

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

Monday, November 9, 2020

7:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, subject to space limitations, as well as guidelines and orders that are in place for indoor gatherings. Members of the public who choose to access the meeting via live stream video may do so at: <https://www.waunakee.k12.wi.us/district/Agendas.cfm>

Individual public comments will be limited to 3 minutes. The Board will allow 1-hour total for public comments.

If you do not plan to attend the meeting in person, written public comments are to be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us by 5:00 p.m. the day of the Board meeting. All comments will be reviewed by the Board members. If you would like your comment to be read aloud at the meeting, please state this request clearly in your email. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted outside the buildings and brought into the meeting individually to present; if you are attending the Board meeting in person, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

You will be required to abide by guidelines and/or orders required for indoor public locations in Dane County and Wisconsin. If in-person attendance is unexpectedly high at a Board meeting, adhering to social distancing guidelines may not be possible in the limited space available in the District Office; when this does occur, the District will provide access to an alternative location where the meeting will be presented and accessed through live stream video.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

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

- A. Review Closed Session Minutes for 10/12/20 regular meeting 9
- B. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- E. Review Staff Compensation and Negotiations with the Waunakee Teacher Association

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Open Session Minutes for 10/12/20 regular meeting and 10/26/20 and 11/02/20 Special meetings. 10

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS 23

Individuals may use this time to comment on any school district related items. 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. Student Report
Anna Englebert and Quinn Bogost are the high school student representatives who will provide an update of events from the high school.
- B. Teacher's Update
Kyle Emmert and Ashley Taylor, WTA representatives, will provide an update on some of the work they are doing in the district.
- C. 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.
 - 2. Spring Board Election
 - a. Notice of School Board Election 26
Attached is the Notice of the April 2021 School Board Election. Michael Brandt's (Town of Westport/City of Middleton and Madison), and Mark Hetzel's (Town of Vienna) seats are on the ballot this spring.
 - b. Notification of Non-Candidacy 27
Attached is the Notification of Non-Candidacy should an incumbent choose not to run for reelection this spring. The deadline for an incumbent to file the non-candidacy form is December 28, 2020 at 5:00 p.m.
 - 3. Official Results of the November 3rd Referendum 28
Attached please find the referendum canvass results.

X. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS

POINTS INCLUDING BUT NOT LIMITED 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 of Data Dashboard and input from Medical Advisory Ad Hoc Committee 29

The Data Dashboard will be updated on Monday, November 9th. The data from PHMDC and the local COVID-19 related data will be shared with the Medical Advisory Ad Hoc Committee at their meeting on Monday then with the full Board at our meeting under this agenda item.

Attached is our local data tables from November 2nd.

B. Review and Consider School Reopening Decisions 33

Attached please find the presentation and supporting materials that were presented to the Board at the Special School Board Meeting on November 2nd. As a summary, that presentation outlines a pathway to bring students back to in-person hybrid instruction in grades 5-12 by the start of the second semester. More specifically, it articulates a return date for grades 5-6 on November 30th and a return date for grades 7-12 on January 26th.

Since Monday, November 2nd, there have been a few modifications to operational aspects of this plan:

- The 5-6 grade students will return following the same start and end times at the K-4 program in order to make bus transportation work for when we return our 7-12 students.
- The 5-6 selection process for in-person or remote preferences was sent to all 5th and 6th grade parents on Thursday, November 5th and will need to be completed by Wednesday, November 11th. This process was begun before the school board meeting on November 9th as there are some potential nuances with the logistical planning of the a.m./p.m. cohorts at the Intermediate School that necessitated as early of start in the process as possible.
- The selection process for hybrid or remote options for grades 7-12 will take place within the next week. We want to move forward with the 5-6 process first, and then will send the 7-12 selection survey once the Intermediate School process is complete.
- We are evaluating the process and frequency for sanitizing classrooms. We are seeking input from the Medical Advisory Committee on this issue as our practices that we put in place at the elementary were done at a time when we knew less about the disease and surfaces, and prior to our ionization units.
- Finally, we are seeking input from the Board on whether to continue to assess the \$50 fee per students who chooses in-person instruction.

Attached are a number of documents from Aaron May that outline the issues pertinent to making a decision about winter sports. We will review these documents and the high points of each with the Board on Monday.

As a summary, the following points were included in the presentation provided to the Board on Monday, November 2nd:

The following sports are classified by PHMDC at Low, Medium, or High Risk

- Low Level Risk Winter Sports -- ski/snowboard (Cascade Mountain), boys swimming, and gymnastics
 - Medium Level Risk Winter Sports -- boys and girls basketball
 - High Level Risk Winter Sports -- wrestling, hockey, and group dance
- Points to consider:
- Can Low Level Risk Winter Sports practice and compete -- home/away?
 - Can Medium and High Level Risk Winter Sports practice and compete -- away?
 - From a contact tracing perspective, is it better to have our student-athletes participating in our programs that we oversee, or traveling with club programs of which we have no jurisdiction?
 - Space and staff limitations for practice - limited 10 individuals per court with 6-foot social distancing at all times.
 - All road season? Dane County only season?
- If you have specific questions, please feel free to reach out to Aaron May with questions.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Medical Advisory Committee

1. Review the minutes from the 10/12/20 Meeting. 92

B. Budget Committee

1. Review October 19, 2020 Meeting Minutes 94

C. Diversity, Equity, Inclusion Ad Hoc Committee

1. Review the 10/20/20 Meeting Minutes. 96

D. Human Resources Committee

1. Review November 6, 2020 Meeting Minutes
The minutes for this meeting will be available at the meeting.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Review and Consider Modifications to the High School Fieldhouse Configuration 99

At the October regular meeting, the Board approved moving forward with replacing the entire fieldhouse floor following the water damage from a September storm. During that meeting, one of the Board members asked if there were any changes to the fieldhouse that should be considered while we are redoing the floor and the lines. At the time, no proposals had been brought forward. Since then, I was asked to attend a meeting of the two basketball coaches, volleyball coach, and members of our physical education department. They shared with me a concept for my consideration. After hearing their proposal, I like their ideas and am bringing them forward to the Board for review and consideration. The plan includes:

- adding two additional drop-down curtains to the fieldhouse to increase the simultaneous teaching spaces from 2 to 3 with an additional area for a small group (such as adaptive physical education).
- re-line the gym to reflect the curtain areas, and allow the secondary basketball and volleyball courts to be more effective by getting spectators off of the court in into the stands.
- this plan also requires moving some of the basketball goals to align with the new floor and curtain configuration.

Attached please find a diagram of this plan and projected costs for this project from two companies. John Cramer will be available at the meeting on Monday to share this plan and the projected costs.

2. Consideration of Wisconsin Department of Public Instruction Waiver for Educator Effectiveness

The Wisconsin Department of Public Instruction has put forth direction on applicable requirements of school district for which they have a process and are amenable to receiving waivers during the times of this pandemic. Even though there are other waivers I may bring to the Board this year, I am requesting the Board consider a waiver of the requirements established for Educator Effectiveness (EE). EE is the evaluation process for certified staff members -- teachers and administrators.

With this waiver, we will proceed with important aspects of the EE process, but forego the strict formalities of the full process within the current hybrid and on-line system.

We will continue with the following staff evaluation components:

- Maintain the SLO process (School/Student Learning Objectives)
- Maintain the PPG (Professional Practice Goals)
- Maintain a process for providing feedback to their professional practice.
- Freeze each staff member's current status within the three year EE cycle. Where they were to be this year they will remain for next year -- either formative assessment years or

summative year.

- Any teacher in their first year of employment or any staff member on a plan for improvement will receive the full evaluation process.

3. Consideration of Applicants for Expulsion Hearing Officer 101

I worked with our school district attorney, Kirk Strang, to identify and contact attorneys from the area who could serve as our Expulsion Hearing Officer. Of the attorneys that Kirk contacted, we received two proposals. Attached see proposals from Jon Anderson from Husch Blackwell, and Douglas Witte from Boardman and Clark.

For your reference, Attorney Anderson has served as our Interim Expulsion Hearing Officer for the last year and has done an excellent job.

The Board requested that we review our hearing officer appointment this year, and I am bringing forward these two attorneys for your consideration.

The difference between their two proposals is that Attorney Witte proposes a range of hourly fees, and Attorney Anderson proposes a set fee for each hearing. I have confidence that either of these individuals could serve us well.

4. Announcements

From Brian Borowski & Aaron May:

Congratulations to our Girls Golfers named to the Academic All-State Team: Aly Kinzel, Sydney Grimm, and Natalie Hoege!

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 October 2020.

B. Finance

1. Monthly Finance Reports 111

Attached you will find the 2020-21 Budget Status report as of October 31, 2020, and the Cash Reconciliation report for September 2020.

Also attached please find the District Financial report for the Wellness Clinic for your review. This report tracks expenditures over time beginning with the first month of the clinic.

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

A. Conventions/Workshops

The State Education Convention is January 20-22, 2021. You may view details on WASB website at <https://www.wasb.org/meeting-and-events/convention/>

This convention will be held virtually. Participants need to register. There is no early bird registration, or not deadline for registering, but after January 8th there is no refund. School District's and CESA's will be provided a rebate if they register 5 or more board members & administrators.

If you are interested in attending virtually, please let Rebecca know.

If you have any questions, please feel free to contact Rebecca.

B. Board Listening Sessions

133

Attached please find a schedule of proposed dates for the Board/Staff Listening Sessions. Rebecca will circulate the sign-up sheet on Monday at the meeting and will make sure there are no more than three Board Members at each session.

C. Review Current Practice for Public Comments, Meeting Attendance, and Live Streaming Committee Meetings.

D. Legislative Update

E. Coorespondence

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. Goals Committee

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

XVII. RETURN TO OPEN SESSION

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

XIX. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Minutes of Regular Meeting - Closed

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, October 12, 2020, beginning at 7:00 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 Brandt, second by Hetzel 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 7:16 PM

II. ROLL CALL

Boetcher- Yes, Brandt - Yes, , Ensign- Yes, Hetzel- Yes, Hoefler- Yes. Heinemann- Yes
Also Present: Randy Guttenberg, Brian Grabarski
Engebretson- Absent

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

- A. Review Minutes of 9/14/20 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

A motion was made by Hetzel, second by Ensign, to adjourn closed session and reconvened in open session. Motion carried 6-0. Time: 7:23PM

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

Minutes of Regular Meeting

The Board of Education Waunakee Community School District

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- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

IV. RETURN TO OPEN SESSION

A motion was made by Hetzel second by Ensign, to adjourn closed session. Motion carried 6-0. Time: 7:23PM. The board reconvened in open session at 7:24 PM

V. BOARD DEVELOPMENT WORKSHOP

There was no board development for this meeting.

VI. APPROVAL OF MINUTES

- A. Review Minutes from 9/14/20, 9/21/20, 10/05/20 Meeting Minutes. There was a motion by Ensign, second by Hetzel, to approve the minutes as posted. Motion carried 6-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS

In person public comments were from the following:

Greg Lake – In favor of allowing the aquatic center to be open to community groups.

Claire Foree – In favor of allowing the aquatic center to be open to the Waunakee Wave

Natalie Kessler – In favor of allowing the aquatic center to be open to outside groups
Emily Borger – In favor of allowing the aquatic center to be open to community groups
Grace Blitz – In favor to allowing facilities(the pool) to be open to outside groups.

Comments sent via email for Boetcher to read are as follows:

Lauren Statz and the Waunakee Girls Basketball Seniors: In favor of contact days and open gym days for basketball.

Brittany Hoffman – Waunakee-DeForest HS gymnastics coach – In favor of holding gymnastics practices

Brian Wallace – In favor of allowing student athletes on the field, gym, pool and allow them to compete

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

A. Student Report

High School Student Council Representatives, Anna Englebert and Quinn Bogost gave an update on how the students are handling virtual learning, fall activities and how they have adjusted to working in a virtual climate. While they miss being in person they have heard from many students that they are adjusting. They are thankful for advisory time, when they can talk with other students through homeroom.

B. Teacher Update

Ashley Taylor gave an update from the teachers.

School has been taking place for little over a month and they are providing students with a strong education. They are in the middle of fall testing and completed parent teacher conferences via zoom. Conferences in this format worked well. One of the district goals is equity. There has been more openness around equity discussions, and many professional development opportunities on equity. There has also been attention around social and emotional awareness. Time has been given to reach out to students and make connections.

C. Board Reports/Action Items

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

There were no items discussed

2. Annual Joint Review Board Report

Dave Boetcher provided an update on the Joint Review Board Annual Update Meeting that he attended on September 17th.

**X. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS
POINTS INCLUDING BUT NOT LIMITED 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 of Data Dashboard and Consideration of Reopening Decisions

Randy Guttenberg and Kurt Eley highlighted the most recent data and updated the board on the feedback provided by the Medical Advisory Ad Hoc Committee, that met just prior to this Board Meeting, to assess and affirm/change the reopening plans for

grades 3-4 on October 26th.

While the burden rate is increasing and hospitalization is increasing, as a district we have our contact tracing and other processes in place. 4K – 2 has been very successful. The medical professionals as part of the medical ad hoc committee all agreed that this is not a clinical decision but an operational decision. It sounds like we are doing what we need and we have a very controlled number.

Randy and Kurt let the board know that there will be days that we may need to shut down a day or more in order to catch up with contact tracing and other processes. They discussed what a “pause” like this may look like. It may be switching a full classroom to virtual, or having a single student attend a virtual classroom of a virtual teacher while quarantined. Full credit for our contact tracing process goes to Kurt Eley, Brian Grabarski and the health office teams.

Boetcher asked the board if there was a motion to change a previous meeting’s motion to bring grades 3-4 in person on 10/26/20, seeing that there were none, this motion will remain and plans to bring 3-4 in for face to face instruction on 10/26/20 will remain barring any drastic circumstances.

B. Update from Grades 7-12 Regarding Fall 2020 Educational Program, and Information Related to Enhanced Remote and Hybrid Planning Process

Tim Schell, Brian Borowski, and Jeff Kenas presented an update on the work at the grade 7-12 level. They reviewed the fall remote instructional model, and gave an update on the Enhanced Remote Program, and information on the hybrid instructional model planning in preparation for a return of students in grades 7-12 at a point in the future. They both reported that virtual parent teachers conferences were received very well. This may be a platform that they continue to use

Randy Guttenberg presented a high level timeline of how a progression to re-opening could look for grades 3-12 if COVID data and internal processes are positive.

The plan to open 7-12 can be put into place, but the concern is staffing. Subs in this situation will be an issue. Brian Grabarski shared with the board that he is looking into digital training for non-certified subs. Hetzel asked if it would be helpful to have full time subs at each building. Brian will look into the logistics of having full time subs and will report back.

There was discussion on bringing back larger groups of students. The administration will look into that, but it is important that we bring students in gradually so students, staff, contact tracing, bussing etc may adjust more easily.

C. Review of Fall Co-Curricular Programs, Consideration of Future Programs for Late Fall and Winter, and Consider Use of School Facilities by Outside Groups

Aaron May and Randy Guttenberg provided an update to the Board on Fall Athletic Activities, WIAA Contact Day Decisions, Requests from Coaches for use of Contact Days, and to discussed the use of facilities by outside groups.

The events that have been brought back have been successful and well received. This is important for the overall well being of students but as we continue we need to do so with a managed, controlled, and measured process.

Aaron May shared information on the activities that would like to use the additional contact days that the WIAA is allowing and also requested open gyms.

The board discussed with Aaron and Randy how this can be managed. If a limited amount of contact days are allowed for all of the activites requesting could they use the remaining days later in the spring. They would be asked to bring a request back to the board to review. They also discussed how managing and allowing our activities to use the facilities within set paramenters would affect the use of facilities for outside groups.

A motion was made by Boetcher, second by Brandt, to not allow outside groups to use the facilities at this time. Motion carried 6-0.

A motion was made by Hoefler, second by Hetzel, to allow each event/activity on Aaron May's sheet to use 5 of the contact days requested before the end of 2020. Motion carried Y=5 – N=1.

D. Update and Consideration of Flu Vaccination Clinic Planning Per Medical Advisory Discussion

Boetcher gave an update on the Flu Vaccination Clinic This clinic will be held in the HS Parking lot by the field house entrance. I will be on October 24, 2020 for 6 hours. Dane County Public Health will supply the vaccine for those without insurance or no Badger Care. They are still trying to find a supplier for the vaccine for those with insurance. WNC and Nurses are helping as well as the Waunakee EMS. This team will met again this Friday for the final logistics needed.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Medical Advisory Ad Hoc Committee

1. Minutes from the 09/16/20 and 09/30/20 Meeting

These minutes were reviewed.

B. Ad Hoc Committee on Diversity, Equity, and Inclusion

Mike Brandt reported that this committee is breaking into sub groups and will have more information at a future meeting.

1. Minutes from the 9/15/20 and 9/29/20 meeting

These minutes were reviewed.

2. Diversity, Equity, Inclusion Ad Hoc Committee Mission Statement

Attached please find the Mission Statement for the Ad Hoc Committee on Diversity, Equity, and Inclusion.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 3rd Friday Count

Attached please find the 3rd Friday in September Count document. A summary email was previously sent to all administrators and School Board members, and is attached in Board Book for your reference. The e-mail how the net loss of about 80 students impacts WCSD in relation to enrollment counts and budgets.

2. Review November 3rd Referendum Communications, Questions, and Updates.

Randy Guttenberg updated the Board on question on the ballot for the November 3rd referendum and communications that have and will be sent out yet., and the idea of a public webinar regarding the referendum details.

RG -update to Board.

Video last week

couple more in next few weeks.

Copy of flyer - we will be editing. language pieces - generally draft.

EOD tomorrow - show message of BOE commitment.

Brandt made a motion, second by Hetzel, to acknowledge that the Board has directed the administration to send mailings, informational emails, and have a virtual public form regarding this referendum. Motion carried 6-0.

It was determined that a zoom public forum be held for the public on Tuesday October 20, 2020 at 7:00 PM.

3. Co-Curricular Club Requests

a. Consideration of a Paid Position for the Los Sonadores/Dreamer Club Advisor

The Los Lonadores club was approved at the October 14, 2019 regular board meeting. Attached is the current memo from Brian Borowski asking to consider this advisor for a paid position. Also attached is the memo from Brian Borowski from 2019 explaining this club and why it should be considered for a paid advisory position at this time.

A motion was made by Brandt, second by Heinemann to approve the Los Sonadores Club advisor be paid as the administrations recommends, which is 2/5% of base or starting pay of \$1,000 annually. Motion carried 6-0.

4. Announcements/Correspondence

a. National Merit Scholarship Program

Thomas Hughes has been named a National Merit Semifinalist

Commended Students for National Merit are:

Ellis Feaster, Shriya Kata, Aidan Niermeyer

Commended Students placed among the top 50,000 scores.

XIII. CONSENT AGENDA

Jack - personally reconginzes gifts

JH - approve all consent together - MB all in.

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 September 2020.

B. Finance

1. Monthly Finance Reports

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

Also attached please find the District Financial report for the Wellness Clinic for your review. This report tracks expenditures over time beginning with the first month of the clinic.

The District Annual Meeting is scheduled for Monday, October 19th. You may find the information for the meeting here:: [Annual Meeting Webpage](#)

C. Post Secondary Credit Options

Attached please find from Michelle McGlynn, School To Career and Career & Technical Ed Coordinator, her summary and applications the Spring 2021 semester for Start College Now and Early College Credit Programs.

D. Gifts and Field Trips

1. Gifts

Heinemann on behalf of the Board of Education wanted to specifically thank each donor for their support of WCSD.

Attached please find memos regarding the following gifts to WCSD:

NorthRidge Church - Face Coverings all WCSD Staff

Craig Kozicki Scholarship donation.

Memorial Bench in honor of Crossing Guard Norm Wildes

JP Cullen - labor and materials for the HES Memorial Bench

Rhythm Sticks from Bartlings for Elementary students

2. Field Trips

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

New Support Staff

Ryan Coenen, Custodian, HS/Bethel

Carly Ogren, Para Educator - Regular Education, PES

Jane Skoug, Para Educator - Special Education, HES

Internal Staff Changes - No Action

Lana Hahn - from Para Educator - Regular Education, HES, to LTE Contact Tracer

Resignations

Sara Anderson-Kim, School Nurse

Morgana Rodrigues Figueiredo - Para Educator - Special Education, IS

Retirements

Jeff Massey, Courier

Co-curriculars

Per Document attached to the agenda

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

XIV. BOARD BUSINESS

A. Board Correspondence

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting *Please note the Medical Advisory Committee will meet at 6:00 PM on 11/9/20 and the 11/9/20 Regular Meeting will start in closed session at 7:00 PM. **

B. Special Meeting

C. Budget Committee – 10/19/20 @ 8pm

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

The Board of Education adjourned at 11:01 PM on a motion by Heinemann, second by Hetzel and passed unanimously by a voice vote 6-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date

JE:rm

Minutes of Special Meeting - Tax Levy

The Board of Education Waunakee Community School District

A Special Meeting - Tax Levy of the Board of Education of Waunakee Community School District was held Monday, October 26, 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 at 6:02 PM.

II. ROLL CALL

Members present: Brandt, Boetcher, Engebretson, Ensign, Heinemann, Hetzel, Hoefler
Also: Randy Guttenberg, Steve Summers (Virtual), Brian Grabarski

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

The following in-person public comments were made:

Kris Beutel – In favor of opening schools
Andrew Brown – In favor of back to school
Claire Brown – In favor of school reopening
Susan Brown – In favor of school opening
Ellen Dotzler – In favor of school
Katie Dotzler – In favor of reopen schools
Jack Dotzler – In favor of school
Carri Jakel – In favor of getting kids in school
Maddie Jake – In opposition of online school
Noah Jakel – In opposition of online school
Dennis Lee – In favor of back to school
Molly Miller – In favor of back to school in person
Maecie Rogann - In favor of school reopening
Lexis Savola - High School
Cole Schnaubelt – In favor of in person school
Jennifer Schnaubelt – In favor of in person school
Sophiea Schnaubelt – In favor of in person school
Taylor Swalve – High School
Harry Taylor – High School
Maggie Taylor – Middle School

The following email comments, attached to the extas section of the agenda, were read:

Amy Ament – In favor of returning students to school
Ian Hughey – In favor of in person school
Connor Hughey In opposition of online school

Aaron Jost – In favor of Hybrid school sooner
Dave and Angie Jost – In favor of in person learning
Grace Raemisch – In favor of returning to school.

Comments were also sent for the board to review. These are attached to the extra section of the agenda.

V. 2020- 2021 BUDGET APPROVAL AND TAX LEVY APPROVAL

Steve Summers reviewed the final steps of the 20-21 budget process. He also reviewed additional budget and tax levy documents.

Administration is requesting School Board approval of two versions of the budget and tax levy. These versions include information with and without referendum approval.

- A. Budget Changes
- B. Tax Levy Changes and Certification

Steve Summers went through the changes to the budget and what the next steps will be after the election.

A motion was made by Heinemann, second by Brandt to approve both versions of the budget and tax levy as presented. Motion carried 7-0.

VI. FUTURE MEETINGS

- A. Special Meetings

A motion was made by Heinemann, second by Brandt to ask the administration and staff to bring a plan to the 11/9/20 meeting to bring all students back in a hybrid educational model by the semester.

An amendment to this motion was made by Brandt, second by Hetzel, that we have a meeting on 11/2/20 in order to give the community some direction as to what the plan will look like and to respond to any comments they have shared.

The amendment failed 1=Y – 6=N

The original motion without the amendment carried 7-0.

- B. Committee Meetings

Human Resources Committee meeting Friday 11/6/20 @ 9:00 AM

Budget Committee meeting Monday 11/16/20 @ 8:00 AM

VII. ADJOURN

The Board of Education adjourned at 7:52 p.m. on a motion by Heinemann, second by Engebretson and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

Minutes of Special Board Meeting

The Board of Education Waunakee Community School District

A Special Board Meeting of the Board of Education of Waunakee Community School District was held Monday, November 2, 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 at 6:00 PM

II. ROLL CALL

Present: Boetcher, Brandt, Engebretson, Ensign, Heinemann, Hetzel, Hoefer

Also Present: Randy Guttenberg, Brian Grabarski, Tim Schell, Amy Johnson, Tim Mom

III. PUBLIC COMMENTS

Individuals may use this time to comment on any school district items. 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.

A motion was made by Engebretson, second by Heinemann, to receive community input in person and written statements for a period of 1 hour, giving each person a 3 minute time limit.

An amendment was made by Ensign, second by Hetzel, that the motion apply to the future meetings only and for tonight listen to all of them.

A second admendment was made by Heinemann, second by Hoefer, that written or emailed comments are entered into record only and not read out loud.

The second admendment regarding written or emailed comments was considered on a roll call vote. Hetzel N, Heinemann Y, Engebretson N, Hoefer Y, Ensign N, Brandt N, Boetcher N. Amendment failed Y=2 – N=5.

First admendment regarding limiting comments for future meetings was considered on a roll call vote. Hetzel Y, Heinemann N, Engebretson Y, Hoefer Y, Ensign Y , Brandt N, Boetcher Y. The Amendment carried Y=5 – N=2

The original motion was considered on a roll call vote. Hetzel Y, Heinemann Y, Engebretson Y, Hoefer Y, Ensign Y, Brandt N, Boetcher Y. Motion carried Y=6-N=1.

Public comments were heard in person from:

Grace Ellickson – In favor of returning to school
Lexi Hanzel – In favor of in person school
Nikki Hanzel – In person school/sports
Emily Knatz – In favor of returning to school
Jessica Kubiak – In favor of virtual learning.
Kallee Meeker – In favor of in school instruction/athletics
Tim Meeker – In favor of in school instruction & athletics
Andrew Miller – In favor of returning to in person
Mia Miller - In favor of returning to school
Riley Miller – In favor of returning to school
Matt Pavlik – In opposition of in person instruction
Cassandra Punsel – Return to school for students
Kim Raemisch - -In favor of back to school
Megan Rovndy – In favor of bring kids back
Sarah Simon – In opposition of reopening school
Tara Swalve – In favor of in person school
Kenzie Tachick – Return to school

Boetcher read the following email comments that were requested to be read out loud:
(These will be posted in the extra section of the agenda)

Aidan Driscoll – In favor of returning to in person school
Carri Jakel – In favor of returning to in person school
Amanda Comins – In favor of returning to in person school
Bridget Driscoll – In favor of returning to in person school
Jo Flick – In favor of returning to in person school
John and Sarah Samuelson – In favor of in person school and sports.
Avery Tourdot – In favor or in person sports

Comments emailed to the board to review are attached to the extras section of the agenda.

APPROVAL OF AGENDA AND ADDITIONS

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

IV. TO REVIEW AND DISCUSS THE ADMINISTRATION'S PLAN FOR THE RETURN OF GRADES 5-12 TO IN-PERSON INSTRUCTION AND RELATED ISSUES OF SCHOOL REOPENING OR COVID-19.

Randy Guttenberg presented a plan/timeline for returning students to school in grades 5-12 in a hybrid learning model by the start of the 2nd semester of the 2020-2021 school year, as it has been prepared by the administrative team.

This presentation will be attached to the extras section of the 11/2/20 agenda.

This presentation explained what we have learned from 4K-4 returning, what needs to happened with a family survey, transportation, human resources, and cleaning and the tentative timeline. This timeline potentially has 5 & 6 returning to an AM/PM hybrid by

Novemeber 30, 2020. Potentially 7-12 will return to an A/B Hybrid on January 26, 2021 which is the start of 2nd semester.

Randy also shared the latest COVID data and how the Medical Advisory Committee will be reviewing the updated data next Monday.

Randy explained the winter sports and points to consider regarding the winter athletic season. Aaron May was also available to answer any questions regarding Co-curriculars.

V. DISCUSS/CONSIDER A BOARD STATEMENT REGARDING AMERICAN EDUCATION WEEK

The board reviewed the statement drafted by Mark Hetzel from the Board regarding American Education Week. A motion was made by Hoefer, second by Ensign, to send this message to the Tribune to be posted on the 11/12/20 publication and to be shared with staff. Motion carried 7-0.

VI. FUTURE AGENDAS AND MEETINGS

A. DISCUSS/CONSIDER STAFF LISTENING SESSIONS

Joan Ensign has requested that the Board consider conducting their annual staff listening sessions. These listening sessions would most likely be virtual and could be organized by building, grade level spans or the whole staff. The District Office Staff can assist with finding a date, time, and setting up the logistics.

The board agreed they would like to conduct these listening session and would like this to be similar to past years, in that each building would have their own time and only 3 members of the board or less will participate in the listening session.

Dates will be determined and brought back to the 11/9/20 meeting.

ADJOURN

The meeting was adjourned at 8:48 PM on a motion by Heinemann, second by Hoefer. Motion carried 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date

JE: rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

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

Policy 187

Waunakee Community School District

Page 3 of 3

[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

NOTICE OF SCHOOL BOARD ELECTION

Waunakee Community School District

April 6, 2021

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of Waunakee, on Tuesday, April 6, 2021, the following offices are to be elected to succeed the present incumbents listed. The term of offices is three years beginning on Monday, April 26, 2021, expiring in April 21, 2024.

OFFICE

INCUMBENT

School Board Member from the Town of Westport/City of Middleton and Madison

Michael Brandt

School Board Member from the Town of Vienna

Mark Hetzel

NOTICE IS FURTHER GIVEN, that a Campaign Registration Statement and a Declaration of Candidacy, must be filed no later than 5:00 p.m., on Tuesday, January 05, 2021 in the office of the school district clerk. Nomination papers are required, and the first day to circulate nomination papers is December 1, 2021, and the final day for filing nomination papers is 5:00 p.m. on Tuesday, January 05, 2021 in the office of the school district clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, February 16, 2021.

A description of the school district boundaries can be obtained from the school district office.

Given under my hand,
on November 09, 2020

Judith Engebretson
School District Clerk

FOR OFFICE USE ONLY

NOTIFICATION OF NONCANDIDACY

I, _____, state that I am currently the
(please print name)

incumbent officeholder for the office listed below.

I will not be a candidate for this office at the next election. I understand that the timely receipt* of this notice will avoid an extension of the deadline for filing ballot access documents.

TITLE OF OFFICE: _____
(print current office, including district #, if any)

NEXT ELECTION DATE: _____

SIGNATURE: _____

DATE OF SIGNING: _____

**Notification must be received by the proper filing officer no later than 5:00 p.m. on the 2nd Friday preceding the deadline for filing ballot access documents to avoid an extension of time for filing such papers.*

The information on this form is filed in accordance with §§.8.05(1)(j), 8.10(2)(a), 8.15(1), 8.20(8)(a), 120.06(6)(b), Wis. Stats. This form is prescribed by the Wisconsin Elections Commission, 212 East Washington Avenue, 3rd Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://elections.wi.gov> Email: elections@wi.gov.

WAUNAKEE COMMUNITY SCHOOL DISTRICT

905 Bethel Circle

Waunakee, WI 53597

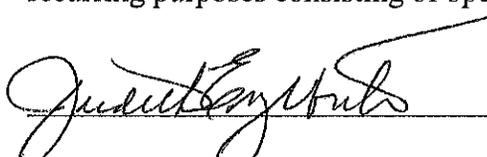
Referendum Election Tally – November 3, 2020

Canvass conducted on November 5, 2020

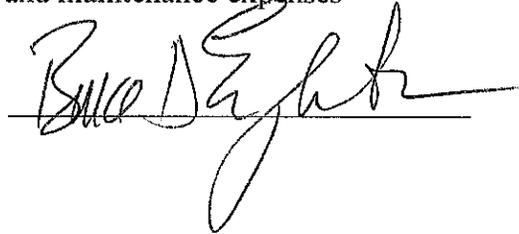
3:00 PM.

	DANE	MADISON	MIDDLETON	SPRINGFIELD	VIENNA	WAUNAKEE 1-5	WAUNAKEE 6-11	WESTPORT	TOTALS
YES	45	252	282	224	348	2829	2968	1543	8491
NO	53	152	156	227	250	1646	1542	1051	5077
TOTALS	98	404	438	451	598	4475	4510	2594	13568

We, the undersigned members of the Board of Canvassers, certify that the above tally represents the vote totals as reported by the above municipalities in the Referendum election held on November 3, 2020 on the question of whether the School District budget should exceed the revenue limit by \$2,127,502 per year for five years beginning with the 2020-2021 school year and ending with the 2024-2025 school year, for non-recurring purposes consisting of operational and maintenance expenses



November 5, 2020





District

School	# Staff Positive Cases	# Staff Close Contacts	Staff Cleared from Positive-Test or Close Contact	# Student Positive Cases	# Student Close Contacts	Students Cleared from Positive-Test or Close Contact	# Students Not Attending Due to Symptoms Of Illness	# Classes Closed Due to COVID-19	# Activities Closed Due to COVID-19
4K	*	*	*	*	11	8	-	*	*
Arboretum Elementary	*	*	*	*	28	19	6	*	*
Heritage Elementary	*	5	*	*	26	14	5	*	*
Prairie Elementary	*	*	*	*	20	8	6	*	*
Intermediate School	5	7	6	6	14	14	*	*	29
Waubesa Middle School	*	*	*	*	23	19	*	*	*
Waubesa High School	*	9	10	23	54	55	*	*	*
Bethel Circle	*	*	5	-	-	-	-	*	*
Total	14	33	33	41	176	137	24	5	1

* Case and quarantine totals less than five are not reported to protect the privacy of individual students and staff. Quarantine status can be a result of case exposure at home, school, or in the community.

* Staff and Students may be monitored with symptoms, but not a Close Contact or have a Positive COVID-19 test result.

*Updated 11/02/20

Community - Waunakee

Metric	9/25	9/26	9/27	9/28	9/29	9/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12
Total Positive Cases	1	2	5	4	10	5	16	8	7	5	10	6	4	6	10	12	8	9
Total Negative Cases	77	21	33	25	47	52	49	35	40	6	18	56	48	69	55	36	4	60
Daily % Positive Cases	1.28%	8.70%	13.16 %	13.79 %	17.54%	8.77%	24.62 %	18.60%	14.89 %	45.45%	35.71%	9.68	7.69	8.00	15.38	25.00	66.67	13.04
7 Day Average Positive Cases	4.29	3.0	2.86	3.29	4.57	4.14	6.14	7.14	7.86	7.86	8.71	8.14	8.00	6.57	6.86	7.57	8.00	7.86
14 Day Average Positive Cases	n/a	n/a	n/a	n/a	5.29	5.0	5.79	5.71	5.43	5.36	6.0	6.36	6.07	6.36	7.0	7.71	7.93	8.29
Burden Rate 14 Day Model per 100,000	n/a	n/a	n/a	n/a	18.62	17.60	20.37	20.11	19.11	18.86	21.12	22.38	21.37	22.38	24.64	27.15	27.91	29.17

Community - Waunakee Table 2

Metric	10/13	10/14	10/15	10/16	10/17 *	10/18 *	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02
Total Positive Cases	9	15	11	17	4	4	6	19	25	16	17	21	17	10	18	25	7	28	15	6	15
Total Negative Cases	46	65	55	71	239	239	238	25	25	86	69	93	93	94	80	24	55	63	92	87	93
Daily % Positive Cases	15.79	18.75	16.67	19.32	1.65	1.65	2.46	43.18	50	15.69	19.77	18.42	15.45	9.62	18.37	51.02	11.29	30.77	14.02	6.45	13.89
7 Day Average Positive Cases	8.29	9.86	10.57	11.57	10.43	9.86	9.43	10.86	12.12	13.00	13.00	15.43	17.29	17.86	17.71	17.71	16.43	18.00	17.14	15.57	16.29
14 Day Average Positive Cases	8.21	8.93	8.57	9.21	9.00	8.93	8.64	9.57	11.07	11.79	12.29	12.93	13.57	13.64	14.29	15.00	14.71	15.50	16.29	16.43	17.07
Burden Rate 14 Day Model per 100,000	28.91	31.43	30.17	32.43	31.68	31.43	30.42	33.69	38.97	41.49	43.25	45.51	47.77	48.02	50.29	52.80	51.79	54.56	57.33	57.83	60.09

*Total Population: 28,386

*Census Tract data includes the Waunakee Area, including 111.02, 112, 113.01, and 113.02

*Updated 11/02/20

* October 17-18, the Wisconsin Electronic Disease Surveillance System received an upgrade. Reports were not able to be submitted during that time. The data reported on October 19th was averaged over the period from the 17th-19th.

*Some of the fluctuations in the data is due to the Alliant Energy Testing Center being closed Sunday and Monday.

Dane County

Metric	09/03	09/10	09/17	09/24	10/01	10/08	10/15	10/22	10/29
% Positive Tests (14 day average)	1.6%	3.0%	5.2%	5.0%	3.7%	3.1%	3.3%	3.9%	5.0%
County Case Rate 14 Day Average	45	94	170	179	139	120	133	167	214
Burden Rate 14 Day Model Per 100,000	7.58	15.82	28.62	30.13	22.9	22.91	28.25	34.58	44.34
Testing Capacity	Green	Green ³²							
Hospitals Ability to Treat	Green	Not Calculated	Not Calculated						

**Data from Public Health Madison & Dane County (PHMDC)*

**Burden Rate (14 Day Model) calculated with the 7-Day average of new cases by date by PHMDC.*

**Updated 11/02/20*

Waunakee Community School District

...

Return to Learn 2020/2021



History

- **March 2020 -- State-Wide Closure of Schools**
- **June/July 2020 -- Board Decision on Summer School/Camp K/Other Activities and Co-Curriculars**
- **July 2020 -- Board Decision to Start Year All-Virtual Model**
- **August 2020 -- Board Decision to Return 4K and K-4 in In-Person Hybrid Model -- review other grades at the quarter.**
- **August 2020 -- PHMDC Metrics Limiting School Reopening to K-2**
- **September 2020 -- Wisconsin Supreme Court Overturned PHMDC Reopening Metrics**
- **October 2020 -- Board Decision to Return Grades 3-4 on October 26th in an In-Person Hybrid Model**
- **November 2020 -- Consideration of Next Steps and Other Grade Level Return to an In-Person Hybrid Model**



Public Health Madison & Dane County

- Ensuring students and employees with face coverings are at least six (6) feet from others to the greatest extent possible when indoors and on school buses [K-12 SCHOOL REQUIREMENTS DURING COVID-19](#)
- Social Distancing Requirement -- Part of Order #9 --> is a **REQUIREMENT** and is not **OPTIONAL**.
 - “greatest extent possible” takes into account incidental breaches of 6-feet and taking into account the general understanding of how a school operates. It does not mean we can set up desks 4-feet apart in order to bring in a greater number of students.
 - District Liability Carrier requires us to follow all Orders.
 - The social distancing language does not allow us to open our schools beyond an in-person hybrid model.
- Sports (Low/Medium/High Risk Sports)
 - Low Risk Sports are able to compete in Dane County.
 - [SPORTS GUIDANCE](#)



4K-2 and 3-4: What Have We Learned?

- It is great to have kids in our school buildings!
- By maintaining our protocols -- social distancing, face coverings, and hand washing -- we have been able to minimize the impact of COVID-19 incidents on our classrooms/programs.
- Students have been very good at following the rules.
- Contact tracers have been busy addressing issues, to the best degree possible, before they significantly impact our school programs and activities.
- Quarantining students and staff who become COVID-19 positive or who are close contacts is the first line of defense to a greater impact on students, staff, and programs.
- The stronger the communication and cooperation between home and school around potential exposures and positive COVID-19 cases, the better we are able to address risk within our school environment.

36



5-6 Instructional Model

Please see 5-6 instructional model brochure.



7-12 Instructional Model

Please see 7-12 instructional model brochure.



Family Instructional Model Selection/Survey

- A survey will be sent to our 5-12 families in the first two weeks of November for them to select either the in-person hybrid instructional model or a 100% remote instructional model.
- This information is key to move forward with planning at each of the grade levels.
- Students in grades 5-6 who choose a 100% remote instructional model will need to remain in that model until the start of 3rd quarter.
- Students in grades 7-12 who choose a 100% virtual instructional model will need to remain in that model until the end of the second semester. Schedules at the 7-12 level are not flexible enough to allow for shifting back and forth between the instructional models.
- Students can choose to move from the in-person hybrid model to the remote model at any time, giving one week notice to the school.



AM/PM and A/B Cohort Assignments

- Once parents/guardians select either the in-person hybrid instructional model or remote instructional model for their child/ren, administration will begin assigning students.
- We will not accept requests or preferences for placements.
- Grades 5-6: AM/PM placement
 - AM/PM placements will align with siblings participating in K-4 hybrid in-person at the Elementary schools and/or in-person 4K.
- Grades 7-12: Monday-Tuesday/Thursday-Friday placement or alternating week (7-8).



Transportation

- Once AM/PM (grades 5-6) and Monday-Tuesday/Thursday-Friday cohorts (grades 7-12) are finalized, bus transportation and routes will be created.
- Upon opening grades 5-6, we will also do the planning and transportation routes for grades 7-12.
- Start and end times of school is also being scheduled around availability of bus transportation, drivers, limiting the number of students on a bus at one time, and the flow of pick-up/drop-off sequences at each school.
 - K-4 Start and End Times
 - 5-6 Start and End Times
 - 7-12 Start and End Times



Human Resources

- **Substitute Teacher Needs**
 - Online program for certification - will reimburse \$40 certification cost once the individual subs for us
- **In Process and To Be Resolved:**
 - FFCRA Leave -- sunsets on December 31st, 2020
 - Staff Accommodations -- continued virtual work/delivery
 - Staff Leave WO/Pay and Resignations
 - Filling of Vacant Positions -- teachers and classified staff



Facility

- The HVAC Ionization units have been installed in all school buildings. Mobile units have been purchased for areas such as isolation rooms and the mobile classrooms at the Middle School.
- Deep Cleaning
 - Define - disinfectant
- Staffing Needs
 - Researching our options to meet the cleaning/disinfecting needs at each building
- Cleaning Between Cohorts -- looks different by level (Elementary, Intermediate, MS, HS)
- Sharing our Safety/Mitigation Plan



PHMDC Metrics and Contact Tracing

- WUSD metrics/data is on the school website (COVID-19 Dashboard) and is updated weekly on Tuesday afternoons.
- The internal metrics that seem to be the most pertinent include:
 - WUSD ability to stay ahead of contact tracing
 - Degree to which the spread of COVID-19 can be traced back to a school setting or activity/program.
 - Staffing -- primarily substitute teachers
- The WUSD contact tracers and team feel the impact of rising or falling COVID-19 prevalence in our community.
- Community Partnership -- practices and information



Timeline

BOE motion on October 26th called for administration to present a plan/timeline for returning students to school in grades 5-12 by the start of the 2nd Semester of the 2020-21 school year.

- **October 26th, 2020** -- students in grades 3-4 returned in an AM/PM in-person hybrid.
- **November 30th, 2020** -- potential date for grades 5-6 return in an AM/PM in-person hybrid.
- **January 26th, 2021** -- potential date for grades 7-12 return in an A/B hybrid.
 - We looked at returning students in grades 7-8 earlier than semester 2.
 - We do not feel it is prudent to do so in the days just prior to Winter Break.
 - We want to be cautious immediately after Winter Break as families and staff may be attending gatherings or traveling over break and do not want a projected increase in COVID-19 incidents to negatively impact the transition to a new grade level span.
 - We feel that the semester is a natural educational break to make the change at the 7-12 level.



Co-Curricular Athletics/Activities

- Low Level Risk Winter Sports -- ski/snowboard (Cascade Mountain), boys swimming, and gymnastics
- Medium Level Risk Winter Sports -- boys and girls basketball
- High Level Risk Winter Sports -- wrestling, hockey, and group dance
- Points to consider:
 - Can Low Level Risk Winter Sports practice and compete -- home/away?
 - Can Medium and High Level Risk Winter Sports practice and compete -- away?
 - From a contact tracing perspective, is it better to have our student-athletes participating in our programs that we oversee, or traveling with club programs of which we have no jurisdiction?
 - Space and staff limitations for practice - limited 10 individuals per court with 6-foot social distancing at all times.
 - All road season? Dane County only season?

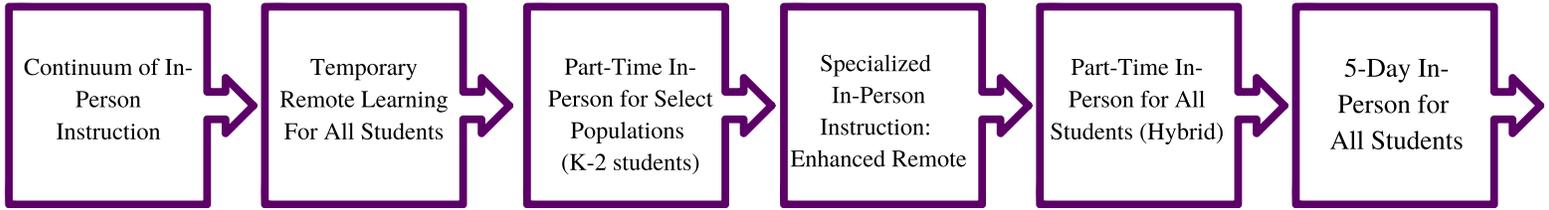


Questions?



Thank You!





Decision Making Approach

District, Waunakee Community, and Dane County data and information will be assessed monthly by the Medical Ad Hoc Committee and the District Administration Team. Any change to the District's approach to K-12, in-person instruction requires approval by the Board of Education.

When practicable, the District will project changes two weeks in advance to allow for families to enact care plans and plan for staffing needs within our school district. Dramatic changes in the data and staffing needs may require more urgent action at the classroom, grade level, or school level and will be determined by the Superintendent and the District Administration Team.

Board of Education

Focus: Longer-term, sustained decisions in response to staffing, attendance, and disease spread trend information



Medical Ad Hoc Committee

Focus: Expert analysis of latest data and science

District Administration Team

Focus: Expert analysis of district operations and continuity of learning



Data Reporting and Communication Commitments

The Waunakee Community School District will deploy an approach that balances an individual's right to privacy and keeping the school community informed of cases that may impact others at school or in the District. Specifically, the District will:

- 1 Update the District COVID-19 daily, reporting School (5 or greater) and District totals of students and staff in isolation or quarantine.
- 2 Update the Community and County COVID-19 information.
- 3 Post a **monthly** summary analysis from the Medical Advisory Board and Administrative Team.
- 4 Provide a **monthly** update to the Board of Education and community to inform long-term strategies regarding in-person learning.
- 5 Work with Dane County to communicate possible contact or close contact information during the disease investigation.

Key Data (Sample tables below)

District

School	# Staff Positive Cases	# Staff Close Contacts	Staff Cleared from Positive-Test or Close Contact	# Student Positive Cases	# Student Close Contacts	Students Cleared from Positive-Test or Close Contact	# Students Not Attending Due to Symptoms Of Illness	# Classes Closed Due to COVID-19	# Activities Closed Due to COVID-19
4K	*	*	*	*	11	8	-	*	*
Arboretum Elementary	*	*	*	*	28	19	6	*	*
Heritage Elementary	*	5	*	*	26	14	5	*	*
Prairie Elementary	*	*	*	*	20	8	6	*	*
Intermediate School	5	7	6	6	14	14	*	*	*
Waunakee Middle School	*	*	*	*	23	19	*	*	*
Waunakee High School	*	9	10	23	54	55	*	*	*
Bethel Circle	*	*	5	-	-	-	-	*	*
Total	14	33	33	41	176	137	24	5	1

* Case and quarantine totals less than five are not reported to protect the privacy of individual students and staff. Quarantine status can be a result of case exposure at home, school, or in the community.
 * Staff and Students may be monitored with symptoms, but not a Close Contact or have a Positive COVID-19 test result.
 *Updated 11/02/20

This chart is updated **weekly** based on student and staff attendance data. As students/staff return from quarantine and isolation, they are removed from the school and district counts. Confirmed cases or number in quarantine less than five at a school are not reported to protect the privacy of our students and staff.

Community - Waunakee Area

Metric	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02
Total Positive Cases	9	15	11	17	4	4	6	19	25	16	17	21	17	10	18	25	7	28	15	6	15
Total Negative Cases	46	65	55	71	239	239	238	25	25	86	69	93	93	94	80	24	55	65	92	87	93
Daily % Positive Cases	15.79	18.75	16.67	19.32	1.65	1.65	2.46	43.18	50	15.69	19.77	18.42	15.45	9.62	18.37	51.02	11.29	30.77	14.02	6.45	13.89
7 Day Average Positive Cases	8.29	9.86	10.57	11.57	10.43	9.86	9.43	10.86	12.12	13.00	13.00	15.45	17.29	17.86	17.71	17.71	16.43	18.00	17.14	15.57	16.29
14 Day Average Positive Cases	8.21	8.93	8.57	9.21	9.00	8.93	8.64	9.57	11.07	11.79	12.29	12.93	13.57	13.64	14.29	15.00	14.71	15.50	16.29	16.43	17.07
Burden Rate 14 Day Model per 100,000	28.91	31.43	30.17	32.43	31.68	31.43	30.42	33.69	38.97	41.49	43.25	45.31	47.77	48.02	50.29	52.80	51.79	54.56	57.33	57.83	60.09

*Total Population: 28,386
 *Census Tract data includes the Waunakee Area, including 111.02, 112, 113.01, and 113.02
 *Updated 11/02/20 * October 17-18, the Wisconsin Electronic Disease Surveillance System received an upgrade. Reports were not able to be submitted during that time. The data reported on October 19th was averaged over the period from the 17th-19th.

This data is calculated and reported **weekly** using information from Public Health Madison & Dane County (PHMDC) and the Department of Health Services. This data is used to evaluate community and regional disease spread among all age groups, and includes the following metrics:

- Case Rate:** Reflects the current rate of infection, typically across a denominator of 100,000 people.
- % Positive:** Of all who are tested, the percentage who test positive. A percentage of less than **xx%** typically suggests adequate testing is available and the number of active cases reflects the current spread of the disease. Higher percentages may suggest that the disease is more prevalent than the number of active cases represents.
- Active Cases:** Current, confirmed COVID-19 positive cases.
- Prevalence Rate:** Percentage of all people in the community/county who have tested positive. Used to evaluate spread in the community versus the county.

Dane County

Metric	09/03	09/10	09/17	09/24	10/01	10/08	10/15	10/22	10/29
% Positive Tests (14 day average)	1.6%	3.0%	5.2%	5.0%	3.7%	3.1%	3.3%	3.9%	5.0%
County Case Rate 14 Day Average	45	94	170	179	139	120	133	167	214
Burden Rate 14 Day Model Per 100,000	7.58	15.82	28.62	30.13	22.9	22.91	28.25	34.58	44.34
Testing Capacity	Green	Green							
Hospitals Ability to Treat	Green	Not Calculated	Not Calculated						

50
 *Data from Public Health Madison & Dane County (PHMDC) *Updated 11/02/20

Please visit our website: www.waunakee.k12.wi.us

STAY SAFE to STAY OPEN

DRAFT



PLAN FOR RE-ENTRY: In-Person with Practical Mitigating Measures or Enroll in Virtual Instruction

Bathrooms

Classrooms will be assigned specific bathrooms. All bathrooms will be cleaned nightly.

Hand Washing

WCSD will establish hand washing routines for both staff and students.

Air & Surface Mitigation

WCSD will comply with CDC filtration recommendations for HVAC and increase fresh air intake. The school district also made upgrades to the HVAC systems.

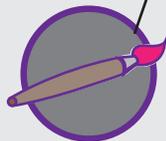
Signage

Signage will be used to remind students and staff of hygiene practices.



Hand Sanitizer

WCSD will provide hand sanitizer and wipes. These items will be available in all classrooms.



Physical Distancing

Desks and tables will be spaced to accommodate as much physical distancing, as possible.



Students

WCSD will assign students to seats and limit shared materials, objects, and supplies. Shared equipment/supplies will be cleaned between use.



Technology

Schoology and Infinite Campus platforms used by all grades. Increased ability to connect virtual students to the classroom using Zoom and newly-installed video technology.

Electives/Specials

Instruction for some elective classes/specials may be delivered in alternative spaces.

Additional Sanitization Procedures

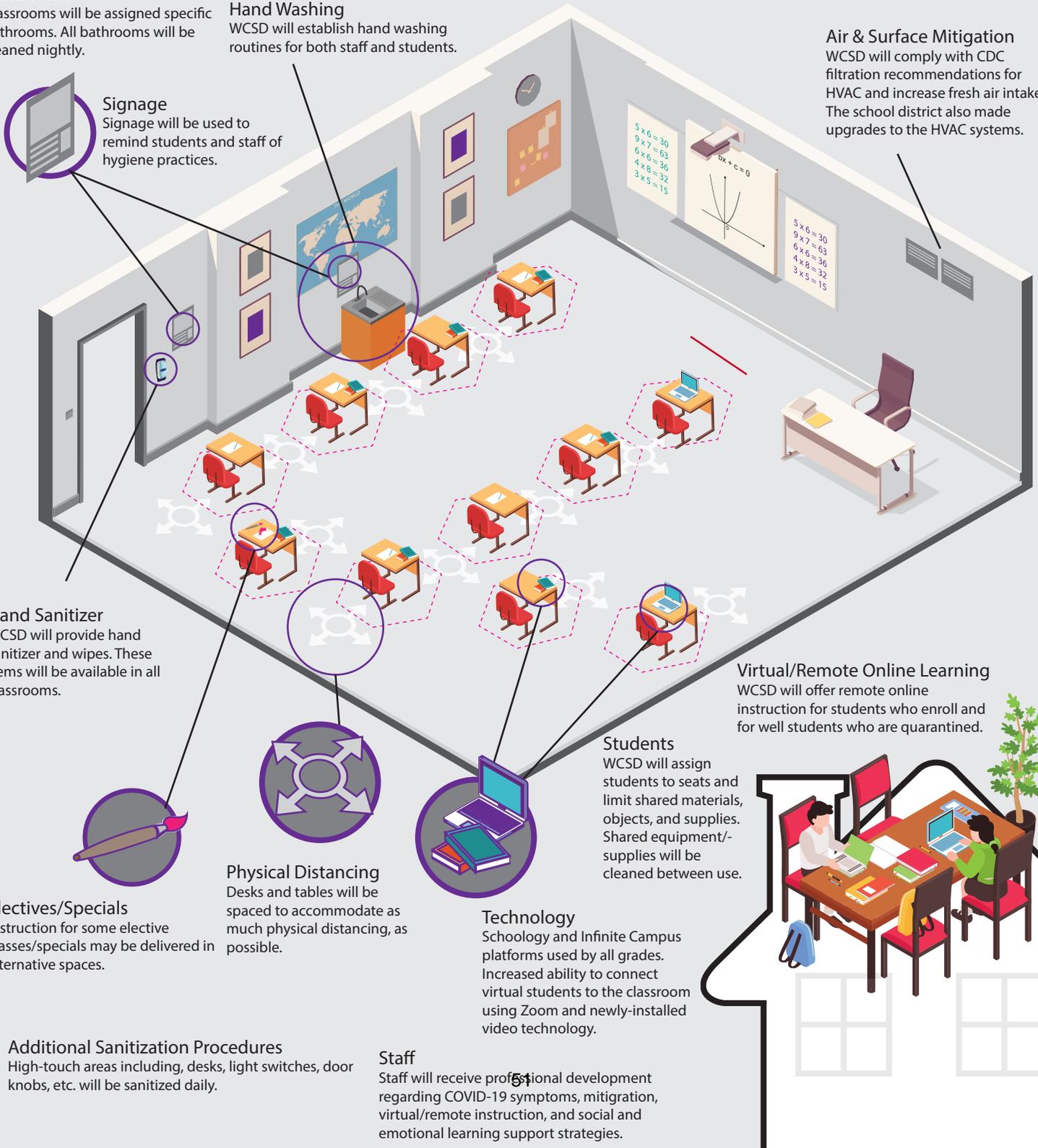
High-touch areas including, desks, light switches, door knobs, etc. will be sanitized daily.

Staff

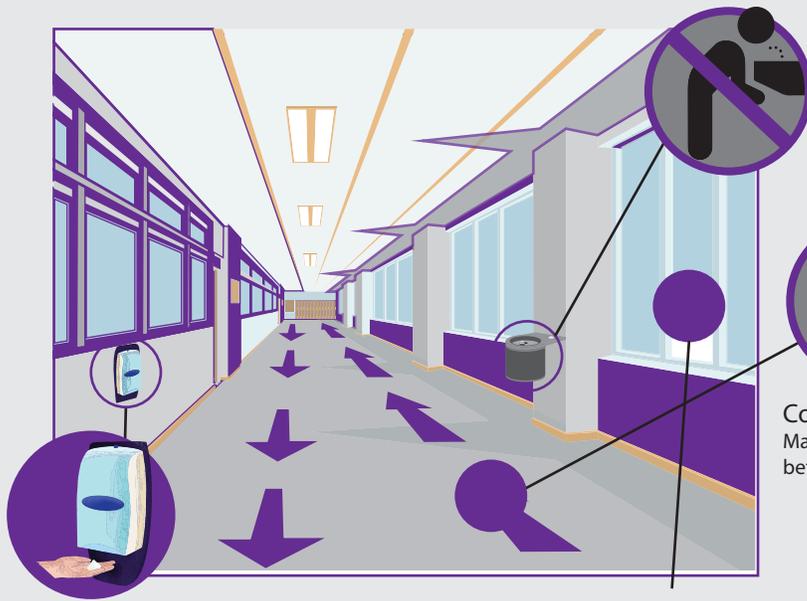
Staff will receive professional development regarding COVID-19 symptoms, mitigation, virtual/remote instruction, and social and emotional learning support strategies.

Virtual/Remote Online Learning

WCSD will offer remote online instruction for students who enroll and for well students who are quarantined.



STAY SAFE to STAY OPEN



Water Fountain Decommissioned
Bottle filling will be available

Additional Mitigation Measures
Including virtual field trips, limit visitors, and no large assemblies

Reduce Congregation
In various areas such as: outdoors, main office, health room, and use of lockers, library, and restrooms

Controlled Traffic Patterns
Maintain physical distance between students and staff

Outdoor Spaces
Utilize for learning where appropriate, including music and physical education

Hand Sanitizing

Hand sanitizing stations are located in various locations in the buildings. Hand sanitizing wipes are available in all classrooms.

Windows

Increase fresh air circulation when feasible

Surface Mitigation

Disinfectant application to high-touch surfaces to protect against COVID-19

Isolation Rooms

Available for individuals who may be displaying symptoms while awaiting pick-up

Bus

Encourage social distancing, and coordinate the release of students to reduce congregating

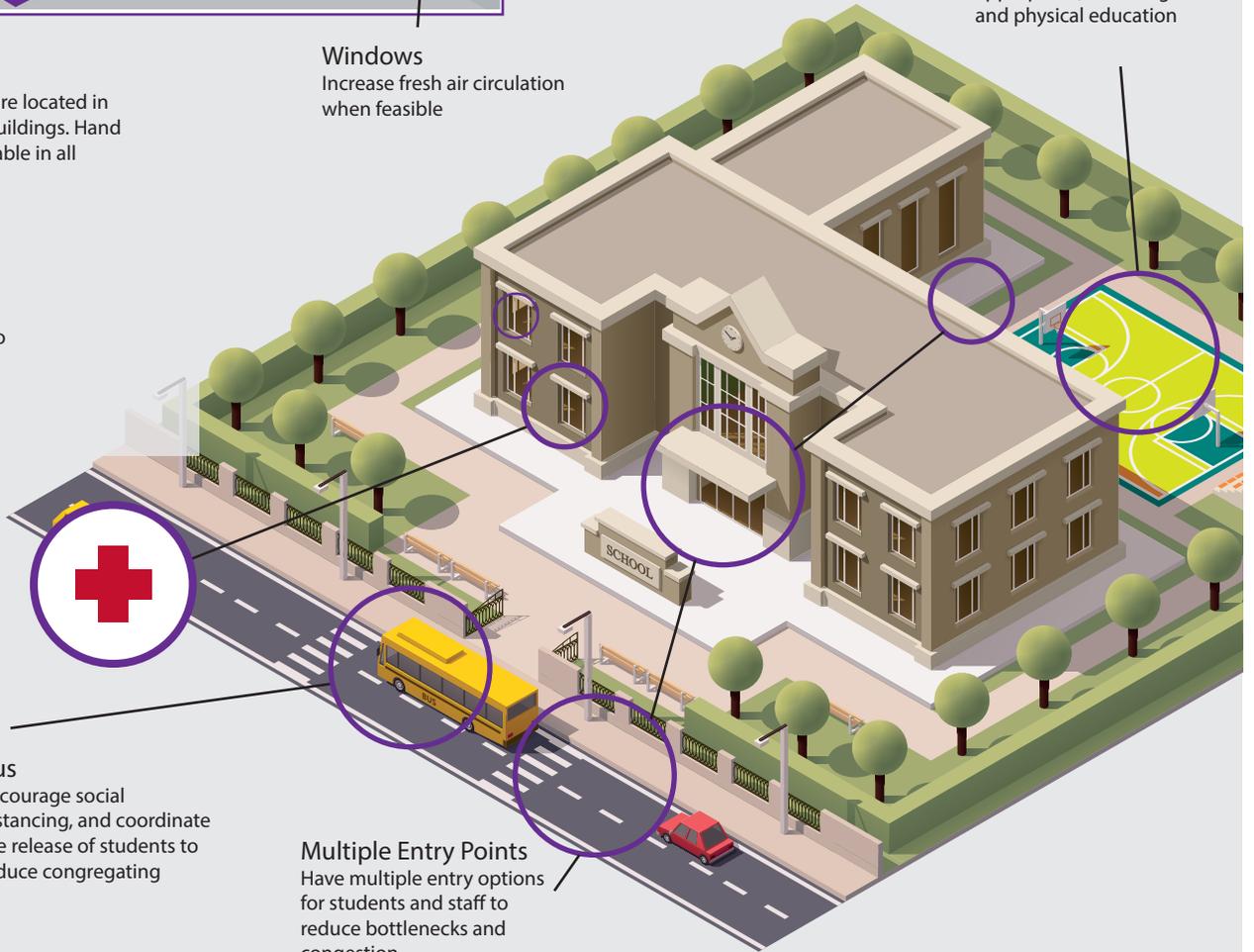
Multiple Entry Points

Have multiple entry options for students and staff to reduce bottlenecks and congestion



Face Coverings

Face coverings are required. Accommodations will be made, with proper medical documentation.



VISIT OUR WEBSITE: www.waunakee.k12.wi.us

EMAIL US: wcsd_communications@waunakee.k12.wi.us



2020-2021 Return to School: Intermediate School

The WCSD began the 2020-2021 school year using an all-remote instructional model. Waunakee Intermediate School is planning an AM/PM Hybrid In-Person Instructional Model and Remote Instructional Model for families.

WHAT ARE THE OPTIONS FOR OUR FAMILIES?

Option 1: Remote Instructional Model	Option 2: AM/PM Hybrid In-Person Model
Students/families continue with the remote learning instructional model.	Students/families opt into an AM/PM Hybrid In-Person instructional model on/before the enrollment deadline. There will be an additional \$50 fee for selecting in-person instruction.
Students stay home and the commitment is for the quarter, due to staffing needs. Students may opt into the hybrid in-person instruction for the 3rd quarter.	Students are required to continue asynchronous learning when not in school.
Wednesdays will be remote learning for all.	Wednesdays will be remote learning for all.

**PHMDC, CDC, Board of Education members, and Administration may deem it necessary for in-person instruction to be shifted to an all-remote instructional model.*

**Please note! Depending on the number of families who choose the split-day AM/PM hybrid model and the number of families who choose the remote model, your child may have a different teacher than the beginning of the school year.*

WHAT IS THE REMOTE INSTRUCTIONAL MODEL?

In the Remote Instructional Model, all learners will be provided a remote learning environment administered by their classroom teachers.

Specifically, this model:

- Will be the same as the model we have used since the beginning of the 2020-2021 school year.
- Is available for families who do not want an in-person learning environment for their child. Families may enroll in this learning option for the quarter. Students may opt into the hybrid in-person instruction for the 3rd quarter.
- Students will be required to access learning experiences daily; attendance will be monitored.
- Students will participate in synchronous learning with their classroom teacher via Zoom for 3 ½ to 4 ½ hours per day on Monday, Tuesday, Thursday, and Friday. Teachers will use Google classroom as the learning and communication platform.

WHAT IS THE AM/PM IN-PERSON HYBRID INSTRUCTIONAL MODEL?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	In-Person 8:00 a.m. - 10:40 a.m. Asynchronous Work 11:30 p.m. - 2:55 p.m.	In-Person 8:00 a.m. - 10:40 a.m. Asynchronous Work 11:30 p.m. - 2:55 p.m.	Asynchronous Work	In-Person 8:00 a.m. - 10:40 a.m. Asynchronous Work 11:30 p.m. - 2:55 p.m.	In-Person 8:00 a.m. - 10:40 a.m. Asynchronous Work 11:30 p.m. - 2:55 p.m.
PM	Asynchronous Work 8:00 a.m. - 11:25 a.m. In-Person 12:15 p.m. - 2:55 p.m.	Asynchronous Work 8:00 a.m. - 11:25 a.m. In-Person 12:15 p.m. - 2:55 p.m.	Asynchronous Work	Asynchronous Work 8:00 a.m. - 11:25 a.m. In-Person 12:15 p.m. - 2:55 p.m.	Asynchronous Work 8:00 a.m. - 11:25 a.m. In-Person 12:15 p.m. - 2:55 p.m.



WHAT IS THE AM/PM IN-PERSON HYBRID INSTRUCTIONAL MODEL?

The AM/PM Hybrid In-Person instructional model will reduce the number of students in our school buildings during the school day, allowing students to maintain social distancing guidelines, and limit exposure of close contact between students. By doing this, we hope to avoid significant student and staff absences that may result in long-term school closure.

Specifically, this model:

- Offers an abbreviated day on campus (AM or PM times for 2 hours, 40 minutes)
- Provides asynchronous work when students are not at school
- Allows for six feet social distancing to occur within each classroom
- Limits the number of students in the building during arrival, dismissal, and classroom time.
- Decreases the amount of potential high-risk exposures for students and staff that may lead to a mandatory quarantine.
- Students and staff will wear face coverings while riding the bus, in classrooms, bathrooms, offices, etc.
- Students will remain in their assigned seats in each learning space to mitigate risk between staff/students and ease contact tracing efforts.
- AM/PM groups will align with siblings participating in K-4 hybrid in-person at the elementary schools and/or in-person 4K.
- No visitors, field trips, in-person performances, large grade level gatherings/assemblies
- No recess, snack time, or lunch will occur.
- Teachers will use Google classroom as the learning and communication platform.

On Wednesdays, this model will include:

- Asynchronous work for all
- Collaborative team meetings and planning/grading time for staff
- Building and additional surface disinfecting

WHAT ARE THE PROS AND CONS OF THE REMOTE MODEL AND AM/PM HYBRID IN-PERSON MODEL?

REMOTE INSTRUCTIONAL MODEL	AM/PM IN-PERSON HYBRID INSTRUCTIONAL MODEL
<ul style="list-style-type: none"> ● Students have access to their teacher throughout the school day ● Instruction is maintained if students and/or the classroom teacher is quarantined ● The student daily schedule will remain the same as it currently is ● Students are required to learn at home, which includes potential challenges ranging from home dynamics, to lack of socialization, and finding a quiet learning space ● Intermittent technology issues could occur ● Synchronous instructional time for the student is on average 4 total hours. 	<ul style="list-style-type: none"> ● Students are not at home learning all day. ● In-person interaction during instruction while maintaining 6 foot social distancing ● Immediate feedback between students and teachers while in-person learning occurs ● Teachers are not available during asynchronous time ● Students will be subject to teacher or classroom quarantine, resulting in substitute teacher or remote instruction - up to 14 days ● Synchronous instructional time for the student is on average 2 hours and 40 minutes.



WHAT ARE THE DAILY SCHEDULES FOR EACH INSTRUCTIONAL MODEL?

REMOTE		AM HYBRID		PM HYBRID
8:30 a.m. - 8:50 a.m. Connect Time - Live		7:50 a.m. - 8:00 a.m. Arrival		8:00 a.m. - 10:00 a.m. Asynchronous Work**
9:00 a.m. - 10:00 a.m. ELA or Math - Live		8:00 a.m. - 8:05 a.m. Announcements		10:15 a.m. - 10:45 a.m. Related Arts*
10:15 a.m. - 10:45 a.m. Related Arts		8:05 a.m. - 9:05 a.m. Writing/Reading OR Math		10:45 a.m. - 11:25 a.m. Asynchronous Work**
11:00 a.m. - 12:00 p.m. ELA or Math - Live		9:10 a.m. - 10:10 a.m. Writing/Reading OR Math		Lunch/ Break/ Travel
12:00 p.m. - 12:45 p.m. Lunch		10:15 a.m. - 10:35 p.m. Social Studies/Science		12:05 p.m. - 12:15p.m. Arrival
12:45 p.m. - 1:15 p.m. Social Studies or Science - Live		10:35 a.m. - 10:40 a.m. Pack Up and Dismissal		12:15 p.m. - 12:20 p.m. Announcements
1:30 p.m. - 3:30 p.m. Small Group Instruction - Live Asynchronous Work		Travel/ Lunch/ Break		12:20 p.m. - 1:20 p.m. Writing/Reading OR Math
		11:30 p.m. - 2:00 p.m. Asynchronous Work**		1:25 p.m. - 2:25 p.m. Writing/ReadingOR Math
		2:15 p.m. 2:45 p.m. Related Arts*		2:30 p.m. - 2:50 p.m. Social Studies/Science
		2:45 p.m. - 2:55 p.m. Asynchronous Work**		2:50 p.m. - 2:55 p.m. Pack Up and Dismissal
				2:50 p.m. - 2:55 p.m. Pack Up and Dismissal

*Related Arts may include both synchronous and asynchronous learning opportunities.

**Asynchronous work includes ELA and Math mini-lesson videos, Science/Social Studies work, independent practice activities, etc.

Please note: For hybrid students, music lessons and interventions will occur during asynchronous time.



2020-2021 Return to School: Middle School

The WCS D began the 2020-2021 school year using an all-remote instructional model. The Middle School is planning an alternating **weekly** schedule known as the Purple/Silver Hybrid (M/T or Th/F) In-Person Instructional Model and 100% Virtual Instructional Model for families beginning at the start of the second semester.

WHAT ARE THE OPTIONS FOR OUR FAMILIES?

Option 1: 100% Virtual Instructional Model	Option 2: Purple/Silver Hybrid In-Person Model
Students/families opt into a 100% virtual learning instructional model on/before the enrollment deadline, for a commitment of the full semester.	The student population is divided in half and attends M/T or Th/F for in-person instruction, with a weekly rotating schedule. There will be an additional \$50 fee for selecting in-person instruction.
Students stay home and the commitment is for the semester, due to staffing needs.	Students are required to attend class remotely on non in-person instructional days.
Students are provided virtual learning material to support their learning at home.	Students are provided any necessary distance learning materials to support learning at home on days they do not report to school for in-person learning.
Wednesdays will be virtual learning for all.	Wednesdays will be virtual learning for all.

**PHMDC, CDC, Board of Education members, and Administration may deem it necessary for in-person instruction to be shifted to an all-remote instructional model.*

WHAT IS THE 100% VIRTUAL INSTRUCTIONAL MODEL?

In the 100% Virtual Instructional Model, all learners will be provided a virtual learning environment administered by their classroom teachers.

Specifically, this model:

- This model will be similar to the model we have operated in the 1st semester of classes during the 2020-2021 school year.
- This model is available for families who do not want an in-person learning environment for their child, whether for medical reasons or personal preference. Students are opting into this model for a semester commitment.
- Students will be required to access learning experiences daily; attendance will be monitored.
- Students will participate in the same classes as the hybrid in-person model via Zoom.
- All teachers will use Schoology and Infinite Campus to streamline communication.
- Zoom will be utilized for the streaming of the synchronous learning on Monday, Tuesday, Thursday, and Friday.

WHAT IS THE PURPLE/SILVER COHORT INSTRUCTIONAL MODEL?



Purple and Silver days reduce the number of students in our school buildings during the school day, allowing students to maintain social distancing guidelines, and limit exposure of close contact between students. By doing this, we hope to avoid significant student and staff absences that may result in long-term school closure. With this design, we can switch between the Purple/Silver model, the traditional face-to-face learning, and virtual instruction to respond to conditions in our community.

Specially, this model:

- Abbreviated day on campus (3.5 hours), followed by Remote Contact Time.
- Allows for six feet social distancing to occur within each classroom
- Limits the number of students in the building during the passing period.
- Decreases the amount of potential high-risk exposures for students and staff that may lead to a mandatory quarantine.
- Students and staff will wear face coverings while riding the bus, in classrooms, bathrooms, offices, etc.
- Staff will assign seats and predetermine activities in every learning space to facilitate contact tracing, and mitigate risk between staff/students.
- No visitors, field trips, in-person performances, or large grade level gatherings/assemblies will occur.
- All teachers will use Schoology and Infinite Campus to streamline communication.

On Wednesdays, this model will include:

- Remote instruction for all
- Acceleration and support provided
- Parent/Guardian communication
- Collaborative team meetings
- Building and additional surface disinfecting

WHAT IS THE PURPLE/SILVER COHORT MODEL?

Group 1	Purple Group
Group 2	Silver Group



WHAT IS THE PURPLE/SILVER COHORT MODEL SCHEDULE?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purple Cohort	In-Person	In-Person	Remote Instruction Asynchronous	Remote Learning	Remote Learning
Silver Cohort	Remote Learning	Remote Learning	Remote Instruction Asynchronous	In-Person	In-Person

* Weekly Rotating Schedule - one week (M/T in-person) and next week (Th/F in-person)

WHAT IS THE PURPLE/SILVER COHORT MODEL DAILY SCHEDULE TIMES?

MONDAY A DAY Purple Cohort Week 1 Silver Cohort Week 2	TUESDAY A DAY Purple Cohort Week 1 Silver Cohort Week 2	WEDNESDAY Asynchronous Learning	THURSDAY B DAY Silver Cohort Week 1 Purple Cohort Week 2	FRIDAY B DAY Silver Cohort Week 1 Purple Cohort Week 2
7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.	7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.		7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.	7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.
8:45 a.m. - 9:00 a.m. Students enter, go to lockers, and then Advisory	8:45 a.m. - 9:00 a.m. Students enter, go to lockers, and then Advisory		8:45 a.m. - 9:00 a.m. Students enter, go to lockers, and then Advisory	8:45 a.m. - 9:00 a.m. Students enter, go to lockers, and then Advisory
9:00 a.m. - 9:25 a.m. Advisory	9:00 a.m. - 9:25 a.m. Advisory		9:00 a.m. - 9:25 a.m. Advisory	9:00 a.m. - 9:25 a.m. Advisory
9:35 a.m. - 10:10 a.m. 1A	9:35 a.m. - 10:10 a.m. 5A		9:35 a.m. - 10:10 a.m. 1B	9:35 a.m. - 10:10 a.m. 5B
10:20 a.m. - 10:55 a.m. 2A	10:20 a.m. - 10:55 a.m. 6A		10:20 a.m. - 10:55 a.m. 2B	10:20 a.m. - 10:55 a.m. 6B
11:05 a.m. - 11:40 a.m. 3A	11:05 a.m. - 11:40 a.m. 7A		11:05 a.m. - 11:40 a.m. 3B	11:05 a.m. - 11:40 a.m. 7B
11:50 a.m. - 12:25 p.m. 4A	11:50 a.m. - 12:25 p.m. 8A		11:50 a.m. - 12:25 p.m. 4B	11:50 a.m. - 12:25 p.m. 8B
1:00 p.m. - 3:45 p.m. Virtual Contact Time	1:00 p.m. - 3:45 p.m. Virtual Contact Time	58	1:00 p.m. - 3:45 p.m. Virtual Contact Time	1:00 p.m. - 3:45 p.m. Virtual Contact Time



2020-2021 Return to School: High School

The WCSU began the 2020-2021 school year using an all-remote instructional model. The High School is planning an alternating schedule known as the Purple/Silver Hybrid (M/T or Th/F) In-Person Instructional Model and 100% Virtual Instructional Model for families beginning at the start of the second semester.

WHAT ARE THE OPTIONS FOR OUR FAMILIES?

Option 1: 100% Virtual Instructional Model	Option 2: Purple/Silver Hybrid In-Person Model
Students/families opt into a 100% virtual learning instructional model on/before the enrollment deadline, for a commitment of the full semester.	The student population is divided in half and attends M/T or Th/F for in-person instruction. There will be an additional \$50 fee for selecting in-person instruction.
Students stay home and the commitment is for the semester, due to staffing needs.	Students are required to continue learning remotely on non in-person instructional days.
Students are provided virtual learning material to support their learning at home.	Students are provided distance learning material to support learning at home on days they do not report to school for in-person learning.
Wednesdays will be virtual learning for all.	Wednesdays will be virtual learning for all.

**PHMDC, CDC, Board of Education members, and Administration may deem it necessary for in-person instruction to be shifted to an all-remote instructional model.*

WHAT IS THE 100% VIRTUAL INSTRUCTIONAL MODEL?

In the 100% Virtual Instructional Model, all learners will be provided a virtual learning environment administered by their classroom teachers.

Specifically, this model:

- This model will be similar to the model we have operated in the 1st semester of classes during the 2020-2021 school year.
- This model is available for families who do not want an in-person learning environment for their child, whether for medical reasons or personal preference. Students are opting into this model for a semester commitment.
- Students will be required to access learning experiences daily; attendance will be monitored.
- Students will participate in the same classes as the hybrid in-person via Zoom.
- All teachers will use Schoology and Infinite Campus to streamline communication.
- Zoom will be utilized for the streaming of the synchronous learning on Monday, Tuesday, Thursday, and Friday.



WHAT IS THE PURPLE/SILVER COHORT INSTRUCTIONAL MODEL?

Purple and Silver days reduce the number of students in our school buildings during the school day, allowing students to maintain social distancing guidelines, and limit exposure of close contact between students. By doing this, we hope to avoid significant student and staff absences that may result in long-term school closure. With this design, we can switch between the Purple/Silver model, the traditional face-to-face learning, and virtual instruction to respond to conditions in our community.

Specially, this model:

- Abbreviated day on campus (3.5 hours), followed by Remote Contact Time on M,T,Th,F and Advisory on Wednesday
- Allows for six feet social distancing to occur within each classroom
- Limits the number of students in the building during the passing period.
- Decreases the amount of potential high-risk exposures for students and staff that may lead to a mandatory quarantine.
- Students and staff will wear face coverings while riding the bus, in classrooms, hallways, bathrooms, offices, etc.
- Staff will assign seats and predetermine activities in every learning space to facilitate contact tracing, and mitigate risk between staff/students.
- No visitors, field trips, in-person performances, or large grade level gatherings/assemblies will occur.
- All teachers will use Schoology and Infinite Campus to streamline communication.

On Wednesdays, this model will include:

- Remote instruction for all
- Acceleration and support provided
- Parent/Guardian communication
- Collaborative team meetings
- Building and additional surface disinfecting

WHAT IS THE PURPLE/SILVER COHORT MODEL?

Group 1	Purple Group
Group 2	Silver Group



WHAT IS THE PURPLE/SILVER COHORT MODEL SCHEDULE?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purple Cohort M/T	In-Person	In-Person	Remote Instruction Asynchronous	Remote Learning	Remote Learning
Silver Cohort Th/F	Remote Learning	Remote Learning	Remote Instruction Asynchronous	In-Person	In-Person

WHAT IS THE PURPLE/SILVER COHORT MODEL DAILY SCHEDULE TIMES?

MONDAY A DAY Cohort M/T	TUESDAY B DAY Cohort M/T	WEDNESDAY Asynchronous Learning	THURSDAY A DAY Cohort Th/F	FRIDAY B DAY Cohort Th/F
7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.	7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.	8:30 a.m. - 9:00 a.m. Advisory Attendance is mandatory!	7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.	7:45 a.m. - 8:45 a.m. Staff in classrooms Students enter at 8:45 a.m.
8:45 a.m. - 8:55 a.m. Students enter school and report to 1A	8:45 a.m. - 8:55 a.m. Students enter school and report to 1B	9:30 a.m. - 11:30 a.m. Staff: PD Planning	8:45 a.m. - 8:55 a.m. Students enter school and report to 1A	8:45 a.m. - 8:55 a.m. Students enter school and report to 1B
8:55 a.m. - 9:45 a.m. 1A	8:55 a.m. - 9:45 a.m. 1B		8:55 a.m. - 9:45 a.m. 1A	8:55 a.m. - 9:45 a.m. 1B
9:50 a.m. - 10:40 a.m. 2A	9:50 a.m. - 10:40 a.m. 2B		9:50 a.m. - 10:40 a.m. 2A	9:50 a.m. - 10:40 a.m. 2B
10:45 a.m. - 11:35 a.m. 3A	10:45 a.m. - 11:35 a.m. 3B		10:45 a.m. - 11:35 a.m. 3A	10:45 a.m. - 11:35 a.m. 3B
11:40 a.m. - 12:30 p.m. 4A	11:40 a.m. - 12:30 p.m. 4B	12:00 p.m. - 3:45 p.m. Staff: PLC Planning	11:40 a.m. - 12:30 p.m. 4A	11:40 a.m. - 12:30 p.m. 4B
1:30 p.m. - 2:15 p.m. PM1 Virtual Contact Time	1:30 p.m. - 2:15 p.m. PM1 Virtual Contact Time		1:30 p.m. - 2:15 p.m. PM1 Virtual Contact Time	1:30 p.m. - 2:15 p.m. PM1 Virtual Contact Time
2:30 p.m. - 3:15 p.m. PM2 Virtual Contact Time	2:30 p.m. - 3:15 p.m. PM2 Virtual Contact Time	61	2:30 p.m. - 3:15 p.m. PM2 Virtual Contact Time	2:30 p.m. - 3:15 p.m. PM2 Virtual Contact Time

Athletic Department Winter Sports

62

Friday, Oct 30, 2020

Welcome

WIAA season options for Winter Athletics

- Traditional Winter Season (No home events)
- [DCAA](#) - still awaiting Public Health approval

Waunakee Winter Sports

WIAA Sports

- Boys & Girls Basketball
- Gymnastics (co-op w/DeFo)
- Boys Hockey
- Girls Hockey (Sun Prairie lead school)
- Boys Swim
- Wrestling

Other Organizations

- Dance Team (WACPC)
- Ski & Snowboard (WHSARA)

Badger Conference

There will be no Badger Conference sponsored competitions, tournaments, or awards for Winter Sports.

- Schools may still play and play another conference school

Other Conference Schools that are pursuing Winter sports, or some Winter sports: Baraboo, Beaver Dam, Portage, Reedsburg, Sauk Prairie, Fort Atkinson, and Watertown

Monroe (Starting Dec 28),

Edgewood (No Home Events)

TBD: Mount Horeb, Milton, Monona Grove, Oregon, and Stoughton

Safety Protocols

WIAA Guidelines:

- Each sport has specific mitigations regarding health and [safety set by the WIAA](#)
- Local control will determine if schools may travel across county lines for competition
- Culminating event (State Tournaments) have not been finalized

Safety Protocols

Waunakee would follow the Waunakee Athletics Plan, PHMDC, and WIAA recommendations

We will need to rely heavily on parents to be monitoring and screening their children for symptoms.

Coaches will strongly encourage their team to keep their bubble to teammates and family only.

Pros and Cons

Pros:

- Benefits of mental health and wellness that is associated with sports and activities.
- We can control the “bubble” for our athletes in a school setting by giving them structured interactions with a consistent group
- Able to contact trace
- Provide motivation to keep up with their academic work
- Will not have to compete with club sports for numbers
- Athletes will not be forced to choose between sports or overlap sports
- Coaches, Parents, and athletes desire to play

Cons:

- Risk of COVID-19 related incidents and risk of shutdown
- Competition pool is smaller
- No fans allowed
- Supervising vs. Coaching
- If it isn't the same as other years will athletes still want to participate

Questions?

WINTER SPORTS PLANNING DOCUMENTS

Please complete the chart below to help us understand which schools will be competing, practicing, or not organizing this winter.

C = Competing

P = Practicing (Not-competing)

Pods = Team Activities within guidelines (skills and drills)

N= Not Organizing in any manner

NA= Sport not offered at your school

	BBB	DANCE	GBB	BHKY	GHKY	GYM	BSWIM	SKI/SNO	WR
Baraboo	C	C	C	C	C	C	C		C
BD	C		C	C	C				C
DeForest	P/C	P/C	P/C	P/C	?	?	C/P	N/A	P/C
Fort	C		C				C		C
Edgewood	C	C	C	C	C	C	C	C	NA
Milton	C/P	C/P	C/P	C/P		C/P	C/P	N/A	C/P
MG	Pods	Pods	Pods	Pods	Pods?	Pods	Pods	?	Pods
Monroe	C, 12/28	C, 12/28	C, 12/28	C, 12/28	?	NA	NA	NA	C, 12/28
Mt Horeb	P Pods	?	P Pods	Workin g with Sauk	?	P Pods	P with Verona	NA	P Pods
Oregon	Pods	Pods	Pods	Pods	NA	NA	Pods	NA	N
Portage	C	C	C	C	C	NA	NA	?	C
Reedsburg									
Sauk	C	C	C	C	C	C	C	NA	C/P
Stoughton									
Waunakee									
Watertown									
McFarland						NA		NA	

2020 WIAA RETURN TO WINTER SPORTS CONSIDERATIONS

Updated October 26, 2020

The purpose of this document is to provide assistance to athletic administrators as they prepare for athletic events. The information and considerations within this document are not considered best practices; instead, they are based on a review of available guidance from multiple reputable sources. These considerations are designed to stimulate critical thinking and help inform decision-making. They can be adapted by decision makers to support event planning, event operations and other business operations based on federal, state and local municipal requirements. (Covid-19 Considerations for Sport and Entertainment Venues and Events, The University of Southern Mississippi National Center for Spectator Sports Safety and Security [NCS4])

This document provides assistance as schools prepare for competitive events.

Viral transmission is much more likely indoors than outdoors, some studies report 19 times higher risk. Knowing that winter sports are all played at indoor venues, there may be elevated risk for viral transmission. Be smart and safe, and even more diligent.

COVID Basics

- COVID is primarily transmitted by aerosol, but also by touching contaminated surfaces.
 - Sports/training may cause heavier breathing which can increase spread of aerosol & virus transmission.
- Student-athletes with high-risk conditions or household/close contacts with high-risk conditions may want to avoid and/or adjust participation to reduce risk of transmission. CDC list of risk: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
- Symptoms of COVID: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- The foundations of reducing risk should always be kept in mind:
 - Avoid participation and attendance if sick (fever and/or symptoms) – always discuss with your primary care provider if questions or concerns.
 - Wear a cloth mask or buff to reduce spread of your aerosol to others (the mask captures some of your aerosol and reduces transmission to other people).
 - Do not wear medical/surgical masks or N95 masks for exercise as these can decrease airflow.
 - Masks must be worn indoors according to the [governor's mandate](#) while practicing or playing. Cloth masks are safe with exercise, they do not decrease oxygen levels, increase carbon dioxide levels, significantly restrict airflow, or cause heat illness. They will take time to get used to, as they can be uncomfortable and increase the perceived effort of exercise.
 - Athletes may wear a mask while participating in exertion, but it is not required. Athletes not participating should wear a mask.
 - Coaches and sideline personnel should wear masks at all times.
 - Social distancing of at least 6 feet when not participating (sideline, waiting for turn, etc.)
 - Continue to train in smaller “pods” of athletes to reduce exposure risk.
 - “Close contact” is based on the World Health Organization (WHO) recommendation that 15+ minutes of close (within 6 feet) exposure to another increases risk of transmission.
 - Continue to emphasize hygiene.
 - Hand sanitization/cleaning frequently (every time on and off field) – each athlete should be encouraged to have their own bottle.
 - Do not share water or food/snacks.
 - Minimize shared equipment as much as possible and sanitize that equipment frequently.

WHAT IF ATHLETE IS SICK OR EXPOSED

- Any student-athlete that has symptoms and/or fever should not participate in any activity (meetings, practice, competition) and begin self-quarantine immediately.
 - Ensure that student-athletes with a positive COVID test (even if no symptoms) do not return to participation in training or competition until:
 - At least 10 days have passed since positive test; AND
 - No fever (fever is temp of 100.4°F or more) without the use of fever-reducing medicine for at least 24 hours; AND
 - COVID symptoms (for example, cough, shortness of breath, etc.) have improved;
 - Athletes may not return earlier if negative follow-up testing (cannot test out of isolation).

- Ensure that student-athletes with probable COVID (symptoms of COVID – refer to [symptom chart](#) – but not tested), not be allowed to participate in any training or event until:
 - At least 10 days have passed since onset of symptoms; AND
 - No fever (fever is temp of 100.4°F or more) without the use of fever-reducing medicine for at least 24 hours; AND
 - COVID symptoms (for example, cough, shortness of breath, etc.) have improved.
- Any student-athlete that has “close contact” (teammate, household, classroom, work, girlfriend/boyfriend, friend – someone with over 15 minutes of exposure within 6 feet) should begin self-quarantine immediately.
 - If the student-athlete that was exposed previously had COVID (with a hard copy positive PCR test, **antibody tests are not sufficient**) in the last 3 months **and that student is asymptomatic**, then there is no need to continue self-quarantine restrictions.
 - If the student-athlete that was exposed previously had probable COVID (illness but not tested) in the last 3 months, then must continue with self-quarantine restrictions described below.
 - “Close contact” to an individual with a positive COVID test, student-athletes should not return until:
 - They have waited 14 days from last exposure to the infected person; AND
 1. This is a longer period of time than positive COVID test time due to the combination of exposure, virus incubation and elimination from the body. This is similar to influenza, which is why if influenza is caught early enough flu medications may be helpful, but if influenza caught too late in the course then flu medications are not helpful.
 - Have no fever without use of fever-reducing medications; AND
 - No COVID symptoms (for example, cough, shortness of breath, etc.)
 - Athletes may not return earlier if negative follow-up testing (cannot test out of quarantine).
 1. In rare instances where the infected positive exposure is a family member with prolonged illness, then discussion and medical clearance with health care providers can be individually obtained and reviewed.
 - “Close exposure” to an individual with probable COVID (symptoms but not tested), student-athletes should not return until:
 - They have waited 14 days from last exposure to the infected person; AND
 - Have no fever without the use of fever-reducing medications; AND
 - No COVID symptoms (for example, cough, shortness of breath, etc.).
 - If the individual with probable COVID is tested during the course of the quarantine:
 1. The test comes back negative, then all individuals quarantined based on that exposure are free to return to participation if no fever and no symptoms.
 2. The test comes back positive, then all individuals must follow the directions above (close contact).
- Athletes may decondition during their quarantine and may require additional time to get back to full speed.

GENERAL CONSIDERATIONS FOR PRACTICES

Pre-Workout/Pre-Contest Screening:

- Athletes and coaches should check their temperature at home before attending practices or games. If a student-athlete or a coaching staff member has a temperature of 100.4 degrees or above, they should not attend practices or games.
- What if athlete is sick or exposed? – See above section.
- A record should be kept of all individuals present at team activities.
- Vulnerable individuals can resume public interactions, but should practice social distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

COVID-19 Coach:

- Designate a coach to be responsible for responding to COVID-19 concerns.
- All coaches, staff, officials, and families should know who this person is and how to contact them.
- Train coaches, officials, and staff on all safety protocols. Conduct training virtually, or ensure that [social distancing](#) is maintained during training.

Social distancing:

- **Practice** – Coaches are responsible for ensuring social distancing is maintained between players as much as possible. This means additional spacing between players while playing, chatting, changing drills so that players remain spaced out, and no congregating of players while waiting a turn. Workouts should be conducted in ‘pods’ of students, with the same 5-10 students always working out together. This ensures more limited exposure if someone develops an infection.
- **Hydration** – All students shall bring their own water bottle. Water bottles must not be shared.

- Due to the importance of hydration during practice, athletes should not be allowed to work out if they do not have access to their own water bottle.
- Water cows, water trough, water fountains, etc. should not be utilized.
- Water refill stations should be cleaned/disinfected frequently.

GENERAL CONSIDERATIONS FOR EVENTS

WIAA Event Accountability:

- When arriving at the venue for a contest, coaches will exchange a [tracing sheet](#) and [verification form](#) signed by the coach and athletic director acknowledging that the students have been pre-screened and the tracing sheet is accurate.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.
- Failure to produce the verification form and/or the tracing sheet will result in a forfeit.

Venue

- Review Air Circulation/Filter System – Work with maintenance staff to ensure that venue meets proper circulation requirements.
- COVID-19 Signage at entrances and throughout venue – i.e. spectator flow with designated entrance/exit areas with one-way traffic, reminders of not to attend if feeling ill, masking, social distancing, of hygiene habits, etc.
- “Commonly touched” areas – identify these items, such as water refill stations, door handles, handrails, etc. and develop a risk minimization/sanitization plan for these areas.
- Sanitizing Stations – Consider placing sanitization products in specific areas, such as scorer's tables, team benches, ticket sales, etc.
- Parking/Drop-Off/Pick-Up Areas – Coordinate these areas to allow for social distancing before, during and after events.
- Restroom Access – Establish protocols to ensure restroom capacity is limited and adheres to social distancing guidelines.
- Booster Club/Sponsor/Vendor Sales – Consider eliminating to reduce fan congestion.
- Concession Sales – Consider eliminating concession sales completely and/or create seating arrangements to allow for social distancing, cashless transactions, establish a plan per the FDA and CDC guidelines.

Staff

- Changes to Policies/Procedure Handbooks – Review current policies and procedures, edit as needed and communicate changes.
- Review Emergency Action Plan with Event Staff – Review EAP, edit as needed and communicate changes.
- Training and Education of Staff and Event Personnel – Provide staff with necessary training on sanitization protocols and other COVID-related items for event.
- COVID-19 Coach – Designate a staff member to be responsible for responding to COVID-19 concerns. All coaches, staff, officials, and families should know who this person is and how to contact them.
- Crowd Control Staffing Needs – Ensure adequate staffing to address event needs with additional attention to COVID-related items.
- Minimize the number of personnel on the sidelines.

Participants

- Eliminate any shared water stations – Require all participants to bring their own water.
- Player benches and coaching boxes – Use paint or tape as a guide to help maintain social distancing on the sideline for athletes and coaches. Encourage teams to clean up their respective benches before leaving the venue.
- Mask/facial covering on sideline for coaches and athletes not participating, especially if not able to maintain full social distancing.

Spectators

- Follow county guidelines on limiting spectators.
- Face covering requirements – Event Personnel, Media, Spectators – consider having masks available to purchase or to provide for those who may have forgotten to bring one.
- Ticket sales – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- Pedestrian flow – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion. Consider using stanchions, tape or paint as a guide and communicate in advance.

- Seating – Establish a procedure for all indoor and outdoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

Other

- Advance messaging to teams, spectators, media – Visiting school teams and spectators are expected to comply with the host school strategies for COVID risk mitigation.
 - Provide written notice to all attendees, outlining procedures for the event.
 - Provide PA announcements to reinforce key site requirements and reminders of guidelines.
- Social distancing requirements – Teams, event personnel, media, spectators – Review and communicate plans to all
- Face covering requirements – Event personnel, media, spectators – Review and communicate plans to all.
- Livestream options for spectators who cannot attend in person – Review and communicate plans to all, consider camera location(s).
- Seating capacity/configuration – Teams, spectators, media, medical, event personnel. Consider tape or paint as a guide, communicate in advance and create signage.
- Designate Event Management team – Includes a health professional. This group has the authority to modify, restrict, postpone or cancel the event based on public health risk or other factors.
- Screening of participants, spectators, event personnel, event officials, teams, media – Communicate pre-screening expectations for all attendees.
 1. All attendees should check their temperature at home before attending an event. If any attendee has a temperature of 100.4 degrees or above, or if they have any symptoms, they should not attend the event.
- Create communication plan – Attendees can receive an emergency notification, if necessary. Think about how you will address and communicate a positive COVID test of an attendee before, during or after the event.
- Attendees – Consider grouping people into tiers from essential to non-essential and decide which tiers will be allowed at an event:
 1. Tier 1 (Essential): Athletes, coaches, officials, event staff, medical staff, security
 2. Tier 2 (Preferred): Media
 3. Tier 3 (Non-essential): Spectators, vendors

*Only Tier 1 and 2 personnel will be allowed to attend events until state/local health departments lift restrictions on mass gatherings.
- Athletic Training services – Athletic trainers in high schools are positioned to play a vital role as sports return following this pandemic. As health-care professionals, they can take lead roles in developing and implementing infection control policy throughout the school. School administrators should partner with athletic trainers to develop and implement infection control policy throughout the school.
- Transportation to events – Schools must consider social distancing requirements when scheduling contests and events for the fall. Masking and social distancing (as required by state or local health departments) will need to be maintained on buses/vans. Thus, multiple buses/vans and/or parental/guardian transportation will likely be needed.

Additional information can be found in The University of Southern Mississippi National Center for Spectator Sports Safety and Security (NCS4) COVID-19 Considerations for Sport and Entertainment Venues and Events ([click to view](#))

MEDICAL CLEARANCE FORM
For Sports Participation After Positive Test or Symptoms of Covid-19

Name of Student-Athlete _____ School _____

County of Student-Athlete Residence _____ County of School _____

Date of Initial Symptoms _____ Covid-19 Tested? Yes _____ No _____ Date _____

WHAT IF ATHLETE IS SICK OR EXPOSED

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 - Ensure that student-athletes with a positive COVID test (even if no symptoms) do not return to participation in training or competition until:
 - At least 10 days have passed since positive test; AND
 - No fever (fever is temp of 100.4°F or more) without the use of fever-reducing medicine for at least 24 hours; AND
 - COVID symptoms (for example, cough, shortness of breath, etc.) have improved;
 - Athletes may not return earlier if negative follow-up testing (cannot test out of isolation).
 - Ensure that student-athletes with probable COVID (symptoms of COVID— refer to [symptom chart](#)— but not tested), not be allowed to participate in any training or event until:
 - At least 10 days have passed since onset of symptoms; AND
 - No fever (fever is temp of 100.4°F or more) without the use of fever-reducing medicine for at least 24 hours; AND
 - COVID symptoms (for example, cough, shortness of breath, etc.) have improved.
- Any student-athlete that has “close contact” (teammate, household, classroom, work, girlfriend/boyfriend, friend – someone with over 15 minutes of exposure within 6 feet) should begin self-quarantine immediately.
 - If the student-athlete that was exposed previously had COVID (with a hard copy positive test) in the last 3 months, then there is no need to continue self-quarantine restrictions.
 - If the student-athlete that was exposed previously had “presumed” COVID (illness but not tested) in the last 3 months, then must continue with self-quarantine restrictions described below.
 - “Close contact” to an individual with a positive COVID test, student-athletes should not return until:
 - They have waited 14 days from last exposure to the infected person; AND
 1. This is a longer period of time than positive COVID test time due to the combination of exposure, virus incubation and elimination from the body. This is similar to influenza, which is why if influenza is caught early enough flu medications may be helpful, but if influenza caught too late in the course then flu medications are not helpful.
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 1. In rare instances where the infected positive exposure is a family member with prolonged illness, then discussion and medical clearance with health care providers can be individually obtained and reviewed.
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 - If the individual with probable COVID is tested during the course of the quarantine:
 1. The test comes back negative, then all individuals quarantined based on that exposure are free to return to participation if no fever and no symptoms.
 2. The test comes back positive, then all individuals must follow the directions above (close contact).
- Athletes may decondition during their quarantine and may require additional time to get back to full speed.

I have examined this athlete and reviewed the WIAA guidelines for return to participation and provide medical clearance to return as defined by the above guidelines.

Provider Name _____ License # _____
(MD, DO, PA, NP)

Office Address _____ Office Phone # _____

Provider Signature _____ Date of Exam _____

SPORT-SPECIFIC CONSIDERATIONS FOR WINTER SPORTS

BASKETBALL

RULE CONSIDERATIONS

Pregame Protocol (2019-2021 NFHS Officials Manual, page 16, 1.8; NFHS Basketball Rule Book – 3-4-5)

- Limit attendees to the referee and the head coach from each team with each coach standing on the center circle on each side of the division line.
- All individuals maintain a social distance of 6 feet or greater at the center circle.
- Suspend handshakes prior to and following the Pregame Conference.

Team Benches (1-13-1)

- Limit the number of bench personnel to observe social distancing of 6 feet or greater.
- Ideally, place team benches opposite the spectator seating with no spectators behind the team benches. However, if spectator seating must occur behind the bench, ensure there is at least 6 feet of separation.
- Additional chairs or rows may be utilized to allow bench personnel to observe social distancing of 6 feet or greater.
- Create separation between the team bench and spectator seating behind the bench.
- Limit contact between players when substituting.
- Personnel not in the game should adhere to any required local/state face covering requirements.

Officials Table (2-1-3)

- The host should sanitize the table before the game and at half time.
- Place officials table sufficiently away from the sideline to allow for additional space for substitutes.
- Limit seats at the table to essential personnel which includes home team scorer and timer with a recommend distance of 6 feet or greater between individuals. Other personnel (visiting scorer, statisticians, media, etc.) may not be deemed essential personnel and consider an alternate location for them.
- Table personnel should adhere to any required local/state face covering requirements.

EQUIPMENT CONSIDERATIONS

Equipment and Accessories (Rule 4-1)

- Ball given to officials in the locker room, where it is sanitized as recommended by the ball manufacturer and not used for warm-ups.
- The host school should ensure that the ball is sanitized during time-outs and between quarters.
- Sanitizer should be provided by the host team at the table.
- Cloth face coverings are permissible for players.
- Consider requiring coaching staff and other bench personnel to wear face coverings while on the bench.

Masks

- Masks must be worn according to the [governor's mandate](#) upon arrival to the meet venue and until the official warm-ups have started. Face coverings are strongly recommended in all settings where people may come in contact with others, including outdoors when maintaining physical distance is not possible. A violation of the order would not bring any criminal penalties but could result in a \$200 fine.
 - Coaches, team personnel and other game personnel should wear masks at all times, and should be encouraged to follow social distancing guidelines.
 - Spectators should be strongly encouraged to wear masks and are expected to follow social distancing guidelines.
 - Athletes may use "buffs" or neck gaiters. Competitors may find that it is easier for them to mask-up when they feel they need to, and pull it back down without it dropping on the ground.

Other Equipment

- **Towels** – Athletes should bring their own towel, if needed and they should be washed after each game.
- Warm-up equipment must not be shared among athletes.

Other Hygiene Considerations

- There should be no shared athletic equipment. Any equipment that is used should be cleaned and disinfected prior to and immediately following the game. Be responsible for your own supplies.
- Athletes, coaches, and officials are encouraged to provide their own hand sanitizer (at least 60% alcohol) and/or sanitizing wipes and use frequently.
- Emphasize to avoid touching the face throughout practice and competition.
- **Spitting/Nose Clearing/Coughing** – All athletes and coaches are prohibited from spitting/nose clearing and must cover coughs.
- If a player puts their hands/fingers in their mouth or spits on ~~the~~ their hands, the event must be stopped and the player must sanitize their hands and/or any equipment touched. Coaches should work to discourage these habits.

- Athletes, coaches and staff should avoid touching doors, benches or other schools' equipment.

General Reminders for Athletes

- **Personal Items** – It is recommended that each athlete bring their own gym bag for personal items. Gym bags should be placed in a predetermined area 6 feet apart for the duration of the event. No shared clothing/shoes.
- Athletes are encouraged to provide their own hand sanitizer (at least 60% alcohol) and use frequently.
- **Water bottle** – All athletes shall bring their own water bottle. Water bottles must not be shared.
- Tell coaches immediately when you are not feeling well.

COMPETITION CONSIDERATIONS

WIAA Event Accountability

- A [tracing sheet](#) and [verification form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.

Competition Schedule

- Consider only local, single opponent, single day competitions.
- Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
- All personnel and spectators should follow social distancing guidelines.
- Arrange courts to ensure proper social distancing of all participants and event workers. Consider eliminating side by side courts.

Pre- and Post-Game Ceremony

- Suspend the pre-game introduction handshakes.
- Suspend post-game protocol of shaking hands.

Half-time

- Consider suspending half-time shows. If cheer and dance perform, wear masks and socially distance.
- Suspend youth and middle school demonstrations and games.

Throw-in

- Official may stand 6 feet or greater away from player making the throw-in and bounce the ball to that player on a front court throw-in.

Free Throw Administration

- The lead official shall stand on the end line and bounce the ball to the free thrower.

Jump Ball

- Eliminate the jump ball and award the ball to the visiting team the first alternating possession for the throw in.
- To start an overtime period, use a coin toss to determine which team is awarded the ball.

Social Distancing

- **Warm-ups/stretching** – Maintaining social distance between athletes.
- **Congregating of athletes and/or coaches** – Discourage congregating upon arrival to the event, prior to warm-ups, and immediately following the game.
- **Huddles** – Social distancing to be maintained, as much as possible, when the coach is communicating with the entire team, or in smaller groups.
- **Elimination of Handshakes** – Teams may find other respectful ways to acknowledge each other before or after a competition, while maintaining social distancing.
- **National Anthem** – Align team members in a manner that allows them to maintain social distance from others.
- **Interaction with Officials** – Coaches and officials should maintain social distance when interacting with an official or any other event worker. Wearing a face mask is strongly encouraged.
- Allow only essential personnel in the competition area. These are defined as athletes, coaches, medical personnel/trainers and officials. All others (i.e., managers, photographers, media, etc.) are considered non-essential personnel and are not to be on the court area.

Hydration

- All team personnel shall bring their own water bottle. Water bottles must not be shared.

Spectators

- Follow county guidelines on limiting spectators.
- **Face covering requirements** – Event personnel, media, spectators – consider having masks available to purchase or to provide for those who may have forgotten to bring one.

- **Ticket sales** – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- **Pedestrian flow** – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion.
- **Seating** – Establish a procedure for all indoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

OFFICIALS CONSIDERATIONS

Officials are not responsible for monitoring activities on the sidelines, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

- By state association adoption, long-sleeved shirts are permissible (5-1-3).
- Officials should not be required to wear jackets during pre-game court/player observation.
- Electronic whistles are strongly encouraged (supplies are limited). Choose a whistle whose tone will carry inside. Check the market for choices.
- Cloth face coverings are permissible and strongly encouraged throughout the event.
- Eliminate any handshakes, etc. Maintain social distancing at all times.
- Bring personal hand sanitizer and/or wash hands frequently. Gloves are permissible.
- Do not share uniforms, towels, and other apparel/equipment. Bring your own supplies (clipboard, pencil, etc.).
- Officials should use their own water bottles.
- Officials should not hand out WIAA ranking cards, rely on WIAA website.

COACHES CONSIDERATIONS

- Communicate your guidelines in a clear manner to students and parents. Athlete safety is paramount.
- Communicate expectations regarding minimizing the spread of the virus and the habits that will contribute.
 - Reinforce the need for athletes and team personnel to maintain social distance, wear masks, and not attend if exposed to someone with COVID or if ill themselves.
 - Remind players to use hand sanitizer prior to going on the competition court and after returning to the sideline.
- Follow the CDC guidelines for cleaning and disinfecting the practice/competition venue.
- Learn more by taking the free online course: "[COVID-19 for Coaches and Administrators.](#)"

GYMNASTICS

EQUIPMENT CONSIDERATIONS

Apparatus

- Coaches must sanitize shared equipment before and after each event. Please check with your equipment manufacturers on proper cleaning protocols for their equipment. The WIAA SMAC recommends referencing and utilizing disinfectants listed by the United States Environmental Protection Agency. Continued use of disinfectant chemicals may reduce the life of the product. The application of disinfectant chemicals may have unintended results and place the gymnast at risk of injury.
- Equipment must be wiped with listed disinfectants and a damp cloth.
- USA Gymnastics recommends disinfecting all equipment after each rotation.

Chalk Bowls

- Remove common chalk bowls. Chalk bowls frequently become talking places for athletes. Issue each athlete their own piece(s) of chalk for personal use.

Disinfectant Wipes

- Gymnasts are encouraged to provide their own disinfectant wipes (at least 60% alcohol) to disinfect your feet. These will be used when entering and exiting each event. Athletes MUST disinfect before and after each rotation.

Masks

- Masks must be worn according to the [governor's mandate](#) upon arrival to the meet venue and until the official warm-ups have started. Face coverings are strongly recommended in all settings where people may come in contact with others, including outdoors when maintaining physical distance is not possible. A violation of the order would not bring any criminal penalties but could result in a \$200 fine.
 - Coaches, team personnel and other meet personnel should wear masks at all times, and should be encouraged to follow social distancing guidelines.
 - Spectators should be strongly encouraged to wear masks and are expected to follow social distancing guidelines.
 - Athletes may use "buffs" or neck gaiters. Competitors may find that it is easier for them to mask-up when they feel they need to, and pull it back down without it dropping on the ground.

Other Equipment

- **Grips/Wristbands/Braces** – Gymnasts should use their own grips/wristbands/braces.
- **Spray Bottle** – Include a travel size spray bottle filled with water to spray your grips.
- **Towels** – Gymnasts should use their own towel and should be washed after each meet.
- **Athletic Tape** – Gymnasts should have their own roll of athletic tape for hands and for marking.
- **Equipment Sanitization** – Coaches must sanitize shared equipment before and after each event. (USA Gymnastics recommends disinfecting all equipment after each rotation. Team A uses bars for all athletes, then disinfect prior to team B.) Please check with your equipment manufacturers. The NFHS SMAC recommends referencing and utilizing disinfectants [listed by the United States Environmental Protection Agency](#).
- Equipment may be wiped with listed disinfectants and a damp cloth.

Other Hygiene Considerations

- There should be no shared athletic equipment. Any equipment that is used should be cleaned and disinfected prior to and immediately following the meet. Be responsible for your own supplies.
- Athletes, coaches, and officials are encouraged to provide their own hand sanitizer (at least 60% alcohol) and/or sanitizing wipes and use frequently.
- Emphasize to avoid touching the face throughout practice and competition.
- **Spitting/nose clearing/coughing** – All athletes and coaches are prohibited from spitting/nose clearing and must cover coughs.
- If a gymnast puts their hands/fingers in their mouth or spits on their hands, the event must be stopped and the gymnast must sanitize their hands and/or any equipment touched. Coaches should work to discourage these habits.
- Athletes, coaches and staff should avoid touching doors, benches or other schools' equipment.

General Reminders for Athletes

- **Personal Items** – It is recommended that each athlete bring their own gym bag for personal items. Gym bags should be placed in a predetermined area 6 feet apart for the duration of the event. No shared clothing/shoes.
- Athletes are encouraged to provide their own hand sanitizer (at least 60% alcohol) and use frequently – before and after each event or rotation and when entering into or leaving the competition area.
- **Water bottle** – All athletes shall bring their own water bottle. Water bottles must not be shared.
- Tell coaches immediately when you are not feeling well.

COMPETITION CONSIDERATIONS

WIAA Event Accountability

- A [tracing sheet](#) and [verification form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.

Competition Schedule

- Consider only local, single opponent, single day competitions (duals).
- Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
- Consider dual or triangular meets only.
- All personnel and spectators should follow social distancing guidelines.
- Arrange apparatus and judge tables to ensure proper social distancing of all participants and event workers.

Competition Floor

- Only essential personnel are permitted in the competitive area. These are defined as gymnasts, coaches, trainers, and judges. All others, i.e., managers, video personnel, media personnel, etc., are considered non-essential personnel and are to be outside of the competition area.

Sidelines

- Gymnasts' items should be lined up against the wall or in the hallway at least six feet apart.

Judges' Tables

- Space judges 3-6 feet apart at judging tables.

Coach Conferences/Team Huddles

- Encourage limiting the number of individuals in a conference to those who must be in close proximity for these discussions.
- Team huddles should be conducted using mask mandate/guidelines and social distancing.

Social Distancing

- **Warm-ups/Stretching** – Maintain social distance between athletes.
- **Congregating of Gymnasts and/or Coaches** – Discourage congregating upon arrival to the event, prior to warm-ups, and immediately following the meet.
 - No congregating of gymnasts while waiting in line to use the apparatus.
- **Huddles** – Social distancing to be maintained, as much as possible, when the coach is communicating with the entire team, or in smaller groups.
- **Elimination of Handshakes** – Teams may find other respectful ways to acknowledge each other before or after a competition, while maintaining social distancing.
- **National Anthem/March-In/March Out** – Align team members in a manner that allows them to maintain social distance from others.
- **Interaction with Judges** – Coaches should maintain social distance when interacting with judges or any other event worker.
- **Seating Capacity/Configuration** – Teams, spectators, media, medical, event personnel. Consider tape or paint as a guide, communicate in advance and create signage.

Pre- and Post-Match Procedure

- Establish gymnastics-specific social distancing competition protocols, including the elimination of handshakes before and after the rotations, high fives, and huddles.
- Develop awards presentation procedures that maintain proper social distancing.

Hydration

- All team personnel shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water refill stations, etc.) may be utilized but must be cleaned after every practice/meet.

Spectators

- Follow county guidelines on limiting spectators.
- **Face covering requirements** – event personnel, media, spectators – consider having masks available to purchase or to provide for those who may have forgotten to bring one.
- **Ticket sales** – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- **Pedestrian flow** – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion. Consider using stanchions, tape or paint as a guide, communicate in advance and create signage.

- **Seating** – Establish a procedure for all indoor and outdoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

JUDGES CONSIDERATIONS

Judges are not responsible for monitoring activities outside the competitive area, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

- Cloth face coverings are strongly encouraged.
- Eliminate any handshakes.
- Bring personal hand sanitizer and/or wash hands frequently. Gloves are permissible.
- Do not share equipment. Bring your own supplies (clipboard, pencil, bell, etc.).
- Judges should use their own water bottles.
- Work with assignors and have backup judges. Take your temperature before you leave for the event. Anything over 100.4 is considered unacceptable, and you are to notify the school that you will not be attending.
- Judging crews should not be changed during the course of an event. Keep the same partner(s) through the event.
- Flags, whether provided by the judges or the school, shall be properly sanitized before and after each event. It is acceptable to eliminate the use of flags and allow hand signals instead.
- Judges should not hand out ranking cards. Rely on the WIAA website.

COACHES CONSIDERATIONS

- Communicate your guidelines in a clear manner to students and parents. Athlete safety is paramount.
- Communicate expectations regarding minimizing the spread of the virus and the habits that will contribute.
 - Reinforce the need for athletes and team personnel to maintain social distance, wear masks, and not attend if exposed to someone with COVID or if ill themselves.
 - Remind players to use hand sanitizer prior to going on the competition court and after returning to the sideline.
- Follow the CDC guidelines for cleaning and disinfecting the practice/competition venue.
- Coaches should socially distance (3-6 feet) when interacting with a judge or any other event worker. Conversations can occur at a distance.
- Learn more by taking the free online course: "[COVID-19 for Coaches and Administrators.](#)"

HOCKEY

RULE CONSIDERATIONS

Players' Benches (NFHS 1-9-1)

- Maintain social distancing as much as possible when on the bench.
- Limit bench personal to observe social distancing of 6 feet or greater.

Penalty Benches (NFHS 1-10-1)

- Limit to essential personnel and maintain social distancing from personnel and participating players.

Team Captains (NFHS 2-2-1, 2-2-4, and 2-2-5)

- Captains need to maintain social distancing when talking or conferring with a referee.
- Maintain social distance during the pre-game meeting with captains and head coaches.

Protective Equipment

- **Face masks (NFHS 3-4-2)** – Plastic shields covering the entire face (unless integrated into the face mask, attached on the inside of the face mask, and clear without the presence of any tint) shall not be allowed during the contest.
- **Tooth and mouth protectors (NFHS 3-4-4)** – If mouthguards are removed on the sidelines or bench area, the athlete should use hand sanitizer each time after touching the mouthguard.
- **Hockey helmet** – Players should use their own helmet. The helmet facemask is a personal choice, but a full, clear polycarbonate shield or clear shield cage combination may provide a higher level of protection.
- **Hockey equipment** – Players should use their own equipment.
- **Pucks need to be sanitized** – Coaches must sanitize shared equipment before and after each practice.

EQUIPMENT CONSIDERATIONS

Masks

- Masks must be worn according to the current [governor's mandate](#) upon arrival to the meet venue and until the official warm-ups have started. Face coverings are strongly recommended in all settings where people may come in contact with others, including outdoors when maintaining physical distance is not possible. A violation of the order would not bring any criminal penalties but could result in a \$200 fine.
 - Coaches and officials are strongly encouraged to wear masks, especially when not able to maintain social distancing.
 - Spectators should be strongly encouraged to wear masks and are expected to follow social distancing guidelines.
 - Athletes may use "buffs" or neck gaiters. Competitors may find that it is easier for them to mask-up when they feel they need to, and pull it back down without it dropping on the ground.
 - Wear a face covering/mask when entering/exiting the facility and within the facility when not on the ice.

Facility

- Designate a person or group to monitor state and local government websites for updates or changes to COVID-19 guidelines.
- Develop a plan for reporting a positive COVID case and for exposure to an infected individual. Click here to find your local health department for guidance: <https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>
- Know your facility's safety measures and encourage all members to follow them. Some of these procedures will include:
 - Cleaning/disinfecting practices and schedules
 - Online payment options
 - Building entrance and exit routes
 - Arrival and exit timing
 - Locker room availability
 - Social distancing measures
 - Spectator policy
 - Use of face coverings/masks in facility
 - Screening required before entry
- Consider keeping an attendance log for contact tracing.
- Consider screening questions and temperature checks for members attending on-ice sessions if your facility is not already doing so (see screening below).
- **Practice** – Coaches are responsible for ensuring social distancing is maintained between players as much as possible. This means additional spacing between players while playing chatting, changing drills so that players remain spaced out, and no congregating of players while waiting to enter the ice. Workouts should be conducted in 'pods' of students, with the same 5-10 students always working out together. The use of equipment is allowed but it must be cleaned at an adequate schedule.
- **Benches** – No benches should be used during practice. Benches should be permitted only during games. Players' items should be kept in a personal bag (except for their hockey stick) outside the ice rink and stadium area, maintaining at least six feet spacing between each player's bag. Players should maintain social distancing unless they are actively participating in the game.

- Determine the number of players and coaches that can be on the ice at one time and keep groups together for subsequent sessions.

Other Equipment

- Gloves are permissible for all coaches and team staff and for all game administration officials.
- Electronic whistles are strongly encouraged (supplies are limited). Choose a whistle whose tone will carry inside. Check the market for choices.

Other Hygiene Considerations

- There should be no shared athletic equipment. Any equipment or uniform that is used should be cleaned and disinfected prior to and immediately following the meet. Be responsible for your own supplies.
- Athletes, coaches, and officials are encouraged to provide their own hand sanitizer (at least 60% alcohol) and/or sanitizing wipes and use frequently.
- Emphasize to avoid touching the face throughout practice and competition.
- **Spitting/Nose Clearing/Coughing** – All athletes and coaches are prohibited from spitting/nose clearing and must cover coughs.
- Athletes, coaches and staff should avoid touching doors, gates, fences, benches or other schools' equipment.

General Reminders for Athletes

- **Personal Items** – It is recommended that each athlete bring their own gym bag for personal items. Gym bags should be placed in a predetermined area 6 feet apart for the duration of the event. No shared clothing/shoes.
- Athletes are encouraged to provide their own hand sanitizer (at least 60% alcohol) and use frequently.
- **Water bottle** – All athletes shall bring their own water bottle. Water bottles must not be shared.
- Tell coaches immediately when you are not feeling well.

COMPETITION CONSIDERATIONS

WIAA Event Accountability

- A [tracing sheet](#) and [verification form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.

Competition Structure

- Encourage only local, single opponent, single day competitions.
- Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
- All personnel and spectators should follow social distancing guidelines.

Rink Area

- The rink area is defined as the ice, bench area, penalty box, minor official box, locker room, and the hallway between the bench and locker room. The remainder of the facility including the stands, concession stands, etc., will be considered the spectator area.
- Only essential personnel are permitted in the rink area. These are defined as players, coaches, athletic trainers and officials.
- All others, i.e. managers, statisticians, media personnel, etc., are considered non-essential personnel and are not to be in the rink or bench area. They may be in the stands utilizing social distancing.
- Locker rooms, if used, shall be disinfected between use by teams. School administration should develop a plan to utilize the locker rooms efficiently using social distancing (i.e.: rotate players in pods of three to change. The same pods should be used through the season).

Hydration

- All team personnel shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water refill stations, etc.) may be utilized but must be cleaned after every practice/meet.

Coach Conferences/Team Huddles

- Encourage limiting the number of individuals in a conference to those who must be in close proximity for these discussions. It is encouraged that coaches wear a mask.
- Team huddles should be conducted using social distancing guidelines when the coach is communicating with the entire team, or in smaller groups.

Social Distancing

- Before, during and after the contest, players, coaches, game officials, team personnel and game administration officials should wash and sanitize their hands as often as possible.
- Try and limit the number of non-essential personnel who are at ice level and near participants throughout the contest.

- If available, dressing facilities for game officials and teams should be large enough for them to use social-distancing protocols and should be properly cleaned and sanitized prior to arrival.
- **Warm-ups/Stretching** – Maintain social distancing between players.
- **Congregating of Athletes and/or Coaches** – Discourage congregating upon arrival to the facility, prior to game warm-ups, and immediately following the game.
- **National Anthem** – Align team members in a manner that allows them to maintain social distancing from others.
- **Media** – All local social distancing and hygiene guidelines for spectators should be followed by media members planning to attend games. Media members should contact host school administrators prior to arriving at games to plan appropriate entry and available workspace.
- **Official's Interaction** – Coaches should consider social distancing guidelines (6 feet) when interacting with an official or any other individual on the rink. Substitutions and a general rules interpretation conversation can occur at social distance. Pre-game – One coach from each team, the officials and one captain can meet around center ice.
- **Coach conferences** – Encourage limiting the number of individuals in a conference to those who must be in close proximity for these discussions. It is encouraged that coaches wear a mask.
- **Huddles** – Social distancing to be maintained, as much as possible, when the coach is communicating with the entire team, or in smaller groups.
- **Team handshakes** – Teams shall NOT exchange handshakes during introductions/pregame meeting or following the contest. Teams can acknowledge opponent with a tip of hat or a wave, or other appropriate non-contact measures.
- **Award** presentations should be discontinued.
- **Departing the Ice** (post game) – The visiting team should depart the field immediately after the completion of the game, followed by the home team. Every effort should be made to ensure that a log-jam does not occur upon departure of the two teams.

Spectators

- Follow county guidelines on limiting spectators.
- **Face covering requirements** – Coaches, parents and spectators should all wear a face covering/mask while indoors. Event Personnel should consider having masks available to purchase or to provide for those who may have forgotten to bring one.
- **Ticket sales** – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- **Pedestrian flow** – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion. Consider using stanchions, tape or paint to guide traffic flow.
- **Seating** – Establish a procedure that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes. Consider tape or paint as a guide, communicate in advance and create signage. Schools must limit the use of bleachers for fans. Fans should practice social distancing between different household units and accept personal responsibility for public health guidelines.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

OFFICIALS CONSIDERATIONS

Officials are not responsible for monitoring activities on the sidelines, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

- Do not share uniforms, towels, apparel and equipment.
- Encourage face covering/mask use for all officials during games.
- Electronic whistles are permissible (supplies are limited). Bring an extra battery. Choose a whistle whose tone will carry inside.
 - Fox 40 Mini
 - Fox 40 Unisex Electronic – 3 tone
 - Ergo-Guard (3 tone) –orange
 - Windsor (3 tone) – grey
 - Consider other similar items in marketplace
- Bring your own water bottle(s).
- Bring personal hand sanitizer. Wash hands frequently. Gloves are permissible.
- Eliminate hand shake and follow social distancing guidelines for meetings with captains and coaches.

- Essential off-ice officials should maintain social distancing and wipe down workspace before and after the contest.

COACHES CONSIDERATIONS

- Communicate your guidelines in a clear manner to students and parents. Athlete safety is paramount.
- Communicate expectations regarding minimizing the spread of the virus and the habits that will contribute.
 - Reinforce the need for athletes and team personnel to maintain social distance, wear masks, and not attend if exposed to someone with COVID or if ill themselves.
 - Remind players to use hand sanitizer prior to going on the competition court and after returning to the sideline.
- Follow the CDC guidelines for cleaning and disinfecting the practice/competition venue.
- Coaches should socially distance (3-6 feet) when interacting with a judge or any other event worker. Conversations can occur at a distance.
- Learn more by taking the free online course: "[COVID-19 for Coaches and Administrators.](#)"

SWIMMING & DIVING

EQUIPMENT CONSIDERATIONS

Pool Facilities

- Increase water sanitation level, i.e., keep chlorine closer to 2.0 PPM.
- Eliminate the use of low ventilated spaces and rooms that prevent social distancing, such as locker rooms and small dryland rooms.
- Eliminate the use of locker rooms whenever reasonable.

Locker Rooms

- To minimize the use of locker rooms, competitors should arrive wearing their competition swimming suits.

Training Equipment

- Swimmers/Divers should use their own training equipment. Sanitize after each use.

Masks

- Masks must be worn according to the [governor's mandate](#) upon arrival to the meet venue and until the official warm-ups have started. Face coverings are strongly recommended in all settings where people may come in contact with others, including outdoors when maintaining physical distance is not possible. A violation of the order would not bring any criminal penalties but could result in a \$200 fine.
- Swimmers and divers are not required to wear cloth face coverings while swimming. They should wear face coverings up until stepping onto the blocks and after they exit the water.
- Coaches, team personnel and other meet personnel should wear masks at all times, and should be encouraged to follow social distancing guidelines.
- Spectators should be strongly encouraged wear masks and are expected to follow social distancing guidelines.

Other Equipment

- Watches, clip boards and lap-counters should be sanitized after each use.
- Do not share uniforms, towels, apparel or equipment.
- Touchpads should be sanitized periodically while out of the water utilizing [EPA-registered disinfectants](#). Diving boards and backstroke flags should be sanitized periodically.

Other Hygiene Considerations

- There should be no shared athletic equipment. Any equipment that is used should be cleaned and disinfected prior to and immediately following the meet. Be responsible for your own supplies.
- Athletes, coaches, and officials are encouraged to provide their own hand sanitizer (at least 60% alcohol) and/or sanitizing wipes and use frequently.
- Emphasize to avoid touching the face throughout practice and competition.
- **Spitting/Nose Clearing/Coughing** – All athletes and coaches are prohibited from spitting/nose clearing and must cover coughs.
- Athletes, coaches and staff should avoid touching doors, gates, fences, benches or other schools' equipment.

General Reminders for Athletes

- **Personal Items** – It is recommended that each athlete bring their own gym bag for personal items. Gym bags should be placed in a predetermined area 6 feet apart for the duration of the event. No shared clothing/shoes.
- Athletes are encouraged to provide their own hand sanitizer (at least 60% alcohol) and use frequently.
- **Water bottle** – All athletes shall bring their own water bottle. Water bottles must not be shared.
- Tell coaches immediately when you are not feeling well.

COMPETITION CONSIDERATIONS

WIAA Event Accountability

- A [tracing sheet](#) and [verification form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.

Competition Structure

- Consider only local, single opponent, single day competitions.
- Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
- Consider dual or triangular meets only.
- All personnel and spectators should follow social distancing guidelines.

On Deck During Meets

- Only essential personnel are permitted on the deck. These are defined as swimmers/divers, coaches, athletic trainers, lifeguards and officials. Authorized timers, recorders, runners, computer operators necessary to conduct competition are essential.
- All others, (i.e., team managers, video people, media photographers, family members, non-competing students, etc.) are considered non-essential personnel and should remain in the gallery seating area (when present) and/or must remain outside the deck area.
- All personnel and spectators should follow social distancing guidelines.

Coach Conferences

- Coaches should limit the number of individuals in a conference and/or huddle to those who must be in close proximity for these discussions. All individuals involved in the conference should wear a mask.

Pre-meet Conference

- Limit attendees to one official, the head coach from each team, and a single captain from each team, or speak with the team representatives in a separate meeting.
- All individuals must wear a mask and follow social distancing guidelines while performing all pre-meet responsibilities.
- Use of headsets with other crew members (if applicable).
- Script the conference to ensure consistency with both teams.
- The location of the pre-meet conference should be in an isolated area with plenty of space.
- Encourage bench personnel to follow social distancing guidelines.
- Maintain social distancing between the substitute, officials and/or teammate(s) by encouraging substitutions to occur closer to the area designated for substituting.

Scoring Table

- Limited to essential personnel which includes announcer, scorer and computer software operator – all individuals wear masks.
- Space at the table may limit the number allowed at the scoring table in following social distancing guidelines.

Social Distancing

- Coaches are responsible for ensuring social distancing is maintained between athletes and team personnel as much as possible.
- Consider using tape or cones to mark spacing between swimmers/divers while out of the pool.
- Teams/individuals shall NOT exchange handshakes before, during, or following the practice or competition.
- Follow USA Swimming guidelines and encourage social distancing to reduce congregation of swimmers when in the pool.
- Social distancing for swimmers while waiting for their event should be enforced (see USA Swimming/Diving Charts).

Awards & Post-game Ceremony

- Suspend award ceremonies – awards may be given to coaches wrapped in packaging.

Spectators

- Follow county guidelines on limiting spectators.
- Face covering requirements – Event personnel, media, spectators – consider having masks available to purchase or to provide for those who may have forgotten to bring one.
- Ticket sales – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- Pedestrian flow – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion. Consider using stanchions, tape or paint as a guide, communicate in advance and create signage.
- Seating – Establish a procedure for all indoor and outdoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

OFFICIALS CONSIDERATIONS

Officials are not responsible for monitoring activities on the sidelines, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

- Electronic whistles are permissible – choose a whistle that will carry inside. Bring an extra battery.
- Cloth face coverings are strongly encouraged throughout the event.

- Eliminate any handshakes, etc. Maintain social distancing at all times.
- Bring personal hand sanitizer and/or wash hands frequently. Gloves are permissible.
- Do not share uniforms, towels, and other apparel/equipment. Bring your own supplies (clip board, pencil, etc.). Use your own pen to sign the scoresheet.
- Officials should use their own water bottles.
- Work with assignors and have backup officials. Take your temperature before you leave for the event. Anything over 100.4 is considered unacceptable, and you are to notify the school that you will not be attending.

COACHES CONSIDERATIONS

- Communicate your guidelines in a clear manner to students and parents. Athlete safety is paramount.
- Communicate expectations regarding minimizing the spread of the virus and the habits that will contribute.
 - Reinforce the need for athletes and team personnel to maintain social distance, wear masks, and not attend if exposed to someone with COVID or if ill themselves.
 - Remind players to use hand sanitizer prior to going on the competition court and after returning to the sideline.
- Follow the CDC guidelines for cleaning and disinfecting the practice/competition venue.
- Coaches should socially distance (3-6 feet) when interacting with a judge or any other event worker. Conversations can occur at a distance.
- Learn more by taking the free online course: “[COVID-19 for Coaches and Administrators.](#)”

Creative Individual Swimming training video: <https://www.runnersworld.com/training/g31981398/swimming-during-coronavirus/>

WRESTLING

EQUIPMENT CONSIDERATIONS

Wrestling Mat

- Coaches must sanitize shared equipment before and after each practice or match. Daily cleaning and disinfection are recommended. The WIAA SMAC recommends referencing and utilizing [EPA-registered disinfectants](#). Equipment may be wiped with listed disinfectants and a damp cloth.

Disinfectant Wipes

- Wrestlers are encouraged to provide their own disinfectant wipes (at least 60% alcohol) to disinfect your hands/arms/legs as needed.
- Consider showering after each round and putting on a fresh uniform.

Tooth and Mouth Protectors

- Athletes should refrain from the removal of mouthguards while in the mat area. If mouthguards are removed on the mat or bench area, the wrestler should use hand sanitizer each time after touching the mouthguard.

Masks

- Masks must be worn according to the [governor's mandate](#) upon arrival to the meet venue and until the official warm-ups have started. Face coverings are strongly recommended in all settings where people may come in contact with others, including outdoors when maintaining physical distance is not possible. A violation of the order would not bring any criminal penalties but could result in a \$200 fine.
- Coaches, team personnel and other meet personnel should wear masks at all times, and should be encouraged to follow social distancing guidelines.
- Spectators should be strongly encouraged to wear masks and are expected to follow social distancing guidelines.
- Athletes may **NOT** use a "buff" or neck gaiter as it is considered a choking risk if grabbed during wrestling action.

Live Wrestling and Conditioning Drills

- Utilize small pod practice partners (1-2-3 other wrestlers go live against each other only).

Other Equipment

- Wrestlers should use their own equipment such as headgear and knee pads. Knee pads should be washed after each use.
- **Towels** – Wrestlers should use their own towel and should be washed after each meet.
- **Athletic Tape** – Wrestlers should have their own roll of athletic tape. If using tape, it should be removed after a match and the athlete should be re-taped.
- **Ankle Bands** – If ankle bands are used, sanitize after each wrestler.
- **Equipment Sanitization** – Coaches must sanitize shared equipment before and after each event. Please check with your equipment manufacturers. The NFHS SMAC recommends referencing and utilizing [listed by the United States Environmental Protection Agency](#).
- Equipment may be wiped with listed disinfectants and a damp cloth.

Other Hygiene Considerations

- There should be no shared athletic equipment. Any equipment that is used should be cleaned and disinfected prior to and immediately following the meet. Be responsible for your own supplies.
- Athletes, coaches, and officials are encouraged to provide their own hand sanitizer (at least 60% alcohol) and/or sanitizing wipes and use frequently.
- Emphasize to avoid touching the face throughout practice and competition.
- **Spitting/nose clearing/coughing** – All athletes and coaches are prohibited from spitting/nose clearing and must cover coughs.
- If a wrestler puts their hands/fingers in their mouth or spits on their hands, the event must be stopped and the wrestler must sanitize their hands and/or any equipment touched. Coaches should work to discourage these habits.
- Athletes, coaches and staff should avoid touching doors, benches or other schools' equipment.

General Reminders for Athletes

- **Personal Items** – It is recommended that each athlete bring their own gym bag for personal items. Gym bags should be placed in a predetermined area 6 feet apart for the duration of the event. No shared clothing/singlets/shoes.
- Athletes are encouraged to provide their own hand sanitizer (at least 60% alcohol) and use frequently – before and after each event and when entering into or leaving the mat area.
- **Water bottle** – All athletes shall bring their own water bottle. Water bottles must not be shared.
- Tell coaches immediately when you are not feeling well.

COMPETITION CONSIDERATIONS

WIAA Event Accountability

- A [tracing sheet](#) and [verification form](#) shall be kept of all individuals traveling with the team to the contest verifying that the traveling party has been prescreened that day before departure.
- When departing for the contest, coaches take their tracing sheet and verification form signed by the coach and athletic director acknowledging the tracing sheet's accuracy. If a coach cannot, or does not produce the tracing sheet when verification is requested, it shall be reported to the WIAA office by the opposing coach.

Competition Schedule

- **Schedule 6-7 days between competitions** – only local, single opponent, single day competitions (duals).
- Consider scheduling adjustments to reduce the number of events, duration and/or participants present.
- All personnel and spectators should follow social distancing guidelines.

Weigh-ins

- Take the temperature of each wrestler prior to each event – do not allow wrestlers with symptoms of illness or fever to participate.
- Conduct weigh-ins in a larger area and out of tight spaces such as the locker room.
- Wrestlers remain 6 feet apart at weigh-ins. Use tape to indicate appropriate spacing.
- Have wrestlers called into weigh-ins by weight class (similar to state tournament procedure) to help reduce the size of the line at weigh-ins. Wrestlers waiting would be social distanced and in the back of/near the weigh-in area.
- All individuals in the area including officials, trainers, athletes and coaches must wear face coverings and remain 6 feet apart – those unable to wear a facemask may weigh-in separately from the group.
- Encourage weigh-ins to be in the largest space available.

Bench Area

- Only essential personnel are permitted in the bench area. These are defined as wrestlers, coaches, trainers, and officials. All others, i.e., managers, video personnel, media personnel, etc., are considered non-essential personnel and are to be outside of the bench area.
- Coaches are strongly encouraged to wear masks when not instructing; all other team personnel should wear a mask.
- Limit bench personnel to observe social distancing and place chairs 6 feet apart when possible.
- Utilize staggered benches for teams to achieve proper social distancing. If that is not a possibility, the team bench may be extended. If multiple schools and benches are rotated, the area and chairs should be disinfected between rotations.

Score Tables

- Arrange score tables to ensure proper social distancing – Space scorers and timers 3-6 feet apart at score tables. All personnel are strongly encouraged to wear masks.

Coach Conferences/Team Huddles

- Encourage limiting the number of individuals in a conference to those who must be in close proximity for these discussions. It is strongly encouraged that coaches wear a mask.
- Team huddles should be conducted using social distancing guidelines.

Injury Considerations

- **Handling blood** – Have a defined medical table/area mat-side with all supplies. Coaches provide one-on-one care. If athletic trainer is needed, the coach must move away.
- **Head/Neck Injury** – Only medical personnel attending to the athlete should be allowed on the mat. Coaches and officials remain socially distant and officials communicate time.
- Athletes, coaches and staff should avoid congregating close to injured wrestlers, unless requested for assistance in treatment.

Pre- and Post-Match Procedure

- Face-offs/introductions should be limited to team members stepping forward when their name is called to avoid handshakes.
- Pre-match meeting items should be addressed at weigh-ins rather than having a pre-match meeting between official and team.
- Only the scorer should touch the scoresheet. If writing implements are used, they should be sanitized and not shared.
- Develop awards presentation procedures that maintain proper social distancing.

Social Distancing

- **Warm-ups/Stretching** – Maintain social distance between athletes.
- **Congregating of Wrestlers and/or Coaches** – Discourage congregating upon arrival to the event, prior to warm-ups, and immediately following the meet. No congregating of wrestlers while waiting for their match.
- **Huddles** – Social distancing to be maintained, as much as possible, when the coach is communicating with the entire team, or in smaller groups.
- **During Match** – Wrestlers should wear a mask and can remove the mask once checked in. Use hand sanitizer before entering the mat and wipe feet on a footbath mat before stepping on the mat.

- **Elimination of Handshakes** – Wrestlers may find other respectful ways to acknowledge each other before or after a competition, while maintaining social distancing.
- **Elimination of Hand Raises** – Referee raises color hand of winning participant.
- **National Anthem/March-In/March Out** – Align team members in a manner that allows them to maintain social distance from others.
- **Interaction with officials** – Coaches should maintain social distance when interacting with officials or any other event worker.
- **Seating Capacity/Configuration** – Teams, spectators, media, medical, event personnel. Consider tape or paint as a guide, communicate in advance and create signage.

Hydration

- All team personnel shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water refill stations, etc.) may be utilized but must be cleaned after every practice/meet.

Spectators

- Follow county guidelines on limiting spectators.
- **Face covering requirements** – Event personnel, media, spectators – consider having masks available to purchase or to provide for those who may have forgotten to bring one.
- **Ticket sales** – If unable to eliminate on-site sales, consider steps to establish social distancing and provide a sanitization station.
- **Pedestrian flow** – Create protocols and signage to address ingress and egress areas and high traffic areas to avoid congestion. Consider using stanchions, tape or paint as a guide, communicate in advance and create signage.
- **Seating** – Establish a procedure for all indoor venues that allows for social distancing guidelines. The number of spectators allowed must be in accordance with state/local regulations for gathering sizes.

Concessions

- Post signage at stand for patrons to maintain social distancing of 6' between parties near food stand.
- Maintain a sanitize solution for wiping cloths during operations and increase cleaning/sanitizing frequency – especially high-contact surfaces such as equipment, utensils and countertops.
- Discontinue self-service operations for the public such as drink stations, condiment trays, cup/napkin/utensil dispensers and other amenities to help maintain infection control.
- Consider the use of fans or open (screened) windows to improve air circulation in smaller indoor stands.
- Use single-use condiment packets and avoid using shared condiment containers if possible.
- Consider barriers such as Plexiglass between employees and customers if practical.

OFFICIALS CONSIDERATIONS

Officials are not responsible for monitoring activities outside the competitive area, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

- Electronic whistles are strongly encouraged (supplies are limited). Choose a whistle whose tone will carry inside – Check the market for choices. Bring an extra battery. If using a regular whistle, change whistle several times during the event.
- Cloth face coverings are strongly encouraged.
- Bring personal hand sanitizer and/or wash hands frequently. Gloves are permissible if changed after each match.
- Cloth face coverings are strongly encouraged.
- Eliminate any handshakes. Eliminate hand raises – Referee raises color hand of winning participant.
- Do not share equipment. Bring your own supplies (wristbands, pencil, whistle, etc.).
- Officials should use their own water bottles.
- Work with assignors and have backup officials. Take your temperature before you leave for the event. Anything over 100.4 is considered unacceptable, and you are to notify the school that you will not be attending.
- Officials should not hand out ranking cards. Rely on the WIAA website.

COACHES CONSIDERATIONS

- Communicate your guidelines in a clear manner to students and parents. Athlete safety is paramount.
- Communicate expectations regarding minimizing the spread of the virus and the habits that will contribute.
 - Reinforce the need for athletes and team personnel to maintain social distance, wear masks, and not attend if exposed to someone with COVID or if ill themselves.
 - Remind players to use hand sanitizer prior to going on the competition court and after returning to the sideline.
- Follow the CDC guidelines for cleaning and disinfecting the practice/competition venue.
- Coaches should socially distance (3-6 feet) when interacting with an official, scorer or any other event worker. Conversations can occur at a distance.
- Learn more by taking the free online course: "[COVID-19 for Coaches and Administrators.](#)"

Minutes of Medical Advisory Ad Hoc Committee

The Board of Education Waunakee Community School District

A Medical Advisory Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Monday, October 12, 2020, beginning at 6:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

David Boetcher called the meeting to order at 6:15 PM. The delay was due to some technical difficulties.

II. ROLL CALL

David Boetcher, Dr. Bill Ranum, Laren Dallmann, Brian Hoefler, Jenny Sydow, Kurt Eley, Brian Grabarski, Sarah Goeck, Jack Heinemann, Dr. Matt Anderson, Randy Guttenberg.

Attending Virtually: Aaron Pavao, Valerie Clevenger

Also attending: Mark Hetzel and Joan Ensign

APPROVAL OF MINUTES

A motion was made by Brian Hoefler, second by Jack Heinemann to approve the minutes of the last meeting as posted. Motion Carried.

III. APPROVE AGENDA

A motion was made by Jack Heinemann, second by Dr. Anderson, to approve the agenda as posted. Motion Carried.

IV. REVIEW PROGRESS OF GUIDING PRINCIPLES AND DASHBOARD DATA FOR SCHOOL REOPENING

A. Internal Processes

B. Internal Data

C. Community Wide Data

Randy Guttenberg started this discussion by sharing the dash board and looking at our current data.

Brian Grabarski shared that the contact tracer has been hired and accepted the position and will start on 10/26/20. The nurse has been offered the position, but this hasn't been made official as of this meeting.

Kurt Eley updated the committee on the processes of contact tracing and also data collection. There was discussion regarding face to face instruction and virtual instruction and how the cases are showing up.

Dr. Anderson and Dr. Ranum both gave the perspective from hospitals. There is an increase in the hospitals. Medical staff are able to handle it right now, but this isn't slowing down.

V. REVIEW SCHOOL BOARD DECISION TO BEGIN IN-PERSON HYBRID INSTRUCTION FOR GRADES 3-4 ON OCTOBER 26TH

The medical members of the committee did indicate that WCSD is doing a great job right now. What will be the trigger that will cause a shut down.

Randy Guttenberg said that there will come a time when we are not able to complete our process especially with contact tracing within a day. At that point we may have to shut down an event, classroom, building for a day, couple days or even a week depending on what we are dealing with.

This will not be an ideal situation for the students or staff if we are constantly going in and out of school.

If students are face to face or virtual they are in school. What they do during the off hours is what we are unsure of .

The contact tracer will be starting at the same time 3-4 is planned to come back. The nurse could be about the same time. Brian Grabarski told the committee that while these people will be coming in right at that time, they will be doing some training, specifically the contact tracer, prior to that date and they will be part of a team that has been doing very well. Our Health office staff has been doing a great job.

This decision isn't a clinical decision but an operational decision of how we are handling the load of contact tracing, symptom checks, and also substitute staff.

VI. UPDATE ON LOCAL FLU VACCINE CLINIC OPTION PER INPUT FROM PHMDC

Dave Boetcher reported that he and Ann L. and Sarah Goeck have been working to have a flu vaccine clinic open for uninsured community members. They are scheduling this for 10/24/20 from 9am – 3 pm. They have about 9 nurses lined up as well as the Waunakee EMS. Dane County Public Health has committed to provide the vaccines. We need to work with our Social Workers as well as WNC to determine an estimate of what we would anticipate.

VII. FUTURE MEETINGS

The next meeting will be on November 9, 2020 at 6PM before the regular board meeting.

VIII. ADJOURN

This committee meeting adjourned at 7:10 PM on a motion by Jack Heinemann, second by Dr. Adnerson. Motion Carried.

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, October 19, 2020, beginning at 8:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

The meeting was called to order at 8:14pm by Heinemann.

II. ROLL CALL

Present: Heinemann, Ensign, Hetzel

Also present: Randy Guttenberg, Steve Summers (Virtual), Brian Grabarski,

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF AGENDA

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

V. 2020-21 BUDGET PROCESS

Steve Summers reviewed the Final Version of the 2020-21 budget. The draft budget (changes highlighted in yellow) as well as a draft of the property tax levy, a referendum approved version of the draft budget (with changes highlighted in orange) are attached to the agenda.

The changes in this draft of the budget include:

Fund 10:

- The building budgets for grades K-8 have been updated according to the resource allocation model, based on the September student count
- Grant budgets
- Utility budget
- Transportation (both Funds 10 and 27)
- Capital Projects budget (high school field house project)
- District Wide budgets (open enrollment, insurance costs, tuition payments, cash flow borrowing, etc.)
- Salaries & Benefits (to reflect all retirements, resignations, new hires, open positions, etc.)
- Technology (to move funds to the CARES grant)
- Business Office (to pay for COVID related expenses)
- Wellness Clinic
- Summer School (lower budget due to lower participation)

- 4K program (increased budget due to increased enrollment count from prior year)
- High School Budget (to add both revenues and expenses for AP/PSAT exams)
- Revenues have been adjusted based on the September 2020 student count, state certification aid, property taxes, state computer/personal property aid, medicaid, cash flow borrowing premium, workers compensation dividend, interest, grants, transportation aid, summer school fees student fees, insurance payments received, property sales, rentals, aid for mental health, medicaid, other district payments and miscellaneous payments)
- Fund 27: Revenues have been adjusted based on grants, and prior year's activity. Expenses have been adjusted based on grants, transportation and salaries & benefits (to reflect all retirements, resignations, new hires, open positions, etc.)
- Fund 41: Expenses have been adjusted to reflect additional COVID related school reopening expenses
- Fund 72: Revenues and expenses have been adjusted to reflect prior year's activity for the scholarship fund
- Fund 73: Revenues and expenses have been adjusted to reflect prior year's activity for the post employment benefit trust fund

Steve gave a high level of these changes and discussed the referendum question and answered questions of the committee.

A motion was made by Hetzel, second by Ensign to approve moving these documents as presented to the full board for consideration at the 10/26/20 special meeting. Motion carried 3-0.

VI. **FUTURE AGENDA ITEMS**

No future meetings were scheduled at this time.

VII. **ADJOURN**

A motion was made by Ensign, seconded by Hetzel to adjourn the meeting at 7:52pm. Motion carried 3-0.

Minutes of Diversity Equity Inclusion Ad Hoc Committee

The Board of Education Waunakee Community School District

A Diversity Equity Inclusion Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Tuesday, October 20, 2020, beginning at 6:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

Tim Schell called the meeting to order at 6:02: PM

II. ROLL CALL

Committee members in attendance: Bethany Pottinger, Chrisina Sheppleman, Diane Treis Rusk, Isabella Moore, Katie Grundahl, Lara Ostrander, Leslie Petty, Melanie Meister, Melissa Hernandez, Michelle Berg, Mike Pisani, Monique Mobley, Nia Vang, Pamela Potter, Paul Whitley, Regina Pagel, Samuel Kaufmann, Stephanie Shefchik, Tim Schell, Allison Voeller.

III. APPROVAL OF MINUTES

Diane Treis Rusk made a motion, second by Sam Kaufmann, to approve the minutes as posted. Motion carried.

IV. APPROVE AGENDA

A motion was made by Leslie Petty, second by Paul Whitley, to approve the agenda as posted. Motion carried.

V. PRESENTATION BY TIM SCHELL, WCSD DIRECTOR OF SECONDARY CURRICULUM AND INSTRUCTION, OF A BRIEF OVERVIEW OF CURRENT WCSD CURRICULUM ON THE ISSUES OF RACIAL EQUITY, INCLUSION, AND DIVERSITY (10-15 Min)

TimSchell shared information on curriculum that is being used regarding equity withing the district. Tim specifically spoke on the Neiamiah partnership. The Powerpoint he used may be found attached to the agenda.

The committee asked that this partnership informaton is shared with the leadership team specifically the full social studies department. An overall timeline could be shared with what is happening with this project.

This is great, there is still so much that can be done. Involving more community people, students ect would lead to an inclusive direction.

VI. CONSIDERATION OF METHODS FOR COLLECTING DATA AND INFORMATION TO INFORM THE WORK OF THE AD HOC COMMITTEE ON EQUITY, DIVERSITY, AND INCLUSION

Melanie Meister, Bethany Pottinger, and Gina Pagel gave an update of their research/findings of various tools.

There are several tools that WCSD already has in their possession. This group narrowed it down to two.

NEA and LEAD, both are free with website support. This group is leaning toward NEA.

There was some discussion on how to determine what components to use, having someone from outside evaluate the audit to show impartiality and what the next steps should be.

Tim will find out if there is someone to partner with from Niamiah. Nia will look into a partnership. Gina will follow up with other districts that have used these tools.

This group will send out an email when they meet again so that anyone else from the full committee may join. Mike Pisani is already interested in helping with this work.

For the next meeting we should have a concept of what we want to do and be able to discuss what resources are needed so that the Board members on this committee can then take this to the full Board of Education.

VII. DISCUSSION OF EVENTS WITHIN THE WAUNAKEE SCHOOL DISTRICT AND IN THE STATE AND NATION AS IT RELATES TO DIVERSITY, EQUITY AND INCLUSION

There was some discussion on this item and it was determined that this item along with the audit item should be carried over to the next meeting.

VIII. FUTURE MEETINGS

The committee shared upcoming events, talks etc that may be of interest with the full committee. These items will be shared with the committee within their group google drive.

There was discussion on when the next meeting would be scheduled. There was a request to have a regular time so that work and meetings could be planned more in advance.

It was also requested that items for the meeting be attached to the Boardbook agenda

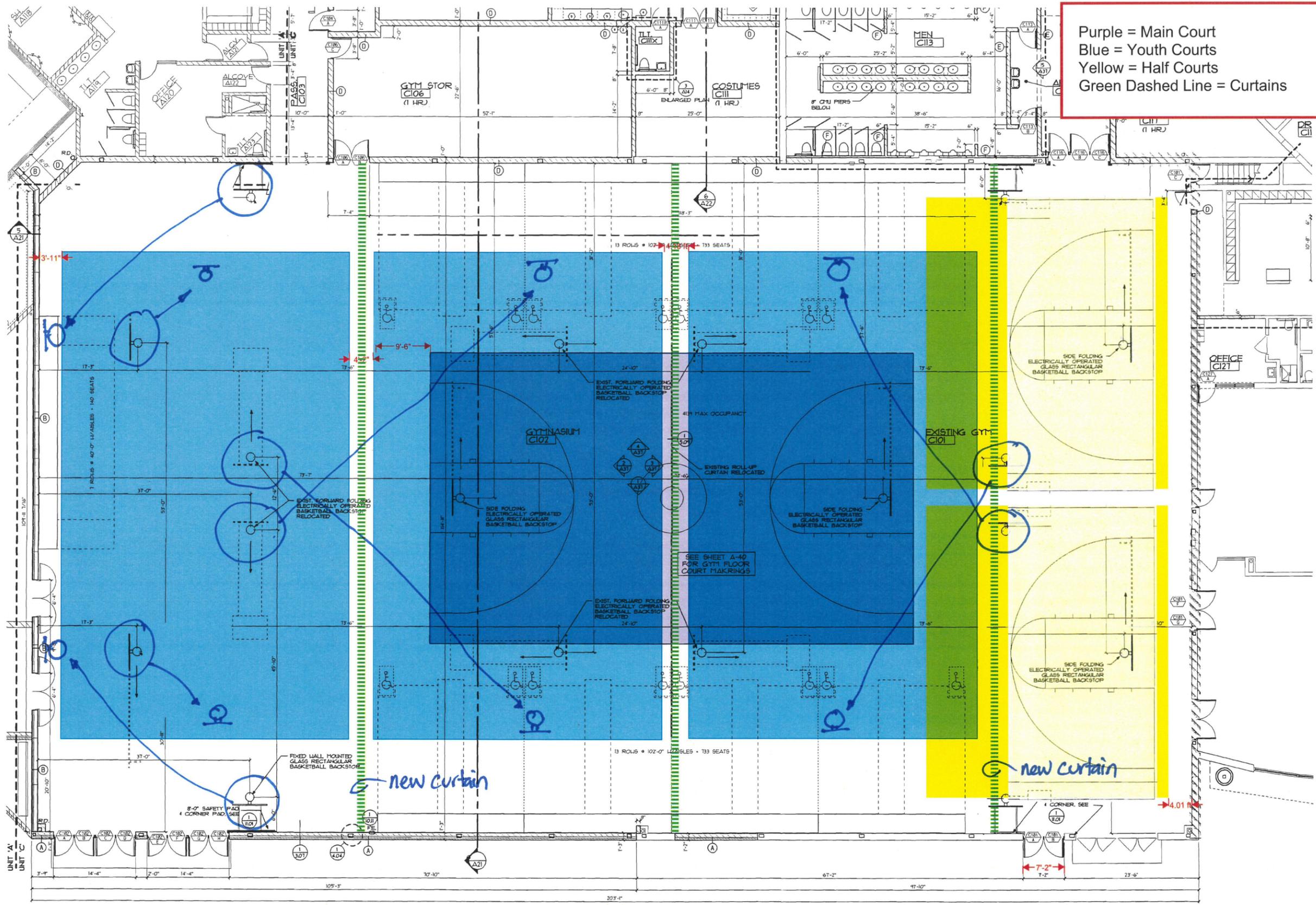
IX. ADJOURN

The committee meeting adjourned at 7:37 PM on a motion by Mnique Mobley and seconded by Lara Ostrander. Motion Carried.

Basketball Backstop Moves and Curtains **BALLPARK ESTIMATE**

Item	Quantity	GymBoys	Paddock Bleachers
move hoops	6	\$ 33,000	\$ 33,000
move wall mount hoops	2	\$ 1,600	\$ 1,600
new curtains & move scoreboards	2	\$ 32,000	\$ 50,000
SUBTOTAL		\$ 66,600	\$ 84,600
additional paint and design (Stalker)	1	\$ 3,000	\$ 3,000
TOTAL		\$ 69,600	\$ 87,600

Purple = Main Court
 Blue = Youth Courts
 Yellow = Half Courts
 Green Dashed Line = Curtains



FIRST FLOOR PLAN - UNIT 'C'
 SCALE: 1/8" = 1'-0"



October 29, 2020

Mr. David Boetcher
Board President
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Re: Expulsion Hearing Officer

Dear Mr. Boetcher:

Attorney Kirk Strang has informed me that the Waunakee Community School District is looking for individuals or an individual to act as an Independent Hearing Officer under Section 120.13 of the Wisconsin Statutes to conduct expulsion hearings and making findings and recommendations to the Board of Education. Attorney Strang suggested I submit a brief letter of interest describing my background and also provide some information about our fees and billing arrangements. I have enclosed a copy of a Standard Engagement Letter that sets forth our rates and billing procedures. Hopefully, that will answer most of those questions.

Please let this letter serve as a letter of interest and a brief summary of my experience in the expulsion area.

I have been practicing law since 1989, and I represent private and public sector employers in all aspects of labor and employment law. During that time, I have represented numerous school districts in a variety of areas and proceedings.

Specifically, with respect to expulsions, I estimate that I have been involved in over 400 expulsions in a variety of capacities.

My most common involvement with a District for expulsions consists of me assisting the District with the preparation of the Notices, the evidence, and recommendations. I then typically sit with the Board of Education on the night of the expulsion and conduct the hearing on behalf of the Board and assist the Board with deliberations thereafter. I will then prepare the Findings, Order, and frequently the Minutes.

I have, in some instances, represented only the administration in expulsion hearings in cases where an expulsion hearing officer is utilized by the District. In those

OCTOBER 29, 2020

PAGE 2

cases, my role is limited to assisting the District with preparation of the Notices, any evidence, and presenting evidence and witness at the expulsion hearing itself.

I have also acted as an independent hearing officer such as the role you are seeking assistance with in Waunakee.

I am happy to report that while some cases I have been involved in have been appealed to the Department of Public Instruction (or even Circuit Court), I have never had an expulsion hearing result overturned.

My approach to expulsions is to make sure that both parties have an opportunity to present whatever testimony or evidence they wish to present so that the Board can make an informed decision. I recognize that expulsions are typically a stressful time for families and not an enjoyable time for administration. My hope is that by demonstrating fairness and compassion, that will ease both parties participating in such a hearing so that the family and student feel they were treated fairly, and that the administration feel that the interest of the school district were being heard.

I am confident I can meet your expectations as an Expulsion Hearing Officer, should you select me to assist the District.

I am happy to discuss any of this with you individually, or meet with the Board, if that is preferred.

Please feel free to contact me if you have any questions.

Sincerely,

BOARDMAN & CLARK LLP

/s/ Douglas E. Witte

Douglas E. Witte

Enclosure

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October 29, 2020

Mr. David Boetcher
Board President
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Re: Engagement of Legal Services

Dear Mr. Boetcher:

Thank you for engaging Boardman & Clark LLP as the attorneys to represent the District in the matters described below. This letter is being provided to you on behalf of the Agency because of the Rules of Professional Conduct that were issued by the Wisconsin Supreme Court in July 2007. These rules require lawyers to advise new clients in writing of the basis or rate of the fee and costs to be charged and the scope of representation. This Engagement Letter describes the basis upon which Boardman & Clark LLP will provide legal representation to the Agency and how we will be compensated for the services we provide.

Scope of Engagement and Expectations

You have asked us to represent the District in the connection with serving as an independent hearing officer per Wis. Stat. sec. 120.13(1)(e)1.b.

As the matter progresses, the scope of representation may be broadened to cover additional matters which arise in due course, and in that event, we will discuss how to proceed and obtain your agreement to provide additional services as needed.

No Conflicts

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation. If we should represent you in another matter in the future, we may review that issue again.

An important factor in maintaining the trust and confidence of our clients is clearly communicating the scope of our professional engagement and our procedures for billing and payment. This letter attempts to fulfill this objective. Please review the letter carefully. If you have any questions, please do not hesitate to contact me.

Right of Withdrawal

You have agreed to pay our fees as the matter progresses. If you fail to make payment of fees for our services as outlined in this letter and per your agreement or otherwise fail to cooperate with the Firm, this may provide us with grounds to withdraw from further representation of you and in that event, we reserve the right to terminate such representation.

Fees, Costs, Billing and Payment

Fees. Our fees are based principally on the time expended by our attorneys, paralegal assistants and law clerks that work on your representation. We have established an hourly rate for each attorney, paralegal assistant and law clerk in our firm.

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matter will range from \$125.00 to \$450.00. This includes the rates of attorneys, paralegals, legal assistants and clerks whom I may assign to work on this matter. My hourly rate is \$300.00. Our firm reviews hourly rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year.

Other Fees, Costs and Expenses. Other out-of-pocket costs and expenses, such as travel, long-distance telephone, facsimile, photocopy, minor filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), computer research fees and other miscellaneous expenses identifiable to your matter will be billed monthly, and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

Billing and Payment. Our standard practice is to bill each month for services we render during the previous month. Payment is due upon receipt of our billing invoice. Other payment arrangements can be made by mutual agreement, in writing.

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

You will at all times have the right to terminate our services upon prior written notice.

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

E-mail/Cellular Phone Notice. In the event that we use electronic mail or cellular phones at any time to communicate with each other, or with third parties, you acknowledge that we have advised you that electronic mail and cellular phones may be subject to a greater risk of interception or unauthorized access than landline telephone communication. If at any time you desire that we not use electronic mail or cellular phones, you will advise us of such desire and we will act in accordance with your instruction. If you do not so advise us, we will assume that you consent to the use of electronic mail and cellular phones for communications between our attorneys, professionals and staff and you or other persons with respect to your matters and in particular this engagement.

File Retention Notice. When I have completed all the legal work necessary for your case, I will close my file and return original documents to you. I will then store the file for approximately seven (7) years. I will destroy the file after that period of time unless you instruct me in writing now to keep your file longer.

Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call Richard A. Heinemann, the Chairman of our Executive Committee, at (608) 257-9521.

Conclusion

We appreciate the opportunity to represent you. We look forward to a long and mutually rewarding relationship. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know.

OCTOBER 29, 2020
PAGE 4

Please acknowledge your agreement to these terms and your consent to our representation of you, as described above, by signing the enclosed copy of this letter and returning it to me at your earliest convenience.

Sincerely,

BOARDMAN & CLARK LLP

/s/ Douglas E. Witte

Douglas E. Witte

ACKNOWLEDGMENT AND CONSENT:

Date: _____

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Guttenberg, Randy <randyguttenberg@waunakee.k12.wi.us>

Waunakee Community School District Proposal - Hearing Officer Services

1 message

Anderson, Jon <Jon.Anderson@huschblackwell.com>

Mon, Nov 2, 2020 at 10:59 AM

To: "Randy Guttenberg (randyguttenberg@waunakee.k12.wi.us)" <randyguttenberg@waunakee.k12.wi.us>

Randy:

I am very interested in continuing to serve as the Hearing officer. Attached is a proposal that I think is fair based on a stipulated expulsion and other expulsion proceedings.

I am happy to discuss and consider other suggestions.

Jon Anderson

 **Waunakee Community School District.pdf**
12K

**Waunakee Community School District
Proposal for Hearing Officer Services
November 2, 2020**

EXPERIENCE:

I have been involved in managing all aspects of the expulsion process as a lawyer and as a board member over my nearly 40 years of school law practice. In that time, I have served as school district hearing officer, have run hearings as counsel to a school board, and been an advocate, prosecuting expulsions on behalf of a school administrators. In addition, I have heard expulsions as a board member in a charter school setting. I have handled hearings and appeals to the state superintendent as we as been involved in appeals of decisions to circuit court. I know all legal requirements related to processing expulsions as well as the requirements for valid hearings and for written decisions that flow from the hearings.

My experience in all aspects of expulsion proceedings and my demeanor makes me an excellent choice to serve as a hearing officer for the Waunakee Community School District. I know that expulsions are emotionally difficult for families, so I work to issue decisions following hearings as expeditiously as possible,

COSTS FOR HEARING OFFICER SERVICES:

For Stipulated Expulsions:

I propose a flat fee of \$450.00. This includes preparation for the hearing, the hearing itself and for post-hearing decision writing.

For Other Expulsions:

I propose to charge actual hourly costs with a cost not to exceed \$700.00. This includes time spent in preparation for the hearing, time in the hearing and writing time after the hearing.

(Although largely irrelevant for purposes of this proposal, my standard hourly rate is \$600 per hour and is discounted by 20% (to \$450) for this proposal.)

I am happy to discuss this proposal. Please advise if you require any additional information.

Jon Anderson

Waukegan Community School District
2020-21 Budget Status Report-October 31, 2020

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	26,678,069	26,678,069	6,366,072.93	15,244,781.25	81.01%	5,067,214.82
Personnel Costs: Benefits	9,941,025	9,941,025	2,304,419.75	5,821,507.28	81.74%	1,815,097.97
Total	36,619,094	36,619,094	8,670,492.68	21,066,288.53	81.21%	6,882,312.79

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,410	88,410	32,895.79	11,901.32	50.67%	43,612.89
Prairie School CSF	21,356	21,356	8,889.83	0.00	41.63%	12,466.17
Heritage School	82,580	82,580	38,334.20	2,593.79	49.56%	41,652.01
Heritage School CSF	16,027	16,027	4,189.16	0.00	26.14%	11,837.84
Arboretum School	77,463	77,463	29,366.53	10,093.75	50.94%	38,002.72
Arboretum School CSF	16,749	16,749	7,325.27	3,200.00	62.84%	6,223.73
Intermediate School	148,620	148,620	46,640.79	32,472.30	53.23%	69,506.91
Intermediate School CSF	21,091	21,091	16,724.67	1,170.32	84.85%	3,196.01
Middle School	142,000	142,000	31,313.15	10,326.57	29.32%	100,360.28
Middle School CSF	23,467	23,467	10,980.36	2,621.22	57.96%	9,865.42
High School	563,093	563,093	52,272.09	11,912.32	11.40%	498,908.59
High School CSF	48,227	48,227	5,486.67	1,460.83	14.41%	41,279.50
Athletics	346,182	346,182	56,078.38	159,619.32	62.31%	130,484.30

Departments						
Utilities	982,582	982,582	326,008.16	1,016,780.57	136.66%	-360,206.73
Maintenance	1,172,605	1,172,605	348,435.27	587,552.12	79.82%	236,617.61
Capital Projects	278,500	278,500	1,865.95	290,674.30	100.00%	-14,040.25
Contingency Fund	100,000	100,000	7,624.13	1,141.52	8.77%	91,234.35
Energy Conservation	83,894	83,894	200.00	0.00	0.24%	83,694.00
Transportation	1,328,225	1,328,225	10,619.16	904,696.23	68.91%	412,909.61
Technology	966,179	966,179	956,283.85	25,645.95	101.63%	-15,750.80
Technology Erate/Fees	25,000	25,000	0.00	23,489.84	93.96%	1,510.16
Curriculum	337,771	337,771	252,033.57	16,915.04	79.62%	68,822.39
Human Resources	35,850	35,850	19,349.62	72.06	54.17%	16,428.32
Superintendent	84,600	84,600	21,340.12	40,859.39	73.52%	22,400.49
Student Support	31,412	31,412	11,169.94	10,782.26	69.88%	9,459.80
Business Office	421,973	421,973	169,429.46	174,381.16	81.48%	78,162.38
District Wide	1,299,357	1,299,357	515,317.41	106,430.56	47.85%	677,609.03
Special Projects	0	0	0.00	1,395.00	---	-1,395.00
Summer School	29,350	29,350	28,922.60	0.00	98.54%	427.40

Grants-Fund 10						
Common School Fund-District	5,799	5,799	5,799.00	0.00	100.00%	0.00
CARES Act Grant	63,244	63,244	61,413.19	0.00	97.11%	1,830.81
Title 1 Grant	90,061	90,061	11,005.01	31,408.50	47.09%	47,647.49
Title 2 Grant (Public)	42,737	42,737	7,894.36	0.00	18.47%	34,842.64
Title 2 Grant (Private)	5,692	5,692	0.00	0.00	0.00%	5,692.00
Title 3 Grant	15,784	15,784	950.00	131.86	6.85%	14,702.14
Title 4A Grant (Public)	8,850	8,850	0.00	0.00	0.00%	8,850.00
Title 4A Grant (Private)	1,150	1,150	0.00	0.00	0.00%	1,150.00
Peer Mentor Grant	6,000	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,156	16,156	0.00	243.02	1.50%	15,912.98
CCEIS Federal Flo-Through	204,709	204,709	76,112.59	0.00	0.00%	128,596.41
Reading Readiness	8,373	8,373	0.00	0.00	100.00%	8,373.00
State Safety Grant - 1	0	0	0.00	0.00	---	0.00
State Safety Grant - 2	19,434	19,434	7,740.00	11,694.00	100.00%	0.00
Career/Tech Ed Grant	73,654	73,654	6,406.01	1,135.75	10.24%	66,112.24
Ed. Effectiveness Grant	27,840	27,840	0.00	0.00	0.00%	27,840.00

Other Program Totals						
Transfer to Fund 27	5,635,100	5,635,100	0.00	0.00	0.00%	5,635,100.00
4K Program-AD Curriculum	972,540	972,540	292,765.28	704,995.44	102.59%	-25,220.72
Wellness Clinic	232,200	232,200	45,842.23	181,443.32	97.88%	4,914.45

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	36,619,094	36,619,094	8,670,492.68	21,066,288.53	81.21%	6,882,312.79
Building Totals	1,595,265	1,595,265	340,496.89	247,371.74	36.85%	1,007,396.37
Department Totals	7,177,298	7,177,298	2,668,599.24	3,200,816.00	81.78%	1,307,882.76
Grant Totals	589,483	589,483	177,320.16	44,613.13	37.65%	367,549.71
Other Program Totals	6,839,840	6,839,840	338,607.51	886,438.76	17.91%	5,614,793.73
Total Fund 10 Expenditures	52,820,980	52,820,980	12,195,516.48	25,445,528.16	71.26%	15,179,935.36

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	11,760	11,760	2,003.00	0.00	17.03%	9,757.00
Heritage School	12,380	12,380	2,020.88	0.00	16.32%	10,359.12
Arboretum School	12,813	12,813	2,258.05	0.00	17.62%	10,554.95
Intermediate School	37,950	37,950	12,362.00	0.00	32.57%	25,588.00
Middle School	31,000	31,000	2,565.00	0.00	8.27%	28,435.00
High School	177,575	177,575	116,736.85	0.00	65.74%	60,838.15
Athletic Dept	38,000	38,000	115.00	0.00	0.30%	37,885.00
Curriculum	8,800	8,800	789.48	0.00	8.97%	8,010.52
Maintenance	2,000	2,000	191.83	0.00	9.59%	1,808.17
Energy Savings	0	0	220.00	0.00	-%	-220.00
Human Resources	2,200	2,200	0.00	0.00	0.00%	2,200.00
Technology	2,750	2,750	2,483.40	0.00	90.31%	266.60
E-Rate	25,000	25,000	20,560.75	0.00	82.24%	4,439.25
District	51,466,177	51,466,177	3,391,857.27	0.00	6.59%	48,074,319.73

Grants - Fund 10

Common School Fund-District	152,716	152,716	0.00	0.00	0.00%	152,716.00
CARES Act Grant	63,244	63,244	0.00	0.00	0.00%	63,244.00
Title 1 Grant	90,061	90,061	0.00	0.00	0.00%	90,061.00
Title 2 Grant (Public)	42,737	42,737	0.00	0.00	0.00%	42,737.00
Title 2 Grant (Private)	5,692	5,692	0.00	0.00	0.00%	5,692.00
Title 3 Grant	15,784	15,784	0.00	0.00	0.00%	15,784.00
Title 4A Grant (Public)	8,850	8,850	0.00	0.00	0.00%	8,850.00
Title 4A Grant (Private)	1,150	1,150	0.00	0.00	0.00%	1,150.00
Peer Mentor Grant	6,000	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,156	16,156	0.00	0.00	0.00%	16,156.00
CCEIS Federal Flo-Through	204,709	204,709	0.00	0.00	0.00%	204,709.00
Reading Readiness	8,373	8,373	0.00	0.00	0.00%	8,373.00
State Safety Grant - 1	0	0	0.00	0.00	-%	0.00
State Safety Grant - 2	19,434	19,434	0.00	0.00	0.00%	19,434.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
Ed. Effectiveness Grant	27,840	27,840	0.00	0.00	0.00%	27,840.00
						736,400.00

Total Fund 10 Revenues	52,564,805	52,564,805	3,554,163.51	0.00	6.76%	49,010,641.49
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SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries	5,514,116	5,514,116	1,182,613.75	3,161,299.21	78.78%	1,170,203.04
Benefits	2,123,890	2,123,890	466,865.80	1,286,770.38	82.57%	370,253.82
Total	7,638,006	7,638,006	1,649,479.55	4,448,069.59	79.83%	1,540,456.86

Departments

CWD/Pupil Services	190,094	190,094	67,730.01	122,741.76	100.20%	-377.77
Transportation	140,000	140,000	18,291.89	121,708.11	100.00%	0.00
O&M	8,000	8,000	1,422.39	6,786.11	102.61%	-208.50
Medicaid	8,000	8,000	2,141.30	0.00	26.77%	5,858.70

Grants-Fund 27

IDEA FlowThrough Grant	662,800	662,800	137,360.33	302,652.84	66.39%	222,786.83
IDEA PreSchool Grant	15,588	15,588	2,999.93	2,209.67	33.42%	10,378.40

Total Fund 27 Expenditures	8,662,488	8,662,488	1,879,425.40	5,004,168.08	79.46%	1,778,894.52
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SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	662,800	662,800	0.00	0.00	0.00%	662,800.00
IDEA PreSchool Grant	15,588	15,588	0.00	0.00	0.00%	15,588.00
Student Support Revenues	0	0	0.00	0.00	0.00%	0.00
Other Fund 27 Revenues	7,984,100	7,984,100	0.00	0.00	0.00%	7,984,100.00

Total Fund 27 Revenues	8,662,488	8,662,488	0.00	0.00	0.00%	8,662,488.00
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FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,493,635	2,493,635	227,694.85	2,085,077.45	92.75%	180,862.70

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,544,507	2,544,507	116,872.46	0.00	4.59%	2,427,634.54

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

Building/Department	19-20 Carryover	20-21 Revenue Budget	20-21 Rec'd	20-21 Revenue Balance	20-21 Expense Budget	20-21 Spent / Encumbered	20-21 Expense Balance	20-21 Balance	Funds Available
Prairie School	34,822.77	11,760.00	2,003.00	9,757.00	88,410	44,797.11	43,612.89	33,855.89	68,678.66
Heritage School	32,811.68	12,380.00	2,020.88	10,359.12	82,580	40,927.99	41,652.01	31,292.89	64,104.57
Arboretum School	29,082.07	12,813.00	2,258.05	10,554.95	77,463	39,460.28	38,002.72	27,447.77	56,529.84
Intermediate School	78,918.10	37,950.00	12,362.00	25,588.00	148,620	79,113.09	69,506.91	43,918.91	122,837.01
Middle School	54,820.70	31,000.00	2,565.00	28,435.00	142,000	41,639.72	100,360.28	71,925.28	126,745.98
High School	152,578.55	177,575.00	116,736.85	60,838.15	563,093	64,184.41	498,908.59	438,070.44	590,648.99
Athletic Dept	20,819.66	38,000.00	115.00	37,885.00	346,182	215,697.70	130,484.30	92,599.30	113,418.96
4K	18,245.36	0.00	0.00	0.00	972,540	997,760.72	-25,220.72	-25,220.72	-6,975.36
Curriculum	30,726.65	82,454.00	789.48	81,664.52	411,425	276,490.37	134,934.63	53,270.11	83,996.76
Energy Conservation	1,516.67	0.00	220.00	-220.00	83,894	200.00	83,694.00	83,914.00	85,430.67
Human Resources	11,261.04	2,200.00	0.00	2,200	35,850	19,421.68	16,428.32	14,228.32	25,489.36
Maintenance	55,705.29	2,000.00	191.83	1,808	1,172,605	935,987.39	236,617.61	234,809.44	290,514.73
Student Support	1,944.91	0.00	0.00	0.00	221,506	212,423.97	9,082.03	9,082.03	11,026.94
Superintendent	23,910.49	0.00	0.00	0.00	84,600	62,199.51	22,400.49	22,400.49	46,310.98
Technology	150,895.63	2,750.00	2,483.40	266.60	991,179	1,005,419.64	-14,240.64	-14,507.24	136,388.39
Capital Projects	21,267.54	0.00	0.00	0.00	278,500	292,540.25	-14,040.25	-14,040.25	-271,272.71
	719,327.11							1,103,046.66	1,543,873.7

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF SEPTEMBER 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	-14,120.43	242,584.57	223,526.87	17,938.64	308,504.81	1,846,339.41
REVENUES:						
+ DEPOSITS	3,837,139.66	536,973.89	1,747,946.24	3,069,540.86	59,950.00	12,636.68
+ INTEREST	0.00	23.08	47.27	72.97	28.35	83.35
TOTAL REVENUES	3,837,139.66	536,996.97	1,747,993.51	3,069,613.83	59,978.35	12,720.03
EXPENSES:						
ACCOUNTS PAYABLE	300.60	727,180.67	1,670,899.63	500,000.00	61,422.41	520,623.83
PAYROLL	3,650,272.35	0.00	0.00	2,500,000.00	0.00	0.00
TOTAL EXPENSES	3,650,572.95	727,180.67	1,670,899.63	3,000,000.00	61,422.41	520,623.83 ¹¹³
ENDING BALANCE	172,446.28	52,400.87	300,620.75	87,552.47	307,060.75	1,338,435.61

BANK BALANCES

ENDING BANK BALANCE	564,745.04	52,400.87	300,953.25	87,552.47	307,060.75	1,338,435.61
OUTSTANDING ACH	392,298.76	0.00	332.50	0.00	0.00	0.00
ACTUAL BALANCE	172,446.28	52,400.87	300,620.75	87,552.47	307,060.75	1,338,435.61
SKYWARD BALANCE	172,446.28	52,400.87	300,620.75	87,552.47	307,060.75	1,338,435.61

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>TRUST ACCT</u>	<u>DEBT SERVICE</u>	<u>SCHOLARSHIP ACCT</u>		<u>GENERAL</u>	<u>TOTALS</u>
(FUND 73)	(FUNDS 38,39)	(FUND 72)	(FUND 49)	(FUNDS 39 AND 49)	
1,516,697.85	2,078,791.70	339,314.83	12,636.68	6,480,472.75	13,052,687.68
0.00	0.00	0.00	0.00	1,752,963.04	11,017,150.37
2,238.02	68.35	31.27	0.00	105.74	2,698.40
2,238.02	68.35	31.27	0.00	1,753,068.78	11,019,848.77
0.00	0.00	9,750.00	12,636.68	6,830,713.04	10,333,526.86
0.00	0.00	0.00	0.00	1,336,400.34	7,486,672.69
0.00	0.00	9,750.00	12,636.68	8,167,113.38	17,820,199.55
1,518,935.87	2,078,860.05	329,596.10	0.00	66,428.15	6,252,336.90
1,518,935.87	2,078,860.05	329,596.10	0.00	66,428.15	6,644,968.16
0.00	0.00	0.00	0.00	0.00	392,631.26
1,518,935.87	2,078,860.05	329,596.10	0.00	66,428.15	6,252,336.90
1,518,935.87	2,078,860.05	329,596.10	0.00	66,428.15	6,252,336.90

Wellness Clinic Monthly Expenses

	Dean/SSM	Staff	Admin	Other Prof. Services	Supplies/ Equipment	Rent	Cleaning	Utilities	District purchased supplies	Security System (annually)	Monthly Total
<i>March 2017</i>	15,013.00	10,729.00	1,954.00		2,330.00						
						2,017.00			2,974.17		20,004.17
<i>April 2017</i>	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
<i>May 2017</i>	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
<i>June 2017</i>	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
<i>July 2017</i>	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
<i>August 2017</i>	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
<i>September 2017</i>	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
<i>October 2017</i>	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
<i>November 2017</i>	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
<i>December 2017</i>	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
<i>January 2018</i>	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
<i>February 2018</i>	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
<i>March 2018</i>	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
<i>April 2018</i>	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
<i>May 2018</i>	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		25.50		18,642.50
<i>June 2018</i>	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		7.00		18,624.00
<i>July 2018</i>	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	195.67			17,012.67
<i>August 2018</i>	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	253.18	5.50		17,075.68
<i>September 2018</i>	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
<i>October 2018</i>	14,228.70	10,729.00	154.00		3,345.70	2,059.00	1,545.00	193.65	7.00		18,033.35
<i>November 2018</i>	18,213.35	10,729.00	154.00		7,330.35	2,059.00	1,545.00	140.92	263.00		22,221.27
<i>December 2018</i>	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
<i>January 2019</i>	13,709.95	10,729.00	154.00		2,826.95	2,059.00	1,545.00	194.93	31.50		17,540.38
<i>February 2019</i>	13,266.00	10,729.00	154.00		2,383.00	2,059.00	1,545.00	209.10	-		17,079.10
<i>March 2019</i>	13,310.00	10,729.00	154.00		2,427.00	2,374.00	1,591.35	231.90	51.75		17,559.00
<i>April 2019</i>	15,124.16	14,053.00		613.00	458.16	2,104.00	1,591.35	207.65	18.50		19,045.66
<i>May 2019</i>	14,758.02	14,053.00		65.00	640.02	2,104.00	1,591.35	172.45	7.00		18,632.82
<i>June 2019</i>	14,709.60	14,053.00			656.60	2,104.00	1,591.35	163.01	56.75		18,624.71
<i>July 2019</i>	14,709.60	14,053.00			656.60	2,104.00	1,591.35	167.72	7.00	352.80	18,932.47
<i>August 2019</i>	15,233.00	14,053.00			1,180.00	2,104.00	1,591.35	250.68	25.50		19,204.53
<i>September 2019</i>	18,794.76	14,053.00			4,741.76	2,167.00	1,591.35	220.16	21.50		22,794.77
<i>October 2019</i>	14,672.00	14,053.00		555.75	63.25	2,167.00	1,591.35	187.96	18.50		18,636.81
<i>November 2019</i>	14,988.60	14,053.00		935.60		2,167.00	1,591.35	147.67	20.25		18,914.87
<i>December 2019</i>	14,540.00	14,053.00		487.00		2,197.00	1,591.35	162.46	25.50		18,516.31
<i>January 2020</i>	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	176.69	32.50		19,358.54
<i>February 2020</i>	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	191.30	25.50		19,366.15
<i>March 2020</i>	14,509.20	14,053.00		197.00	259.20	2,197.00	1,591.35	164.89	32.25		18,494.69
<i>April 2020</i>	7,508.50	7,026.50		-	482.00	2,197.00	1,639.09	148.89	18.50		11,511.98
<i>May 2020</i>	7,134.70	7,026.50		108.20		2,197.00	1,639.09	148.89	7.00		11,126.68
<i>June 2020</i>	6,677.10	6,708.10		-	(31.00)	2,197.00	1,639.09	146.69	7.00		10,666.88
<i>July 2020</i>	7,275.50	7,026.50			249.00	2,197.00	1,639.09	146.68	25.50	360.00	11,643.77
<i>August 2020</i>	7,173.50	7,026.50		-	147.00	2,197.00	1,639.00	196.79	7.00		11,213.29
<i>September 2020</i>	13,386.50	7,026.50			6,360.00	115	1,639.09	183.26	50.50		17,456.35



SSMHealth

Waunakee Community School District Wellness Clinic

Performance Report
September 2020

Top 3 Medical Visit Reasons

September 2020

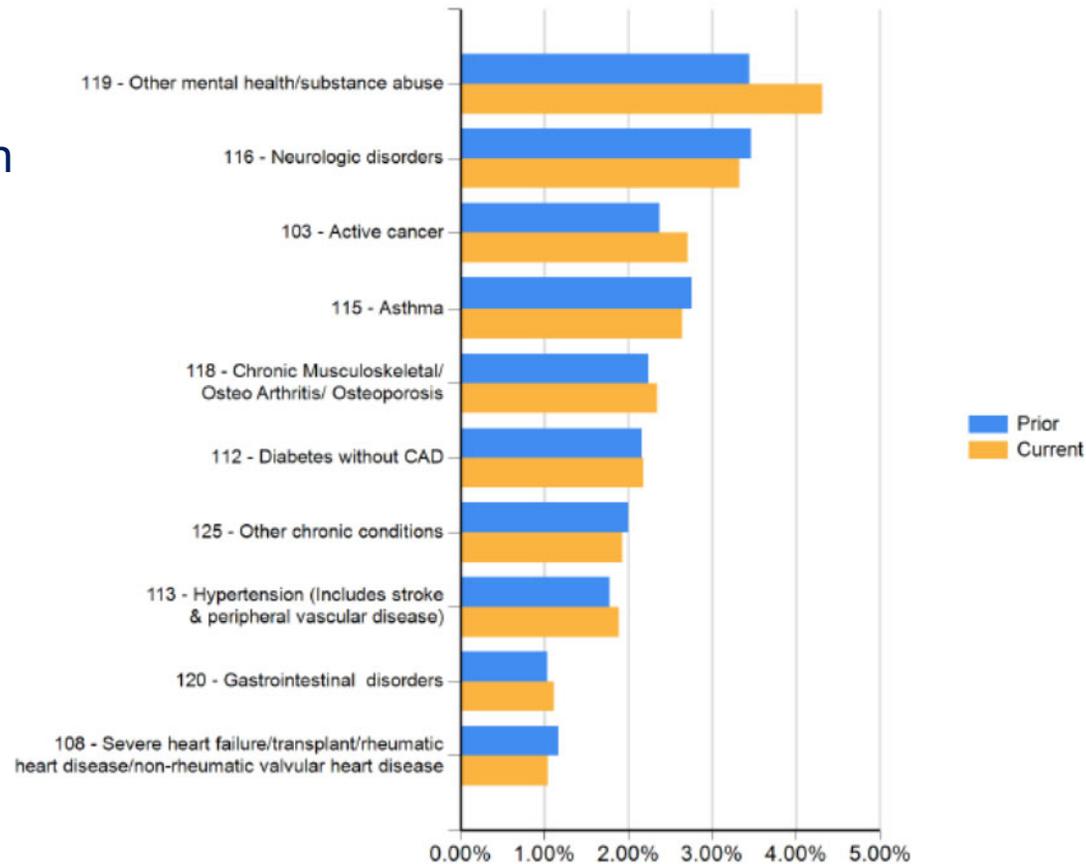
1. Encounter for immunization
2. Encounter for pre-employment exam
3. Encounter for screening of respiratory tuberculosis

Healthcare Opportunities

2018/2019 EGR

6.1: Top 10 Medical CCHGs by Member Months

Behavioral Health
Neuro/Headache
Active Cancer
Asthma
Musculoskeletal
Diabetes
Hypertension
GI
Cardiac disease



Top Specialty Referrals



Dermatology

Ear Nose and Throat

Behavioral Health

Physical Therapy

Sports Medicine



2020 YTD

Quality Metrics

SSM Ambulatory Bundle



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YTD

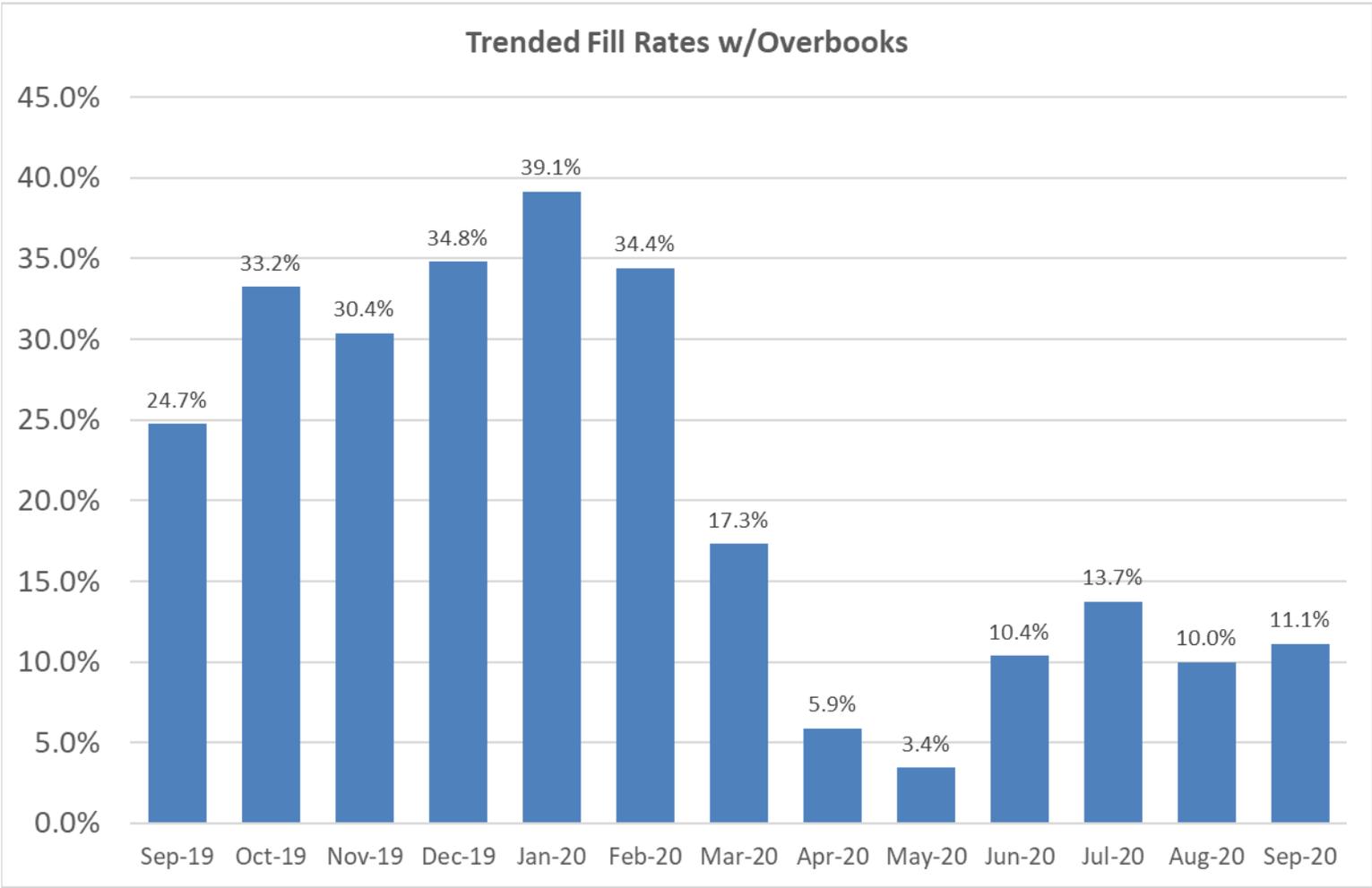
	Q1 '20	Q2 '20	Q3 '20	QTD	Region - Midwest Mean
CMS 125: Breast Cancer Screening	87 %	67 %	50 %	-	56 %
CMS 130: Colorectal Cancer Screening	87 %	100 %	50 %	-	54 %
🏆 CMS 2: Preventive Care and Screening: Screening for Depression and Follow-Up Plan	63 %	94 %	67 %	100 %	45 %
🏆 CMS 165: Controlling High Blood Pressure	92 %	100 %	100 %	-	68 %
CMS 122: Diabetes: Hemoglobin A1c Poor Control	33 %	-	50 %	-	33 %
🏆 CMS 147: Preventive Care and Screening: Influenza Immunization	75 %	80 %	83 %	33 %	54 %
CMS 117: Childhood Immunization Status	-	-	-	-	50 %

Current Clinic Activities

September 2020

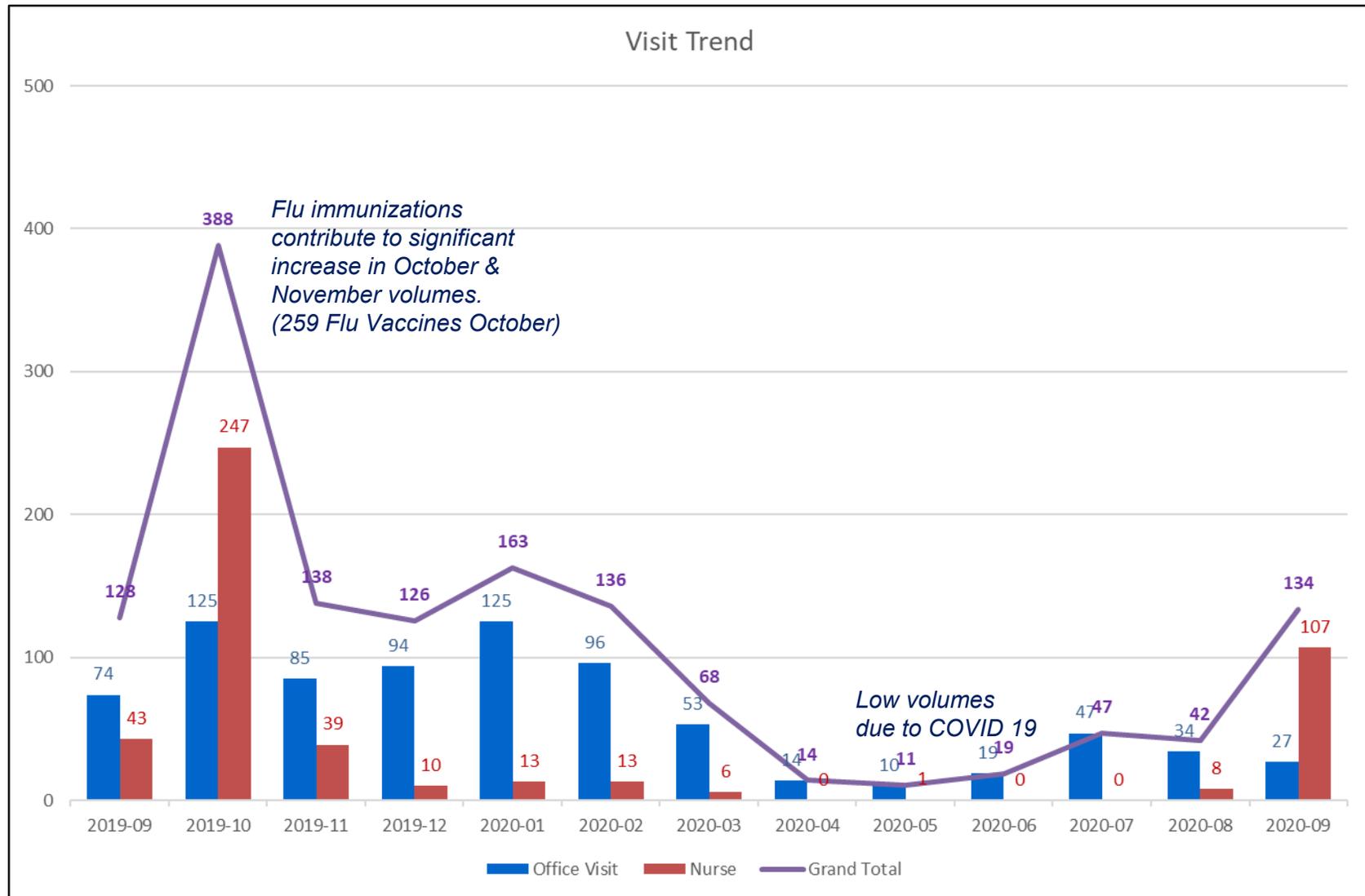
- Clinic hours adjusted for COVID impact and transition to new Nurse Practitioner
- Sara Anderson-Kim, NP start date: Oct 26
- Flu Shots – drive up and in clinic

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

Monthly Appointment Volume



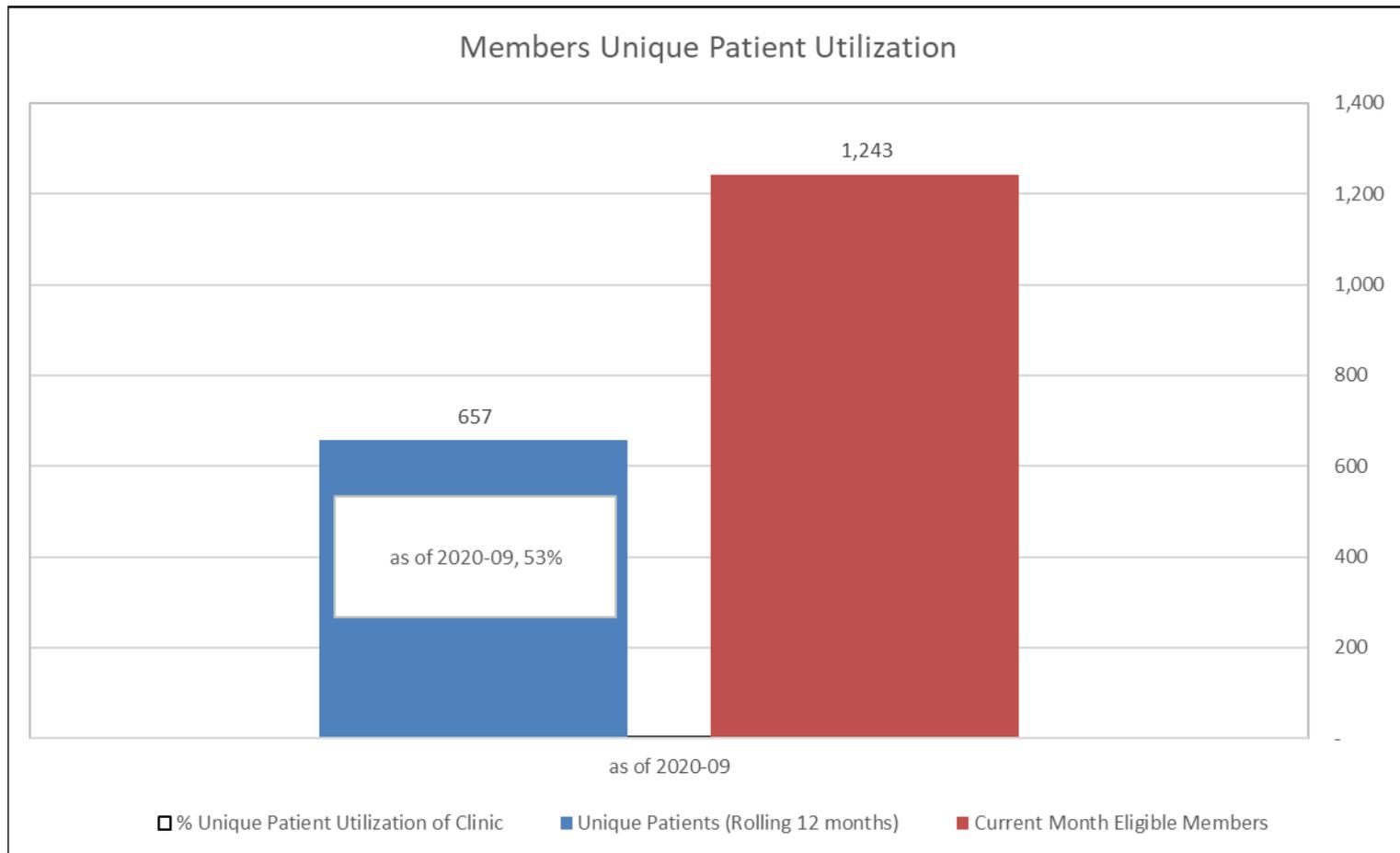
*Non Provider = Certified Medical Assistant

Visit Volumes by Visit Type – includes both provider and nurse visits

Sum of Completed Appts		Calendar												
Visit Type	Visit Type Detail	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
<input type="checkbox"/> Provider	EXTENDED OFFICE VISIT					1								
	NEW OFFICE VISIT	6	27	6	7									
	NEW PHYSICAL	25	16	14	5	1								
	OFFICE VISIT	39	74	59	79	118	90	38	6	1	9	26	3	4
	PHYSICAL EXAM	4	8	6	3									
	PRE EMPLOYMENT						3	6			1	5	23	17
	PRE EMPLOYMENT BRIEF					2	2	2				2	5	2
	SAME DAY										4	1		
	TELEMEDICINE							6	6	1	1			
	VIDEO VISIT								2	8	2	1	2	4
	WELLNESS VISIT					3	1	1			2	12	1	
	Office Visit Total	74	125	85	94	125	96	53	14	10	19	47	34	27
<input type="checkbox"/> Nurse	FLU VACCINE					5	4	2						97
	NURSE VISIT	43	246	39	10									
	OFFICE VISIT		1			8	9	4		1			8	10
	Nurse Total	43	247	39	10	13	13	6		1			8	107
	Grand Total	117	372	124	104	138	109	59	14	11	19	47	42	134

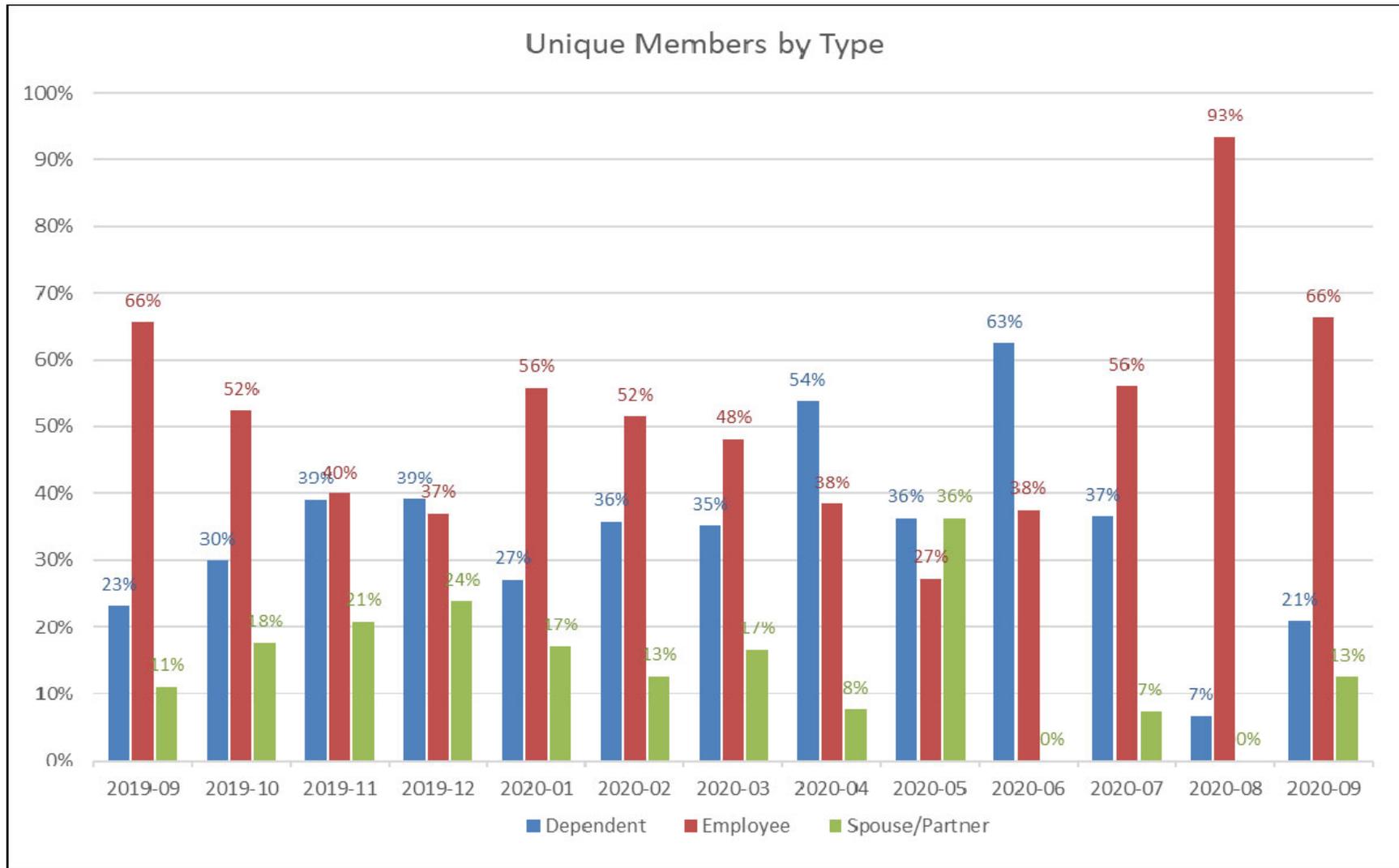
Unique Patient Utilization

Rolling Year Ending September 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

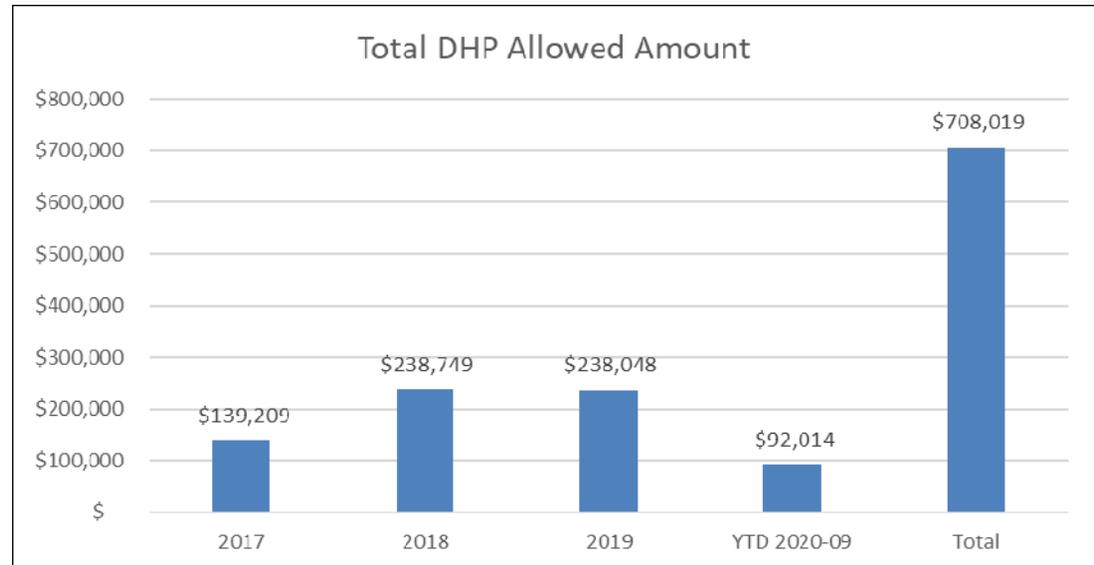
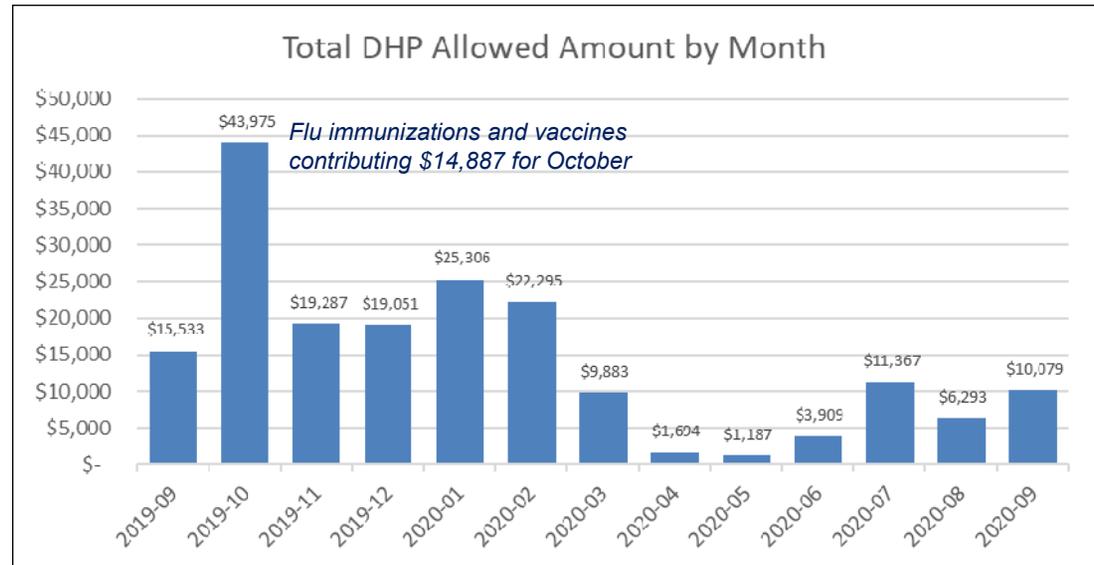


DHP Contract Allowed Amounts

- Rolling 12 Month ending September 2020, DHP Contract Allowed Amount, Claims Avoidance Totalled \$174,326

- Apr. 2017* – September 2020, DHP Contract Allowed Amount, Claims Avoidance Totalled \$708K

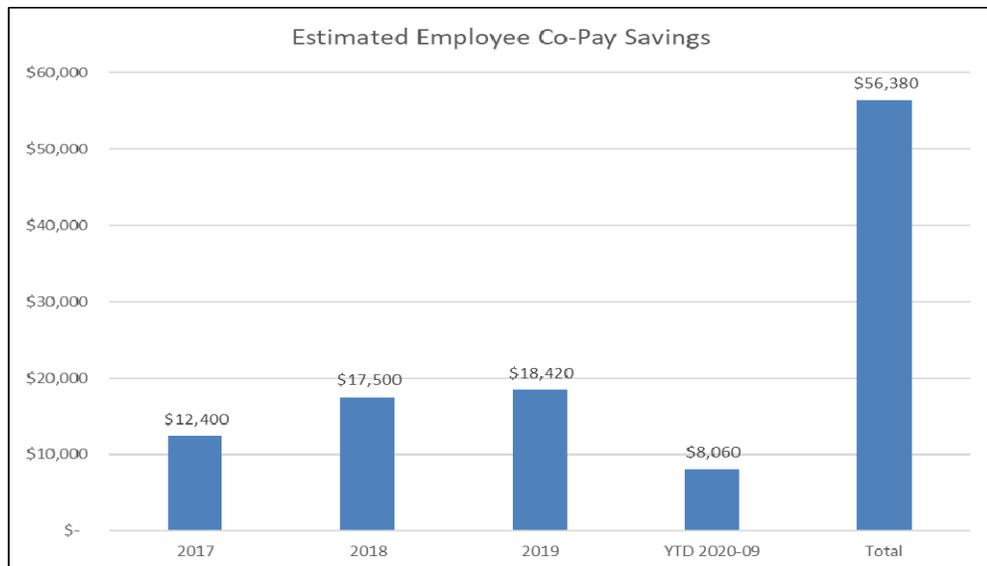
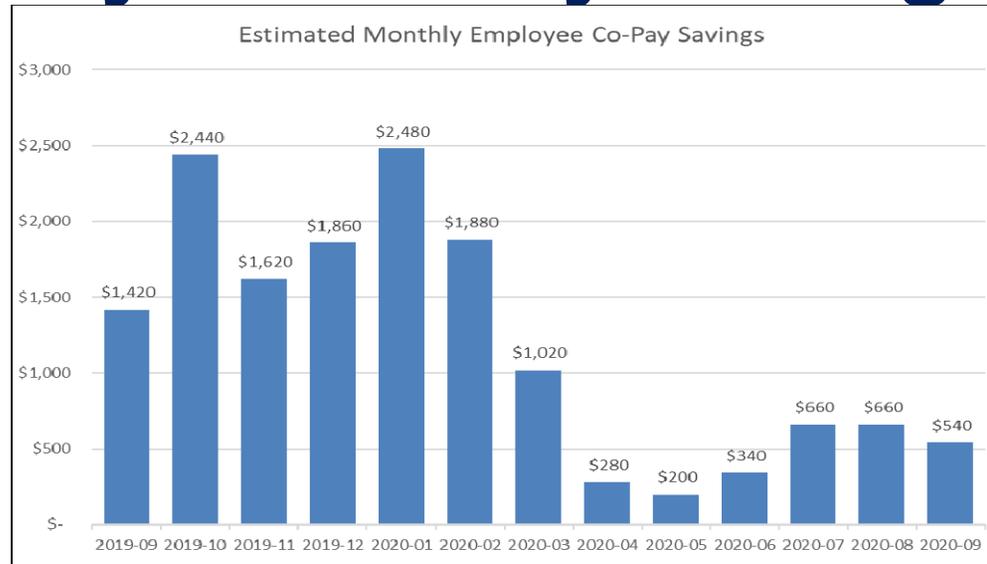
*Recommend removing this metric



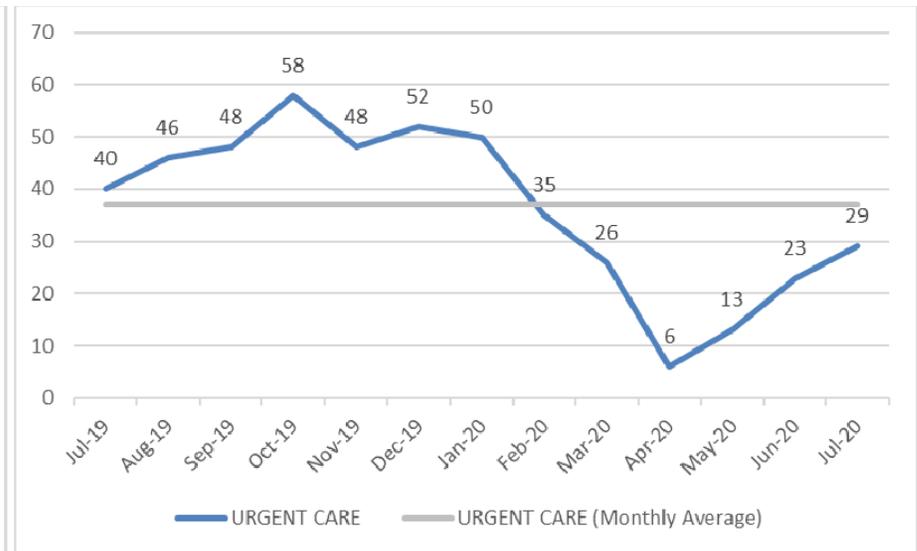
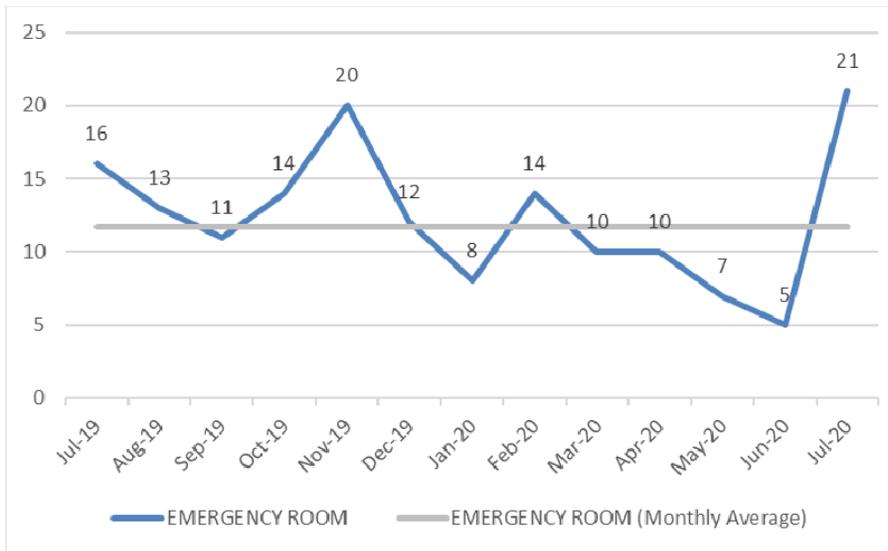
Estimated Employee Co-Pay Savings

- Assumes \$20 Co-Pay for all applicable Office/Medical Visits
- Rolling 12 Month ending September 2020 Potential Employee Co-Pay Savings Totaled \$15,400
- Apr. 2017* – September 2020 Potential Employee Co-Pay Savings Totaled \$56,380

Remove?



Emergency Department and Urgent Care Volume Trend



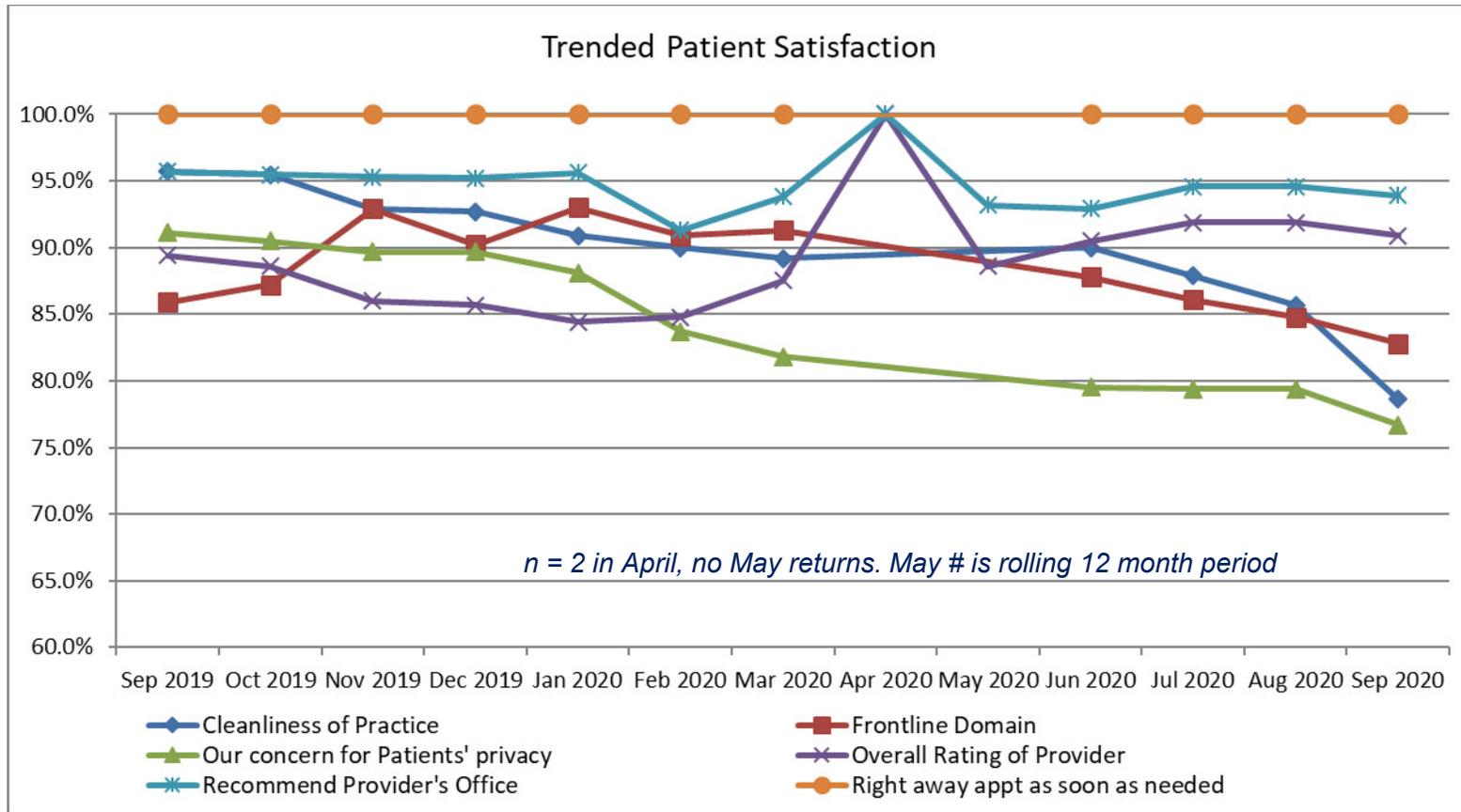
***Includes any ED or UC setting – not limited to SSM owned**

Source: DHP Claims database 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.

Risk Scores

Relation	Age/Gender Factor			Average Concurrent Risk Score		
	Prior	Current	Comparative Benchmark	Prior	Current	Comparative Benchmark
SUBSCRIBER	1.36	1.39	1.35	1.48	1.66	1.63
SPOUSE	1.28	1.29	1.43	1.80	1.81	1.84
DEPENDENT	0.50	0.52	0.54	0.84	0.91	0.72
Total	0.99	1.01	1.13	1.29	1.39	1.41

Summary and Discussion



Listening Sessions 2020

Heritage Monday, November 16th 3:30 PM

Intermediate School Tues., November 17th 7:45 AM

Arboretum Elementary Tuesday, November 17th 3:00 PM

Prairie Thursday, November 19th 3:00 PM

Middle School Monday, November 23rd 7:30 AM

High School Monday, November 23rd 3:30 PM

District Administration Tues., November 24th 9:00 AM*

*The date and time for the District Admin building could be adjusted if needed