

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

Monday, December 14, 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>

Public comments will be limited to 3 minutes. The Board will allow 1 hour for public comments.

Public comments are to be sent to Rebecca McDonough

at [district\\_administrator@waunakee.k12.wi.us](mailto: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) (f)**

- A. Review Minutes of November 09, 2020 Meeting 9
- B. Parent Request for Special Consideration of High School Program  
See attached memo.
- C. Review Individual Administrator, Teacher Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations, and Retirements
- F. Specific COVID-19 Incident Update/Clarification

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

A. Listening Session Follow - Up

Attached are the notes from each building group.

If multiple notes were turned in from one building group, they have been combined. If staff names were mentioned in the notes they have been blocked out. Notes have been combined as is, no editing other than blocking any personal names has been done.

**VI. APPROVAL OF MINUTES**

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Review and consider the open meeting minutes for the 11/09/20.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. PUBLIC LISTENING SESSION**

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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. Individuals making a public comment should include their name, address and relationship to the school district. Each individual will be allowed 3 minutes to comment. The Board will allow 1 hour for public comments.

**IX. TEACHING STAFF, STUDENT,**

**& BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Report

Anna Englebert and Quinn Bogost will give the students report.

B. Teacher Update

Kyle Emmert and Ashley Taylor will give a teaching update

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. Peace Walk Video

David Boetcher would like to discuss with the Board a request to produce a Peace Walk Video.

**X. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS POINTS INCLUDING BUT NOT LIMED TO REOPENING PLANS , 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

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Attached please find the recent Dashboard Data from December 7, 2020. This data will

be updated again on Monday and you will be presented with an updated data sheet at the meeting. Our numbers seems to be trending down across the County and in Waunakee.

B. Review and Consider Cleaning/Sanitation Practices and Policy 34

On Monday evening the Medical Advisory Ad Hoc Committee will be asked to review and provide feedback on our clearing and sanitation process and procedures, particularly as we work to be prepared to bring students back to the buildings in grades 5-12 on January 26th.

Attached please find our updated cleaning and sanitation process. We will present this plan to the Board on Monday night and will also share the feedback we received from the Medical Committee regarding this plan. I am asking the Board to consider and adopt this plan as part of our Cleaning and Sanitation Policy on Monday night so we can share it with staff and parents.

C. Update on School Reopening Planning for Grades 5-12. 38

Attached please find the 5-12 parent survey results for which instructional model parents are choosing for their child for the start of the 2nd Semester (January 26th) -- Hybrid or Remote Instruction.

The data from these surveys is being used to prepare for the return of students on January 26th. It is important information from a class scheduling, assignment to cohorts, and for busing.

D. Review Practices Related to Student Quarantine or Other Absences. 40

There have been some questions regarding how we address attendance this year, particularly in our elementary level. Attached please find the procedures that our administrative team put together at the beginning of the school year given the many unique issues posed by COVID. A member of the elementary administrative team will be present at the meeting to share this process with you and answer any questions.

E. Review/Clarify/Consider Winter Co-Curricular Program Decisions 42

At the November 9th School Board Meeting the Board approved the following motion with regard to Winter Co-Curricular Programs:

"A motion to allow medium and high risk sports to practice at this time following PHMDC guidelines and allowing competition once numbers go down, or a Dane County League is formed, or (per the amendment) no earlier than January 11, 2021." Motion passed 5-1.

As an update and point of clarification -- Since the Board met on this topic on November

9th, Emergency Order #10 was passed by PHMDC. The purpose of Order #10 is to reduce group gathering size and, in our work, limit team practices. At this time our Winter Sports are not able to practice as a team, per this Order.

Since the Order was put forth, PHMDC has clarified the application of their new Order as it pertains to sports and sport related activities such as weight rooms, pools, and open gyms. Through this guidance, we were able to reopen the weight room, allow student lap swimming in the pool, and we are currently reviewing how to allow opportunities for coaches to connect with their student/athletes in the gym (almost a 1:1 scenario).

Order #10 is in effect through December 16th. I fully expect that a new order will be released and I do not know how it will impact team practices. If it allows team practices, then I anticipate our winter sport teams working within whatever parameters are set forth by PHMDC. The Board's motion from last month provides administration latitude to work with our coaches on issues related to practices and other activities within the parameters of the order.

The coaches of our winter sports have approached me about the possibility of moving the earliest start date for competition forward from January 11th to January 4th, because the winter season comes to an end starting on February 6th with postseason play beginning on February 8th. This change in date would require consideration and action by the Board.

F. Review and Seek Feedback on Inclement Weather/Snow Days for 2020-2021 51

The 2020-2021 school year is different in many ways, and I would like feedback from the Board on Monday night with regard to how to address inclement weather situations / snow days this school year. Attached please find a draft of an approach I would like to discuss with you that would minimize snow days and move us to a day of Virtual Learning, in the event of snow/ice.

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

A. Medical Advisory Committee

1. Review Minutes from 11/09/20 Meeting 54

B. Budget Committee

1. Review Minutes from 11/16/20 Meeting 57

2. Consideration of Transfer of Funds from Fund 10 to Fund 41 for the cost of Capital Projects Funds.

The Budget Committee is recommending that the costs for HVAC and plumbing enhancements (previously approved by the School Board) be allocated towards the

November Operational Referendum funds. This motion was passed 3-0.

These costs were initially allocated towards Fund 41, the Capital Projects Fund. Allocating these funds towards the November Operational Referendum frees these funds back up within Fund 41. The Committee discussed other financial topics related to the Operational Referendum but is not ready to make any further recommendations at this time.

- C. Diversity, Equity, Inclusion Committee Meeting
- 1. Review Minutes from 11/17/20 Meeting. 59

- D. Curriculum Committee
- 1. Review the minutes from the 11/18/20 meeting. 62
- 2. One Year Flexibility for Minimum Course Load for Second Semester 65

Seniors

Attached please find Policy 345.5 High School Graduation Requirements/ Procedures. This policy outlines the requirements to graduate from Waunakee Community High School. Within the policy is the following provision:

"All students must take a minimum of six periods of classes per semester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of five periods of classes per semester. Only in special cases, after consultation with the counselor or School to Career Coordinator and approval of the high school principal, will students be allowed to take less than the normal load."

The Curriculum Committee reviewed this policy at their last meeting as part of a discussion brought forward by Tim Schell and Brian Borowski. Mr. Borowski has the ability per the policy to work with students who for a number of reasons fall below a normal course load for a semester.

The purpose for this agenda item is to inform the Board that given the unique circumstances this school year, he will be working with second semester seniors who desire or need to fall below the normal course load and will use this provision to provide that latitude.

Mr. Borowski and Mr. Schell will be available to answer any questions regarding this policy and its application with second semester seniors this school year.

- E. Human Resources Committee
- 1. Minutes from the 12/07/20 Human Resources Committee Meeting. 68

**XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

- A. Administrative Reports/Action Items
- 1. District Financial Audit 70

The purpose of this agenda item is to request School Board approval of the 2019-2020 financial audit. The district's audit firm, Wegner CPA's, has completed the 2019-2020 financial audit reports. I have attached the following documents for your review:

- The auditor communications letter to the School Board
  - The financial statements with independent auditor's report
- Please keep in mind that the "financial statements with independent auditor's report" is presented according to accounting standards issued by the Government Accounting Standards Board (GASB). The accounting standards differ from what is required to be reported according to the Wisconsin Department of Public Instruction. As an example, GASB accounting standards require depreciation of assets, while depreciation is not reported in the state's accounting system. As another example, fund classifications differ between the GASB accounting standards and the state's accounting system. Please let me know if you have any questions while reviewing the financial statements. The auditor letter is a communication from the auditor to the School Board over such matters as "difficulties encountered in performing the audit", "disagreements with management", and recommended improvements in operational practices.

Administration is pleased to report that no "significant findings" were identified during the 2019-2020 audit process. A significant finding is an accounting issue that must be reported to the state of Wisconsin within the financial statements.

Please let me know if you have any questions on the attached documents. I can be reached at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us). Thanks for your time. The final Audit statements may be found in the extras tab.

2. Consider 66.0301 Agreement with SunPrairie Area School District 80  
for 50% Educational Interpreter

Attached please find a cooperative agreement with Sun Prairie Area School District for a 50% Educational Interpreter for a student that moved to our district and requires these services per their IEP. We will be able to claim Transfer of Service funds for this expense.

3. 2021-2022 and 2022-2023 Calendars 82

The District Calendar Committee met on December 8th and is forwarding the proposed calendars for 2021-2022 and 2022-2023 to the Board for consideration. See attached.

4. Announcements/Correspondence

### **XIII. CONSENT AGENDA**

#### **A. Approval of Checks**

Attached in the "extras" section of BoardBook, please find a list of the accounts payable

payments issued during the month of November 2020.

B. Finance

1. Monthly Finance Reports 84

Attached you will find the 2020-21 Budget Status report as of November 30, 2020, and the Cash Reconciliation report for October 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. There is no report available from Dean.

2. District Census Report 89

The purpose of this agenda item is to review the district census report. The 2020-21 district census process has been completed. The census was completed by utilizing existing student data from the Infinite Campus database, and an online data collection process. The online data collection process information is then entered into the student records database by attendance area to create a census report by elementary building. Please see the attachment that includes the census numbers by attendance area and changes of census numbers between years. The following are some observations about the information that is attached:

- The census report indicates 4 sections of kindergarten at each elementary school.
- The elementary attendance boundaries are holding to capacity in each attendance area.
- We will need to monitor the 21-22 4K open enrollment students as the families determine what school district the students will attend for kindergarten. A potential 5th kindergarten section could become necessary at either Heritage or Prairie for 21-22.

Please contact Steve Summers if you have any questions on the attached information. You can email at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us). Thanks.

C. Safety Drill Logs 92

Attached please find the Safety Drill Logs that are required to be shared with the Board.

D. Gifts and Field Trips

1. Gifts

a. High School Scholarship Gifts. 97

Donations to the Mary Ann Zauner Scholarship and to the Yvonne Ziegler Scholarship.

2. Field Trips

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

XIV. **BOARD BUSINESS**

A. Conventions/Workshops

Please make sure you have notified Rebecca by the end of the 12/14/20 meeting if you

plan to attend the convention and if there are any special pre conference workshops or meals you wish to attend. The registration form is attached.

Thank you.

B. Discuss Continued Live Streaming of Committee Meetings

C. Legislative Update

**XV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting -

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee - Schedule meeting in January 2021

F. Facility Committee - Schedule meeting for 12/21/20

G. Goals Committee -

H. Human Resources Committee

I. Policy 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

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, November 9, 2020, beginning at 7:00 PM in the Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597.

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

II. President Boetcher called the meeting to order. A motion was made by Ensign, second by Hoefler to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e) and(f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student disciplinary actions. Motion carried 6-0 on a roll call vote. Time 7:43 PM

### **III. ROLL CALL**

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

### **IV. 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
- 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

### **V. RETURN TO OPEN SESSION**

A motion was made by Hetzel, second by Engebretson, to adjourn closed session and reconvened in open session. Motion carried 6-0. Time: 8:02 PM

Respectfully submitted,

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Judith Engebretson, Clerk

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Date  
JE:rm

# Minutes of Regular Meeting - Open

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

### **IV. 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
- 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

### **V. RETURN TO OPEN SESSION**

A motion was made by Hetzel, second by Engebretson, to adjourn closed session. Motion carried 6-0.  
Time: 8:02 PM The board reconvened in open session at 8:05 PM

### **VI. BOARD DEVELOPMENT WORKSHOP**

There was no board development for this meeting.

### **VII. APPROVAL OF MINUTES**

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

A motion was made by Hetzel, second by Engebretson, to approve the minutes as posted. Motion carried 6-0.

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

A motion was made by Brandt, second by Hetzel to approve the agenda as posted with one exception to have the Student Council Representatives and the WTA Representative speak before the public comments. Motion carried 6-0.

## **IX. PUBLIC COMMENTS**

\*\*\*\*\*Student Council report and Teacher report were given before public comments.

In person public comments were made by the following:

Dana Mackenzie – In favor of athletics

Petra Mallon – In favor of dance team competing this season

Robert McPherson – In opposition of school reopening

Sandy Meeker – In favor of a winter sports season

Mark Natzke – In favor of allowing winter sports

Heather Raffel – Sports

Marcus Richter – In favor of winter sports

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

Rebecca Davis – concerned about reduced time for teacher access with a hybrid model

Amy Freidig – consideration of in person students going into virtual setting for at least a week following the upcoming holiday breaks.

Heather Smith – concerned with 5-6 going to a hybrid while COVID numbers are up.

Christina Murphy – consider allowing 4K-4 families to change their educational model with each reopening.

These emailed comments along with email comments for review will be attached to the extras section of this meeting's agenda

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

\*\* The Student Report and the Teacher's report were given before public comments.

### A. Student Report

Anna Englebert and Quinn Bogost, 2020-2021 Student Council reps gave an update on items such as: The recent blood drive, Trick or can for the food pantry, New student's virtual lunch, honor society's enrichment projects for the Intermediate students, and the community Peace walk on 11/22. They also mentioned that school is going well and they are appreciative of the hands on opportunities they are allowed during the pandemic.

### B. Teacher's Update

Ashley Taylor thanked the board for the hard work they have been doing for the students and staff and WCSD. They are appreciative of the impromptu listening session that was held recently and are encouraging all staff to attend the upcoming listening sessions that the board is scheduling for each building. She gave an update of the food drive held at the Intermediate school. She reported that the teaching staff is doing the best they can to maintain high levels of academics, collaboration with each other, parents and students, and are doing the best they can to develop student relationships.

### C. Board Reports/Action Items

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

Some Members of the Board of Education attended the impromptu listening session.

#### 2. Spring Board Election

##### a. Notice of School Board Election

Attached to the agenda 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. Anyone interested in running for these seats, including the incumbents, should pick up nomination papers on December 1, 2020. There are some suggestions to collecting the signatures during the pandemic. Please contact Rebecca McDonough at the District office if you would like to inquire.

b. Notification of Non-Candidacy

Attached to the agenda 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

Attached to the agenda please find the referendum canvass results.

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

Randy Guttenberg and Kurt Eley presented the current data and what the staff has been doing to prepare for bringing students back.

A. Review of Data Dashboard and input from Medical Advisory Ad Hoc Committee

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.

Randy Guttenberg and Kurt Eley presented the current data and what the staff has been doing to prepare for bringing students back.

B. Review and Consider School Reopening Decisions

Randy advised the board that the survey went out to all 5-6 parents before the board voted on the decision. This was done due to some of the logistical steps in bringing students back. They will send a similar survey out to 7-12 parents. They will send this early so that these parents may plan accordingly.

The board commented and asked questions regarding the cleaning process that was shared with the Medical Advisory Committee and the comments that the medical members of the committee made regarding cleaning. The board also discussed the \$50 student fee that was put in place for cleaning.

The board also discussed with the 5-12 principals the concern that has been brought up about the lost of instructional minutes. At each level (5/6, 7/8, 9-12) it is a little different. The principals were able to explain what a hybrid model will look like at each level and that it will not affect instructional minutes. The board also discussed bringing back more students instead of just 2 levels at a time.

The board stated that we are all just doing the best we can and no educational platform would be perfect. It is a balance between all sides.

A motion was made by Hetzel, second by Engebretson, to target the start of 2<sup>nd</sup> semester to bring back grades 5-12 faces in a hybrid model, provided that metrics improve from where they are today.

The board discussed the possibility of taking a pause with 4k-4 after each of the holiday breaks. A pause would have to be no less than 14 days. As a district we were successful after the fall break and after Halloween. It would be better to remain consistent than back and forth if we can avoid it. The

board stated that they would ask the community to consider how they are celebrating holidays this year to be prudent in trying to do what is needed to bring some numbers down.

Motion carried on a roll call vote 6-0.

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

\*\*\*The motion regarding the student fee was actually voted on after the co-curricular discussion. It is placed here in the minutes, since this is where it was in the agenda.\*\*\*

A motion was made by Hoefler, second by Ensign, to remove and reimburse the \$50 cleaning fee for students due to the referendum passing.

An amendment was made by Hetzel to have families opt in for the refund, so that if they wanted to not receive a refund it would be a donation.

After some discussion, this amendment failed on a roll call vote Y=1 – N=4 – Abstain = 1

Roll Call: Boetcher- No, Brandt - Abstain, Engebretson - No, Ensign- No, Hetzel- Yes, Hoefler- No.

The original motion regarding the fee passed on a roll call vote Y=5 – N=0 – Abstain = 1

Boetcher- Yes, Brandt - Abstain, Engebretson - Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes.

### C. Review and Consider Co-Curricular Programs and Activities

Aaron May went through a few documents that outline the issues pertinent to making a decision about winter sports.

Points outlined were:

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?

After discussion and questions the following were made:

A motion was made by Brandt, second by Boetcher, to approve the low risks sports (ski/snowboard, boys swimming, and gymnastics) to practice and compete both within and outside of Dane county.

Motion carried on a roll call vote 6-0.

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

A motion was made by Boetcher, second by Brandt, that medium and high risk sports (boys and girls basketball, wrestling, hockey and group dance) are allowed to practice at this time following the PHMDC guidelines and would be allowed to compete if numbers go down to numbers compared to September or when a Dane county league is formed.

An amendment was made to this motion by Hetzel, second by Boetcher, to set a tentative date for competition to start no earlier than January 11, 2021. This date will be before second semester but two weeks after Christmas break.

Noted for this amendment, that if numbers go down or a Dane county league is formed competition could begin earlier.

A second amendment was made to the motion by Boetcher, second by Brandt, that any athlete who practices or competes on a club team is ineligible for WCSD teams.

After much discussion, Hetzel, second by Brandt, called the question for the second amendment. Call to question carried 6-0.

The second amendment, not allowing an athlete to participate with a club team failed by a roll call vote 2-4.

Roll Call: Boetcher- Yes, Brandt - Yes, Engebretson - No, Ensign- No, Hetzel- No, Hoefler- No.

The first amendment, regarding competition starting no earlier than January 11, 2020 carried on a roll call vote 5-1.

Roll Call: Boetcher- No, Brandt - Yes, Engebretson - Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes.

The motion to allow medium and high risk sports to practice at this time following PHMDC guidelines and allowing completion once numbers go down, or a Dane county league is formed or (per the amendment) no earlier than January 11, 2021 carried on a roll call vote 5-1.

Roll Call: Boetcher- No, Brandt - Yes, Engebretson - Yes, Ensign- Yes, Hetzel- Yes, Hoefler- Yes.

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

### **A. Medical Advisory Committee**

1. The minutes from the 10/12/20 Meeting were reviewed

### **B. Budget Committee**

1. The October 19, 2020 Meeting Minutes were reviewed

### **C. Diversity, Equity, Inclusion Ad Hoc Committee**

Hetzel commented that the board is very appreciative of all the meeting this committee is doing.

1. The 10/20/20 Meeting Minutes were reviewed

### **D. Human Resources Committee**

1. The November 6, 2020 Meeting Minutes were reviewed and are attached to the agenda

Boetcher asked Brian Grabarski and the committee to research alternative ways to bring True Time onboard without having a 4 week period without any paychecks for these staff members.

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

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

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

Randy Guttenberg shared a concept that several basketball coaches and the volleyball coach and physical education teachers brought to his attention. 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 to the agenda please find a diagram of this plan and projected costs for this project from two companies.

Randy Guttenberg and John Cramer answered questions regarding these plans and explained they are ballpark quotes so if approved there could be some discrepancy once the final quotes are received. Hetzel made a motion, second by Ensign, to approve moving forward with this proposal and allow some discretion when working with the ball park quotes. Motion carried 6-0.

There was some discussion regarding what would be in the middle of the gym floor, The board agreed to allow the administration to vet out what would be in the middle of the fieldhouse floor.

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

Randy Guttenberg explained 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. He requested 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.

A motion was made by Brandt, second by Ensign to accept the waiver as presented. Motion carried 6-0.

## 3. Consideration of Applicants for Expulsion Hearing Officer

Randy Guttenberg, described the process used to identify and contact attorneys from the area who could serve as our Expulsion Hearing Officer. Attached to the agenda are 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.

A motion was made by Brandt, second by Hetzel to accept Mr. Anderson's proposal as presented. Motion carried 6-0.

## 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 Hoegel!

Congratulation to girls golfers all state.

### **XIII. CONSENT AGENDA**

MH - approve all consent BH  
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 October 2020.

#### B. Finance

##### 1. Monthly Finance Reports

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

#### **New Administrative Support Staff**

Jill Ziegler, School Nurse

#### **New Teacher Staff**

Robert Winter, English Teacher, HS

#### **Internal Staff Changes - No Action**

Cari Dailey - from Accounts Payable Specialist to Payroll & Benefits Specialist 2 (New)

#### **Resignations**

Susan Hart, English Teacher, HS

Lyn Instefjord, Health Assistant, IS

Catherine Kittell, Para Educator - Regular Education, HES

Nancy List, Para Educator - Special Education, HS

Amber Uffelmann, Custodian, HS

#### **Retirements**

Mary Unger, Administrative Assistant, AES

#### **Terminations - No Action**

Frank Zuerner, Maintenance

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

### **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

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.

BOE member at each acct can run a zoom meeting.

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

The board decided to hold off on changing this at this time since 5-12 are not going face to face until 2<sup>nd</sup> semester

D. Legislative Update

E. Coorespondence

XV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting – A motion was made by Hetzel, second by Brandt to have the board retreat on 12/17/20 @ the HES LGA from 5:00 PM – 8 :00PM Motion carried 6-0.

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee – 11/18/20 @ 3:00 PM

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 11:18 PM on a motion by Hoefler, second by Ensign and passed unanimously by a voice vote 6-0.

Respectfully submitted,

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Judith Engebretson, Clerk

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Date

JE:rm

# PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS

Waunakee Community School District

Policy 187.1

Page 1 of 2

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

## Cross References:

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

# **PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS**

Waunakee Community School District

**Policy 187.1**

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## **Adoption/Revision Dates:**

January 200  
January 2002  
May 2020

Revised COVID-19 Census Tract Data for Waukegan Area

Date	9/15/2020	9/16/2020	9/17/2020	9/18/2020	9/19/2020	9/20/2020	9/21/2020	9/22/2020	9/23/2020	9/24/2020	9/25/2020	9/26/2020	9/27/2020	9/28/2020	9/29/2020	9/30/2020	10/1/2020	10/2/2020	10/3/2020	10/4/2020	10/5/2020	10/6/2020	10/7/2020
<b>Census Tract 111.02 (55025011102)</b>																							
Population of Census Tract	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834
Positive Cases Aggregate	79	81	82	86	91	92	93	93	93	95	96	99	99	103	104	105	109	110	110	111	111	113	113
Negative Cases Aggregate	2468	2487	2526	2556	2592	2610	2623	2673	2694	2714	2740	2747	2754	2766	2780	2801	2822	2832	2842	2843	2848	2866	2881
Positive Case Change Per Day		2	1	4	5	1	1	0	0	2	0	1	3	0	4	1	1	4	1	0	1	2	0
Daily Total Tests Reported		21	40	34	41	19	14	50	21	22	26	8	10	12	18	22	22	14	11	1	6	20	15
<b>Census Tract 112 (55025011200)</b>																							
Population of Census Tract	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500
Positive Cases Aggregate	75	77	81	83	86	87	87	87	92	92	92	92	92	93	96	98	102	105	108	111	116	116	118
Negative Cases Aggregate	2650	2664	2681	2701	2724	2738	2754	2781	2790	2799	2826	2838	2856	2863	2880	2898	2915	2931	2950	2954	2963	2981	2991
Positive Case Change Per Day		2	4	2	3	1	0	0	5	0	0	0	0	1	3	2	4	3	3	3	5	0	2
Daily Total Tests Reported		16	21	22	26	15	16	27	14	9	27	12	18	8	20	20	21	19	22	7	14	18	12
<b>Census Tract 113.01 (55025022301)</b>																							
Population of Tract	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766
Positive Cases Aggregate	66	69	70	73	73	75	75	76	77	77	78	79	81	82	85	87	90	91	94	96	99	102	103
Negative Cases Aggregate	1717	1725	1751	1772	1793	1808	1818	1848	1897	1903	1922	1924	1930	1931	1943	1951	1959	1966	1975	1976	1979	1996	2011
Positive Case Change Per Day		3	1	3	0	2	0	1	1	0	1	1	2	1	3	2	3	1	3	2	3	3	1
Daily Total Tests Reported		11	27	24	21	17	10	31	50	6	20	3	8	2	15	10	11	8	12	3	6	20	16
<b>Census Tract 113.02 (55025011302)</b>																							
Population of Census Tract	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286
Positive Cases Aggregate	32	34	33	33	36	38	38	38	40	40	40	40	40	42	42	42	50	50	50	50	51	52	53
Negative Cases Aggregate	779	785	794	800	807	813	817	829	834	839	844	844	846	851	855	860	863	865	867	867	868	871	879
Positive Case Change Per Day		2	-1	0	3	2	0	0	2	0	0	0	0	2	0	0	8	0	0	0	1	1	1
Daily Total Tests Reported		8	8	6	10	8	4	12	7	5	5	0	2	7	4	5	11	2	2	0	2	4	9
<b>Totals for Waukegan Area</b>																							
Total Population	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386
Positive Cases Aggregate	252	261	266	275	286	292	293	294	302	304	305	307	312	316	326	331	347	355	362	367	377	383	387
Negative Cases Aggregate	7614	7661	7752	7829	7916	7969	8012	8131	8215	8255	8332	8353	8386	8411	8458	8510	8559	8594	8634	8640	8658	8714	8762
Positive Case Change Per Day		9	5	9	11	6	1	1	8	2	1	2	5	4	10	5	16	8	7	5	10	6	4
Negative Cases Per Day		47	91	77	87	53	43	119	84	40	77	21	33	25	47	52	49	35	40	6	18	56	48
Daily Total Tests Reported		56	96	86	98	59	44	120	92	42	78	23	38	29	57	57	65	43	47	11	28	62	52
Daily Percent Positive Tests		16.07%	5.21%	10.47%	11.22%	10.17%	2.27%	0.83%	8.70%	4.76%	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%
7 Day Average								6	5.86	5.43	4.29	3.00	2.86	3.29	4.57	4.14	6.14	7.14	7.86	7.86	8.71	8.14	8.00
14 Day Average															5.29	5.00	5.79	5.71	5.43	5.36	6.00	6.36	6.07
Positive Cases Per 100,000 Daily Positive Cases		31.68	17.6	31.68	38.72	21.12	3.52	3.52	28.16	7.04	3.52	7.04	17.6	14.08	35.2	17.6	56.32	28.16	24.64	17.6	35.2	21.12	14.08
Positive cases last 14 days															74	70	81	80	76	75	84	89	85
Burden Rate (Total Positive Cases Per 100K last 14 days)															18.61	17.60	20.37	20.11	19.11	18.86	21.12	22.38	21.37

Revised COVID-19 Census Tract Data for Waukegan Area

Date	10/8/2020	10/9/2020	10/10/2020	10/11/2020	10/12/2020	10/13/2020	10/14/2020	10/15/2020	10/16/2020	10/17/2020	10/18/2020	10/19/2020	10/20/2020	10/21/2020	10/22/2020	10/23/2020	10/24/2020	10/25/2020	10/26/2020	10/27/2020	10/28/2020	10/29/2020
<b>Census Tract 111.02 (55025011102)</b>																						
Population of Census Tract	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834
Positive Cases Aggregate	113	114	117	119	121	125	128	131	135	135	135	136	140	143	146	149	156	161	162	166	173	174
Negative Cases Aggregate	2906	2920	2931	2932	2941	2964	2980	2995	3016	3089	3162	3235	3240	3248	3268	3286	3308	3326	3339	3354	3362	3380
Positive Case Change Per Day	0	1	3	2	2	4	3	3	4	0	0	1	4	3	3	3	7	5	1	4	7	1
Daily Total Tests Reported	25	15	14	3	11	27	19	18	25	73	73	74	9	11	23	21	29	23	14	19	15	19
<b>Census Tract 112 (55025011200)</b>																						
Population of Census Tract	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500
Positive Cases Aggregate	121	125	130	134	136	137	144	148	154	155	156	158	162	168	172	181	189	198	202	207	217	220
Negative Cases Aggregate	3010	3033	3041	3041	3045	3057	3080	3093	3111	3193	3275	3357	3362	3367	3403	3424	3460	3489	3543	3576	3580	3596
Positive Case Change Per Day	3	4	5	4	2	1	7	4	6	1	1	2	4	6	4	9	8	9	4	5	10	3
Daily Total Tests Reported	22	27	13	4	6	13	30	17	24	83	83	84	9	11	40	30	44	38	58	38	14	19
<b>Census Tract 113.01 (55025022301)</b>																						
Population of Tract	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766
Positive Cases Aggregate	106	110	113	115	119	122	125	128	135	138	141	143	150	159	167	168	171	174	178	183	187	188
Negative Cases Aggregate	2026	2042	2058	2060	2105	2117	2135	2156	2182	2238	2294	2350	2360	2368	2387	2409	2430	2464	2480	2500	2507	2520
Positive Case Change Per Day	3	4	3	2	4	3	3	3	7	3	3	2	7	9	8	1	3	3	4	5	4	1
Daily Total Tests Reported	18	20	19	4	49	15	21	24	33	59	59	58	17	17	27	23	24	37	20	25	11	14
<b>Census Tract 113.02 (55025011302)</b>																						
Population of Census Tract	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286
Positive Cases Aggregate	53	54	55	55	56	57	59	60	60	60	60	61	65	72	73	77	80	80	81	85	89	91
Negative Cases Aggregate	889	891	892	893	895	896	904	910	916	944	972	999	1004	1008	1019	1027	1041	1053	1064	1076	1081	1089
Positive Case Change Per Day	0	1	1	0	1	1	2	1	0	0	0	1	4	7	1	4	3	0	1	4	4	2
Daily Total Tests Reported	10	3	2	1	3	2	10	7	6	28	28	28	9	11	12	12	17	12	12	16	9	10
<b>Totals for Waukegan Area</b>																						
Total Population	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386
Positive Cases Aggregate	393	403	415	423	432	441	456	467	484	488	492	498	517	542	558	575	596	613	623	641	666	673
Negative Cases Aggregate	8831	8886	8922	8926	8986	9034	9099	9154	9225	9464	9703	9941	9966	9991	10077	10146	10239	10332	10426	10506	10530	10585
Positive Case Change Per Day	6	10	12	8	9	9	15	11	17	4	4	6	19	25	16	17	21	17	10	18	25	7
Negative Cases Per Day	69	55	36	4	60	48	65	55	71	239	239	238	25	25	86	69	93	93	94	80	24	55
Daily Total Tests Reported	75	65	48	12	69	57	80	66	88	243	243	244	44	50	102	86	114	110	104	98	49	62
Daily Percent Positive Tests	8.00%	15.38%	25.00%	66.67%	13.04%	15.79%	18.75%	16.67%	19.32%	1.65%	1.65%	2.46%	43.18%	50.00%	15.69%	19.77%	18.42%	15.45%	9.62%	18.37%	51.02%	11.29%
7 Day Average	6.57	6.86	7.57	8.00	7.86	8.29	9.86	10.57	11.57	10.43	9.86	9.43	10.86	12.29	13.00	13.00	15.43	17.29	17.86	17.71	17.71	16.43
14 Day Average	6.36	7.00	7.71	7.93	8.29	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
Positive Cases Per 100,000 Daily Positive Cases	21.12	35.2	42.24	28.16	31.68	31.68	52.8	38.72	59.84	14.08	14.08	21.12	66.88	88	56.32	59.84	73.92	59.84	35.2	63.36	88	24.64
Positive cases last 14 days	89	98	108	111	116	115	125	120	129	126	125	121	134	155	165	172	181	190	191	200	210	206
Burden Rate (Total Positive Cases Per 100K last 14 days)	22.38	24.64	27.15	27.91	29.17	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

Revised COVID-19 Census Tract Data for Waukegan Area

Date	10/30/2020	10/31/2020	11/1/2020	11/2/2020	11/3/2020	11/4/2020	11/5/2020	11/6/2020	11/7/2020	11/8/2020	11/9/2020	11/10/2020	11/11/2020	11/12/2020	11/13/2020	11/14/2020	11/15/2020	11/16/2020	11/17/2020	11/18/2020	11/19/2020
<b>Census Tract 111.02 (55025011102)</b>																					
Population of Census Tract	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834
Positive Cases Aggregate	184	191	191	195	201	205	207	207	214	214	215	218	220	230	234	235	242	249	254	262	267
Negative Cases Aggregate	3389	3404	3431	3435	3472	3490	3504	3524	3542	3549	3560	3577	3594	3598	3612	3642	3662	3667	3695	3725	3747
Positive Case Change Per Day	10	7	0	4	6	4	2	0	7	0	1	3	2	10	4	1	7	7	5	8	5
Daily Total Tests Reported	19	22	27	8	43	22	16	20	25	7	12	20	19	14	18	31	27	12	33	38	27
<b>Census Tract 112 (55025011200)</b>																					
Population of Census Tract	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500
Positive Cases Aggregate	227	230	235	239	252	251	260	271	278	279	282	297	305	321	324	331	336	347	363	375	394
Negative Cases Aggregate	3616	3666	3694	3705	3725	3738	3749	3762	3780	3796	3811	3831	3845	3862	3870	3908	3932	3943	3969	3992	4015
Positive Case Change Per Day	7	3	5	4	13	-1	9	11	7	1	3	15	8	16	3	7	5	11	16	12	19
Daily Total Tests Reported	27	53	33	15	33	12	20	24	25	17	18	35	22	33	11	45	29	22	42	35	42
<b>Census Tract 113.01 (55025022301)</b>																					
Population of Tract	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766
Positive Cases Aggregate	198	201	202	208	221	223	226	236	237	240	239	249	252	256	258	260	267	270	274	282	289
Negative Cases Aggregate	2543	2554	2576	2584	2605	2626	2639	2654	2669	2676	2682	2706	2721	2735	2746	2760	2775	2783	2802	2825	2835
Positive Case Change Per Day	10	3	1	6	13	2	3	10	1	3	-1	10	3	4	2	2	7	3	4	8	7
Daily Total Tests Reported	33	14	23	14	34	23	16	25	16	10	5	34	18	18	13	16	22	11	23	31	17
<b>Census Tract 113.02 (55025011302)</b>																					
Population of Census Tract	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286
Positive Cases Aggregate	92	94	94	95	99	103	105	108	112	113	114	120	122	124	127	128	131	132	138	143	143
Negative Cases Aggregate	1100	1116	1126	1136	1141	1154	1163	1180	1186	1192	1208	1217	1227	1233	1234	1250	1259	1262	1274	1286	1296
Positive Case Change Per Day	1	2	0	1	4	4	2	3	4	1	1	6	2	2	3	1	3	1	6	5	0
Daily Total Tests Reported	12	18	10	11	9	17	11	20	10	7	17	15	12	8	4	17	12	4	18	17	10
<b>Totals for Waukegan Area</b>																					
Total Population	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386
Positive Cases Aggregate	701	716	722	737	773	782	798	822	841	846	850	884	899	931	943	954	976	998	1029	1062	1093
Negative Cases Aggregate	10648	10740	10827	10860	10943	11008	11055	11120	11177	11213	11261	11331	11387	11428	11462	11560	11628	11655	11740	11828	11893
Positive Case Change Per Day	28	15	6	15	36	9	16	24	19	5	4	34	15	32	12	11	22	22	31	33	31
Negative Cases Per Day	63	92	87	33	83	65	47	65	57	36	48	70	56	41	34	98	68	27	85	88	65
Daily Total Tests Reported	91	107	93	48	119	74	63	89	76	41	52	104	71	73	46	109	90	49	116	121	96
Daily Percent Positive Tests	30.77%	14.02%	6.45%	31.25%	30.25%	12.16%	25.40%	26.97%	25.00%	12.20%	7.69%	32.69%	21.13%	43.84%	26.09%	10.09%	24.44%	44.90%	26.72%	27.27%	32.29%
7 Day Average	18.00	17.14	15.57	16.29	18.86	16.57	17.86	17.29	17.86	17.71	16.14	15.86	16.71	19.00	17.29	16.14	18.57	21.14	20.71	23.29	23.14
14 Day Average	15.50	16.29	16.43	17.07	18.29	17.14	17.14	17.64	17.50	16.64	16.21	17.36	16.64	18.43	17.29	17.00	18.14	18.64	18.29	20.00	21.07
Positive Cases Per 100,000 Daily Positive Cases	98.56	52.8	21.12	52.8	126.72	31.68	56.32	84.48	66.88	17.6	14.08	119.68	52.8	112.64	42.24	38.72	77.44	77.44	109.12	116.16	109.12
Positive cases last 14 days	217	228	230	239	256	240	240	247	245	233	227	243	233	258	242	238	254	261	256	280	295
Burden Rate (Total Positive Cases Per 100K last 14 days)	54.56	57.33	57.83	60.09	64.37	60.34	60.34	62.10	61.60	58.58	57.07	61.10	58.58	64.87	60.85	59.84	63.86	65.62	64.37	70.40	74.17

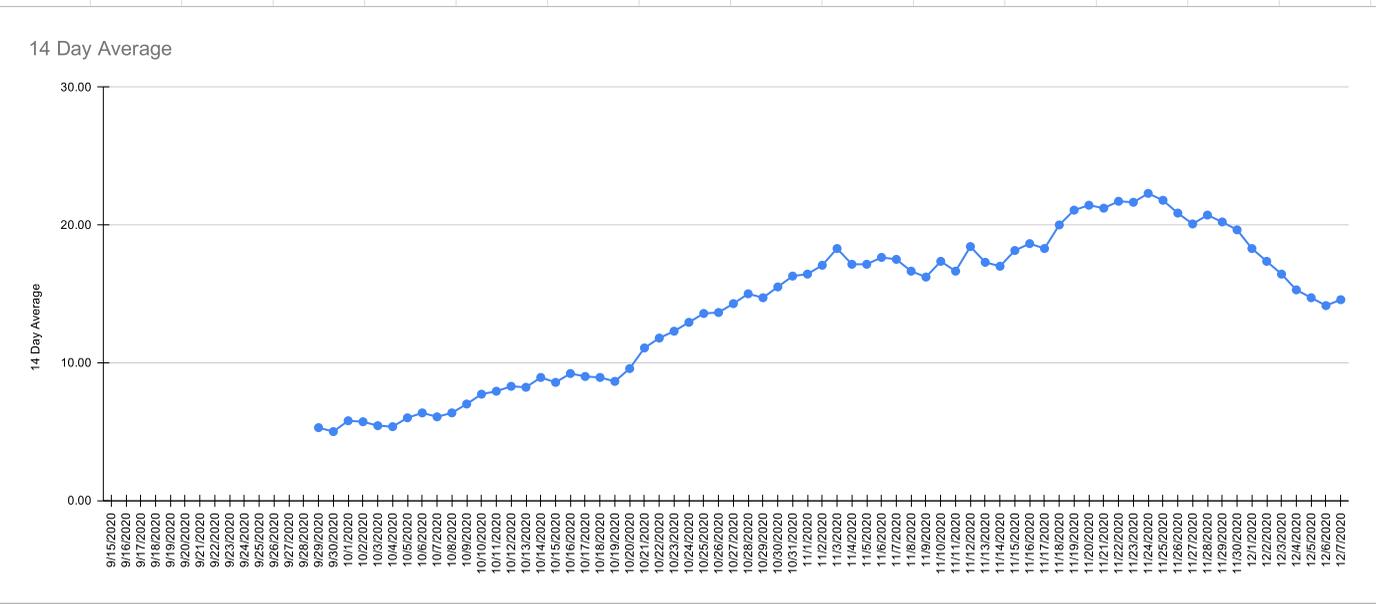
Revised COVID-19 Census Tract Data for Waukegan Area

Date	11/20/2020	11/21/2020	11/22/2020	11/23/2020	11/24/2020	11/25/2020	11/26/2020	11/27/2020	11/28/2020	11/29/2020	11/30/2020	12/1/2020	12/2/2020	12/3/2020	12/4/2020	12/5/2020	12/6/2020	12/7/2020	
<b>Census Tract 111.02 (55025011102)</b>																			
Population of Census Tract	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834	8834
Positive Cases Aggregate	269	271	272	272	283	286	292	292	298	304	311	316	317	322	327	329	330	334	334
Negative Cases Aggregate	3766	3786	3802	3822	3852	3860	3884	3899	3903	3910	3920	3925	3934	3953	3966	3973	3987	4000	4000
Positive Case Change Per Day	2	2	1	0	11	3	6	0	6	6	7	5	1	5	5	2	1	4	4
Daily Total Tests Reported	21	22	17	20	41	11	30	15	10	13	17	10	10	24	18	9	15	17	17
<b>Census Tract 112 (55025011200)</b>																			
Population of Census Tract	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500	9500
Positive Cases Aggregate	407	418	422	424	439	443	451	453	460	467	472	473	479	481	486	489	491	494	494
Negative Cases Aggregate	4041	4059	4081	4104	4126	4138	4164	4178	4189	4203	4217	4233	4240	4249	4267	4278	4299	4306	4306
Positive Case Change Per Day	13	11	4	2	15	4	8	2	7	7	5	1	6	2	5	3	2	3	3
Daily Total Tests Reported	39	29	26	25	37	16	34	16	18	21	19	17	13	11	23	14	23	10	10
<b>Census Tract 113.01 (55025022301)</b>																			
Population of Tract	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766	6766
Positive Cases Aggregate	295	298	302	302	312	314	317	317	321	322	323	329	337	346	349	350	350	351	351
Negative Cases Aggregate	2848	2858	2875	2885	2904	2917	2923	2941	2949	2958	2966	2969	2977	2989	3000	3008	3019	3031	3031
Positive Case Change Per Day	6	3	4	0	10	2	3	0	4	1	1	6	8	9	3	1	0	1	1
Daily Total Tests Reported	19	13	21	10	29	15	9	18	12	10	9	9	16	21	14	9	11	13	13
<b>Census Tract 113.02 (55025011302)</b>																			
Population of Census Tract	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286	3286
Positive Cases Aggregate	151	151	154	155	162	161	163	162	165	166	167	167	172	174	174	176	177	178	178
Negative Cases Aggregate	1312	1316	1336	1347	1353	1357	1357	1368	1374	1380	1386	1390	1391	1396	1403	1410	1413	1420	1420
Positive Case Change Per Day	8	0	3	1	7	-1	2	-1	3	1	1	0	5	2	0	2	1	1	1
Daily Total Tests Reported	24	4	23	12	13	3	2	10	9	7	7	4	6	7	7	9	4	8	8
<b>Totals for Waukegan Area</b>																			
Total Population	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386	28386
Positive Cases Aggregate	1122	1138	1150	1153	1196	1204	1223	1224	1244	1259	1273	1285	1305	1323	1336	1344	1348	1357	1357
Negative Cases Aggregate	11967	12019	12094	12158	12235	12272	12328	12386	12415	12451	12489	12517	12542	12587	12636	12669	12718	12757	12757
Positive Case Change Per Day	29	16	12	3	43	8	19	1	20	15	14	12	20	18	13	8	4	9	9
Negative Cases Per Day	74	52	75	64	77	37	56	58	29	36	38	28	25	45	49	33	49	39	39
Daily Total Tests Reported	103	68	87	67	120	45	75	59	49	51	52	40	45	63	62	41	53	48	48
Daily Percent Positive Tests	28.16%	23.53%	13.79%	4.48%	35.83%	17.78%	25.33%	1.69%	40.82%	29.41%	26.92%	30.00%	44.44%	28.57%	20.97%	19.51%	7.55%	18.75%	18.75%
7 Day Average	25.57	26.29	24.86	22.14	23.86	20.29	18.57	14.57	15.14	15.57	17.14	12.71	14.43	14.29	16.00	14.29	12.71	12.00	12.00
14 Day Average	21.43	21.21	21.71	21.64	22.29	21.79	20.86	20.07	20.71	20.21	19.64	18.29	17.36	16.43	15.29	14.71	14.14	14.57	14.57
Positive Cases Per 100,000 Daily Positive Cases	102.08	56.32	42.24	10.56	151.36	28.16	66.88	3.52	70.4	52.8	49.28	42.24	70.4	63.36	45.76	28.16	14.08	31.68	31.68
Positive cases last 14 days	300	297	304	303	312	305	292	281	290	283	275	256	243	230	214	206	198	204	204
Burden Rate (Total Positive Cases Per 100K last 14 days)	75.43	74.67	76.43	76.18	78.45	76.69	73.42	70.65	72.91	71.15	69.14	64.37	61.10	57.83	53.81	51.79	49.78	51.29	51.29

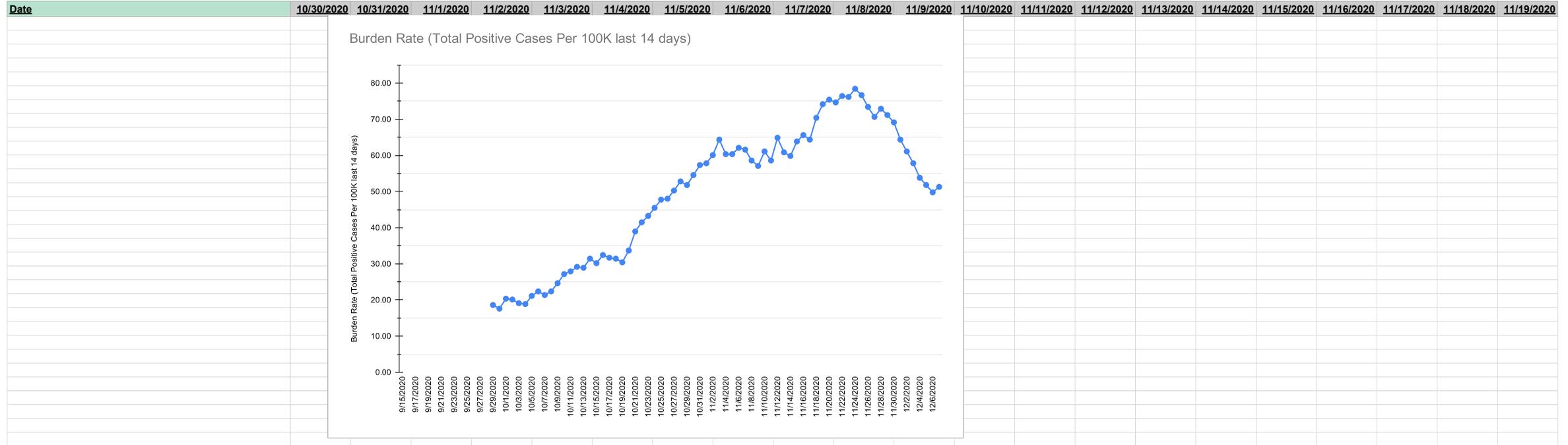


### Revised COVID-19 Census Tract Data for Waukegan Area

Date	10/8/2020	10/9/2020	10/10/2020	10/11/2020	10/12/2020	10/13/2020	10/14/2020	10/15/2020	10/16/2020	10/17/2020	10/18/2020	10/19/2020	10/20/2020	10/21/2020	10/22/2020	10/23/2020	10/24/2020	10/25/2020	10/26/2020	10/27/2020	10/28/2020	10/29/2020
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### Revised COVID-19 Census Tract Data for Waukegan Area





# 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	NA	NA	NA	5	43	22	NA	*	*
Arboretum Elementary	*	8	8	8	37	38	*	*	*
Heritage Elementary	*	7	10	7	44	48	5	*	*
Prairie Elementary	5	13	12	6	52	39	7	*	* 28
Intermediate School	8	8	14	12	30	31	*	*	*
Waunakee Middle School	*	*	8	13	18	23	6	*	*
Waunakee High School	*	16	19	42	83	109	14	*	*
Bethel Circle	*	*	5	NA	NA	NA	NA	NA	NA
<b>Total</b>	<b>28</b>	<b>58</b>	<b>76</b>	<b>93</b>	<b>307</b>	<b>310</b>	<b>32</b>	<b>11</b>	<b>1</b>

\* 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 12/7/20

# Community - Waunakee Table 1

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

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# Community - Waunakee Table 3

Metric	11/03	11/04	11/05	11/06	11/7	11/08	11/09	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23
Total Positive Cases	36	9	16	24	19	5	4	34	15	32	12	11	22	22	31	33	31	29	16	12	3
Total Negative Cases	83	65	47	65	57	36	48	70	56	41	34	98	68	27	85	88	65	74	52	75	64
Daily % Positive Cases	30.25	12.16	25.40	26.97	25.00	12.20	7.69	32.69	21.13	43.84	26.09	10.09	24.44	44.90	26.72	27.27	32.29	28.16	23.53	13.79	4.48
7 Day Average Positive Cases	18.86	16.57	17.86	17.29	17.86	17.71	16.14	15.86	16.71	19.00	17.29	16.14	18.57	21.14	20.71	23.29	23.14	25.57	26.29	24.86	22.14
14 Day Average Positive Cases	18.29	17.14	17.14	17.64	17.50	16.64	16.21	17.36	16.64	18.43	17.29	17.00	18.14	18.64	18.29	20.00	21.07	21.43	21.21	21.71	21.64
Burden Rate 14 Day Model per 100,000	64.37	60.34	60.34	62.10	61.60	58.58	57.07	61.10	58.58	64.87	60.85	59.84	63.86	65.62	64.37	70.70	74.17	75.43	74.67	76.43	76.18

# Community - Waunakee Table 4

Metric	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7						
Total Positive Cases	43	8	19	1	20	15	14	12	20	18	13	8	4	9						
Total Negative Cases	77	37	56	58	29	36	38	28	25	45	49	33	49	39						
Daily % Positive Cases	35.83	17.78	25.33	1.69	40.82	29.41	26.92	30.00	44.44	28.57	20.97	19.51	7.55	18.75						
7 Day Average Positive Cases	23.86	20.29	18.57	14.57	15.14	15.57	17.14	12.71	14.43	14.29	16.00	14.29	12.71	12.00						
14 Day Average Positive Cases	22.29	21.79	20.86	20.07	20.71	20.21	19.64	18.29	17.36	16.43	15.29	14.71	14.14	14.57						32
Burden Rate 14 Day Model per 100,000	78.45	76.69	73.42	70.65	72.91	71.15	69.14	64.37	61.10	57.83	53.81	51.79	49.78	51.29						

*\*Total Population: 28,386*

*\*Census Tract data includes the Waunakee Area, including 111.02, 112, 113.01, and 113.02. The Census Tract Data is gathered each day. Census Tract Data is updated every day, so any tract may show a decrease the following day if an adjustment needed to be made.*

*\*Updated 12/7/20*

*\* 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	11/05	11/12	11/19	11/25	12/3
% Positive Tests (14 day average)	1.6%	3.0%	5.2%	5.0%	3.7%	3.1%	3.3%	3.9%	5.0%	6.0%	7.4%	8.3%	7.3%	6.2%
County Case Rate 14 Day Average	45	94	170	179	139	120	133	167	214	277	364	439	441	319
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	60.09	69.50	86.34	76.72	54.15 33
Testing Capacity	Green	Green	Green	Green	Green	Green	Green							
Hospitals Ability to Treat	Green	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.. The number of new cases fluctuates every day as additional cases are reported. The date indicated at the top of each column is when the data for the calculation of the 14 Day Burden Rate per 100,000 was taken from the PHMDC website.*

*\*Updated 12/7/20*



## Facility Cleaning Protocols - 2020-2021 School Year

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

### Facility Cleaning Policy

The Waunakee Area School District is committed to the health and safety of all employees, students, and visitors. Effective immediately, all District employees, regardless of position or authority, shall comply with the following [facility cleaning policy](#).

### Importance of Hand Washing

To help prevent the spread of COVID-19, WCSD will continue to educate students and staff about proper handwashing and hygiene. Please remember that proper hand washing is an important preventative method to stop the spread of infection. If soap and water are not available, an alcohol-based hand sanitizer will be readily available. Student use of alcohol-based hand sanitizers will be supervised by adults.

### Expectations at our School Buildings

The following items define our safety goals for each building. Most items are in place and we expect additional supplies to arrive soon. When they arrive, they will be immediately deployed to necessary locations. View our [Stay Safe to Stay Open](#) plan.

- Consistent district-wide signage (please wear a mask, maintain social distancing, do not enter with symptoms, etc.)
- Touchless hand sanitizer dispenser at each building main entrance
- Extra disposable masks at each main entrance
- Wipes and hand sanitizer at each Raptor system in each building
- Wipes and hand sanitizer by every copy machine
- Wipes and hand sanitizer by staff mailboxes
- Wipes and hand sanitizer in each staff workspace
- Wipes and hand sanitizer in each conference room
- Wipes and hand sanitizer in each staff lounge/shared space
- Arrows to be included on the floor for the flow of traffic, especially in the office areas, at Elementary and Intermediate levels

### Our Focus

Working together and using proper mitigation strategies to reduce risk/spread of COVID-19, our focus as we return additional grades back to our school buildings will be:

1. Face coverings for all students and staff
2. Encouraging proper hand washing, and having adequate hand sanitizer readily available
3. Adhere to social distancing guidelines



## COVID-19 Cleaning and Sanitizing Supplies

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

## What is the difference between cleaning, disinfecting, and routine cleaning?

Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects.

Cleaning: Always clean surfaces prior to the use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Cleaning can be very effective in reducing bioload and viral mass on surfaces; however, cleaner may not kill viruses at the same rate or effectiveness as that of a disinfectant. We understand that 85% of viral mass may even be eliminated by merely using plain water and a microfiber cloth to wipe surfaces.

Disinfecting: Cleaning of soiled areas should be completed prior to disinfection to ensure the effectiveness of the disinfectant product. A disinfectant kills viruses and other microorganisms. Disinfectants are registered with the Environmental Protection Agency and typically require PPE (personal protective equipment).

Routine Cleaning: As part of standard infection control practices in school settings, **routine cleaning will be continued**. This includes trash disposal, dust control through cleaning of floor surfaces (vacuuming, mopping) and other surfaces, kitchen and cafeteria cleaning, etc.

### Examples of Frequently Touched Areas in Schools

- Classroom desks and chairs
- Door handles and light switches
- Handrails
- Bathroom faucets
- Locker handles
- Equipment handles
- Elevator buttons

**Please note!** Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers should provide posted signs regarding proper hand hygiene before and after using the computer to minimize disease transmission.

### Air Versus Surface Transmission

Throughout the COVID-19 pandemic, we have learned more about the virus and the spread of the virus. There has been much research on how the virus lives on surfaces versus being an airborne transmission. With <sup>85</sup>the focus on safety for our students and staff, we do not want to minimize the transmission of the virus on surfaces, but we do know that the virus is believed to be more transmissible through the air.



Disinfectant (Covid-killer)	“Green” Cleaner	Water
<ul style="list-style-type: none"> <li>● Blue bin with pre-charged blue towels in each classroom</li> <li>● System will drastically reduce use of disposable disinfectant wipes</li> <li>● Disposable wipes may still be used for smaller items (pens, keyboards, phones, etc)</li> <li>● For use by custodians/trained adults</li> <li>● Blue bins will be replenished with pre-charged towels on Monday mornings</li> <li>● Gray bins containing soiled towels will be emptied daily</li> </ul>	<ul style="list-style-type: none"> <li>● Green colored bin with pre-charged green towels in each classroom</li> <li>● Precharged towels with “green” non-toxic cleaner</li> <li>● For use by any adult classroom/school building</li> <li>● Green cleaner will be refreshed daily.</li> <li>● Soiled towels to be placed in gray bin in each classroom.</li> </ul>	<ul style="list-style-type: none"> <li>● Towels to be used with water and spray bottle and microfiber cloth</li> <li>● For use by anyone in classroom/school building, including students</li> </ul>

Elementary/Intermediate (K-6)	Middle/High (7-12)
<ul style="list-style-type: none"> <li>● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians.</li> <li>● Utilize a system of microfiber charged towels:               <ul style="list-style-type: none"> <li>○ Economical</li> <li>○ Cheaper in cost</li> <li>○ Less waste</li> </ul> </li> <li>● Between AM/PM classes, custodial staff and/or other adults will disinfect and/or clean highly-touched surfaces in classrooms between groups to the extent possible, using blue colored pre-charged disinfectant towels or green colored pre-charged towels containing the cleaner “Suprox”.</li> <li>● Custodians and other trained adults may use a pre-charged disinfectant towel or a pre-charged “green” cleaner towel to wipe high-touch surfaces, such as desks and tables that were occupied, and other surfaces.</li> <li>● No soiled towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use.</li> </ul>	<ul style="list-style-type: none"> <li>● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians.</li> <li>● Utilize a system of microfiber charged towels:               <ul style="list-style-type: none"> <li>○ Economical</li> <li>○ Cheaper in cost</li> <li>○ Less waste</li> </ul> </li> <li>● The focus will be on proper hand washing and using hand sanitizer when entering/exiting the classroom.</li> <li>● Teachers (7th-12) to the extent possible may disinfect and/or clean highly touched surfaces in classrooms between groups, using blue colored pre-charged disinfectant towels or green colored pre-charged towels containing the cleaner “Suprox”.</li> <li>● Custodians and other trained adults may use a pre-charged disinfectant towel or a pre-charged “green” cleaner towel to wipe high-touch surfaces, such as desks and tables that were occupied, and other surfaces.</li> <li>● No soiled towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use.</li> <li>● Microfiber towels and spray bottles filled with water will be provided for any person to use, including students.</li> </ul>



### **What system will be used to track the cleaning processes in our school?**

Deep Clean Assurance will be used by our Head Custodians and custodial staff at each building. This program purchased from AkitaBox is an application used to ensure a safe return to facilities, and will provide accountability and reporting. It includes a checklist that provides clear instructions on disinfection and cleaning practices to maintain healthy and safe facilities that follow recommendations of the CDC and EPA. The system will be in place for each and every student-occupied room.

The following two documents will be used by staff and custodial teams at school buildings to guide their workload each day/night:

- [Classroom Flowchart](#)
- [Classroom Routine Tasks](#)

### **What are our HVAC Enhancements?**

Needlepoint Bipolar Ionization (NPBI) enhancements have been installed in each district building, including all schools, the TLC building, the Middle School mobiles, and the Bethel District office. Increased ionization works to eradicate volatile organic compounds like viruses, bacteria, mold, and soiled and dirty smells. Air flow, fresh air, and return air rates have been adjusted to the maximum levels recommended.

### **More Information**

- [WCSU Facility Cleaning Policy](#)
- [Centers for Disease Control and Prevention](#)
  - [Cleaning/Disinfecting](#)
  - [Surface Versus Air](#)
- [Public Health Madison & Dane County](#)
- [World Health Organization](#) - Transmission of SARS CoV-2: implications for infection prevention precautions
- [AkitaBox Deep Clean Assurance](#)
- To access the Safety Data Sheets (SDS) for any products, please navigate to our [district website](#).
  - > Staff > Employee Resources > Safety Data Sheets

Intermediate School  
Numbers as of Nov. 23rd, 2020

5th Grade

Remote = 77

Hybrid = 178

Did not respond = 57

6th Grade

Remote = 95

Hybrid = 192

Did not respond = 55

TOTALS

Remote = 172

Hybrid = 370

Did not respond = 112

## **Middle School and High School Hybrid vs Remote Survey Results**

### **Middle School:**

Total students - 602

Students choosing virtual - 146 (24%)

Have not heard from 19 families. Middle School Admin. Office Staff are reaching out to these families.

### **High School:**

Total students - 1375 students

Students choosing virtual - 309 (22.5%)

1066 have chosen Hybrid. This results in 533 students in each Cohort

It is anticipated that when we get to January that more students will choose to stay virtual as they may have chosen the hybrid option to "hold their spot" so they can make a decision to go remote in January vs having to make that decision today.

## K-6 Absence Procedures 2020-21

Before the start of school, members of the K-6 administrative team met with the registrar, Julie Gengler, building administrative assistants and Director of Secondary Curriculum & Instruction, Tim Schell to discuss the use of Infinite Campus in recording attendance, both for remote and hybrid classrooms.

To make the process streamlined for teachers and administrative assistants, we determined that if a child attended school in person (hybrid) or attended the classroom zoom session (remote), the child would be marked present for the whole day on Mondays, Tuesdays, Thursdays, and Fridays. We did not require teachers to use asynchronous work completion each day to determine if the child was present or absent for the off-site/asynchronous portion of the day. For Wednesdays, teachers are looking for assignment completion and are hand-entering attendance. Students have until Thursday morning to complete the assignment for attendance purposes.

If a child is absent due to COVID-19, the office administrative assistants code the reason for the absence. This summer, we adopted six different attendance codes to excuse or exempt the absence as follows:

### **ABSENCE DUE TO A CLOSE CONTACT**

- **CC- COVID Close Contact (Absent Excused)**- Student is out due to COVID Close Contact and is not completing learning virtually.
- **CCCVL - COVID Close Contact Virtual Learning (Absent Exempt)**- Student is out due to COVID Close Contact and is completing all learning virtually

### **ABSENCE DUE TO A POSITIVE TEST**

- **CPTVL- COVID Positive Test Virtual Learning (Absent Exempt)**- Student is out due to testing positive for COVID and is completing all learning virtually
- **CPT- COVID Positive Test (Absent Excused)**- Student is out due to testing positive for COVID and is not able to complete learning virtually.

### **ABSENCE - VOLUNTARY**

- **CVE- COVID Voluntary Exclusion (Absent Excused)**- Potential close contact or awaiting test results, but no confirmation yet that the child is a close contact or positive.

### **ABSENCE WITH SYMPTOMS**

- **CP - COVID Precaution (Absent Excused)**- students has covid symptoms, absent until they have a negative test or alternative diagnosis from a doctor

Our office staff, administrators, and social workers continuously monitor attendance and communicate with families if certain absence thresholds are met. COVID-19 coded absences would not trigger an attendance letter, but are included in their overall absence count.

If an individual student is absent as a result of a positive test or being a close contact, a learning plan is developed with the family and the teacher. This varies on a case-by-case basis depending on how well the child is, and their ability to participate, as well as the PLC's plan, and the grade level of the student. Here is the process we have outlined with staff:

- a. The teacher will collaborate with the family to develop a learning plan.
  - i. When developing the learning plan, the teacher and family will need to consider the health of the child, family/adult support of remote learning, technology needs, and supplies/resources.
  - ii. The teacher may also need to coordinate an individual student supply pick up to support the learning plan.
  - iii. Plans should be communicated with building administration, office staff, and needed encore.
- b. Options for instruction:
  - i. The student "live streams" into the hybrid classroom.
  - ii. Virtual teacher on grade level team records lessons. These lessons with activities are posted in the student's Seesaw (K-4) or Google Classroom (IS)
  - iii. The student joins live lessons of a virtual teacher. (This needs to be coordinated and supported by all parties involved.) Make sure students have needed links to access.
  - iv. Classroom teacher plans alternative asynchronous learning that replaces synchronous learning.
  - v. Combination of options above

The options above require considerable planning and coordination and have been reserved for students who are positive or are considered a close-contact. We have not intended them to be for families who are traveling for vacation or spending additional time at home. These absences will be marked as Parent Request (PWK).



## Waunakee High School Athletic Department COVID-19 Guidelines for Winter Athletics 2020-2021

*Updated 10/30/2020 - This is a living document; changes will be made in accordance to NFHSA, WIAA, PHMDC and the Waunakee High School Administration*

The following are guidelines for the start of Winter Athletics and Co-curricular activities on **November 16, 2020**. The resources for this reopening come from the National Federation of State High School Association (NFSHA), the Wisconsin Interscholastic Athletic Association (WIAA), the Wisconsin Department of Health, and Public Health of Madison & Dane County (PHMDC). This protocol will be followed until further notice.

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## Athlete and Coach Screening

- Athletes and coaches will not be allowed to attend if they have exhibited any of the possible COVID-19 symptoms (see next section) or, have had direct exposure to someone else who tested positive to COVID-19 within the last 14 days.
- Each athlete and coach will need to be screened and have their temperature taken daily before participation. Athletes must present a signed [Daily Health Check Form](#) including a temperature and parent signature to participate in that day's practice or competition.
- If an athlete becomes symptomatic during an activity, practice, or game they will be taken to a designated isolation room or outdoor area.
- Attendance will be taken by coaches and advisors. A record will be kept of all students that are present at each activity. Those records will be kept in the Activities Department for one calendar year.
- Any individual that has one or more of the symptoms should contact their medical provider or local health department for guidance on testing and possible quarantine.
- [Screening forms](#)
  - Research is being done into an app to use for screening.

## Symptoms of COVID-19

All will be screened for any following new or unexplained symptoms:

1. Chills
2. Cough
3. Shortness of breath / chest tightness
4. Runny Nose
5. Sore Throat
6. Nasal Congestion
7. Severe fatigue/exhaustion
8. Muscle pain
9. Loss of taste and/or smell
10. Headache
11. A temperature of 100.0° F or above
12. Nausea, vomiting, or diarrhea
13. Direct contact with someone who has tested positive for COVID-19 within the past 14 days.

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## All Sports and Activities Requirements

### Compliance

- All athletes will commit to only participating in their Winter sports season. No other/outside sports or side workouts will be allowed. The intent of this is to minimize outside exposure.
  - If an athlete fails to comply with this rule, they will be subjected to a 14 day quarantine for the first offense and possible suspension or removal from the team after a second offense.

### Attestment of Health from Opposing Schools

- One day prior to competition, Waunakee and the opposing school must attest to the health of their athletes, coaches, and game workers in writing. Included must include no positive cases and all athletes are asymptomatic.
- One week after the competition, a follow up with WHS Athletics and the opposing school will be conducted to determine if there were any positive cases or symptomatic individuals.

### Hygiene Habits

- Everyone will thoroughly wash hands with soap and water for 20 seconds before and after participating. Frequent hand washing or use of hand sanitizer is strongly recommended.
- Locations will have hand sanitizer (alcohol-based and has at least 60% alcohol) easily available for use.
- Everyone MUST follow social distancing guidelines at all times.
- No physical contact of any kind, such as high fives, fist bumps, handshakes, hugs, etc.
- Individuals will not share any personal items with others (towels, clothing, shoes, equipment, etc)
- Coaches will promote personal hygiene following sessions/practices - All should shower immediately when they get home, and wash workout clothes (separate from others) after each session/practice.

### Face Coverings

- All individuals are required to wear a face-covering when indoors, including when exercising.
- When outdoors, a face covering is required by all individuals on the sidelines and when 6 ft social distance is not possible.

### Hydration and Food

- There will be absolutely no sharing of water bottles or food. Individuals will need to bring their own water bottles and their own snacks.
- Team snacks should not be provided by a family.
- No use of water stations (coolers, fountains, troughs, etc.) until further notice.

### Transportation

- Parents/guardians should be prepared to transport their athlete(s) to and from all practices and competitions.
  - No ride sharing unless it is members of the same household.
- **Volunteer Driver Form**
- Parents should remain in their car and not come into the building or the practice area.
  - A coach will alert the athletes when it is ok to enter the facility.
- All families are highly encouraged to only transport members of their household.
  - If carpooling is necessary, face coverings will be required for all passengers and no food or drink will be allowed.

### Handling of Multiple Practice Sessions

- Subsequent practices/sessions should not be back-to-back. Allow at least a 15 min interval between groups to allow for cleaning and to prevent social mixing between groups.
  - Teams will need to coordinate so multiple teams are not in the same space at the same time.
- Do not let athletes linger and socialize with others in the previous or next group.
- Individuals should arrive at their specific time, not more than 5 minutes early, and not hang around when their session/practice is over.

### Facility

- No use of lockers rooms. All should come dressed ready to work out.
- Only one person is allowed in the bathroom at a time. Bathroom doors (not stall doors) should be kept open to allow for increased ventilation and to decrease touches.
- If able, prop open the outside door to the building and gyms to decrease on touches.
- Basketball & Dance will enter and exit through the Fieldhouse lobby doors.
- Wrestling & Gymnastics will enter and exit
- Swimmers will enter and exit through Aquatic Center Doors

### Locker Rooms

- Locker Room usage will be very limited and capacity limits will be adjusted for all shared paces. Coaches will monitor to make sure capacity limits are maintained.
  - Locker rooms will strictly be limited to changing into practice/competition gear only. Student-athletes are expected to come dressed for practice/competition.
  - Lockers will be very limited and usage will be allowed in extenuating circumstances only.
  - **Equipment** and **Clothing** must be brought home every day to be washed and cleaned before the next use/participation.
  - Loitering in the locker rooms is NOT allowed.

### Inclement Weather

- If there is a high probability of threatening weather conditions, the event will be postponed.
  - This will eliminate the likelihood of trying to find safe locations indoors where all participants can be socially distant.

### Concessions

- There will be no concessions in operation at any sporting event or activity until further notice.

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### Athletic Facilities (HS Fieldhouse, All District Gyms, Pool, Athletic Complex)

- All indoor facility capacities are currently set at 10 athletes per group.
  - Face coverings are to be worn at all times, even during exercise.

- No group should cross over into another space for any reason.
- Athletic teams will need to be conscious of who is using these facilities at what time so we do not go over the capacity limits.
  - Groups should not cross paths or stop to socialize with other groups.
- If possible, entrances and exits should be different and clearly marked.
  - A group that is waiting to use the facility will need to wait in a separate area. Examples are: the parking lot, Commons, outside area, etc

---

### Strength and Conditioning Weight Room Procedures

- Capacity is set at 10 athletes, not including coaches.
- Equipment will be disinfected after each use especially between uses if it is being shared.
- Face coverings are to be worn at all times, even during exercise.

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### Athletic Training Room Procedures

- The ATR will be limited to 6 people or less.
- Face coverings will be required at all times.
- More specific rules and procedures can be found in the Athletic Training Room COVID-19 Procedures

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### Sports Classification by Risk (Winter Only)

- **Low Risk:** Ski & Snowboard, Individual Gymnastics, Individual Swim Events
- **Medium Risk:** Basketball, Group Gymnastics, Swim Relays
- **High Risk:** Hockey, Wrestling, Dance

*\*Current PHMDC restrictions only allow low-risk sports to compete within Dane County.*

*\*Medium- and High-Risk sports may practice, drill, catch, with 6 feet physical distancing. No contact is allowed.*

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### Capacity

Indoors - groups of 10 or fewer athletes are allowed per space.

Outdoors - groups of 25 or less are allowed per space.

*\*Coaches and district employees do not count towards group sizes.*

Groups should remain the same, not change or switch individuals, to avoid added exposure within groups.

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## **Sport-Specific Procedures and Requirements ([See WIAA Winter Sport Guidelines for more information](#))**

### **Boys and Girls Basketball**

- Currently unable to host competition
- Drill work for individual skills in practice will take place in smaller groups that will remain the same throughout the season.
- All athletes, coaches, officials, game workers, and fans will be required to wear a face covering at all times.
- Spectator capacity will be TBD by the host school/facility.

### **Dance**

- All athletes and coaches will be required to wear a face covering at all times when indoors.
- Limited to 10 Dancers at a practice and performance.

### **Gymnastics**

- Sanitize equipment between each use by an athlete
- No common chalk bowls
- All competitors, coaches, workers, officials will be masked
- No more than 10 athletes in Old Gym at one time
- Spectator capacity will be TBD by the host school/facility.

### **Hockey**

- Currently unable to host
- All athletes, coaches, officials, game workers, and fans will be required to wear a face covering at all times.
- Players will use only their own equipment
- Spectator capacity will be TBD by the host school/facility.

### **Boys Swim**

- Hosting will be TBD by PHMDC guidelines and restrictions
- Swimmers and Divers will wear a face covering when not in the pool
- Coaches, Officials, and event workers will wear a face covering at all times.
- There will be only 1 timer per lane (usually there are 2)
- Spectator capacity will be TBD by the host school/facility.
- Locker Usage will not be available or available on a limited basis.
- Starting blocks will be frequently sanitized
- Currently no relays are allowed, if hosting in Dane County. Relays can be modified by spacing of relay members and lane limitations.

### **Ski & Snowboard**

- Practices & Competitions at Cascade Mountain still TBD, targeting a start date of Jan 25
- Competitions for boys/girls will be on separate nights
- Face coverings will be encouraged. Players, coaches, officials, and fans will face covering when social distancing is not possible.
- Spectator capacity will be TBD by the host school/facility.

### Wrestling

- Currently unable to host competition
- Drill work for individual skills in practice will take place in smaller groups that will remain the same throughout the season.
- Wrestlers will provide their own disinfectant wipes
- Equipment will be sanitized between each match
- 6-7 days between competitions, no tournaments
- Spectator capacity will be TBD by the host school/facility.
- All athletes, coaches, officials, game workers, and fans will be required to wear a face covering at all times.

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### COVID-19 Protocol for Positive Test, Exposure, or COVID-like Symptoms: Athletes

- Parents/guardians will be instructed to notify the Coach, Athletic Director, Athletic Trainer or School Nurse within 24 hours if their student-athlete is positive for COVID-19. This allows us to keep all students as safe as possible through early notification.
- The coach or designee will notify the school, student-athletes, and coaches of exposure and communicate return to the activity date.
- In case of a positive test for COVID
  - The affected athlete, coaches, and staff will quarantine for 14 days.
  - Any close contacts (as determined during contact tracing), ie coaches or athletes in the affected athlete's cohort will follow exposure protocol listed below.
  - Quarantine for contacts will be imposed whether there are negative tests or positive tests on those exposed athletes/coaches.
  - The quarantine will continue from the positive test for 14 days and until 24 hours after symptoms end, whichever is longer.
  - School Nurse/designee will be notified. They will notify PHMDC for contact tracing purposes, per PHMDC recommendations.
- In case of exposure to someone who has tested positive for COVID-19
  - Athletes, coaches, and staff who have been exposed to a positive case of COVID-19, and have no symptoms, will quarantine for 14 days after exposure, regardless of a negative test or if no test was taken.

- i. If symptoms occur after exposure, students must be tested for COVID-19. If positive, refer to procedures for a Positive Test. If negative, a second test must be completed 12 days after symptom onset to confirm the negative test.
  - o If testing, testing should be twice, per Public Health Madison and Dane County (PHMDC), the first check should be at least 3-5 days after initial exposure and the second 12 days after initial exposure.
    - i. If either test is positive, refer to the Positive Test directions above.
    - ii. If both tests are negative, continue quarantine for 14 days from exposure as directed by PHMDC
    - iii. May return after 2 negative tests, AND 14 days of quarantine, AND at least 24 hours symptom-free without the use of medication.
  - o All athletes in the cohort with the athlete exposed to a positive COVID case, and any coaches, will be notified of the possible exposure by the Head Coach.
  - o Any sport related to athletic practices the student attended will be suspended until a test result is received.
    - i. If the test is positive, all practices for that sport will be suspended for 14 days from the last day the athlete attended, and all athletes/coaches in their cohort will be notified of their possible exposure to a positive case of COVID-19.
    - ii. If the test is negative, practices may resume, but cohorts must remain static for 14 days after the exposed athlete last attended practice.
    - iii. If the athlete is not tested, then practices will be suspended for 14 days after the exposed athlete last attended practice, as a precaution for safety.
- To return to athletics, an athlete must provide a letter from their medical provider, or public health designee, with a release date to return to activities.
- When in-person education resumes, the Coach/Athletic Director will ensure the school nurse of any positive tests or exposure incidents, so that the Administration or School Nurse may inform any teachers or classroom cohorts of the possible exposure as well.
- All Athletes will self-screen and report self-screening results to coaches, or be screened for COVID-like symptoms prior to any athletic event/practice.
- Any athlete presenting with COVID-like symptoms at home prior to any athletic event/practice, or in the course of an athletic event/practice, must not participate until evaluated by a Medical Professional.
- COVID-19 symptoms include:
  - o Fever (greater than 100.0°F) or chills (sustained and uncontrollable)
  - o New or worsening:
    - i. Cough
    - ii. Shortness of breath or difficulty breathing
    - iii. Fatigue
    - iv. Muscle or body aches
    - v. Headache
    - vi. New loss of taste or smell
    - vii. Sore throat
    - viii. Congestion or runny nose

- ix. Nausea or vomiting
- x. Diarrhea

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## Appendices

## References

- [Public Health of Madison Dane County, Emergency Order #9](#)
- [Phase 2 Sports Guidance \(PHMDC\) - updated 6/12/20](#)
- [WIAA Return to Winter Sports Considerations](#)



## **Inclement Weather Information and Plans - 2020-2021 School Year**

As we enter the winter months here in Wisconsin, it is important to us to watch weather patterns more closely. We know that winter weather can cause disruptions to our district's academic calendar and student learning. In the past, we have called a "snow day" when the weather was such that transportation of students to and from school caused a safety concern. Currently a proportion of our student population is operating and learning remotely, while others are in a hybrid learning model, and all of our students/families are set up with technology. For this reason, we are revising our snow day concept this year. The following plans will only apply to this school year, and will be revisited next year.

As we watch the weather very closely, we will make the inclement weather call on the previous day of predicted inclement weather by 3 p.m. On days that the weather is forecasted to cause issues for our families, we will shift our instruction to **virtual**. These days will be considered **Inclement Weather Virtual Learning Days**. The decision will be made the day before, and communicated out to our families. While we know that anything can change with projected forecasts, our decision made at 3 p.m. will stand and we will continue with virtual learning for all of our students.

Please note! If an unexpected weather emergency arrives late into the evening or early in the AM, we will have to make a snow-day emergency call. This will look similar to what we have done in previous years. Our families will be communicated to by 6:00 a.m. on that morning.

We appreciate your flexibility and understanding as we revisit our current inclement weather plan and information. Please see our FAQ below for more information and details on this plan.

### **What will be considered when making these decisions?**

We watch the weather very closely in the winter months. When the weather is forecasted to cause issues that might impact the safety of our students and staff, we are assessing the situation. We will be in contact with the bus company and we are in contact with local superintendents in neighboring school districts to compare reports.

Other factors to be considered when assessing inclement weather and the impact on our families:

1. Weather patterns through various weather websites and news outlets
2. Timing of the snow/ice
3. How much snow/ice is predicted
4. How it impacts our families getting to and from school buildings
5. Wind Chill factor - if the wind chill factor generates a Wind Chill Warning (-35 sustained wind chill), as determined by the National Weather Service



### **What will be the district's procedure for notifying families?**

When we anticipate the possibility of a closure and shift to virtual learning, we will:

1. Send a push notification through our School Messenger account from the Communications and Engagement Specialist about the change in the daily schedule. This will include a phone call, text, and email notification to our families (like we have done in the past) by 3 p.m. the previous day.
2. Update the school district [website](#).
3. Post on our our district social media sites, as well.

\*Our goal is to reach as many families as possible as soon as possible. We call all phones listed for parents and guardians of our students to ensure we reach someone in each household. While it may seem redundant to call your home, cell, and work numbers, we must make sure parents who work varying shifts receive this very important information. We also cannot just send the information via email or text as we may not reach all families. Thank you for understanding!

\*We ask each family to review/confirm your contact information in Infinite Campus. We will be doing a weather day test call on **xx** to make sure our system is working well and you are aware of the numbers that will be called.

### **Why has the Waunakee Community School District decided to develop an Inclement Weather Virtual Learning Day as an alternative to snow days?**

With several days lost to inclement weather in recent years, we needed to explore this option and update our plan for this school year. While many of our families are operating remotely right now and familiar with the process and our technology resources are one-to-one for each student in our district, we feel that it was a necessary change for this school year. Advanced notice for our families and staff are positive factors when deciding upon this model.

### **What if there is unexpected and unpredictable weather that arrives later in the evening or early in the morning, will we shift to virtual learning?**

We will do our best to anticipate these inclement weather days in order to give our families and staff advance notice. In the event that the school closing notice is provided with little notice, we will have a traditional snow day and will not be shifting to virtual learning. Without prior notice, our students and staff may not have necessary materials for virtual learning.

### **Does this new Inclement Weather Virtual Learning Days plan to continue for the future years?**

This has yet to be determined. This plan is for the 2020-2021 school year as of right now. We will continue to be in communication with you regarding future years. Since this plan is new for this winter, we would gather feedback from teachers, students, and parents to reflect on how the day(s) went and ways we can improve as a school district to make it as effective as possible.



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**How would an Inclement Weather Virtual Learning Day look for my child(ren)?**

Teachers will conduct learning on that day using our various online platforms (SeeSaw, Google Classroom, Zoom, Schoology, etc.). Elementary and Intermediate School students will have asynchronous lessons, while Middle and High School students will continue to follow the same schedule as a regular day. Students will be held accountable for completing assigned work. Teachers will check for understanding in a variety of ways including collecting lessons and activities the next day of attendance, having students submit work electronically, or checking the log of electronic/web-based/app activities for the classroom. Please note that instruction will vary from classroom, level, and buildings.

**Other things to consider:**

If there is ever a time that we hold school and you do not feel it is in the best interest of your child to attend based on your assessment of the weather, please let us know and we will excuse those absences.

# Minutes of Medical Advisory Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Medical Advisory Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Monday, November 9, 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 6:01 PM. .

### **II. ROLL CALL**

In Person: David Boetcher, Lauren Dallman, Kurt Eley, Sarah Goecks, Brian Grabarski, Randy Guttenberg, Jack Heineman, Brian Hoefler, Dr. Wm. Ranum

Virtually: Aaron Pavao, Dr. Jeffery Pothof, Valerie Clevenger, Jenny Sydow, Dr. Matt Anderson

Also Present: Mark Hetzel, Judy Engebretson, Joan Ensign, John Cramer, Steve Summers (virtually)

### **III. APPROVAL OF MINUTES**

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

### **IV. APPROVE AGENDA**

A motion was made by Brian Hoefler second by Brian Grabarski, to approve the agenda as posted. Motion Carried.

### **V. REVIEW PROGRESS OF GUIDING PRINCIPLES AND DASHBOARD DATA FOR SCHOOL REOPENING**

#### **A. Internal Processes**

Kurt Eley, Brian Grabarski, and Jenny Sydow gave an update on contact tracing and staffing.

Randy Guttenberg requested two areas of input from the Committee:

**1. Communication about COVID-19 incidents.** The following is new information from PHMDC.

Randy Guttenberg explained that WCSD is currently sending out messages if any student or staff has a positive case. Should they continue to do that or only send a message if a student or staff tested positive and was considered contagious when they were in the building or on school grounds. After some discussion the committee suggested to keep sending message as we have been. This gives parents and staff the full picture and would eliminate speculation.

#### **2. Disinfecting of Surfaces**

Randy Guttenberg asked the committee the following questions about cleaning: What is emerging with regard to the frequency to disinfect surfaces and transmission of disease

from surfaces? What practices do you follow in a clinical setting for area like waiting rooms etc? John Cramer presented and showed what is being done in each of the buildings. What is happening with K-4 is great but is not sustainable for the upper grades. There was much discussion of what is happening in other areas. In clinics keyboards and desk tops are only cleaned once a day. Exam rooms are cleaned up after each exam but that is more of making sure used items are thrown away and fresh put out. The medical professionals stated, we can only do the best we can do. Hand sanitizer in and hand sanitizer out should be done. A mild soap and water or even just water wipe down between classes would disrupt the germs enough this virus is not that hardy. Then daily make sure everything is sanitized. Good Hand Hygiene education should be shared and done frequently. The District is doing the best it can do.

#### B. Internal Data

Internal data charts were updated on Monday and were available for presentation to the Committee on Monday evening.

The November 2nd Data Tables are attached for your reference.

Kurt Eley updated the committee on these internal data charts. These charts are attached to the agenda in the extras area.

#### C. Community Wide Data

Local data charts were updated on Monday and were available for presentation to the Committee. These are attached to the agenda in the extras section.

Kurt Eley updated the committee on these community wide data tables.

The committee discussed what is being done and if there was anything more we could be doing. The medical professionals on the committee said that we are doing a great job. The health systems are very stressed right now.

The medical professionals were asked about our check in process. With allergies, stress and cold season all happening at the same time how does someone complete these forms. Staff (adults) have to be informed that they should know what their normal state is. If any of the symptoms they are experiencing is not their normal state then they need to respond accordingly. If staff or families are unsure and have questions for the health offices staff, they are being told to check with their health care provider.

### **VI. REVIEW SCHOOL BOARD CONSIDERATION OF A TIMELINE TO BEGIN IN-PERSON HYBRID INSTRUCTION FOR GRADES 5-12 BY THE START OF 2ND SEMESTER**

Randy Guttenberg went through a high level of the presentation that was made to the school board at their 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.

The committee was asked to respond to this plan. out this.

The medical professionals on the committee said WCSD is doing the best they can and their efforts are admirable, but the health care system is stressed and anything we can do to help keep the community safe is requested. They would hate to jeopardized the success we are having with 4k-4 by bringing in the older students. They strongly encouraged to postpone bringing anymore studnets in until numbers started. As far as co-curriculars, they were very reluctant to encourage any participation, but if co curriculars were run with the school it would be better than a club team. Also if competing within a Dane county only conference would be better than a conference that crossed counties. WCSD needs to be a good example to the community for another few months. Any close contact, no matter how you run it will be will threaten the community.

The medical professionals all agreed this isn't the type of modeled behavior they want, but it is what is needed to keep everyone safe and help numbers go down.

### **FUTURE MEETINGS**

The next meeting will be December 14, 2020 at 6:00 pm right before the regular monthly meeting.

### **VII. ADJOURN**

A motion was made by Hoefer, second by Ranum, to adjourn the meeting at 7:32 pm. Motion carried.

# Minutes of Budget Committee

## The Board of Education Waunakee Community School District

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A Budget Committee of the Board of Education of Waunakee Community School District was held Monday, November 16, 2020, beginning at 8:00 AM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

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

The budget committee was called to order by Jack Heinemann at 8:00 AM

### **II. ROLL CALL**

Present: Heinemann, Ensign, Hetzel

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

### **III. APPROVAL OF AGENDA**

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

### **IV. PUBLIC COMMENTS**

There were no public comments.

### **V. 2020-2021 BUDGET**

#### **A. REFERENDUM FUNDS**

Steve Summers reviewed the referendum results from November 3rd and evaluated what costs should be aligned with the approximately \$2.1 million in referendum funds.

Steve explained Fund 41, the Capital Projects Fund. The Board approved the HVAC and plumbing enhancements related to COVID out of the Fund 41 budget. Administration is seeking confirmation from the Committee regarding moving these costs into the Fund 10 \$2.1 million and replenishing the funds in Fund 41.

A motion was made by Heinemann, second by Ensign, to make the adjustment to replenish Fund 41 out of Fund 10 for the cost of the Capital Projects Funds in the amount of \$608,000.00. Motion carried 3-0.

Summers explained the Fund 73, the Employee Benefit Trust Fund. The Board originally approved a financial strategy that resulted in no payments into Fund 73 for the 2020-2021 school year. Administration is seeking feedback from the Committee on this topic now that we know the referendum has been approved.

There was much discussion on the Fund 73 funds. The committee asked Steve Summers to bring this back at a future budget committee meeting, when more details may be

available.

Steve Summers also asked for the committee's feedback on utilizing the 19-20 unspent funds from building/department budget to cover reopening costs. The committee agreed these funds should remain where they are at this time.

**B. NON-REFERENDUM FUNDS**

Steve Summers explained the salary and benefit estimates that were used for developing the 2020-2021 budget as well as our current status with open positions.

Steve also explained that due to the budget adjustments approved in October, the 2020-2021 budget no longer has enough funds available to provide the salary and benefit increases estimated in the spring. Funds can be reallocated from other line items to increase the amount available for salary and benefit increases. The largest example is unfilled FTE positions which could be shifted from FTE to salary and benefits. There are multiple other examples as well.

Brian Grabarski explained the current open paraeducator positions and if these remain open for this year that may allow approximately \$350,000.00 that may be put toward salary and benefits increase.

The committee had much discussion and questions regarding not losing these positions if needed for future years and regarding a desire to allow for the best increases to salaries and benefits as possible considering all the work staff has done this year.

The committee agreed to allow administration the flexibility to seek ways, including possibly leaving positions such as the ones shared open for this year and reevaluated for future years, to find the funds to allow for salary and benefit increases as estimated in April or even better if possible. The committee made reference that they realize this year has been difficult for the community as well.

**VI. OTHER AGENDA ITEMS - WELLNESS CLINIC REPORTS**

Steve Summers asked for the committee's input on the Wellness Clinic's monthly reports. The committee requested that they would like to still see the monthly expense report and also, on a monthly basis, the recent "metrics at a glance" report that was shared with the insurance committee recently.

**VII. FUTURE AGENDA ITEMS**

No Future meetings were scheduled at this time.

**VIII. ADJOURN**

A motion was made by Ensign, second by Hetzel to adjourn the meeting at 8:51 am. Motion carried 3-0.

# Minutes of Diversity, Equity, Inclusion Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Diversity, Equity, Inclusion Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Tuesday, November 17, 2020, beginning at 6:00 PM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

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

Mike Brandt called the meeting to order at 6:03pm

### **II. ROLL CALL**

III. Committee members in attendance: Audrey Deppen, Bethany Pottinger, Cathy Kittell, Chrisina Sheppleman, Diane Treis Rusk, Izabella Moore, Jamie Griffin Strachota, Joel Lewis, Katie Grundahl, Lara Ostrander, Melanie Meister, Melissa Hernandez, Michelle Berg, Mike Brandt, Mike Pisani, Monique Mobley, Pamela Potter, Paul Whitley, Regina Pagel, Samuel Kaufmann, Stephanie Shefchik, Tim Schell, Allison Voeller.

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

Joel Lewis made a motion second by Mike Brandt to approve the minutes as is with corrections that were indicated. Motion carried.

### **V. APPROVE AGENDA**

Agenda approved as posted.

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

The sub committee for researching audit tools recommended the NEA (National Education Association) tool. The full committee discussed how to proceed with the audit and pros and cons of various approaches using this tool. The discussed using adaptive school skills to facilitate this audit and to assure that every voice is heard.

A motion was made by Kaite Grundahl, second by Gina Pagel, to use the NEA tool and to work through it as a full committee as a regular agenda item. Motion carried.

The committee continued to discuss how to begin this process. Gina Pagel, Melanie Meister, and Katie Grundahl will facilitate the audit portion for the next meeting.

### **VII. PROPOSED JOINT BOOK STUDY WITH VILLAGE "THE WHITE RACIAL FRAME"**

The Village of Waunakee approached the district about entering jointly into a book study "The White Racial Frame" by Joe R. Feagin. They would recruit Village board, District, WNC and other community service organization, leadership members, other

community members up to 200 people. . The book study itself would include a facilitator and would run about \$13,000 -\$14,000. The Village would contribute \$5,000.00. The District would provide \$5,000.00 and a grant would be applied for for the remaining amount.

village approached dist The White Racial Frame. to do a book study together. memeber s of greater Waunaek. 200 participants WNC will b a part. Specific recrute ment village staff, service org, leadership. etc.

Following model school consortium did this summer - would Brown and Briggs. There is a cost. beyohnd text - text and facilitation. \$13000-\$14000. Village provide \$5000 and District \$5000 and then solicite contributions and grant funding for the remainder.

This would be a large commitment both financially and highly visable as a partnership with the Village. What would the committes feel about doing something like this jointly with the Village.

After much discussion the full committee agreed that whatever we can do jointly be in partnership with the Village we should support.

#### **VIII. DISCUSSION OF EVENTS WITHIN THE WAUNAKEE SCHOOL DISTRICT AND IN THE STATE AND NATION AS IT RELATES TO DIVERISTY, EQUITY AND INCLUSION**

Joel started this discussion. Our committee has great ideas and charges. There are other issues within WCSD and the community that we have to have discussions on when they happen. Are there situations that we would like to share with the committee to discuss and focus on as they come up.

Tim and Gina shared that there is a reporting tool on the horizon through Neiamiah. The committee discussed how this could be discussed. How to make sure to do this in a way that will not break a trust an adult may have with a student. All people's and all student's voices need to be heard regardless of race, creed or color.

The committee decided to have an anonymous incident list on the shared google drive for members of the committee to add incidents that they experience, witness, or hear about. This will allow for discussion or areas where work may need to be done. If you add something to this, plesae make sure you are not breaking any trusts. Please know this committee is a safe place to discuss these topics.

Gina asked about the tool called Speak Up at School and if this is being reviewed frequently by staff to share with students. Tim wasn't sure how each building was sharing this with students. This is something that has to be reviewed more often so that responses become more automatic. If tools like this are reviewed more frequently, they will be used more frequently and

This item will also continue to be on the agenda.

**IX. FUTURE MEETINGS**

Tim and Gina mentioned that as part of work with Neimaih gathering a group of 15 individuals to conduct needs assessment interviews. We would like two parents or responsible adults to be contacted by Neiamiah. Joel and Melissa volunteered. Thank you.

The next meeting is scheduled for December 15, 2020 @ 6:00 PM. Via zoom

**X. ADJOURN**

The committee meeting adjourned at 7:50 PM on a motion by Joel Lewis and seconded by Melissa Hernandez . Motion Carried.

# Minutes of Curriculum Committee

## The Board of Education Waunakee Community School District

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A Curriculum Committee of the Board of Education of Waunakee Community School District was held Wednesday, November 18, 2020, beginning at 3:30 PM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

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

Chairperson Engebretson called the meeting to order at 3:36 PM

### **II. ROLL CALL**

Present: Engebretson, Ensgin, Hetzel

Also Present: Tim Schell, Amy Johnson, Randy Guttenberg, Brian Borowski

### **III. APPROVE AGENDA**

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

Motion carried 3-0.

### **IV. PUBLIC COMMENTS ON AGENDA ITEMS**

Sarah Reierter –Parent of WCSD HS. Presented her request to have her son, Luke, who is in 11<sup>th</sup> grade take a 5<sup>th</sup> year of High School.

### **V. DISCUSSION OF CHANGING PROMOTION AND GRADUATION REQUIREMENTS DUE TO COVID**

#### **A. ADDITIONAL TIME IN GRADE AT HIGH SCHOOL FOR STUDENTS WHO ARE NOT CREDIT DEFICIENT**

Tim Schell explained what our current policy 345.4 Promotion and Retention policy. This policy has not yet been examined in light of the COVID epidemic. If we provide an option for students to not progress when they have met requirements and remain at their level an additional year, this will entail additional staffing and Early College Credit costs if it occurs on any scale. This may result in more requests.

TS went through the policy regarding this.

Brian Borowski agreed with Tim's explanation of what to consider regarding opening up this policy. This could also cause items to think about regarding co-curriculars, staffing, building size.

This has been a disruptive year, but there are many concerns to consider. Randy, Tim, and Amy explained how retention works right now. For the lower grades there is more of a process to review the student's ability. This process for the lower grades is pretty time intensive. At the upper grades, specifically the High School level it is based on if they have the credit requirement or not.

The committee members asked question specific to this request and overall what would happen if these requests would open up.

The committee asked that these situations be considered on a individual basis at this time. They also asked this parent and student come to the full board on December 14, 2020 to present their request in closed session.

### **ONE YEAR FLEXIBILITY FOR MINIMUM COURSE LOAD FOR SECOND SEMESTER SENIORS**

Tim Schell and Brian Borowski presented that we currently require students to carry a minimum course load of at least six courses per semester or, if they are a junior or senior, five with a co-op or work experience in our 345.5 High School Graduation Requirements/Procedures policy. Administration is requesting one year flexibility for second semester seniors to go below the minimum if they still would meet the other graduation requirements.

The committee discussed and asked questions regarding these special case pandemic requests. A motion was made by Hetzel, second by Ensign, to allow this flexibility for Administration to apply the special cases clause to this policy during the pandemic. Motion carried 3-0.

## **VI. REVIEW OF FALL ASSESSMENT CYCLE AND LOOKING AHEAD**

Amy Johnson and Tim Schell briefly reviewed how fall assessments were conducted and what our experience was. They also shared plans for the rest of the year, including state assessments.

Amy Johnson explained and gave an update for the various fall assessments at the 4k-6 level. While we can not compare apples to apples with last year, they feel very confident that they did fairly comparable to last year. She also talked about some challenges they had with some remote testing.

Tim gave an update for the Middle School - Aspire- computer base assessment. Technically it went very well. Just under 600 students did complete this Aspire and went similar as past years. The world language assessment also went well and we had good experience with home technology.

Tim discussed looking ahead -

As of today we have Spring testing ACT at the high school to look at, we will talk about paper and pencil vs online (at school not at home). Online will allow a few days and paper and pencil will be one day. We have to consider what will be best including social distancing.

## **VII. INTEGRATION OF BRITISH LITERATURE INTO A FULL YEAR AP LITERATURE AND COMPOSITION CLASS**

Tim Schell explained that AP Literature and Composition has been a one-semester course in our district with students taking British Literature as their first semester course. The College Board recommends AP Literature and Composition be a full year course and that is the case in most schools. Last year, the College Board introduced new online resources for students in AP classes that students can access when enrolled in the class. Due to our existing practice, AP Literature and Composition students cannot access these resources until second semester. Integrating British Literature as part of a full year

AP Literature and Composition course would allow our students to access these resources for the full year.

The committee asked questions and was in favor of this recommendation.

VIII. **ITEMS FOR FUTURE MEETINGS**

Assessment results.

Presentation/showcase explaining the education that students are receiving compared to pre-pandemic.

IX. **ADJOURN**

A motion was made by Ensign, second by Hetzel to adjourn the committee meeting at 5:10pm. Motion carried 3-0.

## HIGH SCHOOL GRADUATION REQUIREMENTS/PROCEDURES

345.5

Graduation diplomas awarded by the District shall be based on learning achievements rather than on the amount of time students spend in attendance. Specific achievement information shall be available on transcripts to those who will assist the learner in his/her development in a post-secondary institution or career.

Each student successfully completing a prescribed high school program and other requirements outlined below shall, upon the recommendation of the high school principal and approval of the Board of Education, be presented a diploma certifying graduation. All students must complete 24.0 credits including the 15.0 credits of Specific Course Requirements. All students must take a minimum of six periods of classes per semester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of five periods of classes per semester. Only in special cases, after consultation with the counselor or School to Career Coordinator and approval of the high school principal, will students be allowed to take less than the normal load.

### Middle School Students Enrolled in High School Classes

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit or GPA. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit or GPA,.

### A) Specific High School Course Requirements:

- 1) 4 credits of English
- 2) 3 credits of Social Studies
- 3) 3 credits of Science
- 4) 3 credits of Mathematics
- 5) 1.5 credits of Physical Education –through district approved curriculum with up to 0.5 credits earned through virtual learning.
- 6) 0.25 credits of Career Workshop
- 7) 0.25 credits of Health
- 8) 9 credits electives in Career and Technical Education, World Language, Fine Arts, and other courses.

B) Retaking Classes:

Classes may be retaken for credit with the approval of the high school principal when the grade for the class the first time it was taken was a failure. All classes taken will appear on the student's transcript and be utilized in computing the student's grade point average. The high school principal should use discretion in determining whether a student may retake a class. Classes are not to be retaken simply to improve the grade point average or class standing.

C) Credit and Graduation Requirement Determination:

The high school principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at Waunakee Community High School. This prior approval stipulation applies only to students enrolled in the Waunakee Community School District and not to transfer students. Transfer students' records will be evaluated by the high school principal upon the student's acceptance into Waunakee Community High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

The decision of the high school principal may be appealed to the superintendent within ten calendar days of the above notification. Appeals to the Board of Education must be made within ten days of the notification of the superintendent's decision.

D) Civics Exam Requirement:

Students must take, during the high school grades, a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and correctly answer at least 65 of those questions to graduate. (Section 3266R, 118.33(1m)(a)1.) Students with an I.E.P. need to take the assessment but do not need to pass (65/100 correct) to graduate, unless their IEP includes a statement that it is not appropriate for the student to take the civics test. The School District shall permit a limited- English proficient pupil, as defined in s.15.955 (7) to take the civics test in the pupil's language of choice. A student may retake the civics test until he/she scores 65/100.

Legal Ref.: Section 118.33 Wisconsin Statutes  
121.02(1)(p)  
PI 18, Wisconsin Administrative Code

Cross Ref.: 345.6 HSGT, Alternative Graduation Criteria

Adopted: 11/8/82

Revised: 9/8/86  
9/11/88  
5/11/92  
3/94  
2/12/96  
2/8/99  
4/5/99  
10/6/00  
February 2002  
May 2004  
July 2004

January 2005  
December 2005  
August 2009  
January 2014  
August 2016  
June 2018

Waunakee Community School District

# Minutes of Human Resources Committee

## The Board of Education Waunakee Community School District

A Human Resources Committee of the Board of Education of Waunakee Community School District was held Monday, December 7, 2020, beginning at 5:00 PM in the Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597.

### I. CALL TO ORDER

Chairperson, Ensign called the meeting to order at 5:05pm

### II. ROLL CALL

HR Committee: Joan Ensign, Judy Engebretson, Brian Hoefler

WTA Committee: Regina Pagel, Todd Shucha, Ashely Taylor, Kyle Emmert, John Wedge (WEAC)

Administration: Randy Guttenberg, Brian Grabarski, Steve Summers

Also Present: David Boetcher

### III. APPROVE AGENDA

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

Motion carried 3-0.

### IV. PUBLIC COMMENTS – No public comments at this time.

### V. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e))

#### A. Negotiation Preparation with District Negotiations Team

A motion was made by Engebretson, second by Hoefler, to adjourn to a closed session at 5:10pm. Motion Carried on a roll call vote 3-0.

Roll Call: Engebretson – Yes, Hoefler – Yes, Ensign – Yes.

### VI. RETURN TO OPEN SESSION

A motion was made by Hoefler, second by Engebretson, to return to open session at 5:15pm.

Motion carried 3-0.

### VII. INTRODUCE NEGOTIATING TEAMS

Introductions of all team members took place prior to going into closed session.

### VIII. EXCHANGE INITIAL PROPOSALS

#### A. Board of Education

Brian Grabarski, serving as spokesperson, introduced the board's proposal, which is the maximum allowed CPI of 1.81% increase to the base wages. This will be in effect from 7/1/2020 – 6/30/2021.

#### B. Waunakee Teacher's Association

Gina Pagel introduced the WTA's proposal.

This proposal asked for the maximum allowed CPI increase of 1.81% increase to the base wage. That this will be retroactive to July 1, 2020 – June 30, 2021. The WTA also has

proposed for other areas of discussion and looks forward to setting up a time to continue these talks.

**IX. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e))**

Since both proposals were presented, Chairperson Ensign asked for a motion to go into closed session.

A motion was made by Hoefler, second by Engebretson, to adjourn to a closed session at 5:16pm. Motion carried 3-0 on a roll call vote.

Roll Call: Engebretson – Yes, Hoefler – Yes, Ensign – Yes.

**X. NEGOTIATE**

**XI. RETURN TO OPEN SESSION**

A motion was made by Hoefler, second by Engebretson to return to open session at 5:40pm. Motion carried on a roll call vote.

Roll Call: Engebretson – Yes, Hoefler – Yes, Ensign – Yes.

**XII. MEET AND CONFER WITH ALL INTERESTED TEACHERS (WTA MEMBERS AND NON-MEMBERS) REGARDING THE FOLLOWING TOPICS**

**A. 2020 Topics**

1. Teacher retention & recruitment
2. Continued progress with Salary System Review and Revision Work Group
3. Professional leadership opportunities & processes (committees, department chairs, coordinators)
4. Consideration of spring negotiations timeline
5. Strengthened two-way communication with staff
6. Support for the Diversity, Equity, and Inclusion Ad Hoc Committee
7. Transparency regarding the Medical Ad Hoc Committee

Chairperson Ensign, and Randy Guttenberg asked the WTA if they wanted to speak on any of the other topics.

Gina Pagel, spoke on behalf of the WTA regarding the additional topics listed in this agenda item. They would like to schedule future time to speak deeper on these topics. Brian Grabarski indicated that there were a few opportunities to continue these discussions, such as the monthly WTA/ District Leadership meetings that could include HR Committee members or HR Committee meetings.

The committee members were also able to ask questions for clarification of any items listed.

**XIII. ADJOURN**

A motion was made by Hoefler, second by Engebretson, to adjourn the meeting at 5:52pm. Motion carried 3-0.

November 18, 2020

To the Board of Education  
Waunakee Community School District  
Waunakee, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Waunakee Community School District for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines*), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 20, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Waunakee Community School District are described in Note 1 to the financial statements. The District implemented GASB Statement No. 84, *Fiduciary Funds* during the year ended June 30, 2020. The application of existing policies was not changed during the year ended June 30, 2020. We noted no transactions entered into by the Waunakee Community School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the net pension asset is based on the entry age normal-level percent of salary actuarial cost method as determined by the Wisconsin Retirement System (WRS). We evaluated the key factors and assumptions used to develop the net pension asset in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the other post-employment benefits (OPEB) is based on the entry-age normal-level percent of salary actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable lives of property and equipment is based on the actual cost or estimated historical costs, based on inventories conducted by an independent third party. We evaluated the key factors and assumptions used to develop the estimate of the depreciable lives of property and equipment in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 18, 2020. Attached is a copy of management's written representations.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Waunakee Community School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Waunakee Community School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis (MD&A), Budgetary Comparison Schedule, Schedule of Proportionate Share of Net Pension Liability (Asset)-Wisconsin Retirement System, Schedule of Contributions-Wisconsin Retirement System, Schedule of Employer OPEB Contributions, and Schedule of Changes in Net OPEB Liability and Related Ratios, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining Balance Sheet-General Fund, Combining Statement of Revenues, Expenditures, and Changes in Fund Balance-General Fund, Combining Balance Sheet-Nonmajor Governmental Funds, Combining Statement of Revenue, Expenditures, and Changes in Fund Balance-Nonmajor Governmental Funds, and Schedule of Expenditures of Federal and State Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements of the Uniform Guidance and the *State Single Audit Guidelines* and accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled

the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the board of education and management of the Waunakee Community School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in black ink, appearing to read "Scott R. Haumersen". The signature is written in a cursive style with a large initial "S" and a long horizontal stroke at the end.

Scott R. Haumersen, CPA  
Partner



November 18, 2020

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of the Waunakee Community School District, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 18, 2020, the following representations made to you during your audit.

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 20, 2020, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the school district is contingently liable, if any, have been properly recorded or disclosed.

### **Information Provided**

10. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the school district from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the board of education or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the school board and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the school district's financial statements communicated by employees, former employees, regulators, or others.
15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
17. We have disclosed to you the identity of the school district's related parties and all the related party relationships and transactions of which we are aware.

### **Government-specific**

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. The school district has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
22. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
23. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
24. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. The school district has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
27. The school district has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
28. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
29. The financial statements include all fiduciary activities required by GASBS No. 84.

30. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended, and GASBS No. 84.
31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
33. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
38. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
39. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
40. We have appropriately disclosed the school district's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
42. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
43. With respect to the supplementary information:
  - a. We acknowledge our responsibility for presenting the Combining Balance Sheet-General Fund, Combining Statement of Revenues, Expenditures, and Changes in Fund Balances-General Fund, Combining Balance Sheet-Nonmajor Governmental Funds, Combining Statement of Revenues, Expenditures, and Changes in Fund Balances-Nonmajor Governmental Funds, and the Schedule of Expenditures of Federal and State Awards in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have

not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

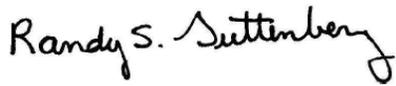
44. With respect to federal and state award programs:

- a. We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines* (the *Guidelines*), including requirements relating to preparation of the schedule of expenditures of federal and state awards.
- b. We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal and state awards (SEFSA) and related notes in accordance with the requirements of the Uniform Guidance and the *Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with the Uniform Guidance and the *Guidelines*. The methods of measurement or presentation of the SEFSA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFSA.
- c. If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and the *Guidelines* compliance audit, and have included in the SEFSA, expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal and state awards, federal and state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and major state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.

- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement* and the appendices to the *Guidelines*, relating to federal and state awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal and state awards.
  - j. We have disclosed any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
  - k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
  - l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and the appendices to the *Guidelines*.
  - m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
  - n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
  - o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
  - p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
  - q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
  - r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
  - s. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
  - t. We have charged costs to federal and state awards in accordance with applicable cost principles.
  - u. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
  - v. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
45. In regard to the preparation of the financial statements, RSI, schedule of expenditures of federal and state awards, and other supplementary information; and completion of the appropriate sections of the Data Collection Form performed by you, we have—

- Assumed all management responsibilities.
- Overseen the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience.
- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of the Waunakee Community School District to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.



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Randy Guttenberg  
District Superintendent



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Steve Summers  
Executive Director of Operations

**Sun Prairie Area School District / Waunakee Community School District / DeForest Area  
School District  
School District Cooperative Contract  
Special Education Educational Interpreter Services 2020-21  
Wisconsin Statute 66.0301**

Pursuant to a resolution adopted by each of the following school districts:

**Sun Prairie Area School District, Waunakee Community School District, DeForest Area School  
District**

Said school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said above parties agree and contract for the cooperation of a special education program, educational interpreter, as hereinafter set forth;
2. That the Sun Prairie Area School District is to be the operator and fiscal agent of the educational interpreter program(s). The School District is to be the fiscal agent;
3. That the fiscal agent district will include all program expenditures and receipts in Fund 27 of the Wisconsin Elementary and Secondary School Accounting System (WUFAR). (Fiscal Agent Requirements)
4. That student membership for state aid purposes be counted by the district of residence;
5. That the proration of costs to each participating district be determined prior to June 1, annually, on the basis of pupil participation for each school district and payment remitted to operator and fiscal agent of this cooperative by June 30; state aid reimbursements will be prorated in the same manner and paid to the participating schools;
6. That transportation, if required, is to be furnished by the district of residence and the special transportation aid shall also be claimed by the district of residence;
7. That the estimated budget and plan of operation, including payment schedule for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
8. That variations from the budget will require prior approval of all school district parties hereto;
9. That the fiscal agent agrees to file a plan of service and the required financial reports with DPI;
10. That each participating district agrees to correlate its calendar with the host school's calendar in the program area covered by this contract;
11. That attached hereto and incorporated herein by reference includes the plan for operation and plan of payments to said operator or fiscal agent by each school district;
12. If, during the time of this agreement, the Sun Prairie Area School District receives a student who requires the services of a DHH interpreter, an amended estimation of service will be provided.

		Salary	Health	Dental	WRS	FICA/MDCR	LIFE	LTD	ABP	Total
100%		\$22,454.16	\$0.00	\$0.00	\$1,515.62	\$1,809.10	\$48.09	\$44.43	\$1,194.28	\$27,065.68
Waunakee	50%	\$11,370.33	\$0.00	\$0.00	\$767.48	\$916.10	\$24.35	\$22.50	\$604.76	\$13,705.52
DeForest	40%	\$8,380.02	\$0.00	\$0.00	\$565.64	\$675.16	\$17.95	\$16.58	\$445.71	\$10,101.06
Sun Prairie	10%	\$2,703.81	\$0.00	\$0.00	\$182.50	\$217.84	\$5.79	\$5.35	\$143.81	\$3,259.10

\*The above costs are estimates and may be adjusted in accordance with salary and fringe benefit changes.  
 \*\*Each district will assume the cost of reimbursement for in-district travel when applicable.

**Member of Cooperative: Waunakee Community School District**

\_\_\_\_\_ School Board President Dated: \_\_\_\_\_

\_\_\_\_\_ School Board Clerk Dated: \_\_\_\_\_

**Member of Cooperative: DeForest Community School District**

\_\_\_\_\_ School Board President Dated: \_\_\_\_\_

\_\_\_\_\_ School Board Clerk Dated: \_\_\_\_\_

**Operator of Cooperative: Sun Prairie Area School District**

\_\_\_\_\_ School Board President Dated: \_\_\_\_\_

\_\_\_\_\_ School Board Clerk Dated: \_\_\_\_\_



# Waunakee Community School District

New Teacher Days= 192  
Teacher Days= 188

Q1= 43 Q2=43 Q3= 42 Q4= 46  
Semester 1=86 Semester 2= 88  
Tri1=58 Tri2=56 Tri3=60

No School	Holiday-Paid
Early Release	PT Conferences
Quarter Dates	Staff Work Day
Trimester Dates	Staff Development Day

## DRAFT 2022-2023 TEACHER Calendar DRAFT

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August-Days	
19-24	New Teachers Report ( F, M, T, W)
25	Department Chairs Report
26	All Teachers Report
29-30	Staff Development Days
31	Staff Work Day

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September-Days	
1	First Day Students Report
5	Labor Day-Paid Holiday

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October-Days	
10	PT Conferences 4-8pm for grades 7-12
11	PT Conferences 4-8pm for grades 5-6
13	PT Conferences 3:30-7:30pm for grades K-4
14	PT Conferences for grades K-12 a.m. only
14	No School
27	Fall Break - Staff Development
28	Fall Break-No School

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November-Days	
4	First Quarter Ends
23	No School
24	Thanksgiving-Paid Holiday
25	No School-Day after Thanksgiving
30	First Trimester Ends (grades K-6)

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December-Days	
22-30	Winter Break

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January-Days	
2	Winter Break
20	First Semester Ends (grades 7-12)
16	No School-StaffDevelopment Day
23	No School-Staff Work Day

Snow Days	
1	not made up
2	not made up
3	not made up
4	not made up
5	make up 6/09/23

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February-Days	
24	No School - Staff Development

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March-Days	
3	Second Trimester Ends (grades K-6)
13	PT Conferences 4-8pm for grades 7-12
14	PT Conferences 4-8pm for grades K-4
16	PT Conferences 3:30-7:30pm for grades 5-6
17	No School - PT Conferences for grades K-12 a.m. only
20-24	Spring Break
31	Third Quarter Ends

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April-Days	
7	No School

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May-Days	
22	No School - Staff Development
29	Memorial Day-Paid Holiday

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June-Days	
8	Third Trimester Ends (grades K-6)
8	Second Semester Ends (grades 7-12)
8	Last Day for Students
9	Snow Make Up Day

**Waunakee Community School District**  
**2020-21 Budget Status Report-November 30, 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	8,514,867.06	13,183,181.67	81.33%	4,980,020.27
Personnel Costs: Benefits	9,941,025	9,941,025	3,114,681.86	5,106,541.05	82.70%	1,719,802.09
<b>Total</b>	<b>36,619,094</b>	<b>36,619,094</b>	<b>11,629,548.92</b>	<b>18,289,722.72</b>	<b>81.70%</b>	<b>6,699,822.36</b>

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,410	88,410	37,372.50	10,620.22	54.28%	40,417.28
Prairie School CSF	21,356	21,356	8,889.83	25.00	41.74%	12,441.17
Heritage School	82,580	82,580	42,014.39	2,373.80	53.75%	38,191.81
Heritage School CSF	16,027	16,027	4,189.16	2,252.81	40.19%	9,585.03
Arboretum School	77,463	77,463	31,265.58	11,397.18	55.08%	34,800.24
Arboretum School CSF	16,749	16,749	7,389.66	3,273.67	63.67%	6,085.67
Intermediate School	148,620	148,620	70,540.33	10,178.24	54.31%	67,901.43
Intermediate School CSF	21,091	21,091	18,769.86	545.35	91.58%	1,775.79
Middle School	142,000	142,000	42,393.22	2,480.25	31.60%	97,126.53
Middle School CSF	23,467	23,467	13,592.63	1,760.43	65.42%	8,113.94
High School	563,093	563,093	64,528.28	9,837.73	13.21%	488,726.99
High School CSF	48,227	48,227	10,149.88	607.41	22.31%	37,469.71
Athletics	346,182	316,682	66,103.60	152,318.25	68.97%	98,260.15

Departments	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Utilities	982,582	982,582	326,008.16	1,016,780.57	136.66%	-360,206.73
Maintenance	1,172,605	1,172,605	332,539.08	501,864.26	71.16%	338,201.66
Capital Projects	278,500	278,500	250,652.45	48,725.30	100.00%	-20,877.75
Contingency Fund	100,000	100,000	8,793.00	0.00	8.79%	91,207.00
Energy Conservation	83,894	83,894	200.00	0.00	0.24%	83,694.00
Transportation	1,328,225	1,328,225	102,744.53	812,570.86	68.91%	412,909.61
Technology	966,179	966,179	450,029.32	11,636.47	47.78%	504,513.21
Technology Erate/Fees	25,000	25,000	0.00	73,030.24	292.12%	-48,030.24
Curriculum	337,771	337,771	276,821.30	6,952.46	84.01%	53,997.24
Human Resources	35,850	35,850	19,654.59	0.00	54.82%	16,195.41
Superintendent	84,600	84,600	31,095.03	31,796.27	74.34%	21,708.70
Student Support	31,412	31,412	8,492.13	9,320.50	56.71%	13,599.37
Business Office	421,973	421,973	172,833.35	170,441.20	81.35%	78,698.45
District Wide	1,299,357	1,299,357	542,374.45	89,863.42	48.66%	667,119.13
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	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
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	16,051.17	26,480.50	47.23%	47,529.33
Title 2 Grant (Public)	42,737	51,200	13,874.94	0.00	27.10%	37,325.06
Title 2 Grant (Private)	5,692	5,655	0.00	0.00	0.00%	5,655.00
Title 3 Grant	15,784	15,784	1,281.09	415.52	10.75%	14,087.39
Title 4A Grant (Public)	8,850	9,648	0.00	0.00	0.00%	9,648.00
Title 4A Grant (Private)	1,150	351	0.00	0.00	0.00%	351.00
Peer Mentor Grant	6,000	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,156	16,156	7,226.02	0.00	44.73%	8,929.98
CCEIS Federal Flo-Through	204,709	204,709	108,112.59	0.00	0.00%	96,596.41
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	8,174.35	0.00	11.10%	65,479.65
Ed. Effectiveness Grant	27,840	27,840	0.00	0.00	0.00%	27,840.00

Other Program Totals	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
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	247,103.38	705,205.04	97.92%	20,231.58
Wellness Clinic	232,200	232,200	58,031.98	169,253.57	97.88%	4,914.45
Referendum 2020	2,127,502	2,127,502	1,342,641.51	33,005.03	64.66%	751,855.46

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	36,619,094	36,619,094	11,629,548.92	18,289,722.72	81.70%	6,699,822.36
Building Totals	1,595,265	1,565,765	417,198.92	207,670.34	39.91%	940,895.74
Department Totals	7,177,298	7,177,298	2,551,159.99	2,774,376.55	74.20%	1,851,761.46
Grant Totals	589,483	597,908	229,672.35	38,590.02	44.87%	329,645.63
Other Program Totals	8,967,342	8,967,342	1,647,776.87	907,463.64	28.49%	6,412,101.49
<b>Total Fund 10 Expenditures</b>	<b>54,948,482</b>	<b>54,927,407</b>	<b>16,475,357.05</b>	<b>22,217,823.27</b>	<b>70.44%</b>	<b>16,234,226.68</b>

**GENERAL FUND 10 REVENUES**

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	11,760	11,760	1,970.00	0.00	16.75%	9,790.00
Heritage School	12,380	12,380	1,898.88	0.00	15.34%	10,481.12
Arboretum School	12,813	12,813	2,303.05	0.00	17.97%	10,509.95
Intermediate School	37,950	37,950	12,518.00	0.00	32.99%	25,432.00
Middle School	31,000	31,000	2,885.00	0.00	9.31%	28,115.00
High School	177,575	177,575	137,311.85	0.00	77.33%	40,263.15
Athletic Dept	38,000	8,500	115.00	0.00	1.35%	8,385.00
Curriculum	8,800	8,800	1,098.44	0.00	12.48%	7,701.56
Maintenance	2,000	2,000	5,817.01	0.00	290.85%	-3,817.01
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	3,073.82	0.00	111.78%	-323.82
E-Rate	25,000	25,000	20,560.75	0.00	82.24%	4,439.25
District	53,593,679	53,593,679	3,565,590.30	0.00	6.65%	50,028,088.70

**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	61,413.19	0.00	97.11%	1,830.81
Title 1 Grant	90,061	90,061	0.00	0.00	0.00%	90,061.00
Title 2 Grant (Public)	42,737	51,200	0.00	0.00	0.00%	51,200.00
Title 2 Grant (Private)	5,692	5,655	0.00	0.00	0.00%	5,655.00
Title 3 Grant	15,784	15,784	0.00	0.00	0.00%	15,784.00
Title 4A Grant (Public)	8,850	9,648	0.00	0.00	0.00%	9,648.00
Title 4A Grant (Private)	1,150	351	0.00	0.00	0.00%	351.00
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	73,312.59	0.00	35.81%	131,396.41
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	7,740.00	0.00	39.83%	11,694.00
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

<b>Total Fund 10 Revenues</b>	<b>54,692,307</b>	<b>54,671,232</b>	<b>3,897,827.88</b>	<b>0.00</b>	<b>7.13%</b>	<b>50,773,404.12</b>
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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	1,626,670.11	2,777,620.26	79.87%	1,109,825.63
Benefits	2,123,890	2,123,890	645,339.23	1,114,948.46	82.88%	363,602.31
<b>Total</b>	<b>7,638,006</b>	<b>7,638,006</b>	<b>2,272,009.34</b>	<b>3,892,568.72</b>	<b>80.71%</b>	<b>1,473,427.94</b>

**Departments**

CWD/Pupil Services	190,094	190,094	56,177.38	118,942.37	92.12%	14,974.25
Transportation	140,000	140,000	18,291.89	121,708.11	100.00%	0.00
O&M	8,000	8,000	2,023.93	6,184.57	102.61%	-208.50
Medicaid	8,000	8,000	8,565.20	0.00	107.07%	-565.20

**Grants-Fund 27**

IDEA FlowThrough Grant	662,800	662,800	186,279.90	278,254.63	70.09%	198,265.47
IDEA PreSchool Grant	15,588	15,588	4,381.59	1,743.71	39.29%	9,462.70

<b>Total Fund 27 Expenditures</b>	<b>8,662,488</b>	<b>8,662,488</b>	<b>2,547,729.23</b>	<b>4,419,402.11</b>	<b>80.43%</b>	<b>1,695,356.66</b>
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**SPECIAL EDUCATION FUND 27 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	662,800	662,800	85,712.38	0.00	12.93%	577,087.62
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

<b>Total Fund 27 Revenues</b>	<b>8,662,488</b>	<b>8,662,488</b>	<b>85,712.38</b>	<b>0.00</b>	<b>0.99%</b>	<b>8,576,775.62</b>
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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	323,406.81	1,990,424.32	92.79%	179,803.87

**FOOD SERVICE FUND 50 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,544,507	2,544,507	181,252.24	0.00	7.12%	2,363,254.76

**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	1,970.00	9,790.00	88,410	47,992.72	40,417.28	30,627.28	65,450.05
Heritage School	32,811.68	12,380.00	1,898.88	10,481.12	82,580	44,388.19	38,191.81	27,710.69	60,522.37
Arboretum School	29,082.07	12,813.00	2,303.05	10,509.95	77,463	42,662.76	34,800.24	24,290.29	53,372.36
Intermediate School	78,918.10	37,950.00	12,518.00	25,432.00	148,620	80,718.57	67,901.43	42,469.43	121,387.53
Middle School	54,820.70	31,000.00	2,885.00	28,115.00	142,000	44,873.47	97,126.53	69,011.53	123,832.23
High School	152,578.55	177,575.00	137,311.85	40,263.15	563,093	74,366.01	488,726.99	448,463.84	601,042.39
Athletic Dept	20,819.66	8,500.00	115.00	8,385.00	316,682	218,421.85	98,260.15	89,875.15	110,694.81
4K	18,245.36	0.00	0.00	0.00	972,540	952,308.42	20,231.58	20,231.58	38,476.94
Curriculum	30,726.65	82,454.00	1,098.44	81,355.56	411,425	291,948.11	119,476.89	38,121.33	68,847.98
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	19,654.59	16,195.41	13,995.41	25,256.45
Maintenance	55,705.29	2,000.00	5,817.01	-3,817	1,172,605	834,403.34	338,201.66	342,018.67	397,723.96
Student Support	1,944.91	0.00	0.00	0.00	221,506	192,932.38	28,573.62	28,573.62	30,518.53
Superintendent	23,910.49	0.00	0.00	0.00	84,600	62,891.30	21,708.70	21,708.70	45,619.19
Technology	150,895.63	2,750.00	3,073.82	-323.82	991,179	534,696.03	456,482.97	456,806.79	607,702.42
Capital Projects	21,267.54	0.00	0.00	0.00	278,500	299,377.75	-20,877.75	-20,877.75	-278,110.21
	719,327.11							1,716,940.56	2,157,767.6

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
CASH RECONCILIATION FOR THE MONTH OF October 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	172,446.28	52,400.87	300,620.75	87,552.47	307,060.75	1,338,435.61
REVENUES:						
+ DEPOSITS	3,700,065.53	571,815.90	3,227,161.07	220,438.16	64,391.80	0.00
+ INTEREST	0.00	9.43	52.66	6.73	25.10	34.59
TOTAL REVENUES	3,700,065.53	571,825.33	3,227,213.73	220,444.89	64,416.90	34.59
EXPENSES:						
ACCOUNTS PAYABLE	251.90	566,173.87	<b>3,197,537.68</b>	87,000.00	41,045.07	0.00
PAYROLL	<b>3,865,326.69</b>	0.00	0.00	0.00	0.00	1,300,000.00
TOTAL EXPENSES	3,865,578.59	566,173.87	3,197,537.68	87,000.00	41,045.07	1,300,000.00
ENDING BALANCE	6,933.22	58,052.33	330,296.80	220,997.36	330,432.58	38,470.20

**BANK BALANCES**

ENDING BANK BALANCE	385,590.73	58,052.33	330,563.50	220,997.36	330,432.58	38,470.20
OUTSTANDING ACH	378,657.51	0.00	266.70	0.00	0.00	0.00
ACTUAL BALANCE	6,933.22	58,052.33	330,296.80	220,997.36	330,432.58	38,470.20
SKYWARD BALANCE	6,933.22	58,052.33	330,296.80	220,997.36	330,432.58	38,470.20

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

0.00

<u>MIDAMERICA</u>	<u>WISC</u>	<u>WISC</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)	(FUNDS 39 AND 49)	
1,518,935.87	2,078,860.05	329,596.10	66,428.15	6,252,336.90
0.00	0.00	0.00	8,085,567.75	15,869,440.21
2,312.63	45.35	0.00	15.18	2,501.67
2,312.63	45.35	0.00	8,085,582.93	15,871,941.88
0.00	1,233,458.13	0.00	1,200,000.00	6,325,466.65
0.00	0.00	0.00	2,363,065.53	7,528,392.22
0.00	1,233,458.13	0.00	3,563,065.53	13,853,858.87
1,521,248.50	845,447.27	329,596.10	4,588,945.55	8,270,419.91

1,521,248.50	845,447.27	329,596.10	4,588,945.55	8,649,344.12
0.00	0.00	0.00	0.00	378,924.21
1,521,248.50	845,447.27	329,596.10	4,588,945.55	8,270,419.91
1,521,248.50	845,447.27	329,596.10	4,588,945.55	8,270,419.91

**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	1,639.09	196.79	7.00		11,213.29
<i>September 2020</i>	13,386.50	7,026.50			6,360.00	2,197.00	1,639.09	183.26	50.50		17,456.35
<i>October 2020</i>	7,862.50	7,026.50		-	836.00	88	2,197.00	1,639.09	149.80	22.37	11,870.76

**FALL 2020 CENSUS NUMBERS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*21-22	K	101	98	102	301
22-23	K	66	54	73	193
23-24	K	45	38	62	145
24-25	K	31	32	29	92
25-26	K	19	13	17	49

*21-22 Details		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
4 year olds in 4K		81	76	84	241
4 year olds not in 4K		20	22	17	59
Early Childhood not in 4K		0	0	1	1
Speech & Language not in 4K		0	0	0	0
		101	98	102	301

Note: 30 4K Open Enrollment Students are not included in the numbers above.

**FALL 2019 CENSUS NUMBERS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*20-21	K	92	91	93	276
21-22	K	76	70	65	211
22-23	K	49	35	50	134
23-24	K	26	29	32	87
24-25	K	16	11	14	41

*20-21 Details		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
4 year olds in 4K		76	76	68	220
4 year olds not in 4K		17	15	22	54
Early Childhood not in 4K		0	0	0	0
Speech & Language not in 4K		1	0	1	2
		94	91	91	276

Note: 28 4K Open Enrollment Students are not included in the numbers above.

**FALL 2018 CENSUS NUMBERS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*19-20	K	102	112	109	323
20-21	K	65	51	54	170
21-22	K	53	61	56	170
22-23	K	30	18	31	79
23-24	K	16	14	13	43
<b>*19-20 Details</b>					
		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
4 year olds in 4K		80	77	89	246
4 year olds not in 4K		21	34	17	72
Early Childhood not in 4K		0	0	1	1
Speech & Language not in 4K		1	1	2	4
		102	112	109	323

Note: 26 4K Open Enrollment Students are not included in the numbers above.

**FALL 2017 CENSUS NUMBERS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*18-19	K	106	81	103	290
19-20	K	70	85	77	232
20-21	K	52	50	50	152
21-22	K	40	46	46	132
22-23	K	13	14	12	39
<b>*18-19 Details</b>					
		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
4 year olds in 4K		92	66	78	236
4 year olds not in 4K		14	15	24	53
Early Childhood not in 4K		0	0	1	1
Speech & Language not in 4K		0	0	0	0
		106	81	103	290

Note: 30 4K Open Enrollment Students are not included in the numbers above.

**CHANGES BETWEEN FALL 2019 CENSUS & ACTUAL 2020 K / 2020 CENSUS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*20-21	K	-14	-16	-14	-44
**21-22	K	25	28	37	90
**22-23	K	17	19	23	59
**23-24	K	19	9	30	58
**24-25	K	15	21	15	51

\*Third Friday in September count compared to fall 2019 census – residents only

\*\* Fall 2020 census compared to fall 2019 census

Prairie 2020 K count compared to 2019 4K count: -3

Arboretum 2020 K count compared to 2019 4K count: -1

Heritage 2020 K count compared to 2019 4K count: -5

**CHANGES BETWEEN FALL 2018 CENSUS & ACTUAL 2019 K / 2019 CENSUS**

		<u>Prairie</u>	<u>Arboretum</u>	<u>Heritage</u>	<b>TOTAL</b>
*19-20	K	18	28	13	59
**20-21	K	27	40	39	106
**21-22	K	23	9	9	41
**22-23	K	19	17	19	55
**23-24	K	10	15	19	44

\*Third Friday in September count compared to fall 2018 census – residents only

\*\* Fall 2019 census compared to fall 2018 census

Prairie 2019 K count compared to 2018 4K count: 13

Arboretum 2019 K count compared to 2018 4K count: 7

Heritage 2019 K count compared to 2018 4K count: 15



The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of November 2020.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597		
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597		
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597		
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	Hold	11/19/2020
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597		
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597		

Date reports reviewed: \_\_\_\_\_

Board of Education Representative: \_\_\_\_\_

Building Drill Summary YEAR: 2019/2020

Building	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Arboretum	F	F	H	H	H	C	*	*	*	*
Heritage	F, F	F	F	H	H	C	F	*	*	*
Prairie	F	F	H - not a drill	H	A	F	*	*	*	*
Intermediate	F	A, B	C (News Event)	H	H	F	*	*	*	*
Middle	F	H	C (News Event)	A	F	H	F	*	*	*
High	F	F	F, C News Event)	A	F	F	F	*	*	*

\*No drills held due to virtual learning for students.

Legend	Description	Additional Notes
A	<b>ALICE Drill - Lockdown</b>	<b>Written evaluation of drill submitted to BOE within 30 days of school violence drill</b>
B	Bus Evacuation	
C	Planned Drill Cancelled	
E	Evacuation	
F	Fire	
H	<b>Hold</b>	<b>Written evaluation of drill submitted to BOE within 30 days of school violence drill</b>
T	Tornado	

Building Drill Summary YEAR: 2020/2021

Building	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Arboretum	F	F	F							
Heritage	F	F	F							
Prairie	F	F	F							
Intermediate	F	F	H							
Middle	F	F	C							
High	N/A*	N/A*	N/A*							
*No Drill held due to virtual environment for students and staff										

Legend	Description	Additional Notes
A	<b>ALICE Drill - Lockdown</b>	<i>Written evaluation of drill submitted to BOE within 30 days of school violence drill</i>
B	Bus Evacuation	
C	Planned Drill Cancelled	
E	Evacuation	
F	Fire	
H	<b>Hold</b>	<i>Written evaluation of drill submitted to BOE within 30 days of school violence drill</i>
T	Tornado	

**School Violence Drill Evaluation Report**  
**Waunakee Community School District**  
**Must be completed with 30 days of the drill and sent to**  
**Safety Coordinator for submission to Board of Education**

<b>School Site and Address</b>	Intermediate School 6273 Woodland Dr. Waunakee, WI 53597	<b>Drill Date</b>	11/19/2020
Type of Drill/Exercise	Hold	Drill Supervisor	Tim Mommaerts
Number of Students Present	12	Number of Staff Present	60
Duration of Drill	5 minutes	Assisting Staff	Lisa Jondle Chris Vlachakis

<b><i>Pre-Drill Planning</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?		X	
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?		X	
<b><i>During the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was plain language used to initiate the drill?	X		
Were any code words used during the drill?		X	
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)		X	
<b><i>After the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

Was a debrief held with the School Safety Team?	X		
Were police, fire and other included in the debrief?		X	
Will staff and students be debriefed?		X	
Will parents be informed of the drill results?		X	

Narrative - Description of the drill, problems encountered, lessons learned
Mr. Mommaerts made an announcement that we would be practicing a hold drill and everyone should close their door. Mr. Mommaerts and Mrs. Jondle walked through and checked the doors. They found 2 doors locked but ajar and 1 gym door unlocked. Mr. Mommaerts announced that the hold drill has ended and everyone may resume normal activities.

Report Prepared by: Ericka Hanson Date: 11/19/2020  
 (digitally signed and dated)



December 1, 2020

To: Mr. Guttenberg  
Board of Education Members

From: Steve Summers

Re: Donation for the Mary Anne Zauner Scholarship

Michael and Suzanne Zauner has generously donated \$500.00 to fund the annual scholarship in honor of Mary Ann Zauner.

A thank you can be sent to Michael and Suzanne Zauner 5769 Hauser Rd. Waunakee, WI 53597

Please feel free to contact me with any questions or concerns regarding this request.

Thank you.



December 1, 2020

To: Mr. Guttenberg  
Board of Education Members

From: Steve Summers

Re: Donation for the Yvonne Ziegler Scholarship

Yvonne Ziegler has generously donated \$150.00 to fund the annual scholarship in her name.

A thank you can be sent to Leroy J. Adler, 302 4<sup>th</sup> Street, Waunakee, WI 53597

Please feel free to contact me with any questions or concerns regarding this request.

Thank you.