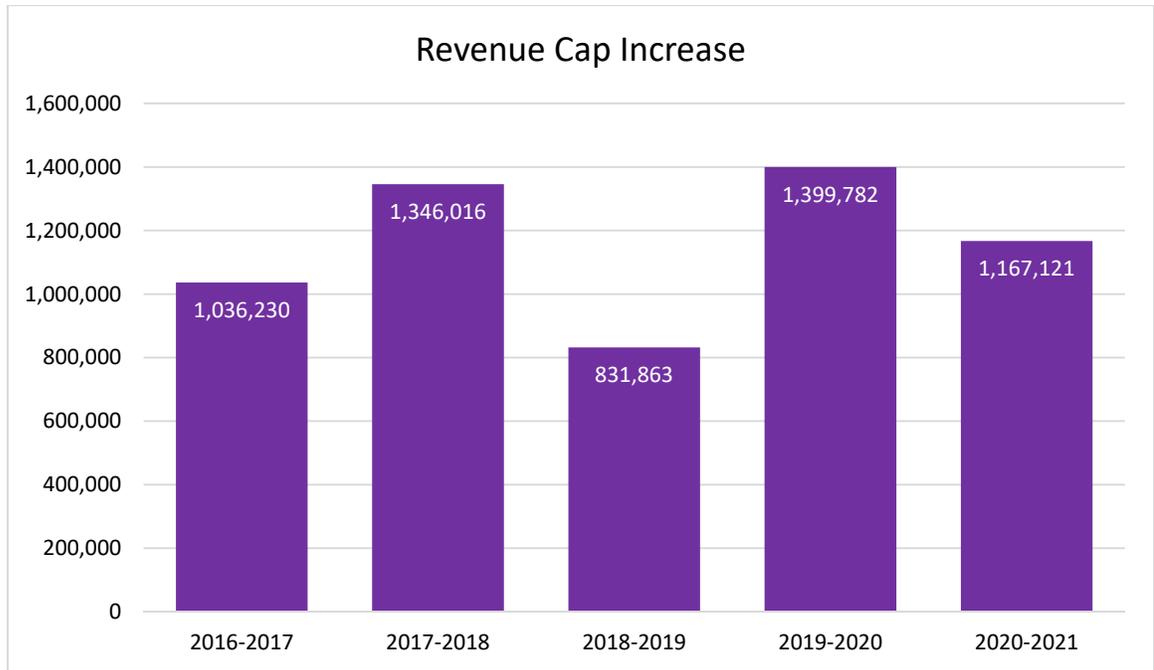
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund
49	Capital Projects*
50	Food Service
72	Private Benefit Trust
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* 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 \$20,767,173 or \$58,443 higher than 2019-20. This change equates to a 0.28% increase. The district has received the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2020-2021 tax levy increases to \$34,691,625 or \$1,108,505 higher than 2019-2020. This increase equates to a 3.3% increase. 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	24,210,291.00
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	<b style="background-color: yellow;">34,691,625.00
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	5.3%	10.7%	<b style="background-color: yellow;">3.3%

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 increase from \$10.86 to \$10.94 as 2019-2020. The school tax on a \$360,000 home is estimated to increase from \$3,910 to \$3,938 (assuming home had assessment change of 0%).

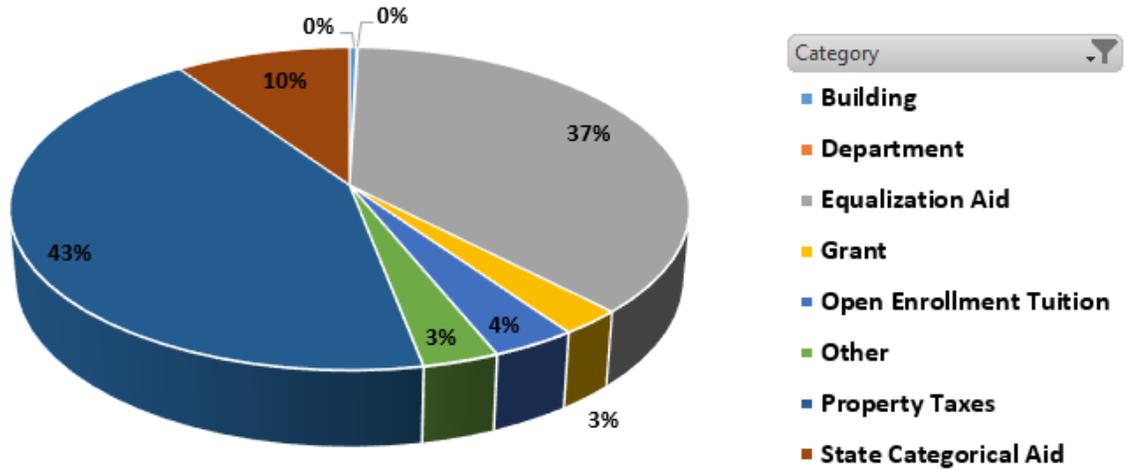
A summary of the expenditures showing two years of historical information and the proposed 2020-2021 budget is shown below. Fund 72 and 73 are not included in the summary below.

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	77,988,094.00
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	72,512,467.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	-10.7%	4.22%	11.29%

Waunakee Community School District

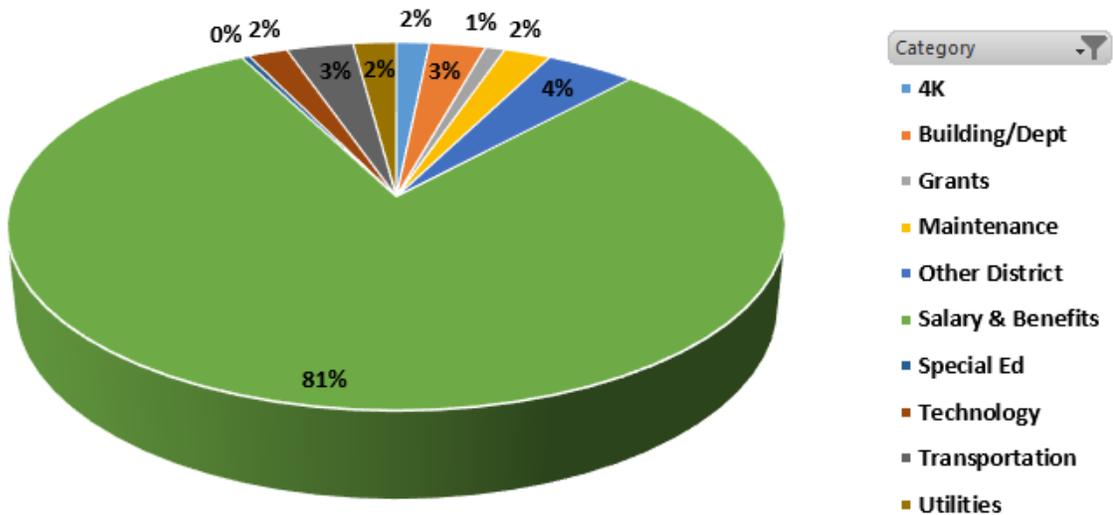
Where do the revenues come from? (Funds 10 and 27)

Total 10/27 Revenues



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

Total 10/27 Expenses



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.

Some of the 2020-21 grant budgets are 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 have been 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 Resources 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	\$75,748	-\$3,776	-5%
Title 2 Grant (Public)	\$48,894	\$46,568	-\$2,326	-5%
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	\$9,770	-\$230	-2%
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	\$117,332	\$3,024	3%
Federal CARES Grant	\$0	\$63,244	\$63,244	100%
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	\$756,404	\$70,865	9.37%

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	\$20,000	\$17,625	88%
District Student Fees	\$15,000	\$215,000	\$200,000	93%
Property Taxes	\$23,120,138	\$24,210,291	\$1,090,153	5%
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	\$20,767,173	\$58,443	0%
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	51,644,040	1,618,188	3.13%
Total Revenues	50,974,478	52,652,672	1,678,194	3.19%

Waunakee Community School District

Fund 10 Expenditures

	2019-2020	2020-2021	\$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	\$25,799,833	\$27,284,702	\$1,484,869	6%
Personnel Costs: Benefits	\$9,612,707	\$9,771,161	\$158,454	2%
Salary & Benefits Totals	35,412,540	37,055,863	1,643,323	5%
Prairie School	\$84,270	\$84,270	\$0	0%
Prairie School Common School Funds	\$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 Common School Funds	\$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 Common School Funds	\$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 Common School Funds	\$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 Common School Funds	\$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 Common School Funds	\$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	\$1,170,605	\$358,050	44%
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	\$824,842	\$1,024,842	\$200,000	24%
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	\$348,268	(\$60,000)	-15%
District Wide	1,068,357	1,137,838	\$69,481	7%
Summer School	\$65,870	\$74,160	\$8,290	13%
Department Totals	7,140,817	7,199,549	58,732	1%

Waunakee Community School District

Fund 10 Expenditures (continued)

Common School Fund-District	\$5,664	\$5,799	\$135	2%
Title 1 Grant	\$79,524	\$75,748	-\$3,776	-5%
Title 2 Grant (Public)	\$48,894	\$46,569	-\$2,325	-5%
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	\$9,770	-\$230	-2%
Title 4A Grant (Private)	\$230	\$230	\$0	0%
Perkins Grant	\$16,816	\$16,816	\$0	0%
Federal Flo-Through	\$114,308	\$117,332	\$3,024	3%
Federal CARES Grant	\$0	\$63,244	\$63,244	100%
State Safety Grant - 1	\$1,871	\$1,871	\$0	0%
State Safety Grant - 2	\$53,480	\$53,480	\$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	\$526,560	60,072	13%
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	\$51,408,164	\$52,908,847	\$1,500,683	3%
Rev-Exp	(\$433,686)	(\$256,175)	\$177,511	-41%
Beg Fund Balance	\$6,628,735	\$6,195,049	(\$433,686)	-7%
End Fund Balance	\$6,195,049	\$5,938,874	(\$256,175)	-4%

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, and a negative balance of \$298,050 for building/department funds returned to the District due to the 19-20 school closure.
- 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 has been 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	Assistant Principal (Incr 200 to 210 days)	0.05
Heritage	Teacher - Grade 2	1.00
	Teacher - Grade 3	1.00
	Teacher - Grade 4	1.00
	Assistant Principal (210 day contract)	1.00
Arboretum		
Intermediate	Teacher - Grade 6	2.00
Middle School	Assistant Principal (Incr 200 to 238 days)	0.19
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
	Custodian (MS/Bethel)	0.25
District	Communications Specialist (Fund 10)	0.75
	Communications Specialist (Fund 80)	0.25
Restructuring	7-12 Dir of Curr (change from Director C&I)	0.00
	PreK-6 Dir of Curr (change from Asst Dir C&I)	0.00
Other Budget Requests	To Be Determined	
Total Additional Staffing		11.91
(Fund 10)		9.41
(Fund 27)		2.00
(Fund 80)		0.25

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 was 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	\$15,587	\$239	2%
Federal Grant FT	\$621,064	\$664,883	\$43,819	7%
Grant Revenue	\$636,412	\$680,470	\$44,058	6%
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	\$8,554,810	\$239,594	3%
Expenditures:				
Federal Grant PS	\$15,348	\$15,587	\$239	2%
Federal Grant FT	\$621,064	\$664,883	\$43,819	7%
Grant Totals	\$636,412	\$680,470	\$44,058	7%
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	\$8,554,810	\$239,594	3%
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 available at this time.

Waunakee Community School District

Debt Service Fund 39

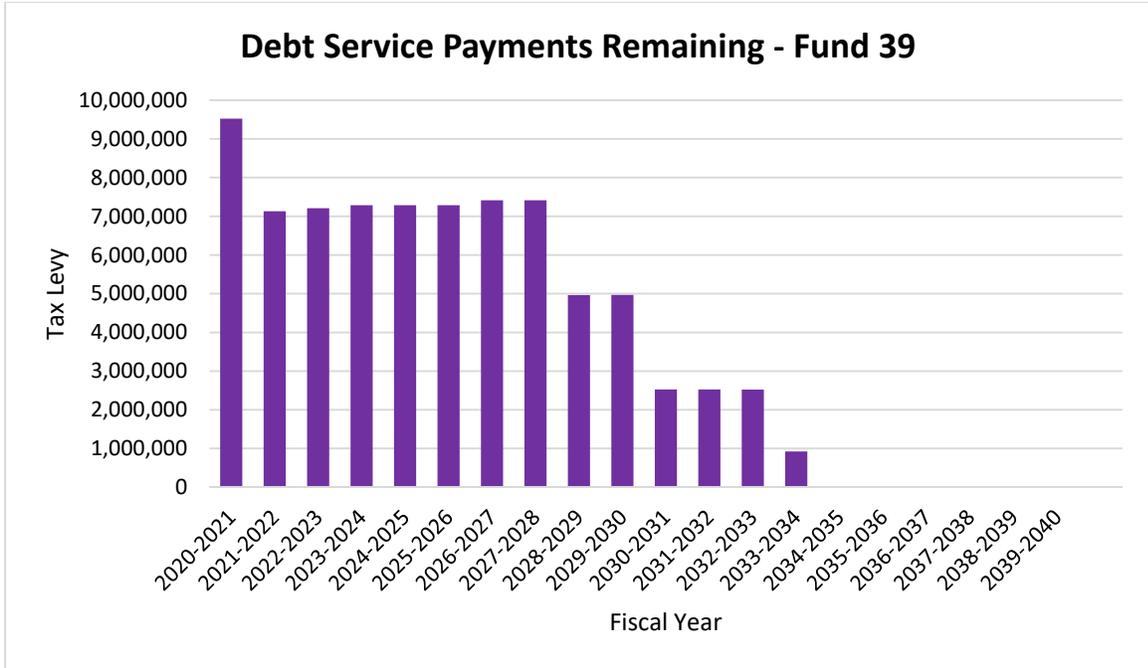
Purpose of Fund: The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

	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	\$2,362,034	\$2,362,034	--
Total Expenditures	\$0	\$2,362,034	\$2,362,034	--
Rev – Exp:	\$509,296	(\$1,827,738)	(\$2,337,034)	-459%
Beg Fund Balance	\$1,318,442	\$1,827,738	\$509,296	39%
End Fund Balance	\$1,827,738	\$0	(\$1,827,738)	-100%

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	\$88,929	\$499	1%
Ala-Carte Sales	\$1,261,200	\$1,353,982	\$92,782	7%
Lunch Sales-Students	\$723,200	\$758,770	\$35,570	5%
Lunch Sales-Adults	\$6,800	\$6,052	(\$748)	-11%
Lunch-Dane County	\$130,000	\$117,371	(\$12,629)	-10%
Catering	\$78,320	\$97,900	\$19,580	25%
Breakfast Sales	\$16,600	\$13,840	(\$2,760)	-17%
Madison Country Day	\$82,650	\$107,663	\$25,013	100%
Total Revenues	\$2,387,200	\$2,544,507	\$157,307	7%
Expenditures:				
Contracted Services	\$981,800	\$1,014,465	\$32,665	3%
Food Purchase	\$1,167,300	\$1,232,184	\$64,884	6%
Other Supplies	\$90,600	\$99,486	\$8,886	10%
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	\$2,493,635	\$106,435	4%
Rev-Exp:	\$0	\$50,872	\$50,872	--
Beg Fund Balance	\$376,167	\$242,877	(\$133,290)	-35%
End Fund Balance	\$242,877	\$293,749	\$50,872	21%

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 was updated for the third draft of the budget in July 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	\$0	(\$587,108)	-100%
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	\$550,672	(\$587,108)	-52%
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	\$168,672	(\$575,169)	-77%
Beg Fund	\$5,098,336	\$5,799,845	\$701,509	14%
End Fund	\$5,799,845	\$5,968,517	\$168,672	3%

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	\$12,000	(\$6,000)	-33%
Science Camp	\$23,775	\$0	(\$23,775)	-100%
Middle School Athletics	\$20,000	\$20,000	\$0	0%
Community Ed/Swim	\$46,000	\$46,000	\$0	0%
Total Revenues	\$598,275	\$528,091	(\$70,184)	-12%
Expenditures:				
Community Education	\$138,000	\$138,091	\$91	0%
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	\$0	(\$23,775)	-100%
Workers Compensation	\$2,000	\$2,000	\$0	0%
Total Expenditures	\$598,275	\$528,091	(\$70,184)	-12%
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 was 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.

Financial Strategies for School Reopening Costs

Assumptions: Financial support from the federal government will be limited. As an example, the CARES funding allocation for Waunakee was \$63,244, which also can be tapped into by our local private schools. The Governor's emergency CARES funding allocation to Waunakee was \$0. Future federal financial support will be limited as well. The State of Wisconsin will be faced with solving a financial deficit. As of July 9th, the state revenues for 2019-20 were \$749 million behind the previous fiscal year. Some state budget experts have estimated a potential state budget deficit of \$1.5 billion + for the 2019-2021 state budget process. State equalization aid payments to school districts are a significant portion of the State of WI budget. A budget repair bill will likely include provisions directed towards public schools, likely a reduction in state equalization aid or per pupil categorical aid.

Conclusion: Our district needs to plan for limited financial support from the federal government, and likely reductions in financial support from the state government, all while balancing the resource needs of school reopening plans. The following are some strategies for consideration for school reopening costs:

1. Move \$2,127,502 (or a portion of these funds) from Fund 39 to Fund 10. This dollar amount is equal to the debt service defeasance that was approved in October of 2019, and is currently included in the 2020-21 Fund 39 budget. The "movement" of these Funds from Fund 39 to Fund 10 will require an operational referendum question in November. There are several positive aspects of this approach:
 - A. Moving these funds to Fund 10 will help if the State of WI reduces school funding for the 2020-21 school year due to a state budget deficit
 - B. Moving these funds will help with school reopening expenses. It is anticipated that these school reopening expenses will be more one-time, as opposed to permanent. This would mean that these funds could be shifted in future years to coincide with a capital referendum.
 - C. Moving these funds will have no impact to the taxpayers in the community. These funds are already built into the tax levy.
 - D. If an operational referendum question were not to pass in November, these funds should be levied again inside Fund 39, and this source of funds would not be available for the 2020-21 fiscal year in Fund 10.
2. Move \$587,107.96 (or a portion of these funds) in post-employment benefit trust funds expenses FROM the operational funds (10, 27, 50, 80) TO within Fund 73. The district has two accounts for post-employment benefit trust funds. There is an HRA account with approximately \$4.8 million, and these funds are in the names of the staff members who have earned the benefits (some vested, some not vested). There is a trust fund account, and these funds are not in the names of any staff members, and these funds can be directed to the HRA account to pay for the 2020-21 required contributions for retired staff members. Some points to make about this approach:
 - A. These funds should be directed to one-time expenses for school reopening costs, so they can be allocated back to post-employment benefit trust fund expenses in future fiscal years.
 - B. This movement of funds would delay the district's effort to close the gap related to unfunded post-retirement benefits. The district has made significant process

towards closing this gap over time, and this strategy would have a minimal impact if only executed for a short period of time.

3. Utilize 19-20 unspent funds from buildings/departments towards school reopening costs. This strategy has been recommended by the Budget Committee, and the available funds will be determined by August 10th. An estimate is \$300,000.
4. Reallocate funds within the 2020-21 budget. The largest available source of funds is budgeted salary/benefit increases of \$920,000. The Budget Committee is not recommending reallocation of budgeted salary/benefit increases at this time. Other options within this strategy include utilizing the district contingency budget of \$100,000, copy equipment replacement costs of \$60,000, and reductions in allocations towards building/department budgets.
5. Increase student fees for the 2020-21 school year to assist with students individual supplies associated with school reopening costs. An estimate is \$50/student or \$200,000.
6. Utilize Fund 10 fund balance funds. Fund balance fund could be utilized for one-time costs associated with school reopening. The Fund 10 unassigned fund balance was \$5.4 million as of June 30th, 2019. The June 30th, 2020 amount will be finalized by August 10th. Some points to make about this approach:
 - A. The district will have to increase cash flow borrowing amounts for any funds utilized
 - B. The district bond rating has been provided a “negative outlook” and any further declines in fund balance will likely result in a bond rating decline. This bond rating decline may already be coming, as the district fund balance was already planned to decline in 19-20.

Logistical Considerations for School Reopening Options

1. **Transportation** The school reopening options have a direct impact on the transportation system being offered by the district. The School Board approved an enhanced remote learning model on July 27th. The school reopening models assume the 4K program will operate in person under the child care guidelines issued by Public Health. This will result in the district operating 4 transportation routes during the day. These routes include AM 4K to child care center, AM home from child care center, PM 4K to child care center, PM home from child care center. The AM TO child care centers and PM FROM child care centers have always been aligned with the standard K-4 transportation system.

St. John’s student have always been offered the standard K-4 transportation system, as public school district are required to provide transportation to private school students, or provide a parent-contract to pay the parent to provide transportation. The enhanced remote learning model will result in 4K students, St. John ’s students, and other K-4 students (like ELL and special education) following the “4K” schedule for transportation.

It also is possible to allow 5-12 students to participate in this transportation system, which would then begin to look more like the summer school transportation model. The summer school transportation model is a single run bus system that picks up all students K-12 and drops them at all school buildings, with start times adjusted accordingly. A variant of this transportation system is to return to a double run transportation system, which would add in an

AM to 5-12 buildings, and a PM from 5-12 buildings, with options for shorter days lined up with the AM 4k FROM child care center routes, and PM TO child care center routes. A hybrid model with AM/PM for any version of grades K-4 would line up with the “4K” schedule for transportation. A hybrid extended to grades 5-6 only would then also line up with the “4K” schedule with the 5th and 6th grade students adding time compared to K-4 students. A hybrid extended to grades 7-8 and/or 9-12 would then either operate on the double run system (to keep current bell times) or the summer school transportation model (which would require different bell times). The summer school transportation model would be more cost effective, but would be based on the number of student who request transportation to and from school.

2. Building cleaning – The building cleaning function has changed with the COVID 19 pandemic. Each classroom desk should be cleaned in between student use. Two approaches include “student assisted cleaning” and “deep cleaning”. Student assisted cleaning will have to take place at the 7th – 12th grade level in between the blocks or hours of the day when students are traveling between rooms. This would involve the use of a disinfecting wipe to clean each desk after use, before leaving the classroom. The student entering the classroom would also use a disinfecting wipe on the desk.

The “deep cleaning” approach would involve a disinfecting chemical being sprayed from a hand held or backpack based sprayer. These systems spray the disinfecting chemical onto surfaces like desks and chairs, which then need to be wiped down after a set period of time based on the strength of the chemical. Some districts are planning this “deep cleaning” day on a single day per week, when students are not in session and staff have staff development, PLC time, meetings, prep time, etc. “Deep cleaning” two adjoining K classrooms with a backpack sprayer took 2 custodians 50 minutes. The “deep cleaning” process includes a strong chemical odor (think a hot tub or chlorinated pool) that takes a period of time to dissipate. “Deep cleaning” also involves strenuous physical efforts by the custodial staff, which is challenging to replicate on a block of classrooms daily.

A reasonable approach to cleaning is the “student assisted cleaning” taking place on a daily basis with desk, custodial staff disinfecting all other surfaces, with a “deep cleaning” process taking place weekly on a non-student contact day. Here are the cost estimates of such a plan:

OFFICIAL REFERENDUM BALLOT

November 3, 2020

Notice to Voters: If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials).

Instructions to Voters

If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee Voters: Contact your municipal clerk.)

To vote in favor of a question, make an "X" or other mark in the square next to "Yes," like this:

To vote against a question, make an "X" or other mark in the square next to "No," like this:

Referendum	
Shall the Waunakee Community School District, Dane County, Wisconsin be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$2,127,502 beginning with the 2020-2021 school year, for recurring purposes consisting of operational and maintenance expenses?	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Policies of the Board of Education

Series 400: Students

TITLE IX/SECTION 504 COMPLAINT PROCEDURE

411-Rule (2)

Waunakee Community School district is committed to providing a mechanism for prompt and equitable resolution of student complaints alleging any action by Waunakee Community School District or any part of the school organization that a student, or any individual or group acting on behalf of a student, believes violates the principles and/or regulations of Title IX (prohibiting discrimination on the basis of sex in any educational program or activity) and Section 504 (prohibiting discrimination on the basis of handicap in any educational program or activity). Complaints should be directed to the Equity Coordinator (Employee complaints to the Director of Human Resources, Student complaints to the Director of Student Services) at:

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
Telephone Number: 849-0000

COMPLAINT PROCEDURE

Step 1: Complaints must be in writing and must be dated and signed by the complainant.

Complaint forms are available from the Equity Coordinator or from the Equity Coordinator's administrative assistant. Complaints should be submitted to the Equity Coordinator as soon as possible after the alleged violation occurs, but not later than sixty (60) calendar days after the occurrence of the alleged violation. Complainants requiring assistance in completing the complaint form and/or filing the complaint should contact Director of Human Resources or Director of Student Services, 905 Bethel Circle, Waunakee, WI 53597 (608) 849-0000 for assistance.

Upon receipt of a written complaint, the Equity Coordinator, or his/her designee, will notify any person(s) involved in, or responsible for, the alleged violation(s) and shall promptly investigate the complaint. The Equity Coordinator, or his/her designee, shall review, with other appropriate persons, the facts comprising the alleged discrimination, or violation, and shall provide a written decision, including a statement regarding the validity of the complaint allegations(s) and a specification of the corrective action to be taken, if any, to the complainant within ten (10) business days of receipt of the written complaint.

Step 2: If the complainant wishes to appeal the decision of the Equity Coordinator, he/she may submit a signed statement of appeal to the superintendent of the school district within five (5) business days of receipt of the Equity Coordinator's decision. The superintendent

shall meet with all parties involved within ten (10) business days of receipt of the statement of appeal. Within five (5) business days of the meeting, the superintendent shall provide to the complainant a written decision, including a statement regarding the validity of the complaint allegations(s) and a specification of the corrective action to be taken, if any.

If no statement of appeal is received by the superintendent of the school district within the specified appeal period, any corrective action specified in the decision of the Equity Coordinator will be taken, and the complaint will be recorded as closed by the Equity Coordinator.

Step 3: If the complainant remains unsatisfied, he/she may appeal the decision of the superintendent by submitting a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the superintendent's Step 2 decision.

Within fifteen (15) business days of the receipt of a statement of appeal, the Board shall meet with the concerned parties and their representatives, if any, along with any individuals requested by either party that may provide information relevant to the evaluation of the complaint. If any written materials or records relevant to the complaint are provided to the Board by the Equity Coordinator, copies of these materials will also be provided to the parties, or their representatives, at least five (5) business days prior to the meeting (Meetings shall not be open to other persons unless requested or approved by the complainant.)

Within ten (10) business days of this meeting before the Board, the Board will issue a written decision which includes a statement regarding the validity of the complaint, a specification of any corrective action to be taken, and the reasons upon which the decision is based. A copy of the Board's decision shall be sent to each concerned party and to the Equity Coordinator.

If no statement of appeal is received by the Board within the specified appeal period, any corrective action specified in the decision by the superintendent will be taken, and the complaint will be recorded as closed by the Equity Coordinator.

Any time limits set by this procedure may be extended by mutual, written consent of the complainant and the individual/entity responsible for responding at each step.

No person will be subject to any form of retaliation for using this complaint procedure or for assisting others in using this complaint procedure. Confidentiality of any information related to complaints, complaint proceedings, and the identity of person(s) making and named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirements.

A complaint may also be filed with the Office for Civil Rights, US. Department of Education, 111 North Canal Street, room 1053, Chicago, IL 60606-7204, at the same time a complaint is filed using this procedure, during or after use of this complaint procedure, or without using this complaint procedure. A complaint filed with the Office for Civil Rights, must be filed in writing no later than 180 days after the occurrence of the alleged discrimination, harassment, or violation.

Adopted: 10/99/89

Revised: March 1994
September 1995
April 1999
March 2002
February 2019

Waunakee Community School District

EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

511-Rule

Any person who believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title VII, ~~Title IX~~, Section 504 or the Americans with Disabilities Act or has in some way violated the District's equal employment opportunity or sexual harassment policy may bring forward a complaint as outlined below:

- Step 1: Any person who believes he/she has a valid basis for complaint shall attempt to resolve the complaint promptly by discussion with the building principal, or in the case of an employee, with his/her supervisor. The complaint would be in writing and describe in as much detail as possible the facts of the situation. The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and render a decision within the ten (10) working days.
- Step 2: If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Director of Human Resources. The complaint must be filed within ten (10) working days of the decision in Step 1 and must be by certified mail, return receipt requested. A copy of the complaint must also be mailed to the principal or supervisor involved. The Director of Human Resources shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The Director of Human Resources shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) working days after the final meeting regarding the complaint.
- Step 3: If the complaint is not resolved in Step 2, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the Director of Human Resources decision, and must be by certified mail, return receipt requested. The Board of Education shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.
- Step 4: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (teachers), filing of complaint with Equal Rights Division of the Department of Workforce Development, the Office for Civil Rights - Region V and/or the courts having proper jurisdiction).

Legal Ref.: Immigration Reform and Control Act
Titles VI and VII of the Civil Rights Act of 1964 as amended by the Equal
Employment Opportunity Act of 1972
Title IX Regulation Implementing Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
Sections 111.31 - 111.395 Wisconsin Statutes
118.195
118.20

Cross Ref.: 411-Rule (2) Section 504/Title IX Complaint Procedures
512, Sexual Harassment

Adopted: 10/9/89

Revised: 8/12/91
5/11/92
March 1994
September 1995
April 2002

Waunakee Community School District

DRAFT Policy

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES / TITLE IX

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or the Employee Handbook if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or the Employee Handbook if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to Board Policies 411, 412, 511, and 512. Complaints not covered by this policy may still be governed by and subject to the same policies.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- C. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

1. “Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

a. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.

g. Other Sexual Contact includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).

h. Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

i. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:

a. A current or former spouse or intimate partner of the victim;

b. A person with whom the victim shares a child in common;

c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

e. Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: “Formal complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District’s education program or activity. A “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. “Notice” includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: “Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact

between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District community: "School District community" refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: "Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

HR Director, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Student Service Director, Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597

The Title IX Coordinator shall report directly to the District Administrator. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all professional organizations holding professional agreements with the Board of the following information:

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinator(s) is/are:

HR Director, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Student Service Director, Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy **{ADD NUMBER}** Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/district/Policies.cfm>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District Administrator shall also prominently display the Title IX Coordinator’s(s’) contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District’s website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all professional organizations holding professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District’s response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policies 411, 412, 511 and 512.

Report of Sexual Discrimination / Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the District Administrator, or another Board employee who, in turn, will notify the District Administrator of the report. The District Administrator will then serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third- party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policies 433, 447.3, 447.31, 447.4, and 447.5.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 411 - Rule 1 - Student Discrimination/Harassment Complaint Procedures as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;

B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbooks that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint unless the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator shall dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

and

B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of 1 day's notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not

relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment).

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy Policies 447.3 Student Suspension, Policy 447.31 Student Suspension (In School), Policy 447.4 Student Expulsion, and Policy 447.5 Student Discipline Suspension & Expulsion Students with Disabilities. The discipline of a student Respondent must comply with the applicable provisions of the Individuals

with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

If the decision-maker(s) determines a third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the District Administrator will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that

affected the outcome of the matter.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the District Administrator from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination,

including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;

C. how to conduct an investigation and implement the grievance process that includes appeals and informal resolution processes, as applicable; and

D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator,

decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

Legal Ref:

20 U.S.C. 1681 et seq. Title IX of the Education Amendments of 1972 (Title IX)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

34 C.F.R. Part
106

19.21(6), Wis. Stats.

118.25, Wis. Stats.

120.13, Wis. Stats.

948.02, Wis. Stats.

OCR's Revised Sexual Harassment Guidance (2001)

20 U.S.C. 1092(F)(6)(A)(v)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(30)

TO: Board of Education
Mr. Guttenberg

FROM: Kurt H. Eley, Director of Student Services

DATE: August 5, 2020

RE: Medical Advisor Appointment for 2020-21 School Year

Dr. Ranum at the Waunakee Dean Clinic has agreed to serve as the medical advisor for the Waunakee Community School District for the 2020-21 school year. Dr. Ranum has served as the district medical advisor for a number of years. I would recommend that he serve in this capacity again.

Please let me know if you have any questions. Thank you.

**Waunakee Community School District
2019-20 Budget Status Report-June 30, 2020**

Please note: The audit will be completed the week of August 10th.

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	25,592,621.63	0.00	99.20%	207,211.37
Personnel Costs: Benefits	9,612,707	9,612,707	9,695,569.49	0.00	100.86%	-82,862.49
Total	35,412,540	35,412,540	35,288,191.12	0.00	99.65%	124,348.88

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	98,142	98,142	79,617.96	0.00	81.13%	18,524.04
Prairie School CSF	19,885	21,356	19,691.61	0.00	92.21%	1,664.39
Heritage School	86,165	86,165	67,271.01	0.00	78.07%	18,893.99
Heritage School CSF	14,826	16,027	12,437.07	0.00	77.60%	3,589.93
Arboretum School	80,269	80,269	86,097.21	0.00	107.26%	-5,828.21
Arboretum School CSF	15,524	16,749	14,261.75	0.00	85.15%	2,487.25
Intermediate School	148,154	148,154	102,200.55	0.00	68.98%	45,953.45
Intermediate School CSF	19,396	21,091	18,146.48	0.00	86.04%	2,944.52
Middle School	163,892	163,892	128,190.88	0.00	78.22%	35,701.12
Middle School CSF	21,908	23,467	22,487.57	0.00	95.83%	979.43
High School	483,143	483,143	398,226.03	0.00	82.42%	84,916.97
High School CSF	44,584	48,227	36,546.50	0.00	75.78%	11,680.50
Athletics	316,182	316,182	292,125.72	0.00	92.39%	24,056.28

Departments	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Utilities	1,124,572	1,124,572	969,659.87	0.00	86.22%	154,912.13
Maintenance	812,555	812,555	832,397.09	0.00	102.44%	-19,842.09
Capital Projects	552,561	552,561	499,418.83	0.00	90.38%	53,142.17
Contingency Fund	185,000	185,000	203,766.43	0.00	110.14%	-18,766.43
Energy Conservation	83,894	83,894	91,233.00	0.00	108.75%	-7,339.00
Transportation	1,500,000	1,500,000	1,427,824.40	0.00	95.19%	72,175.60
Technology	827,592	827,592	781,585.44	0.00	94.44%	46,006.56
Technology Erate/Fees	25,000	25,000	61,002.40	0.00	244.01%	-36,002.40
Curriculum	335,286	335,286	421,700.32	0.00	125.77%	-86,414.32
Human Resources	35,850	35,850	34,121.35	0.00	95.18%	1,728.65
Superintendent	84,600	84,600	68,656.81	0.00	81.15%	15,943.19
Student Support	31,412	31,412	19,040.18	0.00	60.61%	12,371.82
Business Office	408,268	408,268	474,535.60	0.00	116.23%	-66,267.60
District Wide	1,068,357	1,068,357	1,348,749.81	0.00	126.25%	-280,392.81
Special Projects	0	0	118,560.02	0.00	---	-118,560.02
Summer School	65,870	65,870	61,593.38	0.00	93.51%	4,276.62

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	69,920.28	0.00	77.64%	20,140.72
Title 2 Grant (Public)	48,894	47,010	39,152.04	0.00	83.28%	7,857.96
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	4,600.00	0.00	76.67%	1,400.00
Perkins Grant	16,816	19,129	16,994.07	0.00	88.84%	2,134.93
CCEIS Federal Flo-Through	114,308	114,308	29,313.83	0.00	0.00%	84,994.17
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	41,786.28	0.00	78.13%	11,693.72
Career/Tech Ed Grant	93,469	93,469	38,119.38	0.00	40.78%	55,349.62
Reading Readiness	0	0	8,221.50	0.00	100.00%	-8,221.50
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	5,771,782.36	0.00	100.68%	-39,261.36
4K Program-AD Curriculum	886,540	886,540	878,090.04	0.00	99.05%	8,449.96
Wellness Clinic	257,188	257,188	205,933.46	0.00	80.07%	51,254.54

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	35,412,540	35,412,540	35,288,191.12	0.00	99.65%	124,348.88
Building Totals	1,512,070	1,522,864	1,277,300.34	0.00	83.87%	245,563.66
Department Totals	7,140,817	7,140,817	7,413,844.93	0.00	103.82%	-273,027.93
Grant Totals	466,488	486,077	305,280.15	0.00	62.80%	180,796.85
Other Program Totals	6,876,249	6,876,249	6,855,805.86	0.00	99.70%	20,443.14
Total Fund 10 Expenditures	51,408,164	51,438,547	51,140,422.40	0.00	99.42%	298,124.60

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	13,872	13,872	9,240.14	0.00	66.61%	4,631.86
Heritage School	13,116	13,116	9,415.36	0.00	71.79%	3,700.64
Arboretum School	12,359	12,359	10,852.19	0.00	87.81%	1,506.81
Intermediate School	37,950	37,950	19,371.95	0.00	51.05%	18,578.05
Middle School	43,900	43,900	22,993.15	0.00	52.38%	20,906.85
High School	97,625	97,625	96,285.05	0.00	98.63%	1,339.95
Athletic Dept	8,000	8,000	7,499.00	0.00	93.74%	501.00
Curriculum	6,315	6,315	6,025.40	0.00	95.41%	289.60
Maintenance	0	0	14,007.43	0.00		-14,007.43
Energy Savings	0	0	10,041.67	0.00		-10,041.67
Human Resources	2,200	2,200	1,228.50	0.00	55.84%	971.50
Technology	27,750	27,750	14,820.79	0.00	53.41%	12,929.21
District	50,025,852	50,025,852	50,043,387.05	0.00	100.04%	-17,535.05

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	69,920.28	0.00	77.64%	20,140.72
Title 2 Grant (Public)	48,894	47,010	39,152.04	0.00	83.28%	7,857.96
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	4,600.00	0.00	76.67%	1,400.00
Perkins Grant	16,816	19,129	16,994.07	0.00	88.84%	2,134.93
CCEIS Federal Flo-Through	114,308	114,308	29,313.83	0.00	25.64%	84,994.17
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	124,714.60	0.00	91.43%	11,693.40
Career/Tech Ed Grant	93,469	93,469	73,654.24	0.00	78.80%	19,814.76
Reading Readiness	0	0	8,221.50	0.00	100.00%	-8,221.50
Ed. Effectiveness Grant	29,200	27,840	27,840.00	0.00	100.00%	0.00

Total Fund 10 Revenues	50,974,478	51,004,861	50,856,816.01	0.00	99.71%	148,044.99
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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	5,123,888.33	0.00	98.66%	69,818.67
Benefits	2,074,753	2,074,753	2,153,401.53	0.00	103.79%	-78,648.53
Total	7,268,460	7,268,460	7,277,289.86	0.00	100.12%	-8,829.86

Departments	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
CWD/Pupil Services	190,094	190,094	196,094.36	0.00	103.16%	-6,000.36
Transportation	200,000	200,000	136,829.83	0.00	68.41%	63,170.17
O&M	12,250	12,250	7,564.60	0.00	61.75%	4,685.40
Medicaid	8,000	8,000	8,127.00	0.00	101.59%	-127.00

Grants-Fund 27	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
IDEA FlowThrough Grant	621,064	742,052	724,983.52	0.00	97.70%	17,068.48
IDEA PreSchool Grant	15,348	23,443	16,004.55	0.00	68.27%	7,438.45

Total Fund 27 Expenditures	8,315,216	8,444,299	8,366,893.72	0.00	99.08%	77,405.28
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SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	621,064	742,052	724,983.52	0.00	97.70%	17,068.48
IDEA PreSchool Grant	15,348	23,443	16,004.55	0.00	68.27%	7,438.45
Student Support Revenues	0	0	75.00	0.00	0.00%	-75.00
Other Fund 27 Revenues	7,678,804	7,678,804	7,625,590.81	0.00	99.31%	53,213.19

Total Fund 27 Revenues	8,315,216	8,444,299	8,366,653.88	0.00	99.08%	77,645.12
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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	2,199,623.11	0.00	92.14%	187,576.89

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,387,200	2,387,200	1,956,746.48	0.00	81.97%	430,453.52

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	19-20 Balance	Funds Available
Prairie School	20,930.59	13,872.00	9,240.14	4,631.86	98,142	79,617.96	18,524.04	13,892.18	34,822.77
Heritage School	17,618.33	13,116.00	9,415.36	3,700.64	86,165	67,271.01	18,893.99	15,193.35	32,811.68
Arboretum School	36,417.09	12,359.00	10,852.19	1,506.81	80,269	86,097.21	-5,828.21	-7,335.02	29,082.07
Intermediate School	51,542.70	37,950.00	19,371.95	18,578.05	148,154	102,200.55	45,953.45	27,375.40	79,918.10
Middle School	40,026.43	43,900.00	22,993.15	20,906.85	163,892	128,190.88	35,701.12	14,794.27	54,820.70
High School	69,001.53	97,625.00	96,285.05	1,339.95	483,143	398,226.03	84,916.97	83,577.02	152,578.55
Athletic Dept	(2,735.62)	8,000.00	7,499.00	501.00	316,182	292,125.72	24,056.28	23,555.28	20,819.66
4K	9,795.40	0.00	0.00	0.00	886,540	878,090.04	8,449.96	8,449.96	18,245.36
Curriculum	81,895.71	99,784.00	79,679.64	20,104.36	428,755	459,819.70	-31,064.70	-51,169.06	30,726.65
Energy Conservation	(1,186.00)	0.00	10,041.67	-10,041.67	83,894	91,233.00	-7,339.00	2,702.67	1,516.67
Human Resources	10,503.89	2,200.00	1,228.50	972	35,850	34,121.35	1,728.65	757.15	11,261.04
Maintenance	89,554.81	0.00	-14,007.43	14,007	812,555	832,397.09	-19,842.09	-33,849.52	55,705.29
Student Support	22,411.52	0.00	75.00	2,972	221,506	215,134.54	6,371.46	7,342.96	29,754.48
Superintendent	7,967.30	0.00	0.00	2,972	84,600	68,656.81	15,943.19	15,943.19	23,910.49
Technology	153,820.68	27,750.00	14,820.79	12,929.21	852,592	842,587.84	10,004.16	-2,925.05	150,895.63
Capital Projects	520,686.37	0.00	0.00	0.00	552,561	499,418.83	53,142.17	53,142.17	21,267.54
	1,128,250.73							171,446.95	747,136.68

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF MAY 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	-339,449.07	86,815.01	198,076.91	415.32	272,387.57	1,336,419.41
REVENUES:						
+ DEPOSITS	5,641,075.68	187,212.79	1,009,639.89	9,370,472.64	65,012.20	0.00
+ INTEREST	0.00	11.11	62.48	544.32	30.99	318.29
TOTAL REVENUES	5,641,075.68	187,223.90	1,009,702.37	9,371,016.96	65,043.19	318.29
EXPENSES:						
ACCOUNTS PAYABLE	261.90	206,367.90	886,368.77	500,000.00	14,799.98	0.00
PAYROLL	5,549,354.92	0.00	0.00	4,346,392.21	0.00	0.00
TOTAL EXPENSES	5,549,616.82	206,367.90	886,368.77	4,846,392.21	14,799.98	0.00 ²²³
ENDING BALANCE	-247,990.21	67,671.01	321,410.51	4,525,040.07	322,630.78	1,336,737.70

BANK BALANCES

ENDING BANK BALANCE	142,030.32	72,453.91	327,836.51	4,525,040.07	322,630.78	1,336,737.70
OUTSTANDING ACH	748,174.73	0.00	3,796.66	0.00	0.00	0.00
ACTUAL BALANCE	-606,144.41	72,453.91	324,039.85	4,525,040.07	322,630.78	1,336,737.70
SKYWARD BALANCE	-606,144.41	72,453.91	324,039.85	4,525,040.07	322,630.78	1,336,737.70

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

358,154.20

	<u>MIDAMERICA</u>	<u>WISC</u>	<u>WISC</u>	<u>WISC</u> <u>OTHER</u> <u>CAPITAL</u> <u>PROJECTS</u> <u>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	1,765,178.77	841,211.03	338,628.24	12,630.82	5,384,075.37	9,896,389.38
REVENUES:						
+ DEPOSITS	0.00	0.00	0.00	0.00	0.00	16,273,413.20
+ INTEREST	2,527.31	200.19	343.41	3.04	936.57	4,977.71
TOTAL REVENUES	2,527.31	200.19	343.41	3.04	936.57	16,278,390.91
EXPENSES:						
ACCOUNTS PAYABLE	51,941.96	0.00	0.00	0.00	2,789,791.67	4,449,532.18
PAYROLL	0.00	0.00	0.00	0.00	1,294,683.47	11,190,430.60
TOTAL EXPENSES	51,941.96	0.00	0.00	0.00	4,084,475.14	15,639,962.78
ENDING BALANCE	1,715,764.12	841,411.22	338,971.65	12,633.86	1,300,536.80	10,534,817.51

BANK BALANCES

ENDING BANK BALANCE	1,715,764.12	841,411.22	338,971.65	12,633.86	1,300,536.80	10,936,046.94
OUTSTANDING CHECKS	0.00	0.00	0.00	0.00	0.00	751,971.39
ACTUAL BALANCE	1,715,764.12	841,411.22	338,971.65	12,633.86	1,300,536.80	10,184,075.55
SKYWARD BALANCE	1,715,764.12	841,411.22	338,971.65	12,633.86	1,300,536.80	10,184,075.55



SSMHealth

Waunakee Community School District Wellness Clinic

Performance Report

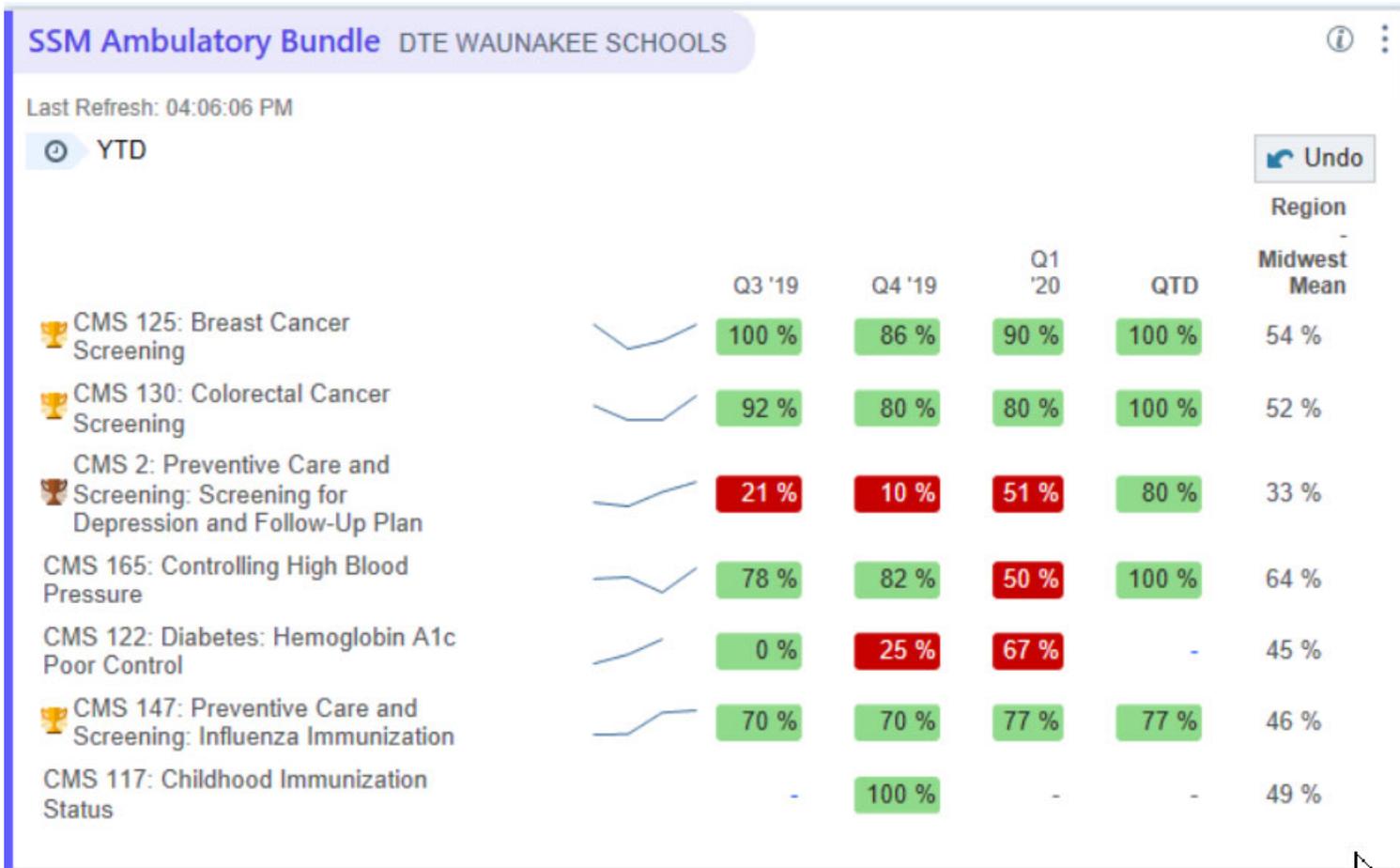
May 2020

Top 2 Medical Visit Reasons

May 2020

1. Immunizations
2. Skin Conditions

Quality Metrics



Wellness Clinic Activities – April-June 2020

- **Wellness Clinic**

- **Events**

- All events canceled due to COVID-19

- **Focus Topics:**

- COVID-19 communication
 - Telehealth communication
 - Postcard mailer to promote clinic

- **Communications:**

- Newsletter
 - COVID-19 visits
 - Telehealth/Video Visits
 - Reduction in Clinic Hours

We know you still need access to **quality care**, and your health, well-being and safety remains our **top priority**.

Waunakee Community School District
Wellness Clinic

Your **Wellness Clinic** is open **Monday - Friday from 10 am to 2 pm** for in-person appointments, if needed.

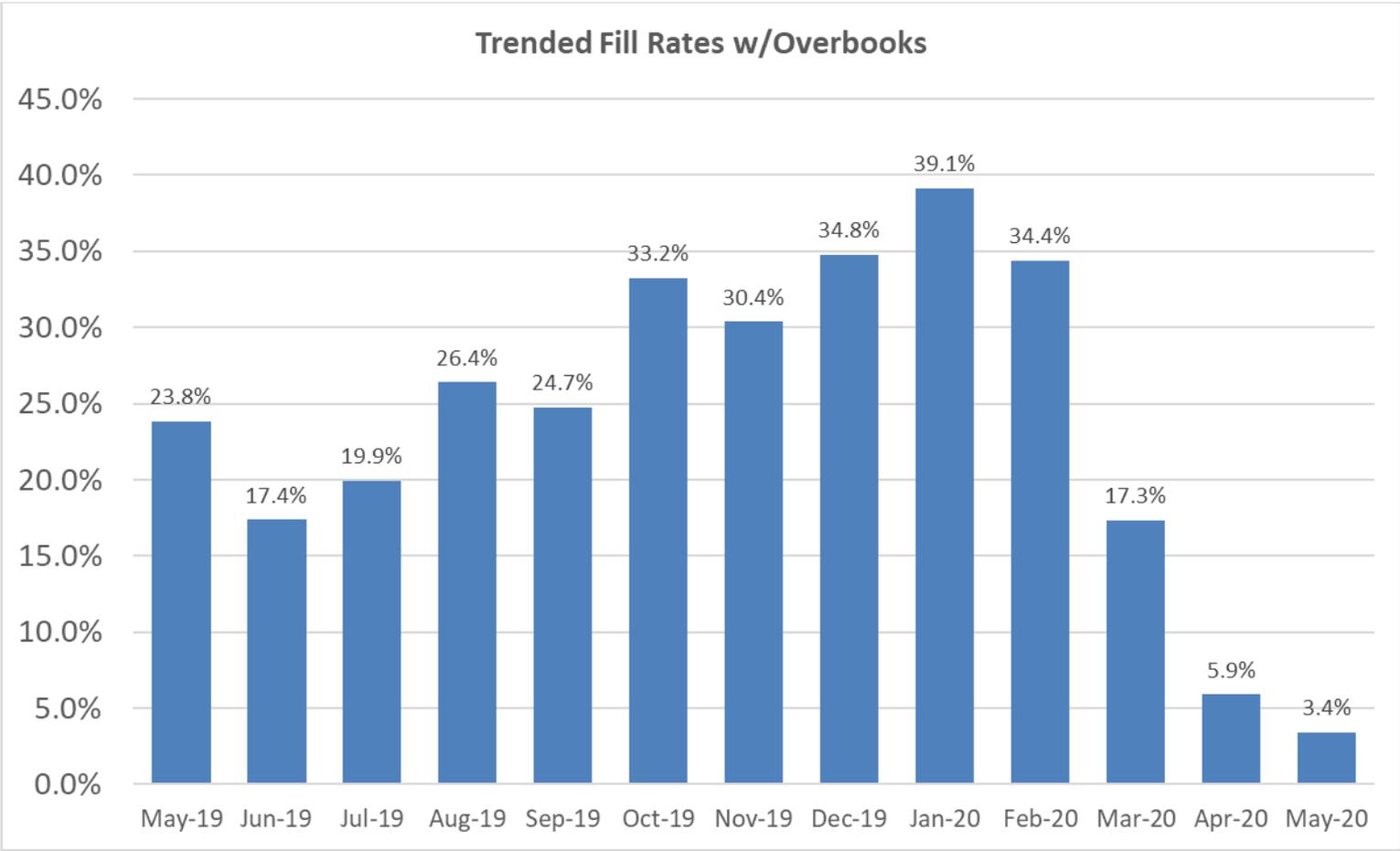
Or, connecting with Suzanne for a telehealth visit provides a convenient, safe and simple option for a variety of health screenings and routine visits, including:

- Sudden, minor conditions
- Chronic conditions
- Surgery follow-up
- Therapy services
- Mental health services
- Annual wellness visits

Call the Wellness Clinic today at **608-849-2512** for telehealth and in-person appointment options.

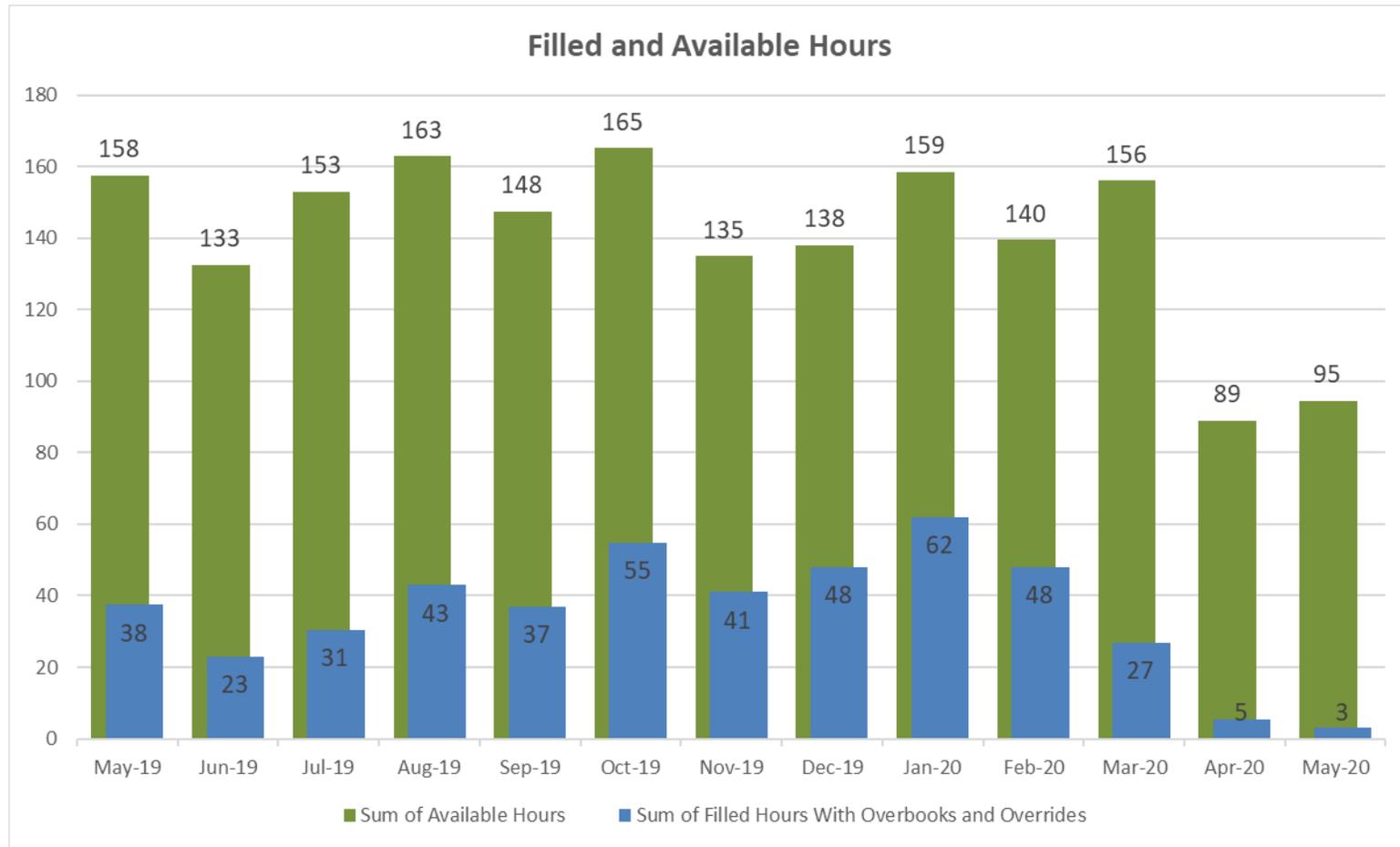
Waunakee Community School District
Wellness Clinic
1021 Quinn Drive, Ste. 100
Waunakee, WI 53597

Monthly Trended Fill Rates



*Fill Rate W/ Overbook = $(\text{Overbook Hours} + \text{Filled Hours}) / \text{Available Hours}$
Overbook Hours are hours in a provider's schedule that are doubled booked within the same time slot

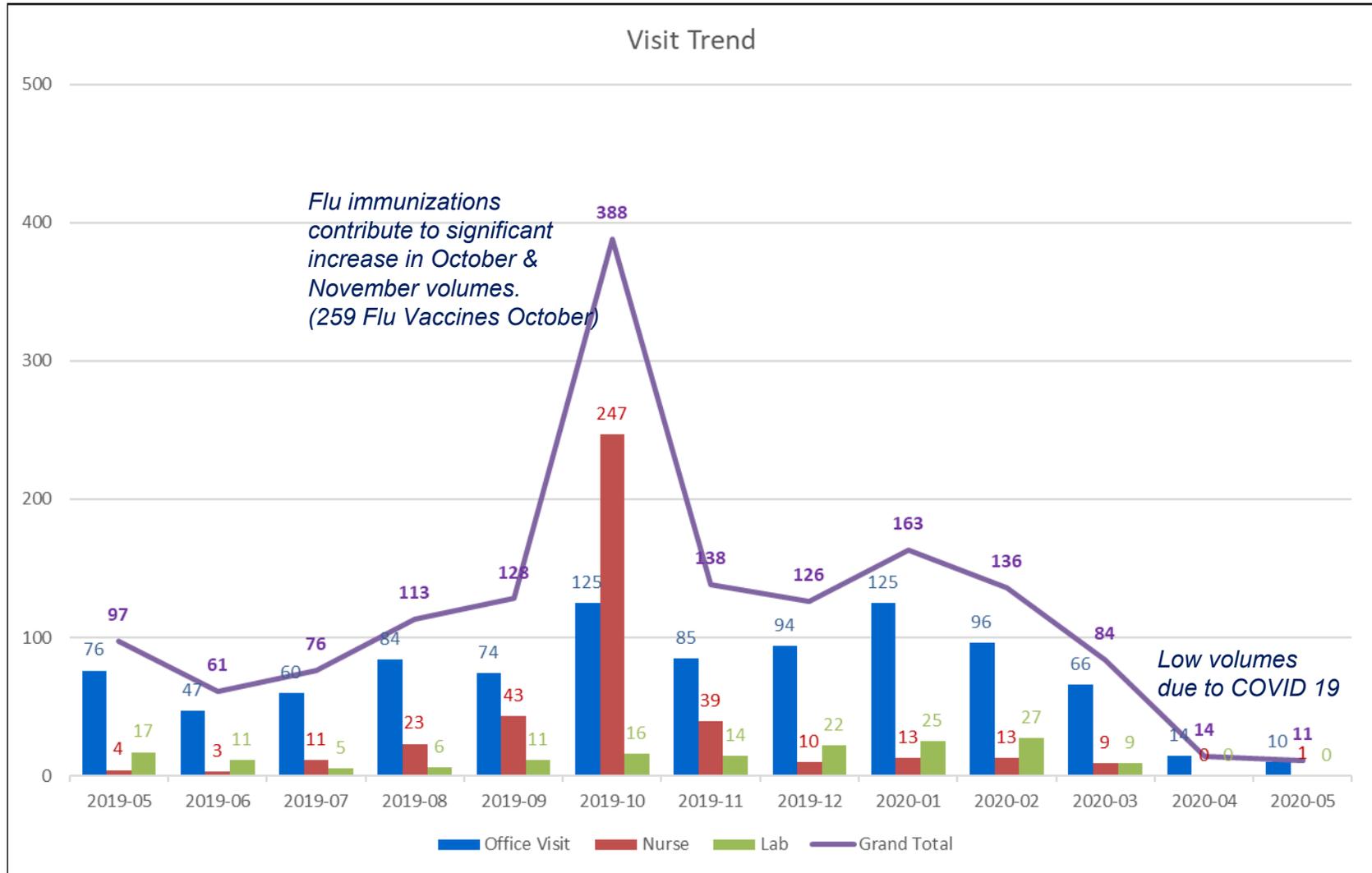
Trended Filled and Available Hours



* Filled hours depict the face-to-face activity providers have with the patient in the clinic and does not account for non- face-to-face activity (e.g. administrative time, MyChart, Phone Calls, Chart Review, etc.)

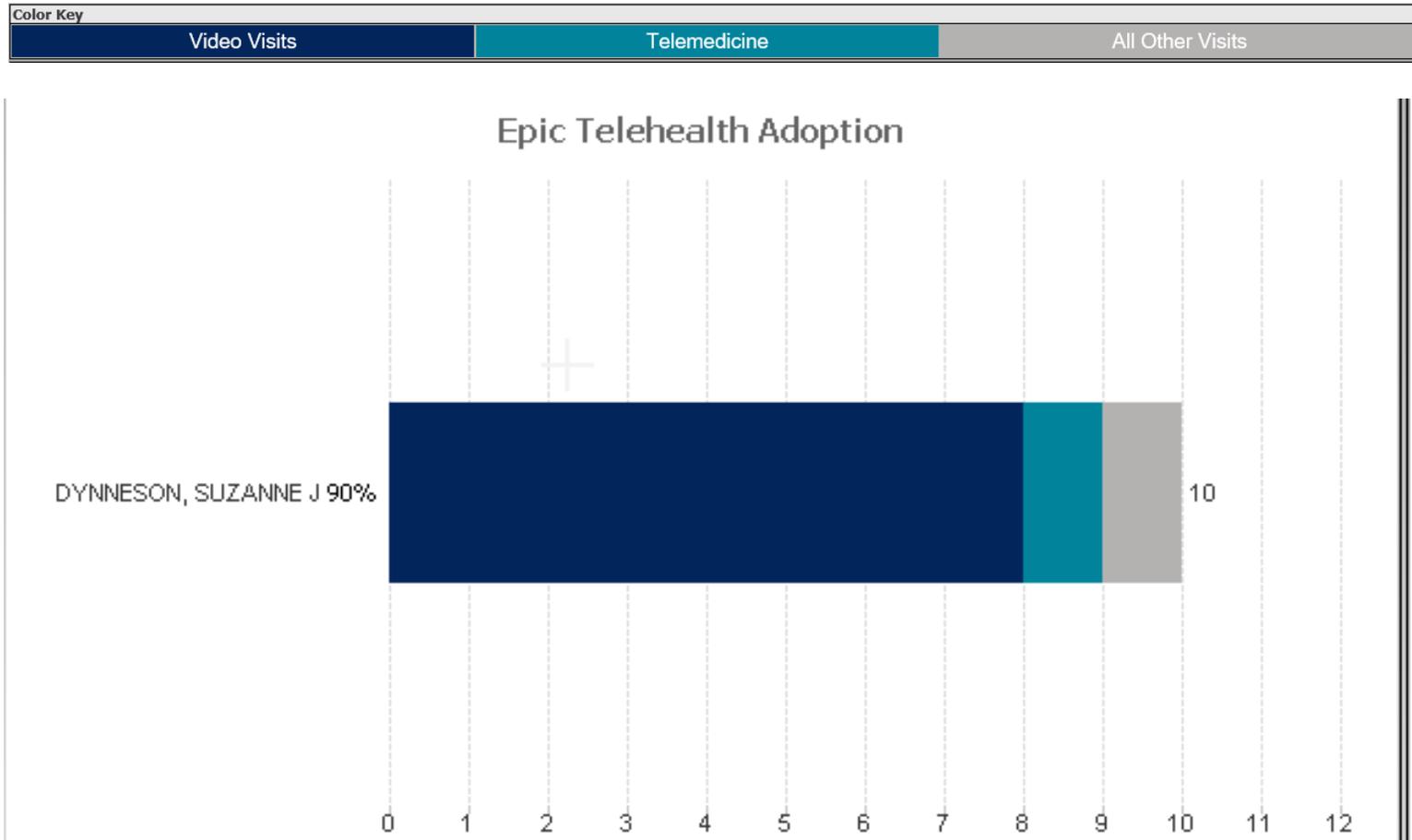
**Overbook Hours are hours in a provider's schedule that are doubled booked within the same time slot (all hours are rounded to nearest integer)

Monthly Appointment Volume



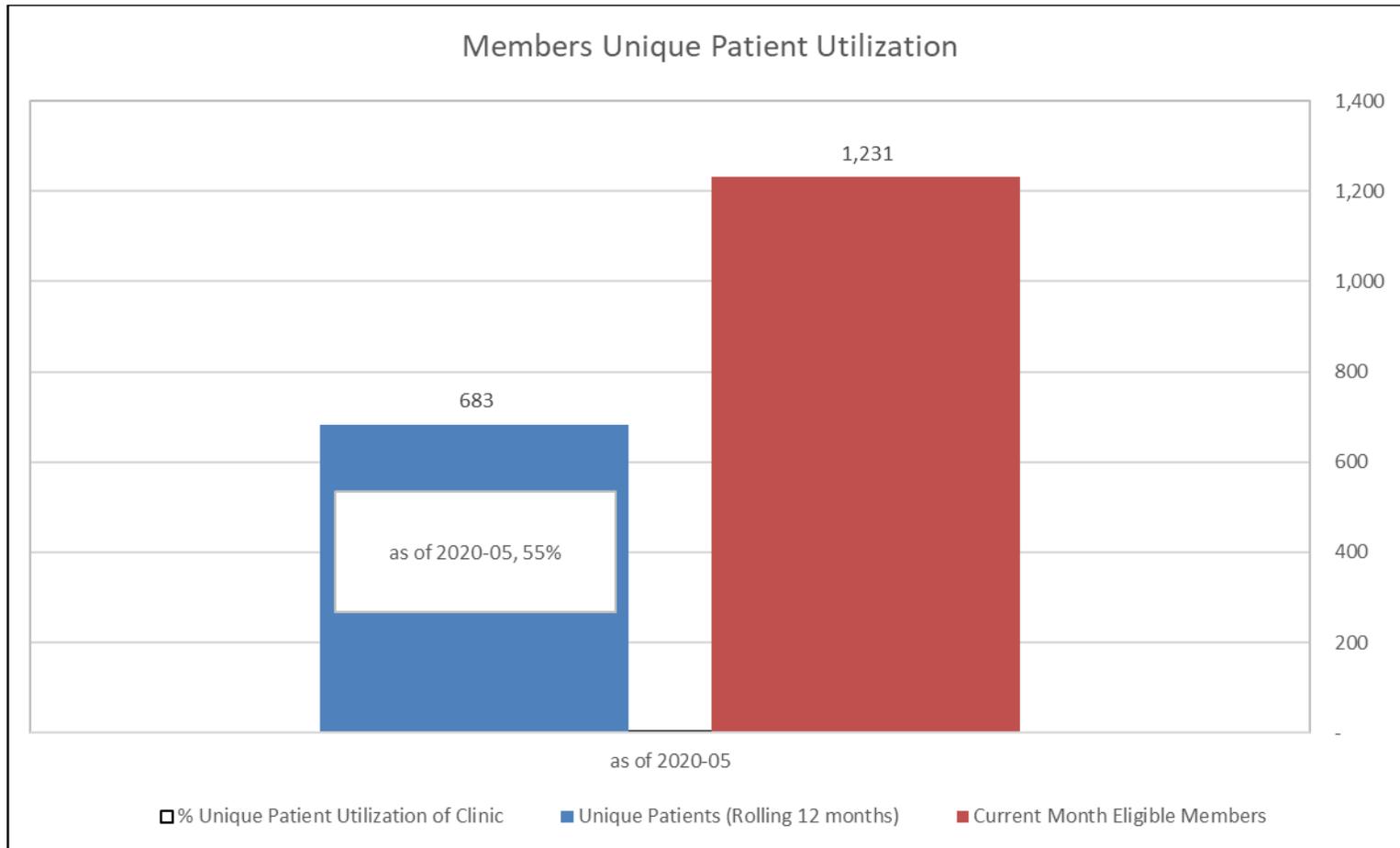
*Non Provider = Certified Medical Assistant

Telehealth Volume and Adoption



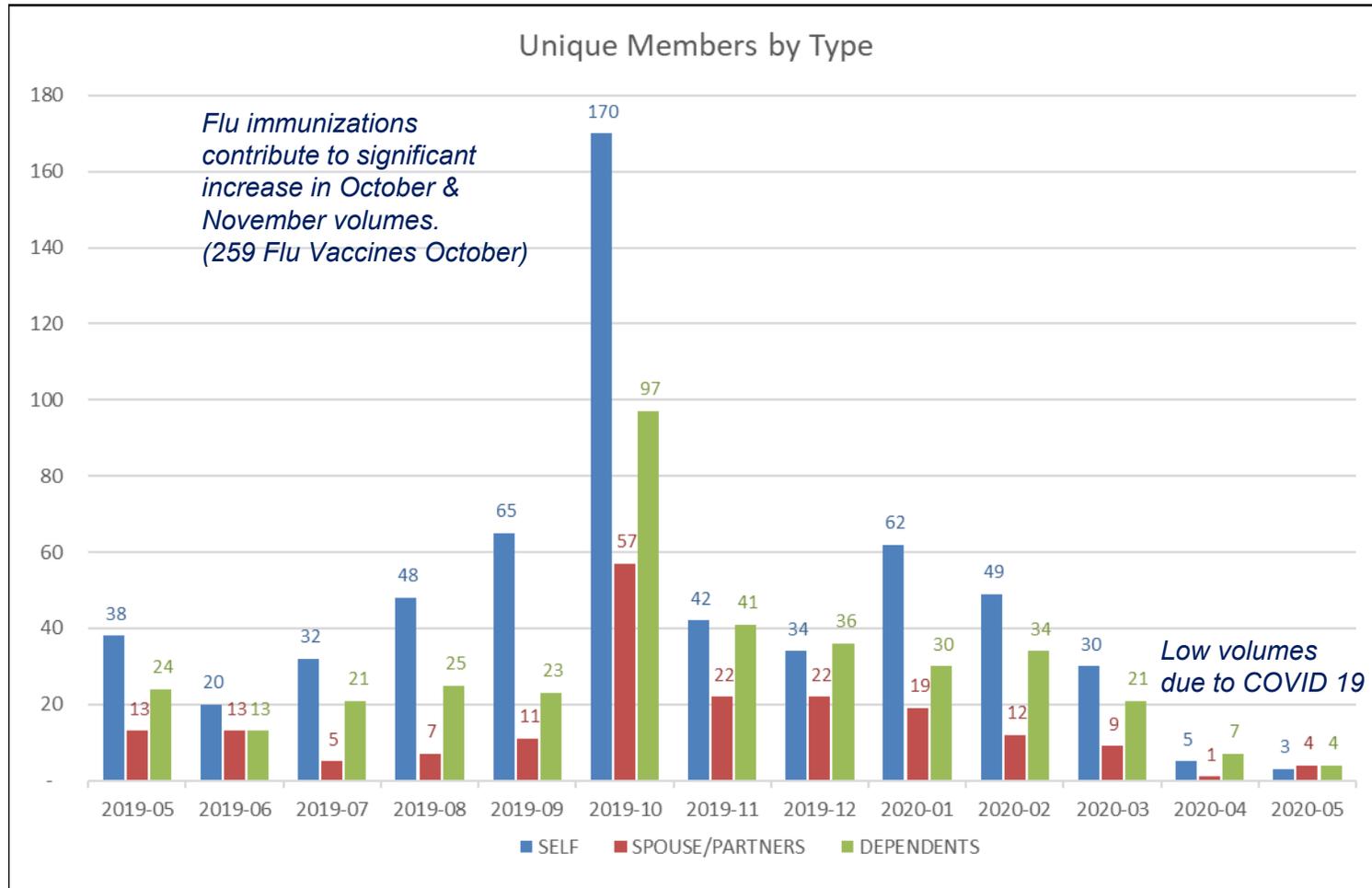
Unique Patient Utilization

Rolling Year Ending May 2020



Unique Patients – individual members receiving care at the wellness clinic in each reporting period
As of September 2019 reporting, utilization is report as a rolling 12 month figure

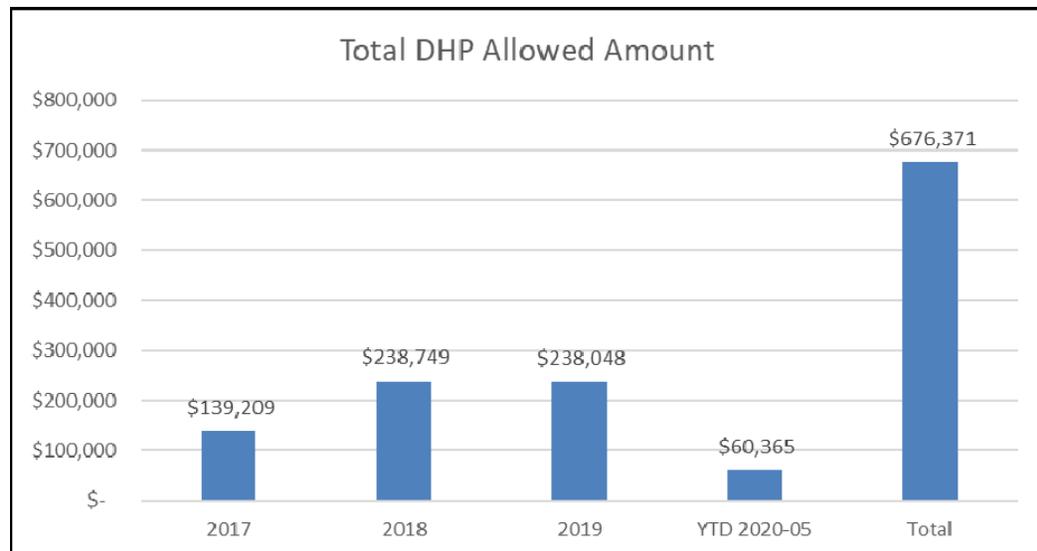
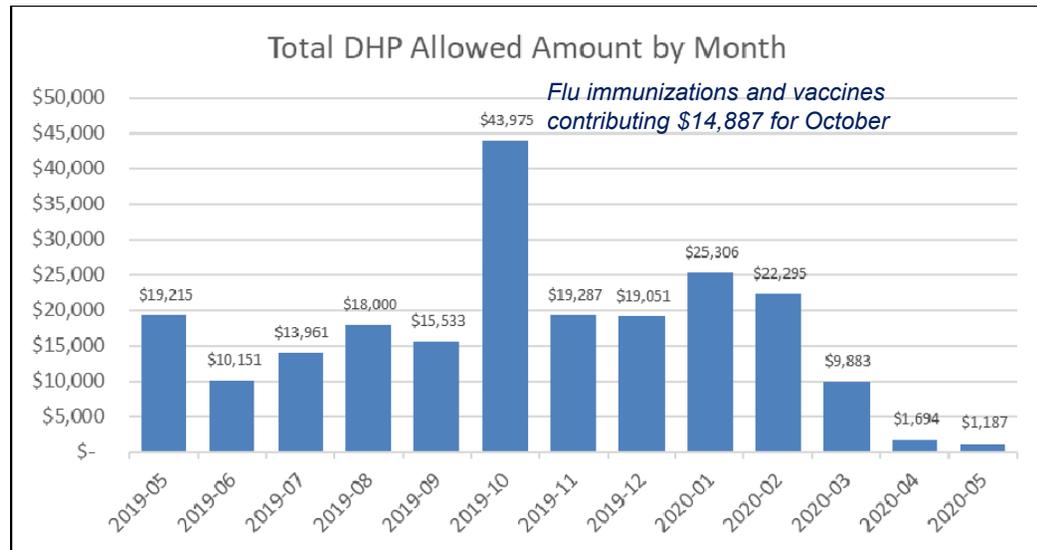
Utilization By Unique Member Type



DHP Contract Allowed Amounts

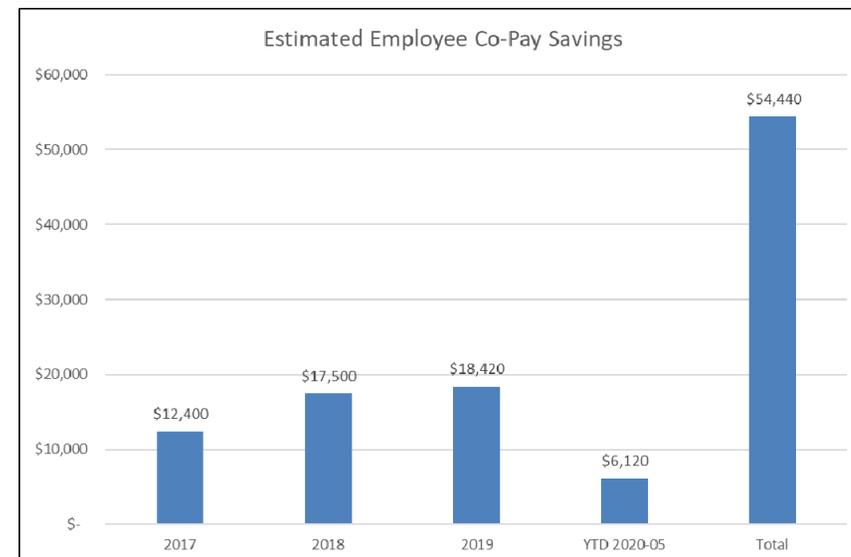
- Rolling 12 Month ending May 2020, DHP Contract Allowed Amount, Claims Avoidance Totaled \$200,323

- Apr. 2017 – May. 2020, DHP Contract Allowed Amount, Claims Avoidance Totaled \$676K

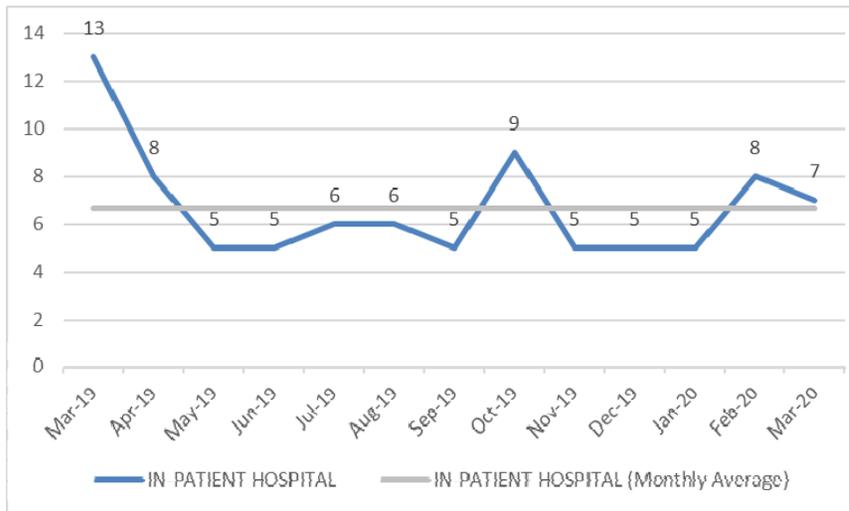
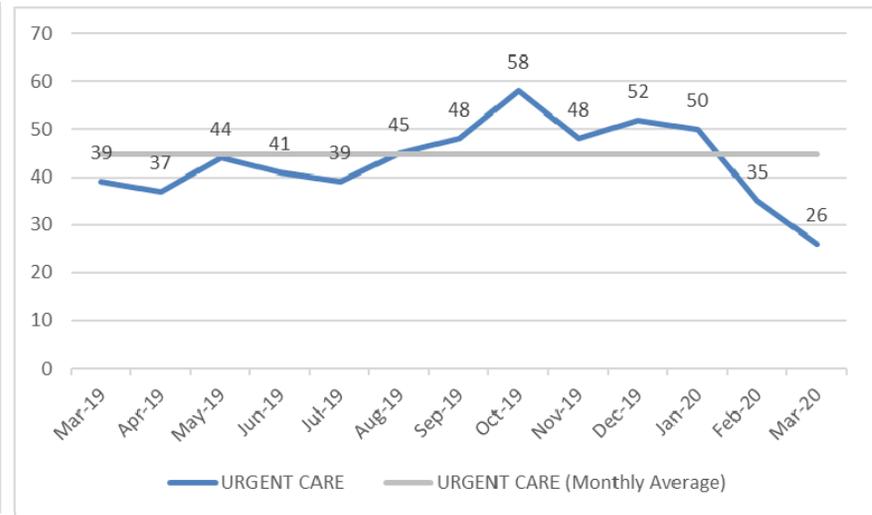
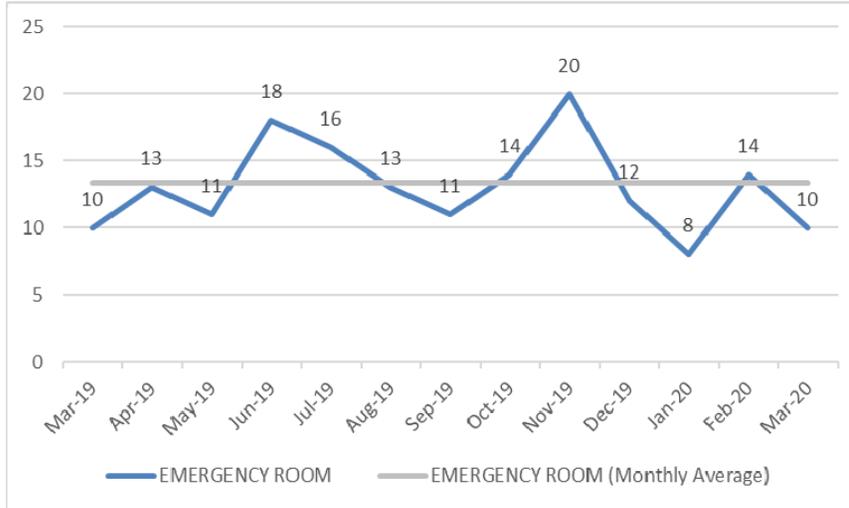


Estimated Employee Co-Pay Savings

- Assumes \$20 Co-Pay for all applicable Office/Medical Visits
- Rolling 12 Month ending May 2020 Potential Employee Co-Pay Savings Totaled \$16,600
- Apr. 2017 – May 2020 Potential Employee Co-Pay Savings Totaled \$54,440

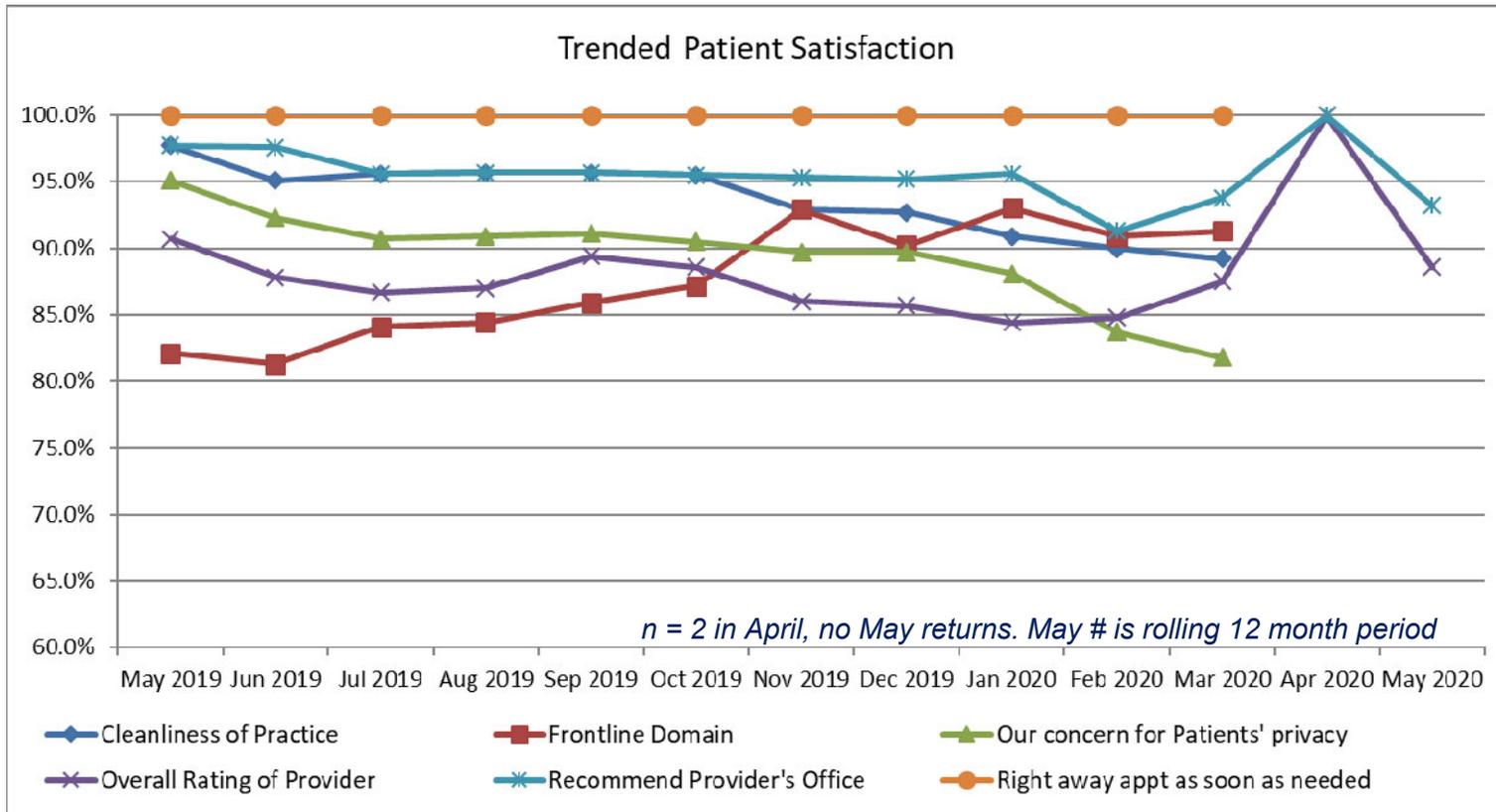


Emergency Department, Urgent Care, and Inpatient Hospitalizations Volume Trend



**Includes any ED, UC, or inpt setting – not limited to SSM owned*
Source: DHP Claims databased on service incurred date; group members;
Data is two months behind to allow for claims lag and history may be restated if new claims are received
Note: members with multiple visits for a service in any given reporting period will be counted for each visit (e.g. a member with two separate visits to an Emergency Department in the month of December would be counted for two visits)

Patient Satisfaction



Overall Rating of Provider:	Using any number from 0(worst)-10(best), what number would you use to rate this provider?
Recommend Provider's Office:	Would you recommend this provider's office to your family and friends?
Our concern for Patients' privacy:	Our concern for your privacy?
Frontline Domain:	1) During this visit, did clerks and receptionists at this provider's office treat you with courtesy and respect? 2) During this visit, were clerks and receptionists at this provider's office as helpful as you thought they should be?
Right away appt as soon as needed:	When you made this appointment for care you needed right away, did you get this appointment as soon as you thought you needed?
Cleanliness of Practice:	Cleanliness of Practice?

*Patient survey results reported as a rolling 13 month aggregate of top-box responses.

DHP Medical Loss Ratio – July 2019 to April 2020



Medical and Rx Claims by Month WAUNAKEE SCHOOL DISTRICT

Incurred from 201907 through 202004 ; Paid Through 202007

User Parameters: Group ID: 3258; Division ID: ALL; Employment Status: ; Direct Bill Cd:

Month	Medical Paid	Rx Paid	Total Paid	Subscriber Count	Member Count	Premium	Medical Loss Ratio
07/2019	\$607,822.18	\$77,196.42	\$685,018.60	407	1,171	\$569,656.80	120.25%
08/2019	\$507,468.11	\$73,364.46	\$580,832.57	407	1,174	\$571,653.62	101.61%
09/2019	\$394,414.09	\$72,101.1	\$466,515.19	421	1,204	\$584,656.66	79.79%
10/2019	\$568,473.17	\$102,023.42	\$670,496.59	423	1,212	\$587,194.59	114.19%
11/2019	\$531,834.01	\$62,678.98	\$594,512.99	424	1,222	\$591,783.00	100.46%
12/2019	\$466,864.06	\$92,468.03	\$559,332.09	424	1,222	\$591,783.00	94.52%
01/2020	\$531,926.54	\$89,101.42	\$621,027.96	424	1,220	\$590,258.25	105.21%
02/2020	\$591,914.16	\$67,749.13	\$659,663.29	427	1,228	\$593,324.54	111.18%
03/2020	\$440,464.83	\$85,180.63	\$525,645.46	429	1,232	\$595,669.35	88.24%
04/2020	\$257,295.94	\$74,997.21	\$332,293.15	429	1,233	\$595,669.35	55.78%
Total	\$4,898,477.09	\$796,860.80	\$5,695,337.89	4,215	12,118	\$5,871,649.16	97.00%

Waunakee Wellness Clinic Team

- **Suzanne Dynneson, RN, BSN, APNP, Family Nurse Practitioner**
 - Twenty-two years of experience to include family practice, allergy, asthma, gastroenterology, neurology, cardiology, and plastics and reconstructive surgery.
 - Philosophy is to assist patients to self-advocate in managing their health and well-being.
- **Maria Prado-Olson, CMA**
 - Fourteen years of experience as a Certified Medical Assistant including family practice, internal medicine, urgent care, OB/GYN, and pediatrics.

Dean Medical Group Support Team

Administrative Support:

- **Eric Kragh**
 - Clinic Manager, WSD Wellness Clinic (Direct to Employer Clinic)
- **Marcy Bennett, RN MSN COHN**
 - Director of Direct to Employer
- **Sandy Cowan**
 - Consultant to Direct to Employer
- **Margo Francisco**
 - VP Strategy, SSM Health Wisconsin

Provider Resources (Waunakee Region*):

- Jui Haker, MD
- Bill Ranum, MD
- Trent Thompson, MD
- Noelle Dowling, MD
- Matthew Herbst, MD
- Lucas Kuehn, MD
- Barb Schlittler, PA-C

*DMG providers from all regions will be available as a medical resource if listed as the patient's PCP.

Dean Health Plan Support Team

- **Teri Helmke**

- Director of Employer Health Services
- Oversees the Dean Health Plan Health Promotion team
- Collaborates with members of the integrated delivery network to create and improve programs for employer groups

- **Kelly Nemo**

- Sr. Health Promotion Coordinator
- Provides the District Wellness Committee with ongoing consultation and support as the committee implements & expands wellness program offerings

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	7,026.50		-	482.00	2,197.00	1,639.09	148.89	18.50		11,511.98
May 2020	7,134.70	7,026.50		108.20		2,197.00	1,639.09	148.89	7.00		11,126.68
June 2020	6,677.10	6,708.10		-	(31.00)	2,197.00	1,639.09	146.69	7.00		10,666.88

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

Monday, October 19, 2020

7:00 PM

District Administration & Maintenance Center
905 Bethel Circle
Waunakee, Wisconsin 53597

AGENDA

- I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting
- II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Judith Engebretson - School District Clerk
- III. Budget Summary & District Goals Report - District Administrator and Executive Director of Operations
- IV. Discussion and Review of Budget
- V. Review of Minutes of the 2019 Annual Meeting
- VI. Receive and Accept Treasurer's Report - Jack Heinemann, School District Treasurer
- VII. **Resolution A** - Authorize the School Board to Charge Student Fees
- VIII. **Resolution B** - Salaries and Expenses for School Board Officers
- IX. **Resolution C** - School Lunch Program Authorization
- X. **Resolution D** – Authorize the School Board to Engage Legal Counsel if Needed
- XI. **Resolution E** - Set Date and Hour for 2021 Annual Meeting or Authorize School Board to Set Date and Hour
- XII. **Resolution F** - Transportation
- XIII. **Resolution G** - Adoption of Tax Levy
- XIV. Persons Attending Meeting May Request Information on Any Topic Relative to Current Policies and Proceedings of the Schools.
- XV. Adjournment

“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.”

Classcommunity Fundraisers

Title	School/District	Status	Funded	Goal	Start Date	End Date	Fund Account	Expenses
Track & Field/Cross Country Outdoor Records Board	Athletic Department	Ended	\$0.00	\$4,650.00	04/29/2020	05/06/2020	WCSD General Depository Acct	
Waunakee Scholarship Fund	Waunakee Community High School	Ended	\$30,106.87	\$40,000.00	05/06/2020	06/30/2020	Waunakee Scholarship Fund	
Waunakee Neighborhood Connection	Waunakee Community Middle School	Ended	\$0.00	\$1,000.00	03/26/2020	06/09/2020	WCSD General Depository Acct	
Waunakee Food Pantry	Waunakee Community Middle School	Ended	\$1,798.54	\$1,000.00	03/30/2020	04/13/2020	WCSD General Depository Acct	
The Pulsera Project	Waunakee Community High School	Ended	\$0.00	\$500.00	04/27/2020	05/11/2020	WCSD General Depository Acct	
8th Grade Washington D.C. Trip Culver's Share Night	Waunakee Community Middle School	Active	\$0.00	\$1,000.00	04/06/2020	—	WCSD General Depository Acct	
Concessions at Family Learning Night	Prairie Elementary School	Ended	\$27.00	\$100.00	02/20/2020	02/21/2020	WCSD General Depository Acct	
Prairie PTO's Dine for Dough with Rocky Rococo, Waunakee	Prairie Elementary School	Ended	\$127.00	\$500.00	02/26/2020	02/27/2020	WCSD General Depository Acct	
Concessions at Math Night	Prairie Elementary School	Ended	\$47.50	\$200.00	01/30/2020	01/31/2020	WCSD General Depository Acct	
PTO Mixed Bag	Arboretum Elementary School	Ended	\$989.00	\$1,000.00	11/14/2019	12/20/2019	WCSD General Depository Acct	
Prairie PTO World Culture Day Cookbook Fundraiser	Prairie Elementary School	Ended	\$675.05	\$1,500.00	01/23/2020	03/31/2020	WCSD General Depository Acct	
Waunakee Middle School SkillsUSA Double Good Popcorn Sell	Waunakee Community Middle School	Ended	\$0.00	\$3,000.00	12/23/2019	12/27/2019	WCSD General Depository Acct	
Badger Honor Flight 2019	Waunakee Intermediate School	Ended	\$333.43	\$1,000.00	11/11/2019	11/30/2019	WCSD General Depository Acct	
2019 Snuggle Up & Read	Waunakee Intermediate School	Ended	\$1,116.35	\$1,000.00	11/11/2019	11/30/2019	WCSD General Depository Acct	
Post Prom 2020	Waunakee Community High School	Ended	\$5,921.94	\$9,500.00	11/06/2019	04/24/2020	Waunakee Post Prom Committee 2019	
Waunakee FFA "Dip'n Good Dips"	Waunakee Community High School	Ended	\$0.00	\$200.00	11/05/2019	11/21/2019	WCSD General Depository Acct	
Project Graduation 2020	Waunakee Community High School	Ended	\$13,395.88	\$15,000.00	10/17/2019	06/30/2020	WCSD General Depository Acct	
2019 Heritage Book Fair	Heritage Elementary School	Ended	\$4,202.92	\$1,500.00	10/07/2019	10/23/2019	WCSD General Depository Acct	
Brody Koslowski Fundraiser (Brody's Roar)	Waunakee Intermediate School	Ended	\$698.54	\$650.00	10/14/2019	10/19/2019	WCSD General Depository Acct	
K-6 Food Pantry Coin Collection During P/T Conferences	Waunakee Intermediate School	Ended	\$0.00	\$500.00	10/10/2019	10/16/2019	WCSD General Depository Acct	
Zoozort 2020	Waunakee Intermediate School	Ended	\$752.79	\$750.00	11/04/2019	05/15/2020	WCSD General Depository Acct	
Trick or Treat for Unicef	Arboretum Elementary School	Ended	\$2,032.00	\$1,000.00	10/23/2019	11/08/2019	WCSD General Depository Acct	
Scholastic Book Fair	Arboretum Elementary School	Ended	\$2,584.54	\$2,500.00	10/07/2019	10/25/2019	WCSD General Depository Acct	
PTO Arboretum Dash 2019	Arboretum Elementary School	Ended	\$34,710.00	\$40,000.00	09/26/2019	10/04/2019	WCSD General Depository Acct	
Heritage Hustle Fun Run 2019	Heritage Elementary School	Ended	\$23,736.72	\$23,000.00	09/27/2019	11/06/2019	WCSD General Depository Acct	
2019 Prairie School Book Fair	Prairie Elementary School	Ended	\$2,597.46	\$2,600.00	10/02/2019	10/17/2019	WCSD General Depository Acct	
2019 Intermediate Fall Book Fair	Waunakee Intermediate School	Ended	\$0.00	—	09/30/2019	10/15/2019	WCSD General Depository Acct	
2019 Snuggle Up and Read	Waunakee Intermediate School	Ended	\$0.00	\$700.00	09/23/2019	10/04/2019	WCSD General Depository Acct	
Middle School Dance Team Fundraiser	Waunakee Community High School	Ended	\$1,250.93	\$2,500.00	09/18/2019	12/31/2019	WCSD General Depository Acct	
WMS Student Council 2019-2020	Waunakee Community Middle School	Active	\$0.00	\$4,500.00	09/03/2019	—	WCSD General Depository Acct	
8th Grade Washington DC Trip	Waunakee Community Middle School	Active	\$0.00	\$1,000.00	09/19/2019	—	WCSD General Depository Acct	
Waunakee DECA is Selling Bucky Books	Waunakee Community High School	Ended	\$0.00	\$1,000.00	09/03/2019	11/01/2019	WCSD General Depository Acct	
Prairie Stomp	Prairie Elementary School	Ended	\$18,793.17	\$30,000.00	08/13/2019	10/21/2019	WCSD General Depository Acct	
Waunakee Girls' Golf Team	Waunakee Community High School	Ended	\$1,533.74	\$3,000.00	06/04/2019	08/10/2019	WCSD General Depository Acct	
One Community One Goal - Building Waunakee Soccer	Waunakee Community School District	Active	\$776,753.06	\$1,200,000.00	04/03/2019	—	Soccer Stadium Capital Campaign	
Waunakee Music Boosters 2019-20 Fundraising	Waunakee Community High School	Active	\$30,499.02	\$15,000.00	09/01/2019	08/31/2020	WCSD General Depository Acct	(\$18,207.39)
8th Grade Washington D.C. Trip Culver's Share Night	Waunakee Community Middle School	Active	\$0.00	\$1,000.00	04/16/2019	—	WCSD General Depository Acct	
My Intent Jewelry	Waunakee Community Middle School	Rejected	\$0.00	—	02/01/2019	—	WCSD General Depository Acct	
Shelving for Book-in-a-Bag Program	Heritage Elementary School	Rejected	\$0.00	\$440.00	01/22/2019	—	WCSD General Depository Acct	
The Silent Battle Fund	Waunakee Community High School	Active	\$3,533.54	\$3,000.00	01/18/2019	—	WCSD General Depository Acct	
High School Library Redesign -- A Space for Students and Teachers	Waunakee Community High School	Rejected	\$0.00	\$20,000.00	01/14/2019	—	WCSD General Depository Acct	
WMS Student Council 2018-2019	Waunakee Community Middle School	Active	\$0.00	\$4,500.00	09/04/2018	—	WCSD General Depository Acct	
WCSD Student Financial Assistance Fund	Waunakee Community School District	Active	\$43,776.13	\$50,000.00	08/01/2018	—	WCSD General Depository Acct	
8th Grade Washington D.C. Trip Culver's Share Night	Waunakee Community Middle School	Active	\$0.00	\$1,000.00	04/24/2018	—	WCSD General Depository Acct	
Build On Tradition	Waunakee Community School District	Active	\$209,352.89	\$225,000.00	03/02/2018	—	Waunakee Baseball Pennant Program	

Waunakee Middle School Skills USA	Waunakee Community Middle School	Rejected	\$0.00	\$1,000.00	12/06/2017	—	WCSD General Depository Acct
Waunakee Dance Team	Waunakee Community High School	Active	\$0.00	\$10,000.00	10/23/2017	—	WCSD General Depository Acct
Gymnastics Fundraising Campaign	Waunakee Community High School	Active	\$400.41	\$13,000.00	10/23/2017	—	WCSD General Depository Acct
Candygram Sales	Waunakee Community Middle School	Active	\$0.00	\$700.00	10/09/2017	—	WCSD General Depository Acct
Waunakee Area Public Arts Committee Sculpture Campaign	Waunakee Community School District	Ended	\$121,479.03	\$120,000.00	02/20/2017	09/02/2019	Sculpture
Waunakee High School Innovation Center	Waunakee Community High School	Active	\$183,307.93	\$400,000.00	09/16/2016	—	Innovation Center

Started before 19/20 fiscal year or are ongoing

Reported expenses



FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the “Agreement”) is made and entered into by and between the Waunakee Community School District, Dane County, Wisconsin (“Issuer”) and PMA Securities, LLC (“PMA”) effective as of July 30, 2020 (the “Effective Date”). The Issuer and PMA collectively constitute the “Parties” hereunder.

WITNESSETH:

WHEREAS, the Issuer is contemplating issuing securities with the PMA Levy and Aid Anticipation Note Program 2020 with an unknown amount and timing (the “Securities”), and in connection with the authorization, sale, issuance and delivery of such indebtedness, the Issuer desires to retain a financial advisor to advise the Issuer regarding the issuance of the Securities;

WHEREAS, PMA is willing to provide its professional services and its facilities as financial advisor in connection with the Securities as may be considered and authorized by the Issuer during the period in which this Agreement shall be effective;

WHEREAS, the Issuer is a municipal entity and the Securities are municipal securities as defined by the Securities Exchange Act of 1934 and the rules of the Municipal Securities Rulemaking Board (“MSRB”); and

WHEREAS, PMA is registered as a municipal advisor with the U.S. Securities Exchange Commission (“SEC”) and the MSRB and thus, may provide municipal advisor services to a municipal entity such as the Issuer, including advice with respect to the issuance of municipal securities.

NOW, THEREFORE, the Issuer and PMA, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I SCOPE OF SERVICES

Upon the request of an authorized representative of the Issuer, PMA agrees to perform the financial advisory services (hereinafter “Services” or “Scope of Services”) stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay PMA the compensation as provided in Section VI hereof.

A. Financial Planning. At the direction of the Issuer, PMA shall:

1. Analysis. Conduct an analysis of the financial resources of the Issuer to determine the extent of its capacity to issue and service the Securities contemplated. This analysis will include reviews of initial cash flows as compared with the estimated receipts of revenues which are pledged to secure payment of debt service.
2. Terms. Advise the Issuer on recommendations regarding the Securities under consideration, including the date of issue, maturity date(s), options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Securities to be sold on terms that are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.

3. Market Conditions. Advise the Issuer of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Securities may be set at a favorable time.

B. Debt Management and Financial Implementation.

1. Method of Sale. The Issuer has indicated that it has engaged or intends to engage Robert W. Baird & Co. Incorporated as the underwriter for the purpose of negotiating the purchase of the Securities. The Issuer agrees that it has not engaged PMA to make a recommendation regarding the method of sale or the selection of the underwriter, and therefore acknowledges that PMA will not be providing such services under this agreement. PMA owes no fiduciary or other duty to the Issuer with respect to such services. The Issuer understands in making this election that, as a financial advisor, PMA typically evaluates the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation for the method of sale. If a negotiated sale were selected, PMA would make a recommendation for the Issuer's formal approval and acceptance of one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Securities. As a result of PMA not performing these services, the Issuer may receive a lower purchase price for the Securities than would otherwise be the case. In keeping with the provisions of MSRB Rule G-23, PMA will not participate in an underwriting syndicate in connection with the negotiated purchase of the Securities.
 - a. In a negotiated sale PMA will perform the following services:
 - (1) PMA will cooperate with and assist the underwriter in the review of a bond purchase contract and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriter, but shall not be or become an obligation of PMA, except to the extent specifically provided otherwise in this Agreement or assumed in writing by PMA.
 - (2) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any, and provide a cost comparison, for both expenses and interest which are suggested by the underwriter, to the then current market.
 - (3) Advise the Issuer as to the fairness of the price/yields offered by the underwriter and, unless agreed upon by the Issuer and the underwriter, the proposed underwriter's discount as it relates to the underwriter's regulatory requirements.
2. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested and at all times when PMA may be of assistance or service and the subject matter is related to the Securities.
3. Review of Third Party Recommendations. Review of a recommendation of another party if requested by the Issuer and the request is within the Scope of Services. PMA will determine, based on the information obtained through reasonable diligence, whether the municipal securities transaction or municipal financial product is or is not suitable for the Issuer. In addition, PMA will inform the Issuer of:
 - (1) PMA's evaluation of the material risks, potential benefits, structure and other characteristics of the recommended municipal securities transaction or municipal financial product;

- (2) The basis upon which PMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Issuer; and
 - (3) Whether PMA has investigated or considered other reasonably feasible alternatives to the recommended municipal securities transaction or municipal financial product that might also or alternatively serve the Issuer's objectives.
4. Offering Documents. Draft the preliminary and final Official Statements, Offering Memoranda or Term Sheets ("Offering Documents") based on information provided by the Issuer as well as information derived from other sources. The information contained in the Offering Documents will be derived from the sources stated or, if not otherwise sourced, from the Issuer. PMA makes no representation, warranty or guarantee regarding the accuracy or completeness of the information in the Offering Document, and its assistance in preparing the Offering Document should not be construed as a representation that it has independently verified such information. The Issuer will be expected to examine, approve and make certifications with respect to the information in the Offering Documents in accordance with its obligations under the federal securities laws.
 - (1) In a competitive sale, PMA will coordinate the preparation of the notice of sale and bidding instructions, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification.
 - (2) PMA will electronically distribute the Offering Documents.
 - (3) Some of the data collected may require a fee, such as overlapping debt or an auditor's certificate. Upon the request of an authorized representative of the Issuer, any fees for data will be sent to the Issuer for prior approval.
 - (4) As needed for Offering Documents disclosure purposes, PMA will file reportable event notices and other information to the MSRB's Electronic Municipal Market Access ("EMMA") as directed by the Issuer.
5. Credit Ratings and Insurance. Make recommendations to the Issuer as to the advisability of obtaining a credit rating and/or insurance for the Securities. Where insurance for the Securities is advised, PMA will request bids from insurance agencies. When directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency and/or insurance agencies. If PMA's advice includes personal presentation of information to the rating agency and/or insurance agencies, PMA will arrange for such personal presentations by the Issuer's representatives.
6. Trustee, Paying Agent, Registrar. Assist the Issuer in the selection of a trustee and/or paying agent/registrar for the Securities and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
7. Escrow Bidding Agent, Escrow Agent, Verification Agent. Assist the Issuer in the selection of an escrow bidding agent, an escrow agent and/or a verification agent for the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto, if needed.
8. Financial Publications. Advise financial publications of the forthcoming sale of the Securities and provide them with all pertinent information, when appropriate. Upon request, PMA will coordinate the publication of legal notices when required by law for the issuance of the Securities.

9. Consultants. Arrange for reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto.
10. Legal Counsel. Maintain liaison with bond counsel, disclosure counsel and local counsel, if any, in the preparation of legal documents pertaining to the authorization, sale and issuance of the Securities.
11. Delivery of the Securities. Coordinate the efforts of the working group for the Securities, which typically includes the Issuer, underwriter, bond counsel, and other counsel, as applicable, rating agency, bond registrar, paying agent, and any other third party engaged by the Issuer, as soon as a bid for the Securities is accepted by the Issuer, so that the Securities may be delivered and paid for as expeditiously as possible. Assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Securities.

C. Services Not Related to an Issuance of Municipal Securities. If requested by the Issuer, PMA will perform the services following this paragraph for the Issuer, with respect to the Securities, with no additional compensation required. This Agreement hereby terminates any prior Financial Advisory Agreement or Financial Advisory Engagement Letter for the provision of the following services:

1. Rating surveillance preparation;
2. Debt summary and debt book updates;
3. Educational presentations to the Issuer's governing body, community and/or staff;
4. Review paying agent/DTC invoices for accuracy;
5. Review and provide advice related to a bond levy;
6. Advise the Issuer of filings related to tax credit bonds and the need to approve abatement resolutions and debt service extension base modification resolutions;
7. Assist with filing debt-related documents with other government entities, such as the state;
8. Assist with FOIA-related documentation and questions; and
9. Assist with post-issuance compliance per the rules of the Internal Revenue Service ("IRS").

D. Limitations on Services. The Services are subject to the following limitations:

1. The Services are limited solely to the services described herein and are subject to any limitations set forth within the Scope of Services.
2. PMA is not responsible for making a recommendation regarding the method of sale or the selection of the underwriter.
3. PMA is not responsible for certifying as to the accuracy or completeness (including the accuracy or completeness of any description of the Issuer's compliance with its continuing disclosure obligations) of any preliminary or final Offering Documents, other than with respect to any information about PMA provided by PMA for inclusion in such documents.

4. The Services do not include tax, legal, accounting or engineering advice with respect to the Securities, services not related to an issuance of municipal securities (except as provided in Section I.C. above) or in connection with any opinion or certificate rendered by bond counsel or any other person at closing, and does not include review or advice on any feasibility study.
5. Unless requested by the Issuer, PMA will not negotiate fees or send out a request for proposal for legal services including issuer counsel, bond counsel or disclosure counsel.
6. Dissemination Agent services for continuing disclosure are not included under this Agreement except as provided under Section I.B.4.(4). Dissemination Agent services include, for example, annual financial information and annual financial statement filings to EMMA. PMA is engaged as Dissemination Agent pursuant to a separate engagement to provide services not covered under Section 1.B.4.(4).

E. Amendment to Scope of Services. The Scope of Services may be amended as set forth in Section VIII.D. The Parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services. Changes to the Scope of Services may result in an increased fee.

SECTION II POTENTIAL BENEFITS & RISKS OF ISSUING THE SECURITIES

A. The potential benefits involved with issuing the Securities include, among other things:

1. Meeting the Issuer's Funding Needs. The Securities are being issued to meet the Issuer's stated funding needs.
2. Relative Low Cost of Financing. Municipal obligations, such as the Securities, generally offer a lower cost of financing than other available alternatives.
3. Ability to Lower Cost of Financing in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to lower the cost of financing with a future refinancing of the Securities.
4. Ability to Restructure Payments in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to restructure the repayment schedule with a future refinancing or defeasance of the Securities.

B. The potential risks involved with issuing the Securities include, among other things:

1. Interest Rate Risk. The Securities are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Securities, the Issuer will not be able to take advantage of lower market interest rates for the Securities unless and until the Securities can be prepaid or refinanced.
2. Prepayment Risk. To the extent the Securities, or a portion of the Securities, are not subject to a prepayment provision, the Issuer cannot prepay the Securities prior to their maturity date(s).
3. Closing Risk. If the Securities fail to attract an appropriate purchaser, or fail to be delivered at closing, the Issuer will not receive proceeds from the Securities.

4. Default Risk. If the Issuer fails to make the scheduled principal and/or interest payment(s) on the Securities in a timely manner, a default will occur, which negatively affects the Issuer's ability to get financing for other needs.
5. Tax Risk. If the opinion of bond counsel for the Securities identifies the Securities as tax-exempt or tax advantaged, and the IRS subsequently determines the Securities are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Securities to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the Issuer's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the Issuer resulting in a payment from the Issuer to the IRS to maintain the tax-exempt or tax advantaged status of the Securities. Potential causes of such a determination may include, but are not limited to the following: the Issuer does not spend the proceeds of the Securities in a timely manner, change in use of the project financed by the Securities and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.
6. Disclosure Risk. To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the Issuer violated federal securities laws.

SECTION III COOPERATION IN MEETING REGULATORY REQUIREMENTS

The Issuer acknowledges that PMA has regulatory duties as municipal advisor to the Issuer, and the Issuer agrees to cooperate, and to cause its agents to cooperate, in carrying out these regulatory duties, including providing complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have PMA provide advice with regard to any recommendation made by a third party in accordance with Section I.B.3, the Issuer will provide to PMA written direction to do so and any information it has received from such third party relating to its recommendation.

SECTION IV TERM OF AGREEMENT

The terms of this Agreement are effective as of the Effective Date and shall remain in effect, unless earlier terminated by PMA or at the direction of the Issuer pursuant to the following section, until the closing of the Securities. This Agreement may be renewed for a maximum of three (3) years beyond the Effective Date at the Issuer's request for PMA to perform the any of the services set forth in Section I.C.

SECTION V TERMINATION

This Agreement may be terminated with or without cause by the Issuer upon prior written notice to PMA or by PMA upon at least thirty (30) days' prior written notice to the Issuer of the Party's intention to terminate, specifying in such notice the effective date of such termination. In the event the termination occurs before the Securities close, it is understood and agreed that no amounts are due to PMA for services provided or expenses incurred, unless otherwise stated in Section VI below. No penalty will be assessed for termination of this Agreement. The provisions of Section VII.B. shall survive any termination of this Agreement pursuant to this Section V or the expiration of the term of this Agreement pursuant to Section IV.

SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT

A. Compensation. The fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be \$1.00 per \$1,000 of public offering price plus \$500.00 for the services described in Section I.B.4, Offering Documents. Such fees, for which PMA is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Securities to the purchaser. No fee shall be due from the Issuer to PMA unless the Securities close.

As set forth in PMA's *Municipal Advisor Disclosure Statement*, PMA notes that this Agreement involves contingent based compensation subject to compensation based conflict. Also, we note how it relates to different structures or scenarios. For example, recommending a multi-issuance strategy versus a single issuance strategy could result in additional compensation for PMA and the application of minimum fees, if any. However, this recommendation would be made only if the benefits exceed the costs. Such benefits could include bank qualification, reduced negative arbitrage in the investment of bond proceeds and meeting the financial goals of the Issuer. Also, the additional compensation would be paid over time, subject to the retention of PMA for subsequent issuances.

B. Issuer Expenses.

1. Customary fees and expenses incident to a sale are payable by the Issuer. These fees and expenses, depending upon the final structure, can include fees for underwriter(s), bond counsel, local counsel, disclosure counsel, rating agency, insurance premium, trustee/paying agency, competitive sale auction platform, escrow bidding agent and verification agent.
2. Customary fees and expenses incident to the preparation of the Offering Documents, such as overlapping debt and auditor's certificates, are payable by the Issuer. In the event PMA must pay these fees and expenses before the Securities close, the Issuer will be responsible for reimbursing PMA for the pre-paid fees and expenses.

SECTION VII DISCLOSURES

A. Disclosures. The *Municipal Advisor Disclosure Statement*, and each delivery thereof, as provided from time to time, shall be incorporated by reference into this Agreement as of the date thereof to the same extent as if set forth herein. As set forth in the *Municipal Advisor Disclosure Statement*, PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, PMA generally provides fixed income brokerage services and public finance services to institutional clients, including financial advisory services and advice with respect to the investment of proceeds of municipal securities. PMA is affiliated with PMA Financial Network, LLC, a financial services provider, and PMA Asset Management, LLC, an investment adviser registered with the SEC (the "Advisory Affiliate"). These entities operate under common ownership with the Firm and are referred to in this disclosure as the "Affiliates." Each of these Affiliates also provides services to municipal entity clients. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies.

PMA's duties, responsibilities, and fees arise from that as a municipal advisor to the Issuer in connection with the issuance of the Securities. PMA receives additional fees for the services used by the Issuer, if any, described in the paragraph above. The fees for these services arise from separate agreements with the Issuer and with institutions of which the Issuer may be a member.

Additional disclosures are required with the implementation of MSRB Rule G-42. PMA is required to provide the Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. By signing this Agreement, the Issuer acknowledges that PMA has provided the Issuer with the *Municipal Advisor Disclosure Statement*, which contains important disclosures on matters such as all material conflicts of interest and all legal and disciplinary events that are material to a client's evaluation of us relevant to our provision of municipal advisory services. This disclosure document will also specify the date of the last material change or addition to the legal or disciplinary event disclosures, if any, on any Form MA or Form MA-I that PMA files with the SEC and a brief explanation regarding the materiality of the change or addition.

B. Scope of Liability. PMA, at all times, will act in good faith with respect to its Services under this Agreement. The Issuer agrees that PMA shall not be liable to the Issuer for any act or omission in connection with the performance of PMA's services hereunder, other than as a result of PMA's negligent acts or omissions, reckless conduct, intentional misconduct, bad faith, violation of applicable law or material breach of any of the material terms of this Agreement. PMA will have no duty, responsibility or liability under this Agreement as to any services identified in Section I.D. of this Agreement, relating to the services included in the Limitations on Services section. PMA shall not be responsible for any loss incurred by reason of any act or omission of the Issuer, or any member of the working group for the Securities. No recourse may be had against PMA for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action or other proceeding brought by or received from the IRS in connection with the Securities or otherwise relating to the tax treatment of the Securities, or in connection with any opinion or certificate rendered by counsel or any other party.

It is understood that nothing herein shall in any way constitute a waiver or limitation of any of the obligations which PMA may have under federal securities laws or under applicable state law.

SECTION VIII MISCELLANEOUS

A. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the state in which the Issuer is located without regard to conflict of law principles.

B. Binding Effect: Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and PMA, their respective successors and assigns; provided however, neither Party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other Party.

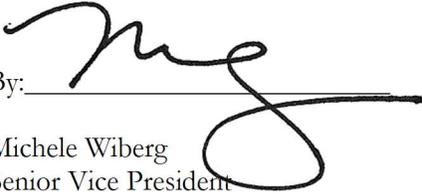
C. Prior Agreement or Documentation. Each Party acknowledges and agrees that the provisions of this Agreement modify and supersede any prior agreement or documentation with regards to the issuance of the Securities ("Prior Documentation"). The provision(s) set forth in this Agreement shall control in the event that any provision(s) of this Agreement conflict with any provision(s) contained in any Prior Documentation.

D. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed or acknowledged by each Party hereto. The form of this modification may include an email acknowledged by each Party. The Parties agree to amend or supplement this Agreement promptly to reflect any material changes or additions to the Agreement.

[The remainder of this page is intentionally left blank.]

PMA Securities, LLC

Waunakee Community School District
Dane County, Wisconsin

By: 
Michele Wiberg
Senior Vice President
Managing Director

By⁽¹⁾: _____

Print Name
Title: _____
Date: _____

July 30, 2020

By: _____

James O. Davis
Chief Executive Officer

Date: _____

(1) By signing this Agreement, as representative of the Issuer, the representative acknowledges that he or she has the ability to bind the Issuer by contract with PMA and that he or she is not a party to a disclosed conflict.

PMA Use Only:

Reviewed: _____ Date: _____
Revised 6/2020

2020-2021 DEPARTMENT CHAIRS & BUILDING COORDINATORS

<u>DEPARTMENT CHAIR</u>	<u>STAFF MEMBER</u>	<u>TERM ENDS</u>
Art	Melanie Trainor Burton (Intermediate)	June 2022
K-6 English Language Arts	Melissa Weeks (Heritage)	June 2022
7-12 English Language Arts	Walter Stenz (High School)	June 2022
World Language	Ellen Grunder (High School)	June 2022
School Counseling	Ty Jury (Middle School)	June 2023
Mathematics	Lori Armstrong (Arboretum)/Erin Schroeder (High School)	June 2023
Social Studies	Jackson Gabriel (High School)	June 2023
Special Education 7-12	Lori Gallagher (Middle School)	June 2023
Special Education K-6	Lara Ostrander (Prairie)*	June 2023
Pathways (G/T)	Janell Dorn (High School)	June 2021
Reading	Deana Bach (Prairie)	June 2021
Science	Andrew West (High School)/Jessica North (Middle School)	June 2021
Music	Molly Petroff (High School)	June 2021
LMTC/Computer Resources	Jeannine Ramsey (High School)/Melissa Hill (Arb)	June 2021
CTE	Rhonda Knapp (High School)*	June 2021
Physical Education	Jonathan Gustafson (Intermediate School)	June 2021
English Learners	Yelena Walther*	June 2023
<u>BUILDING COORDINATORS</u>	<u>STAFF MEMBER</u>	<u>TERM ENDS</u>
ELA	Stephanie Boegh (Middle School)	June 2022
	Lea Zwettler (Intermediate)	June 2022
	Megan Steeger (Heritage)*	June 2023
	Alex Ames (High School)	June 2023
	Allison Voeller*/Karen Staeger (Prairie)	June 2023
	Bethany Jorenby/Heather May (Arboretum)	June 2021
Social Studies	Shad Fanta (Middle School)	June 2023
	Kerry Lozano (Intermediate)	June 2021
	Carol Brey (High School)	June 2021
Elem. Soc. Studies/World Lang.	Regina Pagel (Arboretum)	June 2023
Music Coordinator	Jamie Sercombe (Middle School)	June 2023
Special Education	Rebecca Connolly	June 2022
	Lori Gallagher (Middle School)	June 2022
	Samantha Yozamp (Intermediate)*	June 2023
	Donna McNary (Prairie)	June 2023
	Jessica Hubbard (Heritage)	June 2021
	Chuck Murphree (High School)*	June 2021
Mathematics	Lori Armstrong (Arboretum)	June 2022
	Connie Frey (Prairie)	June 2022
	Micah Thingvold (Intermediate)	June 2023
	John Ehle (Middle School)*	June 2023
	Heather Siedschlag (Heritage)	June 2021
	Erin Schroeder (High School)	June 2021
Science	Denise Farnsworth (Prairie)	June 2022
	Jessica North (Middle School)	June 2022
	Jacqueline Wells/Aimee Spahos (Intermediate)	June 2022
	Todd Shucha (High School)*	June 2023
	Jodi Ryan (Arboretum)	June 2021
	Ken Penfield (Heritage)	June 2021

Last Name	First	Position
AMES	ALEX	BUILDING COORDINATOR
ARMSTRONG	LORI	BUILDING COORDINATOR
ARMSTRONG	LORI	DEPARTMENT CHAIR
BACH	DEANA	DEPARTMENT CHAIR
BOEGH	STEPHANIE	BUILDING COORDINATOR
BREY	CAROL	BUILDING COORDINATOR
CONNOLLY	REBECCA	BUILDING COORDINATOR
DORN	JANELL	DEPARTMENT CHAIR
DOUCETTE	JENNIFER	NEW TEACHER ADVISOR
FANTA	SHAD	BUILDING COORDINATOR
FARNSWORTH	DENISE	BUILDING COORDINATOR
<i>PENDING</i>	<i>PENDING</i>	<i>NEW TEACHER ADVISOR</i>
FREY	CONNIE	BUILDING COORDINATOR
GABRIEL	JACKSON	DEPARTMENT CHAIR
GALLAGHER	LORI	DEPARTMENT CHAIR
KNAPP	RHONDA	DEPARTMENT CHAIR
GRUNDER	ELLEN	DEPARTMENT CHAIR
GUSTAFSON	JONATHON	DEPARTMENT CHAIR
HILL	MELISSA	DEPARTMENT CHAIR
HUBBARD	JESICA	BUILDING COORDINATOR
JOHNSON	JASON	BUILDING COORDINATOR
JURY	JOHN	DEPARTMENT CHAIR
EHLE	JOHN	BUILDING COORDINATOR
KRAUSE	KATIE	NEW TEACHER ADVISOR
LEE	SPENCER	NEW TEACHER ADVISOR
OSTRANDER	LARA	DEPARTMENT CHAIR
MAY	HEATHER	BUILDING COORDINATOR
MCNARY	DONNA	BUILDING COORDINATOR
MOE	MIRANDA	NEW TEACHER ADVISOR
YOZAMP	SAMANTHA	BUILDING COORDINATOR
NORTH	JESSICA	BUILDING COORDINATOR
NORTH	JESSICA	DEPARTMENT CHAIR
PAGEL	REGINA	BUILDING COORDINATOR
PENFIELD	KENNETH	BUILDING COORDINATOR
POTTINGER	BETHANY	BUILDING COORDINATOR
RAMSEY	JEANNINE	DEPARTMENT CHAIR
VOELLER	ALLISON	DEPARTMENT CHAIR
ZWETTLER	LEA	DEPARTMENT CHAIR
STEEGER	MEGAN	BUILDING COORDINATOR
RYAN	JODI	BUILDING COORDINATOR
SCHROEDER	ERIN	BUILDING COORDINATOR
SCHROEDER	ERIN	DEPARTMENT CHAIR
SERCOMBE	JAMES	BUILDING COORDINATOR
MURPHREE	CHUCK	BUILDING COORDINATOR
SIEDSCHLAG	HEATHER	BUILDING COORDINATOR
SIEDSCHLAG	SARAH	BUILDING COORDINATOR
SIES	LORI	BUILDING COORDINATOR

SPAHOS	AIMEE	BUILDING COORDINATOR
STAEGE	KAREN	BUILDING COORDINATOR
STATZ	JILL	NEW TEACHER ADVISOR
STENZ, IV	WALTER	DEPARTMENT CHAIR
THINGVOLD	MICAH	BUILDING COORDINATOR
TRAINOR-BURTON	MELANIE	DEPARTMENT CHAIR
WEISS PETROFF	MOLLY	DEPARTMENT CHAIR
WELLS	JACQUELINE	BUILDING COORDINATOR
SHUCHA	TODD	BUILDING COORDINATOR
WEST	ANDREW	DEPARTMENT CHAIR
WIDEEN	SHERI	NEW TEACHER ADVISOR
ZWETTLER	LEA	BUILDING COORDINATOR
WALTHER	YELENA	DEPARTMENT CHAIR
ROTZENBERG	JASON	CHEMICAL HYGIENE OFFICER

Assignment	Building	Supervisor
ELA	HIGH SCHOOL	SCHELL TIMOTHY C
MATH.	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
MATH.		SCHELL TIMOTHY C
READING DEPARTMENT		SCHELL TIMOTHY C
ELA	MIDDLE SCHOOL	SCHELL TIMOTHY C
SOCIAL STUDIES.	HIGH SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES K-4)	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
PATHWAYS / GIFTED & TALENTED.		SCHELL TIMOTHY C
*	HIGH SCHOOL	SCHELL TIMOTHY C
SOCIAL STUDIES.	MIDDLE SCHOOL	SCHELL TIMOTHY C
SCIENCE.	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
*	<i>MIDDLE SCHOOL</i>	<i>SCHELL TIMOTHY C</i>
MATH.	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SOCIAL STUDIES.		SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES 7-12).		SCHELL TIMOTHY C
CTE.		SCHELL TIMOTHY C
WORLD LANGUAGE.		SCHELL TIMOTHY C
PHYSICAL EDUCATION.		SCHELL TIMOTHY C
LMTC / COMPUTER RESOURCE.		SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES K-4)	HERITAGE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SOCIAL STUDIES.	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
GUIDANCE.		SCHELL TIMOTHY C
MATH.	MIDDLE SCHOOL	SCHELL TIMOTHY C
*	HERITAGE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
*	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES K-6).		SCHELL TIMOTHY C
ELA	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES K-4)	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
*	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES 7-12)	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
SCIENCE.	MIDDLE SCHOOL	SCHELL TIMOTHY C
SCIENCE.		SCHELL TIMOTHY C
ELEMENTARY WORLD LANGUAGE	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SCIENCE.	HERITAGE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
ELA	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
LMTC / COMPUTER RESOURCE.		SCHELL TIMOTHY C
ELA (GRADES K-6).		SCHELL TIMOTHY C
ELA (GRADES K-6).		SCHELL TIMOTHY C
ELA	HERITAGE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SCIENCE.	ARBORETUM ELEMENTARY SCHOOL	SCHELL TIMOTHY C
MATH.	HIGH SCHOOL	SCHELL TIMOTHY C
MATH.		SCHELL TIMOTHY C
MUSIC EVENTS	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES 7-12)	HIGH SCHOOL	SCHELL TIMOTHY C
MATH.	HERITAGE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
SPECIAL EDUCATION (GRADES 7-12)	MIDDLE SCHOOL	SCHELL TIMOTHY C
ELA	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C

SCIENCE.	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
ELA	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
*	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
ELA (GRADES 7-12).		SCHELL TIMOTHY C
MATH.	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
ART.		SCHELL TIMOTHY C
MUSIC.		SCHELL TIMOTHY C
SCIENCE.	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
SCIENCE.	HIGH SCHOOL	SCHELL TIMOTHY C
SCIENCE.		SCHELL TIMOTHY C
*	PRAIRIE ELEMENTARY SCHOOL	SCHELL TIMOTHY C
ELA	INTERMEDIATE SCHOOL	SCHELL TIMOTHY C
ELL		SCHELL TIMOTHY C