

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

Monday, September 14, 2020

6:30 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

A. Review Minutes of August 10, 2020, August 17, 2020, August 24, 2020, September 8, 2020 Meeting

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

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

**VI. APPROVAL OF MINUTES**

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**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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The Board of Education provides this time for the public to comment on any items related to the governance or management of the Waunakee Community School District or 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 Report

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Ashley Taylor and Kyle Emmert will provide an update from 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 is reserved for any comments from members of the board on meetings they attended or other informational items.

**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 and Discuss the Wisconsin Supreme Court Ruling on the PHMDC Order and the Impact on Waunakee Community School District's Re-Opening Plans 30

B. School District Face Mask Policy and State Order 30

With the unknown future of the State Face Covering Order, it is important that the school district clarify its position on face coverings in the event the State Order is not renewed. Our recommendation, per previous discussions with the Board, is to maintain the current practice and policy of requiring masks for students, staff, and visitors. Also please note, Public Health Madison Dane County also requires face coverings, per their Orders. Even if the State Order is not renewed, the local PHMDC Order is still in effect.

C. Update on Substitute Teacher Usage as Part of In-Person and Virtual Instruction 42

Attached please find the message that was sent to staff regarding our plan for the utilization of substitute teachers this year for in-person and virtual instructors. Brian Grabarski will review this plan with the Board on Monday evening and will be available to answer your questions.

**XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Medical Advisory Ad Hoc Committee 43

B. Diversity, Equity, Inclusion Ad Hoc Committee 47

**XII. ADMINISTRATIVE REPORTS/ACTION ITEMS**

A. Beginning of School Year Report

At Monday's Board Meeting, Randy Guttenberg will provide the Board with an update on the first week of school.

B. Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$7,900,000; Issuance Of Tax And Revenue Anticipation Promissory Notes; And Participation In The PMA Levy And Aid Anticipation Notes Program 48

The purpose of this agenda item is to request School Board approval of the resolution authorizing temporary borrowing. Attached please find the resolution as prepared by Quarles and Brady, the district's bond counsel. Due to the timing of the borrowing, this resolution is required at the September School Board meeting instead of the October meeting. PMA is the financial adviser hired to manage the cash flow borrowing process.

Here are the highlights of the cash flow borrowing process:

- A loan of \$7,900,000 is taken out in October (compared to \$7,500,000 last year).
- The loan is bank qualified, which decreases interest costs
- MA seeks competitive pricing on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is rated by Moody's and an official statement is provided to the bidders
- The issuance cost of the loan is higher due to the financial adviser fees, the legal fees, and the rating fees
- Multiple school districts are participating in this borrowing, which divides the costs among all school districts
- The interest rate of the loan should be lower than non-rated, non bank qualified loans
- The resolution is a parameters resolution, and the final terms will need to be approved by the Financial Officer (Superintendent, Executive Director of Operations) or District Officer (Board President or Clerk)

As a reminder, the cash flow borrowing for 20-21 is bank qualified because the district did not issue debt in the 2020 calendar year. This item requires a roll call vote.

C. Consideration of HVAC Ionization Units for IS/MS/HS/TLC/Bethel 66

The purpose of this agenda item is to request School Board approval of HVAC system enhancements in the 5th through 12th grade buildings, and the auxiliary buildings called the Teaching and Learning Center and Bethel Circle. The School Board has previously approved these same HVAC system enhancements in grades K-4. Attached please find the bids from NAMI and a Scope of Services from 1901 Inc.

The NAMI quotes total \$394,400.00 and the 1901 Inc. information does not include pricing. Proposals were due at the end of the day on September 9th. Administration is recommending that the funding for these HVAC system enhancements come from Fund 41, the Capital Projects fund. Administration is also recommending approval of the bid from North American Mechanical Inc (NAMI) as no other bids with pricing were received by the deadline.

D. Consideration of an Additional Position in the Human Resource Office. 84

Attached please find a memo and supporting documentation from Brian Grabarski regarding a request to reallocate resources to create an additional position in the HR Department.

E. Seclusion and Restraint Report 85

Attached please find the annually required report on the use of seclusion and restraint in each school. Kurt Eley compiled this report and will be in attendance at Monday's meeting to present this information and answer any questions. The District's use of seclusion and restraint has reduced over time.

F. 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 August 2020.

#### **B. Finance**

##### **1. Monthly Finance Reports 88**

Attached you will find the 2019-20 Budget Status report as of June 30th, 2020, and the Cash Reconciliation report for July 2020. Please note that the 2019-20 audit process has been completed and these are the final numbers.

Also attached please find the Dean/SSM wellness clinic report for June and July 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.

##### **2. Approval of Fund 21 Accounts 131**

The purpose of this agenda item is to request approval of Fund 21 student activity accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2020. The School Board policy on student activity accounts requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.

NOTE: The School Board policy on this topic is a Fund 60 Student Activity Account policy. Fund 60 accounts were closed in the 19-20 fiscal year and moved to Fund 21 per new national accounting requirements. We are continuing the practice of bringing these accounts forward to the School Board even though it is not required by policy for Fund 21. I would ask the Policy Committee to add this topic to a future agenda. The report includes both accounts previously considered Fund 60 Student Activity accounts and accounts previously considered Fund 21 accounts.

These accounts are typically used by student organizations for fundraising for activities above and beyond what the district budget is able to support. Student activity account equity balances carry over from one fiscal year to another. I would like to point out that student activity equity accounts with a positive balance are reflected with a negative sign, as student activity equity accounts are balance sheet accounts on the district financial system. A positive balance actually indicates a negative account balance. Negative account balances are allowed by policy under certain circumstances.

##### **3. Approval of Fund Balance Allocations 135**

The purpose of this agenda item is to request School Board approval of the fund

balance allocations. Please recall that during the month of June, the School Board approved fund balance classifications to comply with national accounting standards. Attached please find an all Funds fund balance report and a fund balance report detailed the accounting of the Fund 10 937900 and 938900 fund balance accounts.

The final 19-20 Fund 10 fund balance is \$6,428,152.96 or 12.1% of the 20-21 Fund 10 expenditure budget approved in August by the School Board. The 12.1% compares to a number of 13.2% in 19-20. The Board policy on fund balance has a statement of working towards maintaining a 15% balance. Please note that the Fund 41 fund balance has increased to \$1,846,033.70 as part of the three-year plan to decrease the Fund 10 fund balance while increasing the Fund 41 fund balance. Added together, these amounts represent 15.6% of the 20-21 Fund 10 expenditure budget approved in August by the School Board. I would like to request consideration from the Policy Committee to revise the District Fund Balance policy to include a combination of Funds 10 and 41.

The 19-20 fiscal year was the second year where funds are being set aside for the replacement of the turf field for Warrior Stadium. You can see the balance in the 937900 fund balance account. Please recall that School Board policy allows buildings/departments to carry over funds from one fiscal year to the next. You can see the balances in the 938900 fund balance account.

C. Gifts and Field Trips

1. Gifts

2. Field Trips

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

**XIV. BOARD BUSINESS**

**XV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

Curriculum Presentation Meetings.

Monday November 18, 2019

Monday January 27, 2020

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

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, August 10, 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 the meeting to order. A motion was made by Hetzel second by Ensign to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and(f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student disciplinary actions. Motion carried 6-0 on a roll call vote. Time 6:00 PM

### **II. ROLL CALL**

Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes. Heinemann- Yes  
Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers  
Arrived late: Brandt (arrived at 6:24 PM),

### **I. 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  
The board tabled this agenda item for the 8/17/20 Board meeting.
- E. Discuss Administrative Contracts, Structural Alignment, and Hiring Process.
- F. Review 2020-2021 Department Chairs, Building Coordinators and Staff Development Representatives

### **II. RETURN TO OPEN SESSION**

A motion was made by Hetzel second by Hoefler to adjourn closed session. Motion carried 7-0. Time: 6:51PM Board reconvened in open session at 7:00 PM.

### **III. BOARD DEVELOPMENT WORKSHOP**

There was no board development for this meeting.

### **IV. APPROVAL OF MINUTES**

The minutes for the July 13, 2020 regular meeting, July 27, 2020 Additional meeting, and August 3, 2020 Additional meeting were reviewed. A motion was made by Hetzel, second by Hoefler to approve the minutes as post. Motion carried 7-0.

### **V. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Ensign, second by Heinemann, to approve the agenda as posted with one change to take out the co-curricular hires to discuss at the next meeting on August 17, 2020. Motion carried 7-0.

**VI. PUBLIC COMMENTS**

Public Comments were received by Alexander Putman in opposition of Hybrid model for K6.

**VII. TEACHING STAFF, STUDENT, & BOARD  
REPORTS/RECOMMENDATIONS/ACTION ITEMS**

**A. Teacher Update**

Kyle Emmert and Ashley Taylor will provided an update from the WTA that was read by Dave Boetcher

**B. Board Reports/Action Items**

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

Hetzel participated in the book study based on social justice and equity. This was very enlightening and challenging.

**2. Discuss Ad Hoc Medical Committee**

Boetcher started the discussion regarding a Medical Advisory committee. Some items they would discuss would include but are not limited to the saliva test, rapid testing, levels of PPE, process for closing a classroom, building, district. The committee would consist of several medical professionals many who have children in the district, the HR Director, Student Services Director, School Nurse, Boetcher, Hoefler from the board and members of the WTA. Heinemann asked to be on it as well.

Brandt made a motion, second by Hetzel to create this committee and begin meetings. Motion carried 7-0.

**VIII. 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**

Brian Grabarski explained the consideration of "childcare needs" as a qualifying consideration for work accommodation. After some discussion a motion was made by Hetzel, second by Engebretson to approve the policy as indicated. Motion carried 6-1.

**B. Review Data on Student Registration and Staff Accommodation Requests**

Steve Summers gave an update on enrollment and transportation. They have noticed an increase in virtual learning. Families requesting transportation is very low, this will allow for transportation to be more manageable. Lamers has been working with St. John's regarding transportation.

Brian Grabarski reported on the status of staff accomodation requests - Staff where we are at with accomodation requests. s

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

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).

Randy Guttenberg reported on the meeting he and Steve Summers and Brian Grabarski, had with Wisconsin Youth Company this week.

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.

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.

The Board discussed all the possibilities to offer something to staff so that our WCSD teachers will be in front of the students but without burdening the tax payers.

Heinemann made a motion, second by Brandt, that WCSD pick up 50% of the cost of the WI Youth Company child care cost and the staff requesting this accommodation would pick up the remaining amount for this program.

Hetzel amended this motion, second by Brandt, to allow a the equalivaant of the 50% of the WI Youth Co. cost be offered to any staff member with children in K6 who have arranged for childcare in order to work for WCSD.

Brandt amended the motion by Hetzel to be offered to any staff member with children in K6 who have arranged for childcare in a licensed childcare provider so they may work. Motion, for this amendment carried 7-0.

After some discussion Engebretson requested to call the question, second by Ensign, on the amendment by Hetzel. Motion for call to question carried 7-0

The amendment to allow a the equalivaant to the 50% of the WI Youth Co. cost be offered to any staff member with children in K6 who have arranged for childcare in order to work for WCSD. Failed Y: 1- N: 6.

After discussion Engebretson requested to call the question, second by Heinemann, the original motion of WCSD pick up 50% of the cost of the WI Youth Company child care cost and the staff requesting this accomodation would pick up the remaining amount for this program. Motion for call to question carried 7-0.

The original motion, for WCSD pick up 50% of the cost of the WI Youth Company child care cost and the staff requesting this accomodation would pick up the remaining amount for this program, carried y:5 – N:2.

D. Review Start of School Year Calendar and Schedule

Guttenberg reviewed the outline for the dates for the start of the school year.

E. Review of Previous Decision Points and Discuss

Guttenberg reviewed the outline provided that showed all the steps/work the board and administration has done in preparation of the reopening of school.

F. Personal Protective Equipment for Staff/Health Office Workers

Kurt Eley, following a request from a Board Member to be added this item to the agenda, shared and answered questions regarding the various forms of PPE we have and especially what we have for our nurses and health office staff We will discuss at the meeting the PPE we are providing to staff, and particularly our health office staff. Eley explained that WCSD is following the PPE for school put out by public health.

**IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Co-Curricular Committee

1. The Minutes of 7/21/20 Co-Curricular meeting were reviewed.

B. Human Resources Committee

1. The Minutes of 7/23/20 Human Resources Committee Meeting were reviewed

C. Curriculum Committee

1. The minutes of the 7/28/20 Curriculum Committee Meeting were reviewed
2. Assessment Schedule

Tim Scheell explained and answered questions regarding propping a conditinal assessment schedule that includes all of our regular components with the understanding that we may need to be flexibile in our implementaiton due to this year's unusual circumstances. We would provide the Curriculum Committee, and if desired the full Board, with an update after fall testing is concluded. We received a communication from DPI regarding new options for statewide ACT in March that is included as an information item. Staff will review our options on ACT in the future.

Ensign made a motion, seconded by Hetzel, to accept the proposal Assessment schedule and to allow administration flexibility as this year goes one. Also to have the Curriculum department come back at the end of fall season with recommendations for the rest of the year. Motion carried 7-0.

3. Update to the Human Growth and Development Curriculum Sequence

Tim Schell explained and answered questions regarding the recommendations for the Human Growth and Development Curriculum Sequence. Hetzel made a motion

seconded by Hoefler to accept the HG&D Curriculum Sequence as presented. Motion carried 7-0.

D. Facility Committee

1. Review the minutes of the 8/3/20 Facility Committee Meeting.

Steve Summers provided specific notes that were provided to the Facility Committee for the meeting on Monday, August 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.

2. Consideration of Deep Cleaning Equipment

John Cramer and Steve Summers explained and answered questions regarding the deep cleaning equipment – sprayers and what funds available to purchase this equipment. Boetcher made a motion, second by Brandt to purchase the deep cleaning equipment as presented. Motion carried 7-0.

3. Consideration of HVAC Enhancements

John Cramer and Steve Summers presented and answered questions on the HVAC system enhancements. The Facility Committee reviewed this request and is recommending approval of the HVAC system enhancements for the K-4 buildings.

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.

Initially funded out of Fund 41 and then could be reimbursed with Bond.

Brandt wanted to clarify that the recommendation of the facility committee was for this proposal to be considered by the full board not recommend for approval.

Heinemann made a motion, second by Brandt, .NAMI's quote was for a turn key project.

Boetcher made an admendment to the original motion, second by Hoefer. change from NAMI to 1901 because electrical work is included with 1901.

After clarification from Summers and Cramer, the motion for the admendment failed Y:0 – N:7.

After some discussion Heinemann, second by Hoefer, called to question. The call to question carried 7-0.

The original motion that the District move forward with this enhancment with NAMI's quote for K4 schools carried 7-0.

#### 4. Consideration of Plumbing Fixture Enhancements

John Cramer and Steve Summers presented and answered questions regarding consideration of plumbing fixture enhancements.

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:

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."

The Facility Committee did not make a recommendation or take action on this because this was parred down from large list that was shared with Faciliity committee

A motion was made by Heinemann, second by Hoefter, to move forward with replacing the 21 bubblers identified without exceeding a total cost of \$80,000.00. Motion carried 7-0.

### **X. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

#### **A. Administrative Reports/Action Items**

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

Steve Summers explained and answered questions regarding the 4<sup>th</sup> draft of the budget

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

- The addition of the Federal CARES Grant related to COVID19 funding.
- 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.
- 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.

- 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.
- 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.
- 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.

Steve also explained the Financial Strategy #1 as presented on the attached document. He explained this strategy in relationship to the proposed property tax levy, Fund 10 and Fund 39. He attached the ballot language for the meeting on August 17th. If Board Members have any question, concerns or other input regarding this ballot language the should connect with Steve.

Steve Summers and Food Service Director, Connie Vacho presented and answered questions regarding the District's food service fund, Fund 50, and the 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.

A motion was made by Engebretson, second by Hetzel to approved the 4<sup>th</sup> draft of the budget as presented including food service option C. Motion carried 7-0.

2. Consideration of Title IX Policy and changes.

Randy Guttenberg and Brian Grabarski explained and answered questions regarding the Title IX policy A motion was made by Heinemann, second by Brandt to approve the Title IX policy as presented. Motion Carried 7-0.

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.

A motion was made by Brandt, second by Hoefter, to accept the resolution for a District Expulsion Officer as stated. Motion carried on a roll call vote.

Roll Call: Brandt- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Hoefter- Yes. Heinemann- Yes, Boetcher – Yes.

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.

A motion was made by Brandt, second by Hoefler to accept Jon Anderson as WCSO expulsion officer for the 2020-2021 school year. Motion carried 7-0.

5. Appoint Medical Advisor for 2020-2021

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.

A motion was made by Hetzel, second by Heinemann, to approve Dr. Bill Ranum as the District's Medical Advisor for the 2020-2021 school year. Motion carried on a roll call vote.

Roll Call: Brandt- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes. Heinemann- Yes, Boetcher – Yes.

6. Announcements/Correspondence – There was no announcements or coorespondence.

**XI. 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

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

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

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

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:

4. An approximate \$7 to \$8 Million Dollar loan is taken out in October
5. The loan is bank qualified, which decreases interest costs
6. The financial professional seeks bids on the borrowing
7. The legal opinion is provided by Quarles and Brady
8. The borrowing is rated and substantial information is provided to the bidders
9. 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.
10. 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 – Co-Curriculars are being tabled until the 8/17/20 meeting.

**New Teacher Staff**

Katie Flick, 3rd Grade Teacher, AES

Kenneth Hawes, Math Teacher, HS

Christina Metzger, Music Teacher, PES

Kelly Pertzborn, One-Year Spanish Teacher, HES

Amanda Scheer, 1st Grade Teacher, HES

Tyler Selk, 6th Grade Teacher, IS

**New Administrative Assistant Staff**

Patti Coffren, Administrative Assistant to the Principal, MS

Kristin Stilp, Guidance Administrative Assistant, HS

**Internal Staff Changes - No Action**

Tiffany Haffemann - from 3rd Grade Teacher, AES, to 2nd Grade Teacher, AES

Grace Malek - from 67% English Teacher, HS, to 100% English Teacher, HS

Jamie Radtke - from 50% Math Interventionist, PES, to 100% Math Interventionist, HES

Heather Siedschlag - from Math Interventionist, HES, to Instructional Coach, HES

Megan Steeger - from 1st Grade Teacher, HES, to Kindergarten Teacher, HES

**Resignations**

Stacey Barmore, Para-Educator Regular Education, IS

Denise Bassett, Para-Educator Regular Education, HES

Tomala Freund, Para-Educator Regular Education, AES  
Theresa Haskins, Crossing Guard  
Leah Kaltenberg, 7th Grade Teacher, MS  
Sara Manders, 6th Grade Teacher, IS  
Anna Peck, Music Teacher, PES  
Susan Valinotti, Para-Educator Special Education, HES  
Vincent Yang, Custodian, IS

**Retirements**

Susan Bollant, Para-Educator Regular Education, AES  
Cheryl Cone, Custodian, MS  
Carol Dohm, Para-Educator, Special Education, IS  
Mary Vandervoort, Para-Educator, Special Education, HES

I. Consideration of 2020-2021 Department Chairs, Building Coordinators and Staff Development Representatives – Listed in agenda

**XII. BOARD BUSINESS**

No Board business at this time.

**XIII. FUTURE AGENDAS AND MEETINGS**

- A. Agenda Items for Next Meeting – it was discussed that meetings will be scheduled for 8/31/20 and for 9/8/20 but that if there is not a need for the meeting either will be canceled by late the week before.
- 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

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

**XV. RETURN TO OPEN SESSION - NA**

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

**XVII. ADJOURN**

Respectfully submitted,

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Judith Engebretson, Clerk

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Date  
JE:rm

# Minutes of Special Meeting - Open

## The Board of Education Waunakee Community School District

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A Special Meeting of the Board of Education of Waunakee Community School District was held Monday, August 17, 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 the meeting to order. A motion was made to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and(f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student disciplinary actions. Motion carried 7-0 on a roll call vote. Time 6:00 PM

### **II. ROLL CALL**

Brandt - Yes (via phone), Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes. Heinemann- Yes  
Also Present: Randy Guttenberg, Brian Grabarski, Aaron May

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

A. Review Individual Co-Curricular Contract Recommendations

### **IV. RETURN TO OPEN SESSION**

A motion was made to adjourn closed session. Motion carried 7-0. Time: 6:15PM Board reconvened in open session at 6:20 PM.

### **V. PUBLIC COMMENTS**

President Boetcher read a statement from the WTA.

### **VI. APPROVAL OF AGENDA AND ADDITIONS**

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

### **VII. CONSIDERATION OF OPTIONS FOR REFERENDUM RESOLUTIONS**

Randy Guttenberg reviewed the memo from Steve Summers that explained this agenda item is to consider resolutions for an operational referendum question in November.

A. RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$2,127,502 FOR RECURRING PURPOSES

B. RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTION OF A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$2,127,502 FOR RECURRING PURPOSES

C. RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$2,127,502 PER YEAR FOR FIVE YEARS FOR NON-RECURRING PURPOSES

**D. RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTION OF THE APPROVAL OF A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$2,127,502 PER YEAR FOR FIVE YEARS FOR NON-RECURRING-PURPOSES**

After some explanation and discussion:

Heinemann made an motion, second by Hetzel, for the resolution authorizing the school district budget to exceed revenue lime by \$2, 127,502 per year for five years for non-recurring purposes.

Boetcher made an amendment, second by Engebretson, for the resolution authorizing the school district budget to exceed revenue limit by \$2,127,502 for recuring purposes.

More discussion pursued.

Engebretson, seconded by Hoefer asked for a call to question, for the admendment by Boetcher. Call for question carried 7-0.

The amendment failed on a roll call vote of Y=3 – N=4

Brandt - Yes (via phone), Boetcher- Yes, Engebretson- Yes, Ensign- No, Hetzel- No, Heinemann- No, Hoefer- No.

Discussion continued.

Heinemann, second by Ensign, Called to question the original motion made by Heinemann.

The motion carried on a roll call vote of 7-0.

Brandt - Yes (via phone), Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Heinemann- Yes, Hoefer- Yes.

Hetzel made a motion, second by Heinemann, for a resolution providing for a referendum election on the question of the approval of a resolution authorizing the school district budget to exceed revenue limit by \$2,127,502.00 per year for five years for non-recurring purposes.

Motion carried 7-0 on a Roll call vote.

Brandt - Yes (via phone), Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Heinemann- Yes, Hoefer- Yes.

**VIII. INDIVIDUAL CO-CURRICULAR CONTRACT RECOMMENDATIONS**

The WIAA Board of Control is meeting on Friday, August 14th and part of their agenda is to determine guidance on coach/athlete contact time for sports that move from fall to spring. We will use the outcome of this meeting to determine our recommendation for individual co-curricular contracts.

Heinemann made a motion, second by Hoefer, to approve the co-curricular contracts as presented in closed session by Brian Grabarski and Aaron May. Motion Carried 7-0.

WASB Seat -

**IX. FUTURE AGENDAS AND MEETINGS**

Boetcher asked anyone who may be interested to sit on the WASB seat to let him know.

Heinemann made a motion, second by Hoefer to schedule additional meetings at 6:00 PM on August 24<sup>th</sup>, August 31<sup>st</sup>, and September 8<sup>th</sup>. These meetings may be canceled by the

end of the week prior to the meeting if they are not needed. Motion carried 7-0.  
August 31 addition\

X. **ADJOURN**

The meeting was adjourned at 7:00 PM on a motion by Heinemann, second by Hoefer.  
Motion carried 7-0.

Respectfully submitted,

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Judith Engebretson, Clerk

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Date  
JE: rm

# Minutes of Regular Additional Meeting - Open

## The Board of Education Waunakee Community School District

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A Regular Additional Meeting. of the Board of Education of Waunakee Community School District was held Monday, August 24, 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 the meeting to order. A motion was made to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1) (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 6:00 PM

### **II. ROLL CALL**

Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes. Heinemann- Yes  
Also present: Randy Guttenberg, Kurt Eley, parent and student regarding enrollment request.  
Late arrival: Mike Brandt arrived at 6:25 PM

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

- A. Consider an appeal of a grade level placement decision for a student who is transferring to Waunakee Community School District.  
A motion was made by Ensign, second by Engebretson to approve the request for the incoming student to start WCSD as an 8<sup>th</sup> grader. Motion carried 6-0, 1 Abstain (Brandt was not in attendance during the request and discussion.)

### **IV. RETURN TO OPEN SESSION**

A motion was made by Ensign, second by Heinemann, to adjourn closed session. Motion carried 7-0.  
Time: 6:40 PM Board reconvened in open session at 6:49 PM.

### **V. PUBLIC COMMENTS**

There were no public comments

### **VI. APPROVAL OF AGENDA AND ADDITIONS**

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

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

Randy Guttenberg reviewed the revised guidelines/order from Public Health Madison Dane. He explained how the order affects our reopening plans. The board discussed what would happen with our various grade levels should the metrics allow more students in the buildings. The Medical Advisory Board will meet and will help the administration and board outline some of these metrics for WCSD. Randy asked the board to wait until the next board meeting to determine how/when the various grade levels will open if metrics allow.

A. Consideration and action on proposal to fund PPE purchase for direct contact staff persons for in-person teaching during K-4 hybrid and 5-12 enhanced remote learning, and action on defining type/quality of face coverings required for staff/students.

Mike Brandt has requested this agenda item to review our PPE plan for staff, and to request consideration of additional allocations towards PPE, if necessary. Kurt Eley reviewed the District's PPE plans and inventory/order status with the Board.

Kurt was able to show many examples of different PPE we have on hand and how it is determined which positions in our district would get these items. If staff feel they need specific PPE they should contact Kurt and their request will be reviewed based on their duties at WCSD.

John Cramer shared what was distributed to all buildings over the weekend. There are limited quantities of some of these items such as hand sanitizer. If staff require or are wondering where these items are they should contact their administrator or supervisor. The board shared their concern that these supplies were not available at each building sooner.

Brandt made a motion, second by Hoefler, to ask the Medical Advisory Ad Hoc committee to recommend what would be the preferred level of facial covering. Motion failed 2-5.

Brandt also inquired if we are following OSHA guidelines with what we are supply staff. We are following the DPI guidelines for schools which also follow any required guidelines. As a district we are also following the guidelines by public health.

Kurt did explain what qualifies as an acceptable face covering and what does not.

Information regarding safety and PPE will be shared with all staff and at all buildings.

**VIII. FUTURE AGENDAS AND MEETINGS**

No future meetings are scheduled at this time.

**IX. ADJOURN**

The meeting was adjourned at 8:14 PM on a motion by Heinemann, second by Ensign. Motion carried 7-0.

Respectfully submitted,

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Judith Engebretson, Clerk

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Date  
JE: rm

# Minutes of Regular Additional Meeting - Open

## The Board of Education Waunakee Community School District

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A Regular Additional Meeting of the Board of Education of Waunakee Community School District was held Tuesday, September 8, 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 the meeting to order. A motion was made by Hetzel, second by Heinemann, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), 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 5-0 on a roll call vote. Time 6:01 PM

### **II. ROLL CALL**

Boetcher- Yes, Engebretson- Yes, Ensign- Yes, Hetzel- Yes, Heinemann- Yes  
Also present: Randy Guttenberg, Steve Summers, Brian Grabarski  
Late arrival: Mike Brandt arrived at 6:03 PM.  
Absent: Brian Hoefler

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

- A. Review Request for Temporary Waiver of Reversionary Interest for Library Parking Lot Property
- B. Review Issues Related to an Administrator's Impending Medical Leave and Allocation of Duties

A motion was made by Ensign, second by Hetzel, to adjourn closed session. Motion carried 6-0. Time: 6:45 PM Board reconvened in open session at 6:49 PM.

### **IV. PUBLIC COMMENTS**

Boetcher read the following public comments:  
Paul Miller – Girls Golf Coach for golf team participating in WIAA Tournaments.  
Laura Sowinski – Fall Low Risk Sports compete outside of Dane County  
WHS Girls Golf Seniors – For competing in WIAA Tournaments.

### **V. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Heinemann, second by Ensign to approve the agenda as presented. Motion carried 6-0.

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

**A. First Day of School Report**

Randy Guttenberg reported on the start of the school year /first day of school. Randy was able to visit and every school.

It was different, especially at the upper levels, but the staff seemed very engaged and it was a new and interesting experience to see how their classrooms are set up to teach virtually.

At the elementary level it was great to see the K-2 students. Overall it was a very positive start.

There was a lot with deploying technology. Ensign commented that she volunteered to help at the High school and was impressed with how smooth this went.

Each building reported that they had about 8-10 calls with questions which is typical for the start of school. We will have firmer counts our our enrollment when it is closer to the 3<sup>rd</sup> Friday count.

Bussing went well. There were a few first day issues but these are being worked out. The meal program that was approved seemed a little light for the first day but we are working on communication for that.

Overall it went very well.

**B. Review Recent Order and Metrics from Public Health Madison Dane County.**

Randy Guttenberg reviewed the recent Public Health Madison Dane County Order, the most current data metrics for school reopening, and the impact on school and programs in Waunakee.

The newest order will allow enhanced learning for students with special needs. This will start next week.

Randy also shared the most current metrics. There have been some very high days so we will see how that affects the average.

The board discussed that at some point a decision may have to be made that this is how the rest of the school year will look and when do we do that. That is a good point and

that will be something to consider. This is something that would be worth discussing at the Medical Advisory Ad Hoc Committee.

#### C. Update and Review of Co-Curricular Programs

Randy Guttenberg and Aaron May reviewed what has been approved and has been happening for the fall athletics.

They asked for feedback regarding a few areas:

Should we allow for supervised open gym/open field activities?

The difference between an open gym/field and the strength and conditioning or contact days that are allowed is that the strength and conditioning and contact days are very specifically coached lessons. Open gym/field would be a time when anyone can come to work on anything in the gym/field but they are not necessarily organized activities. With the current guidelines this will be hard to supervise as well as due to the numbers would either be open all night or not easily available.

The board determined at this time to wait until the contact days are completed and to revisit this request in a month. They asked Aaron May to bring a plan for this.

They discussed the end of season WIAA tournament participation -- since some of these activities may occur outside of Dane County, will we allow our athletes to participate?

After much discussion, a motion was made by Hetzel, second by Engebretson, to allow the low risk fall sports to compete in the WIAA tournament season. Motion carried 5-0 1-abstain.

#### D. Respiratory Program Policy

Attached please find a proposed Respiratory Protective Program Policy. This policy was discussed at the previous board meeting by Kurt Eley. It is required if we are issuing staff N95 masks. We have nine staff that because of their work assignment or an approved accommodation, qualify for an N95 mask. This policy allows us to move forward with the fitting and sanitation process for these respiratory masks.

A motion was made by Heinemann, second by Brandt, to approve the policy as presented. Motion carried 6-0.

### VII. **COMMUNICATION PLAN FOR FALL 2020 REFERENDUM**

Randy Guttenberg and Anne Blackburn presented the draft communication plan for the November 2020 Referendum.

The draft timeline, bullet-pointed talking points for the Board, and a draft staff communication were reviewed. A draft parent communication is also in process and will be similar to the staff letter.

A half-page mailing is in process of being produced and a first draft was shared.

The Board was supportive of the time line and all that is being done to explain the fall referendum. They asked that the community be given the opportunity to ask questions in a virtually face to face manner. Randy will schedule a Zoom Webinar, for the end of October.

**VIII. REQUEST FOR A SIGN LANGUAGE INTERPRETER POSITION**

The attached memo from Kurt Eley explained the request for a sign language interpreter. This request comes as a result of a student who just moved to the school district and per the IEP requires sign language interpretation services.

A motion was made by Ensign, second by Hetzel, to approve hiring this interpreter. Motion carried 6-0.

**IX. BOARD OF EDUCATION STATEMENT OF SUPPORT FOR THE DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Brian Hoefler and Mike Brandt have drafted a statement from the Board to support the work of the Diversity, Equity, and Inclusion Committee.

After some discussion a motion was made by Hetzel, second by Ensign to support the statement as drafted. Motion carried 6-0.

**X. FUTURE AGENDAS AND MEETINGS**

No Future Meetings were scheduled at this time.

**XI. ADJOURN**

The meeting was adjourned at 8:27 PM on a motion by Heinemann, second by Brandt.

Motion carried 6-0.

Respectfully submitted,

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Judith Engebretson, Clerk

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Date

JE: rm

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

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

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

## Cross References:

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

## Adoption/Revision Date(s):

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

Members of the Board of Education of the Waunakee Community School District,

The WTA is pleased to report that the first week of the 2020-21 school year with students went relatively smoothly; many educators experienced good attendance from students, few technological hiccups, and a general adherence by students to the new safety and social distancing protocols the district has put in place. We acknowledge the accessibility of and communication by our building-level leadership, in addition to that of our Student Services and Administrative staff, as we continue to navigate these unusual times. We appreciate the built-in time to create a sense of community and focus on SEL.

The WTA is aware of the recent decision by the Wisconsin State Supreme Court to temporarily suspend the Dane County Public Health Order requiring virtual instruction for children in grades 3-12. Given the startling and steady rise of positive cases of COVID-19 in Dane County, we urge the Waunakee BOE to continue with virtual instruction for students in these grades until an official resolution has been reached. With the possibility of a district-wide closure ever looming as the pandemic continues to spread, we want to ensure that our students and families can be supported, accommodated, and remain safely connected. With a final court decision still pending, we advocate for patience in making major changes to our learning models, as ever-shifting plans have an adverse effect on our students and families.

In the weeks preceding the 2020-21 school year, Waunakee educators and staff experienced what can only be described as whiplash. We continue to receive constantly changing and conflicting recommendations regarding how to most appropriately interact with and serve our students within school buildings, community placements, and online. For example, pushing superfluous standardized assessments when instructional time already is limited and precious seems to conflict with the BOE's prioritization of equity and SEL.

The constraints of the current teaching year have put an unprecedented demand on all stakeholders in our educational community, including families. The dust is just beginning to settle, with many teachers and students adjusting to new programs and adapting to various virtual and hybrid models. To allow the Supreme Court ruling to disrupt what slowly is becoming a more firmly outlined and manageable school routine would be a significant disservice to educators, students, and the Waunakee community as a whole. Please consider maintaining our district's current plans for grades PreK-2 and 3-12 until challenges to the Public Health ruling have been thoroughly vetted and voted upon. Postponing a decision would allow our educators to continue to strengthen and expand the learning foundations they already have laid as well as providing much-needed consistency for our students and families during a time filled with uncertainty.

In partnership,  
WTA Leadership

## STAFF PROTECTIVE MEASURES POLICY

The Waunakee Community School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, the District enacts the following policy applicable to all employees, regardless of position or authority:

### Employees shall:

- Maintain six feet physical distancing from others when possible
- Wear face coverings if physical distancing is not possible, when 2 or more students or other employees are present\*
- Wear face coverings in elevators, restrooms, lounges, and other common areas when 2 or more people are or may be present within the District's buildings where physical distancing is not possible\*
  - Additional guidance for face covering requirement
    - A face covering must be worn by staff when walking from an office/classroom to the building's main office or any common area such as a room where a copy machine is located. The face covering must be worn while in the office and common area
    - A face covering is not required to be worn when a staff person is alone in an office or classroom. When another person enters the office or classroom with another person present, a face covering must be worn by both people.
- Use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others as appropriate or directed by a supervisor
- Use a transparent partition or barrier in place of a face covering for specific job duties as appropriate or directed by a supervisor (cloth face coverings are recommended, but not required, for additional protection when barriers are used)
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs) when possible

\*Employees with medical conditions that interfere with wearing a face covering will be exempt from wearing one.

### The District may:

- Require all employees who cannot physically distance to wear face coverings if they are able
- Limit in-person meetings and use other means of communications, that are not in person, such as Zoom, Skype and email.
- Limit number of visitors in District buildings at any given time
- Spread out workstations so employees may be six feet apart at all times when possible
- Remove extra chairs and tables in cafeterias, waiting areas, conference rooms, library, breakrooms, etc. to allow people to remain six feet apart when possible

- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Post physical distancing signage throughout District buildings reminding everyone to practice physical distancing
- Provide special accommodations for more susceptible employees or those unable to wear face coverings

## **Resources**

[Using Cloth Face Coverings in the Workplace](#)

[Using Gloves in the Workplace](#)

[Wearing Eye Protection in the Workplace](#)

## STUDENT PROTECTIVE MEASURES POLICY

The Waunakee Community School District is fully committed to safeguarding the health and safety of all employees and students. Public Health Madison and Dane County may issue orders which may lead the school board to change the policy at any time. For this reason, effective immediately, the District enacts the following policy applicable to all students:

### **Students shall:**

- Maintain six feet physical distancing from others when possible
- Wear face mask when in the building\*
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)
- Follow the District Hygiene Policy

\*Students with medical conditions that interfere with wearing a face covering will be exempt from wearing one.

### **The District may:**

- Require all students who cannot physically distance to wear face coverings if they are able
- Limit in-person meetings and use other means of communications, that are not in person, such as Zoom, Skype and email.
- Limit number of visitors, including parents, in District buildings at any given time
- Spread out workstations so students may be six feet apart at all times when possible
- Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff as much as possible. Restrict mixing between groups as much as possible.
- Remove extra chairs and tables in cafeterias, office areas, and conference rooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of floor/ground markings in high traffic areas to show people where to stand when waiting (i.e., elevators, reception area, offices)
- Post physical distancing signage throughout District buildings reminding everyone to practice physical distancing
- Provide special accommodations for more susceptible students or those unable to wear face coverings

### **Resources**

[Wisconsin Department of Health Services Face Coverings Document for Families](#)

[Public Health Madison Dane County Mask Resource with FAQ](#)

[Wisconsin Childhood Communicable Diseases](#)

Returning to School After COVID-19

WCSD Cleaning and PPE  
Operational Plans and Procedures  
Updated 9/02/20

Health and safety of our students and staff is our top priority. This guidance is intended to aid administration as we reopen for the 2020-2021 school year, as well as inform staff on how we can best protect the health and well-being of our students, staff, and families in our school buildings.

**Importance of Proper Handwashing**

Please remember that proper hand washing is the preferred method to stop the spread of infection.

**Expectations at our Buildings**

The following items define our safety goals for each building. Most items are in place and we expect additional supplies to arrive soon. When they arrive, they will be immediately deployed to necessary locations.

Thank you for your understanding as we work to provide needed supplies to high traffic areas first, as well as buildings where there are students in the buildings at this time.

- Consistent district-wide signage (please wear a mask, maintain social distancing, do not enter with symptoms, etc.)
- Touchless hand sanitizer dispenser at each building main entrance
- Extra disposable masks at each main entrance with “Please take a mask, if needed” sign
- Wipes and hand sanitizer at each Raptor system in each building
- Wipes and hand sanitizer by every copy machine
- Wipes and hand sanitizer by staff mailboxes
- Wipes and hand sanitizer in each staff workspace
- Wipes and hand sanitizer in each conference room
- Wipes and hand sanitizer in each staff lounge/shared space
- Arrows to be included on the floor for the flow of traffic, especially in the office areas, at Elementary and Intermediate levels
- [Pictures of supplies in buildings](#)
- [Example of label for cleaning supplies](#)
- [Examples of district-wide COVID-19 related signage](#)
  - Masks required at all staff and student entrances
  - Please help contain the spread/If you have symptoms at all staff and student entrances
  - Please take a mask, if you need one - located at the main entrance table at each building with extra disposable masks
  - Handwashing steps in student/staff bathrooms

- Please wipe down before and after each use - copy machines, shared microwaves, etc.
- Drinking Fountain - Not in use, Bottle Filling Station in Use

### **COVID-19 Cleaning and Sanitizing Supplies**

Cleaning and sanitizing supplies include hand sanitizer, disposable masks, sanitizing wipes, etc. We ask that you become familiar with where these cleaning items are located in each building. If items are low or need to be restocked, please first check with the Head Custodian of your building for COVID-19 related needed supplies. Please submit a SchoolDude if there is a specific request or item that you are in need of. The Head Custodian will be in contact with John Cramer, Director of Facilities if there are questions about needed supplies or additional building needs.

### **Personal Protective Equipment (PPE)**

For Personal Protective Equipment (PPE), Waunakee Community School District has an adequate supply of items needed (face coverings, goggles, gowns, face shields, etc.). The district has provided two face coverings per employee, as well. Disposable face coverings are available upon request and located in school offices across the district. Please know that requests for additional PPE vary by grade level, buildings, direct contact with students and staff, etc.

We encourage you to watch the [Protective Measures Presentation](#) and training.

### **Levels of Personal Protective Equipment (PPE) and Face Coverings**

The three levels of PPE outlined below were suggested by the Board of Education Medical Advisory Ad Hoc Committee on August 25, 2020. The purpose of defining the levels of PPE is to communicate with staff the type of PPE one is required to wear to protect themselves and the school community from the transmission of COVID-19. Levels of PPE were established based upon the risk of exposure inherent in employee job duties and responsibilities. Additionally, employee health conditions and individual risk factors are considered.

***At this same meeting, the committee determined that the district should have a definition of cloth face covering which is more stringent than Public Health Madison Dane County. The district's definition of a face covering is:***

- ***A piece of cloth or other material that is worn to cover the nose and mouth completely***
- ***The material must be at least 2 ply***
- ***The material must not be see-through***
- ***There shall be no valves or openings***

In distinguishing the three levels of PPE, the committee considered the following parameters:

1. Risk of **Exposure** to blood and bodily fluids during assigned tasks such as assisting with toileting or diaper changes, providing health services to individuals with or without

suspected COVID-19, working with students who may have difficulty controlling secretions, etc.

2. The ability of students to appropriately wear face coverings
3. The ability of staff members to maintain appropriate physical distancing of 6 feet during assigned tasks. **Close contact** is defined as being equal to or less than 6 feet from a person for 15 minutes or more.
4. Employee health conditions and personal risk factors

### **Level 1 PPE**

Staff who can maintain appropriate physical distancing of 6 feet with individuals

- Face covering
- Job types: regular classroom teachers, regular paraeducators, some special education teachers, office administrative assistants, custodial and maintenance, instructional coaches, social workers, counselors, administrators, technology staff, bus drivers, food service, advisors and coaches

### **Level 2 PPE**

Staff who will routinely have **close contact** with individuals. Staff working with individuals who cannot tolerate face coverings

- Face covering
- Face shield
- Job types: interventionists, some special education teachers, some special education paraeducators, psychologists

### **Level 3 PPE**

Staff who cannot maintain appropriate physical distancing of 6 feet and have direct contact with a student while assisting with toileting or diaper changes, providing health services to individuals with or without suspected COVID-19, or working with students who may have difficulty controlling secretions. Staff with health conditions requiring additional PPE as recommended by their healthcare provider and approved by the Human Resources Department.

- Face covering
- Face shield
- Gloves
- Gowns
- Job types: health assistants, school nurses, some special education teachers, some special education paraeducators, other staff with health conditions and increased risk for serious COVID-19 infection

With questions regarding PPE, please contact Kurt Eley, Director of Student Services, at [kurteley@waunakee.k12.wi.us](mailto:kurteley@waunakee.k12.wi.us) or (608) 849-2000, ext. 8268.

### **Thank You**

We thank you for your patience, cooperation, and understanding as we work hard to prepare for the start of the 2020-2021 school year.



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## Legal & Policy eNewsletter 2020 September

1 message

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info@wasb.org <info@wasb.org>

Wed, Sep 9, 2020 at 11:15 PM

Reply-To: sswitzer@wasb.org

To: "rebeccamcdonough@waunakee.k12.wi.us" <rebeccamcdonough@waunakee.k12.wi.us>



Legal & Policy Services

# Newsletter

September 2020

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### In this issue...

- State-wide order on face coverings expires on September 28; school districts should prepare now to fill the void with local rules
- U.S. Department of Labor issues guidance on employers' obligation to track hours of work performed by teleworking employees



*Lead Stories*

## State-wide order on face coverings expires on September 28; school districts should prepare now to fill the void with local rules

The governor's "[Emergency Order #1](#)," which establishes state-wide rules (and various exceptions) regarding the wearing of face coverings in indoor locations and in certain other "enclosed spaces," is due to expire on September 28, 2020. Although other actions at the state level could result in the early termination or modification of Order #1, or in new rules that extend the application of similar or modified rules for face coverings on a state-wide basis, it appears increasingly likely that Order #1 will simply expire.

Schools districts should plan now for their approach to face covering rules in the absence of an underlying, state-wide framework. Subject to any controlling public health orders or rules, school districts generally have authority to establish local rules that address the use of face coverings by persons (e.g., students, employees, and visitors) who are (1) present on school district premises or at other district-controlled locations (e.g., on school-provided transportation); or (2) participating in district-sponsored activities. Some considerations related to the development and modification of any such school district rules include the following:

- How has the school district approached face covering rules during the time period covered by Order #1? School districts and other local governments have been permitted to establish more restrictive rules than those that apply under Order #1. For example:
    - Some school districts extended the application of Order #1 to students in their 4K and early childhood classes, even though the mandates in Order #1 apply only to individuals who are “age five and older.”
    - While Order #1 does not require a person to wear a face covering while he or she is actively and individually giving an educational, artistic, cultural, musical, or theatrical presentation for an audience (and maintaining at least six feet of distance from any other person), some school districts have directed employees and students to continue to wear face coverings in situations covered by that exception.
  - Aside from Order #1, are there any other applicable public health orders (e.g., county-level orders) that address face coverings and that also apply to the school district?
  - What is the current status of the pandemic in the geographic areas served by and surrounding the school district?
  - What are the prevailing recommendations of public health officials regarding the use of face coverings?
  - Does the district's leadership team wish to address face covering rules as a school board policy, or does it prefer to have the administration exercise such rule-making authority? (To be able to account for unforeseen circumstances on a timely basis, it may be useful and practical to, at a minimum, give the administration clear authority to modify the rules and/or approve additional exceptions.)
  - Does the district wish to use parts of Order #1 as the foundation for a local rule that will apply after Order #1 expires?
  - Did Order #1 fail to address some potential exceptions that may be appropriate for the school setting and that the school district may wish to include in a local rule once Order #1 no longer applies?
  - Do the district's rules sufficiently account for exceptions based on medical need or other legally-required accommodations?
  - Are there situations in which it may be appropriate to differentiate between the rules (and possible exceptions) that apply to students and those that apply to employees, visitors, etc.?
  - Are there any positions held by school district employees for which special rules/expectations should be developed, communicated, and monitored (e.g., positions for which the district may require the use of more substantial "personal protective equipment")?
  - Does the district have a need to communicate and coordinate with any contracted service providers regarding face covering rules and expectations (e.g., bus contractors, food service management companies, etc.)?
  - Does the district's liability insurance carrier have any recommendations or cautions related to face covering rules?
  - How will the district ensure that students, parents, employees, and other community members are sufficiently informed of any changes to the rules related to face coverings?
-



## Upcoming Events



### 2020 Online Regional Meetings

The WASB 2020 Fall Regional Meetings are in an online format only. Each regional meeting link will be sent to members in that region several days before the scheduled meeting and will be available on the WASB website. WASB members are welcome to attend any regional meeting. All meetings will be recorded.



## HR Corner

# U.S. Department of Labor issues guidance on employers' obligation to track hours of work performed by teleworking employees

The U.S. Department of Labor recently issued guidance, in the form of a "[Field Assistance Bulletin](#)," on the topic of employers' obligation under the Fair Labor Standards Act (FLSA) to track the number of hours of compensable work performed by employees who are teleworking or otherwise working remotely away from any worksite. Although the bulletin was prepared primarily for the benefit of the agency's own staff (including the agency's enforcement directors), it provides helpful reminders for all employers.

The bulletin begins by stating the general rule that an employer is required to pay its non-exempt (i.e., hourly) employees for all hours worked, including work that was not scheduled/requested but that has been "suffered or permitted," including work performed at home. As a result, if an employer knows or has reason to believe that work is being performed, the time must be counted and paid as hours worked. And, if an employer does not want certain work to be performed (and paid), the FLSA requires the employer to exercise its control and see that the unwanted work is not performed.

An employer can be charged with constructive knowledge of additional unscheduled hours worked by their employees if the employer should have acquired knowledge of such hours through "reasonable diligence." According to the guidance:

- One way an employer generally may satisfy its obligation to exercise reasonable diligence to acquire knowledge regarding employees' unscheduled hours of work is by establishing a reasonable process for employees to use to report **all** actual time worked (i.e., both scheduled and unscheduled).
- If an employee fails to report unscheduled hours worked through the established procedures, then the employer is generally not required to investigate further to uncover unreported hours. At the same time, if an employer is otherwise reasonably notified of unscheduled work that has been performed, or if employees are not properly instructed on using the reporting system, then an employer may be liable for those additional hours worked.

- When an appropriate time reporting system is in place, the mere fact that certain other records exist (such as computer access logs or telephone records) that, if accessed, would show that an employee is performing non-compensated work would **not** automatically create FLSA liability for the unreported hours.

The Department of Labor's guidance serves to emphasize the importance of (1) implementing solid time-reporting systems and procedures, and (2) training all employees (including employees who are teleworking) on those procedures and on the district's expectations related to working unscheduled hours, avoiding unapproved overtime, etc. In addition, it is important for all supervisors to reinforce the district's procedures and expectations—including by promptly stepping in to address situations where the supervisor has actual knowledge that an hourly employee is working unscheduled/unreported time (e.g., where the supervisor receives extensive emails sent on evenings and weekends and no associated time is being reported).



Click on the link to access the online archive for the specific publication (website login required):

- **Policy Perspectives - September 2020:** Election-related Activities and the Schools
- **Legal Comment - September 2020:** Liability Waivers and the COVID-19 Pandemic
- **New Laws bulletins** - Coverage of legislative Acts is current through September 1, 2020. Coverage of DPI regulations is current through September 1, 2020.
- **The WASB School Law and Policy Index** - The *School Law and Policy Index* is a great place to start when you have a legal or policy-related question that may be affected by state statutes or DPI regulations. (The Index does not cover federal statutes or federal regulations. For best results, download and then open the Index in a PDF reader application rather than viewing the Index in a web browser.)
- Looking for another practical resource? Visit our [web page of useful links](#) related to Wisconsin school law. The page is intended to serve as a hub for many important WASB, state, and federal resources. Scroll all the way down the page and open the different sections to get a sense of the scope of coverage.

### About this newsletter

This newsletter is distributed up to twice a month by email to WASB members. The newsletter includes notices of and links to various WASB publications and member resources, as well as original content.

The WASB *Legal and Policy Services Newsletter* is intended as an informational newsletter for WASB members and not as legal or other professional advice. It contains information to facilitate a general understanding of the topics that are addressed, but it does not present an exhaustive treatment of the legal and policy issues. The newsletter should not be used as a substitute for legal advice from an attorney. For legal advice, it is important for the reader to consult with the school district's designated attorney, who will be able to apply the law to specific facts and circumstances. All original content created by the WASB within the *Legal and Policy Services Newsletter* is protected by copyright. The WASB claims no rights regarding non-WASB, third-party content that is electronically linked in this newsletter.

For more information, contact the WASB Legal and Human Resources Services staff or Policy Services staff at [info@wasb.org](mailto:info@wasb.org) or 608-257-2622.



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## Substitute Teacher Protocols 2020-2021

**Due to instructional and logistical reasons, we will only hire short-term daily substitutes for teachers working with students who are attending in-person.**

### *Possible Absence Scenarios:*

- Teacher has an appointment/planned absence
- Teacher is ill and/or needs to care for a family member who is ill \*\*\*
- Daily symptom check directs the teacher to remain off-site \*\*\*
- A quarantine or isolation has been ordered by public health \*\*\*

If a teacher has **in-person classroom responsibilities with students**, a teacher who is unable to be at work needs to request a substitute in Frontline and take a sick day\*\*\* in Skyward.

If a teacher is **working with students who are attending virtually**:

**Action Steps** for an absence when working with virtual students:

Step 1: Teacher communicates with their principal about the scenario and the option being implemented.

Step 2: Teacher works through one of the four options below:

*Option 1:* If able, the teacher tends to teaching responsibilities including synchronous lessons from home. **No sick day is taken.**

*Option 2:* If unable to carry out synchronous lessons, the teacher communicates with a colleague who teaches the same content (in the same village, grade level, department, etc.); students join in the synchronous lesson with the other teacher. **Teacher takes a sick day. Peer teacher timecards the synchronous lesson delivery at the district substitute rate of \$20 per hour.**

*Option 3:* Teacher cancels daily synchronous lessons and records and shares a lesson, sends it to students with an assignment and/or check for understanding. **Teacher takes a sick day.**

*Option 4:* Teacher cancels daily synchronous lessons and sends asynchronous work/communicates expectations to students. **Teacher takes a sick day.**

**Step 3: \*\*\* If the absence is related to COVID-19 or is suspected to be COVID-19, please contact Brian Grabarski, HR Director to create a plan for the designation of sick or EPSL days. See page 9 of the [Waunakee Staff Covid-19 Reference Manual 2020-2021](#)**

# Minutes of Medical Advisory Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Medical Advisory Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Wednesday, August 26, 2020, beginning at 5:30 PM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

### I. CALL TO ORDER

Call to order 5:33

All in as listed

### II. ROLL CALL

Dave Boetcher, Dr. Matt Anderson, Dr. Bill Ranum, Sara Anderson Kim, Brian Grabarski, Lauren Dahlmén, Jack Heinemann, Dr. Jeff Pothof, Kurt Eley, Sarah Goecks, Brian Hofer, Randy Guttenberg  
On the phone: Dr. Ellen Wald, Aaron Pavao, Valerie Clevenger

### III. APPROVE AGENDA

A motion was made by Hoefter, second by Pavao, to approve the agenda as posted.  
Motion Carried 15-0.

### IV. DISCUSSION OF GOALS AND AGENDA ITEMS FOR THE MEDICAL ADVISORY COMMITTEE

The Committee members who are not employed by WCSD made a clear statement that they do not represent the organization that they work for they are representing themselves as individuals and sharing their expertise to assist WCSD during this time.

Randy Guttenberg gave an update of what the school district is currently doing, the guidelines they are following and the plans and processes that they have or are in the process of outlining.

Based on discussion with the Medical Staff present our first priority should be the safety of our staff.

WCSD Nurse on Staff, Sara Anderson-Kim, MS, RN, APNP shared a summarized version of a presentation that she and Student Services Director, Kurt Eley have been sharing with staff.

The committee discussed how this is being shared and that it did have a lot of valuable information within it.

The medical members of the committee were asked what would be appropriate PPE for the staff at WCSD.

After much discussion, based on personal experience the committee came up with 3 levels of PPE and Face Covering. The purpose of defining the levels of PPE is to communicate the type of PPE one is required to wear to protect themselves and the school community from the transmission of COVID-19. Levels of PPE were established based upon the risk of exposure inherent in employee job duties and responsibilities. A brief summary of these levels are:

Level 1: Staff who can maintain appropriate physical distance of 6 feet with individuals will be safe with a face covering.

Level 2: Staff who will routinely have close contact with individuals. Staff working with individuals who cannot tolerate face coverings. These staff members will be safe with a face covering and a face shield.

Level 3: Staff who cannot maintain appropriate physical distancing of 6 feet and have direct contact with a student while assisting with toileting or diaper changes, providing health services to individuals with or without suspected COVID-19, or working with students who may have difficulty controlling secretions. Staff with health conditions requiring additional PPE as recommended by their healthcare provider and approved by the Human Resources Department. These staff members will require face covering, face shield, gloves, and gowns.

Valeri wants to know what would be appropriate

The medical staff in the room indicated that nothing is perfect but if you are able to maintain appropriate distancing and wash your hands frequently, that the face coverings have proven to be affective. When asked what would be considered appropriate face coverings – it was determined at least 2 ply and that you can't see through it.

## **V. DISCUSSION OF SCHOOL PROCEDURES AROUND COVID RELATED ISSUES**

It was discussed and Sara and Kurt concurred that the first few weeks of school will be for teaching students about proper mask use/wear, hand washing, and social distancing. The medical staff asked/encouraged the WCSD staff to be aware of PPE fatigue as well. Sara was able to confirm movement and PPE breaks were scheduled in the face to face sessions.

Sara and Kurt were also able to share what would happen if a student was showing symptoms.

Overall the medical personnell approved of our guidelines and protocosl. They asked that these be brought to the committee at the next meeting.

When asked what to do if WCSD felt someone was showing symptoms. WCSD can't tell a person/parent what to do but they should advise them to contact their healthcare provider. If tested by a primary care provider you will get quicker results then going to the public testing areas.

It was also discussed that some education will be needed for staff. There are cases where you sneeze or cough and teachers need to know when it is not symptomatic. Contacting Primary Care provider and being tested through health care will be quicker than the public area

There will need to be some education. There are cases where you may sneeze or cough and the teachers need to know when it is not symptomatic.

## **VI. DISCUSSION OF POSSIBLE METRICS FOR OPENING AND CLOSING OF SCHOOLS**

The committee discussed what WCSD has been following (Dane Cty Public Health) and some metrics of their own they should consider.

Randy explained who has the authority to close down the school. It would be Public health or the Administration or Board.

The committee discussed what would trigger WCSD to close down before public health would close the District down. It was discussed to use percentages over actual numbers. Percentages are a better metric. Look at the community, if something is happening in one building, make sure to take/make precautions so that it will not affect another building.

If there is a case in a classroom, you may or may not have to quarantine the whole classroom. This is especially true at the K-4 level where they will be in their assign space most of the time. In 5-12 they are more interactive and that maybe different.

Staffing may be more of a reason to shut down than anything. What percentage of staff will cause the district to not be able to function and shut down.

The committee also discussed shutting down only a building.

What if a family member contracts COVID, when can the other family members return to work/school. It will depend on if the family member can be completely isolated or not.

One of the biggest items will be family notification. WCSD is currently working on Family notification. Communications and public health templates.

The committee discussed transportation. It would be best to eliminate shuttle service to reduce the risk of mixing populations from buildings. While this is ideal, it may not be possible. All medical professionals agreed that there is some risk in every day activities. After listening to what the bus plans are, several indicated they would be comfortable with their students riding the bus.

## **VII. DISCUSSION OF POSSIBLE RAPID TESTING FOR STAFF AND/OR STUDENTS**

After some discussion regarding various types of rapid and sylvia testing it was determined that the cost, the reliability and the liability of these test would deem these test not feisable for a school district.

The medical personnell asked if Dane County schools could talke with Public Health to find a way to make getting tested easier for all students and their fmailies.

Also how can Public Health help expidite geeting students checked. Can we have pop up testing if an outbreak occurs. If we have more available testing when something happens we can get students back into school instead of quaranteed if they do not have it.

The committee discussed some of the social and emotion issues with this pandemic. If there is a positive test a classroom teacher will be asked if they were social distancing. Please help staff realize there is not judgement or retaliation if they are honest. The honest answer is the best way to keep all members of our community safe. There is a high likelihood of being in close contact especially with younger students.

Items that were not discussed yet:

How long can you wear PPE – 3-7 days. Keep your PPE in a breathable bag.

What is the plan to get a teacher with symtoms out of the classroom.

Flu vaccine should be offered and encouraged for all staff and students.

Anxiety will be at a high. If you have someone who would share their personal experience that would be helpful.

Open dialogue and support is very helpful.

Make it very clear to staff and families that there is no shame – Someone will get it and we are there to support you. Over communicate that we are there for you.

It was stated that working in the hospital at first was scary, but now they feel safer there than in the grocery store. If you wear your mask and keep your distance and wash your hands your chance of getting sick is very small.

## **VIII. FUTURE MEETINGS**

The next meeting will be on 9/16/20 at 5:30 PM.

Agenda items include:

Scenerios. How is it working do you have any chinks in armour.

## **IX. ADJOURN**

There was a motion to adjourn at 8:00pm. Motion Carried.

# Minutes of Diversity, Equity, Inclusion Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Diversity, Equity, Inclusion Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Tuesday, September 1, 2020, beginning at 5:00 PM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

### **I. CALL TO ORDER**

Brandt called the meeting to order at 5:04 PM

### **II. ROLL CALL**

The committee members in attendance were:

Bethany Pottinger, Brian Hoefler, Cathy Kittell, Christy Sheppleman, Emily Meier, Izabella Moore, Joel Lewis, Katie Grundahl, Leslie Petty, Melanie Meiser, Melissa Hernandez, Michalel Brandt, Mike Pisani, Monique, Mobley, Nia Vang, Pam Potter, Paul Whitley, Gina Pagel, Sam Kaufmann, Stephanie Shefchik, Tim Schell, Diane Treis Rusch, Lara Ostrander

### **III. APPROVE AGENDA**

A motion was made by Brian Hoefler, second by Sam Kaufman to approve the agenda as posted. Motion carried.

### **IV. DISCUSSION OF COMMITTEE SCOPE**

The group reviewed the document that outlined the scope and charge of the committee. The committee discussed that there should be a common understanding of what race and equity mean. That the committee should make sure there is a good understanding and voice of those who are being represented. A survey and or equity audit may help define what we have and what we need to focus on. We should have a mission and/or vision statement.

### **V. DISCUSSION OF INITIAL ROADMAP**

The committee reviewed an initial roadmap document of items look into.

Areas of focus should include:

- 1) Co-chair
- 2) Survey or Equity Audit
- 3) Mission and or Vision statement

The committee determined it would be best to continue to meet on zoom for right now. They would also like to meet every 2-3 weeks.

### **FUTURE MEETINGS**

A doodle poll will be sent to determine the next meeting time.

### **VI. ADJOURN**

A motion was made by Sam Kaufmann to adjourn the meeting at 6:53. Motion carried.

**RESOLUTION AUTHORIZING TEMPORARY BORROWING  
IN AN AMOUNT NOT TO EXCEED \$7,900,000;  
ISSUANCE OF TAX AND REVENUE  
ANTICIPATION PROMISSORY NOTES;  
AND PARTICIPATION IN THE PMA LEVY AND  
AID ANTICIPATION NOTES PROGRAM**

WHEREAS, the Waunakee Community School District, Dane County, Wisconsin (the "District"), is temporarily in need of funds in the amount not to exceed \$7,900,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year;

WHEREAS, school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money and issue tax and revenue anticipation promissory notes for such public purposes;

WHEREAS, the School Board deems it necessary and in the best interest of the District that funds be borrowed and tax and revenue anticipation promissory notes be issued pursuant to the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, in accordance with Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk, and the loan shall not extend beyond November 1 of the next school year;

WHEREAS, prior to the issuance of its tax and revenue anticipation promissory notes, the District will have voted the tax for the operation and maintenance of the schools of the District for the current school year to be collected on the next tax roll;

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes;

WHEREAS, Section 66.0301(2), Wisconsin Statutes authorizes any municipality, including a school district, to contract with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law;

WHEREAS, the School Board hereby finds and determines that it is in the best interests of the District to participate in the PMA Levy and Aid Anticipation Notes Program (the "Program"), the terms and provisions of which are described in the Master Indenture of Trust (the "Master Indenture"), and a Supplemental Indenture of Trust (the "Supplemental Indenture") to be entered into with a trustee to be named in the Approving Certificate (defined below) (the "Trustee") (collectively, the Master Indenture and the Supplemental Indenture shall be referred to as the "Indenture"); and

WHEREAS, under the Program, participating school districts will issue one or more series of tax and revenue anticipation promissory notes. Said notes may be grouped with a related series of notes of the District and will underlie corresponding series of note participations (the "Participations", and each

series a "Series of Participations") that will be issued under the Master Indenture and a separate Supplemental Indenture relating to each Series of Participations.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** For the purpose of meeting the immediate expenses of operating and maintaining the public instruction of the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District in its general fund for the current school year, there shall be borrowed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, an aggregate principal sum not to exceed \$7,900,000 ("Maximum Amount"). To the extent the District has a policy regarding borrowing that has requirements that are not met by participating in the Program, such policy requirements are hereby waived.

2. **Terms of the Notes.** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Trustee, for and on behalf of the District, its Tax and Revenue Anticipation Promissory Notes (collectively, the "Notes") payable to the Trustee or its designee, in one or more series, in substantially the form attached hereto as Appendix A-1.

The Notes shall be issued in the District's name, in one or more series, pursuant to the terms stated in the Master Indenture and a related Supplemental Indenture. The aggregate sum of the District's Notes shall not exceed the Maximum Amount.

Each series of Notes may be issued in conjunction and grouped with the notes of one or more other school districts participating in the Program to underlie a Series of Participations. In all cases, the obligation of the District to make payments on or in respect to its Notes is a several and not a joint obligation of the District and is strictly limited to the District's repayment obligation for its Notes under this Resolution.

The Notes shall be dated as of their date of issuance; shall bear interest from their dated date until paid; and shall mature on or before October 22, 2021. Interest on the Notes shall be paid at maturity. The Notes shall bear interest at a rate per annum such that the net interest cost of the Notes shall not exceed 1.50%.

3. **Redemption Provisions.** The Notes are not subject to optional redemption.

4. **Sale of Note; Execution of Note Purchase Agreement and Approving Certificate.** Either the District Administrator or Executive Director of Operations of the District (each, a "Financial Officer") or, in the absence of the Financial Officer, the President or Clerk of the District or those authorized by law to act on their behalf (the "District Officer") are hereby authorized and directed to negotiate, on behalf of the District, with the purchaser of the Notes (the "Underwriter"), in its capacity as Underwriter and PMA Securities, Inc., in its capacity as administrative agent for the District under the Program ("Administrative Agent"), an amount, interest rate, and maturity date for each series of Notes issued under the Program and other matters related to the financing, subject to the limitations provided herein or in the Master Indenture.

The difference between the issue price of the Notes and the purchase price to be paid to the District (which amount constitutes compensation paid to the Underwriter) shall not exceed \$1 for every \$1,000 of principal amount of Notes issued.

This School Board authorizes and directs the Financial Officer or District Officer to execute and deliver, in the name and on behalf of the District, an Approving Certificate in substantially the form attached hereto as Appendix B-1 (the "Approving Certificate") and a separate note purchase agreement for each series of Notes.

The execution of the Approving Certificate and the note purchase agreement by the Financial Officer or the District Officer shall constitute and evidence full approval by the School Board of such documents.

5. **Program Approval; Execution of Supplemental Indenture.** The form of Master Indenture and a form of Supplemental Indenture presented at this meeting are hereby acknowledged.

The District Officer, or the Administrative Agent on behalf of the District, are hereby authorized and directed to execute, deliver and enter in to, in the name and on behalf of the District, the Master Indenture and any Supplemental Indenture with respect to each Series of Participations that the Notes underlie with a trustee named in the Approving Certificate. The Master Indenture and each Supplemental Indenture shall be in substantially the forms presented to this meeting, with such changes not inconsistent with this Resolution as the District Officer shall approve. The execution of the Master Indenture and any Supplemental Indenture by the District Officer or the Administrative Agent (as modified by such officers or agent prior to execution) shall constitute and evidence full approval by the School Board of such documents.

6. **Disposition of Proceeds of Notes.** The proceeds of the Notes (the "Note Proceeds") shall be applied as described in the Master Indenture and the related Supplemental Indenture for the Series of Participations that the Notes underlie.

The Note Proceeds shall be deposited into the District's Proceeds Subaccount and a subaccount of the Cost of Issuance Fund, established by the Trustee for each Series of Participations that the Notes underlie pursuant to the Master Indenture and in amounts determined by the Administrative Agent. Amounts on deposit in the Costs of Issuance Fund shall be expended as determined by the Administrative Agent and in accordance with the terms of the Master Indenture and related Supplemental Indenture. Amounts on deposit in the Proceeds Subaccount shall be used as set forth in the Master Indenture and related Supplemental Indenture. The Proceeds Subaccount and the subaccount of the Costs of Issuance Fund are deemed to be the "borrowed money fund" for the Notes for purposes of Section 67.10(3), Wisconsin Statutes.

The Note Proceeds shall be used solely for the purposes for which borrowed (or for the payment of the principal of and/or interest on the Notes).

7. **Arbitrage Covenant.** Note Proceeds may be temporarily invested in legal investments until needed, provided, however, that the District hereby covenants and agrees that so long as the Notes remain outstanding, the Note Proceeds will not be used or invested in a manner which would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as

amended (the "Code") and any applicable income tax regulations promulgated thereunder (the "Regulations").

The District Clerk, or other officer of the District charged with the responsibility for issuing the Notes, shall provide the appropriate certificate of the District, for inclusion in the transcript of proceedings, setting forth the reasonable expectations of the District regarding the amount and use of the Note Proceeds and the facts and estimates on which such expectations are based, all as of the date of delivery and payment for the Notes (the "Closing").

8. **Additional Tax Covenants.** The District hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and the Regulations (whether prior to or subsequent to the Closing) to assure that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes, throughout their term. The District Clerk or other officer of the District charged with the responsibility for issuing the Notes, shall provide an appropriate certificate of the District, for inclusion in the transcript of proceedings, as of the date of the Closing certifying that it can and covenanting that it will comply with the provisions of the Code and the Regulations. Such certificate shall set forth certain facts regarding the use of the Note Proceeds to establish that the Notes will not constitute "private activity bonds" as defined in Section 141 of the Code and state other facts necessary to establish that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

If the District does not qualify for any exemption from the rebate requirements of the Code, the District hereby covenants and agrees that there shall be paid from time to time all amounts to be rebated to the United States pursuant to Section 148(f) of the Code and any applicable Regulations.

It is the intent of the District to take all reasonable and lawful actions to comply with any new tax laws enacted so that the Notes will continue to be obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

9. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** The Notes shall not be issued until the tax for operating and maintaining the schools operated by the District for the current school year has been voted to be collected on the next tax roll. So long as the Notes, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Notes) shall be and continues to be irrepealable. The District shall segregate in a special fund (hereinafter called the "Debt Service Fund"), tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes, at the times and in the amounts provided in the Approving Certificate. The Debt Service Fund shall be used for the sole purpose of paying the principal of and interest on the Notes. Any accrued interest received at the time of delivery of any Notes shall be paid over to the Debt Service Fund. If there shall be insufficient sums in the Debt Service Fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (for example, deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

10. **Impoundment Date.** The District agrees to the establishment and maintenance of the Payment Account as a special fund of the District related to the Notes (the "Payment Account") by the Trustee under the Master Indenture as the responsible agent to maintain such fund until the payment of the principal of the Notes and the interest thereon. Prior to the maturity of each Note, on a date set forth in the Supplemental Indenture (the "Impoundment Date"), the District agrees to cause to be deposited directly in a subaccount of the Payment Account relating to each series of Notes an amount sufficient to pay all of the principal of and interest due with respect to each Note at maturity. The Administrative Agent, on behalf of the District, is authorized to approve the determination of the Impoundment Date.

In the event that on the Impoundment Date the District has not received sufficient unrestricted revenues to permit the deposit into the Payment Account of the full amount due, then the amount of any deficiency shall be satisfied and made up from any other monies of the District lawfully available for the payment of the principal of the series of Notes and the interest thereon, as and when such other monies are received or are otherwise legally available, in the following order of priority: *first*, to satisfy any deficiency attributable to the first series of Notes issued; and *second*, to satisfy any deficiency attributable to the second series of Notes issued, if any. As used in this Resolution, the term "unrestricted revenues" shall mean all taxes, state aids, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other monies, intended as receipts for the general fund of the District attributable to the current school year and which are generally available for the payment of current expenses and other obligations of the District.

11. **Execution of the Notes; Authentication; Appointment of Acting Officers.** The Notes shall be executed on behalf of the District by the District President and District Clerk, or others authorized under Section 120.05, Wisconsin Statutes and herein to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Trustee upon payment to the District of the purchase price thereof, plus any accrued interest to the Closing. Either or both of the signatures of the officers may be imprinted on the Notes in lieu of the manual signature of such officer, so long as the Trustee authenticates the Notes. In the event that any of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints any one of its members to discharge the duties of the District Clerk as Acting District Clerk in connection with the issuance of the Notes in the event the District Clerk is unable to discharge such duties due to disability or absence.

12. **Trustee.** Pursuant to the Approving Certificate, the Financial Officer or the District Officer shall appoint the Trustee that will serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

The District directs and authorizes the payment by the Trustee of the interest on and principal of any and all Notes when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth in the Master Indenture. The District hereby covenants to deposit funds in such account and fund subaccount, as applicable, at the time and in the amount specified herein to provide sufficient monies to pay the principal of and interest on any and all Notes on the day or days on which they mature. Payment of any and all Notes shall be in accordance with the terms of the applicable series of Notes and this Resolution.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees, and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Master Indenture and any Supplemental Indenture, including but not limited to, costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

13. **Representations and Covenants; Events of Default.** The District makes the representations and covenants set forth in the Master Indenture. The District acknowledges, approves, and confirms the Events of Default and the remedies therefore as described in the Master Indenture.

14. **Deposit of Notes; Registration and Transfer.** The Notes shall be issued and deposited with the Trustee and shall be registered and transferred as provided in the Master Indenture.

15. **Sale of Participations.** Each Series of Participations shall be sold to the Underwriter, in accordance with the terms of the note purchase agreement relating to the series of Notes that underlie said Series of Participations.

16. **Official Statement.** The District authorizes and approves the use of District information pertinent to the Program, as provided by the District to the Administrative Agent, the Underwriter and any disclosure counsel, in each offering document prepared by the Administrative Agent and distributed by the Underwriter in connection with the sale and issuance of each Series of Participations. The Financial Officer or District Officer are hereby authorized to approve the Preliminary Official Statement with respect to the Participations and deem the Preliminary Official Statement "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Financial Officer and/or Business Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the delivery of the Notes, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Underwriter.

17. **Undertaking to Provide Continuing Disclosure.** If required under the Rule, this Section constitutes the written undertaking required by the Rule. If required under the Rule, this undertaking is intended for the benefit of the holders of the Notes and shall be enforceable by the Trustee on behalf of such holders (provided that the holders' and Trustee's right to enforce the provisions of this undertaking shall be limited to a right to obtain specific performance of the District's obligations hereunder and any failure by the District to comply with the provisions of this undertaking shall not be an event of default with respect to the Notes). Capitalized terms used in this Section and not otherwise defined in this Resolution shall have the meanings assigned such terms in Appendix C-1.

If required under the Rule, the District undertakes to provide Material Event Notices as provided in this Section. If a Material Event occurs while any Notes are outstanding, the District shall provide or cause to be provided a Material Event Notice in a timely manner not in excess of 10 business days to the MSRB through the Electronic Municipal Market Access System available at [www.emma.msrb.org](http://www.emma.msrb.org) in an electronic format prescribed by the MSRB. Each Material Event Notice shall be so captioned and shall prominently state the date, title and CUSIP numbers of the Participations. Unless otherwise required by law and

subject to technical and economic feasibility, the District shall employ such methods of information transmission as shall be requested or recommended by the designated recipients of the District's information.

The District's continuing obligation hereunder to provide Material Event Notices shall terminate immediately once the Notes no longer are outstanding. This Section, or any provision hereof, shall be null and void in the event that the District delivers to the MSRB an opinion of nationally recognized bond counsel to the effect that those portions of the Rule which require this Section, or any such provision, are invalid, have been repealed retroactively or otherwise do not apply to the Notes. This Section may be amended without the consent of the Noteholders, but only upon the delivery by the District to the MSRB of the proposed amendment and an opinion of nationally recognized bond counsel to the effect that such amendment, and giving effect thereto, will not adversely affect the compliance of this Section and by the District with the Rule.

18. **Approval of Actions; Administrative Agent.** All actions previously taken by the officers and agents of the District or this School Board with respect to the sale and issuance of the Notes and participation in the Program are hereby approved, confirmed, and ratified. The officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things, take any and all actions, and execute any and all certificates, agreements, and other documents which any of them may deem necessary or advisable to consummate the lawful issuance and delivery of the Notes, or the related transactions, in accordance with this Resolution.

The District hereby authorizes, approves, and directs the Administrative Agent to do any and all things, take any and all actions, and execute any and all certificates, agreements, or other Program documents on behalf of the District as may be directed under the Master Indenture, a Supplemental Indenture, or any other Program documents.

19. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted by a recorded roll call vote of \_\_\_\_ ayes and \_\_\_\_ nays on September 14, 2020.

By: \_\_\_\_\_  
District President

[SEAL]

And: \_\_\_\_\_  
District Clerk

APPENDIX A-1

Form of Note

R-\_\_\_

\$ \_\_\_\_\_

WAUNAKEE COMMUNITY SCHOOL DISTRICT  
DANE COUNTY, WISCONSIN

TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Issue Date</u>	<u>Impoundment Date</u>
_____ %	_____	_____	_____, 20__

REGISTERED OWNER: U.S. Bank National Association, as trustee

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the District designated above (the "District"), acknowledges itself to owe and promises to pay to the registered owner identified above, or registered assigns, on the Maturity Date set forth above, the Principal Amount specified above in lawful money of the United States of America, together with interest thereon from the Original Issue Date at the Interest Rate per annum specified above. The principal of and interest on this Note are to be paid upon surrender hereof at the principal corporate trust operations office of U.S. Bank National Association or its successor in trust (the "Trustee") pursuant to a Master Indenture of Trust (the "Master Indenture") and a Supplemental Indenture of Trust (the "Supplemental Indenture") (collectively, the Master Indenture and Supplemental Indenture shall be referred to as the "Indenture"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the Maturity Date specified above, and if funds are not provided for payment on the Maturity Date, funds shall be provided thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said Principal Amount. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; *provided, however*, that no interest shall be payable for any period after the Maturity Date during which the owner hereof fails to properly present this Note for payment. If the District fails to pay this Note when due, including the interest component of this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with consequences set forth in the Indenture).

The Note is not subject to optional redemption prior to maturity.

It is hereby certified, recited, and declared that this Note (the "Note") is one of an issue of Notes aggregating the principal amount of \$\_\_\_\_\_, all of which are of like tenor, except as to denomination, interest rate and maturity date, authorized, executed, and delivered pursuant to and by authority of a resolution of the governing body of the District duly adopted heretofore, under and by authority of Section 67.12(8)(a)1, Wisconsin Statutes (the "Note Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.

The District has voted an irrevocable tax for operating and maintaining the schools. As security for the payment of the principal of and interest on the Note, the District shall segregate in a special fund such tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note.

This Note is transferable, as provided by the Note Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee, or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things, and acts required to exist, to have happened, and to have been performed precedent to and in the issuance of this Note do exist, have happened, and have been performed in due time, form, and manner as required by the Constitution and statutes of the State of Wisconsin and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of Wisconsin.

IN WITNESS WHEREOF, the governing body of the District has caused this Note to be executed by the manual or facsimile signature of its President, countersigned by the manual or facsimile signature of its Clerk, and sealed with its corporate seal (or a facsimile thereof), if any, all as of the date of authentication set forth below.

WAUNAKEE COMMUNITY SCHOOL DISTRICT,  
DANE COUNTY, WISCONSIN

[SEAL]

By \_\_\_\_\_  
District President

By \_\_\_\_\_  
District Clerk

COPY

**CERTIFICATE OF AUTHENTICATION AND REGISTRATION**

This Note is the Note mentioned in the within-mentioned Note Resolution authenticated on the following date:

Authentication Date: \_\_\_\_\_.

\_\_\_\_\_,  
as Trustee

By \_\_\_\_\_  
Authorized Signatory

COPY

ASSIGNMENT

For Value Received, the undersigned, \_\_\_\_\_, hereby sells, assigns and transfers unto \_\_\_\_\_ (Tax Identification or Social Security No. \_\_\_\_\_) the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Date: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed

NOTICE: Signatures must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Registrar, which requirements include membership or participation in the Securities Transfer Association Medallion Program ("STAMP") or such other "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

NOTE: The signature to this assignment must correspond with the name as written on the face of the within Note in every particular, without alteration or enlargement or change whatsoever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of such person's authority to act must accompany this Note.

**APPENDIX B-1**

**CERTIFICATE APPROVING DETAILS OF  
TAX AND REVENUE ANTICIPATION PROMISSORY NOTES**

The undersigned hereby certifies that:

1. On September 14, 2020, the Waunakee Community School District (the "District") adopted a resolution (the "Resolution") authorizing the issuance and sale up to \$7,900,000 Tax and Revenue Anticipation Promissory Notes of the District (the "Notes") upon certain terms and conditions, subject to my approval.

2. On the date hereof, \_\_\_\_\_ (the "Underwriter") offered to purchase the Notes in accordance with the terms set forth in the attached Note Purchase Agreement between the District and the Underwriter (the "Agreement"). The Notes shall be issued in the aggregate principal amount of \$\_\_\_\_\_ which is not more than \$7,900,000 as provided in the Resolution, and shall mature on \_\_\_\_\_ and \_\_\_\_\_ neither of which is later than October 22, 2021, as provided in the Resolution and shall bear interest at the rate per annum as set forth in the Agreement attached hereto.

The net interest cost of the Notes is \_\_\_\_\_% which does not exceed 1.50%, as required by the Resolution. The interest rate on the Notes is \_\_\_\_\_%.

3. The Notes shall be sold to the Underwriter in accordance with the terms of the Agreement at a price of \$\_\_\_\_\_, plus accrued interest, if any, to the date of delivery of the Notes.

The difference between the issue price of the Notes (\$\_\_\_\_\_) and the purchase price to be paid to the District by the Underwriter (which amount constitutes the compensation paid to the Underwriter) (\$\_\_\_\_\_) is \$\_\_\_\_\_, which does not exceed \$1 for every \$1,000 of principal amount of Notes issued as provided in the Resolution.

4. I am either a Financial Officer or District Officer, as defined in the Resolution, authorized to execute and deliver this Approving Certificate, constituting our approval of the principal amount, net interest cost and purchase price for the Notes, in satisfaction of the conditions set forth in the Resolution and to execute the Agreement from the Purchaser.

5. U.S. Bank National Association is hereby appointed to serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

6. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. For the purpose of paying the principal of and interest on the Notes, the amounts set forth on the debt service schedule attached hereto shall be deposited in the Debt Service Fund as provided for in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate pursuant to the authority granted to me by the Resolution on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Note Purchase Agreement

To be provided by the Underwriter and incorporated into the Certificate.

(See Attached)

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Debt Service Schedule

To be provided by the Administrative Agent and incorporated into the Certificate.

(See Attached)

COPY

## APPENDIX C-1

The following are the definitions of the capitalized terms used in Section 17 of the Resolution and not otherwise defined in the Resolution:

1. "Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

2. "Material Event" as defined in the Rule means any of the following events with respect to the Note(s):

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults, if material;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements reflecting financial difficulties;
- e. Substitution of credit or liquidity providers, or their failure to perform;
- f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- g. Modifications to rights of security holders, if material;
- h. Note calls, if material, and tender offers;
- i. Defeasances;
- j. Release, substitution, or sale of property securing repayment of the securities, if material;
- k. Rating changes;
- l. Bankruptcy, insolvency, receivership or similar event of the District;
- m. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subsection 1.i. above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District;

- o. Incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the District, any of which affect holders of the Notes, if material; and
  - p. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.
3. "Material Event Notice" means written or electronic notice of a Material Event.
  4. "MSRB" means the Municipal Securities Rulemaking Board.
  5. "Timely Manner" means in a timely manner not in excess of 10 business days.

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

From: **Cramer, John** <[johncramer@waunakee.k12.wi.us](mailto:johncramer@waunakee.k12.wi.us)>

Date: Fri, Aug 28, 2020 at 11:45 AM

Subject: ionization bid for remaining buildings

To: Greg Jarosz <[GJarosz@1901inc.com](mailto:GJarosz@1901inc.com)>, Dave Gundlach <[DGundlach@1901inc.com](mailto:DGundlach@1901inc.com)>

Cc: Summers, Steve <[stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us)>

Hi Greg,

Thanks again for working to submit bids for the remaining buildings ionization projects: High School, Middle School, Intermediate School, TLC building, and the Bethel building.

Bids for this project are officially due by 5pm September 9th. They will be reviewed at the September 14th Board of Education meeting.

Thanks again.



**John Cramer**

Director of **Facilities & Safety**

Waunakee Community School District

608-849-2000 ext 8296

[905 Bethel Circle Waunakee, WI 53597](#)



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

From: **Greg Jarosz** <[GJarosz@1901inc.com](mailto:GJarosz@1901inc.com)>

Date: Wed, Sep 9, 2020, 3:40 PM

Subject: FW: WAUNAKEE SCHOOL DISTRICT GPS

To: David Boetcher <[David.Boetcher@waunakee.k12.wi.us](mailto:David.Boetcher@waunakee.k12.wi.us)>, Dave Gundlach <[DGundlach@1901inc.com](mailto:DGundlach@1901inc.com)>, Marie Thompson <[mthompson@1901inc.com](mailto:mthompson@1901inc.com)>, Cramer, John <[johncramer@waunakee.k12.wi.us](mailto:johncramer@waunakee.k12.wi.us)>

All,

Thank you for the opportunity to quote the following facilities within the Waunakee School district. After spending time with the on site facility staff at each building we have compiled the most effective solution to help keep all personal in the facilities safe.

You will also see that in our proposal/s that we have included an option to include a hand held ION counter. This device will allow your staff to walk any area of the facility and take a reading to ensure that the equipment is functioning properly.

I'm assuming the school district is tax exempt, should we exclude all taxes on materials?

Attached are our scopes of work for each facility. Final pricing will follow, we are currently working with our vendor to procure approved quantity pricing.

Please note that all proposal scopes/solutions are proprietary to 1901inc and their intended customers for review.



**Greg Jarosz** | Project Manager

Direct: 608.308.1297 | Cell: 608.235.3674 | Office: 608.308.1901

[GJarosz@1901inc.com](mailto:GJarosz@1901inc.com)

**1901 Inc.** | [2801 Syene Road](#) | [Madison, WI 53713-3203](#)

# 1901 INC

2801 Syene Road / Madison, WI 53713-3203

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



## QUOTATION

<b>TO:</b>	Waunakee School District	<b>DATE:</b>	September 2, 2020
<b>Street:</b>	905 Bethel Cir	<b>Phone:</b>	608-849-2000 Ext 8296
<b>City, State, Zip</b>	Waunakee, WI. 53597	<b>Fax:</b>	
<b>ATTN:</b>	John Cramer	<b>Cell:</b>	
<b>RE:</b>	Install FC48-24 GPS system in (3) furnaces	<b>Email:</b>	johncramer@waunakee.k12.wi.us
<b>JOB SITE (Address work is being performed):</b>		WCSD; 101 School Dr.	
<b>Property Owners Name:</b>			
<b>Property Owners Address:</b>			

### THE UNDERSIGNED PROPOSES THE FOLLOWING:

<b>Furnace-NG F001 Lennox 100</b>
Furnish and install (1) FC48 Gps system
All low voltage wiring
Verify operation
<b>Furnace-NG F002 Lennox 60</b>
Furnish and install (1) FC48 Gps system
All low voltage wiring
Verify operation
<b>Furnace-NG F003 Lennox 120</b>
Furnish and install (1) FC48 Gps system
All low voltage wiring
Verify operation

### EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
Only disconnecting and reconnecting of existing electrical is included. If other electrical work is necessary, that will be extra.

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

Accepted:	Quoted Amount	
Date:	sales tax	

### TOTAL SUM

**You will be responsible for paying sales tax (if applicable) on top of quoted amount, unless you are a tax exempt entity or this is a real property project.**

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

By: 1901 Inc.  
*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

<b>TO:</b> Waunakee School District	<b>DATE:</b> September 2, 2020
<b>Street:</b> 905 Bethel Cir	<b>Phone:</b> 608-849-2000 Ext 8296
<b>City, State, Zip:</b> Waunakee, WI. 53597	<b>Fax:</b>
<b>ATTN:</b> John Cramer	<b>Cell:</b>
<b>RE:</b> Installing IMOD GPS system in (22) units	<b>Email:</b> <a href="mailto:johncramer@waunakee.k12.wi.us">johncramer@waunakee.k12.wi.us</a>
<b>JOB SITE (Address work is being performed):</b>	WCSD; High School
<b>Property Owners Name:</b>	
<b>Property Owners Address:</b>	

### THE UNDERSIGNED PROPOSES THE FOLLOWING:

<b>AHU-1</b>
Furnish and install (1) power supply
Furnish and install (3) power heads
Furnish and install (3) row of stingers
all line voltage wiring to install GPS systems
<b>AHU-2</b>
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
<b>Fan Coil 5</b>
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
<b>HRU-1</b>
Furnish and install (1) power supply
Furnish and install (3) power heads
Furnish and install (3) row of stingers
all line voltage wiring to install GPS systems
<b>ACHR-1</b>
Furnish and install (1) power supply
Furnish and install (3) power heads
Furnish and install (3) row of stingers
all line voltage wiring to install GPS systems
<b>AC-3</b>
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
<b>AC-4</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>AC-5</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers

all line voltage wiring to install GPS systems
<b>AC-7</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Upper Locker Rm 1</b>
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
<b>Upper Locker Rm 2</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Upper Locker Rm 3</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Upper Commons Area 1</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Upper Commons Area 2</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Upper Commons Area 3</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>AC 9 New Office</b>
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
<b>AC-8 Roof Science</b>
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
<b>AHU-10</b>
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
<b>AHU-5 Commons Area</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Pool Office</b>
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
<b>AHU-11</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>AHU-12</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>FC-4, old Gym Training Rm &amp; Old Boys locker room</b>
Furnish and install (1) FC48 Gps system
All low voltage wiring
Verify operation
Add to base bid
Installing and wiring IRIB-18/36 in (4) Mitsubishi unit .....
If ductless splits are serving IT closet then I wouldn't recommend installing these
If Hand held ION counter is wanted .....

**EXCEPTIONS / CLARIFICATIONS:**

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
All line voltage wiring for GPS IMOD systems is include in bid
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:

Accepted:	Quoted Amount	
Date:	sales tax	
<b>TOTAL SUM</b>		

**You will be responsible for paying sales tax (if applicable) on top of quoted amount, unless you are a tax exempt entity or**

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.

**1901 Inc.**

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

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

**PRELIMINARY NOTICE**

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# 1901 INC

2801 Syene Road / Madison, WI 53713-3203

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



## QUOTATION

<b>TO:</b> Waunakee School District	<b>DATE:</b> September 2, 2020
<b>Street:</b> 905 Bethel Cir	<b>Phone:</b> 608-849-2000 Ext 8296
<b>City, State, Zip:</b> Waunakee, WI. 53597	<b>Fax:</b>
<b>ATTN:</b> John Cramer	<b>Cell:</b>
<b>RE:</b> Install FC48-24 GPS system in (5) furnaces and (1) rooftop unit	<b>Email:</b> <a href="mailto:johncramer@waunakee.k12.wi.us">johncramer@waunakee.k12.wi.us</a>
<b>JOB SITE (Address work is being performed):</b>	WCSD; Admin Building
<b>Property Owners Name:</b>	
<b>Property Owners Address:</b>	

**THE UNDERSIGNED PROPOSES THE FOLLOWING:**

<b>Furnace-NG F001- F004 Trane XE90</b>
Furnish and install (1) FC48 Gps system in each unit
All low voltage wiring
Verify operation
<b>Furnace-NG F007 Goodman</b>
Furnish and install (1) FC48 Gps system in unit
All low voltage wiring
Verify operation
<b>Trane RTU001 rooftop unit</b>
Furnish and install (2) FC48 Gps system in unit
All low voltage wiring
Verify operation
<b>Add to base bid</b>
<b>Installing and wiring IRIB-18 in (4) Mitsubishi unit .....</b>
<b>If ductless splits are serving IT closet 1901 wouldn't recommend installing</b>

**EXCEPTIONS / CLARIFICATIONS:**

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
Only disconnecting and reconnecting of existing electrical is included. If other electrical work is necessary, that will be extra.

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73

By:

**1901 Inc.**  
*Dave Gundlach*

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

Dave Gundlach, Service Manager (608) 712-6143

Email: dgundlach@1901inc.com

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## QUOTATION

<b>TO:</b>	Waunakee School District	<b>DATE:</b>	September 2, 2020
<b>Street:</b>	905 Bethel Cir	<b>Phone:</b>	608-849-2000 Ext 8296
<b>City, State, Zip</b>	Waunakee, WI. 53597	<b>Fax:</b>	
<b>ATTN:</b>	John Cramer	<b>Cell:</b>	
<b>RE:</b>	Installing IMOD GPS system in (6) units	<b>Email:</b>	<a href="mailto:johncramer@waunakee.k12.wi.us">johncramer@waunakee.k12.wi.us</a>
<b>JOB SITE (Address work is being performed):</b>		WCSD; Intermediate School	
<b>Property Owners Name:</b>			
<b>Property Owners Address:</b>			

### THE UNDERSIGNED PROPOSES THE FOLLOWING:

<b>DOAS units DOAU-1 and 2 (American units) Coil Sizes 70" X 36"</b>
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
<b>DOAS units DOAU-3 and 4 (Aaon Units) Coil Sizes 70"X 56"</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>MUA-Gas MUA001 and MUA002 Greenheck IGXMUA Coil Sizes 80" X 54"</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
Verify operation of all (6) units
<b>HP-1 through Hp-102 (102 Heat pumps) Cost to install GPS in all heat pumps .....</b>
Furnish and install (1) FC24Gps system in each unit
All low voltage wiring
Verify operation
<b>Installing and wiring IRIB-18 in (2) Mitsubishi units .....</b>
<b>If ductless splits are serving IT closets, we feel its not necessary to install Gps system.</b>
<b>Hand held ION counter .....</b>

### EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
All line voltage wiring for GPS IMOD systems is include in bid
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.
75

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

Accepted:	Quoted Amount	
Date:	sales tax	

**TOTAL SUM**

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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.

**1901 Inc.**

*Dave Gundlach*

By:

**Dave Gundlach, Service Manager (608) 712-6143**

Email: dgundlach@1901inc.com

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

**PRELIMINARY NOTICE**

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



## QUOTATION

<b>TO:</b>	Waunakee School District	<b>DATE:</b>	September 2, 2020
<b>Street:</b>	905 Bethel Cir	<b>Phone:</b>	608-849-2000 Ext 8296
<b>City, State, Zip</b>	Waunakee, WI. 53597	<b>Fax:</b>	
<b>ATTN:</b>	John Cramer	<b>Cell:</b>	
<b>RE:</b>	Install Gps system HVAC equipment	<b>Email:</b>	johncramer@waunakee.k12.wi.us

<b>JOB SITE (Address work is being performed):</b>	WCSD; Middle school
<b>Property Owners Name:</b>	
<b>Property Owners Address:</b>	

**THE UNDERSIGNED PROPOSES THE FOLLOWING:**

<b>FCU-FCU01 and FCU02</b>
Furnish and install (1) FC48 Gps system in each unit
All low voltage wiring
Verify operation
<b>AHU-CW/HW AHU001 and AHU002 McQuay Coil sizes 94" X 54"</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>AHU-CW/HW AHU1E &amp; AHU2E Trane Coil sizes 112" X 56"</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>AHU-CW/HW AHU3E Trane Coil sizes 74" X 52"</b>
Furnish and install (1) power supply
Furnish and install (2) power heads
Furnish and install (2) row of stingers
all line voltage wiring to install GPS systems
<b>Add to Base bid</b>
<b>Installing FC24 Gps System In CUH1-3 units .....</b>
<b>Hand held ION counter .....</b>

**EXCEPTIONS / CLARIFICATIONS:**

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Any other parts, equipment, repairs, or rentals are not included.
All line voltage wiring for GPS IMOD systems is include in bid
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<b>Accepted:</b>	<i>Quoted Amount</i>	
<b>Date:</b>	<i>sales tax</i>	
<b>77</b>		
<b>TOTAL SUM</b>		

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POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

**1901 Inc.**

*Dave Gundlach*

By: \_\_\_\_\_

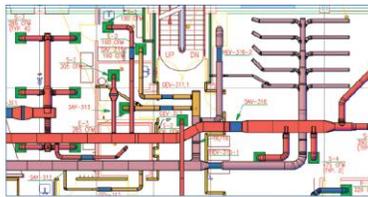
**Dave Gundlach, Service Manager (608) 712-6143**

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.



## Waunakee Community School District

September 9, 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 Bethel Admin building 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 6 split systems and 1 RTU at the Bethel Admin building
- 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 **\$6,920**.

### 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.

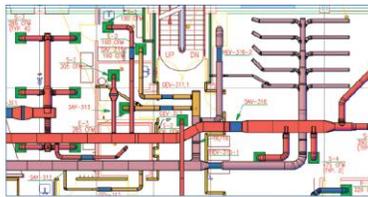
Sincerely,

Pete Rothering  
North American Mechanical, Inc.

**Approval:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Waunakee Community School District

September 9, 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
- 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 **\$209,400**.

### 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.

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.

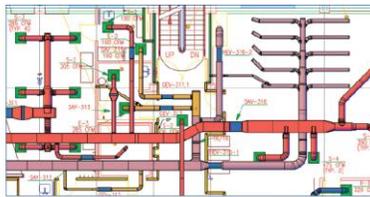
Sincerely,

Pete Rothering  
North American Mechanical, Inc.

**Approval:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Waunakee Community School District

September 9, 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 Intermediate 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 8 air handling units and 102 heat pumps at Intermediate
- 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 **\$132,300**.

### 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.

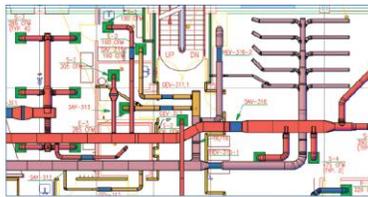
Sincerely,

Pete Rothering  
North American Mechanical, Inc.

**Approval:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Waunakee Community School District

September 9, 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 Middle 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 5 air handling units and 3 split systems at the Middle School
- 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 **\$42,800**.

### 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.

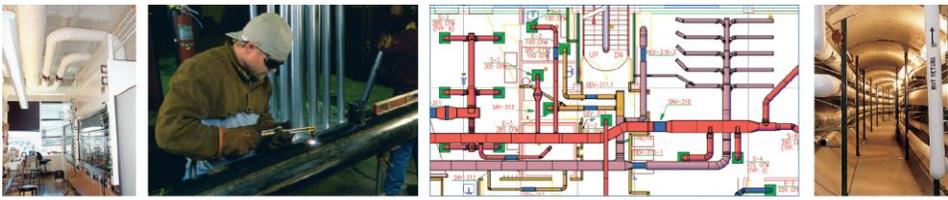
Sincerely,

Pete Rothering  
North American Mechanical, Inc.

**Approval:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Waunakee Community School District

September 9, 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 TLC 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 3 split systems at TLC
- 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 **\$2,980**.

### 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.

**Approval:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TO: Board of Education  
Randy Guttenberg, Superintendent

FROM: Brian Grabarski, Director of Human Resources

DATE: 9.10.2020

RE: Request for Payroll/Benefit 2 position

This memo is to reconnect about our Fall 2019 discussions about two payroll positions but includes modifications to make it a combined payroll and benefits position through re-allocation of current department FTE and overtime costs.

A second payroll / benefits position would both provide us with better organizational security and be a likely net positive budgetary impact.

Current Expenditures

HR Admin Asst 2    1.0 FTE	\$40,716
2019/2020 HR Dept Overtime costs	\$39,458.89
Total	\$80,174.89

Proposed Expenditures

HR Admin Asst 2    .5 FTE	\$20,358
Projected HR Dept Overtime (current \$7169)	\$10,000
Payroll/Benefit 2    1.0 FTE	\$45,840 - \$49,927
Total	\$76,198 - 80,285

## Summary of Incidents of Seclusion and Restraint

<b>2012-13</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	35	38	75	39		
Arboretum	0	2	12	2		
Heritage	1	0	1	1		
Intermediate School	0	0	0	0		
Middle School	0	1	1	1		
High School	1	1	4	1		
<b>2013-14</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	8	13	14	14		
Arboretum	10	3	11	11		
Heritage	0	0	0	0		
Intermediate School	2	5	5	4		
Middle School	0	0	0	0		
High School	0	0	0	0		
<b>2014-15</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	17	16	25	19		
Arboretum	1	1	1	0		
Heritage	1	1	1	0		
Intermediate School	2	3	3	3		
Middle School	0	0	0	0		
High School	0	0	0	0		
<b>2015-16</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		

### Summary of Incidents of Seclusion and Restraint

Prairie	3	3	3	2		
Arboretum	0	0	0	0		
Heritage	0	0	0	0		
Intermediate School	7	7	2	1		
Middle School	0	0	0	0		
High School	0	0	0	0		
<b>2016-17</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	0	2	2	2		
Arboretum	2	0	2	2		
Heritage	0	0	0	0		
Intermediate School	0	1	1	1		
Middle School	1	0	1	1		
High School	0	1	1	1		
<b>2017-18</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	1	1	1	1		
Arboretum	1	2	1	1		
Heritage	13	13	1	1		
Intermediate School	0	2	1	1		
Middle School	0	0	0	0		
High School	0	0	0	0		
<b>2018-19</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u>Restraint</u></b>	<b><u># Students</u></b>	<b><u># Students with Disabilities</u></b>		
Prairie	0	0	0	0		
Arboretum	0	0	0	0		
Heritage	2	2	2	2		
Intermediate School	0	0	0	0		
Middle School	3	5	5	5		

### Summary of Incidents of Seclusion and Restraint

High School	0	0	0	0		
<b>2019-2020</b>						
<b><u>Building</u></b>	<b><u>Seclusion</u></b>	<b><u># Students Secluded</u></b>	<b><u># Students with Disabilities Secluded</u></b>	<b><u>Restraint</u></b>	<b><u># Students Restrained</u></b>	<b><u># Students with Disabilities Restrained</u></b>
Prairie	1	1	0	1	1	1
Arboretum	0	0	0	0	0	0
Heritage	6	6	1	5	5	1
Intermediate School	0	1	1	1	1	1
Middle School	0	0	0	0	0	0
High School	0	0	0	0	0	0

**Waunakee Community School District  
2019-20 Budget Status Report-June 30, 2020**

Please note: The audit was completed the week of August 10th. These numbers are final.

**GENERAL FUND 10 EXPENSES**

<b>Salary &amp; Benefits (no grants)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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
<b>Total</b>	<b>35,412,540</b>	<b>35,412,540</b>	<b>35,288,191.12</b>	<b>0.00</b>	<b>99.65%</b>	<b>124,348.88</b>

<b>Buildings</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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

<b>Departments</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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	1,415,692.13	0.00	132.51%	-347,335.13
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

<b>Grants-Fund 10</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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

<b>Other Program Totals</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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

<b>Subtotals</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
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	7,480,787.25	0.00	104.76%	-339,970.25
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
<b>Total Fund 10 Expenditures</b>	<b>51,408,164</b>	<b>51,438,547</b>	<b>51,207,364.72</b>	<b>0.00</b>	<b>99.55%</b>	<b>231,182.28</b>

**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

<b>Total Fund 10 Revenues</b>	<b>50,974,478</b>	<b>51,004,861</b>	<b>50,856,816.01</b>	<b>0.00</b>	<b>99.71%</b>	<b>148,044.99</b>
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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	5,099,328.27	0.00	98.18%	94,378.73
Benefits	2,074,753	2,074,753	2,149,912.18	0.00	103.62%	-75,159.18
<b>Total</b>	<b>7,268,460</b>	<b>7,268,460</b>	<b>7,249,240.45</b>	<b>0.00</b>	<b>99.74%</b>	<b>19,219.55</b>

**Departments**

CWD/Pupil Services	190,094	190,094	223,903.93	0.00	117.79%	-33,809.93
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**

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

<b>Total Fund 27 Expenditures</b>	<b>8,315,216</b>	<b>8,444,299</b>	<b>8,366,653.88</b>	<b>0.00</b>	<b>99.08%</b>	<b>77,645.12</b>
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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

<b>Total Fund 27 Revenues</b>	<b>8,315,216</b>	<b>8,444,299</b>	<b>8,366,653.88</b>	<b>0.00</b>	<b>99.08%</b>	<b>77,645.12</b>
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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	78,918.10
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	0.00	221,506	242,944.11	-21,438.11	-20,466.61	1,944.91
Superintendent	7,967.30	0.00	0.00	0.00	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						143,637.38	719,327.11	

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
CASH RECONCILIATION FOR THE MONTH OF JULY 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	142,030.32	67,671.01	327,836.51	4,525,040.07	322,630.78	1,336,737.70
REVENUES:						
+ DEPOSITS	2,255,311.85	180,027.25	1,443,630.13	402,002.54	65,145.30	0.00
+ INTEREST	0.00	5.71	55.79	452.57	39.34	198.68
TOTAL REVENUES	2,255,311.85	180,032.96	1,443,685.92	402,455.11	65,184.64	198.68
EXPENSES:						
ACCOUNTS PAYABLE	261.95	154,787.57	<b>1,569,630.66</b>	<b>1,303,945.13</b>	0.00	0.00
PAYROLL	2,298,588.19	0.00	0.00	2,254,651.45	0.00	0.00
TOTAL EXPENSES	2,298,850.14	154,787.57	1,569,630.66	3,558,596.58	0.00	90 0.00
ENDING BALANCE	98,492.03	92,916.40	201,891.77	1,368,898.60	387,815.42	1,336,936.38

**BANK BALANCES**

ENDING BANK BALANCE	191,834.75	92,916.40	394,919.17	1,368,898.60	387,815.42	1,336,936.38
OUTSTANDING ACH	93,342.72	0.00	193,027.40	0.00	0.00	0.00
ACTUAL BALANCE	98,492.03	92,916.40	201,891.77	1,368,898.60	387,815.42	1,336,936.38
SKYWARD BALANCE	98,492.03	92,916.40	201,891.77	1,368,898.60	387,815.42	1,336,936.38

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

	<u>MIDAMERICA</u>	<u>WISC</u>	<u>WISC</u>	<u>WISC</u> <u>OTHER</u> <u>CAPITAL</u> <u>PROJECTS</u> <u>ACCT</u>	<u>WISC</u> <u>GENERAL</u>	<u>TOTALS</u>
	<u>TRUST ACCT</u>	<u>DEBT SERVICE</u>	<u>SCHOLARSHIP ACCT</u>			
	(FUND 73)	(FUNDS 38,39)	(FUND 72)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	1,715,764.12	841,411.22	338,971.65	12,633.86	1,300,536.80	10,931,264.04
REVENUES:						
+ DEPOSITS	6,926.16	0.00	0.00	0.00	0.00	4,353,043.23
+ INTEREST	2,587.68	124.86	280.79	1.85	193.11	3,940.38
TOTAL REVENUES	9,513.84	124.86	280.79	1.85	193.11	4,356,983.61
EXPENSES:						
ACCOUNTS PAYABLE	0.00	300.00	0.00	0.00	0.00	3,028,925.31
PAYROLL	0.00	0.00	0.00	0.00	0.00	4,553,239.64
TOTAL EXPENSES	0.00	300.00	0.00	0.00	0.00	7,582,164.95
ENDING BALANCE	1,725,277.96	841,236.08	339,252.44	12,635.71	1,300,729.91	7,706,082.70

**BANK BALANCES**

ENDING BANK BALANCE	1,725,277.96	841,236.08	339,252.44	12,635.71	1,300,729.91	7,992,452.82
OUTSTANDING CHECKS	0.00	0.00	0.00	0.00	0.00	286,370.12
ACTUAL BALANCE	1,725,277.96	841,236.08	339,252.44	12,635.71	1,300,729.91	7,706,082.70
SKYWARD BALANCE	1,725,277.96	841,236.08	339,252.44	12,635.71	1,300,729.91	7,706,082.70

**Wellness Clinic Monthly Expenses**

	Dean/SSM	Staff	Admin	Other Prof. Services	Supplies/ Equipment	Rent	Cleaning	Utilities	District purchased supplies	Security System (annually)	Monthly Total
<b>March 2017</b>	15,013.00	10,729.00	1,954.00		2,330.00						
						2,017.00			2,974.17		20,004.17
<b>April 2017</b>	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
<b>May 2017</b>	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
<b>June 2017</b>	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
<b>July 2017</b>	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
<b>August 2017</b>	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
<b>September 2017</b>	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
<b>October 2017</b>	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
<b>November 2017</b>	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
<b>December 2017</b>	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
<b>January 2018</b>	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
<b>February 2018</b>	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
<b>March 2018</b>	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
<b>April 2018</b>	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
<b>May 2018</b>	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		25.50		18,642.50
<b>June 2018</b>	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		7.00		18,624.00
<b>July 2018</b>	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	195.67			17,012.67
<b>August 2018</b>	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	253.18	5.50		17,075.68
<b>September 2018</b>	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
<b>October 2018</b>	14,228.70	10,729.00	154.00		3,345.70	2,059.00	1,545.00	193.65	7.00		18,033.35
<b>November 2018</b>	18,213.35	10,729.00	154.00		7,330.35	2,059.00	1,545.00	140.92	263.00		22,221.27
<b>December 2018</b>	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
<b>January 2019</b>	13,709.95	10,729.00	154.00		2,826.95	2,059.00	1,545.00	194.93	31.50		17,540.38
<b>February 2019</b>	13,266.00	10,729.00	154.00		2,383.00	2,059.00	1,545.00	209.10	-		17,079.10
<b>March 2019</b>	13,310.00	10,729.00	154.00		2,427.00	2,374.00	1,591.35	231.90	51.75		17,559.00
<b>April 2019</b>	15,124.16	14,053.00		613.00	458.16	2,104.00	1,591.35	207.65	18.50		19,045.66
<b>May 2019</b>	14,758.02	14,053.00		65.00	640.02	2,104.00	1,591.35	172.45	7.00		18,632.82
<b>June 2019</b>	14,709.60	14,053.00			656.60	2,104.00	1,591.35	163.01	56.75		18,624.71
<b>July 2019</b>	14,709.60	14,053.00			656.60	2,104.00	1,591.35	167.72	7.00	352.80	18,932.47
<b>August 2019</b>	15,233.00	14,053.00			1,180.00	2,104.00	1,591.35	250.68	25.50		19,204.53
<b>September 2019</b>	18,794.76	14,053.00			4,741.76	2,167.00	1,591.35	220.16	21.50		22,794.77
<b>October 2019</b>	14,672.00	14,053.00		555.75	63.25	2,167.00	1,591.35	187.96	18.50		18,636.81
<b>November 2019</b>	14,988.60	14,053.00		935.60		2,167.00	1,591.35	147.67	20.25		18,914.87
<b>December 2019</b>	14,540.00	14,053.00		487.00		2,197.00	1,591.35	162.46	25.50		18,516.31
<b>January 2020</b>	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	176.69	32.50		19,358.54
<b>February 2020</b>	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	191.30	25.50		19,366.15
<b>March 2020</b>	14,509.20	14,053.00		197.00	259.20	2,197.00	1,591.35	164.89	32.25		18,494.69
<b>April 2020</b>	7,508.50	7,026.50		-	482.00	2,197.00	1,639.09	148.89	18.50		11,511.98
<b>May 2020</b>	7,134.70	7,026.50		108.20		2,197.00	1,639.09	148.89	7.00		11,126.68
<b>June 2020</b>	6,677.10	6,708.10		-	(31.00)	2,197.00	1,639.09	146.69	7.00		10,666.88
<b>July 2020</b>	7,275.50	7,026.50			249.00	2,197.00	1,639.09	146.68	25.50	360.00	11,643.77



**SSM**Health

# **Waunakee Community School District Wellness Clinic**

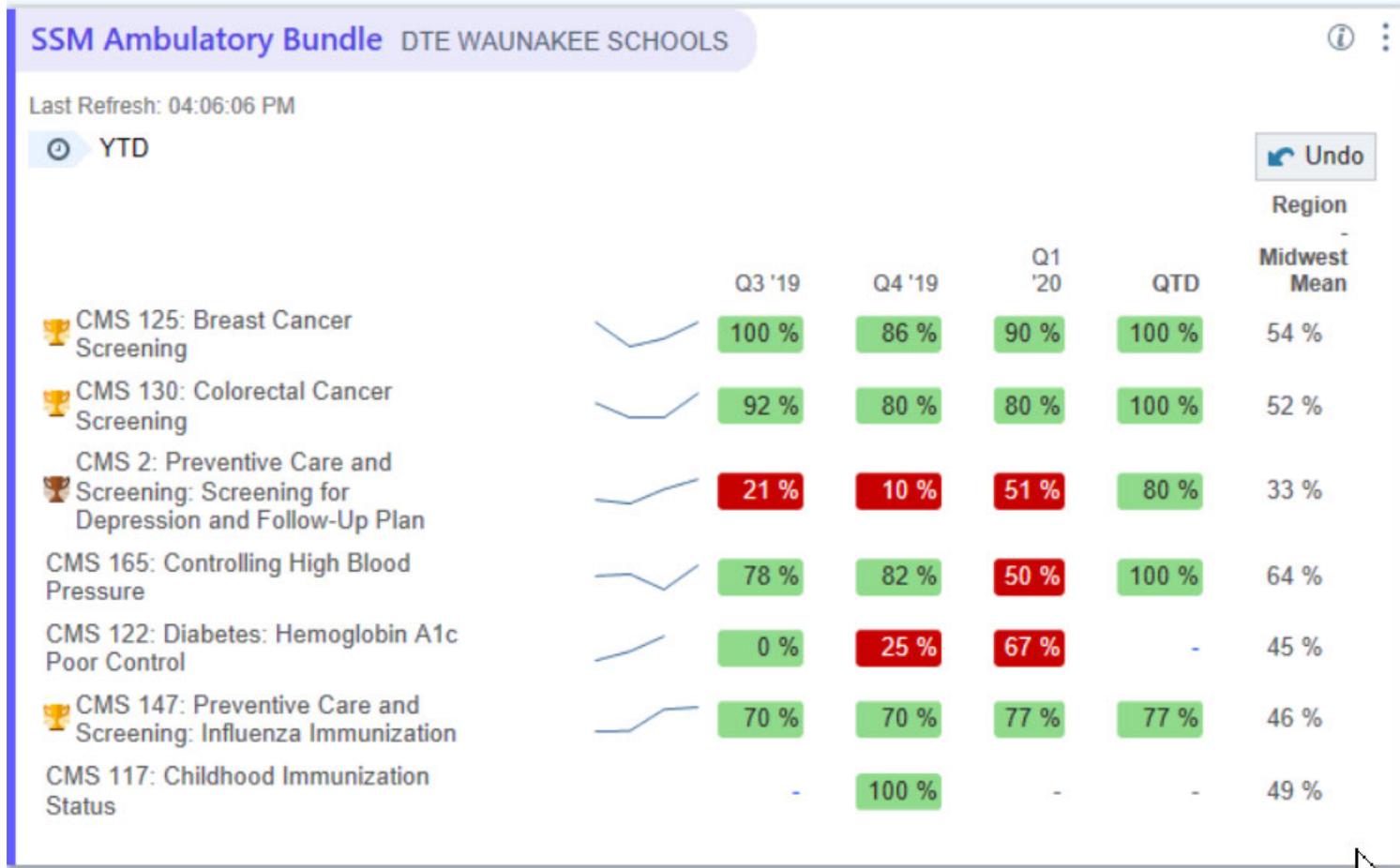
Performance Report  
June 2020

# Top 3 Medical Visit Reasons

June 2020

1. Infectious and parasitic diseases
2. Diseases of nervous system
3. Encounter for pre-employment exam

# Quality Metrics



Data as of May 2020

**Slide 3**

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**YH1**

Yanke, Hunter, 8/7/2020

# 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.

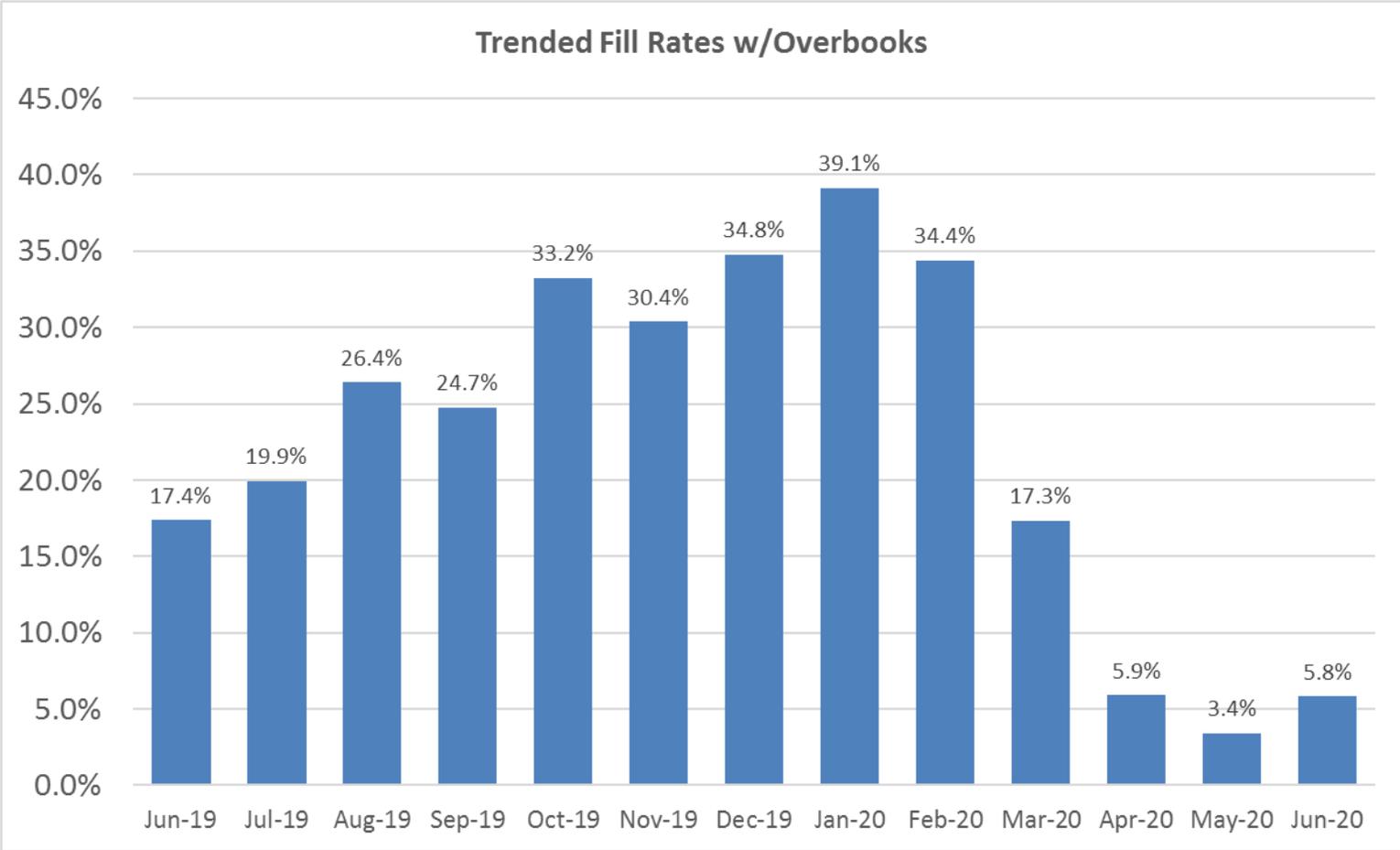
Or, connecting with Suzanne for a telehealth visit provides a convenient, safe and simple option for a variety of health screenings and routine visits, including:

- 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.

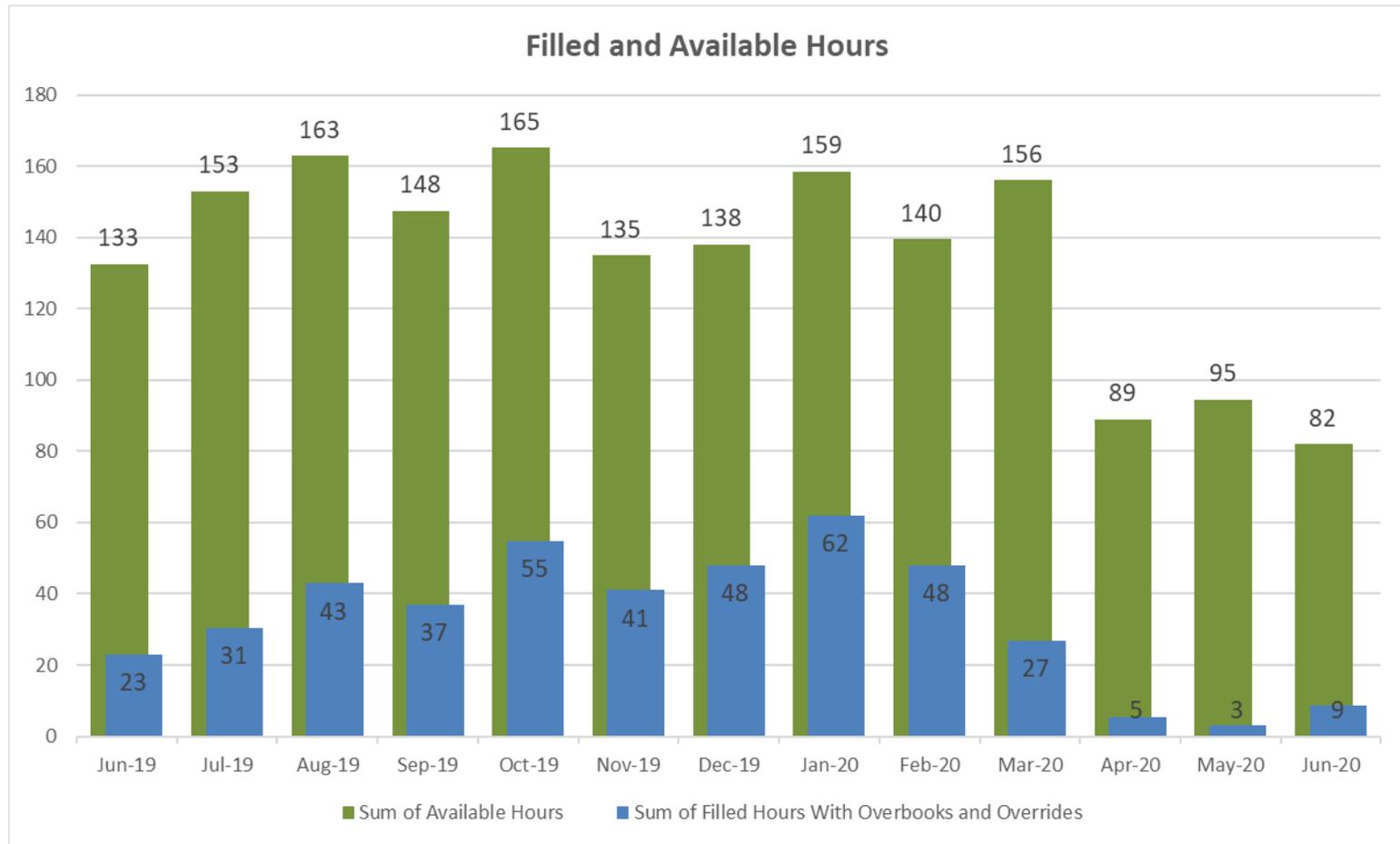
Waunakee Community School District  
**Wellness Clinic**  
1021 Quinn Drive, Ste. 100  
Waunakee, WI 53597

# 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

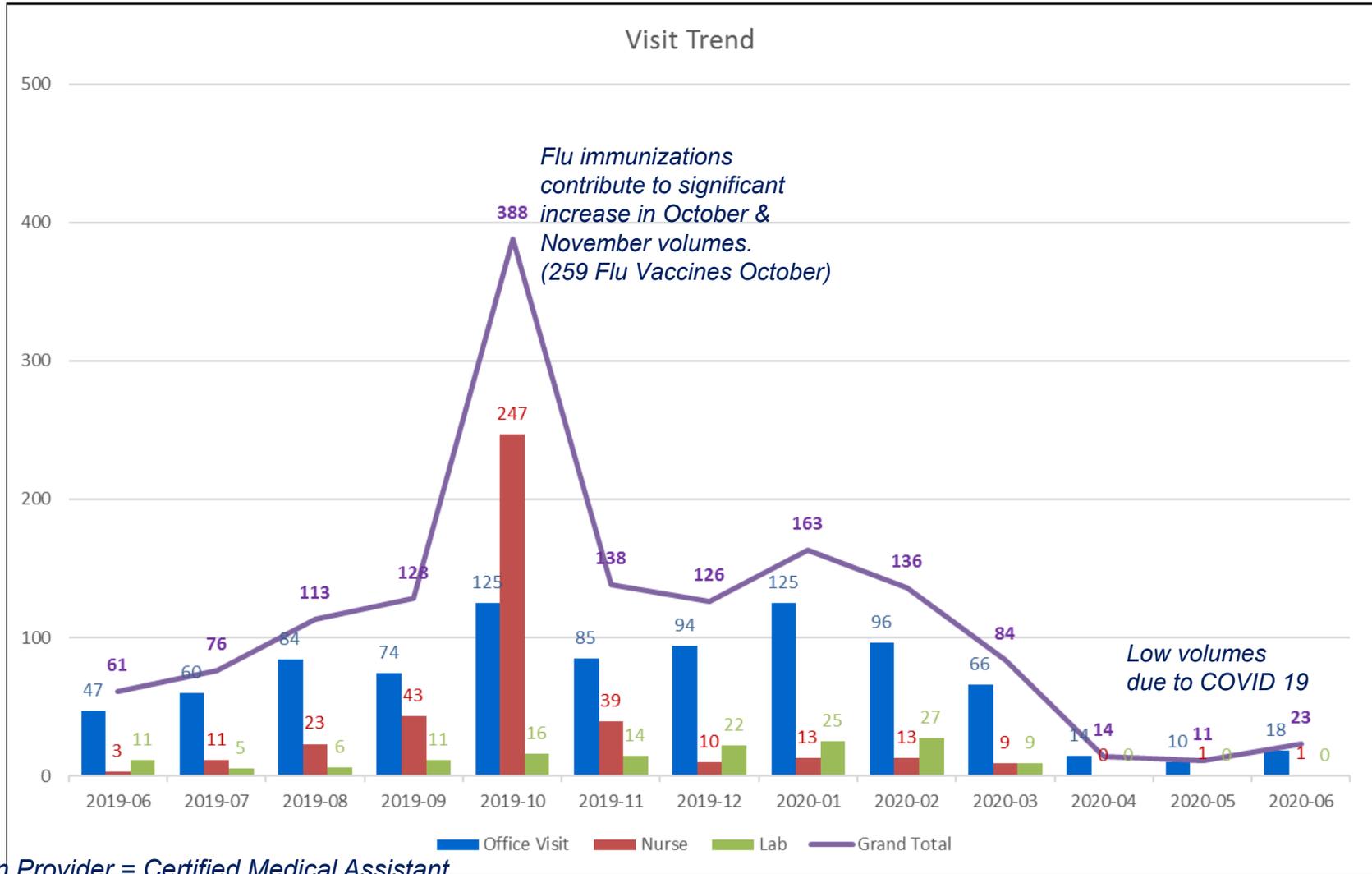
# Trended Filled and Available Hours



\* 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.)

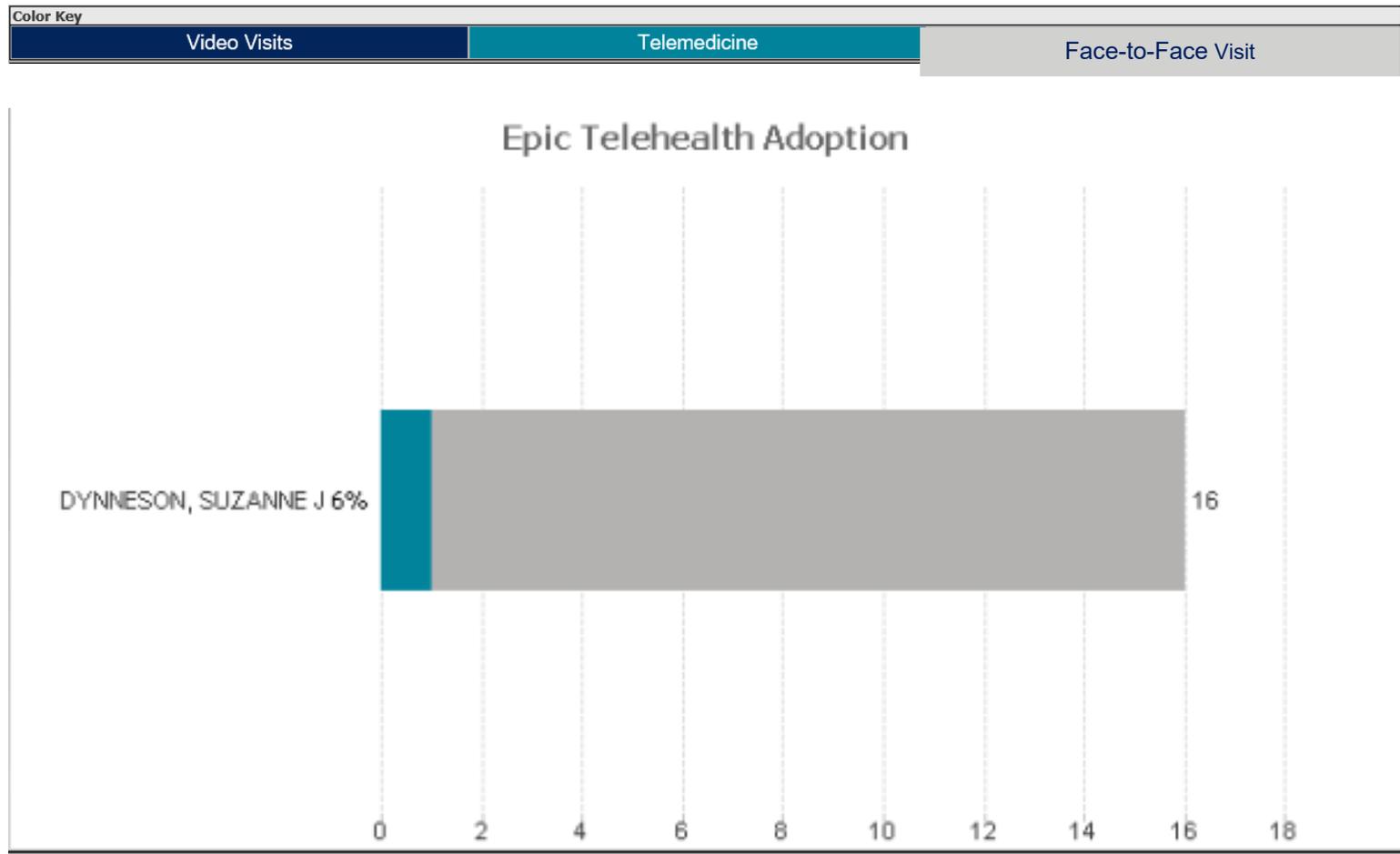
\*\*Overbook Hours are hours in a provider's schedule that are doubled booked within the same time slot (all hours are rounded to nearest integer)

# Monthly Appointment Volume



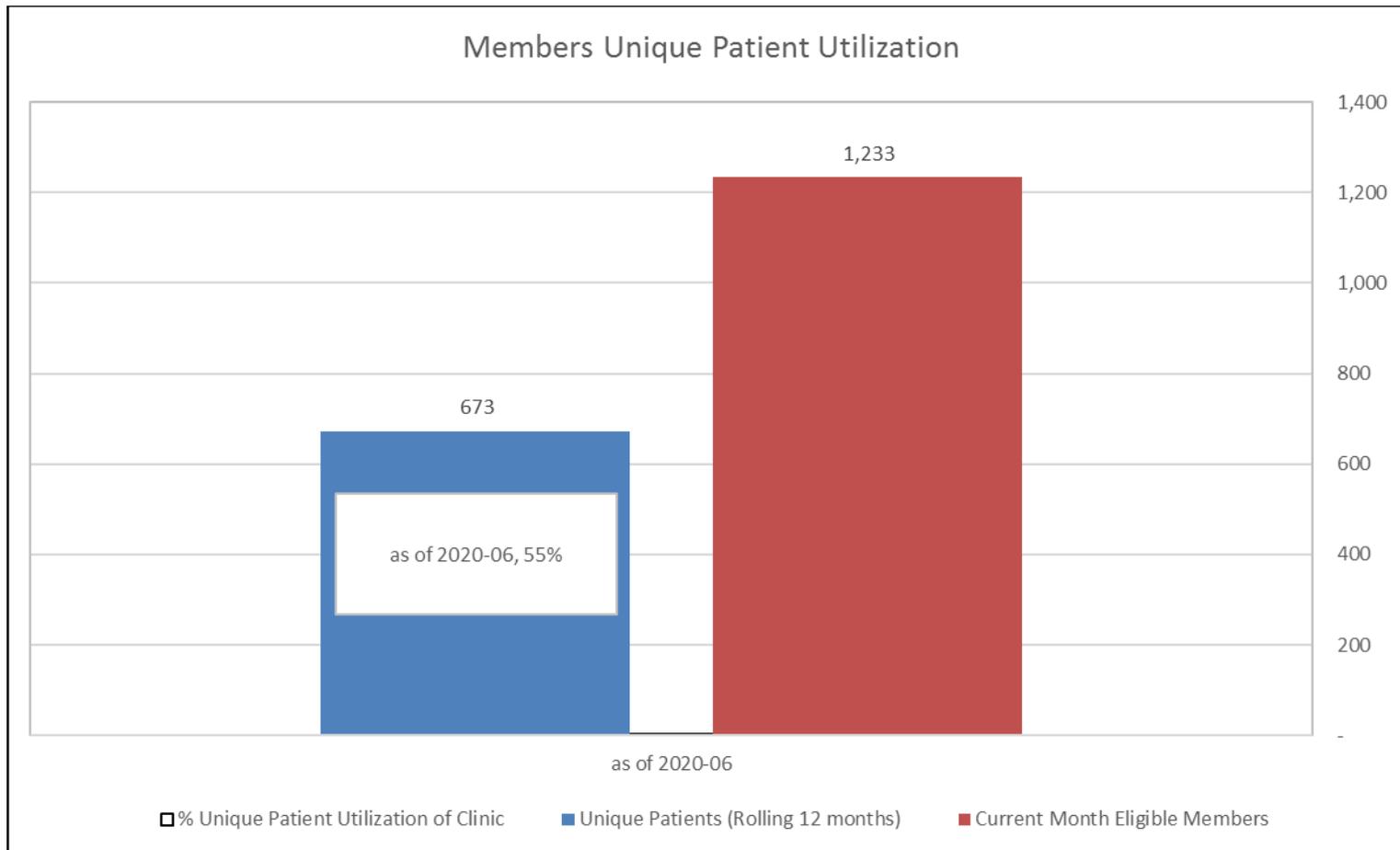
# Telehealth vs Face-to-Face Visit Ratio

## Count of Unique Patients



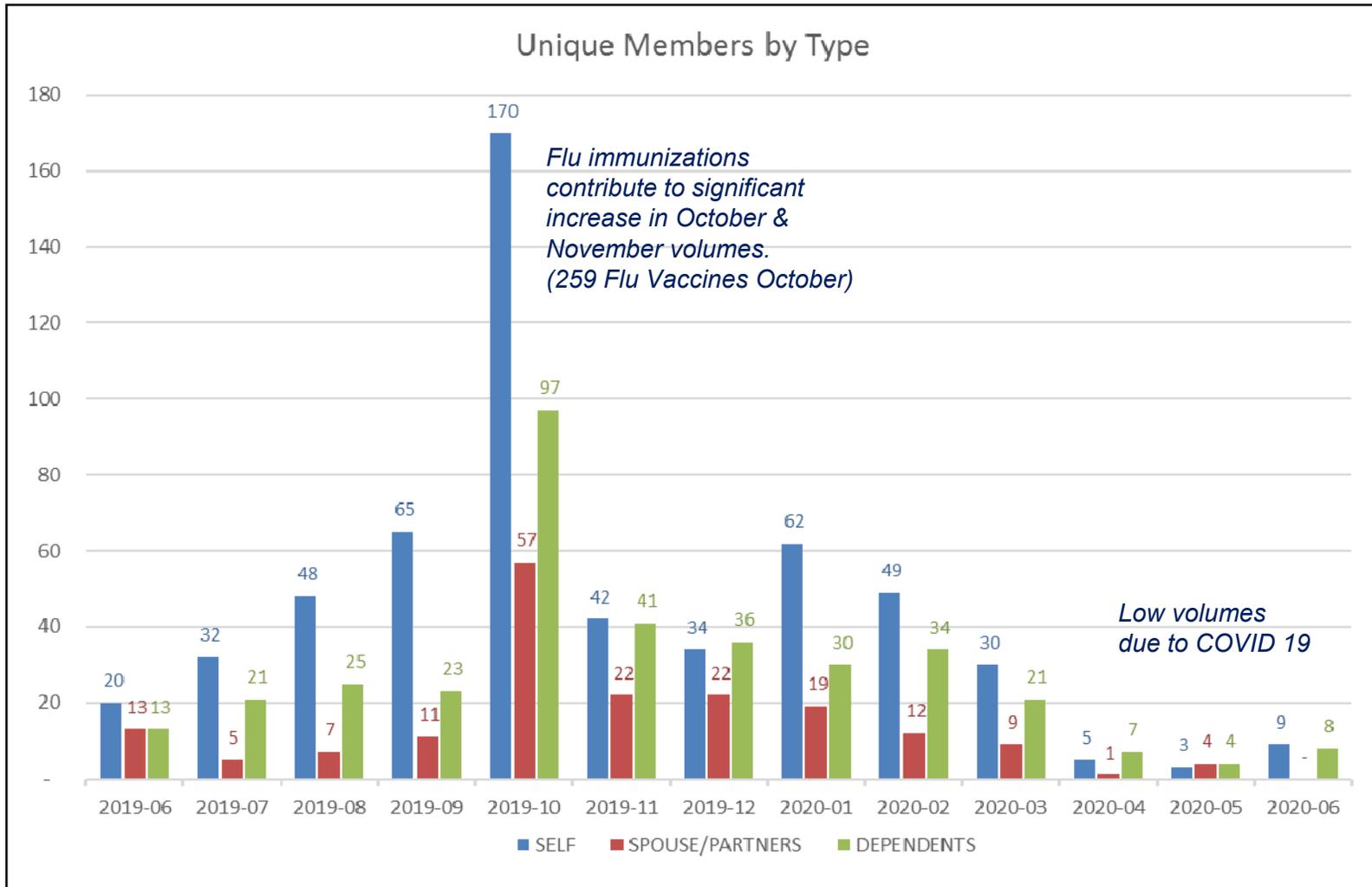
# Unique Patient Utilization

## Rolling Year Ending June 2020



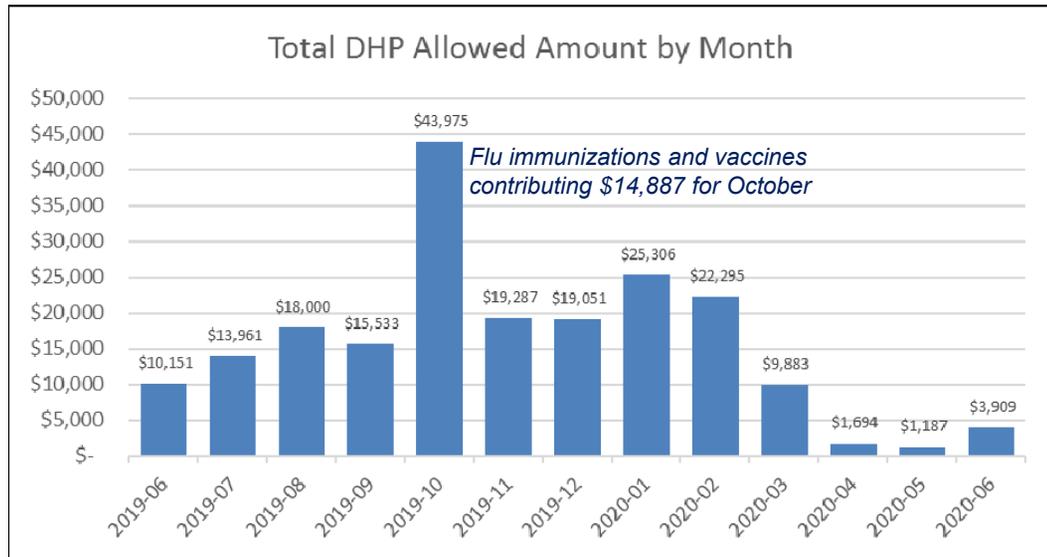
Unique Patients – individual members receiving care at the wellness clinic in each reporting period  
As of September 2019 reporting, utilization is report as a rolling 12 month figure

# Utilization By Unique Member Type

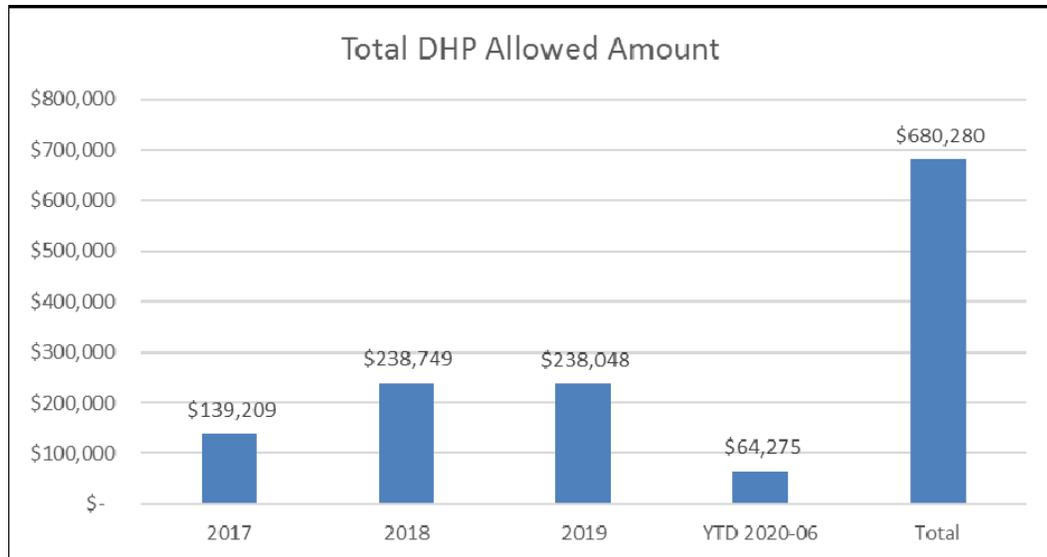


# DHP Contract Allowed Amounts

- Rolling 12 Month ending June 2020, DHP Contract Allowed Amount, Claims Avoidance Totaled \$194,081

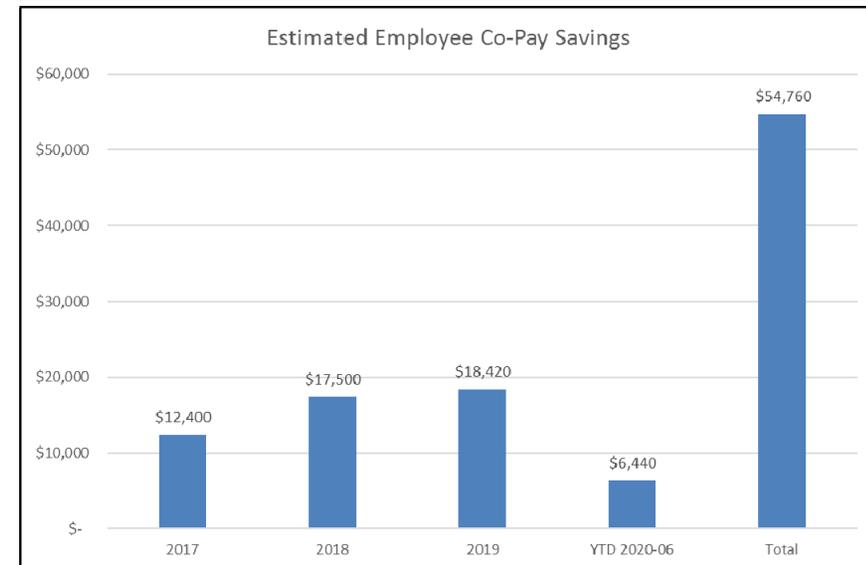
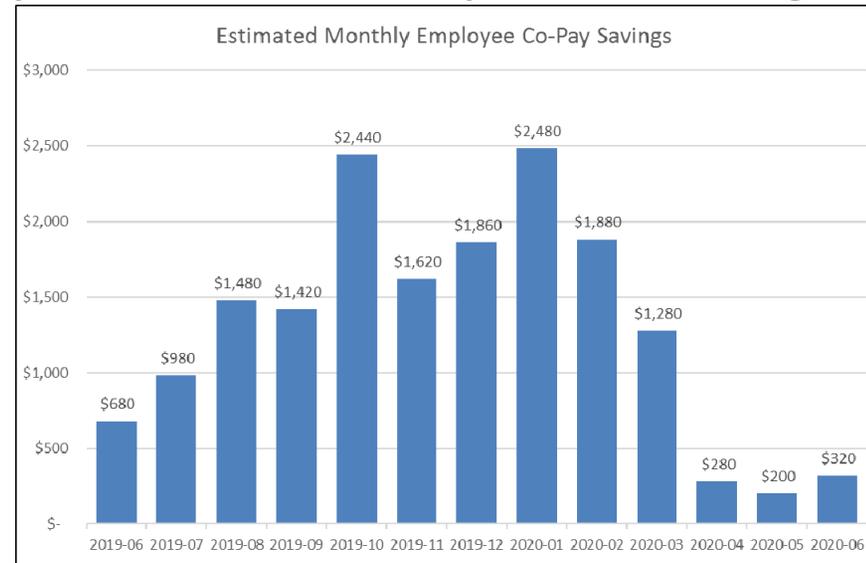


- Apr. 2017 – June 2020, DHP Contract Allowed Amount, Claims Avoidance Totaled \$680K

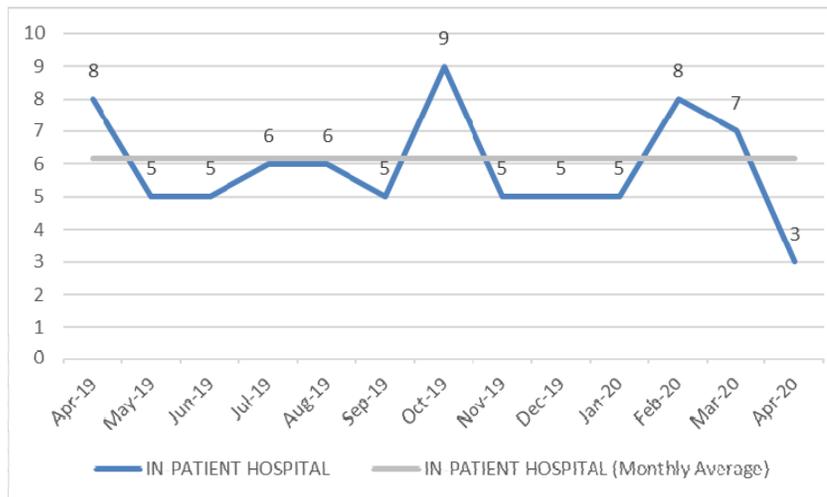
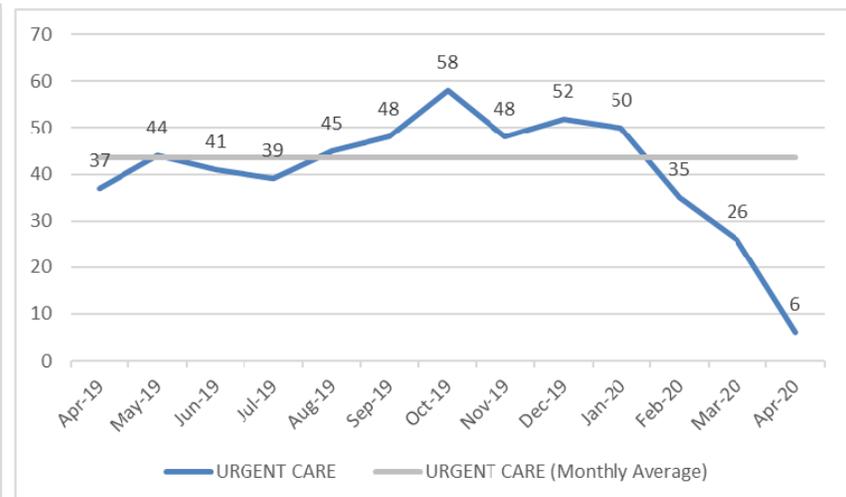
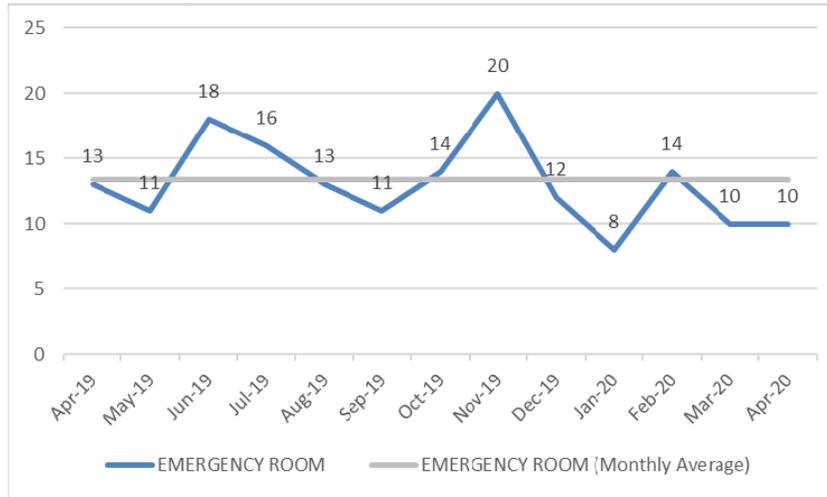


# Estimated Employee Co-Pay Savings

- Assumes \$20 Co-Pay for all applicable Office/Medical Visits
- Rolling 12 Month ending June 2020 Potential Employee Co-Pay Savings Totaled \$16,240
- Apr. 2017 – June 2020 Potential Employee Co-Pay Savings Totaled \$54,760

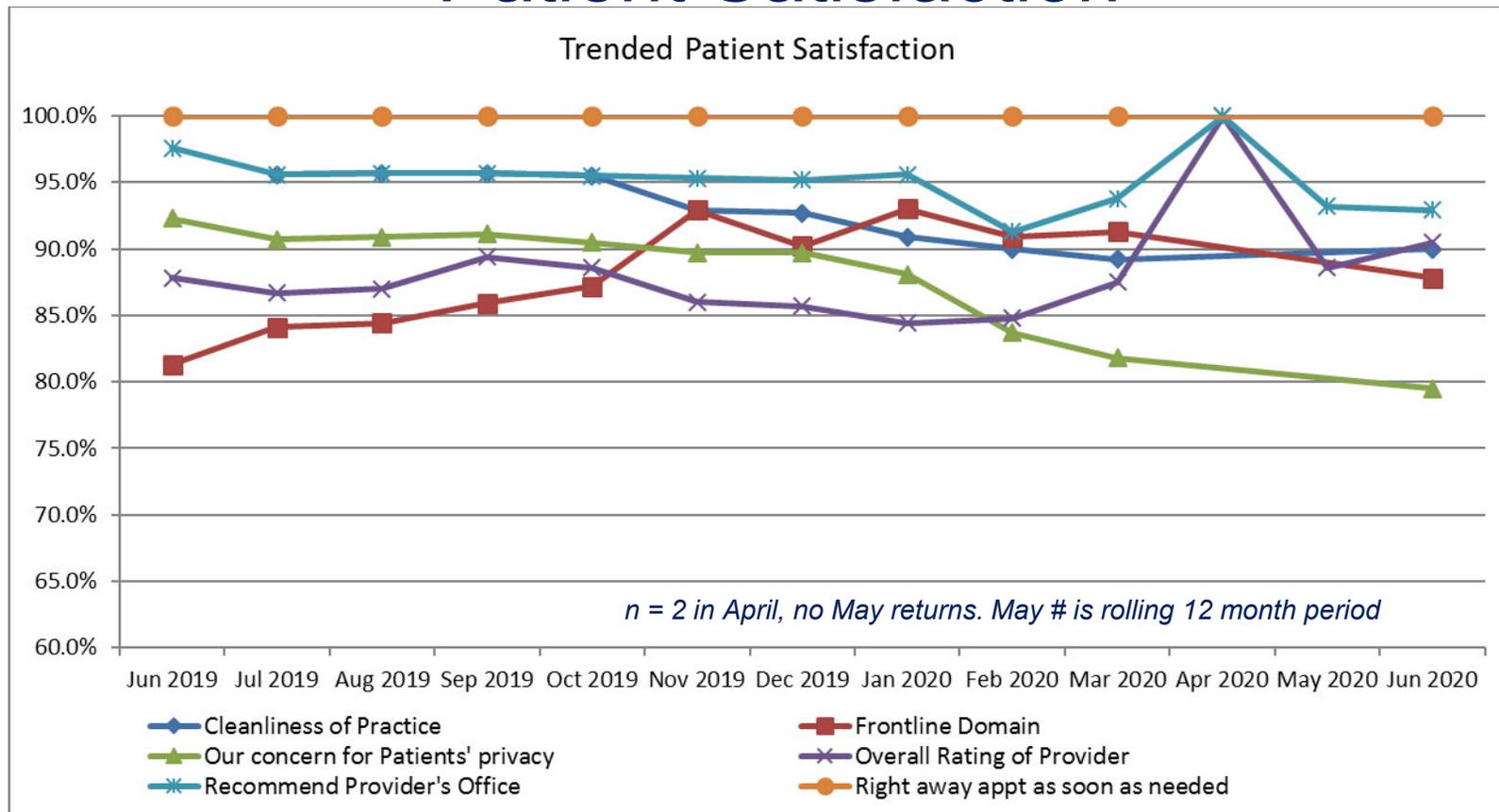


# Emergency Department, Urgent Care, and Inpatient Hospitalizations Volume Trend



*\*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%
<b>Total</b>	<b>\$4,898,477.09</b>	<b>\$796,860.80</b>	<b>\$5,695,337.89</b>	<b>4,215</b>	<b>12,118</b>	<b>\$5,871,649.16</b>	<b>97.00%</b>

# 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:

- **Jim Meacham**
  - 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



**SSM**Health

# **Waunakee Community School District Wellness Clinic**

Performance Report

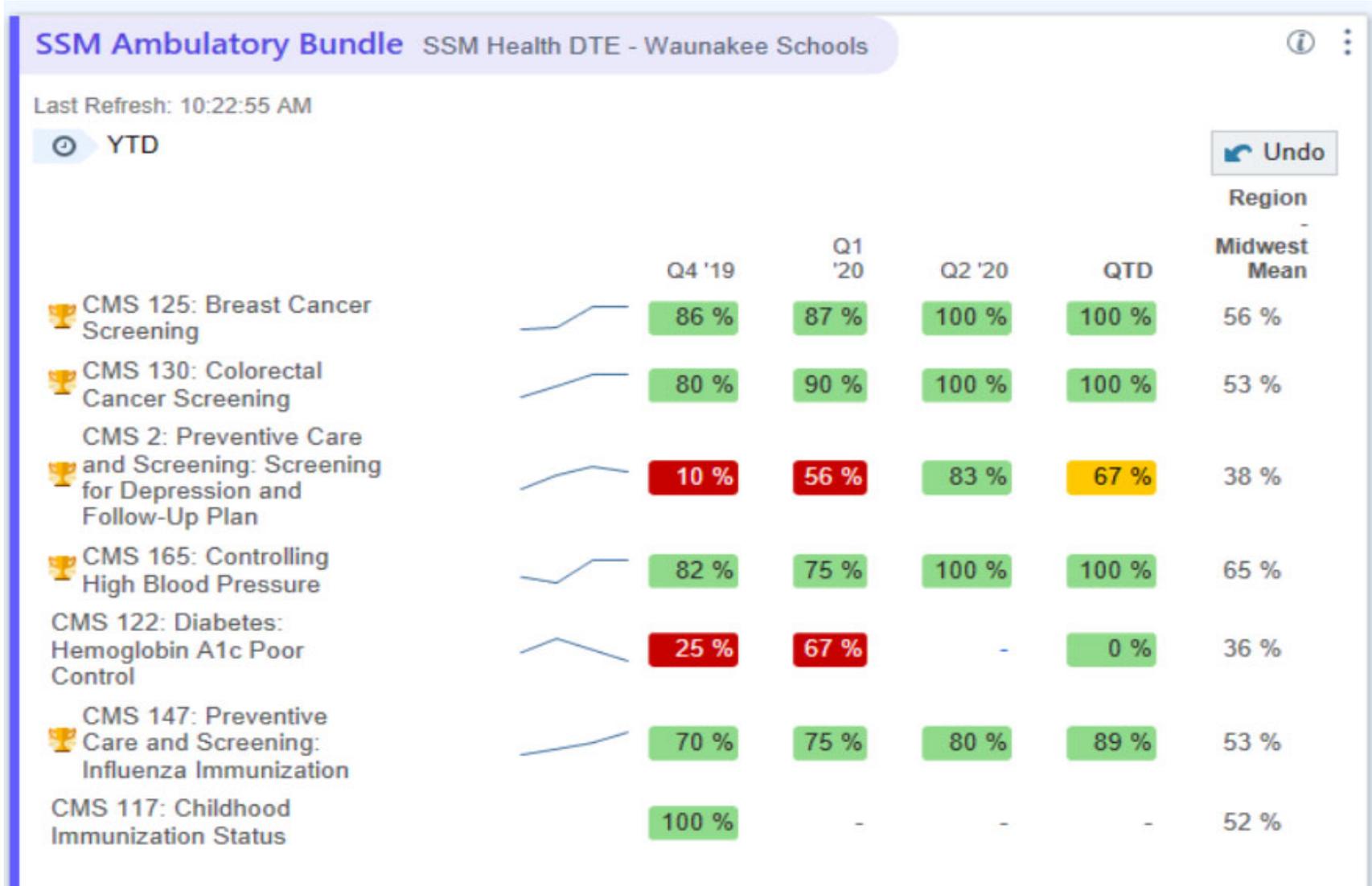
July 2020

# Top 3 Medical Visit Reasons

July 2020

1. Encounter for pre-employment exam
2. Encounter for immunization
3. Encounter for routine child health examination without abnormal findings

# Quality Metrics



**Slide 3**

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**YH1**

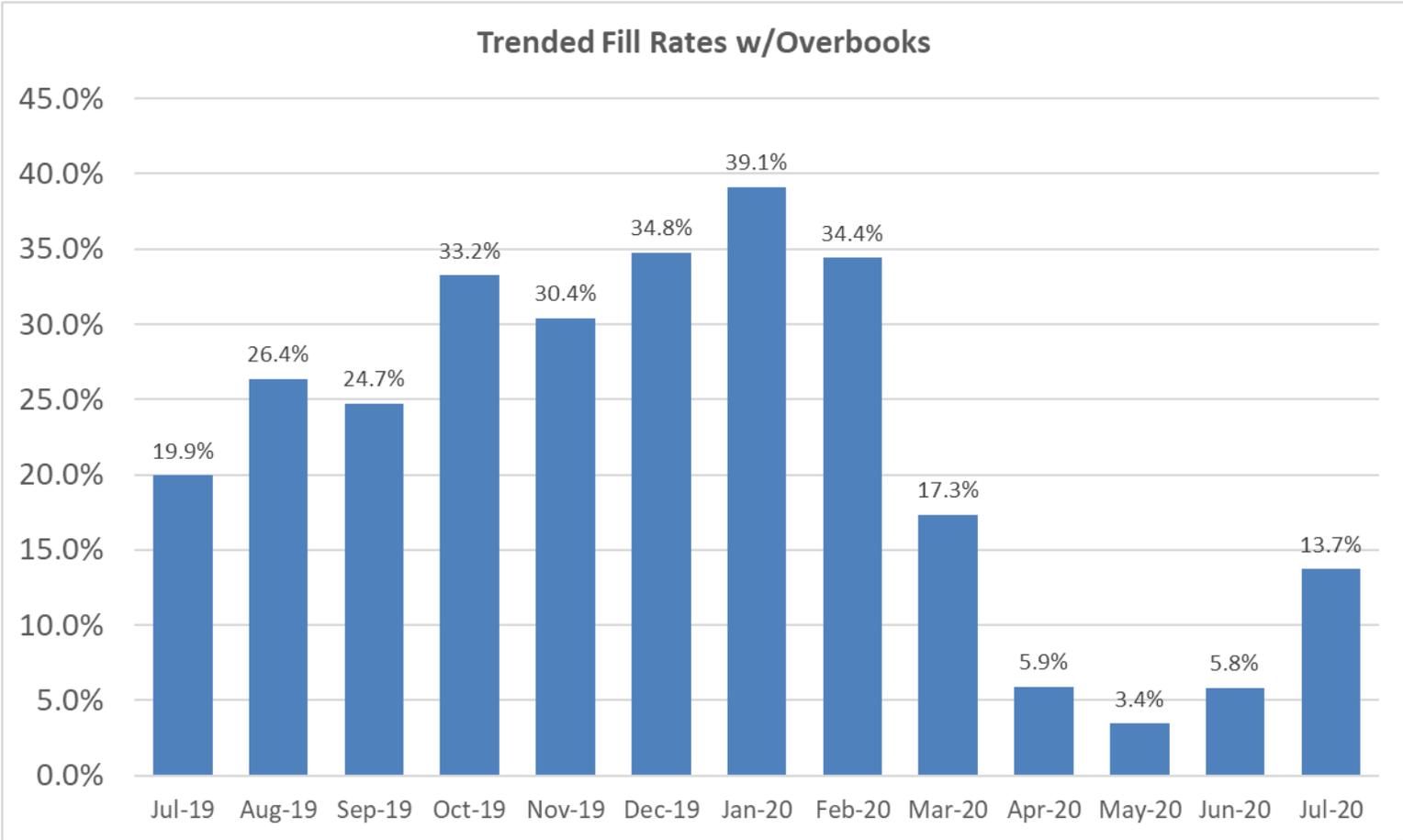
Yanke, Hunter, 8/7/2020

# Wellness Clinic Activities

April-July 2020

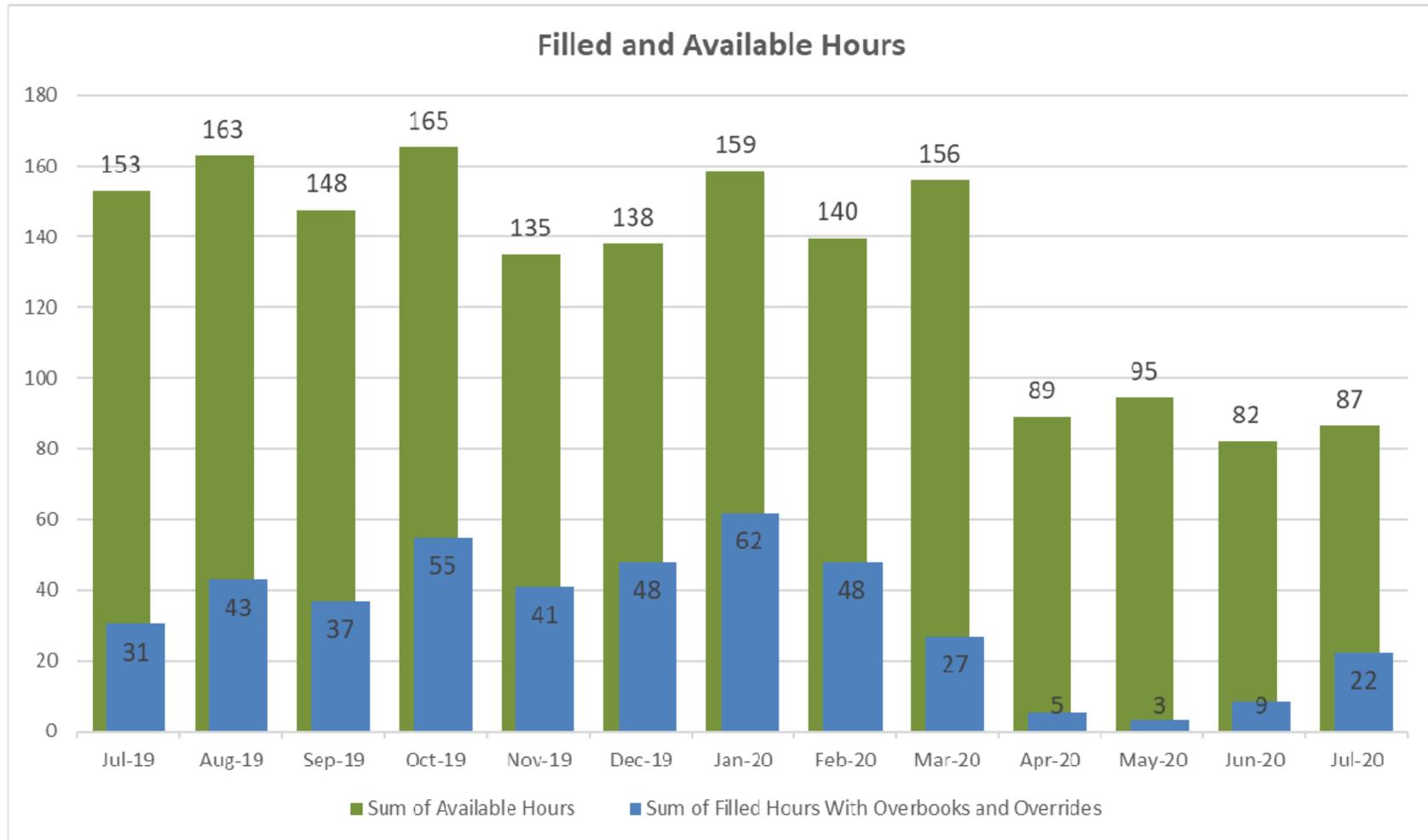
- **Wellness Clinic**
  - **Events**
    - All events canceled due to COVID-19
  - **Health Promotions Team Support:**
    - COVID-19 communication
    - Telehealth communication
    - Links to CDC recommendations
    - Webinar and YouTube websites
  - **Communications**
    - Newsletter
      - COVID-19 visits
      - Telehealth/Video Visits
      - Adjusted Clinic Hours

# 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

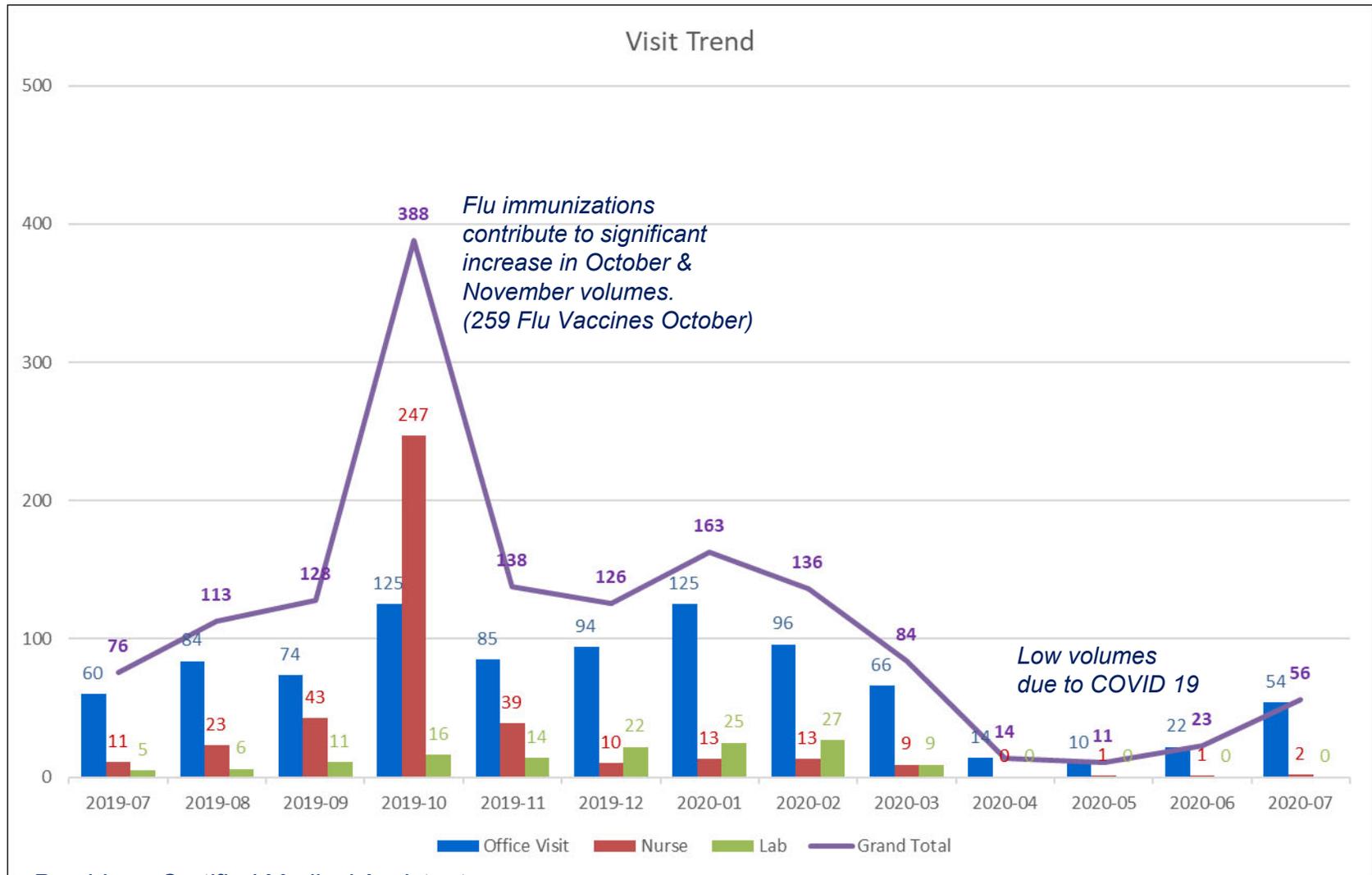
# Trended Filled and Available Hours



\* 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)

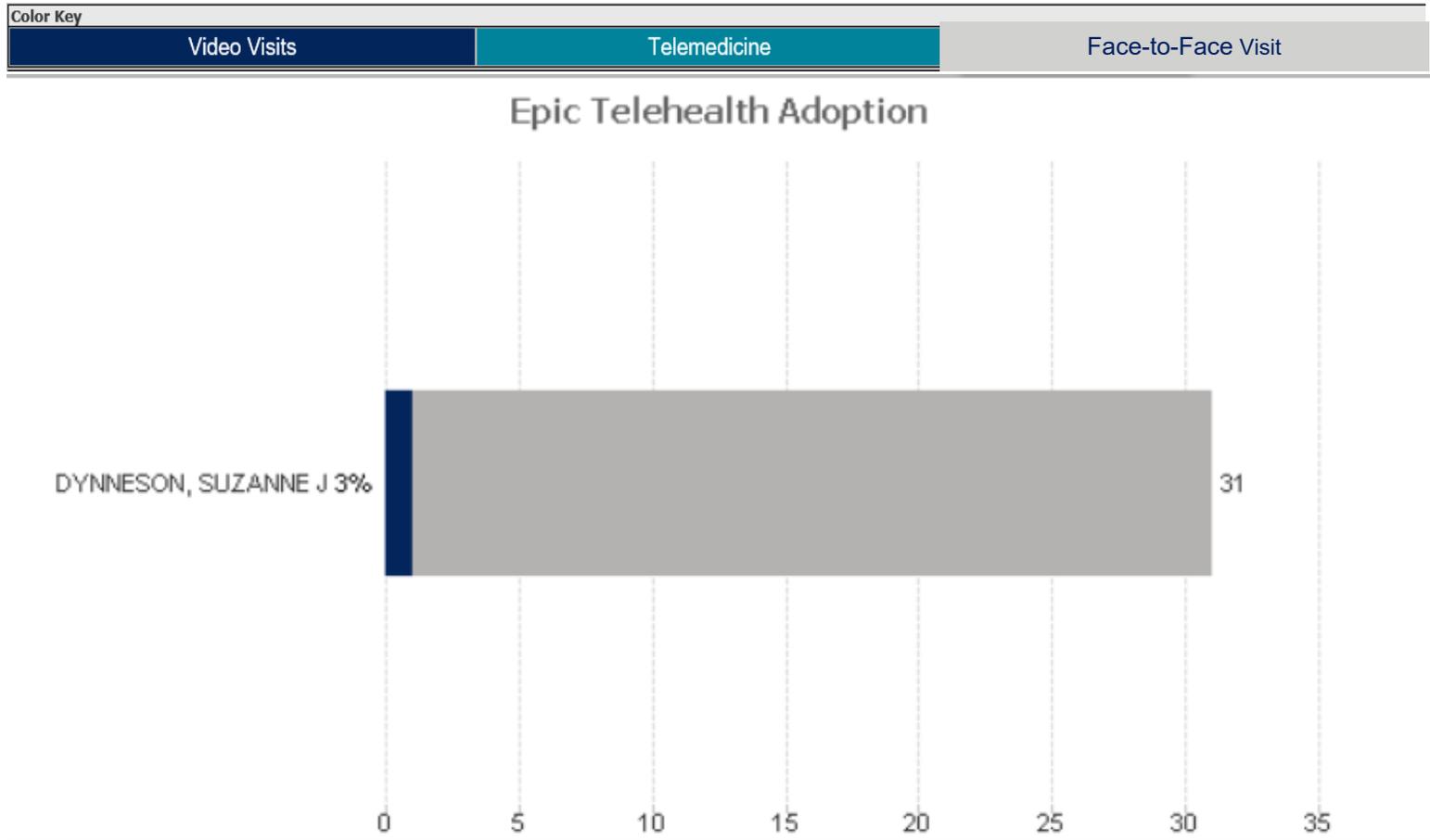
# Monthly Appointment Volume



\*Non Provider = Certified Medical Assistant

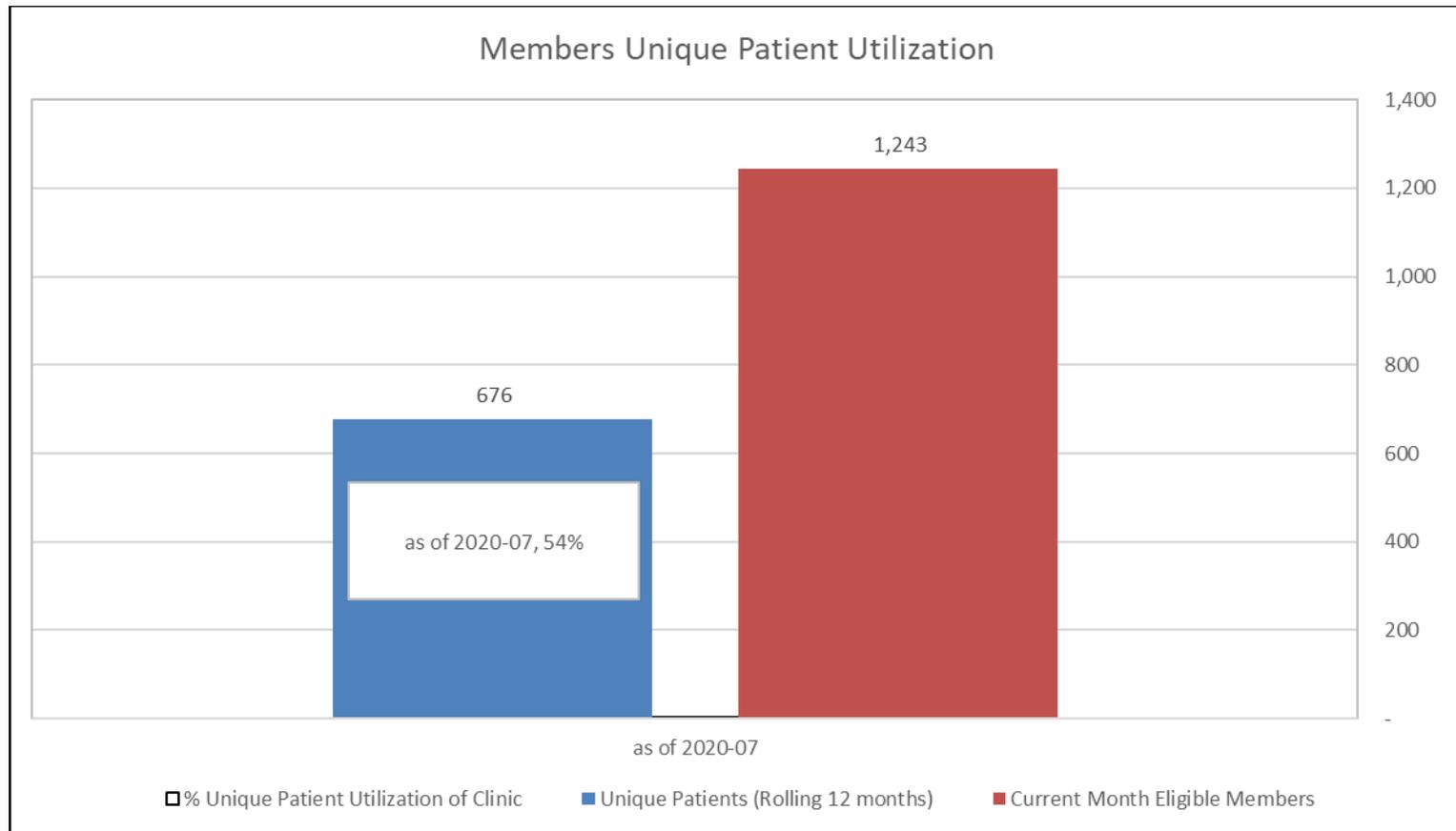
# Telehealth vs Face-to-Face Visit Ratio

## Count of Unique Patients



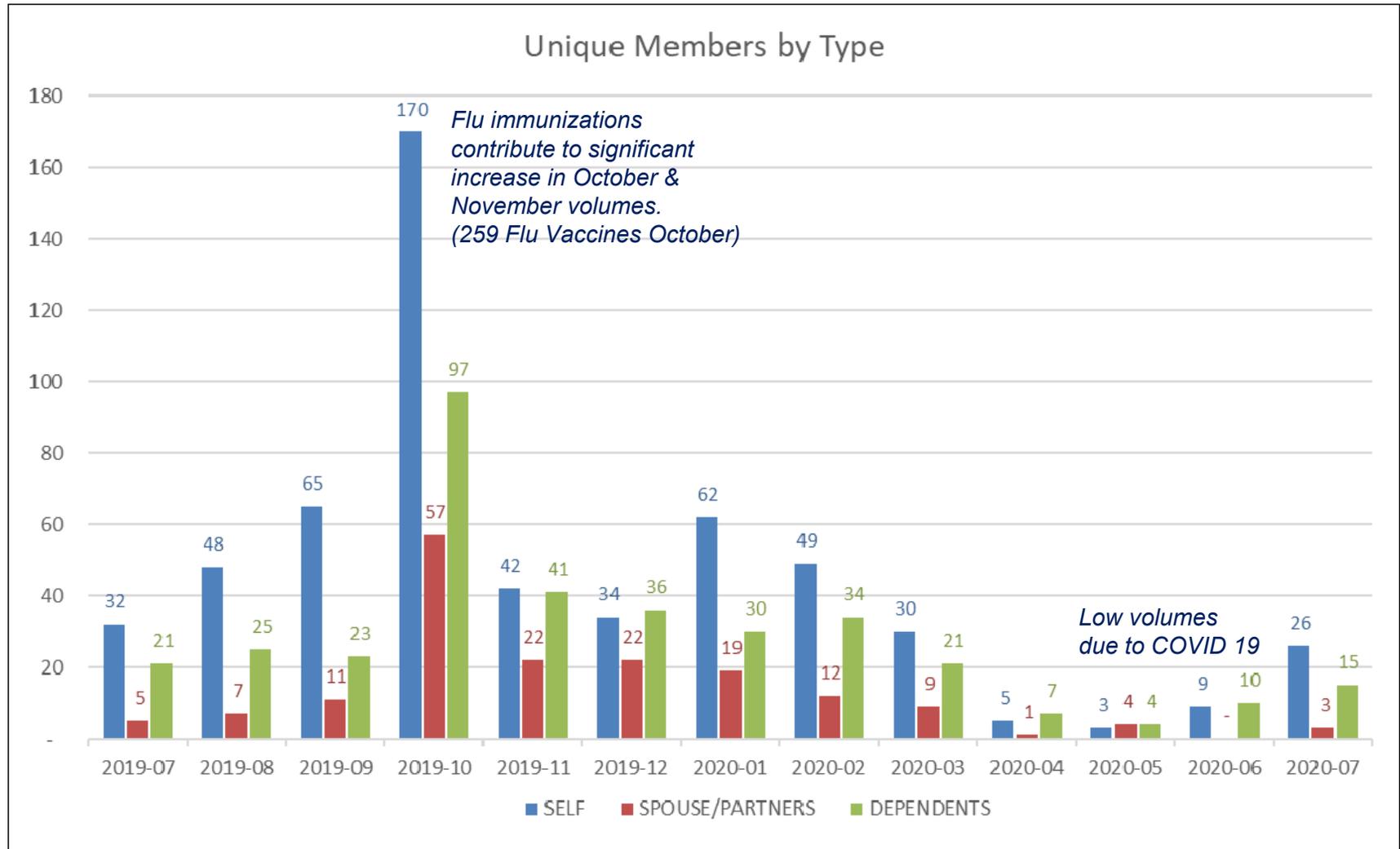
# Unique Patient Utilization

## Rolling Year Ending July 2020



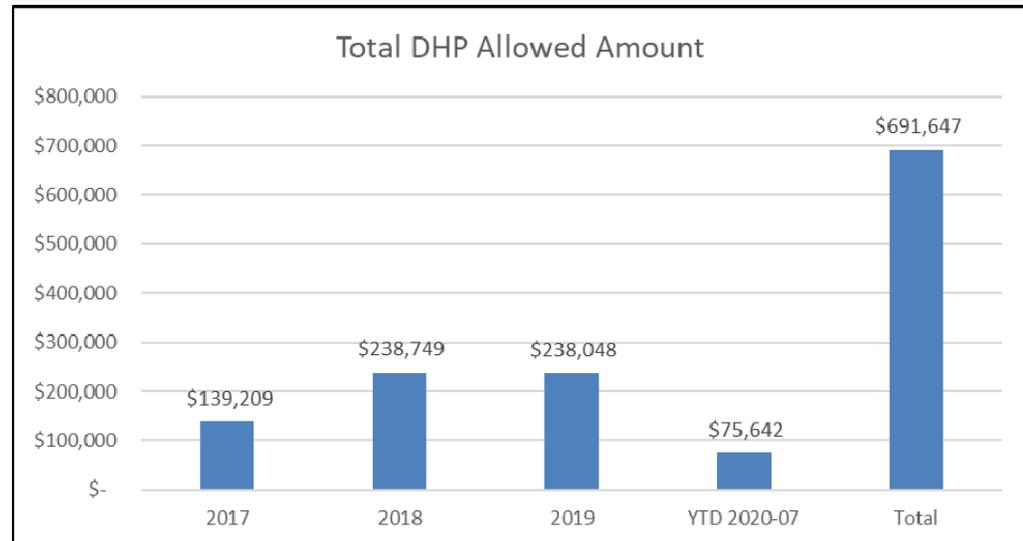
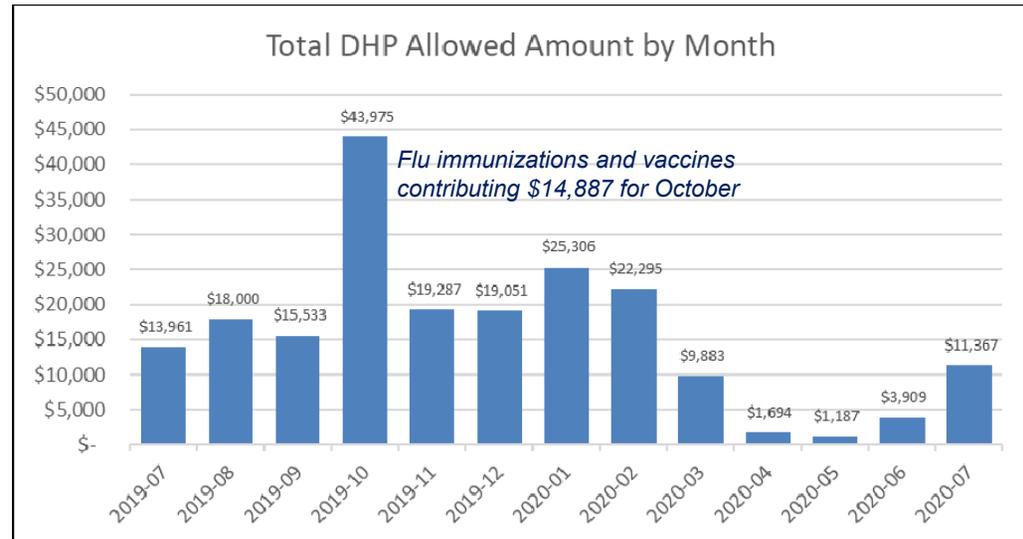
Unique Patients – individual members receiving care at the wellness clinic in each reporting period  
As of September 2019 reporting, utilization is report as a rolling 12 month figure

# Utilization By Unique Member Type



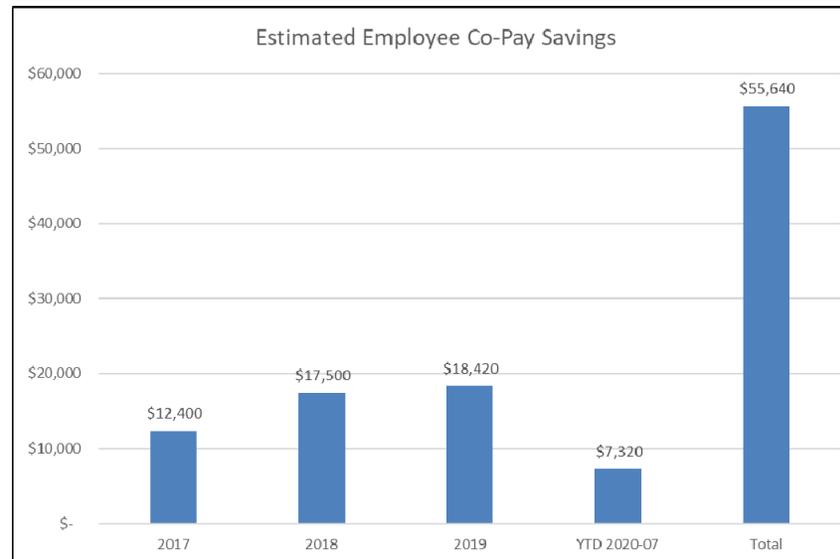
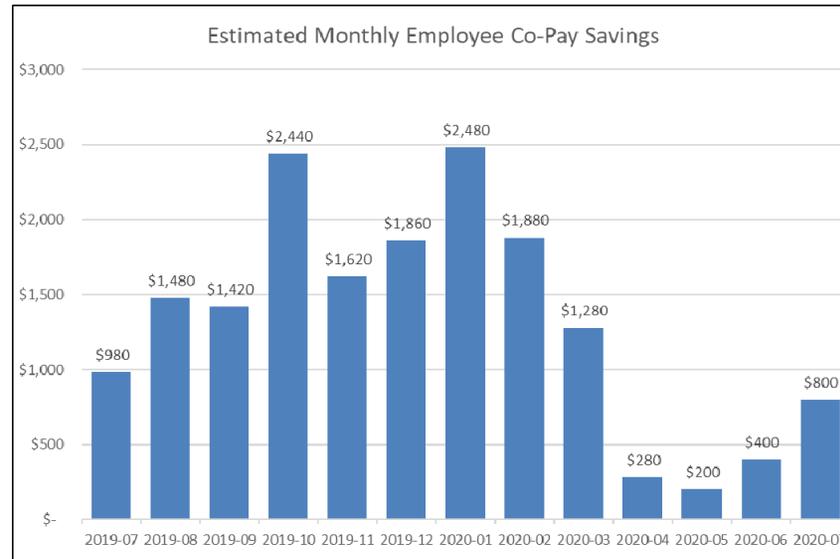
# DHP Contract Allowed Amounts

- Rolling 12 Month ending July 2020, DHP Contract Allowed Amount, Claims Avoidance Totalled \$191,487
- Apr. 2017 – July 2020, DHP Contract Allowed Amount, Claims Avoidance Totalled \$691K

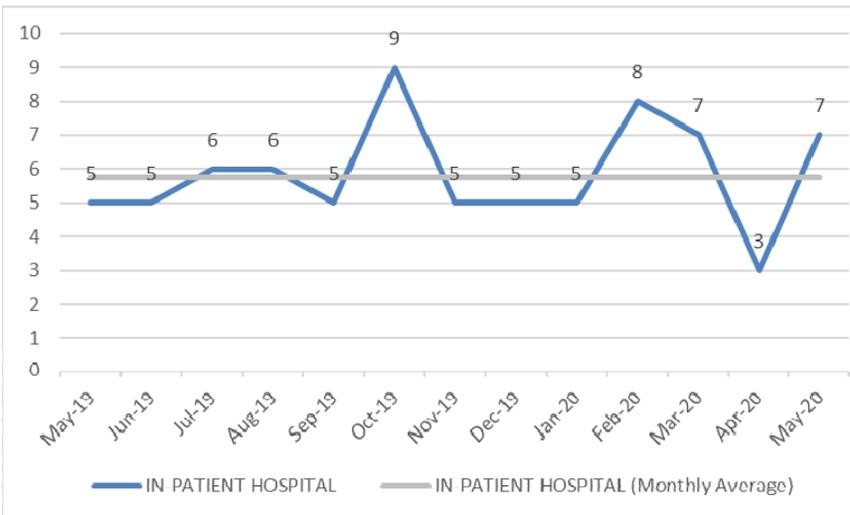
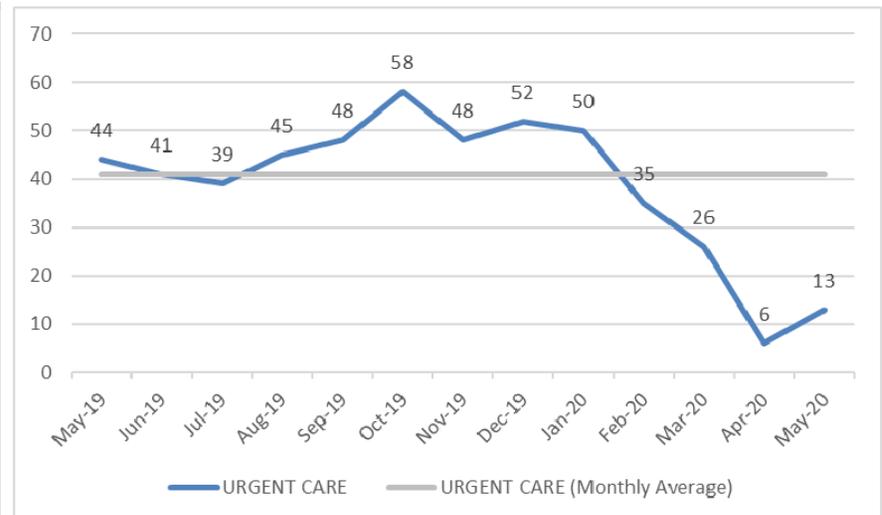
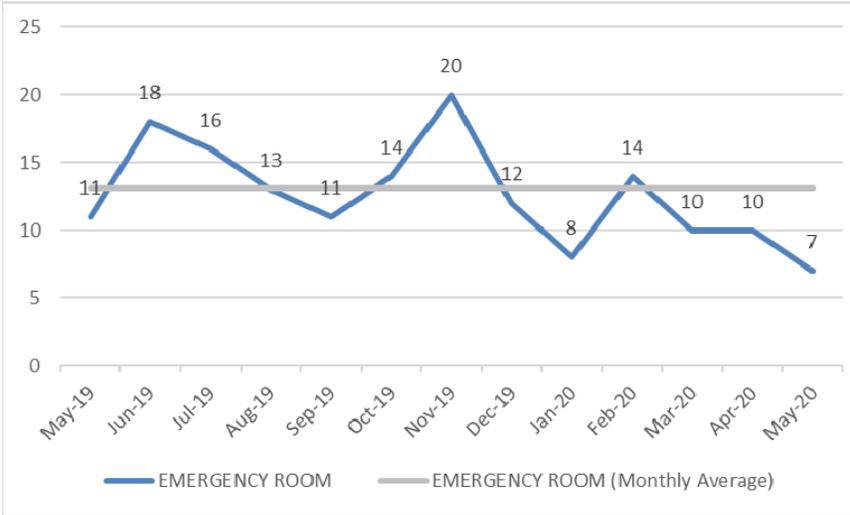


# Estimated Employee Co-Pay Savings

- Assumes \$20 Co-Pay for all applicable Office/Medical Visits
- Rolling 12 Month ending July 2020 Potential Employee Co-Pay Savings Totaled \$16,140
- Apr. 2017 – July 2020 Potential Employee Co-Pay Savings Totaled \$55,640

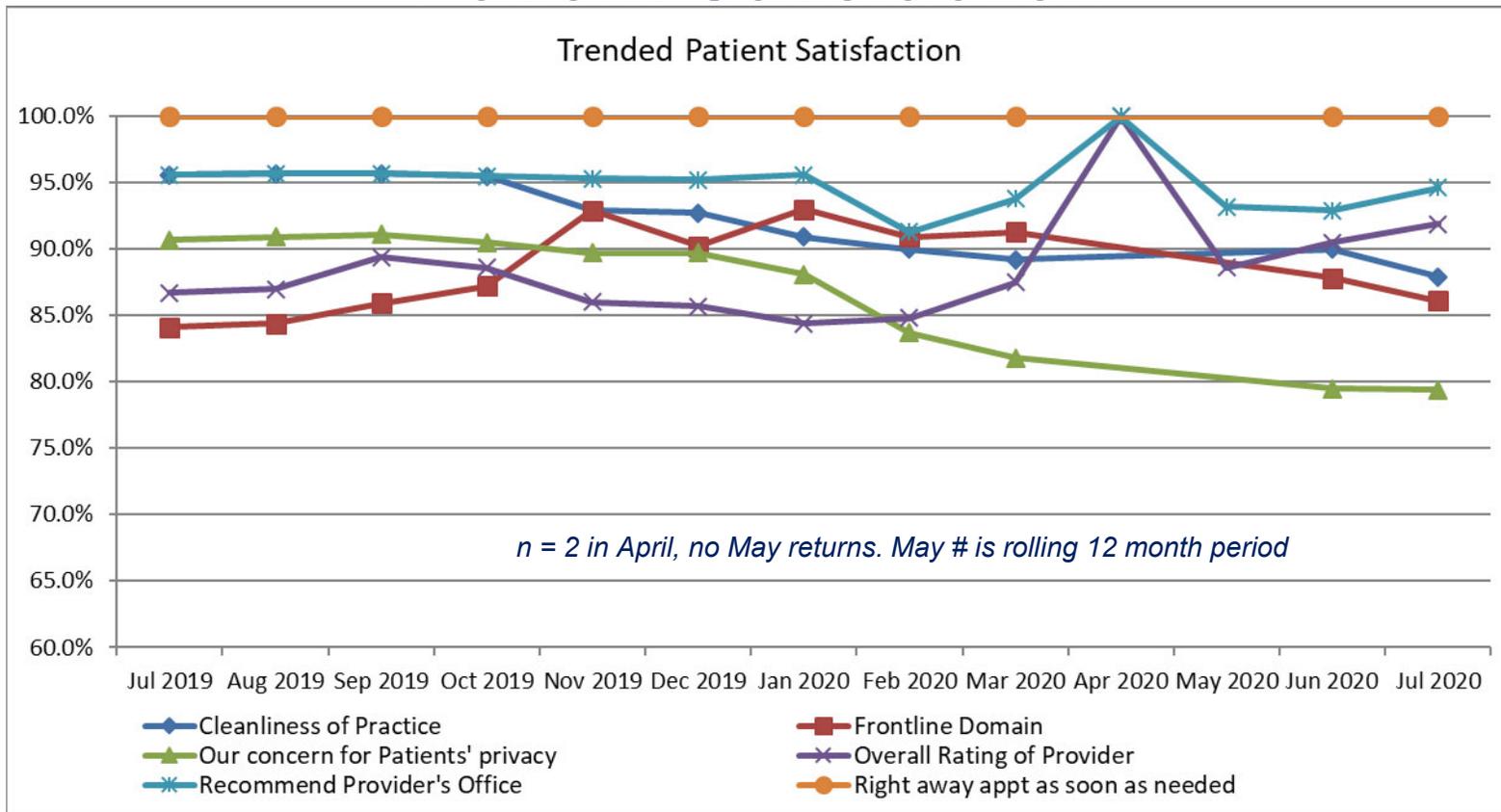


# Emergency Department, Urgent Care, and Inpatient Hospitalizations Volume Trend



*\*Includes any ED, UC, or Inpt setting – not limited to SSM owned*  
**Source: DHP Claims** databased on service incurred date; group members;  
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# Patient Satisfaction



Overall Rating of Provider:	Using any number from 0(worst)-10(best), what number would you use to rate this provider?
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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 May 2020



## Medical and Rx Claims by Month WAUNAKEE SCHOOL DISTRICT

Incurred from 201907 through 202005 ; 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	\$607,839.87	\$77,196.42	\$685,036.29	407	1,171	\$569,656.80	120.25%
08/2019	\$507,488.11	\$73,364.46	\$580,852.57	407	1,174	\$571,653.62	101.61%
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04/2020	\$258,905.26	\$74,997.21	\$333,902.47	429	1,233	\$595,669.35	56.06%
05/2020	\$372,982.92	\$65,882.91	\$438,865.83	429	1,231	\$594,767.50	73.79%
<b>Total</b>	<b>\$5,275,317.66</b>	<b>\$862,743.71</b>	<b>\$6,138,061.37</b>	<b>4,644</b>	<b>13,349</b>	<b>\$6,466,416.66</b>	<b>94.92%</b>

# Waunakee Wellness Clinic Team

- **Provider Position vacant- actively recruiting**
- **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:

- **Jim Meacham**
  - Clinic Manager, WSD Wellness Clinic (Direct to Employer Clinic)
- **Marcy Bennett, RN MSN COHN**
  - Director of Direct to Employer
- **Margo Francisco**
  - VP Strategy, SSM Health Wisconsin

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- 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

Fund 21 Activity Account Balances  
 June 30, 2020

Fd	T	Loc	Obj	Func	Prj	Func	Ending Balance	
							6/30/20	Category
21	Q		936903			PTOAES	(36,947.43)	Equity AES Accts
21	Q		936980			ARBORETUM GENERAL	(594.38)	Equity AES Accts
21	Q		937919			WIAA TOURNAMENTS	-	Equity Ath Accts
21	Q		937920			GIRLS SWIM	-	Equity Ath Accts
21	Q		937921			GIRLS BASKETBALL	-	Equity Ath Accts
21	Q		937922			FOOTBALL CHEER	-	Equity Ath Accts
21	Q		937923			GIRLS CROSS COUNTRY	-	Equity Ath Accts
21	Q		937924			GIRLS GOLF	-	Equity Ath Accts
21	Q		937925			GIRLS GYMNASTICS	-	Equity Ath Accts
21	Q		937926			GIRLS SOCCER	-	Equity Ath Accts
21	Q		937927			GIRLS SOFTBALL	-	Equity Ath Accts
21	Q		937928			GIRLS TENNIS	-	Equity Ath Accts
21	Q		937929			GIRLS VOLLEYBALL	-	Equity Ath Accts
21	Q		937930			EQUESTRIAN	-	Equity Ath Accts
21	Q		937931			GIRLS LACROSSE	-	Equity Ath Accts
21	Q		937932			BOYS SWIM	-	Equity Ath Accts
21	Q		937933			BOYS BASEBALL	-	Equity Ath Accts
21	Q		937934			BOYS BASKETBALL	-	Equity Ath Accts
21	Q		937935			BOYS CROSS COUNTRY	-	Equity Ath Accts
21	Q		937936			FOOTBALL	-	Equity Ath Accts
21	Q		937937			STADIUM RENOVATIONS	-	Equity Ath Accts
21	Q		937938			BOYS GOLF	-	Equity Ath Accts
21	Q		937939			BOYS SOCCER	-	Equity Ath Accts
21	Q		937940			BOYS TENNIS	-	Equity Ath Accts
21	Q		937941			COED TRACK	-	Equity Ath Accts
21	Q		937942			WRESTLING	-	Equity Ath Accts
21	Q		937943			SOFTBALL LIGHTS	-	Equity Ath Accts
21	Q		937944			FIELD HOUSE SCOREBOARD	-	Equity Ath Accts
21	Q		937945			BOYS LACROSSE	-	Equity Ath Accts
21	Q		937946			CROSS COUNTRY	-	Equity Ath Accts
21	Q		937947			SKI	-	Equity Ath Accts
21	Q		937948			COED TRACK	-	Equity Ath Accts
21	Q		937949			DANCE TEAM	-	Equity Ath Accts
21	Q		937950			HOCKET	-	Equity Ath Accts
21	Q		937951			CONCESSIONS	-	Equity Ath Accts
21	Q		937952			ATHLETICS GENERAL	(250.67)	Equity Ath Accts
21	Q		937957			GIRLS SOFTBALL CAMP	-	Equity Ath Accts
21	Q		937958			GIRLS VOLLEYBALL CAMP	-	Equity Ath Accts
21	Q		937959			YOUTH FITNESS CAMP	-	Equity Ath Accts
21	Q		937961			BOYS BASKETBALL CAMP	-	Equity Ath Accts
21	Q		937962			BOYS FOOTBALL CAMP	-	Equity Ath Accts
21	Q		937963			GRIDIRON CAMP	-	Equity Ath Accts
21	Q		937964			BOYS WRESTLING CAMP	-	Equity Ath Accts
21	Q		937965			GYMNASTICS CAMP	-	Equity Ath Accts
21	Q		937966			CO-ED SOCCER CAMP	-	Equity Ath Accts

21 Q	937967	TENNIS CAMP	-	Equity Ath Accts
21 Q	937968	CO-ED TRACK CAMP	-	Equity Ath Accts
21 Q	937969	GOLF CAMP	-	Equity Ath Accts
21 Q	937977	ATH DIRECTOR	-	Equity Ath Accts
21 Q	937991	AD CAMP BALANCES	(46,177.43)	Equity Ath Accts
21 Q	937915	FINANCIAL AID	(14,482.55)	Equity Business Office
21 Q	937916	BASEBALL RENOVATIONS	-	Equity Business Office
21 Q	937917	SOCCER STADIUM	-	Equity Business Office
21 Q	937918	BUSINESS OFFICE GENERAL	(27,240.96)	Equity Business Office
21 Q	937910	MAINTENANCE DIRECTION	-	Equity Dist Accts
21 Q	937911	SUMMER SCIENCE	-	Equity Dist Accts
21 Q	937912	SCULPTURE	-	Equity Dist Accts
21 Q	937913	INNOVATION CENTER	(2,975.00)	Equity Dist Accts
21 Q	936928	PTOK6	(2,656.48)	Equity Elem Shared
21 Q	936908	PTOHES	(11,255.72)	Equity HES Accts
21 Q	936976	HESTRI-4 SCHOOLS	(2,140.19)	Equity HES Accts
21 Q	936977	HESWAEF	(30.35)	Equity HES Accts
21 Q	936981	HERITAGE GENERAL	(750.00)	Equity HES Accts
21 Q	936982	HERITAGE GFD	(4,713.38)	Equity HES Accts
21 Q	937976	WAEF SENSORY TOOLS	109.45	Equity HES Accts
21 Q	936902	GREENHOU	(28,853.18)	Equity HS Accts
21 Q	936904	MUSIC BOOSTERS	(45,189.17)	Equity HS Accts
21 Q	936910	CL2020	(6,325.68)	Equity HS Accts
21 Q	936911	NEWSPAPE	(7,262.52)	Equity HS Accts
21 Q	936912	FFA	(5,411.51)	Equity HS Accts
21 Q	936913	PROJ GRADUATION	(23,066.97)	Equity HS Accts
21 Q	936914	FORENSIC	(6,805.70)	Equity HS Accts
21 Q	936915	NATLTECH	(4,977.10)	Equity HS Accts
21 Q	936916	DRAMA	(5,361.87)	Equity HS Accts
21 Q	936917	YNGCONSV	(3,686.60)	Equity HS Accts
21 Q	936918	STUDCOUN	(6,479.17)	Equity HS Accts
21 Q	936919	PIFWARD	(2,036.20)	Equity HS Accts
21 Q	936920	DECA	(3,189.67)	Equity HS Accts
21 Q	936922	PALEONT	(3,916.25)	Equity HS Accts
21 Q	936923	SCHSTORE	(4,692.44)	Equity HS Accts
21 Q	936924	FPS	(3,150.36)	Equity HS Accts
21 Q	936925	FCCLA	(2,076.26)	Equity HS Accts
21 Q	936926	VOCAL	(1,749.21)	Equity HS Accts
21 Q	936927	FBLA	(1,031.04)	Equity HS Accts
21 Q	936929	BANDTRAV	(7,566.60)	Equity HS Accts
21 Q	936930	MANGANIM	(2,621.60)	Equity HS Accts
21 Q	936931	FRENCH	(2,148.30)	Equity HS Accts
21 Q	936932	FCECATER	(2,178.58)	Equity HS Accts
21 Q	936933	FISHING	(1,292.45)	Equity HS Accts
21 Q	936935	INTRFRE	(1,873.76)	Equity HS Accts
21 Q	936936	ABOVINFL	(871.07)	Equity HS Accts
21 Q	936937	ART	(1,663.89)	Equity HS Accts

21 Q	936938	NHS	(1,424.92)	Equity HS Accts
21 Q	936939	CL2022	(1,538.00)	Equity HS Accts
21 Q	936940	CL2019	-	Equity HS Accts
21 Q	936942	SKILLSUSA	(1,165.50)	Equity HS Accts
21 Q	936943	AVIATION	(1,216.86)	Equity HS Accts
21 Q	936944	PHYSICS	(962.72)	Equity HS Accts
21 Q	936945	NEHS	(1,126.02)	Equity HS Accts
21 Q	936946	NAMI	(320.04)	Equity HS Accts
21 Q	936947	STEPONE	(1,099.33)	Equity HS Accts
21 Q	936948	CL2021	(1,005.13)	Equity HS Accts
21 Q	936949	GSA	(883.49)	Equity HS Accts
21 Q	936950	HOSA	(31.12)	Equity HS Accts
21 Q	936951	DREAMERS	(173.06)	Equity HS Accts
21 Q	936953	NARTHS	10.00	Equity HS Accts
21 Q	936954	FELLOATH	(870.00)	Equity HS Accts
21 Q	936955	ORCHESTR	(564.90)	Equity HS Accts
21 Q	936956	MODELUN	(571.91)	Equity HS Accts
21 Q	936957	BOWLING	(375.69)	Equity HS Accts
21 Q	936958	SPANISH	(216.71)	Equity HS Accts
21 Q	936959	MULTICUL	(315.87)	Equity HS Accts
21 Q	936960	SPHONSOC	(307.23)	Equity HS Accts
21 Q	936961	INTRSPA	(265.35)	Equity HS Accts
21 Q	936962	FRSWOODS	(625.08)	Equity HS Accts
21 Q	936964	MATHTEAM	(68.64)	Equity HS Accts
21 Q	936965	LEO	(71.00)	Equity HS Accts
21 Q	936966	TABLETEN	(69.60)	Equity HS Accts
21 Q	936967	MOCKTR	(30.31)	Equity HS Accts
21 Q	936968	YNGPROGR	(20.00)	Equity HS Accts
21 Q	936969	FBLAREGI	-	Equity HS Accts
21 Q	936971	CL2023	(815.00)	Equity HS Accts
21 Q	936972	ECOCLUB	45.12	Equity HS Accts
21 Q	936973	SCIENCSV	93.49	Equity HS Accts
21 Q	936974	YEARBOOK	(559.81)	Equity HS Accts
21 Q	936978	JUSTICE LEAGUE	(447.00)	Equity HS Accts
21 Q	936993	SILENT BATTLE	(525.00)	Equity HS Accts
21 Q	936994	MUSIC GENERAL	-	Equity HS Accts
21 Q	936995	OTHER MUSIC	-	Equity HS Accts
21 Q	936996	HS TECH ED	(1,281.76)	Equity HS Accts
21 Q	936997	TECH ED ENTERPRISES	(83.36)	Equity HS Accts
21 Q	936998	WOODS 1 & 2	(257.26)	Equity HS Accts
21 Q	936999	ONE ACT	-	Equity HS Accts
21 Q	937901	SPRING PLAY	(3,558.28)	Equity HS Accts
21 Q	937902	MUSIC ACTIVITIES	(2,558.56)	Equity HS Accts
21 Q	937903	TEST COORDINATOR	(1,739.82)	Equity HS Accts
21 Q	937904	COMM CARES	(19,367.44)	Equity HS Accts
21 Q	937906	HS GENERAL	(50,145.53)	Equity HS Accts
21 Q	937956	YOGA AND MEDITATION	(265.00)	Equity HS Accts

21 Q	937970	BLACK STUDENT COUNCIL	(260.00)	Equity HS Accts
21 Q	937971	ORCHESTRA INTERNATIONAL TRAVEL	(441.00)	Equity HS Accts
21 Q	937978	WARR AUTO	(5.60)	Equity HS Accts
21 Q	937990	CLASS OF 2024	-	Equity HS Accts
21 Q	936921	PTOWIS	(2,436.44)	Equity IS Accts
21 Q	936983	INTERMEDIATE DONATIONS	(4,088.22)	Equity IS Accts
21 Q	936984	INTERMEDIATE GRADE 5 GRANT	109.15	Equity IS Accts
21 Q	936985	INTERMEDIATE GRADE 6 GRANT	10.74	Equity IS Accts
21 Q	936986	INTERMEDIATE SPECIAL GRANT	(2,293.35)	Equity IS Accts
21 Q	936987	INTERMEDIATE GENERAL	939.31	Equity IS Accts
21 Q	936970	MENTOR	(54,199.27)	Equity Mentor Accts
21 Q	936975	MENTOR	-	Equity Mentor Accts
21 Q	936901	MSYEAR	(1,020.99)	Equity MS Accts
21 Q	936909	MSSTCOUN	(6,606.13)	Equity MS Accts
21 Q	936934	PTOMS	(1,552.17)	Equity MS Accts
21 Q	936941	MSSOCST	(2,002.65)	Equity MS Accts
21 Q	936952	MSSKILLS	(176.71)	Equity MS Accts
21 Q	936963	MSART	(238.03)	Equity MS Accts
21 Q	936988	MS WORLD LANG	-	Equity MS Accts
21 Q	936989	MS TECH ED	(2,221.96)	Equity MS Accts
21 Q	936990	MS COMBINED	(2,629.08)	Equity MS Accts
21 Q	936991	MS FORENSICS	(249.20)	Equity MS Accts
21 Q	936992	MS GENERAL	(2,493.17)	Equity MS Accts
21 Q	937953	MSTRI4SCH	(281.45)	Equity MS Accts
21 Q	937954	MSPBIS	(93.73)	Equity MS Accts
21 Q	936906	PTOPES	(11,581.86)	Equity PES Accts
21 Q	936979	PRAIRIE GENERAL	(4,735.91)	Equity PES Accts
21 Q	937972	PES TRI-4 SCHOOLS	(763.00)	Equity PES Accts
21 Q	937973	PES LIST GRANT	(778.18)	Equity PES Accts
21 Q	937975	Reading WAEF Grant	(847.53)	Equity PES Accts
21 Q	937974	Special Ed	(990.09)	Equity SpEd Accts
21 Q	936905	SPOLYMPI	(28,632.47)	Equity St Svcs
21 Q	936907	KOKOPELL	(12,466.65)	Equity St Svcs
21 Q	937914	STUDENT SERVICES GENERAL	(4,832.26)	Equity St Svcs

Number of Accounts:

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**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**September 14th, 2020 BOARD MEETING**  
**FUND BALANCE ACCOUNTING**

<u>FUND</u>	<u>FUND BALANCE DESCRIPTION</u>	<u>JULY 1, 2019 FUND BALANCE</u>	<u>ACCOUNT NUMBER</u>	<u>JULY 1, 2020 FUND BALANCE</u>	<u>Difference</u>
10	General Fund - Unassigned fund balance	5,448,697.13	939900	5,494,428.87	45,731.74
10	General Fund - Restricted fund balance : Self insurance	77,374.84	936110	268,685.65	191,310.81
10	General Fund - Restricted fund balance : Common School Funds	758.14	936130	45,092.16	44,334.02
10	General Fund - Committed Fund Balance*	128,984.68	937900	170,859.68	41,875.00
10	General Fund - Assigned Fund Balance**	1,122,886.88	938900	449,086.60	-673,800.28
	<b>FUND 10 TOTAL</b>	<b>6,778,701.67</b>		<b>6,428,152.96</b>	<b>-350,548.71</b>
21	Special Projects Funds - Restricted fund balance : Other	178,970.78	VARIES	580,213.83	401,243.05
30	Debt Service Funds - Restricted fund balance : Debt service retirement	1,907,092.30	936320	2,078,896.03	171,803.73
40	Capital Projects Funds - Restricted fund balance : Other	1,330,942.12	936900	1,858,667.56	527,725.44
50	Food Service Fund - Restricted fund balance: Food service programs	242,876.63	936500	0.00	-242,876.63
72	Private Benefit Trust Fund - Restricted fund balance: Other	323,711.48	936900	330,221.65	6,510.17
73	Employee Benefit Trust Fund - Restricted fund balance: Other	5,799,845.06	936900	6,605,582.82	805,737.76
80	Community Service Fund - Committed Fund Balance	357,865.38	937900	336,371.08	-21,494.30
	Total	16,920,005.42		18,218,105.93	1,298,100.51

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

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

**Waunakee Community School District**  
**2019-20 Fund Balance Report-June 30, 2020**

**10 Q 937900**

Balance June 30, 2019	
Parking Lot	84,375.00
Band Uniforms	14,609.68
Warrior Stadium	30,000.00
Beginning Balance	128,984.68
Balance June 30, 2020	
Parking Lot	93,750.00
Band Uniforms	17,109.68
Warrior Stadium	60,000.00
Ending Balance	170,859.68

**10 Q 938900**

Balance June 30, 2019	
Prairie School	20,930.59
Arboretum School	17,618.33
Heritage School	36,417.09
Intermediate School	51,542.70
Middle School	40,026.43
High School	69,001.53
Athletics	(2,735.62)
Maintenance	89,554.81
Energy Conservation	(1,186.00)
Technology	153,820.68
Curriculum	76,531.86
4K	9,795.40
Pupil Services	22,411.52
Human Resources	10,503.89
Superintendent	7,967.30
District (2014 Referendu	520,686.37
Ending Balance	1,122,886.88
Balance June 30, 2020	
Prairie School	20,930.59
Heritage School	22,811.68
Arboretum School	26,767.07
Intermediate School	51,542.70
Middle School	40,026.43
High School	64,893.55
Athletic Dept	11,000.00
4K	14,220.36
Curriculum	30,726.65
Energy Conservation	1,516.67
Human Resources	6,591.04
Maintenance	55,705.29
Student Support	13,580.91
Superintendent	16,610.49
Technology	50,895.63
Capital Projects	21,267.54
Ending Balance	449,086.60