

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

Monday, April 12, 2021

6:00 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 may be sent to Rebecca McDonough

at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. 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 boardroom 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) and (g)

- A. Review Minutes of March 08, 2021 meeting
- B. Review Individual Teacher/Administrator Contract Recommendations, Leave Requests, Resignations and Retirements
- C. Consult with Legal Counsel Regarding the Reversionary Language within the Deed to the Old Public Library Building.
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- E. Review Individual Co-Curricular Contract Recommendations

- F. Review Summer School Contract Recommendations
- G. Discuss Concern Regarding Co-Curricular Policy Compliance

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Minutes of March 08, 2021 Regular Meeting. 9

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS 17

The Board of Education provides a public listening session for the public to comment on any item related to the governance or management of the WCSD. A copy of Board Policy 187 - Public Participation at Board Meetings is attached for your reference. Each commentor will be allowed 3 minutes. An hour will be allowed for this item.

IX. PUBLIC HEARING ON COVID-19 REGULATORY FLEXIBILITY

The Wisconsin Department of Public Instruction has provided broad regulatory flexibility for school districts as a result of the COVID-19 pandemic. The COVID-19 waiver process has been streamlined and any regulatory flexibility requested by a school district requires two steps at the local level -- a public hearing at a public meeting and school board action on the requested waiver. Upon those two steps, then an application will be submitted to DPI by the end of the June 2021.

After review of all of the areas where a waiver could be requested I am only seeking school board approval for a waiver of the Minutes of Instruction Requirement and the Flexibility Related to the Educator Effectiveness Process.

The school board previously approved flexibility to the Educator Effectiveness process, and I am including that item here again to make the application to DPI clear.

X. TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Staff Report
 - Kyle Emmert and Ashley Taylor will provide an update to the Board from the Teachers.

- B. Student Report
 - Anna Englebert and Quinn Bogost are the student representatives from the high school and will be present to report to the board on what is occurring at the high school.

- C. Board Reports/Action Items
 1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members
 2. Spring Election Update 20
 - The Canvass of the April 6th Election Results will take place on Monday April

12th. Rebecca will announce the results to the Board and to the candidates once the canvass is complete.

3. Consideration of School Board Priorities for 2021-2022 21

Attached please find the Revised Board Priorities for 2021-2022. The change is highlighted in bold print based on discussion and input from the school board at the March meeting.

4. Proposal to Establish a Visionary Ad Hoc Committee 24

Jack Heinemann has requested that the school board consider the establishment of a Visionary Ad Hoc Committee to facilitate future planning, resource allocation, and community engagement. A draft proposal is attached for review and consideration.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Human Resources Committee

1. Review the minutes from the 3/9/21 and 4/6/21 meetings 27

2. Consideration of Committee Recommendation Regarding Teacher Points Movement for 2020-2021, and to Allow the Rollover of Up To 10 Unused Vacation Days for Administration, Administrative Support Staff, Administrative Assistants, and Custodial Maintenance Employees.

The Human Resource Committee reviewed ways to acknowledge staff efforts through the pandemic. After discussion of the high level of professional learning required to make the instructional shifts this year, and the inability of some employee groups to utilize their vacation time this year, the committee recommends the following for consideration by the school board:

1. Teachers being granted their Points advancement for the 2020-2021 school year without utilization of Points from their Point Banks.

2. Employee groups who received vacation time be allowed to carry-over an additional 10 days of vacation to next year -- Administration, Administrative Support Staff, Administrative Assistants, and Custodial Maintenance Employees.

B. Diversity, Equity, Inclusion Ad Hoc Committee

1. Review the minutes from the 3/9/21 and the 4/1/21 meeting. 31

C. Curriculum Committee

1. Review the minutes of the 3/31/21 meeting. 36

2. Update Regarding Elementary Music Department Request to Move Elementary Music Programs to the Spring of the Year Beginning in 2021-2022 54

Attached please find a request for a curriculum modification from the elementary music staff related to moving their student performances to the spring as a culminating activity to the year. The Curriculum Committee has requested that this item be for informational purposes at the April School Board Meeting and be brought back to the Board for consideration/action at the May School Board

Meeting.

D. Facility Committee

1. Review the minutes from the 3/31/21 meeting. 56

2. Consider 2021-2022 Fund 41 Capital Projects 59

The purpose of this agenda item is to request School Board approval of the Fund 41 Capital Projects for the 2021-22 fiscal year. Attached please find a list of the projected projects. The Facility Committee reviewed this list on March 31st and is recommending approval on a 3-0 vote.

3. Review and Consider Next Steps for Use of Facilities by Non-School Groups 60

Attached please find documents from Aaron May that outline the various groups that use our school facilities throughout the school year in addition to the programs that we support in the summer. The Facility Committee discussed the use of facilities for this spring and summer, and per their conversation, are forwarding the following recommendations to the full board for consideration:

After much discussion a motion was made to allow lap swim for students and staff only, on a sign up basis, and to offer spring "learn to swim" lessons. Any other use of the pool should not begin until after school is dismissed for the summer. Motion carried 3-0.

Also, after some discussion, it was determined that district related summer youth camps, Village of Waunakee outdoor programs, and Drivers Ed, along with any other district programs, would be manageable and allowed for this summer. Motion carried Y=2 - N=1.

At the Facility Committee Meeting it was stated that traditionally, youth soccer does not use our facilities in the spring or summer. However, with the addition of the new soccer field, and it being lined for youth programs, there is a request by the Soccer Club to utilize the soccer field on Saturday afternoons when not used by the school teams, and on Sundays. Also, they would like to have access, if possible, during the week, if the high school team is not on the field.

Also, as a point of clarification the Village Girls Softball Program that is run in collaboration with Tammy Rademacher, uses our facilities for practice and games -- I think this falls within the motion from the Committee but wanted to bring it forward for clarification.

Finally, I foresee this agenda item returning at the May Board Meeting for an update on how facility use and programs are operating, and modifications can be made that that time.

E. Goals Committee

- 1. Review the minutes from the 4/6/21 meeting. 62
- 2. Consider Committee Recommendation for the Next Steps/Process Related to Native American Imagery Including But Not Limited to the Mural in the Old Gym at the High School.

The Goals Committee met on April 6, 2020 with the purpose to discuss and establish the next steps / process to recommend to the full Board for how to address the issues related to Native American Imagery and items like the mural in the old gym at the high school.

The committee discussed three aspects to this work:

- 1. Develop a process to review Native American Imagery and the mural through a review of their history in Waunakee, a public conversation with the Ho Chunk Nation, and involvement of students and community voice. Option -- administration can bring a process to the Board in May for consideration.
- 2. Review and approve a process for establishing our brand and official logos. Anne Blackburn will present at a future Board Meeting (May or June) on the process for establishing an official brand and logo.
- 3. Work in conjunction with the Ho Chunk Nation to partner on curricular improvements we can make to our instructional programs. This partnership can begin with collaboration through the sesquicentennial process that the Village is engaged in with the Ho Chunk Nation.

Finally, Native American staff will be invited to be part of this process and involved with planning and coordination of this work.

F. Budget Committee

- 1. Review the minutes from the 4/8/21 meeting. 64
- This meeting is being held after the 4/12/21 agenda will be released. These minutes will be attached to the agenda prior to Monday's meeting.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administration Reports/Action Items

- 1. Update on K-12 Reopening, Public Health Order #15, and Required COVID Policies 67
- Attached please find Order #15 from Public Health Madison Dane County.

Per the Order, there are a few modifications that are needed to our COVID Policies. These policies are attached for your review.

Hygiene Policy - no changes

Staff Protective Measures - modified social distancing + added daily health form requirement + linked action plan for COVID (Order #15 requirement)

Student Protective Measures - modified social distancing + added daily health form requirement + linked plan for COVID (Order #15 requirement)

Facility Cleaning Protocols - updated policies to be included on this document

On Monday night, I will also provide an update on the how the 4th quarter transition has gone.

2. Consideration of COVID-19 Regulatory Flexibility for Educator Effectiveness and Hours of Instruction

The Wisconsin Department of Public Instruction has provided broad regulatory flexibility for school districts as a result of the COVID-19 pandemic. The COVID-19 waiver process has been streamlined and any regulatory flexibility requested by a school district requires two steps at the local level -- a public hearing at a public meeting and school board action on the requested waiver. Upon those two steps, then an application will be submitted to DPI by the end of the June 2021.

After review of all of the areas where a waiver could be requested I am only seeking school board approval for a waiver of the Minutes of Instruction Requirement and the Flexibility Related to the Educator Effectiveness Process.

The school board previously approved flexibility to the Educator Effectiveness process, and I am including that item here again to make the application to DPI clear.

3. Review of Parameters for Spring Co-Curricular Activities 101

Attached please find the protocols for Spring Sports and the individual plans for each sport. The areas highlighted in each document illustrate changes from previous plans that the Board would have seen, and also illustrate a few areas we want to discuss with the Board on Monday night.

One area we want to discuss with the Board is related to face coverings for outside events. The public health order has removed this as a requirement and the Badger Conference Athletic Directors are meeting next week to discuss with the intent to have a set of parameters that the Conference as whole can adhere to.

At Monday's meetings we will summarize our approach to the Spring Sports, outline our thoughts on face coverings for the various activities, and share with you how we are addressing spectators at these events.

4. Consideration To Purchase a Special Education Van. 123

Attached please find a memo from Kurt Eley requesting approval for purchase of a van for special education. This item requires board approval since it is over \$25,000 and funds are available within the Special Education budget for this purchase.

5. Consideration of the Adoption of the 2015 version of the Records Retention Schedule. 124

Through Rebecca's administrative assistant networking group it was brought forward that there is a revised (June 2015) records retention schedule. We have a policy on records retention and an accompanying schedule (Policy 773-Exhibit). Attached please find the more current schedule. The purpose of this agenda item is to request your adoption of the most recent records retention schedule. This schedule will then replace the current schedule that is part of Policy 773-Exhibit.

6. Announcements

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 March 2021.

B. Finance

1. Monthly Finance Reports 151

C. Safety Drills Report - March 2021 156

D. Gifts and Field Trips

1. Gifts

a. Staff appreciation Gift Certificates from North Ridge Church 162
\$3000 value

Prairie Book donation from American Family \$1,749.65 value.

2. Field Trips

E. Approve Individual Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements 164

F. Approve Summer School Contract Recommendations 165

G. 2021-2022 Dane County New Teacher Project Shared Service Contract 167

The Dane County New Teacher project is a consortium of which we are a part, that focuses on the development and support of new teachers. This is a highly valuable consortium and I ask for your approval of this service agreement. The cost for our participation next year is \$10,412.

XIV. BOARD BUSINESS

A. Board Reorganization

For the Board Reorganization, Rebecca will provide all Board Members with a document to choose their committee preferences.

B. Correspondence

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Meetings

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facilities Committee

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. Goals & Objectives Committee

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

XVII. RETURN TO OPEN SESSION

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

XIX. ADJOURN

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

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, March 8, 2021, beginning at 6:00 PM in the Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597.

I. CALL TO ORDER

President Boetcher called the meeting to order. A motion was made by Ensign, second by Brandt, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) (f) and (g) 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 requests. Motion carried 7-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

Boetcher- Yes, Brandt - Yes, Engebretson - Yes, Ensign- Yes, Heinemann – Yes (left the meeting at 10:15pm), Hetzel- Yes, Hoefler- Yes
Also Present: Randy Guttenberg, Brian Grabarski

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

- A. Review Minutes of February 8, 2021 Meeting and the March 2, 2021 Special Meeting
- B. Review Individual Administrator/ Administrative Support Contract, Contract Extensions, and Recommendations.
This agenda item includes the annual 1-year contract extensions for the administrators and administrator support positions.
- C. Review Individual Teacher Contract Recommendations, Contract Extensions, and Resignations
This agenda item includes the annual 1-year contract extensions for teaching positions.
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Summer School Contract Recommendations
- F. Discuss Legal Opinion on Reversionary Interest in Library Parking Lot
- G. Discuss Issue and Legal Options for Property Encroachment

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Hetzel, second by Brandt to adjourn closed session. Motion carried 7-0. Time: 6:34 PM. The board reconvened in open session at 6:45PM to participate in Board Development.

V. BOARD DEVELOPMENT WORKSHOP

If time is available, the Board may use this agenda time to discuss Board operations, process, or planning future meetings.

Boetcher called the board to order to begin the 15 minutes of Board Development Session.

A. Review Board Priorities for 2021-2022

The Goals Committee met on February 22, 2021 to discuss District Priorities for the 2021-2022 school year.

Guttenberg explained the draft of the priorities as articulated by the Goals Committee and how the the Budget priorities that were approved last month are incorporated into these priorities.

The committee members felt these were reflective of the conversation they had. Hetzel asked that an item be added – either as #7 or perhaps incorporated into #5 that states: To include student achievement and equity among the numerous lenses the WCSD uses in the development of policy, curriculum, programming, facility & maintenance planning, budget planning and resource allocation. Ensign asked that language be added to #1 that would state something around reviewing what we have learned during this pandemic so we have a new normal , not just that we go back to what we have had in the past.

VI. **APPROVAL OF MINUTES**

A. A motion was made by Hetzel, second by Heinemann to approve the minutes of February 08, 2021 Regular meeting and the March 2, 2021 Special meeting. Motion carried 7-0.

VII. **APPROVAL OF AGENDA AND ADDITIONS**

Boetcher asked that we consider moving the reopening discussion to the beginning of the agenda following the student and teacher reports. A motion was made by Hoefler, second by Heinemann to approve the agenda as posted with the modification as requested. Motion carried 7-0.

VIII. **PUBLIC COMMENTS**

Public comments were received in person by:

Kris Beutel – In favor of returning to in person school.

Alyssa Feidt – Request to consider keeping the enrollment as it is in the hybrid option.

Robert McPherson – In favor of removing Native American imagery from the school district.

Arvina Martin – In favor of removing Native American imagery from the school district.

Email pubic comments for this meeting have been attached to the extras section of the meeting agenda.

IX. **TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATION/ACTION ITEMS**

Ashley - WTA - Staff appreciate COVID Vaccine. Amazing. words can not express. Custodians - extra weight on their shoulders making sure all is clean. Determining how to do this.

Teacher - vusy exciting K6 finalizing REport cards. Testing is coming up.

A. Teacher Report

Ashely Taylor reported that the WTA staff appreciate all the efforts of the district in creating the COVID 19 Vaccine Clinic. Words can not express the amazing relief. They also wanted to give the district custodians a thank you for the extra weight that has been placed on their shoulders to make sure that everything is disinfected every day and how to determine how

exactly this should be done. This is a busy and exciting time of year with report card and testing preparation.

B. Student Reports

Anna Englebert and Quinn Bogost shared updates on what is going on at the high school, in Student Council, with all the fall to spring and spring athletics and the start of the testing season. They reported that the students are happy to be back in the hybrid model and many are looking forward to the possibility of what longer hours will allow.

The Board started at item number XIA and returned to Item IXC at 10:18pm

C. Board Reports/Action Items

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

There were no items share from the board members.

2. Evaluation Schedule

The board was informed of the evaluation of the Superintendent and the Board's Self-Evaluation status and schedule. Each board member individually receive an email regarding any evaluation tools not turned in. Thank you

3. Spring Listening Session Schedule

The board was asked to review the schedule for the spring listening sessions. The process will be similar to what was done in the fall.

4. Public Library Building Use By Food Pantry and Parking Lot Utilization

The board reviewed a letter from the Waunakee Food Pantry and Waunakee Ecumenical Board regarding their use of the old public library building. They are planning to occupy the lower level of the old library facility through an agreement with the Village of Waunakee, and are seeking use of the upper parking lot. This request regarding the parking area is coming to the school board since there are provisions within the deed for the library related to the parking area having reversionary rights to the school district under certain circumstances. The board is in support of the work of the Waunakee Food Pantry and asked Randy to work with the District's legal counsel and the Village to make this possible for the Food Pantry.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Diversity, Equity, Inclusion Committee

Mike Bandt shared with the board the work that this committee has been during to complete the Equity audit.

He also gave explanation regarding the recommendations that the committee is requesting of the board of education for consideration.

The board discussed these recommendations. They discussed allowing more of a voice from the staff, community, and the HoChunk Nation. They discussed the upcoming Waunakee sesquicentennial, which will include recognizing the Ho-Chunk people who inhabited the Wauankee area prior to its platting, and the events around this recognition. They also discussed the rebranding process which is one of the goals for this year and is in the very initials stages. They also discussed other imagery within the district such as the

mural near the HS PAC. The board was in agreement that these recommendations are important and do require attention. The board asked that both these recommendations be sent to the goals committee to start and follow through with the process for the appropriate removal and or education of these images and the rebranding process. It was also recommended that the goals committee work with staff, community, and the Ho-Chunk Nation as they develop a process/timeline.

1. Review February 16, 2021 Meeting Minutes
2. Recommendations for Full Board discussion and possible consideration.
 - a. Painting in Old Gym at High School
The Diversity, Equity, and Inclusion Ad Hoc Committee makes the following recommendation to the Board:

To remove the Native American painting in the High School gymnasium and replace it with a land acknowledgment. Passed on a roll call vote 23-0.

- b. Native American Imagery and Branding
The Diversity, Equity, and Inclusion Ad Hoc Committee make the following recommendation to the Board:

"That the board establish a timeline and procedure for removal of all Native American imagery from the school district mascot and branding, so that opinions and perspectives, regarding any items considered for removal, may be offered for consideration to exempt the item from removal for educational purposes."

This motion passed on a vote of 12-Yes and 11-No.

B. Human Resources Committee

1. Reviewed February 18, 2021 Meeting Minutes
Ensign reported on the work the HR committee is currently doing around salaries and compensation.

C. Goals Committee

1. Reviewed February 22, 2021 Meeting Minutes
2. Reviewed Draft District Priorities for 2021-22
Randy Guttenberg explained the drafted District Priorities for the 2021-2022 school year, during the board development session. Randy will take the suggestions from the Board Development session and will draft the goals to bring back for next month.

Budget Committee

3. Reviewed March 2, 2021 Meeting Minutes
4. Budget Scenarios/Parameters for 2021-22
Randy Guttenberg presented a high level summary of various budget models that were presented to the Budget Committee to consider as the base from which to build the 2021-2022 budget. As additional information is available, variables within the budget assumptions will be adjusted. The Budget Committee selected the "DPI Budget Model" as the base for our initial budget development purposes. This model is a "middle of the road" approach.

The full board was in agreement with the committees selection. No action was needed.

5. Audit RFP Recommendation

Randy was available to explain and answer questions regarding the results from the RFP process for School District Financial Audit Bids.

The Budget Committee has reviewed the bids and is recommending Wipfli to the Board for consideration.

A motion was made by Hetzel, second by Ensign to approve Wipfli as the District's audit firm for this year. Motion carried 6-0. (Heinemann left prior to this action)

D. Medical Advisory Ad Hoc Committee

1. The Minutes of 03/02/2021 Meeting was reviewed and the data numbers were reviewed during the reopening plan consideration.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

*****This item was discussed earlier in the agenda*****

A. School Reopening Planning Update and Considerations

Randy Guttenberg gave background of the last year.

Kurt Eley explained the PHMDC Order #14 and also discussed the COVID Data numbers.

Amy Johnson presented and answered questions regarding K6 returning to school. Tim Schell presented and answered questions regarding 7-12 returning to school. All the principals were available to answer questions. The Board discussed lunches, recess, encore classes, volunteers needed, what virtual would look like, if a hybrid choice was doable, social distance, furniture need, classroom size, and what is in the best interest of all students.

Heinemann made a motion, second by Hoefler to reopen school for in person instruction as presented by the administrators.

There was more board discussion around recess and lunch, volunteers and para-educators, and the timing of starting back.

An amendment was made by Heinemann, second by Hetzel, to have the elementary return to in person learning on 4/12/21, 7-12 will begin at the quarter which will be 4/6/21.

The amendment carried on a roll call vote. 6=Y-1=N

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

The motion, with the admendemnt to reopen school for in person instruction starting elementary school on 4/12/21 and start 7-12 grades on 4/6/21, carried on a roll call vote 6=Y-1=N.

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

The board took a 10 minute recess at 10:06PM.

B. Administration Report/Action Items

1. Guidelines for Alternate Fall Activities for 2021

Aaron May was available to present and answer questions regarding the COVID-19 Guidelines for the Alternate Fall Athletics Season. This document reflects discussion and decisions from the March 2nd Special Board Meeting.

Hoefler made a motion, second by Ensign to approve the Guidelines as presented for the alternate fall season and asked that guidelines for the spring season be brought to the April board meeting for review and approval. Motion carried 6-0. (Heinemann left prior to this action)

2. Additional 2021 Summer School Classes/Fees

Sheilia Weihert was available to answer questions and give additional information regarding some additional Summer School classes/fees.

Hetzel made a motion, second by Engebretson to approve the classes and fees as presented. Motion carried 6-0 (Heinemann left prior to this action)

3. Request to increase a School Psychologist position from 70% to 100% for the 2021-2022 school year.

Kurt Eley was available to present and answer questions regarding his request to increase a School Psychologist position from 70% to 100% for the 2021-2022 school year.

A motion was made by Hetzel, second by Ensign to approve the request as presented. Motion carried 6-0. (Heinemann left prior to this action)

4. Correspondence

WHS - Herb Kohl Student Excellence Scholarship Recipient - Olivia Lemanski

WHS 2020 Girls Golf Team Members Academic All State Recognition:

Aly Kinzel, Sydney Grimm, Izzi Stricker, Jordan Shipshock, Natalie Hoeger

XII. CONSENT AGENDA

The board acknowledges the generous donation for a scholarship for Middle School and High School music students to attend summer music camps from Ted and Jan Tweed.

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 February 2021.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2020-21 Budget Status report as of February 28, 2021, and the Cash Reconciliation report for January 2021.

Also attached please find the SSM Health Wellness Clinic Performance Report for January as well as 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. Early College Credit Program and Start College Now Applications

The applications and student summary provided by Michelle McGlynn, School to Career & CTE coordinator can be found under the Extras tab for this agenda item. These attachments will be blocked from public view due to pupil privacy

D. Safety Drills

Attached please find the safety drill report for the past month. This report is required by the DOJ for board of education review.

E. Consideration of the 2021-2022 CESA 5 Services Contract

Kurt Eley has reviewed and agreed with the contract as presented. He will be available for any questions.

F. Gifts & Field Trips

1. Gifts

Donation from Ted and Jan Tweed for Middle School and High School musicians to attend summer camps.

2. Field Trips

National Parks Trip - 2022 - Andrew West

Vocal Music Trip NY City - 2022 - Molly Petroff

G. Approve Individual Administrator, Admin. Support, Teacher, Contract Extensions, Co-Curricular, Support Staff and Custodial Recommendations, Resignations, Leaves & Retirements

New Teacher Staff

Brittany Phelps, Library/Media/Instructional Technology Specialist, PES

Resignations

Steven Bichler, Phy Ed Teacher, HS/MS/IS

Ryan Coenen, Custodian, HS

Sarah Dimick, School Psychologist, PES

Brian Hagen, Custodian, IS/MS

Retirements

Patricia Horning, Learning Disabilities Teacher, MS

Jayne Kind, 5th Grade Teacher, IS

*co-curriculars viewable in the agenda

H. Approve Summer School Contract Recommendations *Summer school recommendations viewable in the agenda.

A request was made to consider the consent agenda as a whole, with the co-curricular staff updates and the field trips pulled out for individual consideration.

A motion was made by Hetzel, second by Engebretson, to approve the consent agenda in whole with the co-curricular staff updates and the field trip request removed. Motion carried 6-0. (Heineman left prior to this action).

After discussion a motion was made by Ensign, second by Hoefler, to approve the field trips as posted. Motion carried 6-0. (Heinemann left prior to this action).

After some discussion a motion was made by Hetzel, second by Hoefler to approve the Co-Curricular staff updates as posted. Motion carried on a roll call vote 4=Y – 2=N.

Roll Call: Brandt - No, Engebretson - Yes, Ensign- Yes, Heinemann – (left prior to this action), Hetzel- Yes, Hoefler- Yes, Boetcher- No.

XIII. BOARD BUSINESS

The board encouraged the public to volunteer. They also encouraged anyone attending any events on school property to mask.

A. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Board Meeting

Evaluations Meeting – April 19, 2021 @ 5:30PM

ReOrg Meeting - 4/29/21 @ 5:00PM Budget workshop to follow

Budget Wkshp - see above

C. Budget Committee

3/31/21 @ 4pm

D. Co-Curricular

E. Curriculum Committee

Curriculum Committee 03/31/21 @ 3pm & 4/21/21 @ 3pm

F. Facility Committee -

03/31/21 @ 5:30pm

G. Insurance Committee

H. Human Resources Committee

04/06/21 @ 4:30pm and 5/5/21 @ 4:30pm

I. Policy Committee

J. Goals & Objectives Committee – 4/6/21 @ 6:00PM

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

XVI. RETURN TO OPEN SESSION

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

XVIII. ADJOURN

The Board of Education adjourned at 11:36 PM on a motion by Ensign, second by Engebretson and passed unanimously by a voice vote 6-0. (Heinemann left prior to this action)

Respectfully submitted,

Judith Engebretson, Clerk

Date

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

[Section 19.81](#) [state policy on open meetings]

[Section 19.83\(2\)](#) [discussion during period of public comment]

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

Cross References:

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

Adoption/Revision Date(s):

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

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
STATEMENT OF THE BOARD OF CANVASSERS**

We, the undersigned members of the Board of Canvassers of the Waunakee Community School District, certify that the annexed and within tabular statement is true and correct as compiled by us from the original returns made to the school district clerk by the several towns, villages, and election districts in said school district of the spring general election held on Tuesday, the 7th day of April, 2020. The number of votes given for the election of candidates for school board are as follows:

For the Board position representing the Town of Westport, City of Middleton, City of Madison

Name: Ted Frey 2548

For the Board positions representing the Town of Vienna

Name: Mark Hetzel 3676

Board of Canvassers

(Signed)

1. Judith Egan April 12, 2021
2. Bruce Egan April 12, 2021
3. Jean Egan April 12, 2021

Waunakee Community School District Priorities for 2021-2022 School Year

The Waunakee Community School District has identified the following priorities to lead the work of the school district for the 2021-2022 school year. (Discussed/Directed by the Goals Committee on February 22, 2021 and Recommended to the School Board on March 8, 2021.)

1. As part of Return to School efforts:
 - a. Track student achievement data on a quarterly/trimester basis and prioritize intervention efforts to support student academic achievement.
 - b. Track student social emotional health on a quarterly basis and prioritize support for student social emotional learning needs.
 - c. Prioritize the development of a remote learning option for students.
2. As part of District Communication and Engagement efforts:
 - a. Conduct an audit of the district communication and engagement process and develop a communication and engagement plan to be presented to the school board.
 - b. Engage in a district branding process that yields one logo that represents the school district, and one logo that represents our athletic and co-curricular programs.
3. As part of District Governance efforts:
 - a. Continue with the district policy review, revision, and adoption process.
4. As part of the District Facility Planning efforts:
 - a. Review and reestablish the long-range facility plan as it relates to future referendum issues.
 - b. Strategically allocate funds to address high level needs from the 20-year facility maintenance plan.
5. As part of the District Equity efforts:
 - a. The school board will develop a district equity statement.
- 6. To include student achievement and equity among the numerous lenses the WCSD uses in the development of policy, curriculum, programming, facility & maintenance planning, budget planning and resource allocation.**
- 7. To identify practices that we utilized during the COVID-19 that we may want to continue based on experiences this year.**
8. As part of the District Budget Planning efforts:
 - a. Utilize the following Budget Priorities to lead development of the 2021-2022 School District Budget (Adopted by the Board on February 8, 2021)

Budget Priorities for 2021-2022 School Year
--

The budget process for the 2021-2022 school year begins with a review of district budgetary priorities that are set in collaboration between the administration and the Budget Committee, and then presented to the full board.

The following parameters guide the budget process and serve as the framework for more specific priorities:

- The budget process will be grounded in strategic financial planning to manage expenditure and revenues to best serve the financial and programmatic needs of the district.
- The budget process will align resources with strategic planning initiatives.
- The budget process will move the district forward with improvements and enhancements to educational programs and processes, to meet the needs of a growing, and increasingly diverse, student population
- The budget process will recognize that schools are a people driven business and will support efforts to enhance the recruitment and retention of highly qualified staff.

The more specific funding priorities are broken down into three categories: *Financial Priorities, Strategic Priorities, and Programmatic Priorities.*

Financial Priorities

Financial priorities represent those areas that need to be addressed through the budget process that specifically relate to the financial health of the school district.

1. By the 2022-2023 budget cycle, the operational accounts that were impacted with budget transfers and referendum funds throughout the COVID-19 pandemic will be reestablished at sustainable levels.
2. The Fund Balance Policy will be reviewed as part of the 2021-2022 budget process, and a plan will be put in place to address the fund balance percentage needed to establish a solid bond rating for future borrowings.
3. A plan for years 2-5 will be established for the use of the \$2.1M five-year operational referendum funds that were approved in November 2020.

Programmatic Priorities

Programmatic priorities are those areas of need to be addressed through the budget process and specifically relate to the strengthening of educational programs.

1. A remote learning model will be designed for K-12 post-Covid for students/families that will be seeking an alternative educational delivery model.
2. Budget Requests and Staff -- Requests were received on 1-27-21. Recommendations will be forthcoming and will be based on programmatic needs and staffing allocation.

Strategic Priorities

Strategic priorities are those areas of need to be addressed through the budget process and specifically relate to the items that are within the strategic plan and need budget allocation to be successful.

1. Staff compensation will be considered from the start of the budget process, with data, to recruit, support, and retain highly qualified staff.
2. A district branding process will be established and implemented.
3. The District will review and reestablish the long-range facility plan as it relates to future referendum issues.

4. Funds will be strategically allocated to address high level needs from the 20-year facility maintenance plan.

Waunakee Community School District -- Visionary Ad Hoc Committee **(VAHC)**

Background:

The Waunakee Community School District is coming out of the COVID-19 Pandemic and is planning for how to best meet the needs of its students and the community for the future. The pandemic has brought forth great challenges, and has also caused society to rethink its process and priorities. Schools are no different. To plan for the future a discussion needs to be staged to hear from constituents and how they envision the Waunakee Community School District both in the short and long-term. The Visionary Ad Hoc Committee is the place that this discussion begins.

Purpose:

The VAHC will provide visionary direction through the establishment of priority areas for the school district to use to guide the allocation of resources to support the current and future education of its students and the broader needs of the District.

Process:

The VAHC will develop its priority areas through joint learning, dialog and discussion, and collaboration between community members, school staff, local business, and higher education.

The work of the Committee will be facilitated by a 3rd party facilitator, such as Peloton Consulting Group <https://www.pelotonconsultantgroup.com/> or equivalent.

Committee Membership

Membership on the VAHC will be through an application process and approved by the Board. Three members of the Board, along with the Superintendent, will review the applications and recommend the slate of potential members to the Board for consideration.

Representation will be solicited from a cross-section of the community so diverse thoughts and experiences can be shared, discussed, and considered

It is the desire of the board to have a diverse background of community members participating in this process.

Committee Membership will be limited to 25 members and they will represent the following subgroups:

- Parents with students in each of the school buildings:
 - Heritage (1)
 - Arboretum (1)
 - Prairie (1)
 - Intermediate School (1)
 - Middle School (1)
 - High School (2)

- Administration
 - Curriculum (1)
 - Student Services or Special Education (1)
 - Building Principal (1)
- Local Business Leaders (2)
- Higher Education (2)
 - MATC
 - UW Madison
 - Etc.
- Teacher representative (4)
- People living in the district who do not have students in the district (2)
- Ex-Officio Members
 - Superintendent (1)
 - School Board Members (2)
 - District Communications Director (1)

Each community committee member must reside within the boundaries of the Waunakee School District. If necessary, school staff, business representatives, and/or higher education participants may live outside of the boundaries of the Waunakee School District. The Committee Chairperson will be a member of the School Board.

Committee Duration:

The VAHC will meet once per month from September to May.

The VAHC will be on-going until a vote by the school board is held to terminate the committee's activity.

Committee Agendas:

At the onset of the Committee, the administration and the Board will share their perspective on visionary topics they would like discussed/reviewed by the committee. The Strategic Planning Framework will be shared for background.

Also, during the committee's initial meeting an engagement process will be used to enlist the committee's perspective for future topics/agenda items they would like the committee to study/consider. To provide adequate time for administration to gather/provide pre-read material an annual topic schedule will be developed.

Example of Potential Topics for the Committee:

- Curriculum – future trends and needs
 - Virtual learning
 - Program or Course Needs -- what is missing?
- Student Services
 - Student Mental Health
- Athletics and Co-Curricular Programs
- Facility Planning
 - Enrollment Projections

- Open Enrollment
- Budget and Finance
- Other topics as requested by the board

The administration will coordinate the best people to provide data/background to the committee on meeting agenda topics.

The agenda for each meeting will be coordinated by the facilitator/s, committee chairpersons and the superintendent.

Outcomes:

The VAHC will submit recommendations to the School Board prior to the School Board retreat. Recommendations will be discussed at the School Board's Annual Retreat which should be held prior to the start of the annual budget process.

Minutes of Human Resources Committee Meeting

The Board of Education Waunakee Community School District

A Human Resources Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, March 9, 2021, beginning at 4:00 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 4:01pm.

II. ROLL CALL

Ensign – Yes, Hoefer – Yes, Engebretson - Yes
Also present: Randy Guttenberg, Brian Grabarski

III. APPROVE AGENDA

Engebretson made a motion, second by Hoefer to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS

No Public Comments were received.

V. DISCUSSION OF 2021/2022 PRELIMINARY BUDGET

Randy Guttenberg explained and answered questions regarding the parameters established by the Budget Committee on March 2.

VI. REVIEW OF STAFF COMPENSATION SCENARIOS FOR 21/22

Brian Grabarski shared four compensation cost estimates based on different scenarios based on Budget Committee parameters.

Grabarski and Guttenberg were able to answer many questions from the committee. At this point there are many unknowns and the committee will make a recommendation as the budget planning process makes these unknowns more clear.

VII. FOLLOW-UP DISCUSSION OF THE COSTING SCENARIOS FROM THE FEBRUARY DISCUSSION OF THE WTA MEET AND CONFER SESSION

Brian Grabarski presented the costing information of the different ideas discussed at the February HR Committee meeting.

The committee discussed several options that would recognize staff for all of the hard work done this past year. After some discussion and questions a motion was made by Hoefer, second by Engebretson to bring the following recommendation to the full board: To allow

every teacher to advance on the salary scale without using their earned points and to allow the following employee groups - Administrative Assistants, Custodial/Maintenance, Administrative Support and Administrators the ability to carry over 10 additional vacation days for one year beyond that currently permitted in the handbook. Motion carried 3-0.

VIII. ADJOURN

A motion was made by Hoefler, second by Engebretson, to adjourn the meeting at 5:09 PM. Motion carried.

Minutes of Human Resources Committee Meeting

The Board of Education Waunakee Community School District

A Human Resources Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 6, 2021, beginning at 4:30 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Ensign called the meeting ot order at 4:29pm.

II. ROLL CALL

Ensign - Yes, Engebretson - Yes, Hoefter - Yes

Also present: Guttenberg, Grabarski, Summers (Virtual)
Hetzel, Boetcher.

III. APPROVE AGENDA

Engebretson made a motion, second by Hoefter to approve the agenda as posted. Motion Carried 3-0.

IV. PUBLIC COMMENTS

No public comments were received.

V.

REVIEW OF STAFFING AND COMPENSATION LEVELS COMPARED TO PEER DISTRICTS

Brian Grabarski thanked Steve Summers who found Forecast 5 several years ago and started using it. Through Forecast 5 a snapshot of local comparisons can be made for our employee groups. Brian walked through the comparisons of the staffing and compensation levels as compared to our peer districts.

Brian Grabarski and Steve Summers answered the questions that the committee had. Steve Summers added that if there is any information or data that may interest you he or Brian would be able to find 3-5 year comparisons and share them. It is impactful to see what happened in the past and where we are now.

The committee felt we have improved but there is still work to do to improve levels for all the employee groups. They would like to work with the budget planning process to achieve this.

VI. TEACHER COMPENSATION COMMITTEE UPDATE

Brian Grabarski reported that the teacher compensation committee is continuing to move forward. The committee doesn't want to start from scratch on a new compensation model, but remodel the current model.

Brian explained and answered questions regarding some of changes that the committee is working through. They would like to bring this to the full BOE for action over the summer. There are still some details that need to be worked out, one being communicating the proposal to the whole teaching staff. This is ambitious but not impossible.

**VII. DISCUSSION OF A SPRING/SUMMER COMPENSATION INCREASE
TIMELINE FOR THE 2021/2022 SCHOOL YEAR**

Brian Grabarski explained that by making compensation increases over the summer these increases will be more conservative. The 12 month employees increases would need to come to the Board for consideration in May/June and the first paycheck would be July 15. The teachers could be brought to the Board for consideration in June/July for their first paychecks in August/September.

Steve Summers and Brian Grabarski both added that there would be several opportunities to increase the packages if the State Budget would allow later in the year.

Brian Grabarski informed the committee that staff will be informed in May regarding the option available to prevent the one pay period gap due to the conversion to True Time in the 2021/22 school year.

The committee asked Brian and Steve to bring back several scenarios regarding the summer pay increase to review at the 5/5/21 meeting.

VIII. ADJOURN

A motion was made by Engebretson, second by Hoefler, to adjourn the meeting at 5:58 PM. Motion carried.

Minutes of Diversity, Equity, Inclusion Ad Hoc Committee

The Board of Education Waunakee Community School District

A Diversity, Equity, Inclusion Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Tuesday, March 9, 2021, beginning at 6:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

Board of Education Director Brian Hoefler called the meeting to order at 6:00pm

II. ROLL CALL

Berg, Grundahl, Hernandez, Hoefler, Kaufmann, Meister, Mobley, Moore, Pagel, Petty, Pisani, Potter, Pottinger, Schell, Shefchik, Sheppelman, Treis Rusk, Vang, Voeller, Whitley.

III. APPROVAL OF MINUTES

A motion was made by Petty, second by Vang, to approve the minutes as posted. Motion carried.

IV. APPROVE AGENDA

A motion was made by Schell, second by Kaufmann, to approve the agenda as posted. Motion carried.

V. PUBLIC COMMENTS

There were no public comments at this time.

VI. NEA EQUITY AUDIT DISCUSSIONS/CLARIFICATIONS

Tim Schell thanked every one for the time they have already put into the audit. Tim and Gina Pagel explained that at this meeting they would take a pause from moving forward in the audit to address the items from Criteria 1 and Criteria 2 that needed some clarification in order to vote on it. that Tim Schell THank you to all

Gina would be facilitating this review. Allison Voeller shared/ reminded the committee of the agreed upon norms and took notes. Melanie Meister monitored the chat, Nia Vang kept the time, Tim and Melanie monitored raised hands.

A. Criteria 1 Part E

Part E Our School has a funded plan to ensure successful transition from early learning programs to elementary school and the plan is aligned with state early learning standards. More details were shared regarding this item, per the notes/questions asked when this item was originally presented. The committee was able to discuss and answer questions regarding this item and was able to come to a consensus of this item, which closed Criteria 1.

B. Criteria 2 Item Bii, C and D

B(ii) Curriculum is clearly aligned to college and career ready standards, addressing the needs of students with different abilities and from diverse backgrounds.

C. Students have access to developmentally-appropriate practices and instruction, enhanced by educators' access to regular, job-embedded professional learning opportunities.

The learning community in our school provides various means to accommodate, scaffold, and enrich instructions for students with diverse needs, such as language-rich instruction, UDL, PBS, RTI, etc.

More details were shared regarding these items, per the notes/questions asked when this item was previously presented. The committee was able to discuss and answer questions regarding these items and was able to come to a consensus with these items, which closed Criteria 2.

C. Staff Survey for preparation of Criteria 3

Putting the breaks on this Criteria 3 to assure that staff have the opportunity to give a voice.

D. Discuss plans for Audit completion.

To continue completing the audit while a pause is on Criteria 3, we suggest that we take things out to order so we can continue forward with the audit.

It was suggested that whatever Criteria is being suggested, that the information and the vote would come out ahead of time and then the review and the fist to five would occur during the meeting. This would be an effort to expedite the process.

The Criteria that could be pulled together quickly and sent out could be Criteria 4 & 5.

The committee was agreeable to the processes of reviewing and pre-voting first and then discussing at the meeting.

The information for Criteria 4 & 5 will be sent out and then the committee can weigh in if they want to discuss both 4 & 5 or just 5 at the next meeting.

VII. DISCUSSION AND POSSIBLE ACTION ON INTERIM RECOMMENDATIONS TO THE WCSD BOARD OF EDUCATION REGARDING ISSUES OF IMMEDIATE CONCERN

A. Recommendations on the offerings of professional development and/or training for staff to address events or incidents of bias/bigotry.

Tim Schell shared some framework surrounding the “Speak Up At School” PD. He indicated that the beginning of the year staff inservice required documents could and should include something about reporting bias and bigotry. This will be addressed in preparation for this in August.

The committee discussed what immediate action was done when an incident is reported.

What happens if Administration sees repeated behavior. Katie Grundahl explained what the process was at her building and she was confident this was the process at the K6 level for sure. Tim added that the same approach occurred across levels with adjust for age.

The staff need more information and practice so they are comfortable with what action to take if they see something or if a student approaches them with a complaint. It is difficult when you are a student and an authority figure freezes and doesn’t know what to do.

B. Recommendations on the creation of enactment of a dedicated reporting system/policy for events of bias/bigotry.

Tim Schell reported that he and Joel Lewis are working on a first draft and will have an example to share at the next meeting.

Gina Pagel asked for more information regarding the board's decision to move more discussion to the Goals Committee instead of taking immediate action to remove the imagery from the High School Gym.

Brian Hoefer explained that David Boetcher has connections with members of the HoChunk Nation through work, Tim Schell is working with the Village on the sesquicennial and they are also working with members of the HoChunk Nation since this land that Waunakee was HoChunk land. The sesquicennial will bring an elevated education surrounding the HoChunk people to this community. We also have a couple staff members who are members of the HoChunk Nation. All these connections brought to light that we can not be inclusive in policy if we are not inclusive in practice and allow all voices to be heard. The goals committee will be the committee leading the rebranding process, and this seemed like the appropriate place to listen, learn, and allow for more dialogue.

VIII. FUTURE MEETINGS

Next meeting is scheduled for 04/01/2. There are some scheduling changes that will need to be made for future meetings since Chairperson Joel has conflicts on Tuesdays. 4/1/21 should not be a problem since it is a Thursday. We will send a poll out after that meeting.

IX. ADJOURN

A motion was made by Mobley, second by Sheppleman, to adjourn the meeting at 7:54PM. Motion carried.

Minutes of Diversity, Equity, Inclusion Committee

The Board of Education Waunakee Community School District

A Diversity, Equity, Inclusion Committee of the Board of Education of Waunakee Community School District was held Thursday, April 1, 2021, beginning at 6:00 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Brandt called the meeting to order at 6:07 PM.

II. ROLL CALL

Berg (6:10PM due to technical difficulties), Brandt, Grundahl, Kaufmann, Lewis, Meister, Mobley, Ostrander, Pagel, Pisani, Potter, Schell, Sheppleman, Treis-Rusk, Vang.

III. APPROVAL OF MINUTES

A motion was made by Lewis, second by Treis-Rusk, to approve the minutes as posted.
Motion Carried with 1 person abstaining.

IV. APPROVE AGENDA

A motion was made by Kaufmann, second by Potter, to accept the agenda as posted with a change to allow item VII and VIII to come before item VI. Motion carried.

V. PUBLIC COMMENTS

Several public comments were sent to the committee via email. These comments are attached to the extras section of the agenda.

One in person comment was made by Tim Decorah, who spoke in favor of using the Native American mural in the High School gym and other Native American Imagery as part of the curriculum for the WCSD.

****The order of the agenda was switched. Item VI came after items VII and VIII****

VI. NEA EQUITY AUDIT DISCUSSIONS

Tim Schell presented NEA Audit Criteria Items 4 –Workforce Quality & 5 – Accountability and Assessments. Gina Pagel monitored the raised hands. Katie Grundahl took notes on these discussions. Due to a low number of committee attendees for this meeting and that several people had to leave earlier than the end of the meeting, this group fell below a quorum and the meeting was adjourned prior to finishing this discussion. Criteria 4 was nearly complete, and questions were being clarified. The discussion on Criteria 5 wasn't started. Tim Schell encouraged the committee to view his slide presentation. These discussions will continue at the next meeting.

VII. DISCUSSION AND POSSIBLE ACTION ON INTERIM RECOMMENDATIONS TO THE WCSD BOARD OF EDUCATION REGARDING ISSUES OF IMMEDIATE CONCERN

A. Recommendations on the creation of enactment of a dedicated reporting system/policy for events of bias/bigotry.

Joel Lewis and Tim Schell reported that they have been working on this and should have a draft/example of the reporting system at the next meeting.

VIII. DISCUSSION OF NATIVE AMERICAN IMAGERY AND MURAL WITHIN THE WCSD BUILDINGS

Joel Lewis started the discussion on this important topic. The committee had much discussion on how all voices should be heard and as a committee we need to pause to make sure we are getting the perspective of all voices, especially the voices of the people we are making a recommendation on behalf of. Since the Village is working with the UW and the Ho-Chunk Nation surrounding the sesquicentennial and there will be events to honor the heritage, particularly the heritage of the Ho-Chunk Nation, perhaps we should work more closely with that as well. Several member of the committee recommended that the committee continue to walk through the audit. The audit will show what is needed to focus on and will allow for a clear plan/process. The committee reminded the full group we are an advisory committee and we made our recommendation to the full board and now they are moving forward with it via the Goals Committee. Mike Brandt will be giving a report on both the DEI committee and the Goals committee to the full board on April 12, 2021. One reason why this topic was referred to the Goal Committee was to allow for a process to be developed.

IX. FUTURE MEETINGS

No meetings were scheduled at this time. A poll of the committee will go out next week.

X. ADJOURN

A motion was made by Schell second by Vang, to adjourn the meeting at 7:47PM. Motion carried.

Minutes of Curriculum

The Board of Education Waunakee Community School District

A Curriculum Committee meeting of the Board of Education of Waunakee Community School District was held Wednesday, March 31, 2021, beginning at 3:00 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 3:00pm

II. ROLL CALL

Present: Engebretson, Ensign, Hetzel

Also Present: Tim Schell, Amy Johnson, Randy Guttenberg, Molly Petroff (Music Dept. Chair) Abigail Taulbee, Christina Metzger, Kristeen Hanson (Elementary Music Teachers)

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments for this meeting.

V. ELEMENTARY MUSIC PROGRAM SCHEDULE CHANGE

Tim Schell introduced Molly Petroff who explained the value of capstone music performances, especially for younger students, occurring later in the year and the Music team's longstanding interest in spring performance curricular reasons. Molly Petroff introduced the members of the music department who were in attendance via zoom. The proposal had been under development last year but its presentation was paused due to the pandemic. Abigail Taulbee summarized the proposal in her remarks. Spring performances allow for skill development that has occurred over most of the school year to be showcased. A shift in the performance date would also allow teachers to approach their fall music classes differently with more attention to developing music community and skills before moving on to practicing pieces for the school performance. It would also open up the full catalog of elementary music pieces for the performance, which would allow for a broader student music experience. There is also more flexibility with scheduling an April/May performance for in terms of staging equipment between the school buildings. When viewed from a standpoint of musical development and curricular coverage, a spring performance is the best option for student learning.

After some discussion and questions. The committee asked the music representatives and administration to communicate this proposal with the staff and parents. A motion was made by Hetzel, second by Ensign to bring this proposal to the full board at the April meeting as an information item and to have the board vote on it at the May meeting. This will allow for

communication to go out to the staff and parents. Motion carried 3-0.

VI. UPDATE ON STUDENT PROGRESS

Tim Schell and Amy Johnson provided an update on student progress. Since February 8th regular meeting we have 2nd trimester report card information for the elementary schools and the Intermediate School, as well as four week progress reports for the second semester at the Middle and High Schools. The committee members asked questions focusing on student support for students who academically at risk compared to where they may have been in a typical year. They also discussed how mental and economic stresses maybe affecting our students and what is being planned to assist in that. Tim Schell and Amy Johnson noted that we need to be flexible when developing a problem solving process to support students. Our RtI and regular year student support programming will play an important role complemented by summer school. This update is for the committee, but a update (perhaps at the end of the term) may also come to the full board.

VII. ITEMS FOR FUTURE MEETINGS

The committee and Tim Schell and Amy Johnson discussed the following items for upcoming meetings: text book adoption, curriculum writing projects approval, information on the remote learning review that will come to the full Board at the May 10 meeting.

VIII. ADJOURN

A motion was made by Ensign, second by Hetzel to adjourn the committee meeting at 4:07pm. Motion carried 3-0.

Curriculum Committee Proposal
RE: Elementary Music Program Schedule Change

The elementary music professional learning team has been re-examining the music curriculum and its implementation. This process has involved review of the current practice of preparing music programs with elementary students for performance in December. The December performance practice predates the employment of any of our current elementary music teachers. As part of the reflection process on the current curriculum and student needs, the December performance model should be reassessed.

As a music staff, we feel strongly that a performance in front of families and community members should be done only after students have had adequate time to acquire new skills, exhibit a level of proficiency, and develop a sense of belonging and community within their learning environment. As the calendar currently stands, preparations for the winter program begins as early as October. This is after only one month of music instruction and community building. Not only do the students lack the skills and knowledge after one month to truly benefit from the process of putting on a performance, but they have not had the chance to get to know their fellow music makers. For those kindergartners or students that move into the district, this is particularly difficult. Making music is a collaborative effort, and the time invested in getting to know our students and having them develop meaningful relationships with each other, along with enduring music skills should be our first priority for at least the first quarter, if not first semester of the year. Preparing for a winter concert deprioritizes the goal of relationship building to strengthen Social Emotional Learning needs. In our current implementation, after merely one month, we must turn focus away from building foundational skills and a collaborative classroom community to prepare our students for a lengthy program. In light of our virtual teaching over the past year, this is an even more concerning matter.

After much reflection and debate, we feel that changing the program to a spring concert in the second semester would best serve the development of our students and our curricular goals. It would allow adequate time for community building and skill acquisition, resulting in a better sense of accomplishment. In addition, it would provide us the necessary time to determine the strengths of our students, learn about their cultural identities, build SEL skills, and grant greater flexibility to showcase these strengths in their performances. Changing the winter program to a spring timeline will increase the amount of creative choices with repertoire. Being freed from the winter/holiday season will provide access to a much greater collection of song topics and concert themes. The endless thematic and song text choices available would better reflect the increasing diversity of our student population. We want all of our students to feel welcomed, validated, and included in our programs.

Reasons to Change from December to Second Semester

- Students feel a sense of community and belonging in their music learning environment.
- Adequate time to teach foundational music skills
- Time to build SEL skills
- Learn students strengths, weaknesses, and cultural traditions
- Use performance to showcase the skills learned and share with families what we have learned (Informance rather than performance)
- Larger selection of music and thematic resources
- More opportunities for creativity and collaboration
- All children will have an opportunity to participate
- Developmentally appropriate: especially for our Kindergarteners who need additional time to learn classroom procedures and social skills
- Culturally responsive to all children
- Equitable access to music choices

Logistical Considerations

- In what month(s) should they happen?
 - **We would like an April/May concert timing. We know it is an extremely busy couple of months but based on our discussions this seems to be the best fit for our curriculum. This will have to be a discussion point shared with our principals to get a bigger perspective.**
 - **Thoughts on timing:**
 - **February/March is still early enough in the year that it breaks instruction oddly like the December concert does. We could potentially be moving the same problems back a couple of months. A concert closer to the end of the year is truly a wrap up to our curriculums and allows for the maximum amount of instruction.**
 - **March is a short month of attendance and would be challenging for us to fit into.**
 - **We will need to work around field trips and testing issues by communicating with administration and staff well before the scheduling of field trips.**
- How does a full in-person show impact school safety and post pandemic protocols?
- We will need to collaborate with the greater music team to develop an equitable schedule for riser, shell, and sound system usage.

Waunakee Community School District

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Curriculum Committee

March 31, 2021



4K-6 Updates - Assessments

English Language Arts

- PALS (4K-2)
- STAR (2-6)
- Informal Reading Inventory (K-6)
 - (Literacy Footprints)
- Common Formative Assessments (K-6)
- Classroom Assessments - Report Cards (4K-6)

Mathematics

- STAR (2-6)
- Common Formative Assessments (K-6)
- Math Unit Assessments (K-6)
- Classroom Assessments - Report Cards (4K-6)⁴¹

Social-Emotional Learning

- Quarterly check-in survey with students



4K-6 Updates - Assessments

Report Card Standard on Grade Level Reading - Trimester I

Key: 4 | 3 | 2 | 1

Grade	Tri I 2018-19	Tri I 2019-20	Tri 1 2020-21
1	9% 57% 12% 22%	7% 54% 17% 21%	7% 50% 18% 25%
2	31% 48% 10% 10%	15% 58% 13% 14%	16% 54% 10% 19%
3	38% 52% 7% 4%	30% 46% 8% 15%	23% 43% 21% 14%
4	41% 41% 9% 9%	35% 41% 10% 15%	18% 51% 17% 15%
5	21% 65% 7% 8%	18% 59% 18% 5%	14% 58% 22% 6%
6	35% 52% 6% 7%	20% 58% 13% 9%	12% 58% 22% 7%



4K-6 Updates - Assessments

Report Card Standard on Grade Level Reading - Trimester II

Key: 4 | 3 | 2 | 1

Grade	Tri II 2018-19	Tri II 2019-20	Tri II 2020-21
K	3% 66% 27% 4%	4% 51% 40% 6%	3% 52% 35% 11%
1	12% 63% 12% 13%	9% 67% 7% 17%	16% 50% 14% 21%
2	37% 43% 10% 10%	24% 54% 12% 10%	21% 52% 13% 14%
3	41% 50% 5% 4%	35% 43% 9% 13%	23% 43% 19% 14%
4	42% 41% 8% 8%	40% 38% 10% 11%	22% 52% 12% 14%
5	28% 51% 13% 9%	20% 50% 23% 6%	13% 59% 23% 5%
6	38% 44% 9% 8%	20% 52% 18% 11%	14% 59% 19% 8%



4K-6 Updates - Assessments

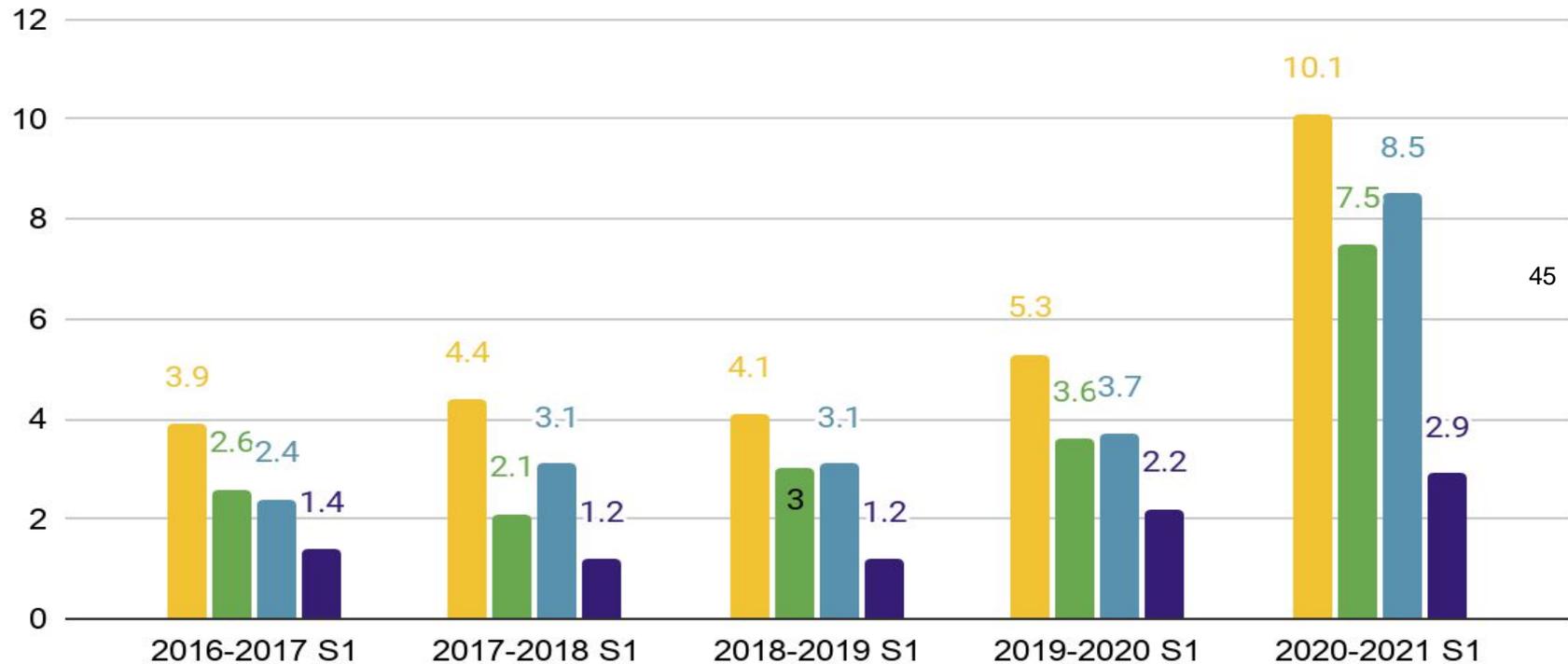
Report Card Standard on Grade Level Reading - Percent Proficient + Advanced

Grade	Tri I 2018-19	Tri II 2018-19	Tri I 2019-20	Tri II 2019-20	Tri I 2020-21	Tri II 2020-21
K	n/a	69%	n/a	55%	n/a	55%
1	66%	75%	61%	76%	57%	66%
2	79%	80%	73%	78%	70%	73%
3	90%	91%	76%	78%	66%	74%
4	82%	83%	76%	78%	69%	74%
5	86%	79%	77%	70%	72%	72%
6	87%	82%	78%	72%	70%	73%



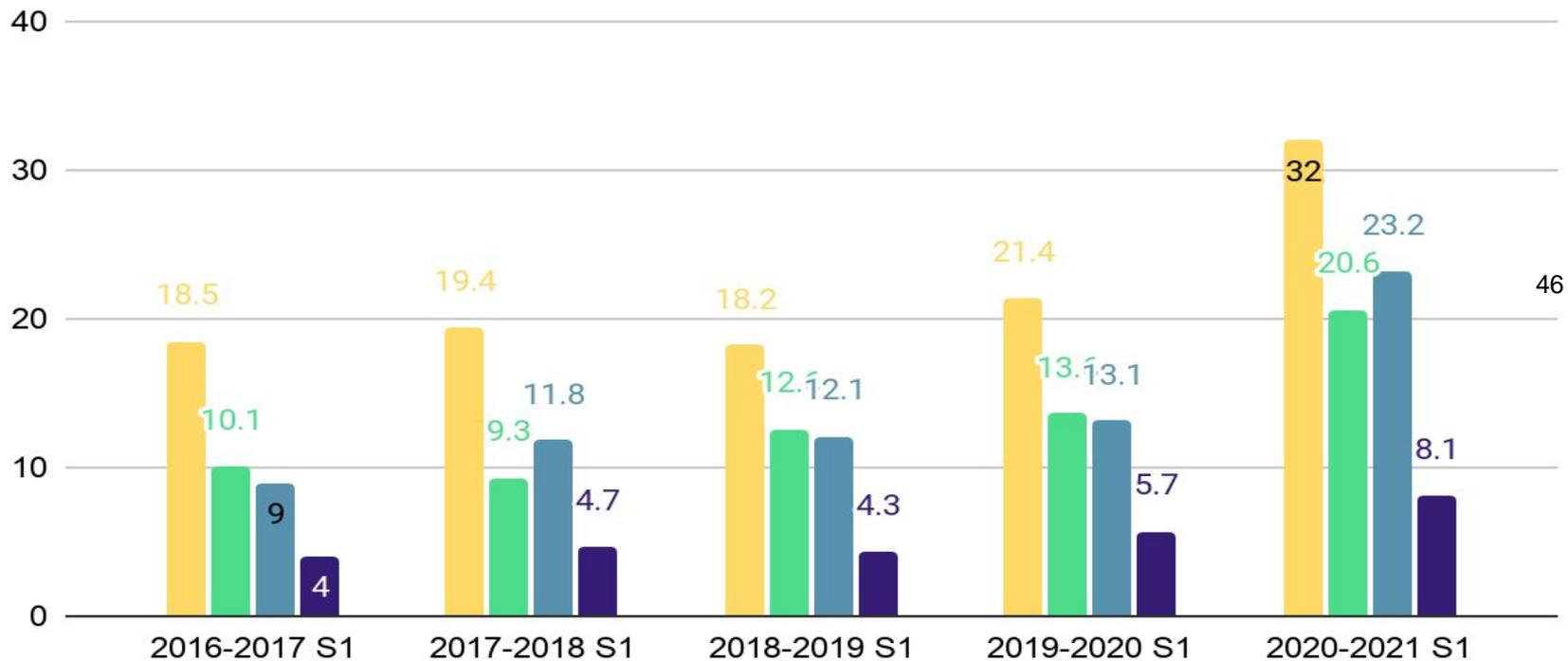
F as % of Grades in the First Semester (High School)

F% 4wk F% 9wk F% 13wk F% Semester



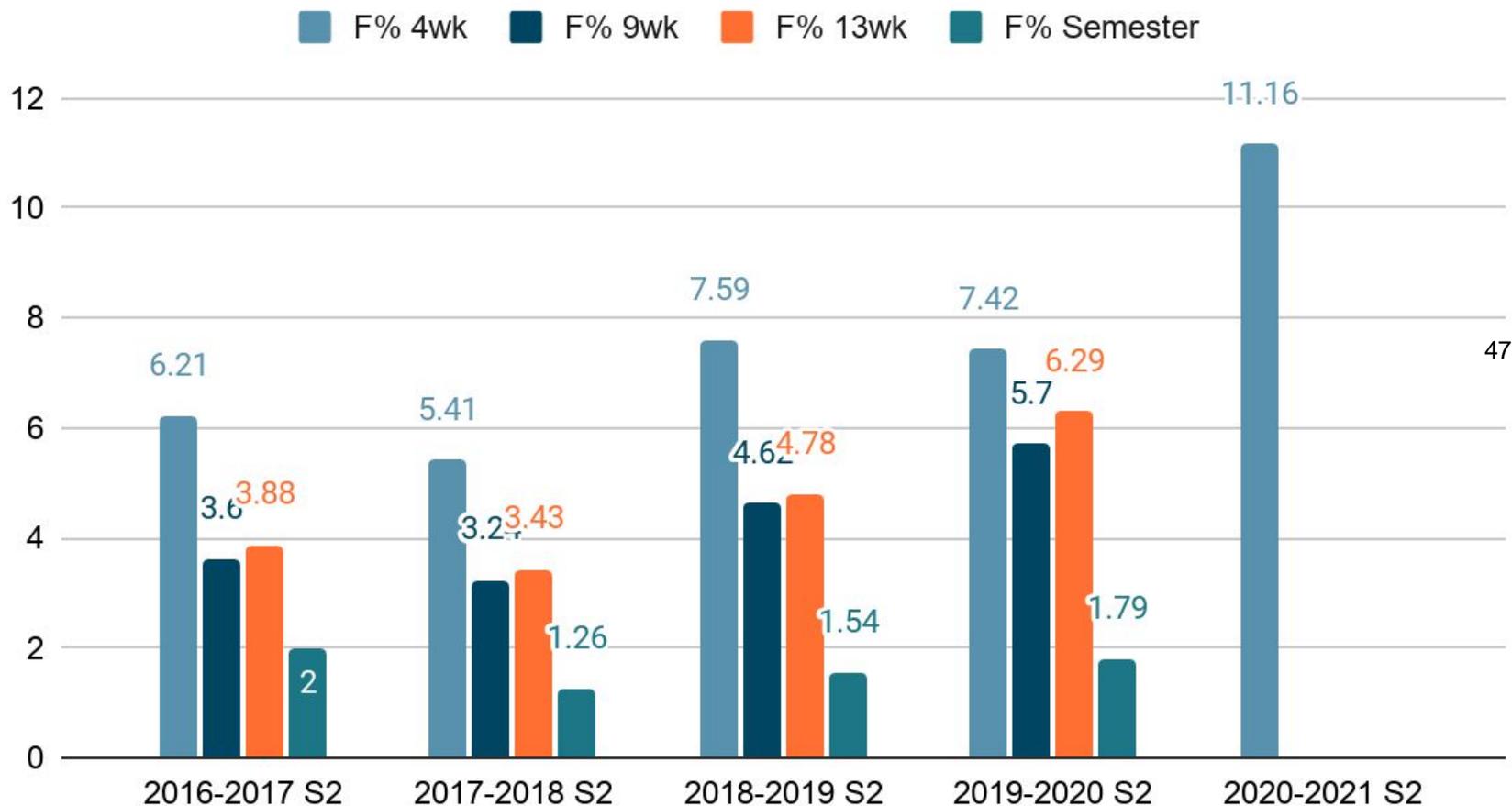
% Students with at Least One 1st Semester F (High School)

4wk 9wk 13wk Semester

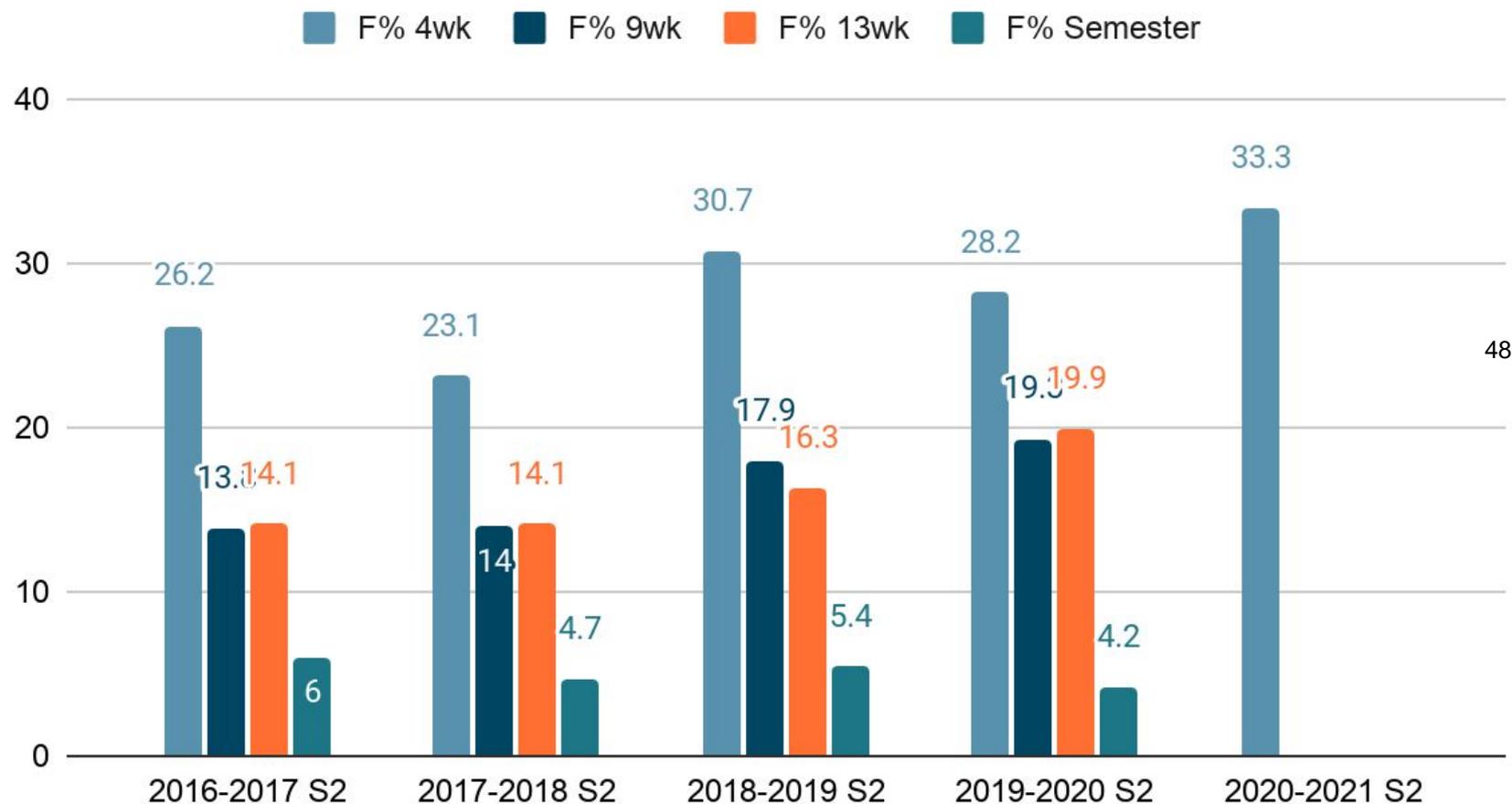


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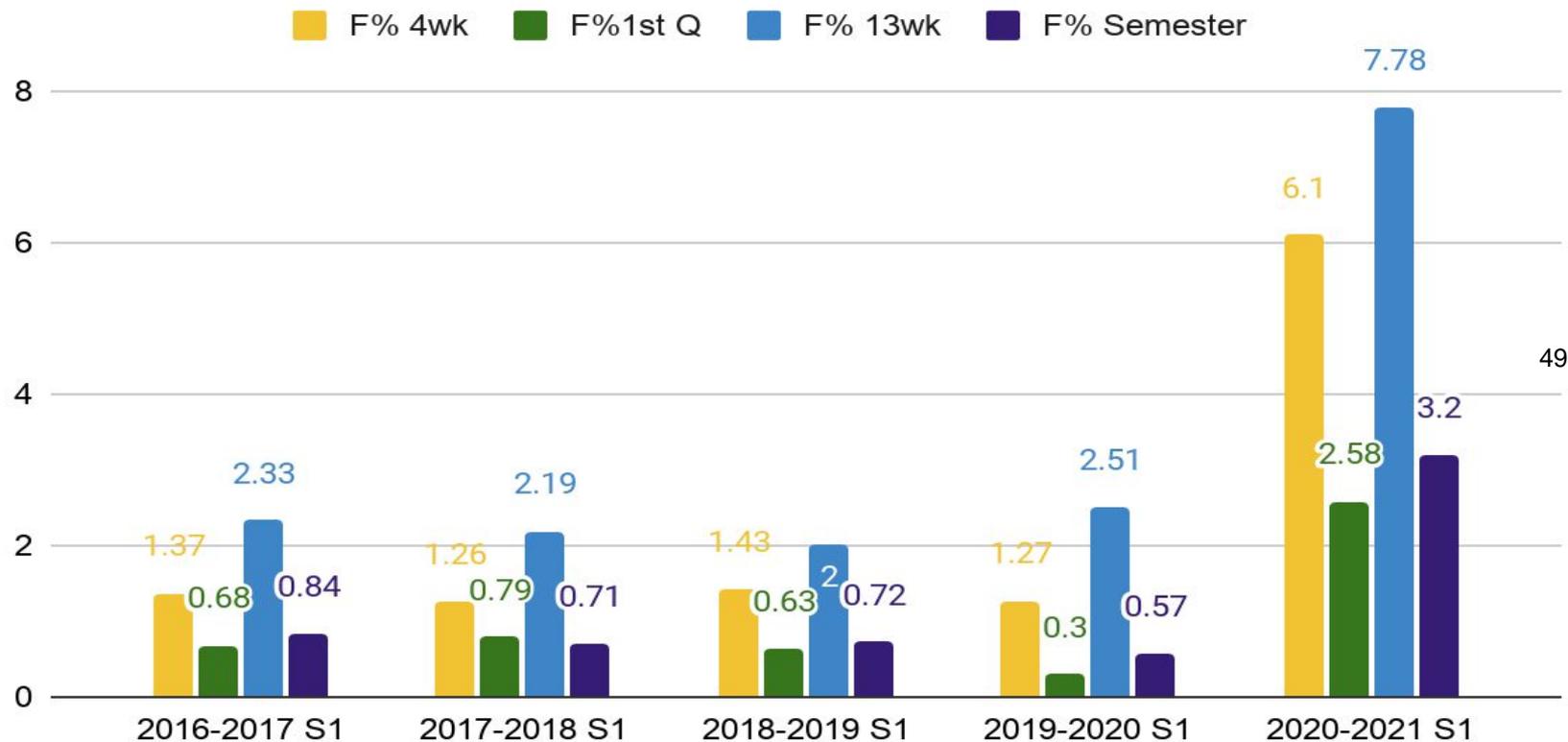
F as % of Grades in the Second Semester (High School)



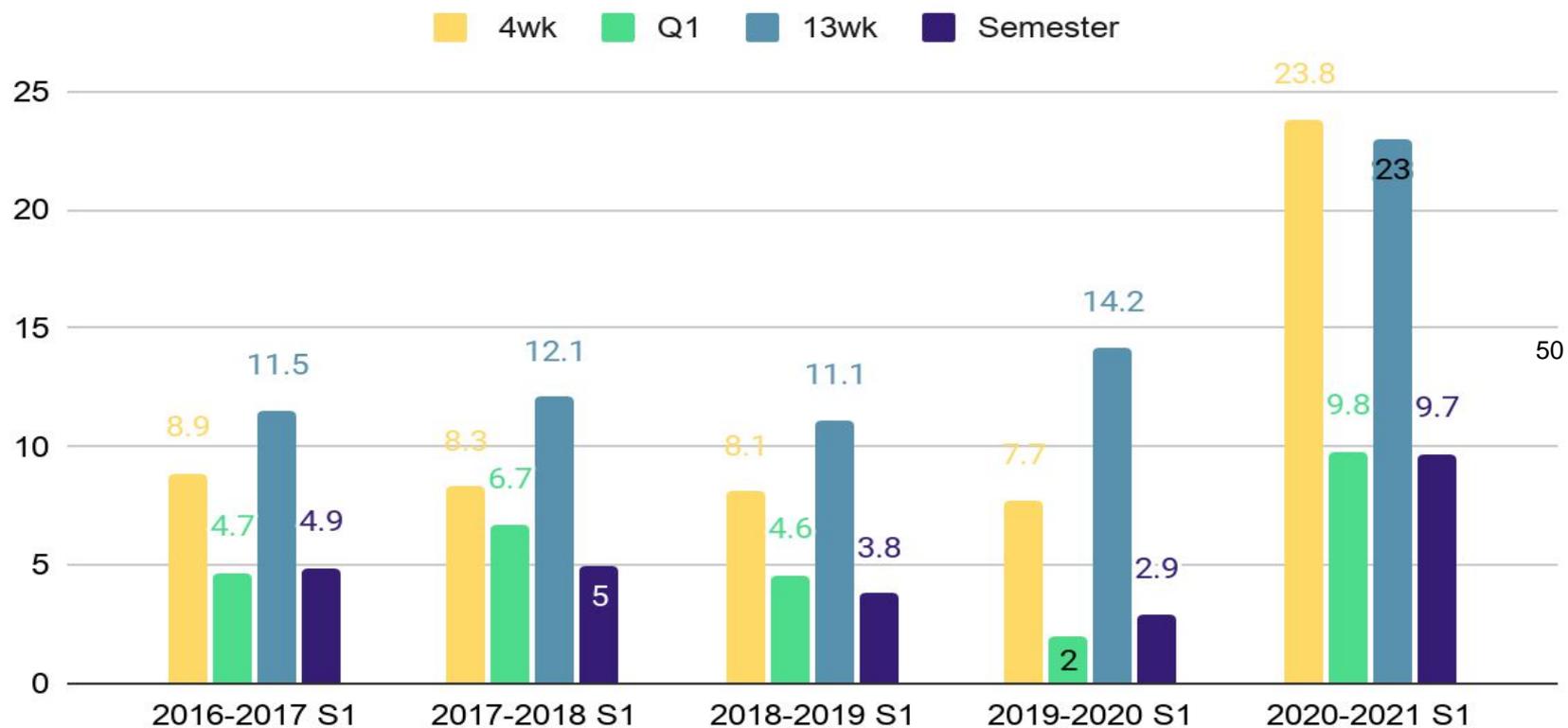
% Students with at least one 2nd Semester F



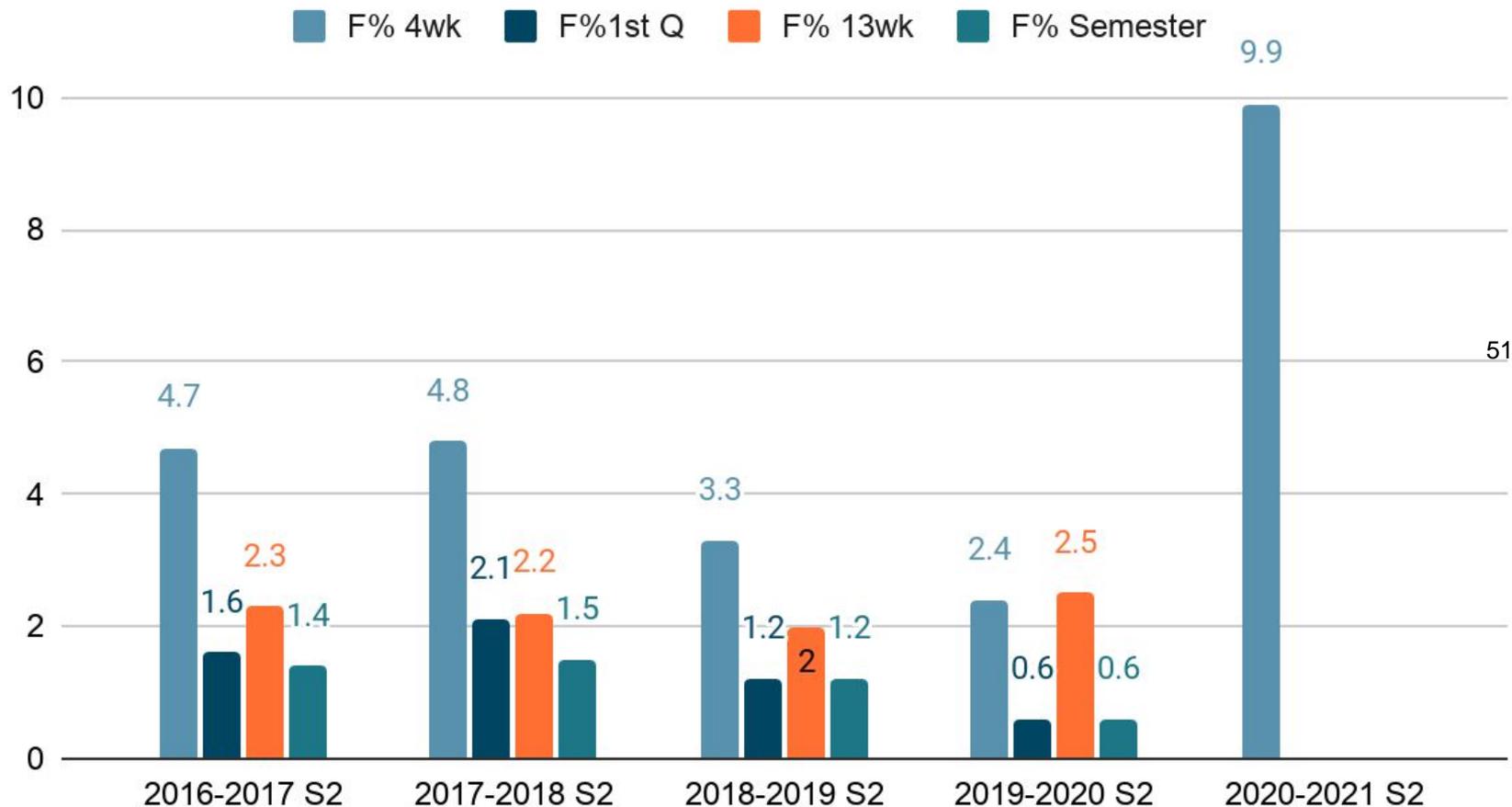
F as % of Grades in the First Semester (Middle School)



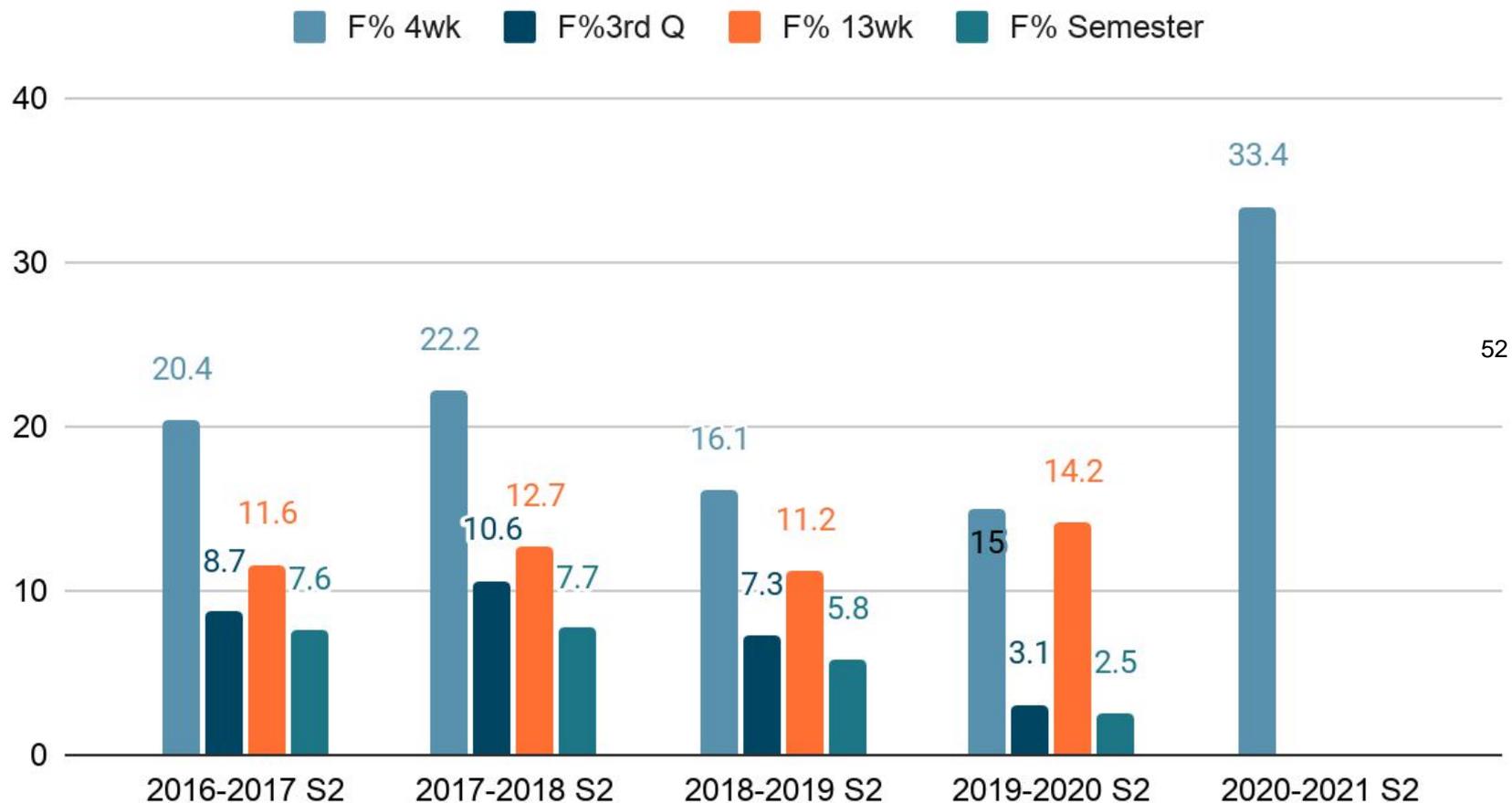
% Students with at Least One 1st Semester F (Middle School)



F's as a percentage of all 1st semester grades (Middle School)



Students with at least one 2nd Semester F (Middle School)



THANK YOU!



Curriculum Committee Proposal
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Minutes of Facility Committee

The Board of Education Waunakee Community School District

A Facility Committee of the Board of Education of Waunakee Community School District was held Wednesday, March 31, 2021, beginning at 5:30 PM in the Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Boetcher called the facility committee meeting to order at 5:31 PM.

II. ROLL CALL

Brandt – Yes (via conference call), Boetcher – Yes, Heinemann – Yes (arrived at 5:32) ,
Also present: Randy Guttenberg, John Cramer, Steve Summers (Virtually), Kristy Nacker (Pool Director), Aaron May (Athletic Director), Diane Pertzborn (Intrim Business Manager), John Cramer (Facilities Director), Audrey Venske (Admin. Asst. to Facilities Dir.)

III. APPROVE AGENDA

A motion was made by Brandt, second by Boetcher, to approve the agenda as posted.
Motion carried 2-0 (Heineman arrived late)

IV. REVIEW 2020-2021 FUND 41 CAPITAL PROJECTS COMPLETED TO DATE

Steve Summers and John Cramer walked through the Fund 41 Capital Projects and provided with latest information. They answered any questions from the committee. Summers wanted the committee to be aware that anything not spent in Fund 41 will remain in Fund 41 as part of the balance for next year.

V. REVIEW STATUS OF 2020-2021 MAINTENANCE AND OPERATIONS BUDGET

Steve Summers brought to the committee a request from John Cramer to replace the 2007 Chevy pick up that has a cracked frame. This snow plow vehicle will be over \$25,000.00 and will need BOE approval to purchase. Summers explained that if the committee agrees to bring this request to the full board this spring, any Fund 10 funds may go toward the vehicle. After some discussion, a motion was made by Heinemann, second by Brandt to bring this request to the full board for consideration at the April meeting. Motion carried 3-0.

VI. REVIEW DRAFT OF 2021-2022 FUND 41 CAPITAL PROJECTS LIST

Summers explained the Mar/Apr recommended Capital projects.
Cramer explained that priority was given to projects as they were walking through the buildngs and observing. At this point they have not been able to emmerce into the 20 year facility plan. Cramer also shared his and his team’s input and observations regarding these requests.

After some discussion, Heinemann made a motion, second by Brandt to recommend consideration of these projects to the full board as they are presented with more firm prices for the following projects: the Generator at Bethel, paving the parking lot at Bethel, and filling the cracks on all District playgrounds. Motion carried 3-0.

VII. MAINTENANCE and OPERATIONS STAFFING

John Cramer discussed the current custodial staffing requests and reviewed unique options that the Hillyard Cleaning Cost Analysis Program has presented that could help with some of the need.

VIII. DISCUSS FACILITY USE BY NON-SCHOOL ENTITIES AND COMMUNITY PROGRAMS

Randy Guttenberg began this discussion on possible modifications to current policies for use of facilities by non-school entities. Guttenberg explained that at this time there are 3 entities to review: The Pool, The Summer Camps managed and run by our Staff, and Outside groups that would like to use our facilities.

Kristy Nacker, WCSD Pool Director, explained what is currently allowed by public health for pools and what she feels is manageable by her staff. Nacker explained some ideas she had that would allow "Learn to Swim" lessons and also provide training and work for the guards. Nacker answered questions from the committee.

After much discussion a motion was made by Heinemann, second by Brandt to allow lap swim for students and staff only and on a sign up basis, and spring "learn to swim" lessons. Any other use of the pool should not begin until after school is dismissed for the summer. Motion carried 3-0.

Randy Guttenberg and Aaron May shared the list of typical summer youth camps that are run by our staff. They also shared that they would like consideration to allow the Village to use our fields at Prairie and the track behind Heritage for programs and also for Drivers Ed to use some classroom space at the High School.

After some discussion it was determined that these programs (summer youth camps, Village of Waunakee programs at Prairie and the track at Heritage, and Drivers Ed) along with our own programs would be the only events that would be manageable at this time for the Athletic Department staff. A motion was made by Heinemann, second by Brandt to allow planning to begin for the summer youth camps, the Village of Waunakee, and Drivers Ed to use our facilities at this time. Motion carried Y=2 – N=1.

The committee asked that both the use of our facilities by outside organizations be revisited in May.

IX. PUBLIC COMMENTS

There were no public comments

X. FUTURE MEETINGS

No future meetings were set at this time.

XI. ADJOURN

A motion was made by Brandt, second by Heinemann, to adjourn the meeting at 6:55pm.
Motion carried 3-0.

2020/2021 Capital Projects (Fund 41)						
Item No.	Location	Description	Original Funds Requested	Funds Adjustments	Projected Final Costs	Net Difference
1	HS	Chemistry workstation lowered	\$5,000	-\$3,145	\$1,855	\$ (0.35)
2	HS	Kitchen Refrigeration Equipment	\$78,000	-\$78,000	\$0	\$ -
3	HS	Kitchen Hot Water Heater	\$29,000	\$0	\$29,000	\$ -
4	HS	Hot Water Heaters (replace 2 with 1	\$24,235	\$0	\$24,235	\$ -
5	District	Parking Lot crack fill/seal	\$32,000	-\$544	\$31,456	\$ -
6	Grounds	Stand up mower (Waunakee Power)	\$7,000	-\$498	\$6,502	\$ -
7	Prairie	Heat Trace - electrical only	\$17,500	-\$160	\$17,340	\$ -
8	Grounds	Zero Turn Mower & Bagger & Dethatcher (Waunakee Power)	\$17,500	-\$1,125	\$16,376	\$ -
9	Grounds	Ride on Painter for athletic fields (P	\$15,000	-\$905	\$14,095	\$ -
10	Bethel	Furnace	\$8,520	-\$1,140	\$7,380	\$ -
11	District	6 Gyms - Floor Screen and Coat	\$28,000	-\$8,930	\$19,070	\$ -
12	HS	Sidewalk/stairs by doors 3&4 to connect upper/lower parking lots	\$0	\$0		\$ -
13	District	Emergency Roof Repairs	\$25,000	\$0	\$8,191	\$ 16,809.02
14	District	Emergency HVAC Repairs [1]	\$30,000	\$0	\$20,245	\$ 9,755.45
15	District	Emergency Plumbing Repairs [2]	\$52,000	-\$24,000	\$11,063	\$ 16,937.08
16	WHS	Pool maintenance	\$22,000	-\$5,190	\$3,688	\$ 13,122.03
17	District	Building Repairs [3]	\$16,945	\$0	\$13,126	\$ 3,818.93
18	HS	PAC and Old Auditorium	\$8,000	-\$6,032	\$1,968	\$ 0.36
19	Grounds	Sprayer/spreader- changed to kitchen PM	\$10,000	-\$569	\$9,431	\$ -
20	Bethel	Digitize Records/Blueprints - BPI, Akitabox?	\$25,000	\$0	\$25,000	\$ -
21	AES	Carpet - Music Room B111 & Upstairs Hallway	\$19,000	\$0	\$19,641	\$ (641.00)
22	WMS	Carpet - Room 225, Room 130 & Upstairs Hallway	\$12,000	-\$200	\$11,800	\$ -
23	WHS	Pool locker/shower rooms	\$20,000	\$0	\$20,000	\$ -
27	PES	Classroom Carpet three A-wing classrooms	\$15,300	\$0	\$15,300	\$ -
28	HS	Bollards around the sculpture	\$8,000	\$0	\$8,000	\$ -
30	HS	Boilers (2)	\$0	\$81,000	\$81,000	\$ -
31	PES	Elementary Oven	\$0	\$7,132	\$7,132	\$ (0.31)
32	HS	Steamer	\$0	\$14,638	\$16,587	\$ (1,949.00)
33	District	911 buttons	\$0	\$7,132	\$7,132	\$ (0.31)
34	District Office	Bethel security	\$0	\$20,535	\$20,260	\$ 275.00
			\$525,000	\$0	\$466,873	\$ 58,126.90

2021 SUMMER YOUTH CAMP DATES

SPORT	CAMP NAME	DATES	
Boys Basketball			Time
	HS Summer League (Frosh, JV, Varsity)	Sundays in June 6, 13, 20 27	4-10 pm @ HS/MS
	K-3rd	Mon-Thurs June 14-17 @ MS	8-9:15
	4th-5th	Mon-Thurs June 14-17 @ MS	9:30-11:30
	6th-7th	Mon-Thurs June 14-17 @ FH	12:30-2:30
	8th-9th	Mon-Thurs June 14-17 @ FH	2:30-4:30
	Warrior Skills	Mon-Thurs June 28-July 1, July 17-20, July 24-27	1-4 @ MS
	3on3 League	Fridays June 18, 25 July 9, 16, 23, 30	8-11:30 am @ MS
Girls Basketball			
	Future Warriors	Monday - Thursday June 14-17th	9-12 Intermed.
	Skills and Drills	Jun 28-July 1st and July 26-29th	1-3 @ HS
	Shooting Camp	July 12-15th	1-3 @HS
	3 on 3 League	Fridays June 18, 25 July 9, 16, 23, 30th	9-11 @HS
Cross Country			
	Warrior Runners	June 21-July 30	
	Monday, Wednesday, Friday	8:00-9:30 AM	
Track			
	3rd - 8th	June 14 - 17	10am - 12pm
Gymnastics			
Old Gym	Ages 5-8	July 5 - July 22	12:30-1:30
	9-12	July 5 - July 22	1:45-2:45
	13-18	July 5 - July 22	3:00-5:00
Wrestling			
	2nd-9th	June 17-20	1 - 3:30 pm
Baseball	Warrior Baseball Camp		
	Entering grades 2-9	July 6 - 8	1 - 3:00 pm
Softball	Entering grades 2-9		
	General Skills	July 6 - 8	12:30-3pm
	Pitching	July 9	12:30-3pm
Football			
	St. Norberts OL / DL Camp	June 17 - 18	4-8pm / 8am-12pm
	Pride Camp	July 12-14	1-4pm
	GridIron Camp	July 19-22	4-8pm
Soccer			
Volleyball			
	General Camp grades 3-6 (8-10 am), 7/8 (10-12 noon)	July 26-29	8 am - 12 pm
	Hitter/Setter Camp grades 7 and 8	Aug 2-4	10 am - 12 pm
Golf			
	Boys & Girls Camp	June 22, 24, 25	
	June 22 & 24 @ Cherokee Golf Course	Grades 5-9	1-2:30pm
	June 25 @ The Meadows at Six Mile	Grades 1-4	3-4pm
Cheer			
	Youth Clinic (K-8)	August 16, 18th	6-7:30pm
	Performance	August 20th	Halftime at the football game 8pm-ish

These are your 2020 dates, once you've updated your dates please highlight in yellow.

*Reminder because of the later end date for spring sports, it may require us to move camp/clinic dates

YELLOW HIGHLIGHT = UPDATED 2021 DATE

High Frequency Outside User Groups	
USER GROUPS	LOCATION
Village Rec	District Gyms
Wisconsin School Music Association	Entire High School
Youth Football	Warrior Stadium
Youth Softball	Fieldhouse
Youth Baseball	Fieldhouse
BDL Basketball	District Gyms
Waunakee Wrestling Club	Wrestling Rooms/Gyms
Youth GLAX	ES Gyms/Warrior Stadium
Youth BLAX	ES Gyms/Warrior Stadium
Waunakee Area Soccer Club	ES Gyms/Warrior Soccer Stadium
Swing (Private Basketball Club)	District Gyms
Northstar VB (Private Volleyball Club)	Prairie ES Gym
Waunakee Wave	Aquatic Center
Driver's Education	High School Classrooms
Waunakee Neighborhood Connection	Classrooms & Gyms
Wheelchair Soccer	Prairie ES Gym
District Sponsored or Associated Usage	
Aquatic Center Programs (Lap Swim, Learn to Swim, etc...)	Aquatic Center
Youth Sports Camps & Clinics	District Fields/Gyms
HS Open Gyms & Contact Days	District Fields/Gym
Booster Club Meetings	High School Classrooms
Solo/Ensemble	Entire High School

Minutes of Goals Committee

The Board of Education Waunakee Community School District

A Goals Committee of the Board of Education of Waunakee Community School District was held Tuesday, April 6, 2021, beginning at 6:00 PM in the Waunakee Community School District 905 Bethel Circle Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Brandt called the meeting to order at 6:03PM

II. ROLL CALL

Brandt – Yes, Boetcher – Yes, Hoefer – Yes

Also Present: Randy Guttenberg, Tim Schell, Mark Hetzel

III. APPROVE AGENDA

Hoefer made a motion, second by Boetcher, to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS

There was an emailed public comment that is posted in the extras section of this agenda.

An inperson public comment was made by the following:

Dan Simms – Table removing the mural in the high school gym until the community may weigh in.

V. DISCUSS AND CONSIDER THE NEXT STEPS/PROCESS RELATED TO RECOMMENDATIONS FROM THE DIVERSITY, EQUITY, AND INCLUSION AD HOC COMMITTEE RELATED TO NATIVE AMERICAN IMAGERY INCLUDING BUT NOT LIMITED TO THE MURAL IN THE OLD GYM AT THE HIGH SCHOOL

The committee discussed the recommendations from the DEI committee to the full board. The full board asked the goals committee to review and discuss these recommendations and develop a process.

The committee members commented on the recommendations from the DEI committee and noted that this vote was intended to bring this to the full board so that these issues could be discussed, reviewed and a plan/process developed.

Brian Hoefer made an apology, on the record, to Tim Decorah for not bringing him and any others into the conversation from the beginning.

Randy Guttenberg discussed how this is a 3 pronged item.

- 1) Rebranding. This is an item we are planning on for the next year. We will work with a consultant that has done rebranding and we will present a process to the Board for consideration.

- 2) The mural in the High School gym and any other artistic pieces that may be in question. We need to talk with the students, staff, community and in the case of the mural the Ho-Chunk Nation to develop a process for these items to be evaluated and determine action, regarding them.
- 3) Assess our curriculum in collaboration with the Ho Chunk Nation and make connections with the Ho Chunk Nation through the work they are doing with the Village of Waunakee.

The committee discussed that there are items that could historically depict Waunakee's heritage respectfully. They discussed that perhaps the location of some of these items, specifically the mural may not be the best location.

The goals committee would like to see a process developed to gather information and input. This process should include discussions with the HoChunk Nation, the artist of the original mural, and other stakeholders such as school board, community, and students. They discussed having an informational forum with these stakeholders.

They will discuss next steps with the full board on Monday at the April meeting and bring the plan for consideration of the Board at the May meeting.

FUTURE MEETINGS

No future meetings were scheduled at this time.

VI. ADJOURN

A motion was made by Boetcher, second by Hoefer to adjourn the meeting at 7:14pm.
Motion carried 3-0.

Minutes of Budget Committee

The Board of Trustees Waunakee Community School District

A Budget Committee of the Board of Education of Waunakee Community School District was held Thursday, April 8, 2021, beginning at 5:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Mark Hetzel called the meeting to order at 5:00 PM

II. ROLL CALL

Ensign - Yes, Hetzel - Yes, Heinemann - No

Also Present: Randy Guttenberg, Steve Summers (Virtually) Diane Pertzborn (Virtually @ 5:30)

III. APPROVAL OF AGENDA

A motion was made by Ensign, second by Hetzel to approve the agenda as posted. Motion Carried 2-0

IV. PUBLIC COMMENTS

There were no public comments.

V. 2020-2021 BUDGET UPDATE

A. PROJECTED END OF THE YEAR BALANCE

Steve Summers presented and answered questions regarding the projected end of the year balance. He discussed with the committee the topic of the annual Fund 73 contribution. Fund 73 is the Employee Benefit Trust Fund. We have held off on making the payment for 2020-2021 until the end of the fiscal year.

Through the discussion the committee recommended holding off on this payment until the next updates which will be provided at the May committee meeting.

B. DISCUSSION ON BUILDING/DEPARTMENT CARRYOVER FUNDS

Steve Summers presented and answered questions regarding the topic of carryover funds for the buildings/departments. During the 2019-20 school year, buildings/departments were not allowed to carryover funds for activities that did not take place because of the school closure (i.e. transportation, spring sports, etc.). During the 2020-21 school year, many events/activities did not take place due to COVID19. Summers asked the committee for feedback on building/department carryover funds.

The committee recommended that the administrators who manage each department/building budgets to identify any long term expenditures that they may be looking at (i.e. desk that allow for social distancing), if there are no long term needs identified these funds should be recaptured for District use. The committee also asked Summers for an updated summary of the department/building requests and carryover funds.

C. OPERATIONAL REFERENDUM FUNDS UPDATE

Steve Summers presented and answered questions on the balance in the Operational Referendum funds. The report shared is as of March 31st. Steve shared that a process in payroll needs to be completed to charge several positions to the Operational Referendum funds. Additional expenditures are expected as a result of the transition to additional in-personal learning opportunities. Steve also explained the ESSER 1 and ESSER 2 funds.

VI. 2021-2022 BUDGET PROCESS

A. TIMELINE

Steve Summers presented and answered questions on the next steps in the 2021-2022 budget process. Steve discussed the special board meeting scheduled for the end of April. The committee asked for the following topics to be discussed at the Budget Workshop:

- Moving pay increases to spring
- Budget requests
 - Requests that have come to the Board and have not been met
 - Prioritizing Long Term items
- Goals that will be able to move forward as a result of COVID

B. DISCUSSION OF CLASS SIZES / FTE CHANGES

Steve Summers presented and answered questions regarding class sizes and FTE estimates for the 2021-22 school year.

Randy Guttenberg added that we are currently graduating more high school seniors than we have kindergarteners coming in. Randy is working with Mark Roffers to get a current analysis of the growth at Waunakee. The numbers in the budget report are just mathematical numbers and don't take into account growth and building in the community. Mark's report will take that into account.

Steve and Randy explained that there may be some areas where we need to shift teachers as the larger classes are moving through the grades. The committee asked if they could see what FTE would look like if for at least one year if the primary class sizes were kept smaller. They also asked to see what the average core class size (how many students in seats in a core class) was at the Middle School and High School levels.

The committee requested that the HR department post for the replacement positions due to retirements and resignations as anticipated positions. This way there will be candidates to look at once the final needs are determined.

C. PROJECTED SALARY/BENEFIT INCREASES

Steve Summers shared with the committee that since the two members in attendance already heard about this topic at the HR committee earlier this week, he would not go into discussion on this at this time unless there were questions. The committee agreed with this, and asked that Jack Heinemann and Brian Grabarski connect so that Jack is aware of this item.

D. 2021-2022 BUDGET ASSUMPTIONS

Steve Summers reviewed with the committee the budget assumptions that are included in the 2021-2022 Budget Process. These assumptions were shared with the Committee at the

March meeting and are being used in the budget planning process. The Committee was still comfortable using these assumptions as a starting point.

VII. OTHER AGENDA ITEMS FOR DISCUSSION

A. FUND 50 CONTRACTED SERVICES TO WESTSIDE CHRISTIAN SCHOOL

Steve Summers presented and answered questions regarding a proposal to provide food service to the Westside Christian School. The District has a similar agreement with the Madison Country Day School. Connie Vacho, Food Service Director, is recommending approval of this agreement, as the agreement provides financial resources towards the District's food service program. Summers also supports this agreement. Westside Christian School is not in our District but is close enough that we do provide transportation reimbursement to our residents who choose to attend there. The committee agreed this would be a good opportunity as long as it doesn't compromise the service our families receive. The committee asked Steve to work with Food Service Director Connie Vacho to move forward with this agreement.

VIII. FUTURE AGENDA ITEMS

Class Size with FTE additional data.

First Draft of the Budget

Salary and Benefits information will be prepared for the next HR committee meeting and also be presented to the Budget committee

At the 4/12 meeting the Budget Committee will need to schedule a meeting in early May that all members may attend.

Student fees

Food Service Fund 50 Review

Insurance Rates will come in May

Details for planning 21/22.

IX. ADJOURN

A motion was made by Ensign, second by Hetzel to adjourn the meeting at 6:18 PM.
Motion Carried.

ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY

DATE OF ORDER: April 2, 2021
Goes into effect April 7, 2021 at 12:01 a.m.

EMERGENCY ORDER #15

Since Emergency Order #14, Dane County has achieved a continued decrease in cases and hospitalizations. ICU levels have remained steady throughout March, with an average of 8 people in the ICU with COVID as of March 31, 2021. On March 10, when Emergency Order #14 was enacted, the 7-day case average was 55 and the 7-day hospitalization average was 23. As of April 1, case average and 7-day hospitalization average were similar—51 and 23, respectively.

Reducing the spread of illness, preventing severe outcomes, and death remains a foundational public health goal of managing the pandemic—a goal that is becoming more attainable as case rates decrease and vaccination coverage increases. As of April 1, 89.2% of people aged 65 and older in Dane County had received at least one dose of vaccine—a critical step in protecting the population most at risk of severe outcomes and death.

A cautious, and stepwise reopening has remained Dane County’s approach—an approach that has likely contributed to Dane County having one of the lowest case rates in the state despite it being a population center. Masking, distancing, and staying outdoors remain key prevention tools, particularly given that a more transmissible variant of concern has been detected in Dane County. However, now we have an even more impactful prevention tool—vaccination.

In response to the steady trend in cases and hospitalizations alongside the increasing rate of vaccination, these orders take continued steps toward reopening.

Based upon the foregoing, I, Janel Heinrich, Public Health Officer of Madison and Dane County, by the authority vested in me by the Laws of the State, including, but not limited to, Wis. Stats. Secs. 252.03(1), (2) and (4), order the following as necessary to prevent, suppress, and control the spread of COVID-19:

1. Face Coverings. Face covering means a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering must be secured to the head with ties, ear loops, or elastic bands that go behind the head and must fit snugly but comfortably against the side of the face. Cloth face coverings must be made with two or more layers of breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source). A face covering does not include bandanas, single layer neck gaiters, face shields, goggles, scarves, ski masks, balaclavas, shirt or sweater collars pulled up over the mouth and nose, or masks with slits, exhalation valves, or punctures.

a. Face Covering Required. Every individual, age five (5) and older, shall wear a face covering when:

- i.** In any enclosed building where other people, except for members of the person's own household or living unit are present.
- ii.** In line to enter any enclosed building.
- iii.** Driving or riding in any vehicle where other people, except for members of the person's own household or living unit are present.

Face coverings are strongly recommended in all other settings, including outdoors, when it is not possible to maintain six (6) feet physical distancing.

b. Exceptions. Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:

- i.** While eating or drinking.
- ii.** When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- iii.** While obtaining a service that requires the temporary removal of the face covering, such as dental services.
- iv.** While sleeping.
- v.** While swimming or on duty as a lifeguard.
- vi.** When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- vii.** When necessary to confirm the individual's identity, including when entering a financial institution.

- b. All individuals (such as, athletes, coaching staff, referees, and spectators) that are not actively participating in the sport must maintain six (6) feet physical distancing at all times.
- c. All sports must follow the gathering limits in Section 2 of this Order.
- d. All sports are subject to the following requirements:
 - i. Develop and implement a hygiene policy that includes:
 - 1. Ensuring individuals who have a fever or other symptoms of COVID-19 will not be allowed to participate.
 - 2. Establishing hand-washing expectations and ensuring supplies are available to individuals.
 - 3. Describing proper cough and sneeze etiquette.
 - ii. Develop and implement a written cleaning policy and procedure that includes guidelines from the Centers for Disease Control and Prevention for cleaning.
 - iii. Develop and implement a written protective measure policy and procedure that address the requirements in Section 4.a and 4.b.
 - iv. Implement PHMDC's action plan for COVID-19 case(s) at sporting events. Available at:
https://publichealthmdc.com/documents/sports_action_plan.pdf
 - v. Document organizing entity receipt, acknowledgement, or training on the policies in Sections 4.d.i-iii of this Order. Organizing entity must ensure that all individuals participating in sports are aware of Sections 4.d.i-iii of this Order.

5. Businesses. All businesses are subject to the following requirements:

- a. Limit capacity to 50% of approved capacity levels indoors.
- b. Develop and implement a written hygiene policy and procedure that includes:
 - i. Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
 - ii. Establishing hand-washing expectations and ensuring supplies are available to employees.

- iii. Describing proper cough and sneeze etiquette.
- c. Develop and implement a written cleaning policy and procedure that includes guidelines from the Centers for Disease Control and Prevention for cleaning.
- d. Develop and implement a written protective measure policy and procedure that includes:
 - i. Ensuring individuals are at least six (6) feet from others whenever possible.
 - ii. Ensuring employees are provided with and wear face coverings at all times when required under Section 1 of this Order.
- e. Document staff receipt, acknowledgement, or training on the policies in Sections 5.b.-5.d of this Order.
- f. **Limit staff and customers in offices, facilities, and stores.** All businesses should, to the greatest extent possible, facilitate remote work and other measures that limit the number of individuals present at an office, facility, or store. Businesses to the greatest extent feasible should:
 - i. Offer online or virtual services, including for, meeting with clients, providing counsel, or other professional services.
 - ii. Hold meetings and collaborate online or by phone.
 - iii. Alternate work teams or stagger shifts.
- g. **Safe business requirements when remote work is not possible.** All businesses are required to take the following measures to limit exposure to COVID-19 to staff, customers, and the public when remote work is not possible:
 - i. Where possible, offer curbside pick-up, curbside drop-off, and delivery of goods and services.
 - ii. Where possible, offer online or phone payments, appointments, and reservations.

- iii. Ensure spacing of chairs in waiting rooms to ensure six (6) feet physical distancing is maintained between individuals.
 - h. Meetings, trainings, and conferences are considered Gatherings and must comply with Section 2 of this Order.
 - i. Adhere to PHMDC requirements and strongly consider implementing the PHMDC recommendations and guidelines.
 - j. Businesses must establish lines outside to regulate entry, with markings indicating where customers should stand to remain six (6) feet apart from one another while waiting to enter. Businesses should also offer alternatives to lines, including allowing customers to wait in their cars for a text message or phone call and scheduling pick-ups or entries to stores. Businesses must designate entrance and exit points and manage traffic flow such that customers remain six (6) feet apart from one another whenever possible.
 - k. Post PHMDC's "Workplace Requirements for Employers and Workers" guidance document in a prominent location where all employees may access and view. Available at <https://publichealthmdc.com/coronavirus/forward-dane/requirements>
 - l. Follow all Equal Employment Opportunity Commission guidelines with regards to face coverings.
 - m. Post PHMDC's "Face Covering" sign (or a similar sign) about face coverings being required that is visible upon entering the property. All residential properties (e.g., apartment buildings and condominiums) that have shared common indoor spaces (e.g., mailrooms, lobbies, hallways) are required to post PHMDC's "Face Covering" sign (or a similar sign) about masks being required that is visible upon entering the property. Available at <https://publichealthmdc.com/coronavirus/forward-dane/requirements>
6. **Industry-specific requirements.** In addition to complying with Section 5 of this Order, the following businesses have additional requirements:

- a. **Stores that sell food or groceries**, including grocery stores, bakeries, farm and produce stands, supermarkets, food banks and food pantries, convenience stores, and other establishments engaged in the retail sale of groceries, prepared food, alcoholic and non-alcoholic beverages. Such establishments shall:
 - i. Encourage pickup and delivery options.
 - ii. Limit indoor dine-in capacity to 50% of approved seating capacity levels. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit. Customers must be seated at all times when not in transit.
 - iii. Outdoor seating is allowed. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit. Customers must be seated at all times when not in transit.

- b. **Restaurants and taverns. Restaurants and taverns shall:**
 - i. “Restaurant” has the meaning as defined in Wis. Stats. Ch. 97.01 (14g) and whose sale of alcohol beverages accounts for 50% or less of the establishment’s gross receipts. A “tavern” is an establishment in which alcohol beverages are sold for consumption on said premises and whose sale of alcohol beverages accounts for 51% or more of the establishment’s gross receipts. “Tavern” includes breweries, brewpubs, wineries and distilleries. Wis. Stat. Sec. 125.07(3)(a)6 presumes that an establishment operated under both a Class “B” or “Class B” license or permit and a license under Wis. Stat. Sec. 97.30 for a restaurant, is a tavern. This presumption may be rebutted by competent evidence. To determine whether an establishment is a restaurant or a tavern, gross receipts for the period July 1, 2020 to December 31, 2020 will be considered. A restaurant or tavern shall provide receipts showing their gross sales of food and alcohol to PHMDC within seventy-two hours of a request by PHMDC for said receipts.
 - ii. Encourage pick-up and delivery options.
 - iii. Restaurants must limit indoor dine-in capacity to 50% of approved seating capacity levels. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit.
 - iv. Taverns must limit indoor dine-in capacity to 25% of approved seating capacity levels. Space tables and chairs to ensure at least

- six (6) feet physical distancing between customers who are not members of the same household or living unit.
- v. Outdoor seating is allowed. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit.
- vi. In restaurants and taverns, maintain at least six (6) feet between each stool for customers that are not members of the same household or living unit.
- vii. Customers must be seated at all times when not in transit.

c. Temporary and permanent retail stores. Temporary and permanent retail stores shall:

- i. Limit the number of individuals at the temporary or permanent retail store, not including employees, to 50% of approved capacity levels indoors.
- ii. Temporary and permanent retail stores larger than 50,000 square feet must offer at least two hours per week of dedicated shopping time for vulnerable individuals. Vulnerable individuals include people over sixty-five (65) years of age, people that are pregnant, people in long-term care facilities, people with compromised or weakened immune systems, and people with serious underlying health conditions including high blood pressure, chronic lung disease, serious heart conditions, liver disease, kidney disease requiring dialysis, diabetes, obesity, or asthma.

d. Salons and spas. Facilities including hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo and piercing parlors, body art establishments, tanning facilities and similar facilities shall:

- i. Limit the number of customers or clients to 50% of approved capacity levels indoors.
- ii. Space customer or client chairs, tables, or stations at least six (6) feet apart from each other.

e. Gyms and fitness centers. Gyms, fitness centers, and similar facilities shall:

and assisted living facilities must follow all applicable Wisconsin Department of Health Services recommendations, all applicable U.S. Centers for Disease Control and Prevention recommendations, and all applicable Centers for Medicare and Medicaid Services recommendations for prevention of COVID-19 in these facilities.

- 8. Religious Entities and Groups.** Religious entities and groups are entities that are organized and operated for a religious purpose. Examples include, but are not limited to mosques, synagogues, temples, religious studies, churches and nondenominational ministries. Religious entities and groups shall comply with Sections 1, 5.a. through 5.g. and 5.i through 5.m. of this Order. Religious entities are exempt from Gathering requirements for religious services and religious practices only. Religious entities are not exempt from the Gathering requirements for other events outside of a religious service or practice such as picnics or staff meetings.
- 9. Fully Vaccinated Individuals.** Individuals are fully vaccinated: Two (2) weeks after their second dose in a 2-dose vaccine series for COVID-19 (such as Pfizer-BioNTech's or Moderna's vaccine) or two (2) weeks after their first dose in a single-dose vaccine series for COVID-19 (such as Johnson & Johnson's Janssen vaccine).
 - a.** Individuals do not need to maintain six (6) feet of physical distancing or wear a face covering when in an enclosed space:
 - i.** Where all individuals are fully vaccinated;
 - ii.** Where fully vaccinated individuals are with individuals from a single household or living unit who:
 - a)** are not fully vaccinated and are not at an increased risk for severe COVID-19 disease as defined by the Centers for Disease Control and Prevention found at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>; and
 - b)** do not reside with anyone who is not fully vaccinated and at an increased risk increased risk for severe COVID-19 disease as defined by the Centers for Disease Control and Prevention found at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
 - b.** Fully vaccinated individuals must continue to follow all aspects of this Order unless specifically exempted under this Section.

10. Businesses must follow all regulatory and licensing requirements. If this Order contains provisions that are more restrictive than otherwise permitted in any regulatory or licensing requirement, the provisions of this Order shall control.

ENFORCEMENT AND APPLICABILITY

11. **Enforcement.** Violation or obstruction of this Order is a violation of Madison Municipal Ordinance Secs. 7.05(6) and 7.41 and Dane County Ordinance Sec. 46.40(2), and any subsequent or similar ordinance adopted by a local municipality in conformity therein.
12. **Severability.** If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
13. **Duration.** This Order shall become effective Wednesday, April 7, 2021 at 12:01 a.m. This Order shall remain in effect until May 5, 2021 at 12:01 a.m.

IT IS SO ORDERED.



Janel Heinrich
Health Officer, Public Health Madison & Dane County

ORDEN DEL SALUD PÚBLICA DE MADISON Y EL CONDADO DE DANE

FECHA DE LA ORDEN: 2 de Abril, 2021
Entra en vigencia el 7 de Abril, 2021 a las 12:01 a.m.

ORDEN DE EMERGENCIA #15

Desde la Orden de emergencia #14, el Condado de Dane ha logrado una disminución continua de casos y hospitalizaciones. Los niveles de la UCI se han mantenido estables durante todo el mes de marzo, con un promedio de 8 personas en la UCI con COVID al 31 de marzo de 2021. El 10 de marzo, cuando se promulgó la Orden de Emergencia #14, el promedio de casos de 7 días fue de 55 y el de 7 el promedio de hospitalización de día fue de 23. Al 1 de abril, el promedio de casos y el promedio de hospitalización de 7 días fueron similares: 51 y 23, respectivamente.

Reducir la propagación de la enfermedad, prevenir resultados graves y la muerte sigue siendo un objetivo fundamental de salud pública para el manejo de la pandemia, un objetivo que se vuelve más alcanzable a medida que disminuyen las tasas de casos y aumenta la cobertura de vacunación. Al 1 de abril, el 89,2% de las personas de 65 años o más en el condado de Dane habían recibido al menos una dosis de vacuna, un paso fundamental para proteger a la población con mayor riesgo de resultados graves y muerte.

El Condado de Dane ha permanecido enfocado en una reapertura cuidadosa y gradual – un enfoque que muy probablemente ha contribuido a que el Condado de Dane tenga un de los índices de casos más bajos en el estado a pesar de ser uno de los núcleos de la población. El uso de coberturas faciales, el distanciamiento físico y la permanencia al aire libre continúan siendo las herramientas de prevención más importantes, particularmente debido a que se ha detectado una variante preocupante de mayor transmisión en el Condado de Dane. Sin embargo, ahora tenemos una herramienta de prevención aún más impactante, la vacunación.

En respuesta a la prometedora tendencia descendente de los casos y hospitalizaciones junto con el índice estable de vacunaciones, estas órdenes toman pasos continuos hacia la reapertura.

Esta Enmienda se realiza para la Orden concuerde con la guía reciente de los Centros para el Control y la Prevención de Enfermedades sobre individuos completamente vacunados.

Basado en lo anterior, Yo, Janel Heinrich, Oficial de Salud Pública de Madison y el Condado de Dane, con la autoridad que me fue otorgada por las Leyes del Estado, incluyendo, pero sin limitar a, Las Secciones de Estatutos de Wisconsin Wis. Stats. Secs. 252.03(1), (2) y (4), ordeno lo siguiente como necesario para prevenir, suprimir y controlar la propagación del COVID-19:

- 1. Coberturas Faciales.** La cobertura facial significa una pieza de tela u otro material que se usa para cubrir la nariz y la boca completamente. Una cobertura facial debe estar asegurada en la cabeza con lazos, cintas por detrás de las orejas o bandas elásticas que se colocan por detrás de la cabeza y deben quedar ajustadas, pero de forma cómoda a los lados de la cara. Las coberturas faciales de tela deben estar hechas de dos o más capas de material transpirable que sea de tejido tupido (o sea, telas que no dejen pasar la luz cuando se colocan en dirección a una fuente de luz). Las coberturas faciales no incluyen las bandanas, las polainas de cuello de una sola capa, escudos faciales, gafas, bufandas, máscaras para esquiar, balaclavas, cuellos de camisas o suéteres levantados para cubrir la boca y la nariz, o mascarillas con ranuras, válvulas de exhalación o perforaciones.
 - a. Cobertura Facial Requerida.** Toda persona, de cinco (5) años o más, debe usar una cobertura facial cuando:
 - i.** Esté en un edificio cerrado donde otras personas estén presentes, a excepción de los miembros del propio hogar o unidad de vivienda de esa persona.
 - ii.** Esté en línea para entrar en cualquier edificio cerrado.
 - iii.** Esté conduciendo o viajando en cualquier vehículo donde otras personas estén presentes, a excepción de los miembros del propio hogar o unidad de vivienda de esa persona.

Se recomienda encarecidamente cubrirse la cara en todos los demás entornos, incluso en exteriores, cuando no es posible mantener una distancia física de seis (6) pies.

b. Excepciones. Las personas que de cualquier otra forma están requeridos a usar una cobertura facial, pueden quitársela en las siguientes situaciones:

- i.** Mientras estén comiendo o bebiendo.
- ii.** Cuando se estén comunicando con una persona que sea sorda o tenga dificultad para escuchar y la comunicación no pueda lograrse a través de ningún otro medio.
- iii.** Mientras estén recibiendo un servicio que requiere que se quiten la cobertura facial temporalmente, tal como los servicios dentales.
- iv.** Mientras estén durmiendo.
- v.** Mientras estén nadando o haciendo su trabajo como salvavidas.
- vi.** Cuando estén realizando un trabajo donde el uso de la cobertura facial pudiese crear un riesgo para la persona, como lo determinan las pautas gubernamentales de seguridad.
- vii.** Cuando sea necesario para confirmar la identidad de la persona, incluyendo al entrar a una institución financiera.
- viii.** Cuando las leyes o regulaciones federales o estatales prohíben el uso de una cobertura facial.

c. Las siguientes personas están exentas de los requerimientos de uso de la cobertura facial en la Sección 1.a. de esta Orden:

- i.** Los niños de menos 5 años.
- ii.** Las personas que estén inconscientes, discapacitadas, o de otra forma incapaces de quitarse la cobertura facial sin asistencia.
- iii.** Las personas con condiciones médicas, discapacidades intelectuales o del desarrollo, condiciones de salud mental, u otras sensibilidades sensoriales que prevengan que la persona pueda usar una cobertura facial.

2. Reuniones. Una reunión es un evento planeado tal como un concierto, festival, entrenamiento, actuación, show, evento deportivo o fiesta. Las personas que son miembros del mismo hogar o unidad de vivienda no cuentan dentro de los números de reuniones si están en su propio hogar o unidad de vivienda.

a. Reuniones bajo techo. Una reunión bajo techo donde se ofrecen alimentos y bebidas o que no esté limitada a ciento cincuenta (150) personas o menos, sin incluir a los empleados. Una reunión bajo techo donde no se ofrecen alimentos y bebidas o que no esté limitada a

trecientos cincuenta (350) personas o menos, sin incluir a los empleados. Los números deben estar limitados para garantizar que las personas que no pertenecen al mismo hogar o unidad de vivienda mantengan un distanciamiento físico de seis (6) pies en todo momento.

- b. Reuniones al aire libre.** Los números deben estar limitados para garantizar que las personas que no pertenecen al mismo hogar o unidad de vivienda mantengan un distanciamiento físico de seis (6) pies en todo momento.

3. Educación y cuidado infantil.

- a. Escuelas y cuidado infantil.** El cuidado infantil y las clases públicas y privadas de las escuelas de kindergarten hasta el doceavo grado deben adherirse a lo siguiente:
 - i.** Desarrollar e implementar una póliza escrita de higiene y procedimientos que incluya:
 - a)** Establecer expectativas de que cualquier persona que tenga fiebre u otros síntomas de COVID-19 no vengan ni permanezca en la escuela o cuidado infantil.
 - b)** Establecer expectativas de lavado de manos y asegurar que los suministros estén disponibles para los empleados, los niños y los estudiantes.
 - c)** Describir el protocolo apropiado a seguir al toser y estornudar.
 - ii.** Desarrollar e implementar una póliza y procedimientos escritos de limpieza que incluyan recomendaciones de los Centros para el Control y la Prevención de Enfermedades.
 - iii.** Desarrollar e implementar una póliza escrita de medidas de protección y procedimientos que incluya:
 - a)** Asegurar que se les proporcionen coberturas faciales a los empleados y que las usen en todo momento cuando se requiera bajo la Sección 1 de esta Orden.
 - b)** Asegurar los procedimientos de distanciamiento físico para empleados y estudiantes.
 - iv.** Implementar el plan de acción de Salud Pública de Madison y el Condado de Dane para el/los caso(s) de COVID-19 en la escuela.

Disponible en

https://publichealthmdc.com/documents/school_action_plan.pdf

- v. Documentar el recibo, reconocimiento o entrenamiento del personal de las pólizas en las Secciones 3. i-3. iv de esta Orden.
- vi. Publicar el documento de referencia de los requerimientos de Salud Pública de Madison y el Condado de Dane en el Lugar de Trabajo para los empleadores y los trabajadores en un sitio predominante donde todos los empleados tengan acceso y puedan verlo. Disponible en

<https://publichealthmdc.com/coronavirus/forward-dane/requirements>

- b. Instituciones de educación continuada y educación superior.** Las instituciones de educación continuada y educación superior pueden determinar las pólizas y prácticas para operar de forma segura. Sin embargo, estas instituciones no pueden abrir áreas de vivienda congregada, incluyendo los dormitorios, sin pólizas estrictas que garanticen condiciones de vivienda seguras. Estas instituciones deben mantener el distanciamiento físico de seis (6) pies en la medida de lo posible. Estas instituciones deben cumplir con la Sección 1 de esta Orden.

4. Deportes.

- a. Se requiere un distanciamiento físico de seis (6) pies en todo momento entre las personas que no pertenezcan al mismo hogar o unidad de vivienda excepto cuando las personas estén participando activamente en el deporte.
- b. Todas las personas (tales como atletas, personal de entrenamiento, árbitros y espectadores) que no estén participando activamente en el deporte, deben mantener un distanciamiento físico de seis (6) pies en todo momento.
- c. Todos los deportes deben seguir los límites para reuniones establecidos en la Sección 2 de esta Orden.
- d. Todos los deportes están sujetos a los siguientes requerimientos:
 - i. Desarrollo e implementación de pólizas de higiene que incluyan:

1. Asegurar que no se les permita participar a las personas que tengan fiebre u otros síntomas de COVID-19.
 2. Establecer expectativas de lavado de manos y asegurar que haya suministros disponibles para las personas.
 3. Describir el protocolo apropiado a seguir al toser y estornudar.
- ii. Desarrollar e implementar una póliza y procedimiento por escrito de limpieza que incluya recomendaciones de los Centros para el Control y la Prevención de Enfermedades.
 - iii. Desarrollar e implementar una póliza escrita de medidas de protección y procedimientos que atiendan los requerimientos en la Sección 4.a y 4.b.
 - iv. Implementar el plan de acción de Salud Pública de Madison y el Condado de Dane para casos de COVID-19 en eventos deportivos. Disponible en:
https://publichealthmdc.com/documents/sports_action_plan.pdf
 - v. Documentar el recibo, reconocimiento o entrenamiento de la entidad organizadora en las pólizas de las Secciones 4.d.i-iii de esta Orden. La entidad organizadora debe asegurar que todas las personas que estén participando en deportes estén al tanto de las Secciones 4.d.i-iii de esta Orden.

5. Negocios. Todos los negocios están sujetos a los siguientes requerimientos:

- a. Limitar la capacidad al 50% del nivel de capacidad aprobado.
- b. Desarrollar y poner en práctica una política y procedimientos de higiene que estén por escrito y que incluyan:
 - i. Garantizar que no se les permita trabajar a los empleados que tengan fiebre u otros síntomas de COVID-19.
 - ii. Establecer expectativas de lavado de manos y asegurarse de que haya suministros disponibles para los empleados.
 - iii. Describir un protocolo adecuado para toser y estornudar.
- c. Desarrollar e implementar una política y un procedimiento de limpieza por escrito que incluya recomendaciones de los Centros para el Control y la Prevención de Enfermedades.

- d. Desarrollar e implementar una política y un procedimiento escrito de medidas de protección que incluya:
 - i. Garantizar que las personas estén al menos a seis (6) pies de las demás siempre que sea posible.
 - ii. Garantizar que los empleados reciban y usen mascarillas en todo momento cuando sea requerido bajo la Sección 1 de esta Orden.

- e. Documentar recibos, constancia o capacitación del personal sobre las políticas en las Secciones 5b.-5.d. de esta Orden.

- f. **Limitar el personal y los clientes en oficinas, instalaciones y tiendas.** Todos los negocios deben, en la mayor medida posible, facilitar el trabajo de manera remota y otras medidas que limiten el número de personas presentes en una oficina, instalación o tienda. En la mayor medida posible, los negocios deben:
 - i. Ofrecer servicios en línea o virtuales, incluso para, reunirse con clientes, proporcionar asesoramiento u otros servicios profesionales.
 - ii. Llevar a cabo reuniones y colaboraciones en línea o por teléfono.
 - iii. Alternar equipos de trabajo o programar turnos escalonados.

- g. **Requisitos de seguridad para negocios cuando el trabajo a distancia no es posible.** Todas las empresas deben tomar las siguientes medidas para limitar la exposición del personal, los clientes y el público al COVID-19 cuando no sea posible trabajar a distancia:
 - i. Siempre que sea posible, ofrecer la opción de recogida en la acera, entrega en la acera, y entrega a domicilio de bienes y servicios.
 - ii. Siempre que sea posible, ofrecer pagos en línea o por teléfono, citas y reservas.

- iii. Cerciorarse de la distancia entre las sillas en las salas de espera para asegurarse de mantener seis (6) pies de distanciamiento físico entre las personas.
 - h. Las reuniones, capacitaciones y conferencias se consideran Reuniones y deben cumplir con la Sección 2 de esta Orden.
 - i. Cumpla con los requisitos del PHMDC y considere seriamente la implementación de las recomendaciones y directrices del PHMDC.
 - j. Los negocios deben establecer colas exteriores para regular la entrada, con marcas que indiquen dónde deben ponerse los clientes para permanecer a seis (6) pies de distancia entre sí mientras esperan entrar. Los negocios también deben ofrecer alternativas a las colas, incluyendo permitir que los clientes esperen en sus autos un mensaje de texto o una llamada telefónica y programar las recogidas o turnos de entrada a las tiendas. Las empresas deben designar puntos de entrada y salida y administrar el flujo del tráfico de manera que los clientes se mantengan separados entre sí a seis (6) pies siempre que sea posible
 - k. Exhibir el documento "Requisitos en el lugar de trabajo para los empleadores y los trabajadores" de PHMDC en un lugar destacado donde todos los empleados pueden acceder y verlo. Disponible en <https://publichealthmdc.com/coronavirus/forward-dane/requirements>).
 - l. Seguir todas las normas de la Comisión de Igualdad de Oportunidades en el Empleo con respecto a las mascarillas.
 - m. Exhibir el letrero de PHMDC "Cubiertas Faciales" (Face Coverings) o un letrero similar sobre la necesidad de cubrirse el rostro de manera que sea visible al ingresar a la propiedad. Todas las propiedades residenciales (p. Ej., Edificios de apartamentos y condominios) que tienen espacios interiores comunes compartidos (p. Ej., Salas de correo, vestíbulos, pasillos) deben colocar el letrero de PHMDC "Cubiertas Faciales" (Face Coverings) o un letrero similar sobre la necesidad de máscaras que estén visibles en entrando a la propiedad. Disponible en <https://publichealthmdc.com/coronavirus/forward-dane/requirements>
6. **Requisitos para industrias específicas.** Además de cumplir con la Sección 5 de esta orden, los siguientes negocios tienen requisitos adicionales:
- a. **Tiendas que venden alimentos o comestibles**, incluyendo tiendas de comestibles (supermercados), panaderías, puestos con productos de

granjas y de frutas y verduras, supermercados, bancos de alimentos y despensa de alimentos, tiendas de autoservicio y otros establecimientos dedicados a la venta al por menor de comestibles, alimentos preparados, bebidas alcohólicas y no alcohólicas. Dichos establecimientos deberán:

- i. Fomentar opciones de recogida y entrega.
- ii. Limitar el área de cena en el interior al 25% de acuerdo a la cantidad de mesas permitidas. Separe las mesas y sillas para asegurar al menos seis (6) pies de distancia física entre los clientes que no sean miembros del mismo hogar o unidad habitacional. Limitar cada mesa a seis (6) clientes que sean miembros del mismo hogar o unidad habitacional.
- iii. Se permiten las mesas al aire libre. Separar las mesas y sillas para asegurar al menos seis (6) pies de distancia física entre los clientes que no sean miembros del mismo hogar o unidad habitacional. Limitar cada mesa a seis (6) clientes que sean miembros del mismo hogar o unidad habitacional.

b. Restaurantes y bares. Los restaurantes y bares deberán:

- i. El significado de “Restaurante” está definido en Wis Stats. Cap. 97.01 (14g) y cuya venta de bebidas alcohólicas representa el 50% o menos de los ingresos brutos del establecimiento. “Taberna” es un establecimiento en el que las bebidas alcohólicas se venden para consumo en dichos locales y cuya venta de bebidas alcohólicas representa el 51% o más de los ingresos brutos del establecimiento. “Taberna” incluye cervecerías, bodegas y destilerías. Wis. Stat. Segundo. 125.07 (3) (a) 6 presume que un establecimiento operado bajo una licencia o permiso Clase “B” o “Clase B” y una licencia bajo Wis. Stat. Segundo. 97.30 para un restaurante, es una taberna. Esta presunción puede ser refutada por pruebas competentes. Para determinar si un establecimiento es un restaurante o una taberna, se considerarán los ingresos brutos para el período del 1 de julio del 2020 al 31 de Diciembre del 2020. Un restaurante o taberna deberá proporcionar recibos que muestren sus ventas brutas de comida y alcohol a PHMDC dentro de las setenta y dos horas de una solicitud de PHMDC para dichos recibos.
- ii. Fomentar opciones de recogida y entrega.

- iii. Los restaurantes deben limitar la cena en el interior al 50% de acuerdo al número de mesas permitidas. Separar las mesas y sillas para asegurar al menos seis (6) pies de distancia física entre los clientes que no son miembros del mismo hogar o unidad habitacional.
- iv. Las tabernas deben limitar la cena en el interior al 50% de acuerdo al número de mesas permitidas. Separar las mesas y sillas para asegurar al menos seis (6) pies de distancia física entre los clientes que no son miembros del mismo hogar o unidad habitacional.
- v. Se permiten mesas al aire libre. Separar las mesas y sillas para asegurar al menos seis (6) pies de distancia física entre los clientes que no sean miembros del mismo hogar o unidad habitacional.
- vi. En los restaurantes y tabernas, mantener por lo menos seis (6) pies entre cada asiento para los clientes que no sean miembros del mismo hogar o unidad habitacional.
- vii. Los clientes deben estar sentados en todo momento cuando no estén en tránsito.

c. Tiendas minoristas permanentes y temporales. Las tiendas minoristas permanentes y temporales deberán:

- i. Limitar el número de personas en la tienda minorista permanente o temporal, sin incluir empleados, al 50% de los niveles de capacidad aprobados.
- ii. Las tiendas minoristas permanentes y temporales de más de 50,000 pies cuadrados deben ofrecer un tiempo de al menos dos horas por semana dedicado al tiempo las compras para las personas vulnerables. Las personas vulnerables incluyen personas mayores de sesenta y cinco (65) años, personas que están embarazadas, personas en centros de atención a largo plazo, personas con sistemas inmunitarios comprometidos o debilitados y personas con problemas de salud subyacentes graves, como presión arterial alta, enfermedad pulmonar, afecciones cardíacas graves, enfermedad hepática, enfermedad renal que requiera diálisis, diabetes, obesidad o asma.

d. Salones y spas. Las instalaciones tales como los salones de belleza, peluquerías, salones de uñas, spas diurnos, proveedores de electrólisis, salones de cera, establecimientos de cuidado de cejas, salones de tatuaje y perforación,

establecimientos de arte corporal, instalaciones de bronceado e instalaciones similares deberán:

- i. Limitar el número de clientes o clientes al 50% de los niveles de capacidad aprobados. Si el nivel de capacidad es de cuatro (4) o menos, se permite un (1) cliente.
- ii. Mantener una separación de al menos seis (6) pies de distancia entre las sillas, mesas o estaciones para los clientes.

e. Gimnasios y centros de gimnasia. Los gimnasios, centros de gimnasia e instalaciones similares deberán:

- i. Limitar el número de personas en el negocio, sin incluir empleados, al 50% de capacidad aprobada.
- ii. En la medida de lo posible, colocar los equipos a por lo menos seis (6) pies de distancia, especialmente caminadoras y otros equipos de ejercicio aeróbico de alto esfuerzo.
- iii. Usar marcas en el piso para indicar la distancia entre los individuos, particularmente en áreas donde los individuos se congregan o agrupan, tales como fuentes de agua potable, el mostrador de recepción o área de recepción, y estaciones de limpieza.
- iv. Las clases de ejercicios grupales solo se pueden ofrecer si se puede mantener una distancia física de seis (6) pies en todo momento y no hay contacto de persona a persona. Las clases de ejercicios grupales se consideran reuniones y deben cumplir con la Sección 2 de esta Orden.
- v. Los saunas y las salas de vapor están cerradas.

f. Lugares de diversión y actividades. Los lugares de diversión y actividades, tales como los parques acuáticos, piscinas (albercas) públicas o privadas con licencia, acuarios, zoológicos, museos, boleras, parques de diversiones, minigolf al aire libre, cines, teatros, salas de conciertos y música, campos de golf y lugares similares deberán:

- i. En la medida de lo posible, todas las reservas y pagos deben realizarse por adelantado en línea o por teléfono.
- ii. Las empresas limitarán el número de personas en las instalaciones, sin incluir los empleados, al 50% de los límites de

capacidad aprobados. Los eventos como, entre otros, conciertos, festivales, carnavales, ferias, desfiles, películas, representaciones y espectáculos se consideran Reuniones y deben cumplir con la Sección 2 de esta Orden.

- iii. Los asientos, las estaciones o las áreas recreativas deben estar espaciadas para asegurar al menos seis (6) pies de distancia física entre individuos que no sean del mismo hogar o unidad habitacional.

7. **Actividades de atención de salud, actividades de salud pública, actividades de servicios humanos, actividades de infraestructura, manufactura y funciones gubernamentales.** Estas actividades, según se definen en la Orden de Emergencia #2, deben seguir solamente las secciones 1, 5.b al 5.g. y 5.i. al 5.m. de esta Orden. Los centros de cuidado a largo plazo y hogares con cuidados especiales deben seguir todas las recomendaciones aplicables del Departamento de Servicios de Salud de Wisconsin, todas las recomendaciones aplicables de los Centros para el Control y la Prevención de Enfermedades de los Estados Unidos y todas las recomendaciones aplicables de los Centros para Servicios de Medicare y Medicaid para la prevención de COVID-19 en estas instalaciones.
8. **Entidades y grupos religiosos.** Las entidades y grupos religiosos son entidades que se organizan y operan con fines religiosos. Algunos ejemplos son, pero no se limitan a mezquitas, sinagogas, templos, estudios religiosos, iglesias y ministerios sin denominación. Las entidades y grupos religiosos deberán cumplir con las secciones del 1, 5.a al 5.g. y del 5.i. al 5.m. de esta Orden. Las entidades religiosas están exentas de los requisitos de reunión para servicios religiosos y prácticas religiosas únicamente. Las entidades religiosas no están exentas de los requisitos de reunión masiva para otros eventos fuera de un servicio o práctica religiosa, como picnics o reuniones de personal.
9. **Individuos totalmente vacunados.** Las personas están completamente vacunadas: dos (2) semanas después de su segunda dosis en una serie de vacunas de 2 dosis contra COVID-19 (como la vacuna de Pfizer-BioNTech o Moderna) o dos (2) semanas después de su primera dosis en una dosis única serie de vacunas contra COVID-19 (como la vacuna Janssen de Johnson & Johnson).
 - a. Las personas completamente vacunadas no necesitan mantener seis (6) pies de distancia física o usar una cubierta facial en un espacio cerrado cuando:

- i. Todas las personas estén completamente vacunadas;
 - ii. Las personas completamente vacunadas se encuentran con personas de un solo hogar o unidad de vivienda que:
 - a) no están completamente vacunados y no tienen un mayor riesgo de contraer la enfermedad COVID-19 grave según la definición de los Centros para el Control y la Prevención de Enfermedades que se encuentran en: <https://espanol.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> y
 - b) no vive con nadie que no esté completamente vacunado y que tenga un mayor riesgo de mayor riesgo de enfermedad grave COVID-19 según la definición de los Centros para el Control y la Prevención de Enfermedades que se encuentra en: <https://espanol.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
 - b. Las personas completamente vacunadas deben seguir cumpliendo todos los aspectos de esta Orden, a menos que estén específicamente exentas en virtud de esta Sección.
10. Los negocios deben seguir todos los requisitos reglamentarios y de licencias. Si esta Orden contiene disposiciones que son más restrictivas que las permitidas en cualquier requisito regulatorio o de licencia, las disposiciones de esta Orden prevalecerán.

APLICACIÓN Y APLICABILIDAD

11. **Cumplimiento.** La violación u obstrucción de esta Orden es una violación de las Secs de la Ordenanza Municipal de Madison. 7.05 (6) y 7.41 y la Ordenanza del Condado de Dane Sec. 46.40 (2), y cualquier ordenanza posterior o similar adoptada por un municipio local de conformidad con el mismo.
12. **Divisibilidad.** Si alguna disposición de esta Orden o su aplicación a cualquier persona o circunstancia se considera inválida, entonces el resto de la Orden, incluida la aplicación de dicha parte o disposición a otras personas o circunstancias, no se verá afectada y continuará en pleno vigor y efecto. Con este fin, las disposiciones de esta Orden son separables.

- 13. Duración.** Esta Orden entra en vigencia el miércoles 7 de abril del 2021 a las 12:01 a.m.
Esta Orden permanecerá en vigencia hasta el 5 de mayo del 2021 a las 12:01 a.m.

SE DISPONE QUE ASÍ SEA.



Janel Heinrich
Administradora de Salud
Departamento de Salud Pública de Madison y el Condado de Dane

HYGIENE POLICY for COVID-19

6/15/2020

The Waunakee Area School District is committed to safeguarding 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 personal hygiene policy:

- All employees are required to wash their hands frequently with soap and warm water, as outlined below.
- All employees shall follow proper cough and sneeze etiquette, as outlined below.

WCSD shall take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of WCSD during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

WCSD shall institute a Cleaning Policy and ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, railings and other frequently touched surfaces.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Handwashing Policy - Employees must wash their hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer. Employees should consider washing their hands:

- At the beginning of each work day
- Between classes
- When switching tasks
- After using the restroom
- After touching mask
- Before and after breaks
- After sneezing, coughing, or blowing nose
- After using shared tools
- Before interacting with other employees
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge (Head Custodian or Facilities Director) know when handwashing supplies or hand sanitizer are low.

Cough and Sneeze Etiquette - The District will provide tissues for District employees, if feasible. To help stop the spread of germs employees should:

- Turn away from people, cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash immediately
- If you don't have a tissue, cough or sneeze into elbow, not hand
- Wash hands after coughing or sneezing



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

Elementary/Intermediate (K-6)	Middle/High (7-12)
<ul style="list-style-type: none"> ● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians. ● Utilize a bin system of microfiber charged towels: <ul style="list-style-type: none"> ○ Economical ○ Cheaper in cost ○ Less waste ● 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”. ● 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. ● No soiled towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use. 	<ul style="list-style-type: none"> ● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians. ● Utilize a bin system of microfiber charged towels: <ul style="list-style-type: none"> ○ Economical ○ Cheaper in cost ○ Less waste ● The focus will be on proper hand washing and using hand sanitizer when entering/exiting the classroom. ● 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”. ● 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. ● No towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use. ● Microfiber towels and spray bottles filled with water will be provided for any person to use, including student volunteers.



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

- [WCSD Facility Cleaning Policy](#)
- [WCSD Hygiene Policy](#)
- [WCSD Staff Protective Measures Policy](#)
- [WCSD Student Protective Measures Policy](#)
- [Centers for Disease Control and Prevention](#)
 - [Cleaning/Disinfecting](#)
 - [Surface Versus Air](#)
- [Public Health Madison & Dane County](#)
- Public Health Madison & Dane County [Action Plan for COVID-19 Cases at School](#)
- [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

STAFF PROTECTIVE MEASURES POLICY

Updated 04/08/21

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

Employees shall:

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

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

The District may:

- Require all employees who cannot physically distance to wear face coverings if they are able
- Limit in-person meetings and use other means of communications, that are not in person, such as Zoom, Skype and email.
- Limit number of visitors in District buildings at any given time
- Spread out workstations so employees for social distancing when possible
- Remove extra chairs and tables in cafeterias, waiting areas, conference rooms, library, breakrooms, etc. to allow people to remain socially distanced when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Post physical distancing signage throughout District buildings reminding everyone to practice physical distancing
- Provide special accommodations for more susceptible employees or those unable to wear face coverings

Resources

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

[Using Gloves in the Workplace](#)

[Wearing Eye Protection in the Workplace](#)

[Public Health Madison Dane County Action Plan for COVID-19 at School](#)

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

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

[Wisconsin Childhood Communicable Diseases](#)

[Returning to School After COVID-19](#)

STUDENT PROTECTIVE MEASURES POLICY

Updated 04/08/21

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

Students shall:

- Maintain physical distancing from others when possible
- Wear face mask when in the building*
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)
- Follow the District Hygiene Policy
- Submit Daily Health Self-Check to report illnesses/symptoms daily when attending in-person instruction, sports team practices, etc.

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

The District may:

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

Resources

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

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

[Public Health Madison Dane County Action Plan for COVID-19 at School](#)

[Wisconsin Childhood Communicable Diseases](#)

[Returning to School After COVID-19](#)



**Waunakee High School
Athletic Department
COVID-19 Guidelines for Spring Athletics 2020-2021**

Updated 3/22/2021 - *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 Spring Athletics and Co-curricular activities. 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 10 days.
- Each athlete will need to be screened and have their temperature taken daily before participation.
 - For Practice Days: Students that go directly from school to practice will NOT need a second [Daily Health Form](#). Students that have 4th-hour release or go home and come back to campus for practice will need a second Daily Health Form.
 - For Competition Days: All students will need to present a [daily health form](#) to their coach. This form needs to be signed by a parent and included a temperature.
- If an athlete becomes symptomatic during an activity, practice, or game they will be taken to a designated isolation room.
- 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.

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 100.4° F or above
 12. Nausea, vomiting, or diarrhea
 13. Direct contact with someone who has tested positive for COVID-19 within the past 10 days.
-

Assessment of Health from Opposing Schools

- See Appendices [#2](#), [#3](#) required documentation from the WIAA

Hygiene Habits

- Everyone will thoroughly wash their 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

- When Indoors all individuals are required to wear a face-covering, including while exercising, to comply with District and Dane County regulations.
- Outdoors at practice and competition, Waunakee Athletics will follow Badger Conference masking rules.

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.
- Water Stations will be used only to allow players to refill their personal water bottles as many fields are a great distance from water sources.

Transportation

- Bussing will be provided for those who do not have transportation
- Athletic buses will be allowed to sit two people per bench
- 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.
 - [Alternate Transportation Form](#)

Handling of Multiple Practice Sessions

- Subsequent practices/sessions should not be back-to-back.
 - 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

- 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.

Locker-Rooms

- For students returning full-time on April 6th team locker rooms will be available for use.
- Coaches will monitor to make sure capacity limits are maintained.
 - Locker rooms are for changing from school clothes to practice clothes only. No showering will be allowed.
 - 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.

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

- All facility capacities will be limited based on the latest order from Public Health
 - 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 capacity limits are not exceeded.
 - Groups should not cross paths or stop socializing with other groups.
- Parents should remain in their cars and not come into the building or the practice area.
 - A coach will alert the athletes when it is ok to enter the facility/practice/game fields.

Strength and Conditioning Weight Room Procedures

- Capacity will be limited based on the latest order from Public Health
- 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.

Athletic Training Room Procedures

- The ATR will be limited to 6 people or less.
- Face coverings will be required at all times in accordance with the District and Dane County mask requirements

Current Capacity

Indoors - groups of 150 with Food/Drink or 350 without Food/Drink or fewer athletes are allowed per space.*#

Outdoors - Public Health allows schools to set their own outdoor capacities. Capacity must be set to maintain 6' of social distance during the event.

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

#This may be adjusted based on the most recent information from PHMDC

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

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

Baseball

- May be within 6' during practice and competition
- Spectator capacity and regulations will vary depending on the location of the game.
- Players should wear/use their own equipment (i.e. bats, gloves, catching equipment, helmets...)
- Dugouts will be extended down the foul lines during games

Golf

- A golfer may be within 6' during practice and competition.
- Players should not touch the flagstick, bunker rakes, or other equipment on the course
- Spectator capacity and regulations will vary depending on the location of the match.

Lacrosse (Boys & Girls)

- May be within 6' during practice and competition
- Team sideline boxes will be extended down to the endline during games
- Players should wear/use their own equipment (i.e. sticks, gloves, goalie equipment, helmets...)
- Spectator capacity and regulations will vary depending on the location of the game.

Soccer

- Team Benches will be extended from midline to endline
- Balls will be sanitized before and after each game
- Spectator capacity and regulations will vary depending on the location of the game.

Softball

- May be within 6' during practice and competition
- Spectator capacity and regulations will vary depending on the location of the game.
- Players should wear/use their own equipment (i.e. bats, gloves, catching equipment, helmets...)

- Dugouts will be extended down during games

Tennis

- May be within 6' during practice and competition
- Players should use their own equipment and rackets
- Spectator capacity and regulations will vary depending on the location of the game.

Track & Field

- May be within 6' during practice and competition
- Batons, shots, and discus should be disinfected prior to and immediately following competition/practice
- Spectator capacity and regulations will vary depending on the location of the game.

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

- Parents/guardians will be instructed to notify The High School Office within 24 hours if their student-athlete is positive for COVID-19 or has been in close contact with a COVID-19 positive individual. This allows us to keep all students as safe as possible through early notification.
- The District will notify the school community, student-athletes, and coaches of exposure.
- The District will notify impacted individuals of quarantine protocols and return to play date.
- [WIAA Tournament Series Quarantine Requirement](#): Appendix 4: During the WIAA tournament series the WIAA requires all team personnel (players, coaches, managers) that are COVID-19 positive or deemed a close contact to quarantine for 14-days.
- District [COVID Dashboard](#): See Appendix 5
- COVID-19 symptoms include:
 - Fever (greater than 100.4°F) or chills (sustained and uncontrollable)
 - 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

Appendices

1. [Daily Health Check Form](#)
2. [WIAA Verification Form](#)
3. [Coach/Athlete Symptom Checklist](#)
4. [WIAA Quarantine Requirement - Tournament Series](#)
5. [District COVID Dashboard](#)

References

[Public Health of Madison Dane County, Emergency Order #15](#)
[Public Health Sports Guidance FAQs \(PHMDC\) - updated 2/10/21](#)
[WIAA Return to Spring Sports Considerations](#)

Waunakee
Track COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

The live stream can be found on YouTube at [Waunakee_Athletics](https://www.youtube.com/WaunakeeAthletics)

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles which can be filled via filling stations.
- **Warrior Stadium will open to fans 30 minutes prior to the start of the game.**

Pre Event, During Event, Post Event

- Teams will social distance during the national anthem
- Teams are responsible for sanitizing their equipment (discus, shot, batons) before each use.
- **Throwing Events:** Enforce social distancing among throwers waiting to compete. Throwers should retrieve their own implements.
- **Jumping Events:** Enforce social distancing among jumpers waiting to compete.
- **Sprints, Hurdles, Relays, Middle, Long Distance:** can be run as normal, warm-ups taken off before the start of the race should not be handled by anyone else. Relay batons should be sanitized between races.
- Bleachers will be marked with an "X" where fans should sit while in the bleachers. When fans are watching in areas outside the track (shot put, discus, long jump, pole vault, & high jump) they should maintain 6' of social distance.
- Only essential personnel will be allowed on the track, pits, and throwing areas. The WIAA defines essential personnel as athletes, coaches, medical personnel, officials, and event workers.
- **Spectators:** Due to the transient nature of a track meet we will not check-in guests. Unless serving as a volunteer worker fans will be expected to leave after their athletes have finished competing.. This expectation will be communicated by coaches, ADs, workers, PA announcements, and a Videoboard announcement. **Per Public Health order fans must maintain 6' of social distance. Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**

- **Streaming:** Varsity events will be streamed via the district's youtube page. Waunakee's Digital Communications Class will prioritize the streaming of Varsity events. Volunteers will be asked to fill in when needed.
- **Game Volunteers:** Standard Volunteers will be needed for a track meet (for example pit rakers, discus/shot measurers, finish line back-up timers).
- **Concessions:** **There will be no concessions, team meals, and no pressbox meals provided.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions & pressbox meals are not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the event.

During Competition

- **Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Eliminating handshakes, fist bumps, and any other unnecessary touching.
- Senior/parent nights will be TBD
- Social distance is required for everyone not competing.
- Only essential personnel will be allowed on the track, pits, and throwing areas. The WIAA defines essential personnel as athletes, coaches, medical personnel, officials, and event workers.

Post Competition

- At the conclusion of the event, teams may run a cool-down lap. After the lap, the teams should exit the Stadium. We will ask families to leave immediately after the 4x400 results are read.
- All coaches will wait until their players are gone before they leave the stadium.

Departure

- Visiting teams will leave the Stadium in the same direction/flow that they entered the stadium.

[WIAA Spring Guidelines](#)

Waunakee
Baseball COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

The live stream can be found on YouTube at [Waunakee_Athletics](#)

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles which can be filled via filling stations.
- Please bring your own warm-up balls.
- **Fans should not arrive more than 30 minutes prior to the start of the game.**

Pre Event, During Event, Post Event

- The signed [Tracing Sheet](#) and [Verification](#) form will be handed from visiting coach to the home coach upon arrival. Per WIAA guidelines, teams unable to produce these documents on arrival will be reported to the WIAA.
- The pre-game conference will consist of one coach and 2 umpires at home plate
- No handshakes before or after the game
- Rosters will be provided via a QR code
- Teams will social distance during the national anthem
- Dugouts: Teams must be socially distant in the dugouts. Players will socially distance along the foul lines.
- Spectators: Unbounded field - there will be no guest check-in. The bleachers will be marked with X's where people are allowed to sit. The grass area along the foul lines will be painted with X's to indicate to fans where they can set up their foldable chairs. **Per Public Health order fans must maintain 6' of social distance in the bleachers. To stay within that order there will be no student section. MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all our sporting events (TBD - April 15th).**
- Streaming: Varsity games will be streamed via the district's youtube page. Waunakee's Digital Communications Class will handle the streaming of Varsity games.
- Game Volunteers: Streaming of Varsity games will be covered by Digital Communications Class and volunteers will be asked to fill in when needed.

- **Concessions:** **There will be no concessions, team meals, no pressbox meals provided by the Baseball Booster Club.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions are not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Eliminating handshakes
- Senior/parent nights will be TBD
- Social distance is required when not playing on the field or batting. Players will spread out along the foul line fences.
- **Equipment:** Players should use their own helmets, catching equipment, bats, gloves. Per WIAA regulation, batting helmets must be school or neutral (black, white, grey) colors.
- Only essential personnel, as defined by WIAA Guidelines (players, coaches, trainers, and officials) are allowed to sit in the designated dugouts and/or playing field. All others (i.e. managers, video personnel, media, etc) are to be outside the bench area.
- **Baseballs:** The defensive team is responsible to retrieve balls out of play and provide the ball for visual inspection if requested by the umpire. Baseballs should be changed frequently and sanitized often.
- **Pitchers:** if a pitcher touches their mouth, a dead ball is called and the pitcher must sanitize their hands. 1 or 2 oz bottles of sanitizer may be left behind the pitcher's mound near a rosin bag. Pitchers may also carry a 1 or 2 oz bottle of sanitizer in their pants.
- Coaches should work to establish new habits, also no sunflower seeds or spitting will be allowed.

Post Competition

- Following the game players and fans should leave immediately.
- All coaches will wait until their players are gone before they leave the field.

Departure

- Visiting teams will leave the game fields in the same direction/flow that they entered the game fields.

[WIAA Spring Guidelines](#)

Waunakee
Boys Golf COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles.
- Please bring your own equipment, clubs, and balls.
- Maintain 6' of social distancing on the practice green and before sending groups to the first tee.
- Clubhouse restrooms are available but only one player is allowed at a time and a mask must be worn inside the clubhouse.
- **Fans should not arrive more than 30 minutes prior to the start of the match.**

Pre Event, During Event, Post Event

- The signed [Tracing Sheet](#) and [Verification](#) form will be handed from visiting coach to the home coach upon arrival. Per WIAA guidelines, teams unable to produce these documents on arrival will be reported to the WIAA.
- No handshakes before or after the match
- **Spectators:** Unbounded Golf Course, we will not check-in guests. **Per Public Health order fans must maintain 6' of social distance. All spectators will be instructed to remain on the cart path and if there are no cart paths, they must remain in the rough. Family members can be together but must stay a minimum of 6' away from non-family members. MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- **Streaming:** At this time we will not be streaming Golf Matches.
- **Concessions/Meals:** **There will be no concessions, press box, or team meals provided by the Booster Club.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions are not essential to the event and will be eliminated.

- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Eliminating handshakes, fist bumps, etc...
- Senior/parent nights will be TBD
- When playing, players will spread out as they walk to their ball to ensure the 6' of social distance is maintained within their foursome.
- Social distance by golfers is required when not playing in their match.
- **Equipment:** Players should use their own clubs, balls, gloves, towels, etc...
- Players should not touch flagsticks, bunker rakes, or ball cleaning devices on the course.
- Flagstick will remain in for all events. No players or coaches shall touch the flagstick.
- Coaches are not allowed on the greens.
- Only essential personnel, as defined by WIAA Guidelines (players, coaches, trainers, and officials) are permitted on the course. All others (i.e. managers, video personnel, media, fans, etc...) should remain on the cart path.

Post Competition

- Following the match players and fans should leave immediately.
- All coaches will wait until their players are gone before they leave the course.
- Scorecards will be turned into the host coach and the match results will be emailed to the visiting coach. There will be no scoring area.

Departure

- Visiting teams will leave the course immediately after the match.

[WIAA Spring Guidelines](#)

Waunakee
Tennis COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles.
- Please bring your own warm-up balls.
- **Fans should not arrive more than 30 minutes prior to their golfer's tee time.**

Pre Event, During Event, Post Event

- The signed [Tracing Sheet](#) and [Verification](#) form will be handed from visiting coach to the home coach upon arrival. Per WIAA guidelines, teams unable to produce these documents on arrival will be reported to the WIAA.
- No handshakes before or after the match
- **Spectators:** Uncontrolled Park Area, we will not check-in guests. **Per Public Health order fans must maintain 6' of social distance. All spectators should remain in the bleachers or use foldable chairs and spread out along the fenceline. Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- **Streaming:** At this time we will not be streaming Tennis Matches.
- **Concessions:** **There will be no concessions, press box, or team meals provided by the Booster Club.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions are not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**

- Eliminating handshakes, fist bumps, etc...
- Senior/parent nights will be TBD
- Social distance is required when not playing in their match. Players will spread out around the tennis courts at Ripp Park.
- **Equipment:** Players should use their own rackets.
- Only essential personnel, as defined by WIAA Guidelines (players, coaches, trainers, and officials) are allowed inside the fence on the court. All others (i.e. managers, video personnel, media, etc) are to be outside the fence.

Post Competition

- Following the match players and fans should leave immediately.
- All coaches will wait until their players are gone before they leave the courts.

Departure

- Visiting teams will leave the courts in the same direction/flow that they entered the game fields.

[WIAA Spring Guidelines](#)

Waunakee
Softball COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

The live stream can be found on YouTube at [Waunakee_Athletics](#)

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles which can be filled via filling stations.
- Please bring your own warm-up balls.
- **Fans should not arrive more than 30 minutes prior to the start of the game.**

Pre Event, During Event, Post Event

- The signed [Tracing Sheet](#) and [Verification](#) form will be handed from visiting coach to the home coach upon arrival. Per WIAA guidelines, teams unable to produce these documents on arrival will be reported to the WIAA.
- The pre-game conference will consist of one coach from each team and 2 umpires at home plate
- No handshakes before or after the game
- Rosters will be provided via a QR code
- Teams will social distance during the national anthem
- **Dugouts:** Teams must be socially distant in the dugouts. Players will use the bleachers immediately next to the dugouts to socially distance themselves.
- **Spectators:** Unbounded field - there will be no guest check-in. The bleachers will be marked with X's where people are allowed to sit. The grass area along the foul lines will be painted with X's to provide seating space with 6' of social distance. **Per Public Health order fans must maintain 6' of social distance in the bleachers. To stay within that order there will be no student section. MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- **Streaming:** Varsity games will be streamed via the district's youtube page. Waunakee's Digital Communications Class will prioritize the streaming of Varsity games. Volunteers will be asked to fill in when needed.

- **Game Volunteers:** Standard volunteers will be needed for the scoreboard and PA.
- **Concessions:** **There will be no concessions, team meals, and no pressbox meals provided by the Softball Booster Club.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Eliminating handshakes
- Senior/parent nights will be TBD
- Social distance is required when not playing on the field or batting. Players will sit in bleachers next to dugouts.
- **Equipment:** Players should use their own helmets, catching equipment, bats, gloves. Per WIAA regulation, batting helmets must be school or neutral (black, white, grey) colors.
- Only essential personnel, as defined by WIAA Guidelines (players, coaches, trainers, and officials) are allowed to sit in the designated dugouts and/or playing field. All others (i.e. managers, video personnel, media, etc) are to be outside the bench area.
- **Softballs:** Each team is responsible for supplying their own game balls. At the conclusion of each ½ inning the pitcher should bring the game ball to the dugout. If a ball goes out of play it is the defensive team's responsibility to retrieve the ball and provide another to the catcher. The umpire may choose to visually inspect the ball before play resumes.
- **Pitchers:** if a pitcher touches their mouth, a dead ball is called and the pitcher must sanitize their hands. 1 or 2 oz bottles of sanitizer may be left behind the pitcher's circle near a rosin bag. Pitchers may also carry a 1 or 2 oz bottle of sanitizer in their pants.
- Coaches should work to establish new habits, also no sunflower seeds or spitting will be allowed.

Post Competition

- Following the game players and fans should leave immediately.
- All coaches will wait until their players are gone before they leave the field.

Departure

- Visiting teams will leave the game fields in the same direction/flow that they entered the game fields.

[WIAA Spring Guidelines](#)

Waunakee
Lacrosse Boys & Girls COVID Protocols
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

The live stream can be found on YouTube at [Waunakee_Athletics](https://www.youtube.com/Waunakee_Athletics)

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available.
- Team personnel will bring their own water bottles which can be filled via filling stations.
- Please bring your own warm-up balls.
- **Warrior Stadium will open to fans 30 minutes prior to the start of the game.**

Pre Event, During Event, Post Event

- No handshakes before or after the game
- Rosters will be provided via a QR code
- Teams will social distance during the national anthem
- Sidelines: Team boxes will extend from midline to endline to ensure there is enough space to social distance.
- **Spectators:** 1) Warrior Stadium: We will check-in guests. Senior Players & Managers will be allowed 4 guests, all other players, managers, and coaches will be allowed, 2 guests. Visiting teams will be allowed 2 guests for each rostered team member. The bleachers at the Warrior Stadium will be marked with an 'X' to show fans where to sit. 2) IS-Field: We will not have a guest check-in at the IS-Field. The IS-Field bleachers will be marked with 'X's' and the ground will also be marked to show fans where they can set up their foldable chairs. **Per Public Health order fans must maintain 6' of social distance. All spectators must be seated in the bleacher's Warrior Stadium. If the game is at the IS-Field fields, we recommend sitting in the bleachers but fans may bring their own foldable chairs. Family members can be together but must stay a minimum of 6' away from non-family members. MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**

- **Streaming:** Varsity games will be streamed via the district's youtube page. Waunakee's Digital Communications Class will prioritize streaming Varsity games. Volunteers will be asked to fill in when needed.
- **Game Volunteers:** Standard Volunteers will be needed for the scoreboard and PA.
- **Concessions:** **There will be no concessions, team meals, and pressbox meals provided.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions & pressbox meals are not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- Eliminating handshakes, fist bumps, and another unnecessary touching.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Senior/parent nights will be TBD
- Social distance is required on the sidelines, we will extend team boxes from midline to endline.
- Only essential personnel (players, coaches, trainers, and officials) are allowed to sit in the designated bench area. All others (i.e. managers, video personnel, media, etc) are to be outside the bench area.
- We will rotate game balls that will be sanitized by the home team

Post Competition

- Following the varsity game, the Stadium will be cleared immediately and players will need to leave the stadium.
- All coaches will wait until their players are gone before they leave the stadium or the IS-Field.

Departure

- Visiting teams will leave the Stadium in the same direction/flow that they entered the stadium.

[US Lacrosse Return to Play Guidelines](#) Wisconsin Lacrosse Federation has not adopted this guidelines. Not sure it is worth including.

Waunakee
Soccer Events Protocol
2020-2021



This is a living document, updates & changes to these protocols will be based on the most current Public Health, District, WIAA, and Badger Conference COVID policies and recommendations. The District reserves the right to adjust or make changes to these protocols at any time.

The Live stream links can be found on YouTube at [Waunakee Athletics](#)

Arrival

- Social Distancing must be maintained by all team personnel upon arrival at the host school.
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- School locker rooms will not be available, players should arrive dressed to play.
- Team personnel will bring their own water bottles which can be filled via filling stations. We will have access to fill your coolers as well.
- Please bring your own warm-up balls.
- **Gates will open to fans 30 minutes prior to the start of the game.**

Pre Event, During Event, Post Event

- The signed [Tracing Sheet](#) and [Verification](#) form will be handed from visiting coach to the home coach upon arrival. Per WIAA guidelines, teams unable to produce these documents on arrival will be reported to the WIAA.
- The pre-game conference will consist of the head coaches, a single captain, and a referee standing on the center circle on each side of the division line
- No handshakes
- Rosters will be provided via a QR code
- Bleachers will be marked with an "X" where fans should sit.
- Social distance during the national anthem - Starters only will go onto the field for Introductions and National Anthem. Reserves will stay on the sideline for Intros and National Anthem.
- **Sidelines:** Team boxes will extend from Midline to Endline to ensure there is enough space to social distance on the sideline.
- **Teams must provide their own warm-up balls,** Waunakee will provide game balls.
- **Spectators:** 1) Soccer Stadium: 4 guests for senior players & senior managers, 2 guests for underclassmen players, underclassmen managers, and coaches. 2) Unbounded Soccer Fields, we will not check-in guests. The bleachers at the Soccer Stadium and Practice fields will be marked with an 'X' to show fans where to sit. 'X's will mark the ground along the practice field to show fans where they can set up their foldable chairs. **Per Public Health order fans must**

maintain 6' of social distance. All spectators are seated in the bleachers. If the game is at the practice fields, fans may bring their own foldable chairs. Family members can be together but must stay a minimum of 6' away from non-family members. **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**

- **Spectator Sign-up:** Prior to the events in the Soccer Stadium, a form will be sent to families where they will be able to sign-up to attend soccer events. Admission will NOT be charged for regular-season events.
- **Game Volunteers:** Normal Volunteers will be needed for the scoreboard and PA.
- **Streaming:** Varsity games will be streamed via the district's youtube page. Waunakee's Digital Communications Class will prioritize the streaming of Varsity games. Volunteers will be asked to fill in when needed.
- **Concessions:** **There will be no concessions, press box, or team meals provided by the Booster Club.** CDC and Public Health have identified that mealtimes and gatherings around food have higher rates of COVID spread. Concessions are not essential to the event and will be eliminated.
- **Enforcement:** Fans that fail to follow the spectator guidelines (masking, social distancing, etc...) will be removed from the game.

During Competition

- Limited Fans/Home events will be streamed Online
- **MASKING REQUIREMENT: Waunakee will follow Badger Conference masking rules for all of our sporting events (TBD - April 15th).**
- Eliminating handshakes
- Senior, parent nights - TBD
- The home team will start with the kickoff in the first half, they will defend the end of their bench. It will be just the opposite for the second half, visitors will start with the ball and teams will switch ends.
- Teams are required to social distance on the sidelines - we expect 6' between all team members.
- Only essential personnel, as defined by WIAA Guidelines (players, coaches, trainers, and officials) are allowed to sit in the designated bench area. All others (i.e. managers, video personnel, media, etc) are to be outside the bench area.
- We will rotate game balls that will be sanitized by the home team

Post Competition

- Following each game, the stadium/field will be cleared. **Those players & fans will not be allowed to attend the following game unless they have a guest pass for that particular game.**
- Following the varsity game, the pitch will be cleared immediately and players will head to the bus.
- All coaches will wait until their players are gone before they leave

Departure

- Visiting teams will leave the Stadium in the same direction/flow that they entered the stadium.

[WIAA Spring Guidelines](#)

To: Board of Education
Randy Guttenberg
Steve Summers

From: Kurt H Eley, Director of Student Services

Date: March 19, 2021

Re: Purchase of Special Education Van

The special education department has a fleet of 6 special education vans. These vans are used by staff to transportation special education students to job sites and community sites for daily living instruction. Four vans were purchased in 2010 using special education funds from the American Recovery and Reinvestment Act. One of the vans (Van 3) is beginning to require fairly regular maintenance and Doug Nolden, District Maintenance, has suggested that the van be replaced. It is becoming less reliable for student transportation.

As part of a gradual replacement process, I am proposing to purchase a new van for the special education department. Van 3 would be kept by the district to be used internally. Doug obtained three quotes for vans. I would recommend the van be purchased from Bell Ford. The vehicle quoted would be obtained by Bell Ford through a dealer trade.

It is possible the vehicle in the quote will not be available since the dealer has the right to sell it while approval from the Board is being sought. If the vehicle is not available, Bell Ford will find another vehicle; however the price may be slightly different. Federal special education entitlement funds would be used for this purchase.

Vehicle Quotes

[Honda Odyssey](#)

[Toyota Sienna](#)

[Ford Transit](#)

Please let me know if you have any questions.

To: Board of Education
Mr. Gutenberg

From: Kurt H Eley, Director of Student Services

Date: April 6, 2021

Re: Wisconsin Records Retention Schedule for School Districts

Through Rebecca McDonough's contacts with area district administrator's administrative assistants, we learned that the district needs to adopt the Wisconsin Records Retention Schedule for School Districts. This schedule must be adopted by a school district whenever a change to the schedule is made. The Department of Public Instruction made a change in June 2015. In addition to adopting the schedule the district must also file [form PRB-002](#) Notification of General Records Schedule Adoption with the State Archivist of the Wisconsin Historical Society.

It is recommended the Board of Education adopt the records retention schedule as revised by the Department of Public Instruction. If adopted, Rebecca will obtain the needed signatures on form PRB-002 and send it to the State Archivist.

Please let me know if you have any questions.

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Records Retention Schedule for School Districts (May2010, Revised June 2015)

Date: 4/12/2021

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: Waunakee Community School District Attn: Office of Superintendent

Address: 905 Bethel Circle, Waunakee, WI 53597

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Wisconsin Records Retention Schedule for School Districts

—Covers both hard copy and electronic records—

**May 2010
Revised June 2015**

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**Wisconsin Department of Public Instruction
Tony Evers, State Superintendent
Madison, Wisconsin**

Wisconsin Records Retention Schedule for School Districts

Introduction

School districts accumulate thousands of pages of records every year—records that soon become obsolete. Questions arise frequently regarding records retention, destruction, and the interpretation of statutes relating to transfer of records. In response to requests for assistance, the state superintendent has revamped this document to examine the issues of records retention and development of strategies for handling records common to all school districts. **The retention periods listed cover both hard copy and electronic records.**

Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records. A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the Wisconsin State Historical Society, which shall preserve any records it determines to be of historical interest. The Wisconsin State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than the current year plus six years unless a shorter period of time is fixed by the Public Records Board under s. 16.61(3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

Section 19.21(6) of the Wisconsin statutes states the following:

- School districts may provide for the destruction of obsolete school records except for pupil records under s. 118.125. However, prior to any destruction, at least 60 days' written notice must be given to the Wisconsin State Historical Society. The prior notice requirement enables the preservation of school records determined by the Wisconsin State Historical Society to be of historical interest. The Wisconsin State Historical Society may waive the notice requirement.
- The period of time a school district record must be kept before destruction must not be less than seven (7) years, unless a shorter period of time is fixed by the Public Records Board.
- This Wisconsin School District Records Retention Schedule (WSDRRS) provides recommended retention periods for records common to all school districts, denotes records of historical importance, and describes a process for transfer of records to the Wisconsin State Historical Society as well as a procedure whereby the Wisconsin State Historical Society may waive the notice requirement.

School districts that adopt the WSDRRS will find the retention, destruction, and transfer of records to the Wisconsin State Historical Society more manageable.

Adoption of the WSDRRS will:

- Enable disposal of some records in less time than the seven years generally required by the statutes;
- Provide guidance regarding those school district records that should be preserved locally or are of interest to the Wisconsin State Historical Society; and
- Eliminate paperwork for both the school district and the Wisconsin State Historical Society.

District Options: The Schedule serves as a guidepost against which¹⁸⁷ to check the individual needs of each school district. A school district may adopt the entire Schedule, individual sections, or a modified version. The Public Records Board along with the Wisconsin Department of Public Instruction recommends that school districts adopt the WSDRRS and submit the Notification Form to the Wisconsin State Historical Society.

Retention of records applies to both hard copy and electronic formats. Additional information about electronic records is covered in **Section 7, Electronic Records** of this document.

To Adopt the Schedule

School districts are advised to adopt the Schedule even though they may not have all the records listed in it. A school district may adopt the entire schedule, individual sections, or a modified version. A school district may develop a Schedule with different retention periods from those listed. For records to be retained less than seven years, the school district may not adopt a retention period shorter than that indicated in the Schedule without the approval of the Public Records Board. A new Schedule, or list of modifications, must be sent with the Notification Form. Specific school district records can be listed in **Section 6, Miscellaneous Records**. An adopted Schedule becomes the district's policy on record retention, destruction, and local preservation and/or transfer of records to the Wisconsin State Historical Society.

Date Adopted By School District:

Date First Issued:

Revised Date:

1.0 Administrative Records

1.1.0 School Board Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.1.1	School Board Meeting Minutes and Agenda Packets ***	Permanent	X	District Administrator
1.1.2	School Board Committee Meeting Minutes	Permanent	X	District Administrator
1.1.3	Citizens Advisory Committee Meeting Minutes	3 years	X	Administrative Staff Designee
1.1.4	Management Team Meeting Minutes	3 years		District Administrator
1.1.5	Reports to the School Board	3 years	X	District Administrator 128
1.1.6	School Board Policies and Procedures	Until superseded	X	District Administrator
1.1.7	School Board Correspondence	3 years		District Administrator
1.1.8	Management Guidelines	Until superseded	X	District Administrator
1.1.9	Legal Opinions	7 years	X	Requester
1.1.10	Notice of Meetings	7 years		District Administrator
1.1.11	Petitions	7 years	X	District Administrator
1.1.12	Referendum Results	Permanent	X	Business Office
1.1.13	Complaints to the School Board	3 years		District Administrator
1.1.14	Newsletters/Bulletins	1 year	X	Author
1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	3 years	X	Author
1.1.16	Management Correspondence/Memos	1 year, unless subject to complaint, or lawsuit, or is a record type that requires longer retention.		Author
1.1.17	Election Notices	2 years following the elections		Business Office
1.1.18	Election Petitions	2 years following the elections		Business Office
1.1.19	Election Poll Lists	2 years following the elections		Business Office
1.1.20	Election Tally	2 years following the elections		Business Office
1.1.21	Election Tally Books and Returns	2 years following the elections		Business Office
1.1.22	Election Canvassing	10 years following elections		Business Office
1.1.23	Election Registrations	2 years following voter registration		Business Office

1.0 Administrative Records				
1.2.0 Building and Grounds Record		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.2.1	School District boundaries (and Plats) (including acknowledgments of changes)	Permanent	X	Business Office
1.2.2	Architecture Building Blueprints	Life of building	X	Building & Grounds
1.2.3	Building and Site Data Books	Permanent		-----
1.2.4	Tools and Equipment Inventory	Retain until superseded		Buildings & Grounds
1.2.5	Specification	Life of building		Buildings & Grounds
1.2.6	Building Permits	6 years after acceptance		Buildings & Grounds
1.2.7	Electrical Information	Life of building		Buildings & Grounds 129
1.2.8	Maintenance Requests	1 year		Buildings & Grounds
1.2.9	Abstract/Deeds/Title Papers/Mortgages	Permanent		Business Office
1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Permanent		Buildings & Grounds
1.3.0 Transportation Records				
1.3.1	Parent or Other School District Transportation Contracts	6 years		Business Office
1.3.2	Bus Transportation Contract	4 years after expiration		Business Office
1.3.3	Field Trip Permission Request	1 year		Business Office
1.3.4	Financial Statement for Out-of-District Field Trips	1 year		Business Office
1.3.5	Bus Rules/Policy	Until superseded		Business Office
1.3.6	Bus Route Listing	4 years		Business Office
1.3.7	School Bus Accident Report	7 years		
1.3.8	Pupil Transportation Report	7 years		
1.4.0 Statistical Records				
1.4.1	Wisconsin School Directory update (PI-1280) & Verification of Private Schools Within Public District (PI-1201)	1 year		District Administrator
1.4.2	Pupil Nondiscrimination and Educational Equity Report (PI-1197B)	7 years		District Administrator
1.4.3	Fall Staff Reports (PI-1202)	3 years		District Administrator
1.4.4	School District Statistical Report (PI-1203)	7 years		District Administrator

1.0 Administrative Records

1.5.0 Program Applications/Evaluations		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.5.1	ESEA Consolidated Application (PI-9550)	5 years		Instructional Services
1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	7 years		Instructional Services
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years		Instructional Services
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years		Human Resources
1.5.5	Application – Alcohol/Traffic Safety Chapter 20	5 years		130
1.5.6	Carl Perkins Basic Grant Application (PI-1303)	5 years		Instructional Services
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years		Instructional Services
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years		Instructional Services
1.5.9	Summer School Program Report – ITP Summary (PI-1805)	5 years		Instructional Services
1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	5 years		Instructional Services
1.5.11	Title I Comparability Report (PI-1753)	7 years		Instructional Services
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years		Student Services
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years		Student Services
1.5.14	State AODA Grants End of Year Report	5 years		Student Services
1.5.15	Annual Report for Children at Risk Program (PI-2375) (when identified)	5 years		Student Services
1.5.16	Course Offerings Report (PI-1215)	7 years		Instructional Services

2.0 Finance Records

2.1.0 Purchasing/Payroll Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.1.1	Purchase Requisition	1 year		Business Office
2.1.2	Purchase Orders	3 years		Business Office
2.1.3	Bids & Contracts	3 years		Business Office
2.1.4	Performance Guarantee/Warrant of Vendor	Until expiration of the warranty		Business Office
2.1.5	Vacation/Personal Leave Records	3 years from time of record creation		Human Resources
2.1.6	W-2 Forms	7 years		Business Office
2.1.7	W-4 Forms	4 years		Business Office
2.1.8	Social Security Report	7 years after retirement		Business Office 131
2.1.9	Retirement Reports	7 years after retirement		Business Office
2.1.10	Enrollment Cards	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.11	Disability Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.12	Life Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.13	Health/Dental Insurance	Maintain 7 years after retirement, resignation or termination.		Human Resources
2.1.14	Tax Sheltered Annuity	Maintain 7 years after retirement		Human Resources
2.1.15	United Way Contributions	1 year		Business Office
2.1.16	Union Dues	Current year		Business Office
2.1.17	Payroll Distribution Report	4 years		Business Office
2.1.18	Payroll Deduction Report	4 years		Business Office
2.1.19	Additional Pay Authorization Forms	4 years		Business Office
2.1.20	Insurance Reports and Bills	7 years after date of retirement, resignation or termination.		Human Resources
2.1.21	Absence Report/Time Sheets	7 years after date of retirement, resignation or termination		Human Resources
2.1.22	State and Federal Tax Reports	4 years		Business Office
2.1.23	Stop Payments	4 years		Business Office
2.1.24	Cancelled Payroll Checks	4 years		Business Office

2.0 Finance Records

2.2.0 Accounting/Budget Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.1	Budget Report (PI-1504)	Permanent		Business Office
2.2.2	Annual Report (PI-1505)	Permanent		Business Office
2.2.3	Annual Report Calendar (PI-1505 Calendar)	1 year		Business Office
2.2.4	Annual Report (Aid Certification Data) (PI-1505-AC)	Permanent		Business Office
2.2.5	Special Education Fiscal Report--Annual (PI-1505-SE)	Permanent		Business Office
2.2.6	Special Education Fiscal Report Budget (PI-1505-SE Budget)	1 year		Business Office
2.2.7	Audited Annual Report (Aid Certification Data) (PI-1506-AC)	1 year		Business Office
2.2.8	Financial Audit Statement (PI-1506)	Permanent		Business Office
2.2.9	Regular Tuition Reports (PI-1514)	Permanent		Business Office
2.2.10	Summer School (PI-1804)	1 year after audit		Instructional Services
2.2.11	Annual Budget Report (DPI)	Permanent		Business Office
2.2.12	Annual Audit Reports	Permanent		Business Office
2.2.13	Disbursement and Receipt Journal	7 years		Business Office
2.2.14	General Ledger – All Funds	7 years		Business Office
2.2.15	Fund Ledger Cards	7 years		Business Office
2.2.16	Canceled General Voucher Checks	7 years		Business Office
2.2.17	Monthly Bank Statements	7 years		Business Office
2.2.18	Monthly Reconciliation Ledger	7 years		Business Office
2.2.19	Bank Deposit Receipts	7 years		Business Office
2.2.20	District Equalization Valuation Report	7 years		Business Office
2.2.21	State Aid Computation Cards (PI-1519)	7 years		Business Office
2.2.22	Tax Levy Certification (PI-401)	7 years		Business Office
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years		Business Office
2.2.24	Pupil Transportation (PI-1547)	7 years		Business Office
2.2.25	Common School Fund Voucher	7 years		Business Office
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years		Business Office
2.2.27	Outstanding Long-Term Indebtedness Statements/Notification	Permanent		Business Office

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2.0 Finance Records				
2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.27.1	Long-Term Bonds	Permanent		
2.2.27.2	Long-Term Notes	Permanent		
2.2.27.3	Short-Term Notes	Permanent		
2.2.27.4	Approved State Trust Fund Application	Permanent		
2.2.22.5	Land Contracts	Permanent		
2.2.27.6	Certificate of Bond Sale	Permanent		
2.2.27.7	Schedule of Bond Retirements	Permanent		
2.2.28	Canceled Bonds of Indebtedness and Interest	7 years		Business Office 133
2.2.29	Invoices	7 years		Business Office
2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	3 years		Athletic Director
2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	3 years		Athletic Director
2.2.32	Insurance Policies	7 years		Business Office
2.2.33	Damage and Loss Reports	7 years		Business Office
2.2.34	Food Service Records			Food Service
2.2.34.1	Application/Agreement/Policy Statements for Food and Nutrition Programs	Current fiscal year plus 3 years		Food Service
2.2.34.2	Applications for Free and Reduced Price Meals	Current fiscal year plus 3 years		Food Service
2.2.34.3	Joint Agreement/Vendor – Management Company Verification Summary/Documentation	Current fiscal year plus 3 years		Food Service
2.2.34.4	Daily Participation Record (by building)	Current fiscal year plus 3 years		Food Service
2.2.34.5	Daily Participation Record (by district)	Current fiscal year plus 3 years		Food Service
2.2.34.6	Menus/Production Record (lunch and breakfast)	Current fiscal year plus 3 years		Food Service
2.2.34.7	Claim Worksheet for NSL,SB, SMP,WMMP, EEN (PI-1409)	Current fiscal year plus 3 years		Food Service
2.2.34.8	Monthly Food Inventory Records	Current fiscal year plus 3 years		Food Service
2.2.34.9	A la Carte, Lunch Breakfast, ½ -Day Kindergarten	Current fiscal year plus 3 years		Food Service
2.2.34.10	Milk Program Sales Records	Current fiscal year plus 3 years		Food Service
2.2.35	Grant Applications – Successful ++	5 years		Business Office/Instr. Services
2.2.36	Grant Applications – Unsuccessful	1 year		Initiating Department
2.2.37	State Tuition Claim (PI-1524)	1 year after audit		Business Office

2.0 Finance Records

2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.38	Tuition Claim for non-Residents	1 year after audit		Business Office
2.2.39	Summer School (PI-1804) (Electronic)	1 year after audit		Instructional Services
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent		Business Office
2.2.41	Group and Foster Home FTE Log (PI-1589)	5 years		Business Office
2.2.42	Mentoring Grant for Initial Educators (PI-1640)	7 years		Instructional Services
2.2.43	Peer Review and Mentoring Grants (PI-1653)	7 years		Instructional Services
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent		Human Resources 134
2.2.45	National School Lunch PROV 2 Contract	4 years		Food Service
2.2.46	School Food Authority-Civil Rights Compliance Self Evaluation Form—National School Lunch (PI-1441)	4 years		Food Service
2.2.47	USDA Commodity Distribution Program Complaint Form (PI-6005)	Filed only when complaint has been received. Keep records for 4 years beyond that.		Food Services

3.0 Personnel Records

3.1.0 Employee Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.1	Teaching Certificates (Including permits and certifications)	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.2	Transcript of College Credit	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.3	Certified Staff Certificates of Previous Experience	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.4	Evaluation Records	6 years after date of retirement, resignation, or termination		Human Resources
3.1.5	Individual Teaching Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.6	Other Individual Employment Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.7	Applications (Hired)	6 years after date of retirement, resignation, or termination		Human Resources
3.1.8	Applications (Not Hired)	3 years		Human Resources
3.1.9	Immigration and Nationalization Services INS-9 Forms	3 years from date of hire, or one year after termination, whichever is later		Human Resources
3.1.10	Staff Accident Reports	5 years after settlement		Human Resources
3.1.10.1	Injury Claims	5 years after settlement		Human Resources
3.1.10.2	Workers Compensation	5 years after settlement		Human Resources
3.1.10.3	Public Liability	5 years after settlement		Human Resources
3.1.10.4	Settlements	7 years after settlement		Human Resources
3.1.11	Medical Records	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.1	Physical Examinations	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.2	TB Tests	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.12	Health & Dental Insurance Waivers	3 years after date of retirement, resignation or termination		Human Resources
3.1.13	Affirmative Action Files	7 years		District Administrator
3.1.14	Arbitration Decisions – Negotiator	7 years		Human Resources

3.0 Personnel Records

3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.15	Athletic Activity Contracts	6 years after date of retirement, resignation or termination.		Human Resources
3.1.16	Classification Studies – Description of job duties of individual school district positions.	6 years from creation		Human Resources
3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	6 years after final settlement of claim		Human Resources
3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	3 years after job has been filled		Human Resources 136
3.1.19	Employee Deficiency/Termination Reports	6 years after retirement, resignation, or termination		Human Resources
3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years		Human Resources
3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	6 years after retirement, resignation, or termination.		Human Resources
3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	10 years after date of settlement.		Human Resources
3.1.23	Insurance Certificates and Policies	6 years after expiration		Human Resources
3.1.24	Insurance Premium Reports	6 years from date of creation		Human Resources
3.1.25	Insurance Working Files	6 years from date of creation		Human Resources
3.1.26	Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	Permanent		Human Resources
3.1.27	Labor Union – Disputes	Permanent		Human Resources
3.1.28	Labor Union – Negotiations Minutes	Permanent		Human Resources
3.1.29	Non-Union Salary Determination – Annual salary schedules for all non –union employees.	6 years after expiration		Human Resources
3.1.30	OSHA – Employee Accident Reports	3 years beyond date of accident		Human Resources
3.1.31	OSHA – Employee Exposure Records+++ Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation, or retirement		Human Resources

3.0 Personnel Records

3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.32	OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	30 years after termination, resignation, or retirement		Human Resources
3.1.33	Performance of Work Contracts	6 years after action completed		Human Resources 137
3.1.34	Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointments/promotion, termination/resignation	6 years after date of retirement, resignation, or termination		Human Resources
3.1.35	Personnel files – Summer School Applications/contracts and miscellaneous correspondence for summer employment.	6 years after date of retirement, resignation, or termination		Human Resources
3.1.36	Personnel and Promotion List	6 years or until superseded		Human Resources
3.1.37	Position Recruitment File – Relating to posting, recruitment, selection, and appointment to each position.	6 years after date of recruitment		Human Resources
3.1.38	Requisition for Personnel – Request for personnel to fill job vacancies.	Retain until 6 years after job is filled or the requisition is cancelled		Human Resources
3.1.39	Substitute Teacher Reports	3 years from date of hire		Human Resources
3.1.40	Unemployment Claims/Compensation Claims for unemployment	6 years after date of claim		Business Office
3.1.41	Summons/Pleadings, Other Legal Documents	7 years		Human Resources
3.1.42	Notices of Claims	7 years		Business Office

Further Considerations

The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer—administered aptitude tests, and physical examination records

Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.

4.0 Student Records

4.1.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.1.1	Enrollment or Registration Forms	Date of Withdrawal plus 7 years.		
4.1.2	Home Language Reports – Civil Rights Information	1 year after student graduates or leaves school system, unless extended by consent.		Instructional Services
4.1.3	Listing of Disclosure and Transfer of Student Records	5 years after student graduates or leaves school system.		Instructional Services
4.1.4	Nonresident Pupil Attendance Application/Agreement	5 years after student graduates or leaves school system.		Business Office 138
4.1.5	Athletic Records—Team results, participation, contracts, transportation records, etc.	5 years after student graduates or leaves school system.		Athletic Director
4.1.6	Accident Reports—Student Originating during school year and on school buildings or grounds.	1 year after student graduates or leaves school system, unless extended by consent.		Student Services
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year		Instructional Services
4.1.8	Driver Education Program Application (PI-1709)	7 years		Business Services
4.1.9	Home Based Education Application (PI-1206)	7 years		
4.1.10	January Pupil Membership Report (PI-1563) September Pupil Membership Report(PI-1563)	7 years		Business Office
4.1.11	Pupil Count Youth Challenge Academy (PI-1563 YCA)	7 years		Business Office
4.1.12	Pupil Nondiscrimination and Educational Equity Report (PI-1197-B)	7 years		Student Services
4.1.13	Five-Year School Self-Evaluation Summary for Status of Pupil-Nondiscrimination (PI-1198)	7 years		Student Services
4.1.14	Teacher Grade Books	1 year after entry of grades in cumulative record.		Student Services
4.1.15	Teacher Attendance Records	1 year after entry of grades in cumulative record.		Student Services
4.1.16	Lesson Plans	Until no longer of administrative value		

4.0 Student Records

4.2.0 Progress Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.2.1	Student Progress Records	5 years after student graduates or leaves the school system		School Based
4.2.1.1	Middle School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.2	Scholastic School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.3	Student Grades	5 years after student graduates or leaves the school system		School Based
4.2.1.4	Courses Taken	5 years after student graduates or leaves the school system		School Based
4.2.1.5	Attendance Record	5 years after student graduates or leaves the school system		School Based
4.2.1.6	Student's School Extracurricular Activities	Permanent		
4.2.1.7	Degrees/Awards	Permanent		
4.2.1.8	Report Cards	Permanent		
4.2.1.9	High School Transcripts	Permanent		
<p>Note: If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student plus (7) years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record or cumulative file, they must be retained permanently.</p>				
4.2.2	Achievement and Test Results Ability Profile—Report of the results of WKCE and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	<p>1 year after recording of data in the academic achievement or cumulative record.</p> <p>Note: If testing results are not recorded on the achievement or cumulative record either manually or by affixing labels, the results must be retained permanently for grades 9-12 and until the date of withdrawal plus 7 years for all other grades.</p>		Instructional Services

4.0 Student Records

4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.1	<p>a. Student's Health Care Records—Accurate complete and current data base; past health history, present health status, review of systems, health practices, developmental history and status, family structure, function and health.</p> <p>b. Health Care Provider Records (Patient Health Records)</p> <p>There are no legal provisions explicitly addressing the period of time patient health care records must be maintained or when they must be destroyed. The general practice is to maintain these records as long as similar non-student records, e.g., accident reports, employee health records, are maintained, which is typically 5-7 years. The department recommends that a school district consult with their legal counsel and medical advisor to develop policies regarding the maintenance and destruction of pupil records that must be treated as patient health care records.</p>	<p>1 year after student graduates or leaves school system, unless extended by consent.</p> <p>Health care records are not considered to be behavioral records—could retain longer and may need to if relates to Medicaid funds/audit. 5-7 years</p>		<p>Student Services</p> <p>140</p>
4.3.2	Emergency Cards —Card or other form of record providing information on whom to contact in the event of an emergency, accident, or illness to a student	Until superseded or until student ceases enrollment, whichever sooner.		Instructional Services
4.3.3	Exclusion and Verification Documentation —Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons	If data from the verification documentation is recorded on the cumulative health card, the documentation need be retained only as long as administratively valuable.		
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.4	Reports to Enforcement Agencies —copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health and Family Services or local law enforcement and animal control agencies.	Retain for two (2) years following submission of report.		
4.3.5	Special Health Care Records —Logs or reports of medications or treatment administered to students on a group or individual basis.	Current; If in support of Medicaid claim, 5-7 years.		

4.0 Student Records

4.3.0 Student Health Care Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.6	Parent's Requests and Physician's Authorization for specialized health care.	End of validity of request or authorization plus 2 years.		
4.3.7	Family Educational Rights and Privacy Act (FERPA) Access Policies	Until superseded		
4.3.8	<p>FERPA Records of Access to Information Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student.</p> <p>Documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data.</p> <p>Documentation of requests from and disclosures to any party not included in (a) above.</p> <p>Written consents from the parent or eligible student for information disclosure. <i>Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.</i></p> <p>Written refusals from the parent or eligible student to the disclosure of directory information.</p>	<p>Retain for two (2) years</p> <p>Permanent retention (per regulation- 34 CFR 99.32(a)(2))</p> <p>From the parent: Retention until the student is 18.</p> <p>From the eligible student: retention is permanent.</p> <p>If refusals are valid as long as the student is in attendance. Retain only if of administrative valuable. If refusals must be renewed each academic year, retain until superseded or if of administrative value after date of withdrawal.</p>		141
4.4.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.4.0	Protest of Record Statements —Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	Retain for as long as the record containing the contested information is maintained.		
4.4.1	Custody Documents — <i>It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.</i>	Until student is 18 years of age.		

4.0 Student Records

4.4.3	Psychological Test Results, Central Office	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.4.4	Individual Student Disciplinary File	1 year after student graduates or leaves school system unless extended by consent.		
4.4.5	Student Expulsion Report	1 year after student graduates or leaves school system unless extended by consent or expunged.		District Administrator
4.4.6	Student Suspension Report	1 year after student graduates or leaves school system unless extended by consent.		142
4.4.7	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended by consent.		

4.0 Student Records

4.5.0 Special Education Individual Student Records—Records with all personally identifiable information redacted are not individual student records and may be maintained for program evaluation and compliance as specified in Section 5.0 of the schedule.

4.5.1	Evaluation Records	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.5.2	Individual Education Program (IEP)	1 year after student graduates or leaves school system unless extended by consent.		Student Services

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The information that is no longer needed must be destroyed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

5.0 Special Education Records

5.1.0 Special Education Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	4 years after end of project year		Student Services
5.1.2	IDEA Application/Plan (PI-2111)	4 years after end of project year		Student Services
5.1.2.1	Flow-Through Funds	4 years after end of project year		Student Services
5.1.2.2	Discretionary Funds	4 years after end of project year		Student Services
5.1.2.3	Local Educational Agency Transfer Funds	4 years after end of project year		Student Services
5.1.2.4	Preschool Entitlement Funds	4 years after end of project year		Student Services
5.1.2.5	Preschool Discretionary Funds	4 years after end of project year		Student Services
5.1.3	IDEA Federal Student Data Report (PI-2197)	4 years after end of project year		Student Services 143
5.1.4	Registration of Blind Students (PI-2015)	4 years after end of project year		Student Services
5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	4 years after end of project year		Student Services
5.1.5	School District Plan, Part A Exceptional Needs	4 years after end of project year		Student Services
5.2.0 Other Student Records				
5.2.1	Full-Time Open Enrollment Program Notice of Assignment and Notice of Intent to Attend (PI-9415)	5 years		Business Services
5.2.2	Nonresidential School District Approval or Denial of Open Enrollment Application (PI-9416)	5 years		Business Services
5.2.3	Resident School District Approval or Denial of Open Enrollment Application (PI-9417)	5 years		Business Services
5.2.4	Appeal of School District Denial of Open Enrollment (PI-9418)	5 years		Business Services
5.2.5	Request for Tuition Waiver Due to Move—(PI-9419-A)	5 years		Business Services
5.2.6	Request for Tuition Waiver Due to Move —(PI-9419-B)	5 years		Business Services
5.2.7	Request for Tuition Waiver Due to Move (Spanish Version) (PI-9419-B Spanish)	5 years		Business Services
5.2.8	Public School Open Enrollment Approval/Denial Summary (PI-9420)	5 years		
5.2.9	Alternative Education Program Grant Application (PI-9710)	4 years after end of project year		Student Services
5.2.10	Disproportionality Application (PI-8801)	4 years after end of project year		Student Services
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project year		Student Services

4.0 Student Records

5.1.0 Other Student Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.2.12	Transfer of Service Exemption Request – Special Education (PI-5001-A)	4 years after end of project year		Student Services
5.2.13	SAGE Year End Report & Contract Update (PI-SAGE-1-EOY)	1 year		Business Services
5.2.14	SAGE State Aid Entitlement (PI-SAGE-ENT)	1 year		Business Services
5.2.15	SAGE Performance Objectives (PI-SAGE-1-O)	4 years after end of project year		Instructional Services
5.2.16	School Performance Report (PI-SPR)	15 years		Assessment & Accountability 144
5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	4 years after end of project year		Student Services
5.2.18	Special Education Procedural Compliance Self-Assessment Report and Corrective Action Plan (PI-3202)	4 years after end of project year		Student Services
5.2.19	Application to Offer GED Option #2 (PI-8201)	Permanent		Student Services
5.2.20	District Waiver for One percent Cap—WI Alternate Assessment (WAA) – Students with Disabilities	4 years after the end of the project		Student Services
5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	4 years after end of project year		Student Services

Code Explanation

* Retention periods begin at the time the records are created.

** Notify the State Historical Society if record(s) will not be preserved permanently by the district.

*** Includes annual and special meetings of the electors.

+ Only selected drawings/blueprints have historical value

++ Records must be retained for five years after completion of the activity for which the grant was used.

+++ The EPA Toxic Substance Control Act requires 10 year retention for record of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.

It is suggested that a copy also be routed for preservation to a local library.

Additional/Miscellaneous Records

School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.

School district may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records Board. Districts should contact the Executive Secretary of the Public Records Board for information on how to submit schedules to the Board for its review.

6.0 Miscellaneous Records

6.1.0 Miscellaneous Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
6.1.1	School Newspapers	Permanent	#	
6.1.2	School Yearbooks	Permanent	#	

Notice on Personally Identifiable Data and Confidential Information

Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated by the student information system in violation of federal or state law and shall not be used for any purpose other than those already stated or by agreement with companies that provide student assessment data. If the student information system manager enters into a contract with a private individual or third party to perform any of the student information system manager functions, that agreement shall require that the data be protected in the same fashion.

No private or confidential data will be released except under the following circumstances as stated in 34 CFR Part 99 Final Regulations for FERPA:

1. To teachers and officials of the district when the determination has been made that there are legitimate educational interests, under Section 99.31(a)(1).
2. To school and district personnel when a student is seeking to enroll, under Section 99.31(a)(2).
3. To comply with a subpoena or court order, under Section 99.31(a)(9).
4. To honor a request from a judicial order, or an authorized law enforcement unit, or lawfully issued subpoena, under Section 99.31(a)(9)(i). A law enforcement unit refers to all state and local prosecution authorities, all state and local law enforcement agencies, the Department of Corrections, and probation officers who are part of the Judiciary.
5. To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).
6. To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a). In cases of health or safety emergency, the request for release must first be directed to the school district that owns the data. The student information system manager, under Section 99.36(a), may also convene a committee to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.
7. To researchers whose proposals are approved by the student information system manager, when a clear legitimate educational interest is established, provided that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the student information system manager. A determination of legitimate educational interest is based in part on whether sharing information on a specific person would unfavorably affect that individual's ability to learn and function in the classroom. [Section 99.31(a)(6) of FERPA]

Data will be disclosed only on the conditions that: (1) the party to whom the data are released does not disclose the information to any third party without the prior written consent of the student information system manager, the company who provided the student assessment data (if assessment data are being disclosed), or the school district that owns the data; (2) only when the data are protected in a manner that does not permit the personal identification of an individual by anyone except the party referenced in the disclosure; and (3) the data are destroyed when no longer needed for the purposes under which the disclosure was granted.

Given the complexity of the law, school districts are encouraged to seek the advice of school district legal counsel.

7.0 Electronic Records

General record schedules cover records in all media. However, Chapter 12, § Administrative Code 12, Electronic Records Management-Standards and Requirements, became effective May 1, 2001. The purpose of this rule is to ensure that public records in electronic format are preserved, maintained, and remain accessible for their designated retention period. Because of frequent technological change, including hardware and software obsolescence and media degradation, agencies must take steps to manage and protect electronic records for as long as they are needed. To meet business needs and protect the legal, financial and historical interests of internal business operations and Wisconsin citizens, agencies must prepare and execute migration plans for electronic records as necessary to prevent them from becoming inaccessible during their retention periods.

Retaining Records

Records may be delayed from destruction, but only under the following conditions:

- Records are required for an IT system, business program, performance, financial, or security forensic audit;
- Records are relevant to an actual or imminent legal proceeding; or
- A relevant public record request has been received and not completed.

Before disposing of a record, the office managing the record must determine if an audit, litigation, or public record request is pending. And notably, after a public records request has been filed, Wisconsin law forbids the destruction of any relevant record until the request is granted, or at least 60 days after the request is denied, and court orders may extend this time period. Wis. Stats. § 19.35(5). If agency staff members have questions regarding Wisconsin's Public Records Law, then the agency's legal custodian of records will provide further guidance.

Official records that are inactive, but not yet expired should be transferred to a low-cost, record storage facility, such as the State Records Center.

Confidentiality of Records

Some records series, in whole or in part, contain confidential records as related to security, and protected personal information. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

Personally Identifiable Information (PII)

Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. § 19.62(5). Public access to and security of personally identifiable information is often restricted by law. Therefore, agencies should be aware of the requirements in Wisconsin Statutes, Chapter 19, as well as all applicable program specific laws or regulations. Such records should also be destroyed as confidential. If in doubt as to whether a specific record contains personally identifiable information, it is a good idea to check with agency legal counsel.

For Further Assistance

For assistance, please contact the following individuals:

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--for general information on records management and technical assistance:

Executive Secretary, Public Records Board, 4622 University Avenue
Madison, WI 53702 (608) 266-2996

--for information or questions about historical records:

Archives Collection Development, State Historical Society, 816 State
Street, Madison, WI 53706 (608) 264-6469.

--for information on records-related requirements of the Department of Public Instruction:

Data, Forms, and Records Management Section
Department of Public Instruction, 125 South Webster Street,
Madison, WI 53702 (608) 267-9154

The Wisconsin Department of Justice provides guidance to the public on the public records law, s. 19.31-39, Wis. Stat. Inquiries may be made by calling (608) 266-3952. Guidance may also be found in the Department of Justice's Public Records Law Compliance Outline, available at <http://www.doj.state.wi.us/>.

8.0 E-Mail as Public Records

E-Mail Records

E-mail messages are public records like any other record. That is, they are public records if they are made or received by any governmental employee in connection with the transaction of public business. The local and state records management policy does not distinguish among media with regard to the definition of records. By definition, “public records” means all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business (s. 16.61(2)(b), Wis. Stats.).

All e-mail messages, including personal communications, could be subject to investigatory review or discovery proceedings in legal actions. Some courts have set legal precedents for making use of e-mail communications as evidence. Haphazard filing procedures, incomplete recordkeeping, and the use of informal language in e-mail messages may misrepresent governmental agencies in legal proceedings. As with other records, no e-mail record may be destroyed after someone requests it until the request is granted, 60 days have elapsed following denial of the request, and litigation on the record’s availability is complete and any court order has been complied with.

E-mail records also fall within the definition of “record” under the Open Records Law (s. 19.32(2), Wis. Stats.):

“Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.

“Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (s. 19.32(2), Wis. Stats.)

Electronic mail records are subject to these law citations.

A. Archiving and Retention

Electronic mail is normally backed up to ensure system integrity and reliability, not for the sole purpose of future retrieval, although backups may at time serve the latter purpose incidentally.

Attachments (files created in other applications software) are an integral part of e-mail. For e-mail documentation to be adequate, complete, and reliable, the e-mail message, any attachments, and the transmission history (routing, date, and time) may be needed. The use of different applications software among users and senders can lead to inoperable or garbled files for the receiver. The growing use of standard software is assisting to solve this problem.

E-mail users should be aware that generally it is not possible to assure the longevity of electronic mail records for record-keeping purposes^{9,17} in part because of the difficulty of guaranteeing that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. This becomes increasingly difficult as electronic mail encompasses more digital forms, such as embracing compound documents, usage of digital technology, voice recognition, audio and video media, and imaging in addition to text. Furthermore, in the absence of the use of authentication systems, it is difficult to guarantee that e-mail documents have not been altered, intentionally or inadvertently.

E-mail records that have administrative, legal, fiscal, historical, or audit significance should be saved beyond the designated system retention to either a secure network folder or a shared network file in a manner that facilitates backup and access. Staff should, on a regular basis, review e-mail and delete items that do not need to be retained. Such maintenance can reduce the burden on servers and improve the overall performance of the system yet ensure that the requirements of records management are observed. The agency E-Mail Coordinator should be available for assistance or technical advice on how to assure that needed e-mail records are preserved before the system deletion occurs.

B. Disclosure and Restricted Access without Consent

The electronic mail system is provided at government expense to conduct official governmental business. Incidental and occasional personal use is permitted, but such messages will be treated no differently from other messages. The governing agency has authority to obtain access to the contents of any employee’s electronic mail files without the permission of the employee. Such circumstances include unavailability of the employee, a potential disciplinary issue, or preservation of e-mail from possible destruction.

Inspection, monitoring, or disclosure of electronic mail without the consent of the user of such e-mail will be permitted when required by and consistent with law, if there is reason to believe violations of law or policy have taken place, when performing periodic checks for excessive personal use of e-mail, and for meeting time-dependent, critical operational needs.

Electronic mail has become a preferred way of communicating for many individuals, including school board members. Because e-mail communications as described herein may constitute public records under the Public Records Law and because such e-mail must be retained pursuant to records retention requirements, school board members and school administrative staff should formulate policy and procedures to ensure that records are properly managed and preserved. School district staff and school board members must be aware that although e-mail can be an efficient and convenient means of communications, the use of e-mail creates obligations to ensure that communications are preserved for public information purposes. School board members should presume that any e-mail that they receive or send related to school district business is a record and should take steps to preserve such e-mail consistent with the guidance provided herein.

C. Definitions

Electronic Mail System/Services: Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of simultaneous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, listservs, and newsgroups.

E-Mail Record/E-Mail: Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several e-mail systems or services. This definition applies equally to contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees.

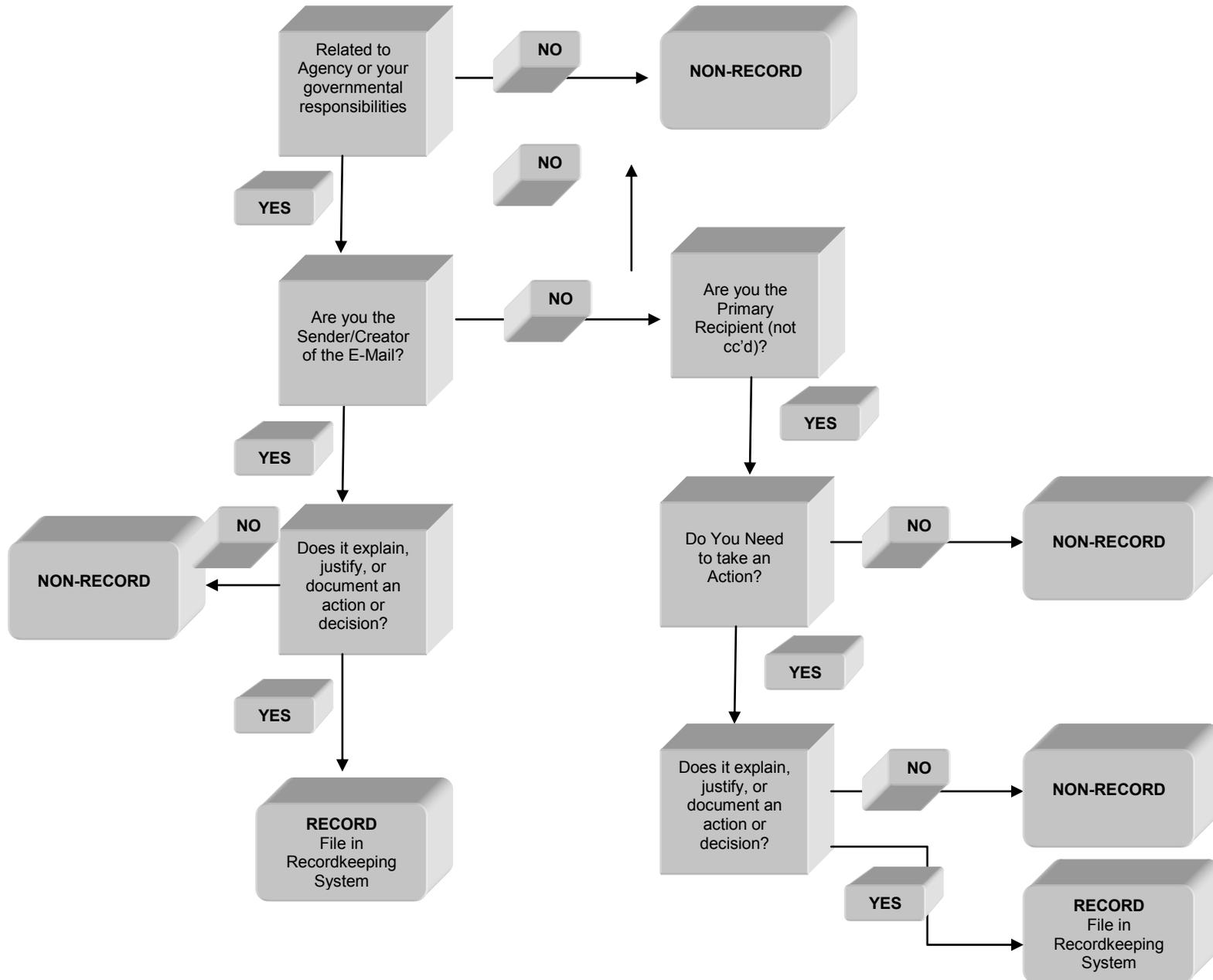
Possession of E-Mail: An individual is in "possession" of an e-mail record, whether the original record or a copy or a modification of the original record, when that individual has effective control over the location of its storage. Thus, an e-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this policy, to be in the possession of that addressee.

Holder of an E-mail Record: An e-mail user who is in possession of a particular e-mail record, regardless of whether that e-mail user is the original creator or a recipient of the contents of the record.

Open Records: For many years Wisconsin has had a strong emphasis on openness in government in general and on public access to governmental records in particular. This has been expressed in statutory form as a presumption of a public right of access to governmental records. The Open Records Law (s.19.32, Wis. Stats.) states that since "representative government is dependent upon an informed electorate...all persons are entitled to the greatest possible information regarding the affairs of government." There is a presumption of public access. However, the law recognizes the need for some records to be exempted from disclosure by more specific state and federal law and case law principles, such as the "balancing test": whether the public interest is best served by disclosure or nondisclosure. State and federal confidentiality laws that are more specific than the Open Records Law will usually take precedence.

E-Mail as a Public Record Flowchart

How to decide if an e-mail is a public record.



9.0 The Education Department’s General Administrative Regulations (EDGAR)

EDGAR consolidated into a single document uniform requirements for the administration of U.S. Department of Education grants. The administrative regulations provide specific provisions for retention of federal program records. EDGAR provides for a five year retention period. If any litigation, claim, negotiation, audit or other action involving the records has commenced before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the **five year period**, whichever is later.

The following is a listing of federal educational programs covered by these EDGAR provisions:

No Child Left Behind Act of 2001—ESEA Reauthorization

Title I Improving the Academic Achievement of the Disadvantaged

- Part A Basic Programs
- Part B Student Reading Skills Improvement Grants
 - Subpart 1 Reading First
 - Subpart 2 Early Reading First
 - Subpart 3 Even Start
- Part C Migrant Education
- Part D Neglected and Delinquent or At Risk
- Part F Comprehensive School Reform
- Part G Advanced Placement
- Part H School Dropout Prevention

Title II Teachers

- Part A Teacher and Principal Training and Recruiting Fund
- Part B Math and Science Partnerships
- Part C Innovation for Teacher Quality
- Part D Enhancing Education through Technology

Title III English Language Acquisition, Language Enhancement, and Academic Achievement Act

Title IV 21st Century Schools

- Part A Safe and Drug Free Schools and Communities
- Part B 21st Century Community Learning Centers
- Part C Environmental Tobacco Smoke

Title V Promoting Informed Parental Choice and Innovative Programs

- Part A Innovative Programs
- Part B Public Charter Schools
- Part C Voluntary Public School Choice

Title VI Flexibility and Accountability

- Part A Improving Academic Achievement
- Part B Rural Education Initiative

Title VII Native Americans and Alaskan Education Program

- Part A Indian Education
- Part B Native Hawaiian Education
- Part C Alaska Native Education

Title VIII Impact Aid

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Title IX General Provisions

- Parts A through F—Definitions, flexibility, Consolidation, Waivers, Uniform Provisions

Title X, Part C Education of Homeless Children and Youth

- Carl Perkins Vocational Education Act
- Individuals with Disabilities Education Act (IDEA)—Part B
- IDEA Preschool Grant

State Grants also hold the five year retention period. State Grants to Local Education Agencies (LEAs) include:

- P-5 Program
- Head Start Program
- Alternative Education Grants
- AODA Prevention/Intervention Grants
- Grants to Mentors
- Peer Review and Mentoring
- Talented and Gifted Program Grants
- Advanced Placement Grants
- English for Southeast Asian
- STEM Grants
- Grants for Nurses
- Consolidation Grants

2020-21 Budget Status Report-March 31, 2021

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	17,734,685.70	5,436,616.98	86.86%	3,506,766.32
Personnel Costs: Benefits	9,941,025	9,941,025	6,449,910.39	2,017,250.91	85.17%	1,473,863.70
Total	36,619,094	36,619,094	24,184,596.09	7,453,867.89	86.40%	4,980,630.02

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,410	88,410	54,529.42	18,682.91	82.81%	15,197.67
Prairie School CSF	21,356	26,003	15,987.61	4,699.94	79.56%	5,315.45
Heritage School	82,580	82,580	54,076.20	9,651.87	77.17%	18,851.93
Heritage School CSF	16,027	22,230	8,080.56	1,287.13	42.14%	12,862.31
Arboretum School	77,463	77,463	45,638.07	13,957.17	76.93%	17,867.76
Arboretum School CSF	16,749	21,836	13,753.58	6,129.73	91.06%	1,952.69
Intermediate School	148,620	148,620	55,948.40	22,790.87	52.98%	69,880.73
Intermediate School CSF	21,091	27,901	20,668.04	6,621.86	97.81%	611.10
Middle School	142,000	142,000	68,585.41	11,728.85	56.56%	61,685.74
Middle School CSF	23,467	28,066	25,508.35	3,129.05	102.04%	-571.40
High School	563,093	563,093	140,818.24	28,923.67	30.14%	393,351.09
High School CSF	48,227	68,145	48,614.15	16,065.86	94.92%	3,464.99
Athletics	346,182	316,682	113,266.59	145,903.43	81.84%	57,511.98

Departments						
Utilities	982,582	982,582	682,110.25	677,280.77	138.35%	-376,809.02
Maintenance	1,172,605	972,605	504,560.68	303,968.03	83.13%	164,076.29
Capital Projects	278,500	278,500	289,444.56	3,814.00	100.00%	-14,758.56
Contingency Fund	100,000	100,000	52,780.41	0.00	52.78%	47,219.59
Energy Conservation	83,894	83,894	17,107.85	0.00	20.39%	66,786.15
Transportation	1,328,225	1,328,225	439,819.26	478,893.99	69.17%	409,511.75
Technology	966,179	966,179	581,762.69	21,183.41	62.41%	363,232.90
Technology Erate/Fees	25,000	25,000	97,617.40	23,292.84	483.64%	-95,910.24
Curriculum	337,771	337,771	345,140.91	7,793.15	104.49%	-15,163.06
Human Resources	35,850	35,850	24,880.87	752.60	71.50%	10,216.53
Superintendent	84,600	84,600	53,256.71	22,052.59	89.02%	9,290.70
Student Support	31,412	31,412	9,846.81	9,006.92	60.02%	12,558.27
Business Office	421,973	421,973	240,127.75	124,833.81	86.49%	57,011.44
District Wide	1,299,357	1,299,357	625,925.11	56,246.19	52.50%	617,185.70
Special Projects	0	0	0.00	1,395.00	---	-1,395.00
Summer School	29,350	29,350	28,797.60	0.00	98.12%	552.40

Grants-Fund 10						
Common School Fund-District	5,799	5,799	5,799.00	0.00	100.00%	0.00
CARES Act Grant	63,244	63,224	63,224.00	0.00	100.00%	0.00
Title 1 Grant (Public)	90,061	89,600	37,429.95	7,026.37	49.62%	45,143.68
Title 1 Grant (Private)	0	4,920	1,083.25	0.00	22.02%	3,836.75
Title 2 Grant (Public)	42,737	51,200	33,331.70	0.00	65.10%	17,868.30
Title 2 Grant (Private)	5,692	5,655	1,552.00	0.00	27.44%	4,103.00
Title 3 Grant	15,784	15,784	3,184.04	911.68	25.95%	11,688.28
Title 4A Grant (Public)	8,850	9,648	9,648.00	0.00	100.00%	0.00
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	9,696.80	0.00	60.02%	6,459.20
CCEIS Federal Flo-Through	204,709	204,709	122,670.93	200.00	0.00%	81,838.07
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	19,434.00	0.00	100.00%	0.00
Career/Tech Ed Grant	73,654	73,654	21,474.85	419.25	29.73%	51,759.90
Ed. Effectiveness Grant	27,840	27,840	0.00	0.00	0.00%	27,840.00

Other Program Totals						
Transfer to Fund 27	5,635,100	5,635,100	0.00	0.00	0.00%	5,635,100.00
4K Program-AD Curriculum	972,540	972,540	728,904.88	228,979.75	98.49%	14,655.37
Wellness Clinic	232,200	232,200	119,294.07	107,145.48	97.52%	5,760.45
Referendum 2020	2,127,502	2,127,502	1,522,491.53	274,195.01	84.45%	330,815.46

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	36,619,094	36,619,094	24,184,596.09	7,453,867.89	86.40%	4,980,630.02
Building Totals	1,595,265	1,613,029	665,474.62	289,572.34	59.21%	657,982.04
Department Totals	7,177,298	6,977,298	3,893,178.86	1,730,513.30	82.03%	1,253,605.84
Grant Totals	589,483	602,347	328,528.52	8,557.30	55.96%	265,261.18
Other Program Totals	8,967,342	8,967,342	2,370,690.48	610,320.24	33.24%	5,986,331.28
Total Fund 10 Expenditures	54,948,482	54,779,110	31,542,468.57	10,092,831.07	76.01%	13,143,810.36

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	11,760	11,760	2,079.90	0.00	17.69%	9,680.10
Heritage School	12,380	12,380	2,004.24	0.00	16.19%	10,375.76
Arboretum School	12,813	12,813	2,696.85	0.00	21.05%	10,116.15
Intermediate School	37,950	37,950	13,179.00	0.00	34.73%	24,771.00
Middle School	31,000	31,000	3,581.99	0.00	11.55%	27,418.01
High School	177,575	177,575	153,390.95	0.00	86.38%	24,184.05
Athletic Dept	38,000	8,500	1,340.04	0.00	15.77%	7,159.96
Curriculum	8,800	8,800	4,335.65	0.00	49.27%	4,464.35
Maintenance	2,000	2,000	7,312.57	0.00	365.63%	-5,312.57
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	4,061.82	0.00	147.70%	-1,311.82
E-Rate	25,000	25,000	20,560.75	0.00	82.24%	4,439.25
District	53,593,679	53,393,679	33,038,778.55	0.00	61.88%	20,354,900.45

Grants - Fund 10

Common School Fund-District	152,716	199,980	0.00	0.00	0.00%	199,980.00
CARES Act Grant	63,244	63,224	63,224.00	0.00	100.00%	0.00
Title 1 Grant (Public)	90,061	89,600	26,143.49	0.00	29.18%	63,456.51
Title 1 Grant (Private)	0	4,920	0.00	0.00	0.00%	4,920.00
Title 2 Grant (Public)	42,737	51,200	7,894.36	0.00	15.42%	43,305.64
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	9,648.00	0.00	100.00%	0.00
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	7,326.02	0.00	45.35%	8,829.98
CCEIS Federal Flo-Through	204,709	204,709	108,237.59	0.00	52.87%	96,471.41
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	19,433.66	0.00	100.00%	0.34
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

Total Fund 10 Revenues	54,692,307	54,522,935	33,495,449.43	0.00	61.43%	21,027,485.57
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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	3,498,540.32	1,104,699.06	83.48%	910,876.62
Benefits	2,123,890	2,123,890	1,375,913.21	408,603.34	84.02%	339,373.45
Total	7,638,006	7,638,006	4,874,453.53	1,513,302.40	83.63%	1,250,250.07

Departments

CWD/Pupil Services	190,094	190,094	132,262.96	61,618.61	101.99%	-3,787.57
Transportation	140,000	140,000	111,001.45	28,998.55	100.00%	0.00
O&M	8,000	8,000	5,062.77	6,875.94	149.23%	-3,938.71
Medicaid	8,000	8,000	8,565.20	0.00	107.07%	-565.20

Grants-Fund 27

IDEA FlowThrough Grant	662,800	679,868	383,983.57	152,681.21	78.94%	143,203.22
IDEA PreSchool Grant	15,588	23,027	6,946.80	1,709.53	37.59%	14,370.67

Total Fund 27 Expenditures	8,662,488	8,686,995	5,522,276.28	1,765,186.24	83.89%	1,399,532.48
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SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	662,800	679,868	224,819.68	0.00	33.07%	455,048.32
IDEA PreSchool Grant	15,588	23,027	4,969.92	0.00	21.58%	18,057.08
Student Support Revenues	0	0	0.00	0.00	0.00%	0.00
Other Fund 27 Revenues	7,984,100	7,984,100	1,278,791.38	0.00	16.02%	6,705,308.62

Total Fund 27 Revenues	8,662,488	8,686,995	1,508,580.98	0.00	17.37%	7,178,414.02
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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	667,419.38	1,671,468.69	93.79%	154,746.93

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,544,507	2,544,507	425,426.29	0.00	16.72%	2,119,080.71

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES (Fund 10)

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	20,930.59	11,760.00	2,079.90	9,680.10	88,410	73,212.33	15,197.67	5,517.57	26,448.16
Heritage School	22,811.68	12,380.00	2,004.24	10,375.76	82,580	63,728.07	18,851.93	8,476.17	31,287.85
Arboretum School	26,767.07	12,813.00	2,696.85	10,116.15	77,463	59,595.24	17,867.76	7,751.61	34,518.68
Intermediate School	51,542.70	37,950.00	13,179.00	24,771.00	148,620	78,739.27	69,880.73	45,109.73	96,652.43
Middle School	40,026.43	31,000.00	3,581.99	27,418.01	142,000	80,314.26	61,685.74	34,267.73	74,294.16
High School	64,893.55	177,575.00	153,390.95	24,184.05	563,093	169,741.91	393,351.09	369,167.04	434,060.59
Athletic Dept	11,000.00	8,500.00	1,340.04	7,159.96	316,682	259,170.02	57,511.98	50,352.02	61,352.02
4K	14,220.36	0.00	0.00	0.00	972,540	957,884.63	14,655.37	14,655.37	28,875.73
Curriculum	30,726.65	82,454.00	4,335.65	78,118.35	411,425	374,828.16	36,596.84	-41,521.51	-10,794.86
Energy Conservation	1,516.67	0.00	220.00	-220.00	83,894	17,107.85	66,786.15	67,006.15	68,522.82
Human Resources	6,591.04	2,200.00	0.00	2,200	35,850	25,633.47	10,216.53	8,016.53	14,607.57
Maintenance	55,705.29	2,000.00	7,312.57	-5,313	972,605	808,528.71	164,076.29	169,388.86	225,094.15
Student Support	13,580.91	0.00	0.00	0.00	221,506	212,735.30	8,770.70	8,770.70	22,351.61
Superintendent	16,610.49	0.00	0.00	0.00	84,600	75,309.30	9,290.70	9,290.70	25,901.19
Technology	50,895.63	2,750.00	4,061.82	-1,311.82	991,179	723,856.34	267,322.66	268,634.48	319,530.11
Capital Projects (Fund 10)	21,267.54	0.00	0.00	0.00	278,500	293,258.56	-14,758.56	-14,758.56	-271,991.02
	449,086.60							1,010,124.59	1,180,711.19

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF February 2021

	STATE BANK	STATE BANK	STATE BANK	STATE POOL	STATE POOL	
	<u>PAYROLL CHECKING</u>	<u>DEPOSIT ACCT</u>	<u>OPERATING ACCT</u>	<u>GENERAL ACCOUNT</u>	<u>DENTAL 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)	
BEGINNING BALANCE	81,052.04	9,199,773.92	297,078.49	1,949,044.72	403,944.66	
REVENUES:						
+ DEPOSITS	4,310,000.00	11,363,914.73	913,610.09	567,521.02	63,754.90	
+ INTEREST	0.00	1,147.42	41.10	127.43	21.28	
TOTAL REVENUES	4,310,000.00	11,365,062.15	913,651.19	567,648.45	63,776.18	
EXPENSES:						
ACCOUNTS PAYABLE	240.55	5,155,631.95	898,220.15	0.00	67,936.72	
PAYROLL	4,006,982.05	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	4,007,222.60	5,155,631.95	898,220.15	0.00	67,936.72	
ENDING BALANCE	383,829.44	15,409,204.12	312,509.53	2,516,693.17	399,784.12	

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BANK BALANCES

ENDING BANK BALANCE	765,127.32	15,409,204.12	313,372.20	2,516,693.17	399,784.12	
OUTSTANDING ACH	428,236.30	0.00	862.67	0.00	0.00	
ACTUAL BALANCE	336,891.02	15,409,204.12	312,509.53	2,516,693.17	399,784.12	
SKYWARD BALANCE	-1,234.25	15,409,204.12	312,509.53	2,516,693.17	399,784.12	

<u>WISC</u> <u>CAPITAL</u> <u>PROJECTS</u> <u>ACCT</u>	<u>MIDAMERICA</u> <u>TRUST ACCT</u>	<u>WISC</u> <u>DEBT SERVICE</u>	<u>WISC</u> <u>SCHOLARSHIP ACCT</u>	<u>WISC</u> <u>GENERAL</u>	<u>TOTALS</u>
(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUNDS 39 AND 49)	
38,474.73	1,377,094.75	977,935.62	329,777.87	635,442.94	15,289,619.74
0.00	0.00	0.00	0.00	0.00	17,218,800.74
1.12	1,882.40	29.96	-60.59	6.16	3,196.28
1.12	1,882.40	29.96	-60.59	6.16	17,221,997.02
0.00	0.00	0.00	0.00	0.00	6,122,029.37
0.00	0.00	0.00	0.00	0.00	4,006,982.05
0.00	0.00	0.00	0.00	0.00	10,129,011.42
38,475.85	1,378,977.15	977,965.58	329,717.28	635,449.10	22,382,605.34

38,475.85	1,378,977.15	977,965.58	329,717.28	635,449.10	22,764,765.89
0.00	0.00	0.00	0.00	0.00	429,098.97
38,475.85	1,378,977.15	977,965.58	329,717.28	635,449.10	22,335,666.92
38,475.85	1,378,977.15	977,965.58	329,717.28	635,449.10	21,997,541.65

Wellness Clinic Monthly Expenses

	Dean/SSM	Staff	Admin	Other Prof. Services	Supplies/ Equipment	Rent	Cleaning	Utilities	District purchased supplies	Security System (annually)	Monthly Total
		10,729.00	1,954.00		2,330.00						
March 2017	15,013.00					2,017.00			2,974.17		20,004.17
		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
April 2017	15,013.00					2,017.00	1,612.40	113.85	22,059.98		40,816.23
		10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	107.49	22.00		18,659.49
June 2017	15,013.00					2,017.00	1,500.00	78.90		189.00	18,797.90
		10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	70.17	5.50		18,605.67
August 2017	15,013.00					2,017.00	1,500.00	68.84	25.50		18,624.34
		10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	68.31	7.00		18,605.31
October 2017	15,013.00					2,017.00	1,500.00	121.01	263.00		18,914.01
		10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	229.65	5.50		18,765.15
December 2017	15,013.00					2,017.00	1,500.00	340.53	25.50		18,896.03
		10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	446.47	7.00		18,983.47
February 2018	15,013.00					2,059.00	1,500.00	538.96	263.00		19,373.96
		10,729.00	1,954.00		2,330.00	2,059.00	1,590.88	23.58	5.50		18,691.96
April 2018	15,013.00					2,059.00	1,545.00		25.50		18,642.50
		10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		7.00		18,624.00
June 2018	15,013.00					2,059.00	1,545.00	195.67			17,012.67
		10,729.00	154.00		2,330.00	2,059.00	1,545.00	253.18	5.50		17,075.68
August 2018	13,213.00					2,059.00	1,545.00	227.99	25.50	270.00	17,340.49
		10,729.00	154.00		3,345.70	2,059.00	1,545.00	193.65	7.00		18,033.35
October 2018	14,228.70					2,059.00	1,545.00	140.92	263.00		22,221.27
		10,729.00	154.00	482.00	2,423.60	2,059.00	1,545.00	162.00	26.00		17,580.60
December 2018	13,788.60					2,059.00	1,545.00	194.93	31.50		17,540.38
		10,729.00	154.00		2,383.00	2,059.00	1,545.00	209.10	-		17,079.10
February 2019	13,266.00					2,374.00	1,591.35	231.90	51.75		17,559.00
		10,729.00	154.00		2,427.00	2,104.00	1,591.35	207.65	18.50		19,045.66
April 2019	15,124.16			613.00	458.16	2,104.00	1,591.35	172.45	7.00		18,632.82
		14,053.00		65.00	640.02	2,104.00	1,591.35	163.01	56.75		18,624.71
June 2019	14,709.60				656.60	2,104.00	1,591.35	167.72	7.00	352.80	18,932.47
		14,053.00			656.60	2,104.00	1,591.35	250.68	25.50		19,204.53
August 2019	15,233.00				1,180.00	2,167.00	1,591.35	220.16	21.50		22,794.77
		14,053.00			4,741.76	2,167.00	1,591.35	187.96	18.50		18,636.81
October 2019	14,672.00			555.75	63.25	2,167.00	1,591.35	147.67	20.25		18,914.87
		14,053.00		935.60		2,167.00	1,591.35	162.46	25.50		18,516.31
November 2019	14,988.60			487.00		2,197.00	1,591.35	176.69	32.50		19,358.54
		14,053.00			1,308.00	2,197.00	1,591.35	191.30	25.50		19,366.15
February 2020	15,361.00				1,308.00	2,197.00	1,591.35	164.89	32.25		18,494.69
		14,053.00		197.00	259.20	2,197.00	1,591.35	148.89	7.00		11,126.68
March 2020	14,509.20					2,197.00	1,591.35	148.89	7.00		11,126.68
		7,026.50		-	482.00	2,197.00	1,639.09	148.89	18.50		11,511.98
April 2020	7,508.50					2,197.00	1,639.09	148.89	7.00		11,126.68
		7,026.50		108.20		2,197.00	1,639.09	148.89	7.00		11,126.68
May 2020	7,134.70					2,197.00	1,639.09	146.69	7.00		10,666.88
		6,708.10		-	(31.00)	2,197.00	1,639.09	146.69	7.00		10,666.88
June 2020	6,677.10					2,197.00	1,639.09	146.68	25.50	360.00	11,643.77
		7,275.50			249.00	2,197.00	1,639.09	146.68	25.50	360.00	11,643.77
July 2020	7,275.50					2,197.00	1,639.09	196.79	7.00		11,213.29
		7,026.50		-	147.00	2,197.00	1,639.09	183.26	50.50		17,456.35
August 2020	7,173.50				6,360.00	2,197.00	1,639.09	149.80	22.37		11,870.76
		7,026.50			836.00	2,197.00	1,639.09	139.85	32.25		19,894.10
September 2020	13,386.50					2,262.91	1,639.09	151.39	7.00		19,738.39
		7,026.50		-	-	2,262.91	1,639.09	151.39	7.00		19,738.39
October 2020	7,862.50					2,262.91	1,639.09	186.83	45.00		20,879.83
		15,678.00			142.00	2,262.91	1,639.09	186.83	45.00		20,879.83
November 2020	15,820.00					2,262.91	1,639.09	100.81	7.00		20,329.81
		15,678.00		600.00	42.00	2,262.91	1,639.09	100.81	7.00		20,329.81
December 2020	15,678.00					2,262.91	1,639.09	100.81	7.00		20,329.81
		15,678.00			1,068.00	2,262.91	1,639.09	100.81	7.00		20,329.81
January 2021	16,746.00					2,262.91	1,639.09	100.81	7.00		20,329.81
		15,678.00				2,262.91	1,639.09	100.81	7.00		20,329.81
February 2021	16,320.00					2,262.91	1,639.09	100.81	7.00		20,329.81



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 March 2021.

	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	3-18-2021
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	Hold	3-17-2021
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597		

Board of Education Representative: _____
David Boetcher, President 4-12-2021

Building Drill Summary YEAR: 2020/2021

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

Legend	Description	Additional Notes
A	ALICE Drill - Lockdown	<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	Hold	<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

School Site and Address	Intermediate School 6273 Woodland Dr. Waunakee, WI 53597	Drill Date	3/18/2021
Type of Drill/Exercise	Hold	Drill Supervisor	Tim Mommaerts
Number of Students Present	214	Number of Staff Present	80
Duration of Drill	7 minutes	Assisting Staff	Lisa Jondle Chris Vlachakis

<i>Pre-Drill Planning</i>	Yes	No	N/A
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	
<i>During the Drill</i>	Yes	No	N/A
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	
<i>After the Drill</i>	Yes	No	N/A

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 1 Village door (Wind North) locked but ajar and the Staff Lounge door was open. Mr. Mommaerts announced that the hold drill has ended and everyone may resume normal activities.

Report Prepared by: [Ericka Hanson](#) Date: [3/18/2021](#)
 (digitally signed and dated)

**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**

School Site and Address	Middle School	Drill Date	3-17-2021
Type of Drill/Exercise	Hold Drill	Drill Supervisor	Kenas/Zibell
Number of Students Present	200	Number of Staff Present	60
Duration of Drill	10 minutes	Assisting Staff	Teaching staff

Pre-Drill Planning	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario? (Our 8th grade students that we had here last year have been trained)	X	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	
During the Drill	Yes	No	N/A
Was plain language used to initiate the drill?	X		
Were any code words used during the drill? (Hold and All Clear)	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	
<i>After the Drill</i>	Yes	No	N/A
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? *(If Need Be)		X	
Will parents be informed of the drill results?		X	

Narrative - Description of the drill, problems encountered, lessons learned
Announcement was made that we were having a Hold Drill (and that teachers could continue teaching, but needed to have doors shut and locked. Administrators walked around the building to check all doors. One teacher was in the classroom with students without the door being locked.

Report Prepared by: Michael Zibell Date: 4/6/2021
 (digitally signed and dated)

TO: Waunakee School District Board of Education

FROM: Dean Kaminski/Erin Mayrand

DATE: February 15, 2020

RE: Book Donation from American Family Insurance

Prairie Elementary School has received a donation of 35 books titled *Let's Talk About It*, donated by the American Family Insurance Institute for Corporate and Social Impact. These books, featuring artwork of the city-commissioned murals that line Madison's State Street, will be used in each teacher's classroom library as part of their equity book collection. Approximate value of the books is \$1,749.65.

Adam Schrager
Social Impact Storyteller
American Family Insurance Institute for Corporate and Social Impact
821 E. Washington Ave.
Madison, WI 53703



Memo

To: Waunakee Community School District Board of Education

From: Randy Guttenberg/Anne Blackburn

Date: March 29, 2021

Re: WCSD Staff Appreciation gift from North Ridge Church

Each WCSD Staff member received a \$5 Waunakee Chamber gift certificate in appreciation for all the work needed for the 2020-2021 school year. The total amount of gift certificates purchased was 600, which is a value of \$3,000.00.

North Ridge Church
Brent and Laura Bickel
1303 Centennial Parkway
Waunakee, WI 53597

CO-CURRICULAR REPORT FOR APRIL 12, 2021 BOE MEETING

STAFF					
ACTIVITY	POSITION	BUILDING	LAST NAME	FIRST NAME	
Drama/Musical	Assistant	M.S.	Dziuk	Mallory	Replaces Brad Burgess who declined position

2021 April Summer School Hiring Report For BOE Approval				
Last Name	First Name	Position Description	Assignment	Locations
BARBER	CATHERINE	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN	ARBORETUM ELEMENTARY
BENSON	KAREN	SUMMER SCHOOL TEACHER	BRAIN GAMES/MAKING MUSIC	ARBORETUM ELEMENTARY
BERRYMAN	KATHARINE	SUMMER SCHOOL TEACHER	Enhancing Skills MS	MIDDLE SCHOOL
CARDOSA	JOANNA	SUMMER SCHOOL TEACHER	GETTING READY FOR 3rd/4th GRADE	HERITAGE ELEMENTARY
CARSON	RICK	SUMMER SCHOOL TEACHER	LEGOS	ARBORETUM ELEMENTARY
CAUGHLIN	LISA	SUMMER SCHOOL TEACHER	JUMP START MATH	PRAIRIE ELEMENTARY
DECORAH	TIMOTHY	SUMMER SCHOOL TEACHER	(VIRTUAL)ONLINE PHY ED	HIGH SCHOOL
EHLE	JOHN	SUMMER SCHOOL TEACHER	LEGOS	HERITAGE ELEMENTARY
ELLEFSON	JANICE	SUMMER SCHOOL TEACHER	DUCTIVITY	ARBORETUM ELEMENTARY
FRAWLEY	CAITLIN	SUMMER SCHOOL TEACHER	CAMP INVENTION	ARBORETUM ELEMENTARY
FRAWLEY	CAITLIN	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN	PRAIRIE ELEMENTARY
GAGE	SONJA	SUMMER SCHOOL TEACHER	READING EXPRESS	ARBORETUM ELEMENTARY
GRUNDER	ELLEN	SUMMER SCHOOL TEACHER	SPANISH SKILLS 4-5	HIGH SCHOOL
HARMAN	MARLY	SUMMER SCHOOL TEACHER	CRAFTY CREATIONS	INTERMEDIATE SCHOOL
KUEHN	JACOB	SUMMER SCHOOL TEACHER	DUCTIVITY	PRAIRIE ELEMENTARY
MCCLAIN	BRIANNA	SUMMER SCHOOL TEACHER	JUMP START MATH	ARBORETUM ELEMENTARY
MCDONOUGH	KAREN	SUMMER SCHOOL TEACHER	SUMMER FITNESS	INTERMEDIATE SCHOOL
MCKENNA	KRISTIN	SUMMER SCHOOL TEACHER	IMPROV COMEDY THEATER	INTERMEDIATE SCHOOL
MEHLHOFF	KALI	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN S1	ARBORETUM ELEMENTARY
MERIGGIOLI	EMMA	SUMMER SCHOOL TEACHER	GETTING READY FOR 6th GRADE	INTERMEDIATE SCHOOL
MILLER	KYLE	SUMMER SCHOOL TEACHER	ACTIVE FUN FITNESS	HERITAGE ELEMENTARY
MINTER	AMY	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN S2	ARBORETUM ELEMENTARY
MRKVICKA	LAURA	SUMMER SCHOOL TEACHER	ARTS AND CRAFTS	PRAIRIE ELEMENTARY
NELSON	MEAGHAN	SUMMER SCHOOL CLASS COORDINATOR	READY SET GO	ARBORETUM ELEMENTARY
OSTRANDER	LARA	SUMMER SCHOOL TEACHER	GETTING READY FOR 3rd/4th GRADE	PRAIRIE ELEMENTARY
ROBINSON	SAMUEL	SUMMER SCHOOL TEACHER	BAND- SUMMER SCHOOL	INTERMEDIATE SCHOOL
SCHREMP	SALLY	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN	PRAIRIE ELEMENTARY

STEEN	MICHAEL	SUMMER SCHOOL CLASS COORDINATOR	ORCHESTRA- SUMMER SCHOOL	INTERMEDIATE SCHOOL
STEEN	MICHAEL	SUMMER SCHOOL TEACHER	ORCHESTRA- SUMMER SCHOOL	INTERMEDIATE SCHOOL
SVOBODA	REBECCA	SUMMER SCHOOL TEACHER	CAMP KINDERGARTEN	HERITAGE ELEMENTARY
UHALT	MARY	SUMMER SCHOOL TEACHER	Summer School Special Education Teacher	DISTRICT WIDE
WALKINGTON	JENNIFER	SUMMER SCHOOL TEACHER	ARTS AND CRAFTS	ARBORETUM ELEMENTARY
WATSON	ELIZABETH	SUMMER SCHOOL TEACHER	COMMUNICATION ARTS 5	INTERMEDIATE SCHOOL
WESSON	JAMES	SUMMER SCHOOL TEACHER	ORCHESTRA- SUMMER SCHOOL	HIGH SCHOOL
WHERLEY	EMILY	SUMMER SCHOOL TEACHER	BOOK CLUB	HERITAGE ELEMENTARY
WICKER	EMILY	SUMMER SCHOOL TEACHER	READY SET GO	ARBORETUM ELEMENTARY
WINIECKI	ELIZABETH	SUMMER SCHOOL TEACHER	GETTING READY FOR 5th GRADE	INTERMEDIATE SCHOOL
WITAK	KRISTA	SUMMER SCHOOL TEACHER	ORCHESTRA- SUMMER SCHOOL	INTERMEDIATE SCHOOL

**2021-2022 School Year
SHARED SERVICE CONTRACT
Dane County New Teacher Project
(SEC. 66:0301)**

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

- 1) Cambridge School District
- 2) DeForest School District
- 3) Hartland Lakeside School District – Remote membership
- 4) Kimberly School District – Remote membership
- 5) Madison Metropolitan School District
- 6) Marshall School District
- 7) McFarland School District
- 8) Mequon-Thiensville School District – Remote membership
- 9) Middleton-Cross Plains Area School District
- 10) Monona Grove School District
- 11) Oregon School District
- 12) Shorewood School District-Remote membership
- 13) Stoughton Area School District
- 14) Sun Prairie Area School District
- 15) Verona Area School District
- 16) Waunakee Community School District
- 17) Wisconsin Evangelical Lutheran Synod (WELS) – Remote membership

Said school districts hereby mutually agree, pursuant to the provisions of s.66:0301 Wis. Stats., to the following conditions:

1. That said above parties agree and contract for the operation of a **66:0301** program as hereinafter set forth;
2. Hereinafter the Waunakee Community School District is to be the operator and fiscal agent;
3. That said fiscal agent will account for all financial transactions in Fund 99;
4. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
5. That variation from the budget will require prior approval of all school district parties hereto;
6. That Exhibit A 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.

Cambridge School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

DeForest School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Hartland Lakeside School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Kimberly School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Madison Metropolitan School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Marshall School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

McFarland School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Mequon-Thiensville School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Middleton-Cross Plains Area School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Monona Grove School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Oregon School District

Dated this ___ day of _____, 2019

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Shorewood School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Stoughton Area School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Sun Prairie Area School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Verona Area School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Waunakee Community School District

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Wisconsin Evangelical Lutheran Synod (WELS)

Dated this ___ day of _____, 2020

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

EXHIBIT A

As an addendum to the shared services contract (Sec. 66:0301) for the Dane County New Teacher Project.

BUDGET AND PLAN OF OPERATION

A.

Required for Programming	2021-2022 Budget
Beginning Teacher Seminars	\$3,035.00
Nine 3-hour /coach Forums	\$1,500.00
Nine 3-hour Release Mentor Forums	\$1,000.00
Four District Program Leaders Breakfasts	\$125.00
Induction Team Retreat	\$1,346.00
Three Principal Breakfasts	\$1,600.00
Four District Council Meetings	\$150.00
Six DCNTP Board Meetings	\$100.00
Project Manager (includes all salary and benefits)	\$31,000.00
DCNTP Chair -190 days \$474 per diem (includes all salary and benefits)	\$105,000.00
Tom Howe Executive Coaching and Consultation (10 days)	\$5,000.00
NPLN Team transportation and meals (3 people, 3 days)	\$6,000.00
Capacity Building- Symposium (Program leader only) Others funded through training budget.	\$2,000.00
Office Rent	\$3,600.00
Office Expenditures	\$1,400.00
Total Budget	\$162,856.00

Six-tier system of membership costs:

Tier	Enrollment	Number of Tier Districts	Percentage of even split and cost per district	Total
1	8000 and up	Two: Madison, Sun Prairie	150%--16,440	\$32,880
2	6600-7800	One: Middleton-Cross Plains	125%--\$13,700	\$13,700
3	5000-6600	One: Verona	100%--\$10,960	\$10,960
4	3900-4500	Two: Oregon, Waunakee	95%--\$10,412	\$20,824
5	2200-3700	Four: De Forest, McFarland, Monona Grove, Stoughton	90%--\$9,864	\$39,456
6	800-2000	Two: Cambridge, Marshall	80%--\$8,768	\$17,536
	Remote	Five: Hartland Lakeside, Kimberly, Mequon-Thiensville, Shorewood, WELS	\$5,500	\$27,500
TOTAL:				\$162,856

B. Invoiced July 1 on an annual basis. Payment due on September 30, 2021

Some districts may prefer to pay their 2021-22 consortium fee with remaining dollars in this fiscal year, encumbering that amount prior to July 1. DCNTP will accept checks, but cannot cash or deposit payments until after July 1 for the 2021-2022 consortium fee.

Please make payable to: Waunakee Community School District

Mail to: **Dane County New Teacher Project**
 Heritage Elementary School
 501 South Street
 Waunakee, WI 53597

Questions: Heather Lott, Chair: heatherlott@waunakee.k12.wi.us or
 Dan Eckhardt, Project Manager: daneckhardt@waunakee.k12.wi.us

To the amazing staff of the WCSD:

- Custodial, maintenance, and IT staff
- Para educators
- Crossing guards, bus drivers and food service staff
- Administrative assistants
- Administrative support staff
- Administration
- Teachers

With the start of the PTO's National Teacher Appreciation Week and Tuesday, May 4, being National Teacher Appreciation Day, as the WCSD School Board we wish to take this time to celebrate and thank all of you for your outstanding service and inspired endurance which you have given our students, families and community. We celebrate the exceptional gifts that you so generously share for the greater good.

What happens when 604 dedicated and selfless people come together in times of crisis to face whatever challenges there are and to take care of our most precious charge, the children of our community? You are what happens! In the face of mountainous challenges, uncertainties, fatigue, and doubt, you joined together in lifting up one another and our students.

As a staff already known for its extraordinary dedication, hard work, and skill, you all went into hyper-overdrive for well over a year. Your creativity, flexibility, adaptability, and resourcefulness were challenged repeatedly since last year's Teacher Appreciation Week. Yet, with each new challenge, you found a way, together, to stand and be present for your students and their families, as well as for your colleagues.

We, the WCSD Board of Education, are most appreciative for how courageously and skillfully you have responded to the challenges that you, our students, and are families have faced during this Covid-19 pandemic. Thank you for your countless hours of dedication and hard work. Thank you for sharing so magnificently your outstanding skills, talents, and inspired endurance.

We celebrate all 604 of you especially this National Teacher Appreciation Week, but also throughout the year.

Sincerely,

The WCSD Board of Education

