

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

Monday, August 9, 2021

5:30 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, check in with District personnel upon arrival.

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](mailto: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. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may not be reviewed by the board until after the board adjourns. 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 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.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. BOARD DEVELOPMENT WORKSHOP**

A. District Branding Process -- Organizational Meeting and Board Input with Nathan Chow

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Board Development will run from 5:30--6:30 p.m. on Monday evening. Nathan Chow will be working with the Board on an introduction to the Branding Process that we are embarking on this school year. Nathan will review the proposed process he will follow, the plan and timeline for this work, answer any of the school board's questions, and solicit school board input.

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

A. Review Minutes of July 12, 2021 Meetings

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

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

D. Review Individual Co-Curricular Contract Recommendations

E. [Review 2021-2022 Department Chairs, Building Coordinators and New Teacher Advisors](#)

**V. RETURN TO OPEN SESSION**

**VI. APPROVAL OF MINUTES** **10**

Review the minutes for the July 12, 2021 regular meeting, July 19, 2021 Additional meeting.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. PUBLIC COMMENTS** **21**

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 commenter will be allowed 3 minutes. An hour will be allowed for this item.

**IX. TEACHING STAFF, STUDENT, & BOARD**

**REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Teacher Update

Members of the WTA will provide an update on items related to the teaching staff.

B. Board Reports/Action Items

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

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

2. Follow Up with Village of Waunakee -- Update on Village Business that Involves the School District

Chris Zellner, Village President, and Todd Schmidt, Village Administrator, from the Village of Waunakee will be present at the school board meeting on Monday evening. They will provide an update to the Board on various topics, including the old library building, and other items of mutual interest. Chris and Todd met with me and Jack Heinemann a few weeks ago, and earlier this summer, we had a meeting with me and Joan Ensign. Both of these meetings yielded a conclusion that an update to the full Board would be helpful for future planning and discussions.

3. Board of Education Community Engagement -- DRAFT Schedule for Engagement Meetings for 2021-2022 School Year

The School Board has set Community Engagement as a high priority this school year with an interest in informing and receiving feedback on key topics. Through initial discussions, the idea of a topic centered meeting with the community every other month was proposed. Following this concept, a potential set of dates is as

follows:

September 27, 2021

November 29, 2021

January 31, 2022

March 28, 2022

Other....

I would recommend that the first meeting topic in September be centered around Equity and Access to Opportunities, and the work of the Diversity, Equity, and Inclusion Ad Hoc Committee.

Other topics for the year to consider are as follows:

- Student Achievement and Interventions
- Social Emotional Learning
- Referendum -- Facilities and Operations
- Students with Disabilities -- 504 and Special Education (IDEA)
- English Language Learners and Bilingual Programming
- Academic and Career Planning
- Career and Technical Education
- Other

There are more topics listed here than we can address this year, but it provides a start to critical topics that you may want to explore. I am open to suggestions from the Board on other topics that you may suggest. For Monday night, I would like some feedback on your thoughts about topics you would like to have us consider and schedule for this school year.

#### 4. Review Board of Education's Parent Survey Results

The Board will review their take-aways from the parent survey from earlier this summer.

### **X. COVID-19 RELATED UPDATES AND DECISION POINTS INCLUDING BUT NOT LIMITED TO PLANS FOR FALL 2021.**

#### A. Review of Current COVID-19 Data

The administration will present to the Board the most current data related to COVID-19 incidents in our community. That information will be brought to the meeting on Monday evening.

#### B. Review/Consider COVID-19 Protocols for Fall 2021, Including Decisions Regarding Face Coverings. 23

Attached please find the DRAFT protocols that will be presented to the Board for your review and consideration on Monday evening. In addition to the general protocols, the Board will be asked to determine the policy for face coverings for student/staff/visitors,

to start the school year.

The administration is planning on a full-time, 5-day per week, program for students this fall -- a return to a normal school year schedule. With COVID needs still in the environment, we will still have mitigation efforts in place, as documented in the attached plan, and we will continue to contact trace and implement our quarantine protocols as outlined for us by PHMDC. Since there have been some questions about quarantines, the language from our plan is as follows:

**Student or Staff Identified as Close Contact: The student or the staff person identified as a Close Contact using the definition above:**

- **A student or staff person who is fully vaccinated does not need to quarantine.**
- **The requirements from PHMDC for vaccinated and unvaccinated students, teachers, and staff being considered a close contact is an exception to the close contact definition, depending on whether you are wearing a well-fitted face covering.**

This language means that if a student or staff member is determined to have been in close contact with a COVID positive individual, they would not need to quarantine if they were vaccinated.

Also, under a different scenario, if a person is determined to have been in close contact with a COVID positive individual, and they are both wearing face coverings, then regardless of vaccination status, the close contact does not need to quarantine.

We are also in the process of working through some other operational matters regarding the start of school, which we will provide you with an update on Monday. Depending on the decision on face coverings, there will be a few follow-up matters that we will want to discuss with the Board so that we have clarity on the intent of any decisions.

#### C. Non-COVID Operational Matters for the Start of the 2021-2022 School Year

The purpose of this agenda item is to share a few operational issues we are working to resolve that we want to bring to the attention of the school board as we enter the start of the school year. Mainly, we want the school board and the community to know that we need assistance in some of our related services. There is a need for bus drivers, crossing guards, and food service workers, as well as hourly employment categories within the school district. Steve Summers, Brian Grabarski, and I will provide an update to the Board on Monday so you are informed on our current status.

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

#### A. Diversity, Equity, Inclusion Ad Hoc Committee

1. Review Minutes from the 7/26/21 meeting workshop and the 8/5/21 meeting

27

B. Curriculum Committee	
1. Review the minutes of the 08/02/21 Curriculum Committee Meeting.	31
2. Assessment Schedule	33
Attached please find the Testing and Assessment Schedule for the 2021-2022 School Year. Tim Schell will present this plan to the Board on Monday evening.	
3. Progress Monitor	36
Attached please find the student achievement, progress monitoring report, for your review. Tim Schell and Amy Johnson will share this report with you on Monday evening and provide insight into some of the data points. This report is similar to the one that was presented to the Board last winter.	
C. Goals Committee	
1. Review Minutes of the 8-2-2021 Goals Committee Meeting	47
2. Report from the Goals Committee Regarding the Board's Charge to Review Native American Imagery	49

Please see the attached document that outlines the work of the Goals Committee that was approved by the Board related to the issue of Native American Imagery in the school district.

In addition to the members of the Goals Committee and administration, the following individuals were invited and attended the meeting on August 2nd:

- Samson Falcon -- Executive Director of Heritage Preservation for the Ho Chunk Nation
- Bill Quackenbush -- Tribal Historic Preservation Officer for the Ho Chunk Nation
- Terry Enge -- Waunakee Community High School Alumni, Westport Resident, and artist of the mural in the gym (when he was a high school student).
- Tim Decorah -- high school teacher
- Josh Cash -- high school teacher

The conversation with the Committee revolved around the topic of the Mural in the Old Gym at the High School, the meaning of various imagery within the Ho Chunk Nation and other Nations, reflections on Native Imagery, and discussion on how to partner together for educational/curricular purposes.

3. Recommendation on Mural in High School Gymnasium

After discussion with Terry Enge (original artist of the mural in the gym) about the history of the mural in the old gym, reflections by staff members Tim Decorah and Josh Cash, along with input from Samson Falcon and Bill Quackenbush from the Ho Chunk Nation, the Goals Committee voted 2-0 to move to the Full Board a recommendation to remove the mural in the old gym at the high school and store it until a determination can be made in the future for what to do with it.

4. Future Partnerships and Next Steps

The school district has begun working with the Ho Chunk Nation as part of the

Village of Waunakee's Sesquientennial Celebration. Part of this work is related to curricular work to further support Act 31 and the teaching of Native culture in our school programs. Additional opportunities with potential links to the language staff within the Ho Chunk Education Department, and a structured history and cultural trip to Black River Falls for some of our staff. Additionally, there is a potential opportunity for our students to work with Ho Chunk artists to potentially create a work for school or in the community. Dr. Nick Mischler and the Waunakee Public Arts group are meeting with the Ho Chunk Nation to consider a project in Waunakee, for the future.

D. Medical Advisory Ad Hoc Committee Meeting

- 1. Review Minutes from the 8-3-2021 Medical Advisory Ad Hoc Committee Meeting 53

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

A. Administrative Reports/Action Items

1. Resolution for District Expulsion Officer

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2021-2022 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

2. Appoint District Expulsion Hearing Officer for 2021-2022

The school board reviewed the expulsion hearing officer position within the last two years and at that time selected Jon Anderson of Husch Blackwell Law Firm. Mr. Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings. The recommendation is to continue with Jon Anderson as the expulsion hearing officer for the 2021-2022 school year.

3. Appoint Medical Advisor for 2021-2022 56

A motion is requested to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2021-2022 school year. This must be a roll call vote.

4. Consideration to add a 1.0 Bilingual Teacher 57

Please see the attached request from Chris Mand, Director of Student Services, for an additional bilingual teacher. We continue to see strong growth in our new students with Spanish language needs. Transfer of Service funds are applicable to use to help fund this position.

5. Draft Facility and Fall 2022 Referendum Planning Timeline 58

Attached please find a Rough Draft of a timeline for events that need to take place leading up to a potential Fall 2022 school district referendum. The administration will present this timeline to the Board on Monday night.

6. Announcements/Correspondence

### **XIII. CONSENT AGENDA**

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

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of July 2021.

#### **B. Finance**

##### **1. Monthly Finance Reports 62**

Attached you will find the 2020-21 Budget Status report as of June 30, 2021, and the Cash Reconciliation report for June 2021. Also attached is the Wellness Clinic Financial Report through June 2021 and the SSM June 2021 Wellness Clinic Report.

##### **2. Human Resources - Wellness Clinic Quarter 2 Update 89**

#### **C. 2021 Annual Meeting Agenda 91**

Attached please find a draft of the 2021 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2021 Annual Meeting.

#### **D. Consideration Cash Flow Borrowing Process 93**

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. Attached please find the cash flow borrowing financial advisory agreement with PMA. Because the district did not issue debt in 2021, we are allowed to issue our annual cash flow borrowing as a bank qualified bond issue. As a result, the borrowing is considered non-taxable, which decreases interest costs. The administration utilizes the financial advisor PMA to conduct the annual cash flow borrowing process. Last year, we participated in a PMA cash flow borrowing pool that included other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

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

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

#### **E. Consideration of Employee Handbook for Substitute Teaching Staff. 102**

#### **F. Staff Handbooks from each Building.**

On an annual basis the administration brings to the Board the staff handbooks for your review. The handbooks are available for board review in the "extras" tab of Boardbook.

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

G. Gifts and Field Trips

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

I. Consideration of 2021-2022 Department Chairs, Building Coordinators and Staff Development Representatives

**XIV. BOARD BUSINESS**

**XV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. Goals Committee

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

**XVII. RETURN TO OPEN SESSION**

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

**XIX. ADJOURN**

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



# Minutes of Regular Meeting - OPEN

## The Board of Education Waunakee Community School District

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, July 12, 2021, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

President Ensign called the meeting to order at 5:30PM.

### **II. ROLL CALL**

Boetcher- Yes, Engebretson - Yes, Ensign- Yes, Frey - Yes Heinemann – No (arrived at 6PM), Hetzel- Yes, Hoefler- Yes

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers

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

Dan Mallin from WASB, presented to the board on the legalities associated with the Open Meetings Law and the Public Record Laws.

Ensign asked for a motion to go into closed session. A motion was made by Hetzel, second by Frey, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and (f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:39PM

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

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

A. Review Minutes of June 14, 2021 Meeting

B. Review Individual Teacher Contract Recommendations, Resignations and Retirements

C. Review Individual Co-Curricular Contract Recommendations

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

E. A motion was made by Boetcher, second by Hoefler, to confer with legal counsel for the governing body who is rendering oral or written advice concerning a strategy to be adopted with respect to litigation in which it is or is likely to become involved re: vaping litigation

Motion Carried 6=Y-1=N

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

A motion was made by Engebretson, second by Heinemann to adjourn closed session at 6:59PM. Motion carried 7-0. The board reconvened into open session at 7:03PM.

**VI. APPROVAL OF MINUTES**

A. Approve minutes of June 14, 2021 regular Board meeting

A motion was made by Hetzel, second by Heinemann to approve the minutes of the June 14, 2021 regular meeting. Motion carried 7-0.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. PUBLIC COMMENTS**

Public comments sent via email are posted in the extras area of the agenda for this meeting.

All emailed public comments have been shared and reviewed by the full board.

Public Comments sent via email are from:

Brooke Day and Eli Solow  
Elizabeth Seibel and Family  
Brian Malich  
Lora Moody  
Carter Rierson

Public Comments made in person are as follows:.

Meghan Durst – In opposition to optional masking for kids under 12 years of age

Greg Gentz – Diversity, Equity, Inclusion Information

Robert McPherson – In opposition of optional masking for under 12 year olds

Melissa El Menaouar – In favor of requiring mask for K-6.

Jon Nitti – In Opposition to the DEI Charge

Erik Pearce – In opposition of changing the masking optional policy, Concerned that CRT and any committees or policies around this topic is dividing our community

Rebecca Rode – In opposition to optional masking for kids under 12 years old.

Gabrielle Stanley – In favor of masking optional for K-12. Regarding CRT allow kids to be kids.

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

A. Teacher Report - NA

B. Board Reports/Action Items

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

Heinemann, along with Guttenberg, attended a meeting with the leaders of the Village where they were informed about potential plans for a TID located along Hwy 19 and also plans for the old library building. The Village leadership will be in attendance next month to share this news with the full board.

Ensign attended the riley in Madison against the Joint Finance Committee's recent decisions. There were several speakers and it was very informative.

Ensign also attended, via zoom, the Dane County Equity Workshop. This gave more equity

awareness and also background and information regarding CRT. Ensign took notes and would like to pull these together to share with the full board.

2. Review and Consider the Membership of the Diversity, Equity, and Inclusion Ad Hoc Committee

The Board discussed the Diversity, Equity, and Inclusion Ad Hoc Committee (DEI). They discussed if the original charge of the committee was being followed. They needed a foundation to begin determining work that needed to be reviewed and this has taken more time than anticipated. Members of the board agreed that the charge needed to be reviewed and reworked. The board also reviewed the outline for membership and the current membership list. Some members have asked to be taken off, other members do not fit the role they were asked to fill on the committee any longer, and perhaps the membership is too large. The board agreed that the membership should be reviewed and that we should have a student voice, which may require this membership to change. The board discussed the need for a process to make these reviews. The board asked that the current committee finish the audit work, and then report the findings of the audit and future plans that the committee may have to the board in September. The board will consider the charge and membership of the committee after the report.

A motion was made by Heinemann, second by Frey to ask the committee to finish the audit work and report the audit findings and future plans to the board at the September board meeting. The board will then have a community engagement session later in September to share this information and hear the community's reflections regarding the charge and membership of the DEI committee. A decision on the committee charge and membership will be determined after these meetings. Motion carried 7-0.

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

A. HR Committee

1. The minutes from the 07/07/21 HR Committee Meeting were reviewed.
2. Modify the Hourly Staff Employee Guidelines for the Inclusion of Phone Language for Head Custodians and Maintenance Workers

Brian Grabarski presented and answered questions regarding request for added handbook language to direct head custodians and maintenance workers to keep their school-issued phone with them at all times. In return, they would be permitted to use the phones for personal use.

A motion was made by Heinemann, second by Hoefer, to approve the handbook language as presented. Motion carried 7-0.

B. Budget Committee

1. The 07/07/21 Meeting Minutes were reviewed.
2. Consideration of the Fund Balance Classifications

Steve Summers explained and answered questions regarding the approval of the fund balance classifications. As a note: the school board is annually required to approve fund balance accounts prior to the close of the fiscal year. This agenda item was inadvertently left off of the regular June Board Meeting agenda.

A motion was made by Heinemann, second by Hetzel to approve the Fund Balance Classifications as presented. Motion carried 7-0.

3. Review Moody's Credit Report / Fund 41 / Revise Board Policy 661.5

Steve Summers and Heinemann presented and answered questions regarding the Moody's credit report that was issued April 16, 2021, and to request approval of a revised School Board Policy 661.5.

The revised School Board policy on Fund 41 would result in a shift in Capital Maintenance funds from Fund 41 to Fund 10. This plan would address the Fund Balance concerns raised in the Moody's credit report.

A motion was made by Heinemann, second by Hoefer, to approve the policy 661.5 revision as presented and move forward changes as described in regard to funds 41 & 10. Motion carried 7-0.

C. Facility Committee

1. The 07/07/21 Meeting Minutes were reviewed.

2. Consideration of the Capital Project at the Middle School

Boetcher and Summers explained and answered questions regarding the additional Capital Project at the Middle School. The School Board previously approved the installation of a 911 signaling project at each school and the Middle School fire alarm panel will not support this project.

A motion was made by Boetcher, second by Hetzel, to approve the project as presented and not to exceed \$12,153.00. Motion carried 7-0.

3. Middle School Portable Classrooms

Boetcher and Summers presented and answered questions regarding an update on the portable classroom addition to the Middle School.

4. Soccer Stadium

Boetcher & Summers presented and answered questions on items X.C.4. a and b all together. The Soccer Boosters have asked that the name of the field be call Warrior Pitch. They are also asking approval to begin Phase 2 of the Soccer Project, which includes the ticket and player gates with the name Warrior Pitch over it.

Ensign wanted to recognize Khris Barber, Dave Kettner, the Soccer Booster and many companies who are building/installing these gates for their time and donations.

A motion was made by Hetzel, second by Hoefer, to move forward with Phase 2 and use the name Warrior Pitch. Motion Carried 7-0.

a. Request/Consideration of Soccer Stadium Name: Warrior Pitch

b. Review Phase 2 of the soccer project: The Ticket Entrance

5. Golf Hitting Bays at the Meadows

Boetcher and Summers explained and answered questions regarding the request for approval of a fundraising effort for golf hitting bays at the Waunakee Meadows.

The board recognized and thanked the Meadows for the support toward the WCSD Golf Teams. A motion was made by Hetzel, second by Hoefler, to approve the fundraising efforts for the Hitting Bays at the Meadows along with a signed memorandum of understanding between the WCSD and The Meadows as to the use of the hitting bays. Motion carried 7-0.

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

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

#### **1. Summer School and COVID Update**

Randy Guttenberg presented and answered questions regarding the first three-week session of Summer School that ended on July 8, 2021. Summer School is serving approximately 2,400 students, which is about 87% of pre-pandemic enrollment. Randy thanked Lamers for their part of accommodating about 140 student transportation changes on July 6th -- these are for students who did not meet the initial deadline for signing up for transportation and then needed transportation in order to participate in summer school.

Randy Guttenberg also gave an update on our COVID Data Spreadsheet. As of 7/7/21 the geographic area of Waunakee Community School District has a 7-day average of 0.43 COVID cases per day. We have had zero COVID cases in summer school through the first session.

Hetzel asked, based on several community inquiries and public comments if it would be feasible to have classrooms for students who wish to be masked.

Randy Guttenberg indicated there have been conversations

MH - provide classroom for students who want to be masked.

RG - there have been conversation around that and explained that this request could be possible but it isn't as easy to guarantee that students in a masked classroom would always be only with all masked students. He also indicated that the numbers would have to be available to sustain these classrooms and then the logistics of having these classrooms would need to be reviewed.

After much discussion and questions the board asked administration to send K-6 parents a survey to see what the interest would be if this could be offered.

It was made clear that to make this work, there would have to be 3 choices. One for those interested in being in a masked classroom, one for those interested in being in a masked optional classroom, and one for those who would be willing to be in either classroom. There would need to be numbers in all three categories for this to work. .

#### **2. Request to Add Two Additional Special Education Para-Educator Positions**

Randy Guttenberg introduced the new Special Education Director, Tiffany Loken. Tiffany publically thanked all the time and support Kurt gave her before he left. She presented and answered questions regarding the need for 2 additional Special Education Para Educators.

A motion was made by Heinemann, second by Engebretson, to approve this request as presented. Motion carried 7-0.

3. Announcements/Correspondence

Prairie Elementary School, Heritage Elementary School and Waunakee Middle School recognized by WI Rtl Ctr and WI DPI for reaching the Bronze Level: Behavior through WI PBIS.

Steve Summers for receiving the 2021 Wallace E. Zastrow Award. By receiving this award Steve Summers selected WHS graduate Karen Gonzalez Sanches as a \$1,500 scholarship recipient.

Randy met with staff members Tim Decorah and Joshua Cash. He was also included in a meeting with leaders of the HoChunk Nation. He will be scheduling a Goals committee meeting that will discuss rebranding, curriculum work, Native American Imagery and other items. The people Randy met with will be included in the goals meeting.

**XII. CONSENT AGENDA**

Boetcher asked about the changes in the K-6 Family Handbook, specifically regarding the Family Code of Conduct. Amy Johnson was able to share that they reworded several areas of the handbook and this one specifically to make it more efficient. JH JDy as presented. DB - family Student handbook

As motion was made by Heinemann, second by Engebretson, to approve the consent agenda in full as presented. Motion Carried 7-0.

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of June 2021.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2020-21 Budget Status report as of June 30, 2021, and the Cash Reconciliation report for May 2021.

2. Review the Wellness Clinic Financial Report

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

Also attached please find the April and May 2021 reports from Dean Health Systems.

C. Consideration of Family and Co-Curricular Handbooks for 2021-2022

All handbooks and supporting documents are attached in the extras section.

D. Annual Academic Standards Notice

E. Gifts and Field Trips

1. Gifts

2. Field Trips

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

**New Administrative Support**

Amy Lockert, Sign Language Interpreter, AES (New)

Angelica Ramos, Translation & Interpretation Coordinator (New)

**New Administrative Assistant Staff**

Julie Callahan, Attendance Administrative Assistant, IS  
Aimee Jensen, 50% Human Resources Administrative Assistant

**New Teacher Staff**

Monica Dogru, 1-Year ESL/Bilingual Teacher, MS  
Jessica Hendrickson, 2nd Grade Teacher, HES (New)  
Meaghan Nelson, Elementary Technology Integrator, AES (New)  
Kate Peterson, 8th Grade Teacher, MS  
Joy Pfeiffer, 50% Math Interventionist, HES (New)  
Gina Pokrass, 7th Grade Math/Science Teacher, MS (New)  
Tad Porterfield, Testing/Online Coordinator, HS (New)  
Cassandra Roberts, Education Technology Specialist, PES (New)  
Christopher Schiemann, LMTC Specialist HS (replaces Jeannine Ramsey)  
Jacob Swance, Elementary Technology Integrator, HES (New)  
Molly Swanhorst, English Teacher, HS (replaces Susan Hart/Matt Winter)

**Internal Staff Changes - No Action**

Cari Dailey, from Payroll & Benefits Specialist to Payroll Specialist  
Zach Holler, from 1-Semester 7th Gr. Math Tchr, MS, to regular contract 7th Gr. Math Tchr, MS  
Kelly Pertzborn, from 1-Year Spanish Teacher, HES, to Bilingual Teacher, HES (New)

**Resignations**

Tammy Pickarts, Payroll Specialist

**Co-Curriculars** - as posted on the agenda.

G. Fundraising Report 20-21

**XIII. BOARD BUSINESS**

A. Report on WI Public Education Network - Boetcher.

Boetcher explained to the board what the WI Public Educational Network does and how this organization could help our board with several items specifically legislative communications. The Board asked Dave to arrange for someone from this group to come and speak during Board Development in August. We will start the August meeting with Board Development at 6:00PM and Closed Session will immediately follow.

Joan asked the board to look over the family survey items they were assigned and to pick 2-5 items for Board discussion. This may be from the “things you would like to see moving forward. Joan also asked that this be put on the agenda as a item to discuss. Please send any items you want to review to Rebecca to add to the agenda.

Boetcher will send information regarding two community equity discussions to Rebecca to share with the full board and to notice as a possible quorum of the board.

B. Legislative Update

Steve Summers provided an update on the State Budget. Administration is recommending a Special Board Meeting to discuss and request approval of the Third Draft of the Budget and the Teacher Supplemental Compensation.

**XIV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

BOE Community Engagement Dates and Topics

B. Special Meeting

A motion was made by Hoefler, second by Engebretson, to have a special meeting on Monday July 19, 2021 starting at 6:00PM

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee – Aug. 11, 2021 @ 8:30AM re: Mental Health Provider Interviews.  
August 2, 2021 @ 8:30 AM – Regular Curriculum meeting.

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. Goals Committee – August 2, 2021 @ 5:30 PM

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

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

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

XVIII. **ADJOURN**

The board of Education adjourned at 9:20PM on a motion by Engebretson, second by Frey and passed unanimously by voice vote 7-0.

Respectfully submitted,

---

Judith Engebretson, Clerk

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Date

JE:rm

# Minutes of Regular Additional Meeting

## The Board of Education Waunakee Community School District

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A Regular Additional Meeting of the Board of Education of Waunakee Community School District was held Monday, July 19, 2021, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

President Ensign called meeting to order at 5:58PM

### **II. ROLL CALL**

Boetcher – Yes, Engebretson – Yes(virtually), Ensign – Yes, Frey – Yes, Heinemann – Not Present, Hetzel – Yes, Hoefler – Yes

Also present: Randy Guttenberg, Steve Summers, Brian Grabarski

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

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

Motion Carried 6-0.

### **IV. PUBLIC COMMENTS**

Public comments sent via email are posted in the extras area of the agenda for this meeting.

All emailed public comments have been shared and reviewed by the full board.

Public Comments sent via email are from:

Michael Brandt

Meredith Glueck

Kyle & Liz Henderson

Susan Hylland

Robert McPherson

Lora Moody

Jerod Reuter

Stephen & Lindsay Sanderson

Mary Virnig

Public Comments made in person were from:

Meghan Durst – In favor of face coverings

Dan Feldmeier –Regarding WPEN & DEI

Mitch Soetenga - Regarding face coverings

### **V. BUDGET HEARING**

Steve Summers presented and answered questions regarding the Budget Hearing. There were no questions or comments from the public at this time.

### **VI. 3RD DRAFT OF THE BUDGET**

Steve Summers presented and answered questions regarding the Third Draft of the Budget.

This additional meeting was held so that Administration could incorporate the Governor's

approved version of the State Budget into our budget process. Summers was able to share with the board what information we do know, do not know, and highlights of the third draft of the budget. Another draft will be brought before the board.

A request to increase Occupational Therapist time was included in this draft. Tiffany Loken was available to answer questions specific to this request. A motion was made by Hoefler, second by Hetzel, to approve the additional Occupational Therapist time as presented. Motion carried 6-0.

A motion was made by Hetzel, second by Boetcher, to approve the third draft of the budget as presented. Motion carried 6-0.

#### **VII. REVIEW TEACHER SUPPLEMENTAL PAY SCENARIOS**

Brian Grabarski presented and answered questions regarding the Teacher Supplemental Pay. The School Board has already reached an agreement with the teachers on the Consumer Price Index. The Teacher Supplemental Pay refers to the dollar amount of points that are approved in addition to the CPI increase.

After questions and discussion a motion was made by Boetcher, second by Hetzel, to approve the Teacher Supplemental Pay at the \$1200 for points level as presented. Motion carried 6-0.

#### **VIII. FACILITY COMMITTEE MEETING FOLLOW-UP**

Steve Summers and John Cramer presented and answered questions regarding the purchase of a large mower with the cost of \$34,399.

After some discussion and questions a motion was made by Hoefler, second by Boetcher, to approve the purchase of the mower at a cost of \$34,399.00. Motion carried 6-0.

#### **IX. REVIEW K-6 SURVEY AND COMMUNICATION OF MASKED AND UNMASKED CLASSROOM OPTIONS**

Randy Guttenberg presented and answered questions regarding the document from our elementary administrative team. The purpose of the memo is to provide clarity to the Board, per the Board's request, on what can and cannot be done with regard to masked and unmasked classrooms, and to share a draft of the parent communication and survey that has developed. If approved the survey will be sent to parents on Tuesday, July 20th and ask for responses by Monday, July 26th.

After a lot of discussion a motion was made by Hetzel, second by Boetcher, to approve the Administration moving forward with the survey and to allow the administration to make the determination, after reviewing the results of the survey, if this would be logistically possible or not. Motion carried 5=Y – 1=N.

#### **X. FUTURE AGENDAS AND MEETINGS**

Randy Guttenberg shared with the Board that Nathan Chow and Anne Blackburn would like

to meet with the board in August to discuss the outline for the rebranding process. A motion was made by Boetcher, second by Hetzel to have this meeting be part of the board development time on August 9, 2021. Board development will go from 5:30PM – 6:30PM. Closed session will follow and Open session will start at 7:00PM. Motion carried 6-0.

XI. **ADJOURN**

This meeting was adjourned on a motion by Hoefler, second by Boetcher at 7:23PM. Motion Carried 6-0.

Respectfully submitted,

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Judith Engebretson, Clerk

---

Date  
JE:rm

# PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS

Waunakee Community School District

Policy 187.1

Page 1 of 2

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

## Cross References:

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

# **PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS**

Wauwaukee Community School District

**Policy 187.1**

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

## **Adoption/Revision Dates:**

January 200  
January 2002  
May 2020



## Waunakee Community School District - 2021-2022 School Year {DRAFT}

Operating school full-time and maintaining the health and safety of our students and staff are our top priorities. This guidance is intended to aid administration as we begin the 2021-2022 school year, as well as inform students, staff, and families on how we can best protect the health and well-being of our students, staff, and families in our school buildings and maintain a consistent educational environment for our students.

### OUR FOCUS

Working together and using proper mitigation strategies to reduce the risk and the spread of COVID-19, our focus will be:

1. Face coverings (Optional or Required) - dependent on Medical Ad Hoc and Board of Education decisions on August 9th
2. Encouraging physical distancing when possible
3. Encouraging proper hand washing, and having adequate hand sanitizer readily available
4. Monitoring attendance and symptoms for both students and staff

### CONTACT TRACING

We are **continuing** our procedures and protocols for contact tracing. The close contact and quarantine protocols may affect individuals, classrooms, grades, and/or buildings. The [definition of a close contact](#) from the Centers for Disease Control and Prevention:

*For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected student for at least 15 minutes or more starting from 2 days before illness onset (or, for asymptomatic people, 2 days prior to positive specimen collection) until the time the student is isolated.*

Contact tracing will be completed by Waunakee Community School District in cooperation with [Public Health Madison & Dane County \(PHMDC\)](#). Families and staff will be notified of possible exposures in classrooms and activities/athletics. No district-wide communication notifications will be sent. Families are asked to contact the school as soon as possible of being notified as a close contact or with a positive COVID-19 test. Please see the instructions on how to report a positive COVID-19 test result or close contact [here](#).

### STUDENT AND STAFF ISOLATION AND/OR QUARANTINE

Student or Staff with a Positive COVID Test: The student or the staff person who tests positive must be isolated at home for 10 days from the date of symptom onset or if asymptomatic, the date the test sample was collected. Additionally, the student or staff person must be fever-free for 24 hours without the use of fever-reducing medication and other symptoms must be improved before attending school.

Student or Staff Identified as Close Contact: The student or the staff person identified as a Close Contact using the definition above:

- A student or staff person who is fully vaccinated does not need to quarantine.
- The [requirements from PHMDC](#) for vaccinated and unvaccinated students, teachers, and staff being considered a close contact is an exception to the close contact definition depending on whether you are wearing a well-fitted face covering.



- Not attend school during the time of the quarantine period which includes any school-sponsored activities.
- The quarantine period is 7-10 days depending on the following:
  - The close contact may take a COVID test on day 6 or 7 and if the test result is negative and the student is symptom-free, return to school on day 8. The district will ask for a copy of the COVID test result.
  - If the close contact does not take a COVID test, the quarantine period will be 10 days. The student or staff person may return to school after 10 days if symptom-free.

## **LUNCH**

K-6: Lunch will be held in classroom cohorts. Students will eat lunch either in the cafeteria or another location with their classroom cohort. Students will sit three feet apart in their classroom cohort and all sit facing the same direction. There will be six feet between classroom cohorts. Students will be assigned either a seat number or location. The expectation is that students will remain in their assigned seats, as this will help with virus mitigation and contact tracing. This will be our best way to limit transmission issues during lunch. We will work to distance students when they are eating, but this may fluctuate, depending on furniture and availability of space at each building.

7-8: Lunch will be provided. We are reviewing our mitigations for our lunch set-up.

9-12: Lunch will be provided. We are reviewing our mitigations for our lunch set-up.

## **RECESS and OUTDOOR ACTIVITIES**

Students and staff are **not** required to wear face coverings when participating in outdoor school activities/programs on school grounds. K-6 classrooms will not stay in classroom cohorts or zones during outdoor recess.

## **TRANSPORTATION**

Per recent legal review, federal requirements of face coverings apply to school busses. Face coverings for ALL students and adults are **required** on school vehicles and school busses.

## **COVID-19 TESTING**

We are reviewing programs offered by the Wisconsin Department of Health Services to offer COVID-19 PCR and/or antigen testing for students and staff.

## **COVID-19 DATA DASHBOARD**

We will update our website with data from our school district each week on Monday. It will be posted on our district website by Tuesday at 4 p.m. Data at both the county and state levels can be found at the [Public Health Madison & Dane County](#) and [Department of Health Services](#) websites.



## **SYMPTOM MONITORING**

Parents/guardians are asked to evaluate their child's health each morning and keep their child home if any [symptoms](#) are present or their health symptoms have changed. Staff is asked to evaluate their health each morning and stay home if any symptoms are present or their health symptoms have changed.

## **VOLUNTEERS**

We need volunteers! Volunteers to support lunch and some of our instructional needs will be offered. It is important that your [volunteer background check](#) form is up-to-date prior to volunteering in our schools. There will also be opportunities for classroom volunteers, depending on the level and school building. Face coverings optional/required, dependent on the Board of Education decision. We also have a number of employment opportunities available. This includes positions that coincide with the school year. If you are interested, please apply via the [WCSD Human Resources department](#).

## **FACILITY CLEANING POLICY**

The Waunakee Area School District is committed to the health and safety of all employees, students, and visitors. 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.

## **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. Airflow, fresh air, and return air rates have been adjusted to the maximum levels recommended.

## **EXPECTATIONS AT OUR SCHOOL BUILDINGS**

The following items define our safety goals for each building:

- 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 are available throughout the building and within shared spaces.



## 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, a 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

## MORE INFORMATION

- [WCSD Hygiene Policy](#)
- [Centers for Disease Control and Prevention](#)
- [Public Health Madison & Dane County](#)
- [Where do I get tested for COVID-19?](#)
- [Where do I get a COVID-19 vaccination?](#)
- [When can I return to school?](#)
- [Vaccine Finder](#)

# Minutes of Diversity Inclusion Equity Committee - Workshop

## The Board of Education Waunakee Community School District

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A Diversity Inclusion Equity Committee - Workshop of the Board of Education of Waunakee Community School District was held Monday, July 26, 2021, beginning at 1:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Lewis called the meeting to order at 1:03PM

### **II. ROLL CALL**

Berg (arrived at 1:09), Brandt (arrived at 1:06), Kaufmann, Lewis, Meister, Mobley, Moore, Petty, Pisani (Virtual), Pottinger, Schell, Sheppleman (Virtual)

### **III. APPROVE/REVIEW AGENDA**

A motion was made by Petty, second by Meister, to approve the agenda as posted.

### **IV. PUBLIC COMMENTS**

Public comments made via email were shared with the committee and are posted on the agenda. Email comments were made as follows:

Phillip Keegan: In favor of the DEI committee and the work of the committee

In person comments were made by the following:

Greg Ghenz – In favor of this committee finding in equity in district. Promote transparency with what Diversity, Equity and Inclusion mean. Make sure the message of the committee is clear. Please make sure clarity is included in upcoming report.

### **V. NEA EQUITY AUDIT**

Tim Schell introduced audit items 3, 6, 7 from the NEI Audit that the committee will be completing in this workshop.

#3: Conditions at school foster positive climates that support teaching and learning for educators and students.

#6: Schools Engage with families and communities to collaborate in learning, advocacy and securing resources

#7: All schools are sufficiently and equitably funded to provide the resources and supports required to meet all students' needs.

The committee finished these items of the NEI audit.

**VI. PREPARE FOR AUGUST 5TH MEETING**

Joel Lewis and Tim Schell discussed items that may be discussed at the 8/5/21 meeting. This meeting is a 1.5 hour meeting. Some items that may be discussed would be:

The Reporting tool

The NEI Audit Score card – this should drive the committee.

Share information with committee and community on what has been discovered with the audit. This has been a lot of work, we need to make this very clear so that the work of the community is aware of the work that has been done.

The committee discussed how a review of the audit will allow for recommendations to the board. This should be done as a presentation and not just a recommendation handed in. A consideration of a subcommittee to create a glossary of terms will also be considered for this meeting.

**VII. FUTURE MEETINGS**

There were questions asked regarding the position of the committee and the direction it is now taking. Joel Lewis has been in conversations with Joan Ensign (WCSD BOE President) regarding details and goals for this committee. These details will be shared with the board on August 5, 2021.

**VIII. ADJOURN**

A motion was made by Brandt, second by Pottinger, to adjourn the meeting at 4:53pm. Motion Carried.

# Minutes of Diversity, Equity, Inclusion Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Diversity, Equity, Inclusion Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Thursday, August 5, 2021, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

II. Chairperson Lewis called the meeting to order at 6:01PM

### **III. ROLL CALL**

Berg (arrived at 6:04), Boetcher, Kaufmann, Lewis, Meister (Virtually), Moore, Ostrander, Pagel, Petty(6:39), Pottinger, Schell, Treis Rusk, Voeller

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

A motion was made by Pottinger , second by Treis Rusk, to approve the minutes as posted.  
Motion carried.

### **V. APPROVE AGENDA**

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

### **VI. PUBLIC COMMENTS**

There were no public comments.

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

A. Tim Schell presented reporting tool for events of bias/bigotry.

The committee was given the opportunity to test it before the meeting. There was a lot of discussion on various aspects of the tool. Suggestions were made to make the tool more user friendly and appropriate for each grade level. Tim Schell and Joel Lewis will work on these adjustments. The goal is to have this available by the time school starts.

B. Creation of a Glossary of Terms to be posted.

Leslie Petty explained that the development of shared language would be for people to learn from. This would be common language that our students and staff would be aware of. This would help our written language become consistent. Professional Development would be a part of this as well. Lara Ostrander, Leslie Petty, and Bethany Pottinger will begin to develop this list of shared language. The goal would be to have this started before the 9/13/21 Regular board meeting.

### **VIII. UPDATES ON BOARD ACTIONS OR DECISIONS THAT WOULD BE INFORMATIONAL TO THE COMMITTEE**

Schell updated the committee on some of the recommendations that will come to the 8/09/21

Regular Board meeting from the Goals committee. Gina asked about the recommendation of the Goals committee

The committee indicated they appreciate any updates that may be shared regarding work the board is doing as it relates to any work that this committee is doing.

The committee was also reminded that if they wanted to have any topics listed on the agenda, they should reach out to Rebecca so they may be considered.

**IX. DISCUSSION OF THE DISTRICT RESPONSE ABOUT NATIONAL AND LOCAL INCIDENTS**

N/A

**X. FUTURE MEETINGS**

**A. NEA Equity Audit Scorecard –**

This committee will meet on 8/16/21. At this meeting the Audit scorecard will be reviewed and preparations for the report required to the board in September will be developed.

The committee will also meet on 8/23/21 to finalize the report and discuss who/how will present these recommendations. Bethany Pottinger, Dave Boetcher, and Allison Voeller will develop a form to send to the committee in advance of 8/16/21.

\*\*Joel Lewis let the committee know that items B, C, & D are just listed as items to have for future meetings. The committee indicated that some of these items were discussed throughout the audit process.

**B. Discussion of recommendations to the District to further equity for other issues, including building accessibility, audits of accessibility for websites, discussion of District progress on the removal of native imagery**

**C. Discussion of district hiring practices ensuring a diverse workforce**

**D. Discussion of district curriculum on the teaching of issues involving race and ethnicity in the United States.**

**XI. ADJOURN**

A motion was made by Treis Rusk, second by Kaufman, to adjourn the meeting at 7:56pm. Motion Carried.

# Minutes of Curriculum Committee

## The Board of Education Waunakee Community School District

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A Curriculum Committee of the Board of Education of Waunakee Community School District was held Monday, August 2, 2021, beginning at 9:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Engebretson called the meeting to order at 9:04am

### **II. ROLL CALL**

Present: Engebretson, Ensign, Frey

Also Present: Tim Schell

### **III. APPROVE AGENDA**

A motion was made by Frey, second by Ensign, 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. 2021-2022 TESTING AND ASSESSMENT SCHEDULE**

Tim Schell explained and answered questions regarding the testing and assessment schedule for 2021-2022.

A motion was made by Ensign, second by Engebretson to approve the testing and assessment schedule as presented. Motion carried 3-0.

### **VI. DEPARTMENT CHAIR AND COORDINATORS FOR 2021-2022**

Tim Schell presented and answered questions regarding the department chair and coordinator appointments that will be considered by the BOE on August 9, 2021.

This was an informational piece only. Tim was able to share with the committee how long each "seat" is held for and how others may be considered for one of these positions.

### **VII. REPORTING ON STUDENT PROGRESS-REPORTING GUIDANCE**

Tim Schell asked the committee how they would like the Board's Return to School priorities shared. These priorities are:

- 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.

After much discussion the committee asked Tim to have 2 different committee meetings, one regarding each priority. This would have to be after school has been starting so that these staff members may have current data to share with the committee. After each meeting the committee will discuss how this will be shared with the full board and the community.

**VIII. ITEMS FOR FUTURE MEETINGS**

The committee and Tim discussed the 8/11/2021 meeting, in order to confirm attendance.

**IX. ADJOURN**

JN 10:20 TG

A motion was made by Ensign, second by Frey to adjourn the committee meeting at 10:20AM. Motion carried 3-0.

## Waunakee Community School District ---2021-2022 Testing Program

Grade	Test	Typ	Administration Dates	Responsible	Annual Est. Time
4K	<b>PALS (Early Literacy Screener)^#</b>	Universal Screener	FALL-Oct. 4-22, 2021 WINTER- Jan 31-Feb 11, 2022 SPRING-May 2-13, 2022	Classroom Teacher	20 hours (T)
K-2	<b>STAR Early Literacy (State Early Literacy Screener)^#</b>	Universal Screener	FALL-Sept 20-October 8, 2021 WINTER- Jan 2-Jan 17, 2022 SPRING-April 25-May 13, 2022 <i>(Note: In the Winter and Spring, only students who have not met the Spring benchmarks yet will be assessed.)</i>	Classroom Teacher	2.5 hours (T)
K-10	<b>AimsWeb#</b>	Progress Monitor	September 2021-May 2022	Classroom and Reading	4 minutes per student
K-4	<b>Fountas and Pinnell Benchmark Assessment System#+</b>	Universal Screener, Diagnostic	Sept 1- 30, Nov. 1-25, Jan 3-March 4, Apr. 25-May 20 <i>(Note: Sept. required for new students 1-4 and basic/minimal last spring only)</i>	Classroom Teacher	20-35 hours (T)
5-6	<b>Fountas and Pinnell Benchmark Assessment System#+</b>	Universal Screener, Diagnostic	Sept 1- 30, Jan 3-March 4, Apr. 25-May 20 <i>(Note: Sept. required for new students 5-6 and basic/minimal last spring only. May required for all 5<sup>th</sup> and basic/minimal for 6<sup>th</sup>)</i>	Classroom Teacher	15-25 hours (T)
1-2	<b>STAR – Math</b>	Universal Screener, Achievement, Growth, Progress Monitor	FALL-Sept 9-27, 2021 WINTER- Jan 2-Jan 17, 2022 SPRING-April 25-May 13, 2022	Principal, Counselors Teachers	90 minutes (S) More if used for progress monitoring.
3-6	<b>Forward Exam^</b>  <b>STAR Reading and Math</b>	Proficiency  Universal Screener, Achievement, Growth, Progress Monitor	WI test window March 21-April 29, 2022  FALL-Sept 9-27, 2021 WINTER- Jan 2-Jan 17, 2022 SPRING-April 25-May 13, 2022	Principals, Counselors Teachers	250 minutes (S)- grades 3, 5, 6 435 minutes (S)- grade 4  180 minutes (S) More if used for progress

## Waunakee Community School District ---2021-2022 Testing Program

7-8	<b>Forward Exam</b> ^	Proficiency	WI test window March 21-April 29, 2022	Principal, Counselors, Homeroom Teachers	250 minutes (S)-7 <sup>th</sup> grade 440 minutes (S)-8 <sup>th</sup> grade
	<b>i-READY</b> (ELA and Math)#	Universal Screener, Achievement,	FALL-Sept 13-24, 2021 WINTER- Jan 3-14, 2022 SPRING-May 2-13, 2022 ( <i>Note: The fall window is required for all students. Winter window may belimited to new students, students at or below the 45<sup>th</sup> percentile in the Fall, and students where there is concern about a significant change in learning. Spring window may limited to students where additional data is needed for placement decisions.As i-READY is new for us this year adjustments may be made</i> )		120 minutes (S) More if the student qualifies for winter and spring testing.
	<b>Gates/McGinnity</b>	Achievement Placement for AE9	Late winter 2022	AE8 Teachers & Pathways	60 minutes (S) (pullout)
9	<b>Aspire Summative</b> ^	Proficiency and College Readiness	WI test window April 4-May 4, 2022	Counselors & Teachers	250 minutes (S)
10	<b>Forward Exam</b> (social studies)^	Proficiency	WI test window March 21-April 29, 2022.	Social Studies Teachers	100 minutes (S)
	<b>Aspire Summative</b> ^	Achievement	WI test window April -May 4, 2022	Counselors & Teachers	250 minutes (S)
11	<b>PSAT@</b>	College Prep, Scholarship	October 13 2021	Counselors	130 minutes (S) (pullout)
	<b>WI ACT</b> ^	Proficiency and College Entrance	March 8, 2022, make up April 12	Counselors & Teachers	235 minutes (S)
11-12	<b>Advanced Placement*</b> @	<b>College Entrance</b>	<b>May 2-13, 2022</b>	Counselors	190 minutes (S) (pullout)

# Waunakee Community School District ---2021-2022 Testing Program

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

**NAEP testing** –TBD if selected.

**Dynamic Learning Maps (DLM)**- WI test window March 21-April 29, 2022

**ACCESS for ELL**- WI Test Window Dec.1 , 2021 to Jan 28, 2022 testing window

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

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

\* Tentative

^State Mandated

#RtI Recommended

@student optional

Revised: July 28, 2021

# Waunakee Community School District

...

## Curriculum and Instruction

August 9, 2021



# Assessments

## English Language Arts (ELA)

- 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)

## Social-Emotional Learning

- Quarterly check-in survey with students



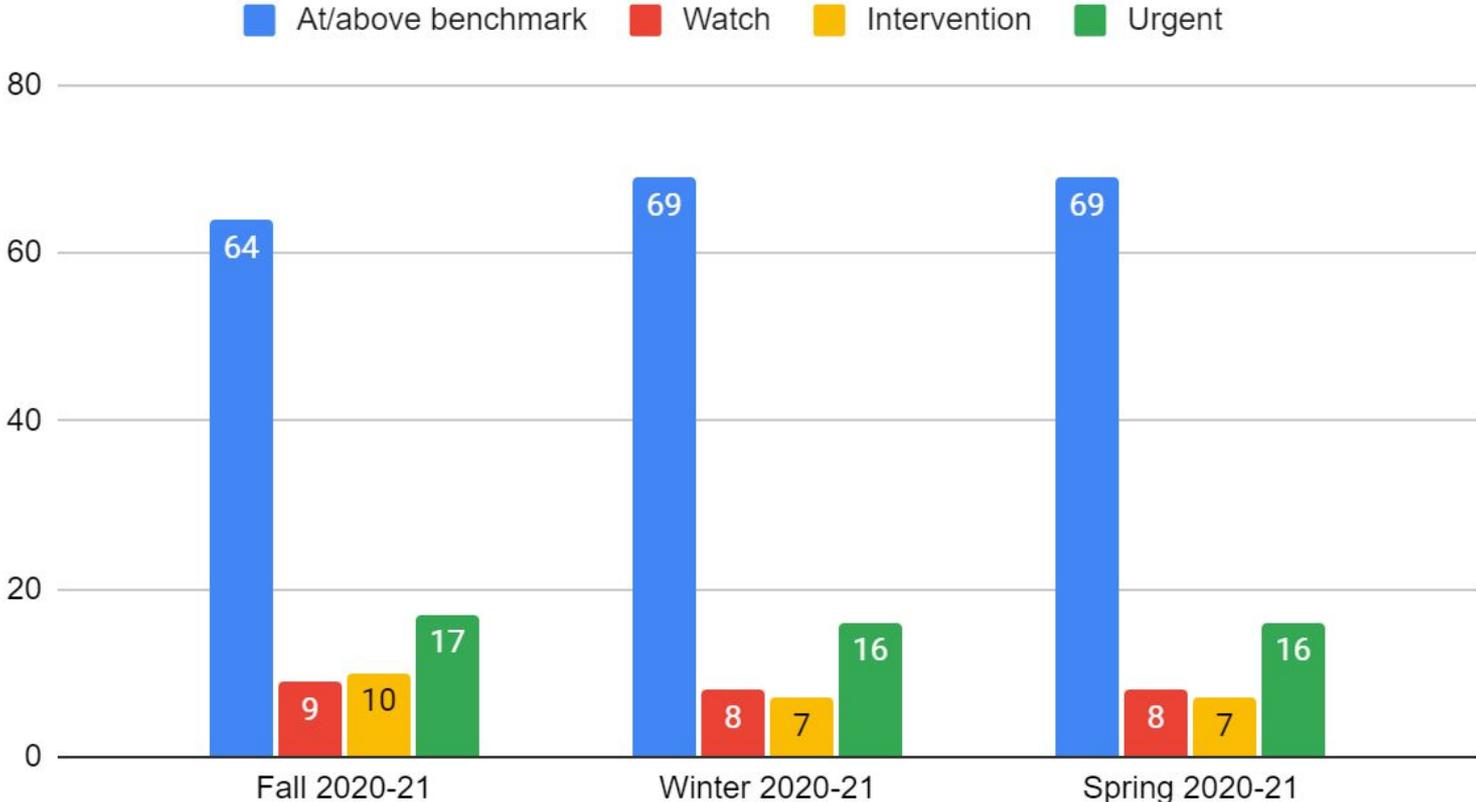
# STAR Assessment

## STAR Assessment from Renaissance Learning

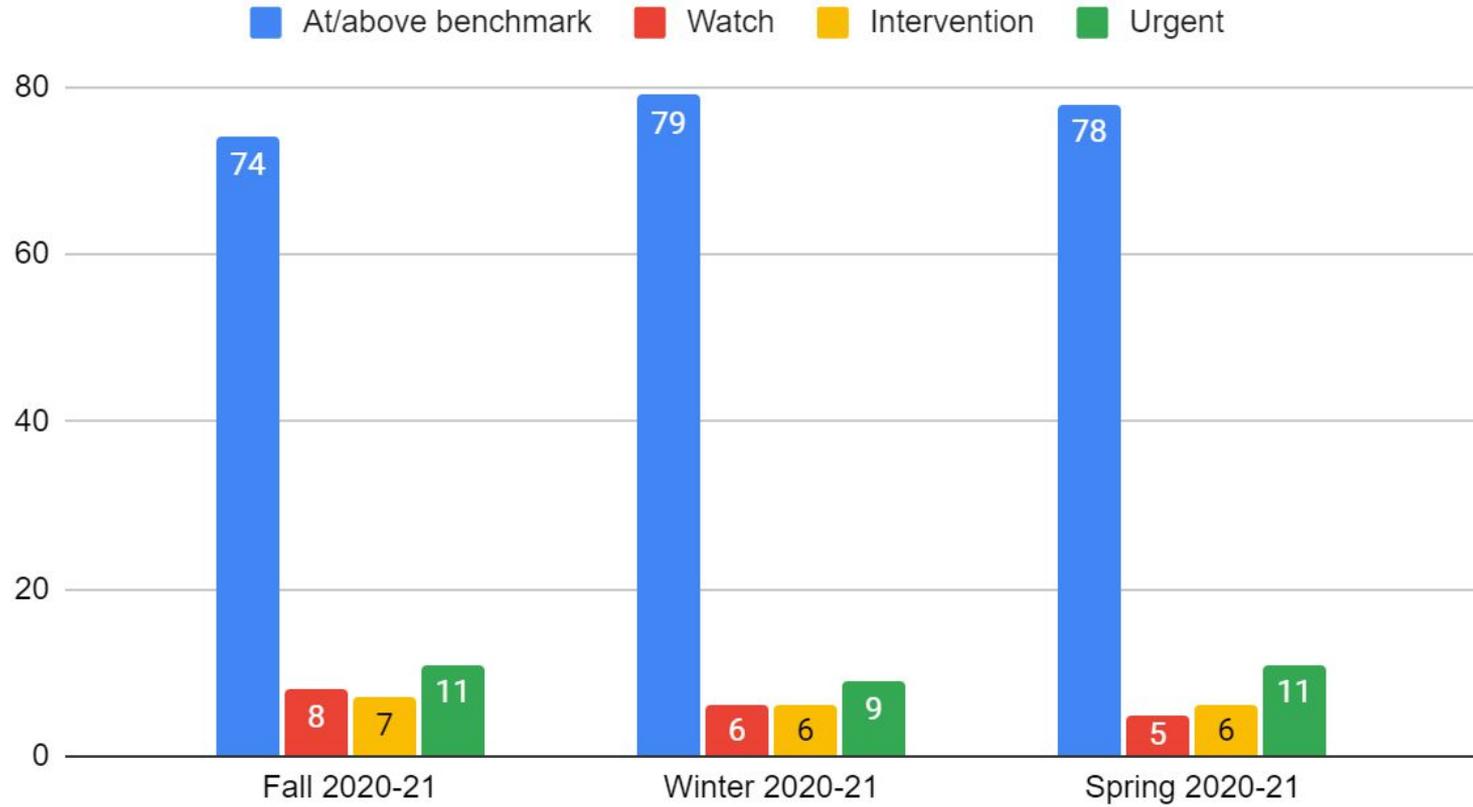
- Computer-based, adaptive assessment
- Short - most students spend 15-20 minutes on the assessment
- Screener - identify students needing additional support
- Use at the teacher and school level for planning for individual needs
- Snapshot in time
- Administered in mid-late May this year (typically late April/early May)



# STAR READING 2-6



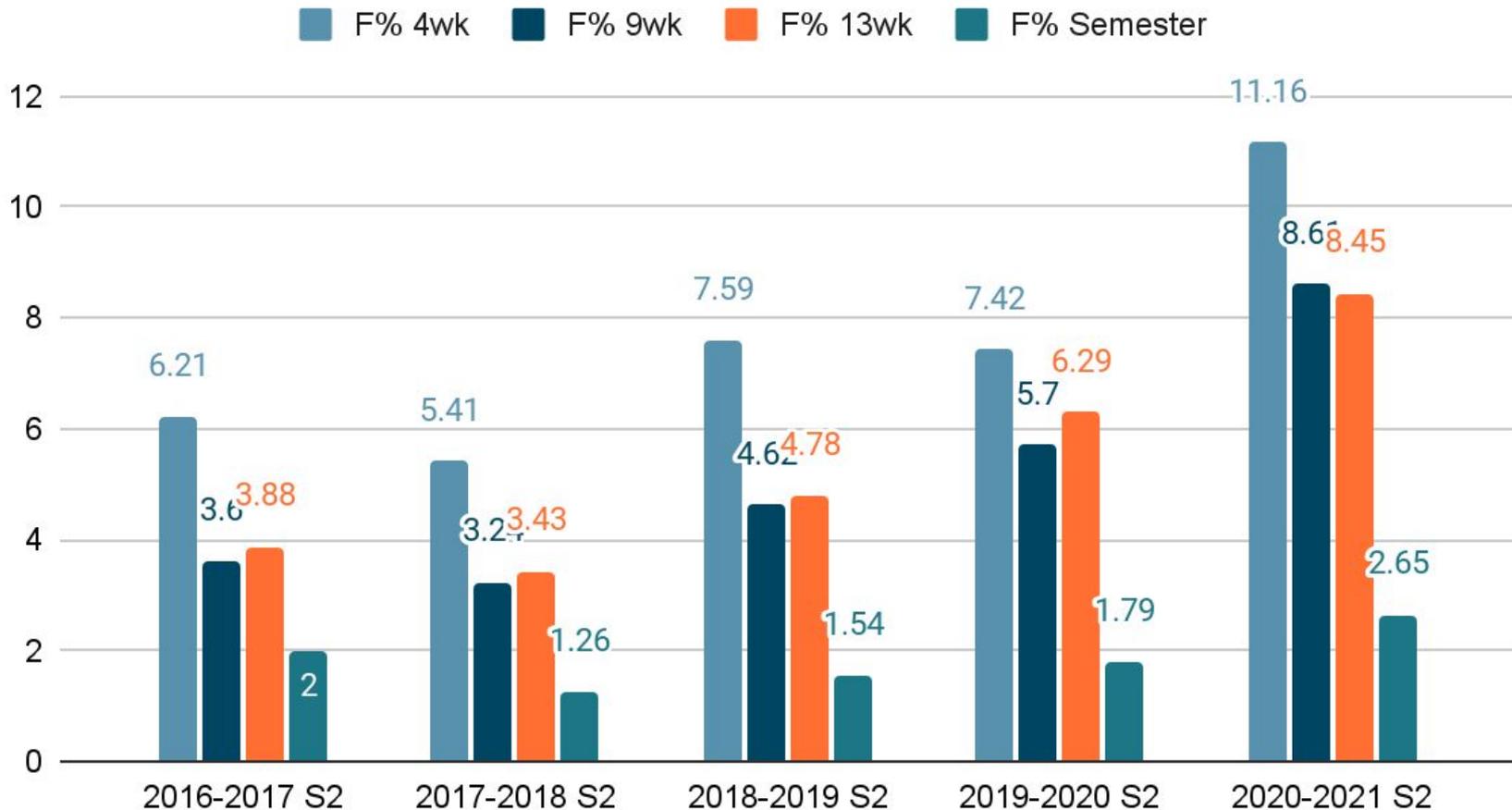
# STAR MATH 2-6



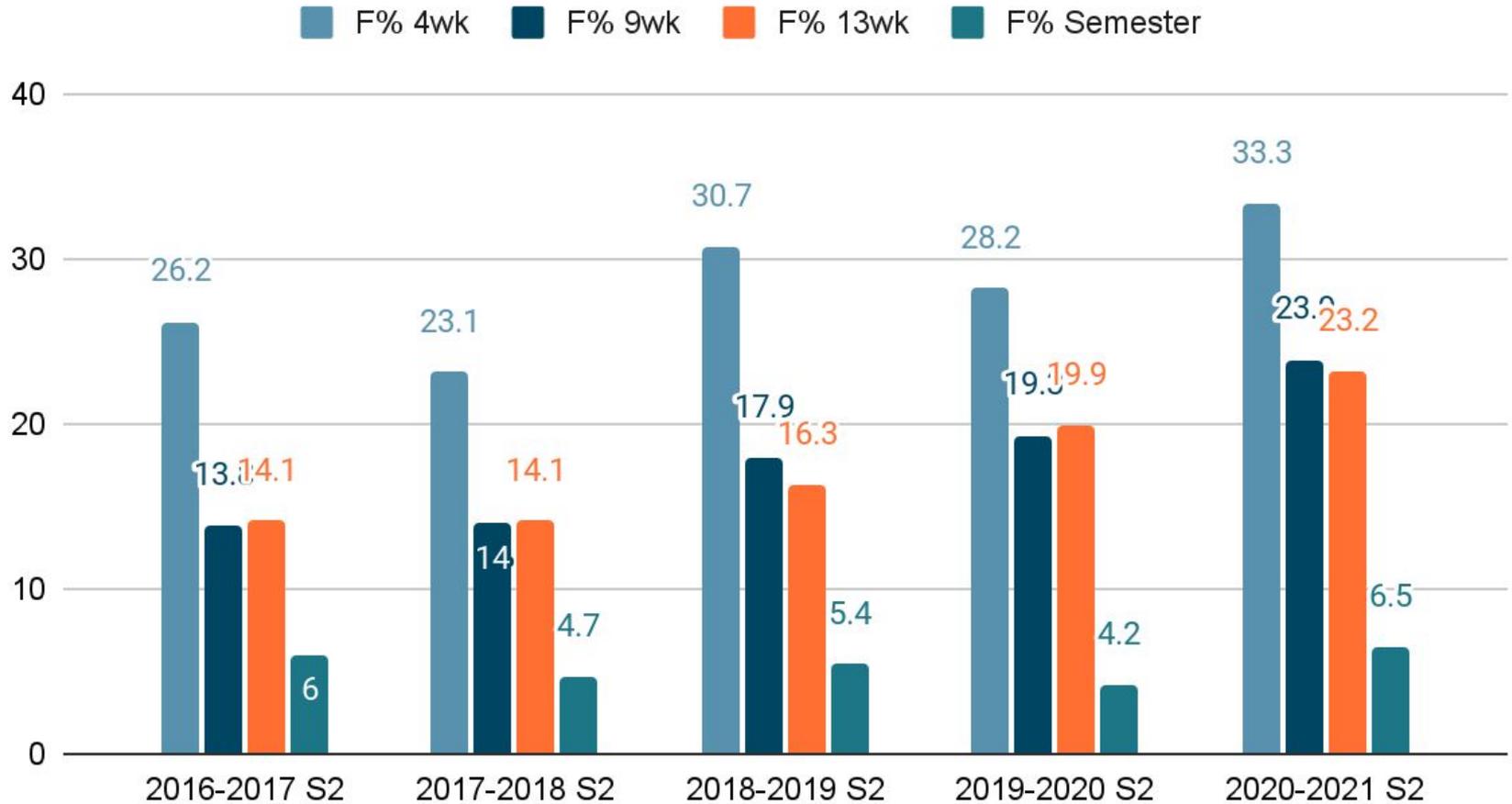
# Report Card Standard on Grade Level Reading - Percent Proficient + Advanced

Grade	2018-19			2019-20			2020-21		
	Tri I 2018-19	Tri II 2018-19	Tri III 2018-19	Tri I 2019-20	Tri II 2019-20	Tri III 2019-20	Tri I 2020-21	Tri II 2020-21	Tri III 2020-21
<b>K</b>	n/a	69%	81%	n/a	55%	n/a	n/a	55%	70%
<b>1</b>	66%	75%	78%	61%	76%	n/a	57%	66%	67%
<b>2</b>	79%	80%	83%	73%	78%	n/a	70%	73%	78%
<b>3</b>	90%	91%	91%	76%	78%	n/a	66%	74%	70%
<b>4</b>	82%	83%	82%	76%	78%	n/a	69%	74%	71%
<b>5</b>	86%	79%	79%	77%	70%	n/a	72%	72%	78%
<b>6</b>	87%	82%	89%	78%	72%	n/a	70%	73%	77%

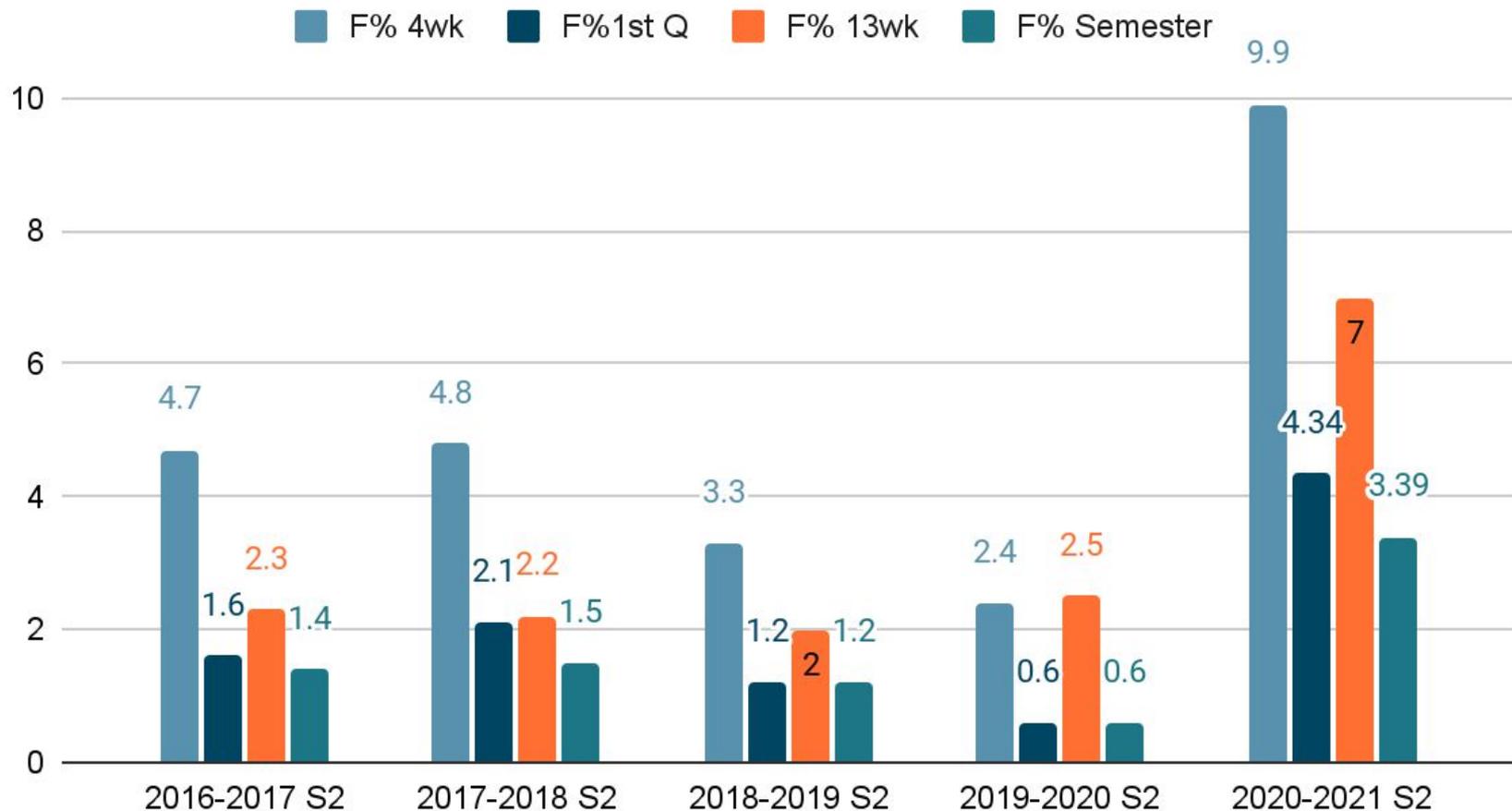
# F as % of Grades in the Second Semester (High School)



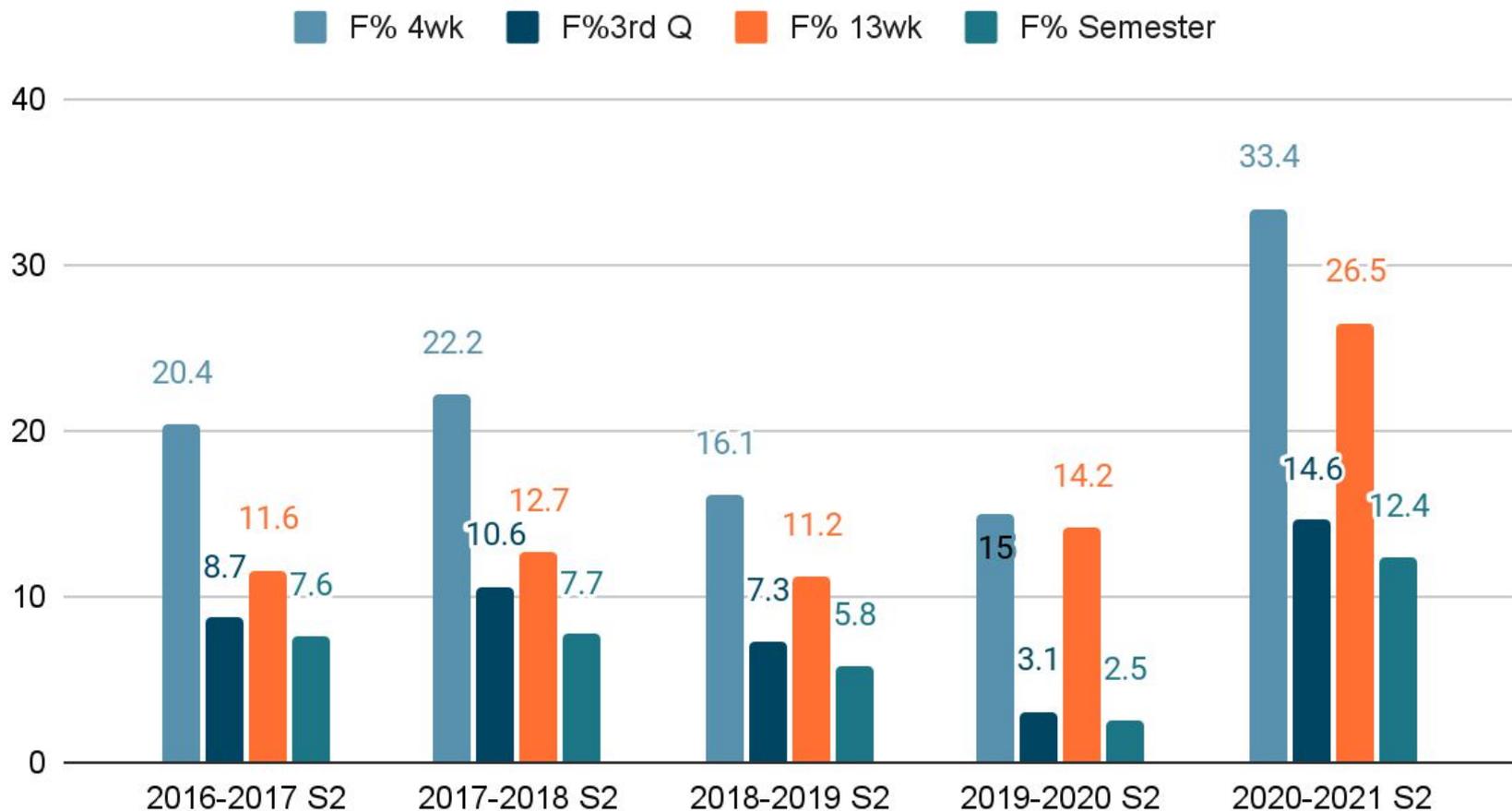
# % Students with at least one 2nd Semester F (High School)



## F's as a percentage of all 2nd semester grades (Middle School)



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



**THANK YOU!**



# Minutes of Goals Committee

## The Board of Education Waunakee Community School District

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A Goals Committee of the Board of Education of Waunakee Community School District was held Monday, August 2, 2021, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Ensign called the meeting to order at 5:33PM

### **II. ROLL CALL**

Ensign – Yes, Hofer – Yes, Heinemann was absent.

Also present – Randy Guttenberg, Tim Schell, Samson Falcon (Ho Chunk Nation)(Virtual), Bill Quackenbush (Ho-Chunk Nation), Terry Enge (WCSD Alumni Artist of Mural), Tim Decorah (WHS Teacher), Josh Cash (WHS Teacher)

### **III. APPROVE AGENDA**

A motion was made by Hofer to approve the agenda as posted. Motion carried 2-0.

### **IV. PUBLIC COMMENTS**

Public comments were received via email and will be posted in the agenda for this meeting.

These comments were from the following:

Michael Brandt: Regarding Native American imagery and the education of this imagery

Brian Malich: Regarding Native American imagery and the education meaning of them.

### **V. INTRODUCTIONS**

Introductions were made

### **VI. BACKGROUND AND DIRECTION FOR THE COMMITTEE'S WORK ON THE TOPIC OF NATIVE AMERICAN IMAGERY**

Randy Guttenberg shared the background of this topic and briefly how we got to this point.

### **VII. DISCUSS AND CONSIDER THE MURAL IN THE SMALL GYM AT THE HIGH SCHOOL**

Guttenberg shared a picture of the art work in the gym and introduced Terry Enge who in 1974 was one of the student artist who created this mural. Terry explained how he was asked to create this mural and the process he took to create it.

Each guest to this committee meeting was given time to share their feeling regarding the mural. These included pride, appreciation for the art, but it is not specifically a representation of a specific Native American Tribe, this should not be destroyed but respectfully taken down, until a place for it may be found.

The discussion went into what could be in its place and what is a Warrior. A warrior could be portrayed in many ways. There are many kinds of Warriors. We should consider what type of Warrior – or what word – would encompass the students of WCSD. The Ho Chunk

people should be represented.

A motion was made by Hoefler, second by Ensign, to ask the full board to consider respectfully removing the mural and storing it until a proper place for it may be found.

Motion carried 2-0.

### **VIII. DISCUSS THE DISTRICT BRANDING PROCESS AND FEEDBACK FOR THE SCHOOL BOARD**

Guttenberg explained that our District doesn't have one sole logo - but many. Next week we will be kicking off our rebranding process. He asked for feedback regarding one of the logos that includes a spear with a feather on it.

The guests to this meeting were asked to share some of the meanings they know of behind the spear and feather. These included a symbol of war and victories of war, pride, honor, strength, indicating a war mentality. The committee discussed that we need to be welcoming to all who enter our buildings, our imagery needs to reflect who we are. This is a topic we need to do our best job to aim for viewing from all lenses and to give it due diligence.

### **IX. DISCUSS OPPORTUNITIES FOR CONTINUED PARTNERSHIP BETWEEN THE WCSD AND THE HO CHUNK NATION**

Tim Schell explained the partnership that the Village, WCSD and the Ho Chunk Nation were developing at this time. Partnership w/tribes Where is that at right now.

There are projects that are being developed for educators to attend to learn how to teach the culture today. Currently WCSD Educators in the fields of Science and Social Studies are working with the Ho Chunk Nation regarding education in Schmidt's Woods and the Yahara areas. The group asked that language be considered as well.

### **X. FINAL THOUGHTS AND NEXT STEPS**

The group discussed action items for board, receiving updates regarding curriculum items and the re-branding process.. Bill Quackenbush is a good first contact for recommendations or information needed directly from the Ho-Chunk

### **XI. FUTURE MEETINGS**

No future meetings were discussed at this time

### **XII. ADJOURN**

A motion was made by Hoefler, second by Ensign to adjourn the meeting at 7:15pm.

Motion carried 2-0.

## **Review of Actions by the School Board and the Charge to the Goals Committee Process Approved by the Board at the May 10, 2021 Meeting**

The dialog related to the use of Native American imagery within the Waunakee Community School District has been around for years. The images that utilized depictions of Native headdresses have been gone for several decades and the use of the spear on apparel and school facilities has been continually discussed and partially replaced within the last ten years. For example, the spear was removed from the floor of the high school fieldhouse (when the floor was repaired) and replaced with a block "W", new installations such as the turf on Warrior Stadium and on the Soccer Field, do not have any presence of Native imagery.

Currently, the spear appears in various forms on the uniforms for the football, cross country, wrestling, and hockey teams, and has been part of spirit apparel worn by students, staff, and the community.

This year, at the February 16th meeting of the Diversity, Equity, and Inclusion Committee, the committee discussed the issue of Native American imagery in the school and brought forth two motions for consideration by the Board of Education at their March 8th regular meeting:

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.

"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.

At the March 8, 2021 School Board Meeting, the full Board discussed both of these recommendations, and after consideration and hearing from individuals in the community, moved the discussion related to these recommendations to the Goals Committee. Their charge to the Goals Committee was to develop a process and next steps to be brought back to the full Board for how to address the various perspectives related to these issues.

The Goals Committee met on April 6, 2021 and heard from administration related to the need to work through three related issues, notably the mural in the old gym at the high school, imagery as it relates to the branding process that is part of the District priorities for 2021-2022, and curriculum collaboration with the Ho-Chunk Nation. The Committee articulated that they would like to see a process developed to gather information and input from stakeholders to include discussions with the Ho-Chunk Nation, the artist of the original mural, and other stakeholders such as the school board, community, and students.

Finally, The Board of Education met for their regular meeting on April 12, 2021 during which the Board was briefed on the discussion from the Goals Committee. A member of the Board also made the following motion:

That the Waunakee Community School District Board of Education directs district administration to interpret that the use of sacred images of any group of people for co-curriculars is a form of religious and ethnic discrimination and is precluded by current Board of Education policy effective immediately. This specifically precludes the district, student, staff or booster club use of what is obviously American Indian imagery that incorporates feathers, a sacred religious symbol of many American Indian tribes, and provides zero educational benefit to the Waunakee Community School District.

This motion failed on a 5-2 vote.

The Administration was then charged with bringing forward a proposed process for addressing the issues related to Native American imagery for the Board to consider at their May 10, 2021 meeting.

### **Process Approved by the Board of Education on May 10, 2021**

There are three matters related to Native American imagery and culture that need to be addressed through a process of learning, dialog, and collaboration. These areas include:

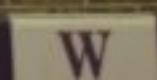
- Native American Imagery as it relates to artwork within the school setting, particularly the mural in the old gym at the high school.
- Native American Imagery as it relates to the visual representation of the school district, individual schools, school programs, and co-curricular activities.
- The educational component of Native American Culture as it is reflected in the schools and the curriculum.

To address these items, the Goals Committee will serve as the committee to oversee this work/process.

1. The Committee will make a recommendations to the Board of Education on Native American Imagery in the school district, including:
  - a. Recommendation on the mural in the old gym at the high school and alternative recognition/educational options.
  - b. Input on parameters for future district/program branding, to be considered as part of the branding process that will take place throughout the 2021-2022 school year.
  - c. Recommendation on opportunities for curricular growth, including the partnership being established with the Ho-Chunk Nation through the sesquicentennial celebration.



EXIT





# Minutes of Medical Advisory Ad Hoc Committee

## The Board of Education Waunakee Community School District

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A Medical Advisory Ad Hoc Committee of the Board of Education of Waunakee Community School District was held Tuesday, August 3, 2021, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson David Boetcher called the meeting to order at 6:00pm

### **II. ROLL CALL**

Boetcher, Dallman, Goecks, Grabarski, Guttenberg, Heinemann, Hoefler, Mand, Pavao(Virtual), Pothof, Ranum, Sydow, Wald

Also in Attendance: Judy Engebretson, Joan Ensign, Ted Frey, Anne Blackburn

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

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

BH Jh all in

### **IV. APPROVE AGENDA**

The agenda was approved as posted.

### **V. PUBLIC COMMENTS**

Public comments received via email were received and reviewed by the board. These comments are posted in the agenda for this meeting.

These comments were from the following:

Dr. M. Anderson – Masking required

Ciara Barclay-Buchanan – Masking Required

Scott Biba – Masking required

Michael Brandt – Masking required

Anne Covey – Masking required

Amy Freidig – Mask required

Jen Grosh – Mask optional

Lara Herman – Mask required

Justine Kessler – Do not segregate between masked and mask optional

Amanda & Elliott Kosmicki – Mask optional

Ann Lewandowski – Masking required

Brian Malich – Mask optional

Community Medical Professionals – Masking Required

Carrie Meier – Masks optional

Lora Moody – Masks Optional

Ryan Porter – Mask required

Nancy Spilker - Masks required

Gabrielle Stanley – Mask optional  
Tammie Stuntebeck – Mask optional  
Sandi Zimbric – Mask optional

Public Comments made in person were as follows:

Meghan Durst – Mask required  
Ashley Taylor – Mask required

## **VI. REVIEW COVID-19 DATA, SUMMER SCHOOL, AND FALL PROTOCOLS**

### **A. Internal Data**

Randy Guttenberg presented and explained the district data for summer school. Guttenberg explained that data for summer school looks a lot different than data from the school year. This is because just over 2000 students attended and attendance varied from day to day. RG - presented an explained  
We have been tracking data throughout the summer. A summer dash board would not have had the same meaning as the school year information

### **B. Community Wide Data**

Guttenberg explained the community data. There has been a large change in the data over the last few days. The medical professionals agreed that they are seeing this upswing in the clinics and hospitals.

### **C. Internal Processes / Protocols for Fall**

Guttenberg explained the K-6 masking cohort's survey that went out to families and the approximate high level results that were received.  
Guttenberg reviewed the Draft version COVID protocols for this fall.  
WCSD wants kids in school 5 days a week. That is the best way to educate students. They will do what is needed to get these students in school.

### **D. Recommendations from Medical Advisors**

Dr. Pothof spoke on behalf of the Doctors on the committee and presented where we are at and how they reached their recommendation. We did the best we could do over the last year and a half. We did a pretty good job. A couple months ago numbers indicated that things were looking good and so we were able to loosen protocols. Now things have changed again and we need to change as well to keep kids in school. The recommendation of the Medical Professionals was to have all students and staff K-12 masked.

## **VII. VACCINE UPDATES**

The FDA is reviewing and testing more rigorously, the vaccine for children under the age of 12. Hopefully later this fall but it may be more like winter when this will come out.

## **VIII. OTHER QUESTIONS RELATED TO COVID-19 AND SCHOOL**

Questions were asked of the Medical Professionals  
How should lunch be handled? Prior or the pandemic many of the schools have long tables with students sitting on both sides. The High school has large round tables with 8-10 sitting. When students were brought back to school they sat spaced apart to the best of our capabilities and on one side. Long white tables were brought into the HS. The advice was to try to minimize the number at each table and to stagger if/when possible.  
Co-Curriculars this fall will mainly be outdoors with football, soccer, and cross country.  
Indoors there is swimming and volleyball. What should masking look like for

co-curriculars? The advice was for the most part outdoors may operate without masks. For Indoors the level of risk will need to be evaluated. How close are they? If they are sitting or standing shoulder to shoulder they should be masked.

The Medical professionals asked if coaches have discussed having their teams vaccinated. Vaccination has been encouraged by all student advisors. There is a fine line between recommending and requiring.

What about Spectators for events? The advice was that indoors they should be masked. Outdoors is harder to require that but if cases continue to increase, spacing would have to be looked at.

WCSD has signed up for the testing program through the state. Do you have any suggestions on how to operate this? Drive up is the way to go with this. Little exposure for all parties.

#### **IX. FUTURE MEETINGS**

The committee discussed how often they will meet. It was determined that informational updates should be given on a monthly basis but an actual meeting may only have to be every 3 months or so. Guttenberg will discuss this at the regular meeting on August 9, 2021 and determine how this will be done and scheduled.

#### **X. ADJOURN**

A motion was made by Heinemann, second by Hoefer, to adjourn the meeting at 7:37 PM.  
Motion Carried

TO: Board of Education  
Mr. Guttenberg

FROM: Chris Mand, Director of Student Services

DATE: August 2, 2021

RE: Medical Advisor Appointment for 2021-22 School Year

Dr. Ranum at the Waunakee Dean Clinic has agreed to serve as the medical advisor for the Waunakee Community School District for the 2021-2022 school year. Dr. Ranum has served as the district medical advisor for a number of years. I recommend that he continue to serve in this capacity.

Please let me know if you have any questions. Thank you.



To: WCSD Board of Education  
Randy Guttenberg, Superintendent

From: Chris Mand, Director of Student Services

Date: August 3, 2021

Re: Budget request to add a 1.0 bilingual teacher at Prairie Elementary

This letter is requesting BOE approval to add a bilingual or English as a Second Language (ESL) teacher at Prairie Elementary School for the 2021-2022 school year. After consulting with Steve Summers, we have an opportunity in August to utilize a Transfer of Service due to the increase in enrollment that has occurred over the past six months.

During the May school board meeting, I presented on our English Learner (EL) enrollment growth. Additionally, I shared that we met the threshold as defined by section 115.97 of the state statutes that requires a school district to establish a bilingual-bicultural program. At the time, we had met this threshold at Heritage Elementary School. I anticipate that we will also meet this threshold at Prairie Elementary School after our newly enrolled English Learners are screened for services.

Our enrollment records indicate that we have at least 30 new students who may qualify for EL services.

Our district is currently contracted to work with Cooperative Educational Service Agency (CESA) to create a more meaningful and effective program to meet the changing needs of our students. Our district will spend the 2021-2022 school year facilitating a program review and planning with the intent to implement a bilingual-bicultural program for the 2022-2023 school year.

Waunakee Community School District currently has four English as a Second Language (ESL) teachers, and one teacher who is certified to teach ESL and bilingual education. We have a full-time bilingual paraeducator at the secondary level.

Estimated cost for this position is \$65,000 but depends on years of experience as well as benefit selections.

# Wausau Master Schedule

Referendum Target Date: November 8, 2022

## August, 2021

Date	Activity	Topics
9	Board Meeting	Referendum Timeline Presentation <ul style="list-style-type: none"> <li>● Process - Review of this master schedule</li> </ul>
19	Core Team	<ul style="list-style-type: none"> <li>● Project validation</li> <li>● Prep presentation for Board meeting</li> <li>● Begin staff information sessions</li> <li>● Begin community information sessions</li> </ul>

## September, 2021

Date	Activity	Topics
9	Core Team	<ul style="list-style-type: none"> <li>● Finalize presentation for Board</li> <li>● Review presentations for staff and community</li> </ul>
30	Core Team	<ul style="list-style-type: none"> <li>● Debrief Board meeting</li> <li>● Review 3rd Friday count and implications</li> <li>● Board presentation</li> <li>● Operational needs</li> </ul>

## October, 2021

Date	Activity	Topics
11	Board Meeting	Planning Context: <ul style="list-style-type: none"> <li>● enrollment projections,</li> <li>● MS capacity / trailers;</li> <li>● maintenance needs</li> <li>● long term facilities goals at Heritage</li> <li>● high school campus / site considerations</li> <li>● revised costs / tax impact;</li> <li>● public engagement</li> <li>● new community survey data data</li> </ul>
21	Core Team	<ul style="list-style-type: none"> <li>● Review and revise options</li> <li>● Operational needs</li> <li>● Staff &amp; community engagement</li> <li>● Finalize Board presentation</li> </ul>
18	Facilities Planning Update (Staff)	<ul style="list-style-type: none"> <li>● WCSD is exploring the long-term facilities planning process.</li> <li>● We have facilities needs</li> <li>● We're going to proceed deliberately and involve our stakeholders.</li> </ul>

25	Facilities Planning Update (Community)	<ul style="list-style-type: none"> <li>● WCSD is exploring the long-term facilities planning process.</li> <li>● We have facilities needs</li> <li>● We're going to proceed deliberately and involve our stakeholders.</li> </ul>
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### November, 2021

Date	Activity	Topics
8	Board Meeting	Needs: <ul style="list-style-type: none"> <li>● Capital Maintenance</li> <li>● Future Ready Learning Environments</li> <li>● Long Term Growth</li> <li>● High School / Middle School Campus</li> </ul>
11	Core Team	<ul style="list-style-type: none"> <li>● Preparing revised options and costs</li> </ul>

### December, 2021

Date	Activity	Topics
2 (tent)	Core Team meeting	<ul style="list-style-type: none"> <li>● Roffers first draft - Roffers on the line or in person</li> <li>● Implications for long term facilities planning</li> <li>● Finalize Board presentation</li> </ul>
13	Board Meeting	<ul style="list-style-type: none"> <li>● Review of 2019 / 20</li> <li>● Next steps</li> <li>● Guiding principles</li> </ul>

### January, 2022

Date	Activity	Topics
6	Core Team	<ul style="list-style-type: none"> <li>● Finalize strategy / material for 1/10 Board Meeting</li> <li>● Review Roffers edits</li> <li>● Vet costs for Jan XX Board Workshop</li> </ul>
10	Board Meeting	<ul style="list-style-type: none"> <li>● Roffers enrollment projections</li> <li>● Facilities planning implications</li> </ul>
17	Board Workshop	<ul style="list-style-type: none"> <li>● Options</li> <li>● Costs</li> <li>● Repricing of maintenance</li> <li>● Tax Impact</li> </ul>
20	Core Team	<ul style="list-style-type: none"> <li>● Debrief Board meeting / workshops</li> <li>● Identify next steps</li> <li>● Discuss engagement strategy</li> <li>● Districtwide communications</li> <li>● Discuss staff and community engagement strategy</li> <li>● Survey development</li> </ul>

## February, 2022

Date	Activity	Topics
3	Core Team	<ul style="list-style-type: none"> <li>● Discuss operational needs</li> <li>● Support narrowing process</li> <li>● Survey development</li> <li>● Staff / Community presentation</li> </ul>
14	Board Meeting	<ul style="list-style-type: none"> <li>● Pathway narrowing</li> </ul>
week of 20th	Staff engagement session(s)	<ul style="list-style-type: none"> <li>● Gather feedback on pathways</li> </ul>
week of 27th	Community engagement workshop(s)	<ul style="list-style-type: none"> <li>● Gather feedback on pathways</li> </ul>

## March, 2022

14	Board Workshop / Meeting	<ul style="list-style-type: none"> <li>● Debrief workshops</li> <li>● Narrowing pathways based on staff / community feedback</li> <li>● Discussion / input on community survey</li> </ul>
17	Core Team	<ul style="list-style-type: none"> <li>● Review pathways based on Board Workshop</li> <li>● Costs &amp; tax impacts (debt &amp; operational)</li> <li>● Survey edits</li> <li>● Revise costs / pathways based on feedback</li> </ul>
23	Board Workshop / Meeting	<ul style="list-style-type: none"> <li>● Narrowing pathways based on staff / community feedback</li> <li>● Discussion / input on survey</li> </ul>
TBD	Print and mail survey	<ul style="list-style-type: none"> <li>● Survey window open 3 weeks</li> <li>● Goal: early presentation of results to WCSB Board</li> </ul>

## April, 2022

Date	Activity	Topics
7	Core Team	<ul style="list-style-type: none"> <li>● Support Board decision making</li> </ul>
11	Board Meeting	<ul style="list-style-type: none"> <li>● TBD</li> </ul>
11-30	Survey Window	

## May, 2022

Date	Activity	Topics
12	Core Team	<ul style="list-style-type: none"> <li>● Support Board decision making</li> <li>● Final School Perceptions presentation review</li> <li>● Board workshop preparations</li> </ul>
16	Board Workshop	<ul style="list-style-type: none"> <li>● Community survey</li> <li>● Discussion</li> <li>● Pathway refinement</li> </ul>

		<ul style="list-style-type: none"> <li>• Narrowing</li> </ul>
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### June, 2022

Date	Activity	Topics
8	Board Workshop	<ul style="list-style-type: none"> <li>• Narrowing</li> </ul>
9	Core Team	<ul style="list-style-type: none"> <li>• Support Board narrowing process</li> </ul>
30	Core Team	<ul style="list-style-type: none"> <li>• Support Board narrowing process</li> <li>• Review / revise Board presentation</li> </ul>

### July, 2022

Date	Activity	Topics
11	Board Meeting	<ul style="list-style-type: none"> <li>• Discuss final project scope</li> <li>• Review authorizing language?</li> <li>• Potential adoption?</li> </ul>
21	Core Team	<ul style="list-style-type: none"> <li>• Support Board narrowing process</li> <li>• Review / revise Board presentation</li> </ul>

### August, 2022

Date	Activity	Topics
8	Board Meeting	<ul style="list-style-type: none"> <li>• Potential adoption date</li> </ul>
~29	Milestone	<ul style="list-style-type: none"> <li>• Board referendum authorization deadline</li> </ul>

September → November - Public Information & Communications

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
CASH RECONCILIATION FOR THE MONTH OF June 2021**

	<u>STATE BANK</u>	<u>STATE BANK</u>	<u>STATE BANK</u>	<u>STATE POOL</u>	<u>STATE POOL</u>	<u>WISC</u>
	<u>PAYROLL CHECKING</u>	<u>DEPOSIT ACCT</u>	<u>OPERATING ACCT</u>	<u>GENERAL ACCOUNT</u>	<u>DENTAL ACCT</u>	<u>CAPITAL</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)	<u>PROJECTS</u>
						<u>ACCT</u>
						(FUND 41)
BEGINNING BALANCE	158,540.47	102,476.26	263,860.07	2,139,039.77	403,756.11	1,376,960.33
REVENUES:						
+ DEPOSITS	5,873,249.66	488,750.34	932,868.00	9,371,074.63	0.00	0.00
+ INTEREST	0.00	5.30	35.77	145.05	13.43	32.40
TOTAL REVENUES	5,873,249.66	488,755.64	1,694,754.46	9,371,219.68	13.43	32.40
EXPENSES:						
ACCOUNTS PAYABLE	0.00	485,876.09	<b>1,657,990.88</b>	1,045,500.00	41,665.50	126,385.96
PAYROLL	<b>6,153,940.41</b>	0.00	0.00	5,873,249.67	0.00	0.00
TOTAL EXPENSES	6,153,940.41	485,876.09	1,657,990.88	6,918,749.67	41,665.50	126,385.96
ENDING BALANCE	-122,150.28	105,355.81	300,623.65	4,591,509.78	362,104.04	1,250,606.77

**BANK BALANCES**

ENDING BANK BALANCE	1,450,319.06	105,355.81	301,048.65	4,591,509.78	362,104.04	1,250,606.77 <sup>62</sup>
OUTSTANDING ACH	1,572,469.34	0.00	425.00	0.00	0.00	0.00
ACTUAL BALANCE	-122,150.28	105,355.81	300,623.65	4,591,509.78	362,104.04	1,250,606.77

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

MIDAMERICA

WISC

WISC

WISC

TRUST ACCT

DEBT SERVICE

SCHOLARSHIP ACCT

GENERAL

TOTALS

(FUND 73)

(FUNDS 38,39)

(FUND 21)

(FUNDS 39 AND 49)

1,385,162.15      2,264,986.49                      329,899.06                      3,252,400.44      11,677,081.15

489,365.31                      0.00                      0.00                      0.00      17,155,307.94

2,188.27                      36.90                      -212.07                      67.20                      2,312.25

491,553.58                      36.90                      -212.07                      67.20      17,919,470.88

45,699.31                      0.00                      0.00                      0.00      3,403,117.74

0.00                      0.00                      0.00                      0.00      12,027,190.08

45,699.31                      0.00                      0.00                      0.00      15,430,307.82

1,831,016.42      2,265,023.39                      329,686.99                      3,252,467.64      14,166,244.21

1,831,016.42      2,265,023.39                      329,686.99                      3,252,467.64      15,739,138.55

0.00                      0.00                      0.00                      0.00                      1,572,894.34

1,831,016.42      2,265,023.39                      329,686.99                      3,252,467.64      14,166,244.21

**2020-21 Budget Status Report-June 30, 2021**

Please note: The audit will be completed the week of August 16th.

**GENERAL FUND 10 EXPENSES**

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	26,678,069	26,432,401	26,210,992.93	0.00	99.16%	221,408.07
Personnel Costs: Benefits	9,941,025	10,040,372	9,889,721.78	0.00	98.50%	150,650.22
<b>Total</b>	<b>36,619,094</b>	<b>36,472,773</b>	<b>36,100,714.71</b>	<b>0.00</b>	<b>98.98%</b>	<b>372,058.29</b>

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,410	88,410	70,608.56	0.00	79.86%	17,801.44
Prairie School CSF	21,356	26,003	23,409.57	0.00	90.03%	2,593.43
Heritage School	82,580	82,580	65,893.73	0.00	79.79%	16,686.27
Heritage School CSF	16,027	22,230	12,732.46	0.00	57.28%	9,497.54
Arboretum School	77,463	77,463	58,117.56	0.00	75.03%	19,345.44
Arboretum School CSF	16,749	21,975	21,689.30	0.00	98.70%	285.70
Intermediate School	148,620	148,620	84,608.29	0.00	56.93%	64,011.71
Intermediate School CSF	21,091	27,901	27,717.32	0.00	99.34%	183.68
Middle School	142,000	142,000	106,648.72	0.00	75.10%	35,351.28
Middle School CSF	23,467	28,066	28,057.55	0.00	99.97%	8.45
High School	563,093	563,093	464,078.81	0.00	82.42%	99,014.19
High School CSF	48,227	68,145	68,141.88	0.00	100.00%	3.12
Athletics	346,182	316,682	225,608.33	0.00	71.24%	91,073.67

Departments	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Utilities	982,582	982,582	1,042,128.91	0.00	106.06%	-59,546.91
Maintenance	1,172,605	972,605	735,436.28	0.00	75.62%	237,168.72
Capital Projects	278,500	278,500	302,670.96	0.00	100.00%	-24,170.96
Contingency Fund	100,000	271,000	223,780.41	0.00	82.58%	47,219.59
Energy Conservation	83,894	83,894	85,168.85	0.00	101.52%	-1,274.85
Transportation	1,328,225	1,192,455	926,523.99	0.00	77.70%	265,931.01
Technology	966,179	966,179	700,342.83	0.00	72.49%	265,836.17
Technology Erate/Fees	25,000	25,000	39,046.96	0.00	156.19%	-14,046.96
Curriculum	337,771	337,771	376,322.77	0.00	111.41%	-38,551.77
Human Resources	35,850	35,850	34,174.59	0.00	95.33%	1,675.41
Superintendent	84,600	84,600	75,550.76	0.00	89.30%	9,049.24
Student Support	31,412	31,412	13,624.28	0.00	43.37%	17,787.72
Business Office	421,973	421,973	313,376.95	0.00	0.00%	108,596.05
District Wide	1,299,357	1,330,971	1,395,169.62	0.00	104.82%	-64,198.62
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	29,350	29,350	28,797.60	0.00	98.12%	552.40

Grants-Fund 10	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Common School Fund-District	5,799	5,799	5,799.00	0.00	100.00%	0.00
CARES Act Grant	63,244	63,224	63,224.00	0.00	100.00%	0.00
Title 1 Grant (Public)	90,061	89,600	55,011.54	0.00	61.40%	34,588.46
Title 1 Grant (Private)	0	4,920	2,536.52	0.00	51.56%	2,383.48
Title 2 Grant (Public)	42,737	51,200	46,560.08	0.00	90.94%	4,639.92
Title 2 Grant (Private)	5,692	5,655	5,655.00	0.00	100.00%	0.00
Title 3 Grant	15,784	15,784	6,480.52	0.00	41.06%	9,303.48
Title 4A Grant (Public)	8,850	9,648	9,648.00	0.00	100.00%	0.00
Title 4A Grant (Private)	1,150	351	351.00	0.00	0.00%	0.00
Peer Mentor Grant	6,000	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,156	16,156	14,865.31	0.00	92.01%	1,290.69
CCEIS Federal Flo-Through	204,709	204,709	128,058.33	0.00	0.00%	76,650.67
Reading Readiness	8,373	8,373	8,373.00	0.00	100.00%	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	25,966.83	0.00	35.26%	47,687.17
Ed. Effectiveness Grant	27,840	29,520	29,520.00	0.00	0.00%	0.00

Other Program Totals	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Transfer to Fund 27	5,635,100	5,524,784	0.00	0.00	0.00%	5,524,784.00
4K Program-AD Curriculum	972,540	972,540	971,598.31	0.00	99.90%	941.69
Wellness Clinic	232,200	232,200	210,848.17	0.00	90.80%	21,351.83
Referendum 2020	2,127,502	2,127,502	1,982,604.80	0.00	93.19%	144,897.20

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	36,619,094	36,472,773	36,100,714.71	0.00	98.98%	372,058.29
Building Totals	1,595,265	1,613,168	1,257,312.08	0.00	77.94%	355,855.92
Department Totals	7,177,298	7,044,142	6,292,115.76	0.00	89.32%	752,026.24
Grant Totals	589,483	604,027	421,483.13	0.00	69.78%	182,543.87
Other Program Totals	8,967,342	8,857,026	3,165,051.28	0.00	35.73%	5,691,974.72
<b>Total Fund 10 Expenditures</b>	<b>54,948,482</b>	<b>54,591,136</b>	<b>47,236,676.96</b>	<b>0.00</b>	<b>86.53%</b>	<b>7,354,459.04</b>

**GENERAL FUND 10 REVENUES**

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	11,760	11,760	2,491.36	0.00	21.19%	9,268.64
Heritage School	12,380	12,380	2,233.73	0.00	18.04%	10,146.27
Arboretum School	12,813	12,813	2,898.80	0.00	22.62%	9,914.20
Intermediate School	37,950	37,950	2,534.00	0.00	6.68%	35,416.00
Middle School	31,000	31,000	6,085.25	0.00	19.63%	24,914.75
High School	177,575	177,575	158,563.62	0.00	89.29%	19,011.38
Athletic Dept	38,000	8,500	6,277.04	0.00	73.85%	2,222.96
Curriculum	8,800	8,800	12,587.91	0.00	143.04%	-3,787.91
Maintenance	2,000	2,000	19,074.17	0.00	953.71%	-17,074.17
Energy Conservation	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	8,154.58	0.00	296.53%	-5,404.58
E-Rate	25,000	25,000	59,178.67	0.00	236.71%	-34,178.67
District	53,593,679	53,378,715	53,077,012.47	0.00	99.43%	301,702.53

**Grants - Fund 10**

Common School Fund-District	152,716	200,119	155,027.00	0.00	77.47%	45,092.00
CARES Act Grant	63,244	63,224	63,224.00	0.00	100.00%	0.00
Title 1 Grant (Public)	90,061	89,600	47,912.21	0.00	53.47%	41,687.79
Title 1 Grant (Private)	0	4,920	2,159.75	0.00	43.90%	2,760.25
Title 2 Grant (Public)	42,737	51,200	38,195.89	0.00	74.60%	13,004.11
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	6,480.52	0.00	41.06%	9,303.48
Title 4A Grant (Public)	8,850	9,648	9,648.00	0.00	100.00%	0.00
Title 4A Grant (Private)	1,150	351	351.00	0.00	0.00%	0.00
Peer Mentor Grant	6,000	6,000	0.00	0.00	0.00%	6,000.00
Perkins Grant	16,156	16,156	13,928.31	0.00	86.21%	2,227.69
CCEIS Federal Flo-Through	204,709	204,709	125,355.55	0.00	61.24%	79,353.45
Reading Readiness	8,373	8,373	8,373.75	0.00	100.01%	-0.75
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	66,204.44	0.00	89.89%	7,449.56
Ed. Effectiveness Grant	27,840	29,520	0.00	0.00	0.00%	29,520.00

<b>Total Fund 10 Revenues</b>	<b>54,692,307</b>	<b>54,509,790</b>	<b>53,915,157.68</b>	<b>0.00</b>	<b>98.91%</b>	<b>594,632.32</b>
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**SPECIAL EDUCATION FUND 27 EXPENSES**

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries	5,514,116	5,239,284	5,213,118.99	0.00	99.50%	26,165.01
Benefits	2,123,890	2,153,933	2,113,501.99	0.00	98.12%	40,431.01
<b>Total</b>	<b>7,638,006</b>	<b>7,393,217</b>	<b>7,326,620.98</b>	<b>0.00</b>	<b>99.10%</b>	<b>66,596.02</b>

**Departments**

CWD/Pupil Services	190,094	190,094	221,905.65	0.00	116.73%	-31,811.65
Transportation	140,000	140,000	159,937.01	0.00	114.24%	-19,937.01
O&M	8,000	8,000	7,128.29	0.00	89.10%	871.71
Medicaid	8,000	8,000	8,565.20	0.00	107.07%	-565.20

**Grants-Fund 27**

IDEA FlowThrough Grant	662,800	679,868	606,743.51	0.00	89.24%	73,124.49
IDEA PreSchool Grant	15,588	23,027	7,660.11	0.00	33.27%	15,366.89

<b>Total Fund 27 Expenditures</b>	<b>8,662,488</b>	<b>8,442,206</b>	<b>8,338,560.75</b>	<b>0.00</b>	<b>98.77%</b>	<b>103,645.25</b>
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**SPECIAL EDUCATION FUND 27 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	662,800	679,868	496,032.14	0.00	72.96%	183,835.86
IDEA PreSchool Grant	15,588	23,027	7,660.11	0.00	33.27%	15,366.89
Student Support Revenues	0	0	0.00	0.00	0.00%	0.00
Other Fund 27 Revenues	7,984,100	7,739,311	2,261,516.48	0.00	29.22%	5,477,794.52

<b>Total Fund 27 Revenues</b>	<b>8,662,488</b>	<b>8,442,206</b>	<b>2,765,208.73</b>	<b>0.00</b>	<b>32.75%</b>	<b>5,676,997.27</b>
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**FOOD SERVICE FUND 50 EXPENSES**

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,493,635	2,493,635	1,079,347.70	0.00	43.28%	1,414,287.30

**FOOD SERVICE FUND 50 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,544,507	2,544,507	1,079,347.70	0.00	42.42%	1,465,159.30

**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	2,491.36	9,268.64	88,410	70,608.56	17,801.44	8,532.80	29,463.39
Heritage School	22,811.68	12,380.00	2,233.73	10,146.27	82,580	65,893.73	16,686.27	6,540.00	29,351.68
Arboretum School	26,767.07	12,813.00	2,898.80	9,914.20	77,463	58,117.56	19,345.44	9,431.24	36,198.31
Intermediate School	51,542.70	37,950.00	2,534.00	35,416.00	148,620	84,608.29	64,011.71	28,595.71	80,138.41
Middle School	40,026.43	31,000.00	6,085.25	24,914.75	142,000	106,648.72	35,351.28	10,436.53	50,462.96
High School	64,893.55	177,575.00	158,563.62	19,011.38	563,093	464,078.81	99,014.19	80,002.81	144,896.36
Athletic Dept	11,000.00	8,500.00	6,277.04	2,222.96	316,682	225,608.33	91,073.67	88,850.71	99,850.71
4K	14,220.36	0.00	0.00	0.00	972,540	971,598.31	941.69	941.69	15,162.05
Curriculum	30,726.65	82,454.00	78,792.35	3,661.65	411,425	402,289.60	9,135.40	5,473.75	36,200.40
Energy Conservation	1,516.67	0.00	220.00	-220.00	83,894	85,168.85	-1,274.85	-1,054.85	461.82
Human Resources	6,591.04	2,200.00	0.00	2,200	35,850	34,174.59	1,675.41	-524.59	6,066.45
Maintenance	55,705.29	2,000.00	19,074.17	-17,074	972,605	735,436.28	237,168.72	254,242.89	309,948.18
Student Support	13,580.91	0.00	0.00	0.00	221,506	235,529.93	-14,023.93	-14,023.93	-443.02
Superintendent	16,610.49	0.00	0.00	0.00	84,600	75,550.76	9,049.24	9,049.24	25,659.73
Technology	50,895.63	2,750.00	8,154.58	-5,404.58	991,179	739,389.79	251,789.21	257,193.79	308,089.42
Capital Projects (Fund 10)	21,267.54	0.00	0.00	0.00	278,500	302,670.96	-24,170.96	-24,170.96	-281,403.42
	449,086.60						719,516.83		890,103.43

**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	10,729.00	1,954.00		2,330.00	2,017.00			2,974.17		20,004.17
April 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	27.45	52,020.78	540.00	71,118.23
May 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,612.40	113.85	22,059.98		40,816.23
June 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	107.49	22.00		18,659.49
July 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	78.90		189.00	18,797.90
August 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	70.17	5.50		18,605.67
September 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	68.84	25.50		18,624.34
October 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	68.31	7.00		18,605.31
November 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	121.01	263.00		18,914.01
December 2017	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	229.65	5.50		18,765.15
January 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	340.53	25.50		18,896.03
February 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,017.00	1,500.00	446.47	7.00		18,983.47
March 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,500.00	538.96	263.00		19,373.96
April 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,590.88	23.58	5.50		18,691.96
May 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		25.50		18,642.50
June 2018	15,013.00	10,729.00	1,954.00		2,330.00	2,059.00	1,545.00		7.00		18,624.00
July 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	195.67			17,012.67
August 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	253.18	5.50		17,075.68
September 2018	13,213.00	10,729.00	154.00		2,330.00	2,059.00	1,545.00	227.99	25.50	270.00	17,340.49
October 2018	14,228.70	10,729.00	154.00		3,345.70	2,059.00	1,545.00	193.65	7.00		18,033.35
November 2018	18,213.35	10,729.00	154.00	482.00	2,423.60	2,059.00	1,545.00	140.92	263.00		22,221.27
December 2018	13,788.60	10,729.00	154.00		2,826.95	2,059.00	1,545.00	162.00	26.00		17,580.60
January 2019	13,709.95	10,729.00	154.00		2,383.00	2,059.00	1,545.00	194.93	31.50		17,540.38
February 2019	13,266.00	10,729.00	154.00		2,427.00	2,059.00	1,545.00	209.10	-		17,079.10
March 2019	13,310.00	14,053.00		613.00	458.16	2,374.00	1,591.35	231.90	51.75		17,559.00
April 2019	15,124.16	14,053.00		65.00	640.02	2,104.00	1,591.35	207.65	18.50		19,045.66
May 2019	14,758.02	14,053.00			656.60	2,104.00	1,591.35	172.45	7.00		18,632.82
June 2019	14,709.60	14,053.00			656.60	2,104.00	1,591.35	163.01	56.75		18,624.71
July 2019	14,709.60	14,053.00			1,180.00	2,104.00	1,591.35	167.72	7.00	352.80	18,932.47
August 2019	15,233.00	14,053.00			4,741.76	2,104.00	1,591.35	250.68	25.50		19,204.53
September 2019	18,794.76	14,053.00		555.75	63.25	2,167.00	1,591.35	220.16	21.50		22,794.77
October 2019	14,672.00	14,053.00		935.60		2,167.00	1,591.35	187.96	18.50		18,636.81
November 2019	14,988.60	14,053.00		487.00		2,167.00	1,591.35	147.67	20.25		18,914.87
December 2019	14,540.00	14,053.00			1,308.00	2,197.00	1,591.35	162.46	25.50		18,516.31
January 2020	15,361.00	14,053.00			1,308.00	2,197.00	1,591.35	176.69	32.50		19,358.54
February 2020	15,361.00	14,053.00		197.00	259.20	2,197.00	1,591.35	191.30	25.50		19,366.15
March 2020	14,509.20	7,026.50		-	482.00	2,197.00	1,591.35	164.89	32.25		18,494.69
April 2020	7,508.50	7,026.50		108.20		2,197.00	1,639.09	148.89	18.50		11,511.98
May 2020	7,134.70	6,708.10		-	(31.00)	2,197.00	1,639.09	148.89	7.00		11,126.68
June 2020	6,677.10	7,026.50			249.00	2,197.00	1,639.09	146.69	7.00		10,666.88
July 2020	7,275.50	7,026.50		-	147.00	2,197.00	1,639.09	146.68	25.50	360.00	11,643.77
August 2020	7,173.50	7,026.50			6,360.00	2,197.00	1,639.09	196.79	7.00		11,213.29
September 2020	13,386.50	7,026.50			836.00	2,197.00	1,639.09	183.26	50.50		17,456.35
October 2020	7,862.50	15,678.00			142.00	2,197.00	1,639.09	149.80	22.37		11,870.76
November 2020	15,820.00	15,678.00			-	2,262.91	1,639.09	139.85	32.25		19,894.10
December 2020	15,678.00	15,678.00			-	2,262.91	1,639.09	151.39	7.00		19,738.39
January 2021	16,746.00	15,678.00		600.00	42.00	2,262.91	1,639.09	186.83	45.00		20,879.83
February 2021	16,320.00	15,678.00				2,262.91	1,639.09	100.81	7.00		20,329.81
March 2021	15,678.00	15,678.00				2,262.91	1,639.09	203.17	7.00		19,790.17
April 2021	15,788.29	15,678.00			110.29	2,262.91	1,768.91	193.22	86.50		20,099.83
May 2021	15,825.00	15,678.00			147.00	2,262.91	1,768.91	174.79	7.99		20,039.60
June 2021	15,796.00	15,678.00			118.00	2,262.91	1,768.91	162.32	57.36		20,047.50



Waunakee Community School District  
**Wellness Clinic**

*In partnership with SSM Health - Dean Medical Group*

Performance Report  
June 2021

# Top 3 Medical Visit Reasons

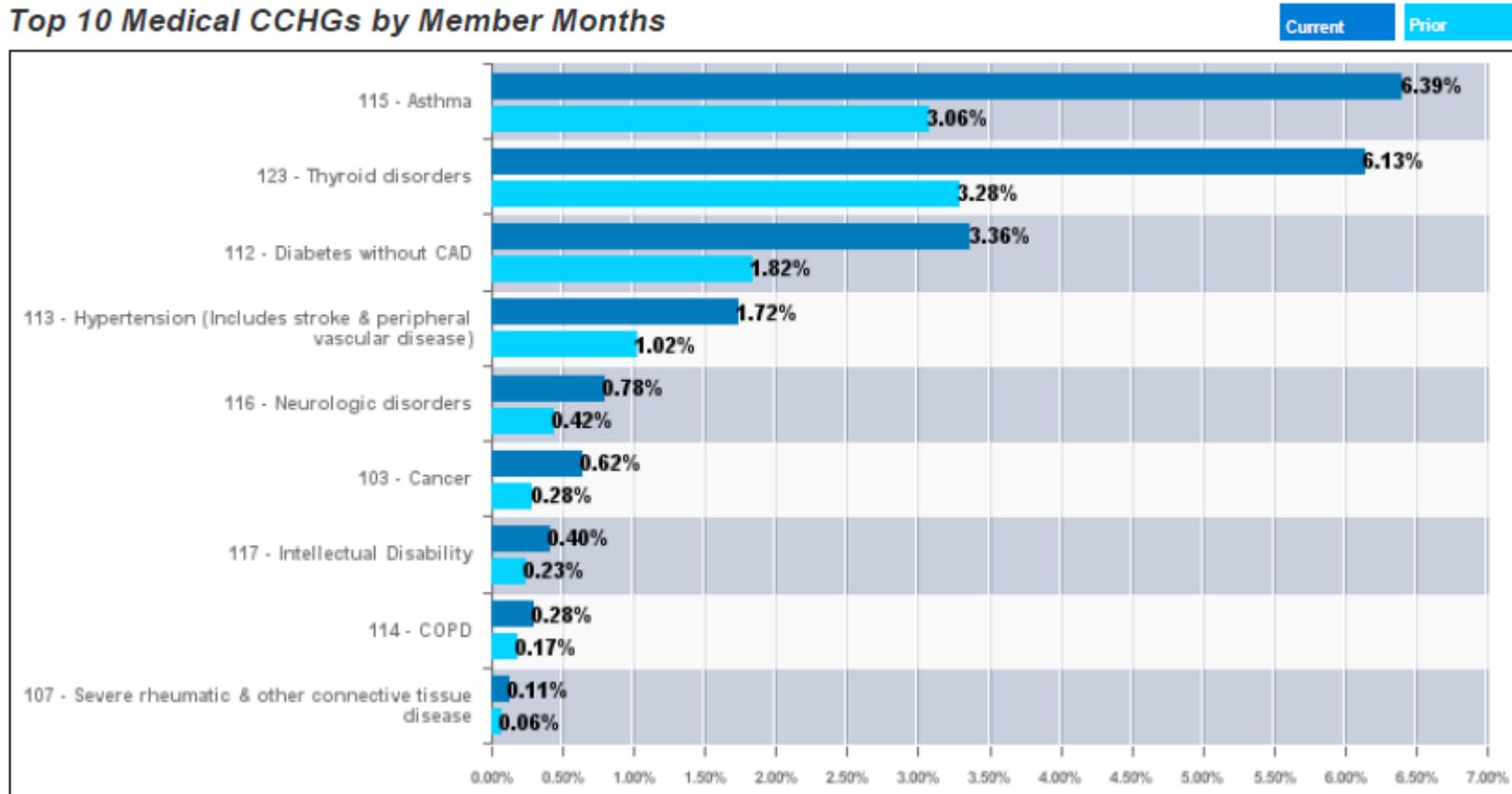
June 2021

1. General examinations
2. Skin Conditions
3. Pre-Employment examinations

# Healthcare Opportunities

(quarterly metric – Q2 2021)

Top 10 Medical CCHGs by Member Months



\*CAD: Coronary Artery Disease; COPD: Chronic Obstructive Pulmonary Disease

## CCHG: Milliman's Chronic Condition Hierarchical Groups

This metric uses diagnosis and drug codes on claims data to identify patients being treated for targeted conditions, and then apply a risk adjustment model to determine relative risks for this population.

■ Current: Apr 1, 2020 – Mar 31, 2021  
 ■ Prior: Apr 1, 2019 – Mar 31, 2020

# Top Specialty Referrals

Jan 2020 - June 2021



**Dermatology (14%)**

**Digestive Health (9%)**

**Ear Nose and Throat (9%)**

**Behavioral Health (6%)**

**Sports Medicine (6%)**



Total Referrals:  
**35**

# Quality Metrics

## SSM Ambulatory Bundle

Last Refresh: 07:17:18 AM

YTD

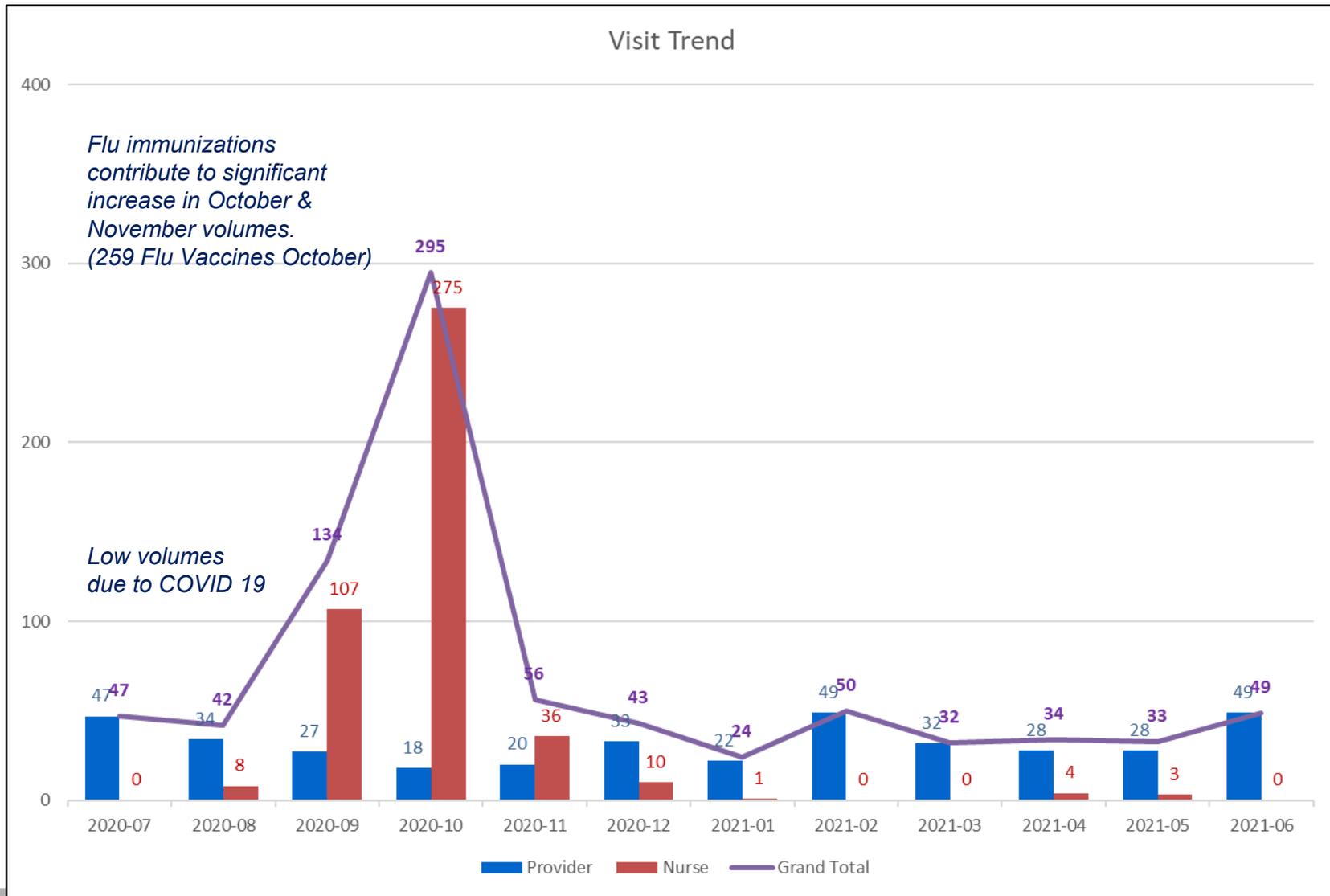


	Q3 '20	Q4 '20	Q1 '21	QTD	Region Midwest Mean
 CMS 125: Breast Cancer Screening	100 %	75 %	67 %	75 %	52 %
 CMS 130: Colorectal Cancer Screening	75 %	83 %	92 %	79 %	54 %
 CMS 2: Preventive Care and Screening: Screening for Depression and Follow-Up Plan	67 %	78 %	74 %	78 %	40 %
CMS 165: Controlling High Blood Pressure	100 %	50 %	67 %	33 %	69 %
CMS 122: Diabetes: Hemoglobin A1c Poor Control	50 %	-	50 %	67 %	39 %
 CMS 147: Preventive Care and Screening: Influenza Immunization	83 %	76 %	77 %	74 %	45 %
CMS 117: Childhood Immunization Status	-	-	-	100 %	49 %

**Control Metrics:** The percent rating of patients who presented for a visit at the Wellness clinic, and whose currently recorded result was within an acceptable normal range for that measurement.

**Screening Metrics:** Population Health is highly impacted by preventive screenings and care. For those patients presenting to the Employee Wellness Clinic – percent ratings identify which patients had these needs/gaps met at the visit. Additional education and orders are placed for those due or overdue for screenings.

# Monthly Appointment Volume



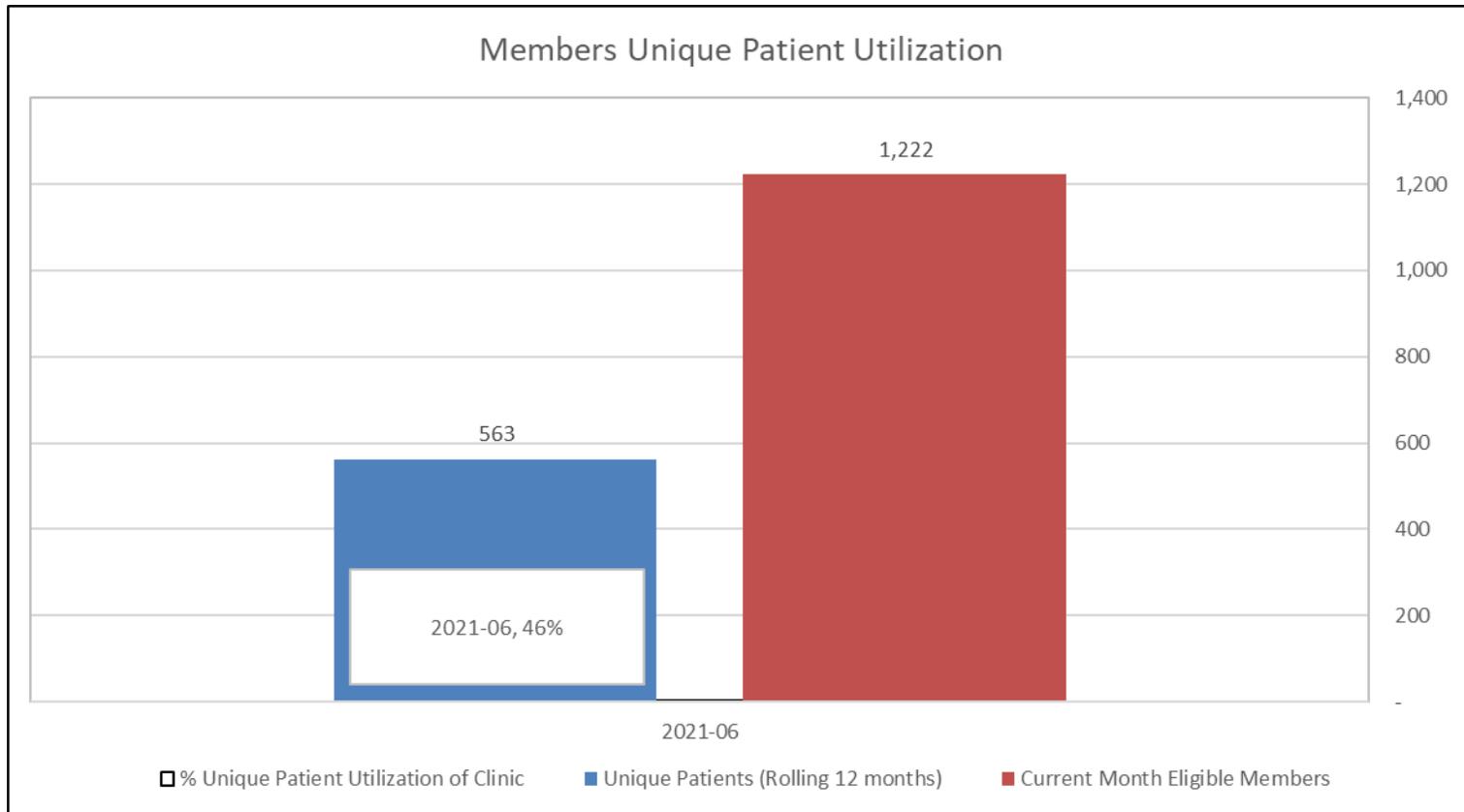
# Visit Volumes by Visit Type –

includes both provider and nurse visits

Sum of Completed Appts		Calendar													
Visit Type	Visit Type Detail	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
Provider	EXTENDED OFFICE VISIT						1				1				
	OFFICE VISIT	9	26	3	4	10	4	16	4	11	1	7	9	17	
	PRE EMPLOYMENT	1	5	23	17	6	7	2	4	5	3	6	8	6	
	PRE EMPLOYMENT BRIEF		2	5	2		2	1	1		1	6	3	3	
	SAME DAY	4	1					3			10	4			
	TELEMEDICINE	1						1	3		1			1	
	VIDEO VISIT	2	1	2	4	2	3	9	9	4	11	5	7	9	
	WELLNESS VISIT	2	12	1			3	1	1		4		1	13	
	SPECIAL CARE VISIT									29					
<b>Provider Total</b>		<b>19</b>	<b>47</b>	<b>34</b>	<b>27</b>	<b>18</b>	<b>20</b>	<b>33</b>	<b>22</b>	<b>49</b>	<b>32</b>	<b>28</b>	<b>28</b>	<b>49</b>	
Nurse	FLU VACCINE				97	270	35	9							
	OFFICE VISIT			8	10	5	1	1	1			3	1		
	SHORT PROCEDURE											1	2		
<b>Nurse Total</b>				<b>8</b>	<b>107</b>	<b>275</b>	<b>36</b>	<b>10</b>	<b>1</b>			<b>4</b>	<b>3</b>		
Lab	LAB					2			1	1		2	2		
<b>Lab Total</b>						<b>2</b>			<b>1</b>	<b>1</b>		<b>2</b>	<b>2</b>		
<b>Grand Total</b>		<b>19</b>	<b>47</b>	<b>42</b>	<b>134</b>	<b>295</b>	<b>56</b>	<b>43</b>	<b>24</b>	<b>50</b>	<b>32</b>	<b>34</b>	<b>33</b>	<b>49</b>	

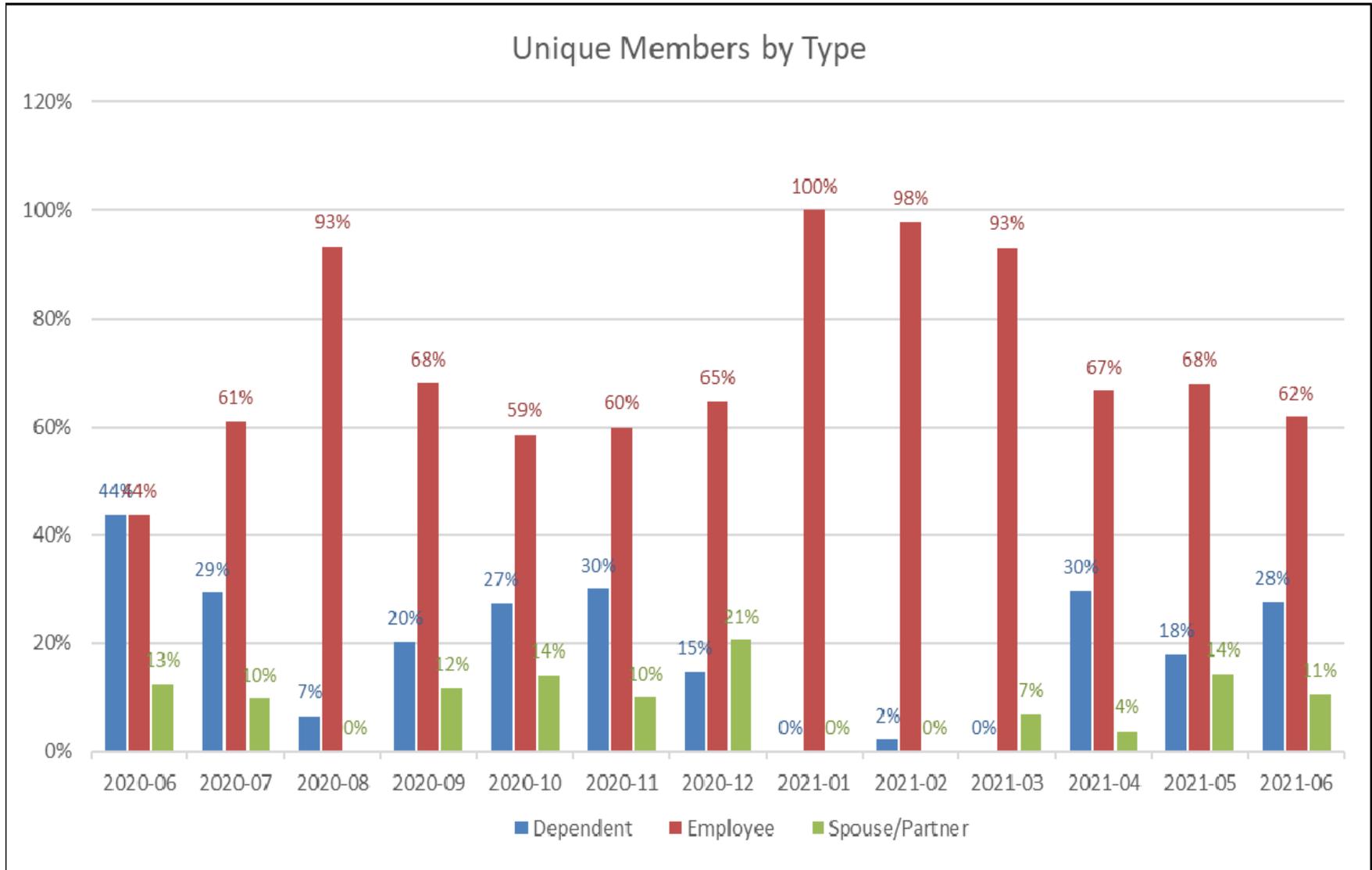
# Unique Patient Utilization

Rolling Year Ending June 2021

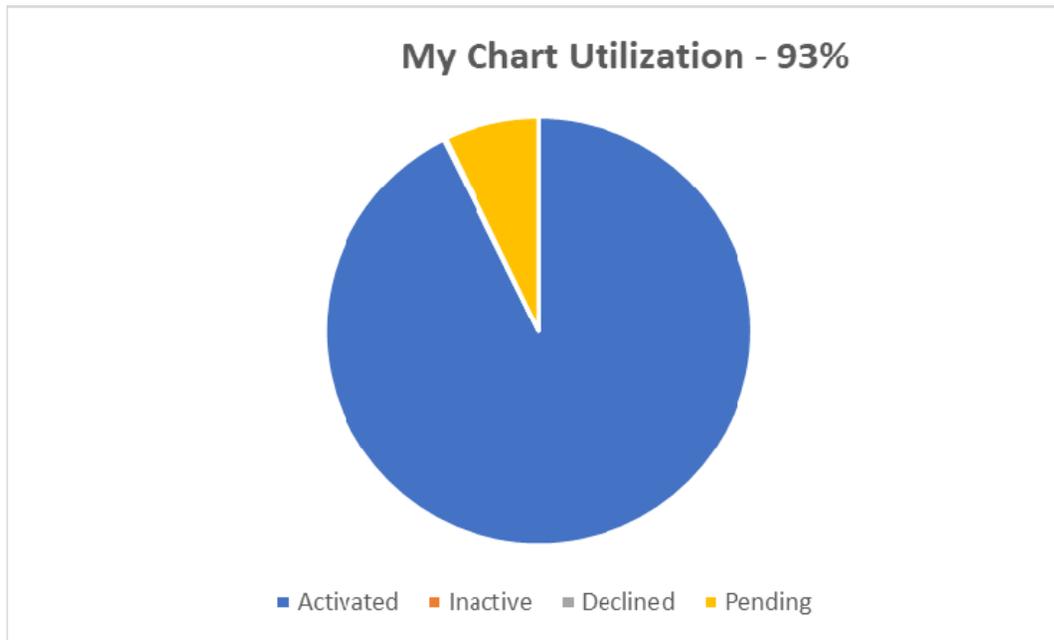


Unique Patients – individual members receiving care at the wellness clinic in each reporting period  
As of September 2019 reporting, utilization is report as a rolling 12 month figure  
National benchmarks suggest a 60% utilization rate stabilizes after a few years.

# Utilization by Unique Member Type



# My Chart Utilization (Qtrly metric)

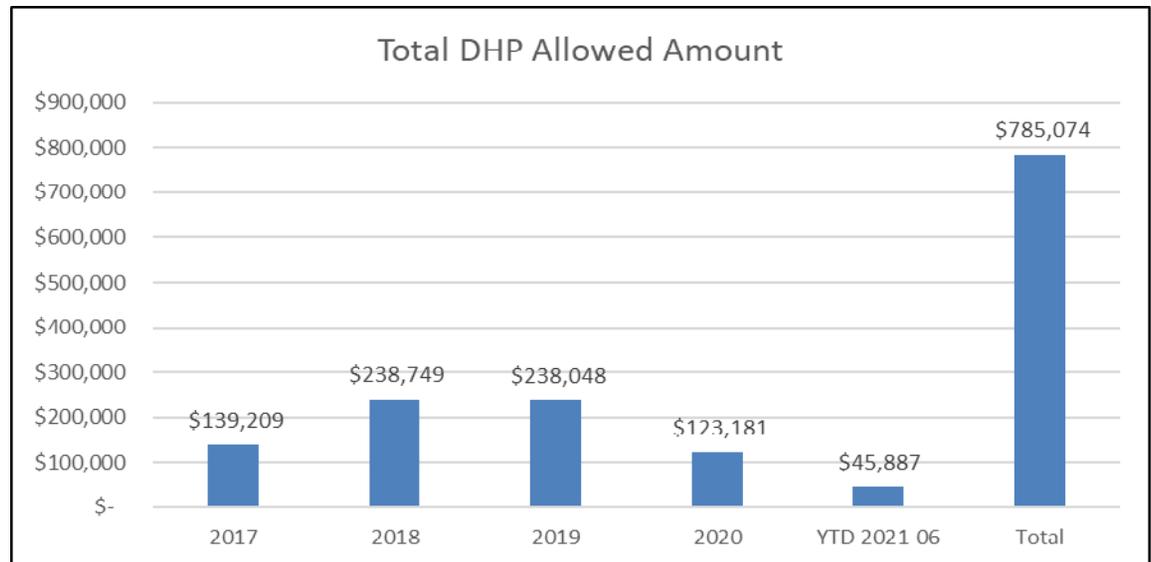
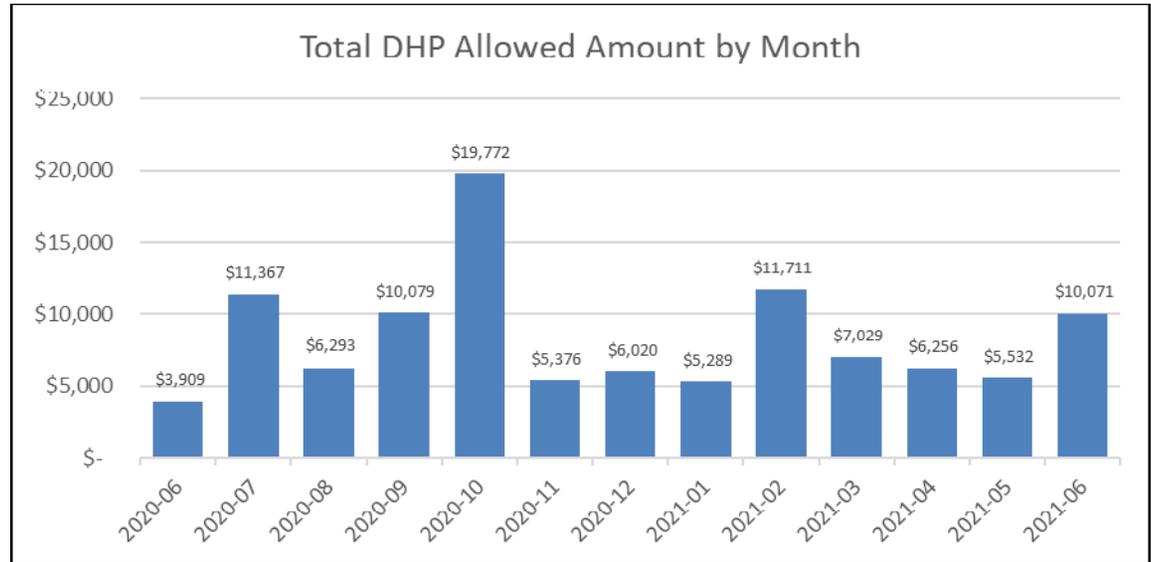


**93%** of members  
visiting the WCSD  
clinic in the last 2  
years have active  
My ChartAccounts

Active My Chart utilization is reported based on members who have had a clinic visit at the WCSD clinic, and have either an 'active' account, or those who have been sent an activation code (pending) but have not yet activated the account.

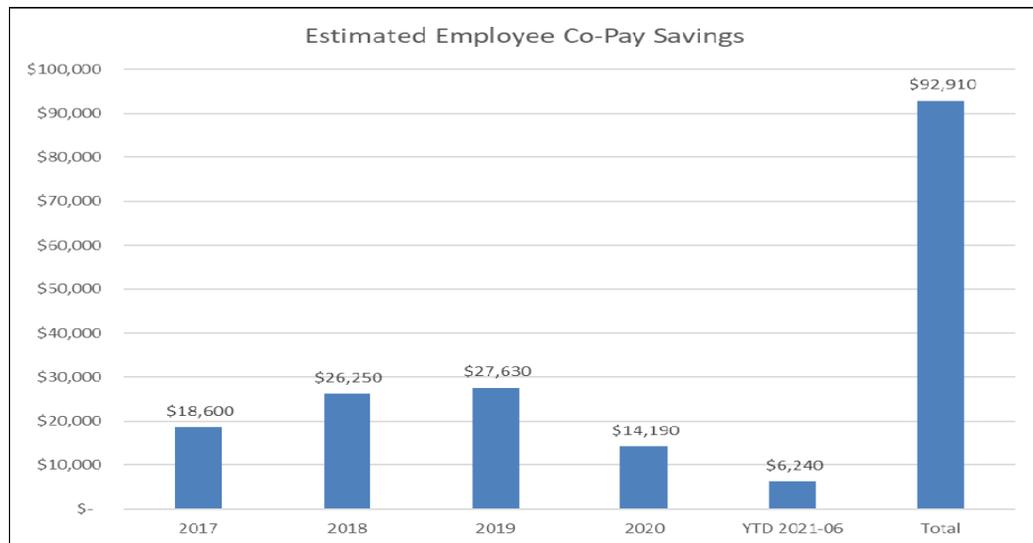
# DHP Contract Allowed Amounts

- Rolling 12-Month ending June 2021, DHP Contract Allowed Amount, Claims Avoidance Totaled \$104,794



# Estimated Employee Co-Pay Savings

- Assumes \$30 Co-Pay for all applicable Office/Medical Visits
- Rolling 13-Month ending June 2021 Potential Employee Co-Pay Savings Totaled \$11,130



# Additional Financial ROI

## Occupational Health:

Services captured in the employer clinic – Saving \$10,906 from direct billing to employer. (12 rolling months)

## Flu season:

- Vaccine pharmaceutical expense billed at wholesale SSM fee (\$16/dose)

- Savings: administration costs (not going to claims or paid to 3<sup>rd</sup> party vendor)

\$ 6,672 (12 rolling months)



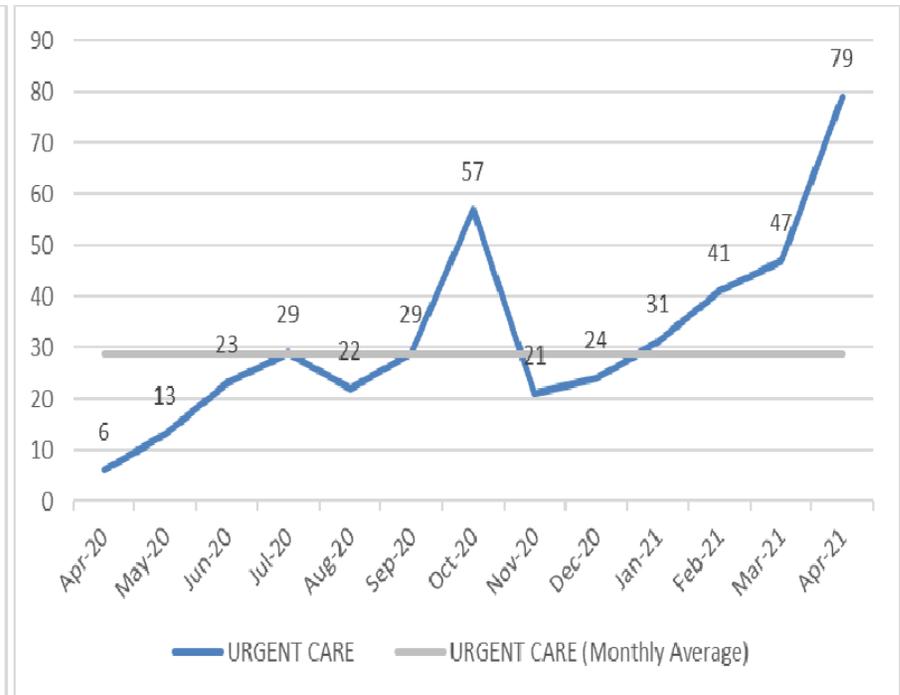
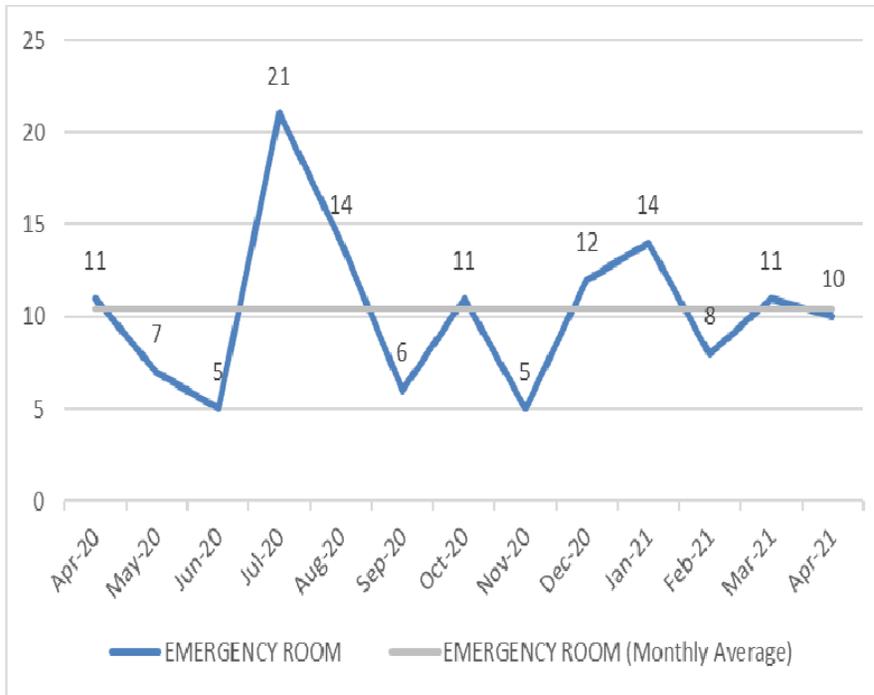
**Total Additional Savings :**

**\$17,578.00**

Financial ROI metrics-detail						
Client			Service	Fee	Vol	Savings
Waunakee School District			PE Phys	\$ 96.00	96	\$ 9,216.00
			Brf PE Phys	\$ 65.00	26	\$ 1,690.00
			Flu admin	\$16.00	417	\$ 6,672.00
						\$ 17,578.00



# Emergency Department and Urgent Care Volume Trend (Quarterly metric)



Data is pulled from claims metrics through the health plan. This utilization is not connected to Employee Wellness Clinic utilization – but shows a group trend which supports opportunities for additional marketing and education on right level of care.

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

*Source: DHP Claims databased on service incurred date; group members;*

*Data is two months behind to allow for claims lag and history may be restated if new claims are received*

*Note: members with multiple visits for a service in any given reporting period will be counted for each visit (e.g. a member with two separate visits to an Emergency Department in the month of December would be counted for two visits)*

# Risk Scores

(quarterly metric – Q2 2021)

*Risk Scores by Relation, Current Year and Prior Year (MARA)*

RELATION	Age/Gender Factor			Average Concurrent Risk Score		
	Prior	Current	Comparative Benchmark	Prior	Current	Comparative Benchmark
SUBSCRIBER	1.38	1.38	1.32	1.68	1.53	1.4
SPOUSE	1.31	1.3	1.39	1.55	1.37	1.56
DEPENDENT	0.5	0.52	0.54	0.84	0.68	0.63
<i>Average:</i>	<i>1.07</i>	<i>1.19</i>	<i>1.08</i>	<i>1.36</i>	<i>1.19</i>	<i>1.2</i>

Age/gender risk scores use actuarial models to determine the relative risk of each member. The (MARA) risk adjuster utilizes clinical information on each members' claims to determine the relative risk score. A relative risk score of 1.0 indicates average risk for the population. Members with relative risk scores greater than 1.0 are expected to have higher than average costs and those with risk scores less than 1.0 are expected to have lower than average costs.

**\*MARA: Milliman Advanced Risk Adjusters**

**Reporting periods:**

Prior: Apr 1, 2019 – Mar 31, 2020

Current: Apr 1, 2020 – Mar 31, 2021



## Dean Health Plan Employer Group Reporting Package

WAUNAKEE SCHOOL DISTRICT

Claims Incurred from 202007 through 202104 ; Paid Through 202107 (Max Paid Date: 7/2/21)

Group ID(s): 3258; Division(s): ALL; Employment Type: ; Direct Bill Flg:

### Plan Operating Statement

	<i>Total</i>	PMPM	MLR %
<b>Premium</b>	\$5,906,295.54	\$476.39	
<b>Total Claims Paid</b>	\$6,028,127.59	\$486.22	102.06%
<b>Member Months</b>	12,398	<b>Subscriber Months</b>	4,279

### Claim Summary

Claim Type	Billed	Savings due to Contractual Agreements	Employee Out of Pocket	COB	Paid
<b>Professional</b>	\$5,259,318.55	\$2,735,316.63	\$209,804.70	\$17,867.11	\$2,297,027.52
<b>Outpatient</b>	\$2,245,861.87	\$951,693.63	\$7,314.11	\$25,712.50	\$1,278,517.85
<b>Emergency Room</b>	\$537,701.14	\$187,612.54	\$11,121.20	\$2,131.40	\$357,813.43
<b>Inpatient</b>	\$1,109,826.58	\$366,934.70	\$462.78	\$9,771.65	\$723,576.59
<b>Other</b>	\$835,786.77	\$275,917.88	\$6,971.65	\$3,159.00	\$570,684.44
<b>Total Medical</b>	\$9,988,494.91	\$4,517,475.38	\$235,674.44	\$58,641.66	\$5,227,619.81
<b>Pharmacy</b>	\$2,176,756.08	\$1,314,850.12	\$70,116.31	\$5.67	\$800,507.78
<b>Total Medical &amp; Rx</b>	\$12,165,250.99	\$5,832,325.50	\$305,790.75	\$58,647.33	\$6,028,127.59



## Dean Health Plan Employer Group Reporting Package

WAUNAKEE SCHOOL DISTRICT

Claims Incurred from 202007 through 202104 ; Paid Through 202107

Group ID(s): 3258; Division(s): ALL; Employment Type: ; Direct Bill Flg:

### Medical and Rx Claims by Month

Month	Medical Paid	Rx Paid	Total Paid	Subscriber Count	Member Count	Premium
202007	\$643,355.27	\$84,987.13	\$728,342.40	429	1,236	\$593,971.77
202008	\$440,154.36	\$82,289.33	\$522,443.69	429	1,237	\$592,348.44
202009	\$583,367.26	\$79,610.98	\$662,978.24	430	1,238	\$591,889.16
202010	\$507,081.08	\$78,987.79	\$586,068.87	430	1,241	\$589,965.46
202011	\$428,837.96	\$77,056.98	\$505,894.94	429	1,241	\$590,674.22
202012	\$452,885.34	\$80,978.33	\$533,863.67	431	1,246	\$594,921.27
202101	\$533,995.41	\$70,589.84	\$604,585.25	427	1,241	\$589,844.82
202102	\$485,389.59	\$81,720.16	\$567,109.75	428	1,245	\$590,566.30
202103	\$590,803.72	\$84,224.95	\$675,028.67	425	1,241	\$588,401.86
202104	\$561,749.82	\$80,062.29	\$641,812.11	421	1,232	\$583,712.24
<b>Sum:</b>	<b>\$5,227,619.81</b>	<b>\$800,507.78</b>	<b>\$6,028,127.59</b>	<b>4,279</b>	<b>12,398</b>	<b>\$5,906,295.54</b>

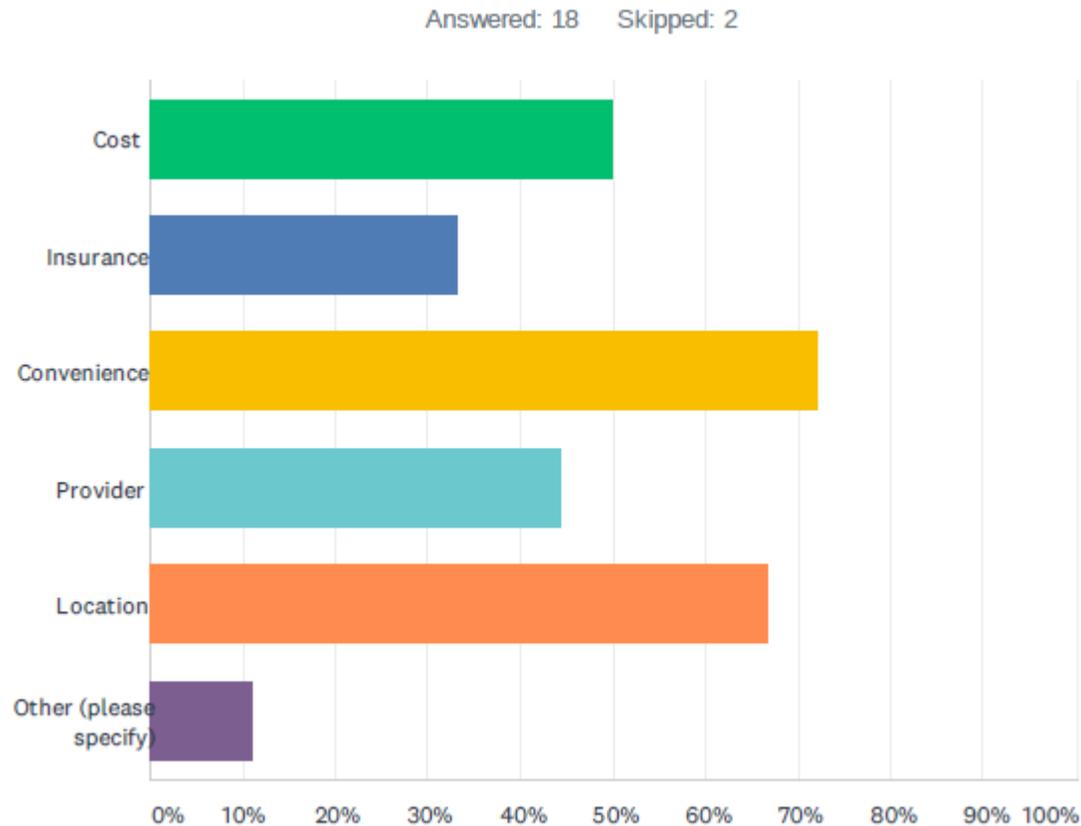
# Patient Satisfaction

## April 2021 - June 2021

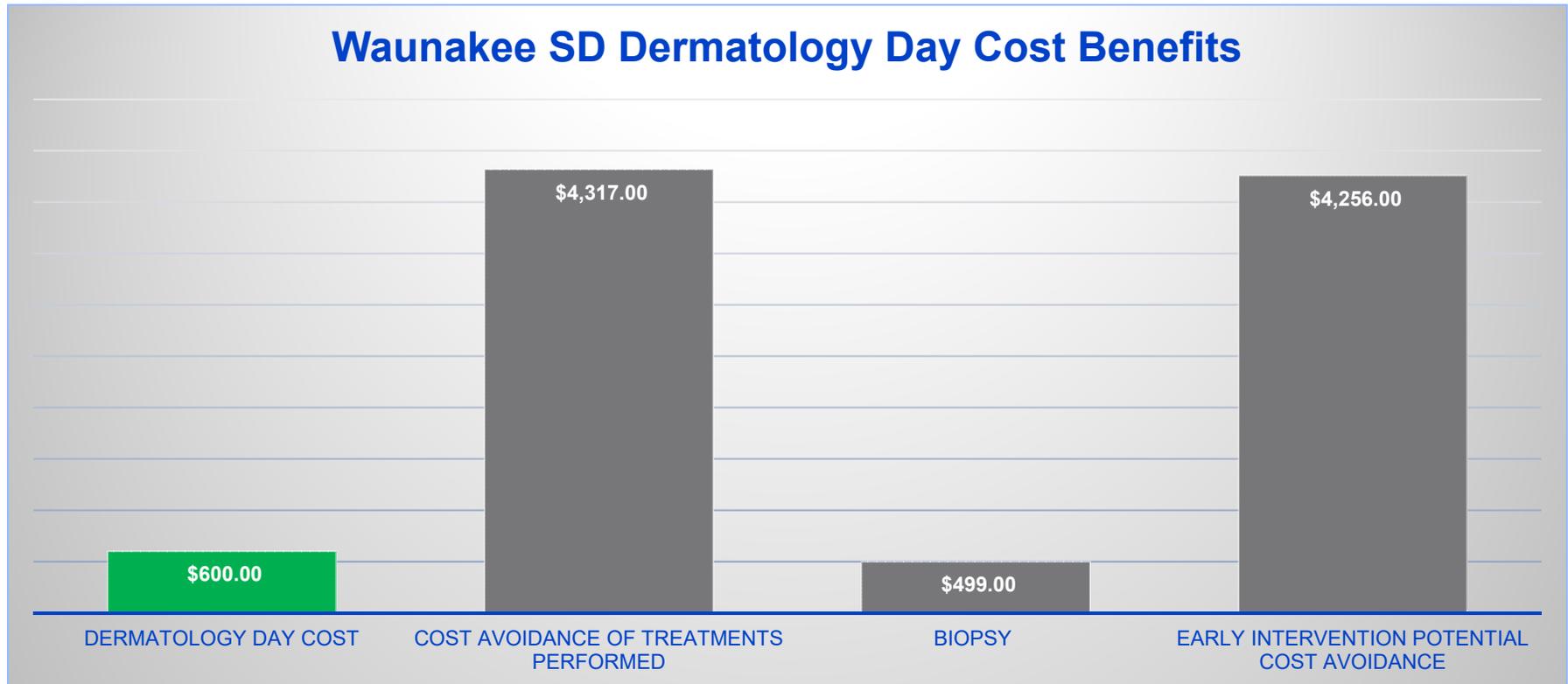
Patient Satisfaction Survey	Very Poor	Poor	Fair	Good	Very Good	N/A
Waunakee Wellness Clinic April 2021 – June 2021						
How would you rate your visit overall					100%	
Please rate the ease of scheduling your appointment				11%	89%	
If you left a message with the clinic, please rate the response time from the clinic care team				5%	17%	78%
Please rate the convenience of office hours			11%	22%	67%	
Please rate the courtesy of staff at reg/scheduling area			6%		83%	11%
Please rate the friendliness/courtesy of the care provider					100%	
Please rate the amount of time spent with you by the care provider					100%	
Please rate the instructions from the provider on treatment and follow up to your appointment				6%	83%	11%
Please rate the overall cleanliness of the facility					100%	
Please rate the likelihood of recommending this clinic to others				6%	94%	

# Survey Question 12- Point of Care

- Q12: Why did you choose the Employee Wellness Clinic? (Select all that apply)



# Dermatology Day Cost Benefits



- 29 patients seen
- 7 patients were treated in clinic with liquid nitrogen
- Pre-cancerous lesion caught early and removed with biopsy in Dermatology – avoided more expensive excision/Mohs treatments
- Skin Cancer caught and referred for Mohs in Dermatology – only required 1 stage of Mohs

# Recommendations/Discussion

## June 2021

- Sara offering weight management program to all patients – larger push after Summer (this will support the metrics showing hypertension control and Diabetes A1c control)
- Consider focus on Asthma related care and treatment – action plans for specific patients
- Urgent care spike - update
- Move with a Doc – offered through DHP has a seminar on Thyroid Health 8/03 register here – [https://zoom.us/meeting/register/tJAscemprDgvGddrcQN Nbf2O6ERz\\_249Pc8l](https://zoom.us/meeting/register/tJAscemprDgvGddrcQN Nbf2O6ERz_249Pc8l)

# Summary and Discussion



# Executive Summary

WCSD Wellness Clinic  
Data as of June 2021



## Waukeek Community School District Wellness Clinic

In partnership with SSM Health - Dean Medical Group

### Financial

**Annual Investment:**  
July 2020 - June 2021  
\$163,349

**COVID discount:**  
Period: \$ 28,106  
Total: \$49,504

**Claims Avoidance:**  
Rolling 12: \$ 104,794

**Co-Pay Savings:**  
YTD: \$ 6,240  
Rolling 12: \$ 11,130

**Occ Med Savings:**  
Rolling 12-months:  
\$ 17,578

**Med Loss Ratio: Period**  
July 2020 through Apr 2021  
**Claims/Premium/MLR%**  
\$6,028,127/5,906,295 **102.06%**

### Quality Metrics

#### SSM Ambulatory Bundle



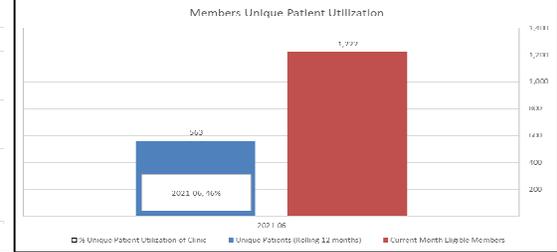
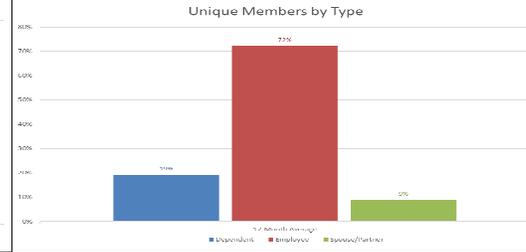
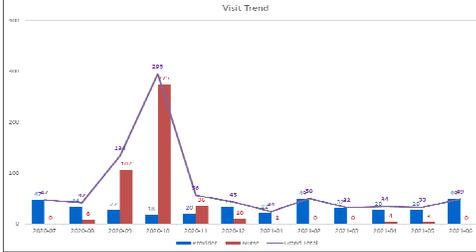
### Top Referrals (by Specialty)

- Dermatology (14%)
- Digestive Health (9%)
- Ear Nose and Throat (9%)
- Behavioral Health (6%)
- Sports Medicine (6%)

### Top Visit Reasons

- General examinations
- Skin conditions
- Administrative examinations

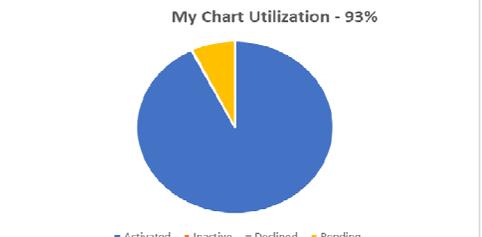
### Utilization Trends



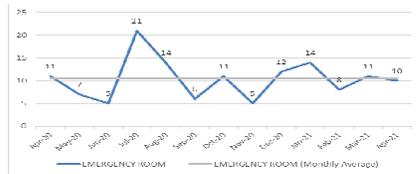
### Completed Appointments by Visit Type

Provider Type	Visit Type Detail	Calendar Year Month													
		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
Provider	EXTENDED OFFICE VISIT														
	OFFICE VISIT	9	26	3	4	10	4	16	4	11	1	7	9	17	
	PRE EMPLOYMENT	1	5	23	17	6	7	2	4	5	3	6	8	6	
	PRE EMPLOYMENT BRIEF		2	5	2		2	1	1		1	6	3	3	
	SAME DAY	4	1					3			10	4			
	TELEMEDICINE							1	3					1	
	VIDEO VISIT	2	1	2	4	2	3	9	9	4	11	5	7	9	
Provider Total	WELLNESS VISIT	2	12	1			3	1	1		4		1	13	
	SPECIAL CARE VISIT									29					
Nurse	FLU VACCINE														
	OFFICE VISIT			8	10	5	1	1	1		3	1			
	SHORT PROCEDURE											1	2		
Nurse Total				8	10	5	1	1			3	1			
											4	3			
Grand Total		19	47	42	134	293	56	43	23	49	32	37	49		

### MyChart Utilization



### ED and Urgent Care Utilization Apr 2020 - Apr 2021



### Avoidable ER Visits

Avoidable ER Visits - New York University (NYU) Methodology	Current Avoidable ER Visits	Current ER Visits	ER Visits % Avoidable		
			Prior	Current	Comparative Benchmark
NYU ED Utilization Algorithm: Emergent, ED Care Needed, Preventable/Avoidable	2	113	3.03%	1.71%	3.43%
NYU ED Utilization Algorithm: Emergent, Primary Care Treatable	19	113	15.63%	16.71%	19.34%
NYU ED Utilization Algorithm: Non-Emergent	14	113	17.57%	12.16%	14.24%
Sum:	35	113	36.23%	30.58%	37.01%

### Risk Scores April 2020 - March 2021

#### Risk Scores by Relation, Current Year and Prior Year (MARA)

RELATION	Age/Gender Factor			Average Concurrent Risk Score		
	Prior	Current	Comparative Benchmark	Prior	Current	Comparative Benchmark
SUBSCRIBER	1.38	1.38	1.32	1.68	1.53	1.4
SPOUSE	1.31	1.3	1.39	1.55	1.37	1.56
DEPENDENT	0.5	0.52	0.54	0.84	0.68	0.63
Average:	1.07	1.19	1.08	1.36	1.19	1.2

### Patient Satisfaction April 2021 - June 2021

Patient Satisfaction Survey	Very Poor	Poor	Fair	Good	Very Good	N/A
Waukeek Wellness Clinic April 2021 - June 2021						
How would you rate your visit overall?						100%
Please rate the ease of scheduling your appointment				11%		88%
If you left a message with the clinic, please rate the response time from the clinic care team				5%		78%
Please rate the convenience of office hours			11%	22%		67%
Please rate the courtesy of staff at registration area			6%			83%
Please rate the friendliness/courtesy of the care provider						100%
Please rate the amount of time spent with you by the care provider						100%
Please rate the instructions from the provider on treatment and follow up to your appointment				6%		83%
Please rate the overall cleanliness of the facility						100%
Please rate the likelihood of recommending this clinic to others				6%		94%

## **METRIC DEFINITIONS**

### **Claims Avoidance Metric:**

This value shows the dollar amount of claims that were not filed to insurance for the services delivered in the employer clinic at the provider level. Each visit aligns with a level of service value that the provider documents in the Epic record. That value is calculated based on an estimated discounted rate that the employer may have with our health plan for a fee schedule. That discounted rate, multiplied by the volume of those service levels, demonstrates a conservative value for claims that would have been submitted to an insurance carrier if the clinic did not exist. This is one metric used as a financial ROI to the investment of the clinic.

### **ER/UC Utilization:**

This report demonstrates the volume of visits based on charges from an Emergency Department or Urgent Care facility to the insurance carrier. Reviewing any increases in volumes of visits provides the opportunity for a second report for the primary diagnosis documented at the visit. For those visits deemed to be avoidable and thus treated at a lower cost of care facility, additional education and/or marketing is done to remind the eligible members to utilize the appropriate level of care to the severity of symptoms. It also provides direction on ensuring the employer clinic has access aligned to demand.

### **Member Savings:**

When employers have a benefit plan that includes a co-pay for clinic visits, the value of that co-pay is applied to the appropriate visit types at the employer clinic. As the member presents to the employer clinic for services with no or reduced copays, this metric reflects the out-of-pocket savings (at the co-pay level) for eligible members utilizing clinic services. (does not include fees applied toward deductibles which are additional member savings)

### **Med Loss Ratio:**

This value is calculated based on the variance between paid premiums and charges/claims submitted for the same period. Timing of charges and claim edits can cause variable values in this report so an average ratio trended over time is of most value as a success metric.

### **Other Occ Med Savings:**

Any service that was performed in the employer clinic that would have typically been billed (at retail rates) by a vendor (Concentra) or a medical group's occupational health department is reflected in this value. Examples are pre-employment physicals or drug screenings. These savings are a cost-shift for the employer and can be considered a ROI metric.

### **Patient Satisfaction:**

This report shows the results of various methods of survey results including a Press Ganey survey which is sent to a member shortly after a completed clinic encounter, seeking feedback on the patient experience overall. Other surveys may be collected at point of service. Member written comments are offered to the management team to address any opportunities for improvement or to convey compliments to the care team members.

### **Population Health:**

This data is provided through the Employee Group Report and compares the proportion of members with chronic disease states year over year, showing increases or decreases in the percentage of total member months for these chronic members. Evaluation of this data allows the clinic management team to focus on specific disease management strategies to improve or sustain overall population health by adjusting specialty resources.

### **Quality Metrics:**

The Epic record tracks preventive health metrics for compliance on health maintenance screenings. Percent capture of cancer screenings and percent control of disease states are reflected. Denominator includes only those members that have had at least one visit at the clinic location.

### **Referral Tracking:**

Care that is referred outside the scope of care of the employer clinic is tracked by department specialty the member is referred to. The percent of total referrals that a specialty reflects may offer an opportunity to provide ad hoc specialty services to the employer clinic model. Example: Physical Therapy or Dermatology screenings.

### **Risk Scores:**

Age/gender risk scores use actuarial models to determine the relative risk of each member. The Milliman Advanced Risk Adjusters (MARA) risk adjuster utilizes clinical information on each members' claims to determine the relative risk score. A relative risk score of 1.0 indicated average risk for the population. Members with relative risk scores of greater than 1.0 are expected to have higher than average costs and those with risk scores less than 1.0 are expected to have lower than average costs.

### **Trended Fill Rates:**

This metric demonstrates the percent per scheduled day that the clinic provider(s) are booked, compared to the available appointment slots. High percentage rates should be tracked to ensure that timely access is maintained for the clinic. Options for improved access may be to hold same-day slots or to add provider capacity to the clinic work week. Providers perform several functions outside of face-to-face visits that fill the other work hours of their shifts. These include care management, population health reporting to identify at risk members, outreach to at risk members for check-ins and follow ups, group sessions, etc.

### **Unique Patient Utilization:**

Employers want to know that they have reached their eligible members with knowledge of the employer clinic benefit as a convenient option for accessing health care. This metric identifies what percentage of eligible members have had an encounter with the clinic at least once. Nationally statistics identify a unique patient utilization rate of approximately 60% as a successful capture rate to sustain over time. It typically takes up to three years to reach this desired level. Marketing or health care events enhance utilization rates.

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

Monday, October 18, 2021

7:00 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. 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](mailto: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. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may not be reviewed by the board until after the board adjourns. 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 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.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

**AGENDA**

- I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting
- II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Judith Engebretson - School District Clerk
- III. Budget Summary & District Goals Report - District Administrator and Executive Director of Operations
- IV. Discussion and Review of Budget
- V. Review of Minutes of the 2020 Annual Meeting
- VI. Receive and Accept Treasurer's Report - Jack Heinemann, School District Treasurer
- VII. **Resolution A** - Authorize the School Board to Charge Student Fees
- VIII. **Resolution B** - Salaries and Expenses for School Board Officers
- IX. **Resolution C** - School Lunch Program Authorization
- X. **Resolution D** – Authorize the School Board to Engage Legal Counsel if Needed
- XI. **Resolution E** - Set Date and Hour for 2022 Annual Meeting or Authorize School Board to Set Date and Hour
- XII. **Resolution F** - Transportation
- XIII. **Resolution G** - Adoption of Tax Levy

XIV. Persons Attending Meeting May Request Information on Any Topic Relative to Current Policies and Proceedings of the Schools.

XV. Adjournment

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



## FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the “Agreement”) is made and entered into by and between the Waunakee Community School District, Dane County, Wisconsin (“Issuer”) and PMA Securities, LLC (“PMA”) effective as of July 21, 2021 (the “Effective Date”). The Issuer and PMA collectively constitute the “Parties” hereunder.

### WITNESSETH:

WHEREAS, the Issuer is contemplating issuing securities in connection with the PMA Levy and Aid Anticipation Notes Program 2021 with an unknown amount and timing (the “Securities”) and in connection with the authorization, sale, issuance and delivery of such indebtedness, the Issuer desires to retain a financial advisor to advise the Issuer regarding the issuance of the Securities;

WHEREAS, PMA is willing to provide its professional services and its facilities as financial advisor in connection with the Securities as may be considered and authorized by the Issuer during the period in which this Agreement shall be effective;

WHEREAS, the Issuer is a municipal entity and the Securities are municipal securities as defined by the Securities Exchange Act of 1934 and the rules of the Municipal Securities Rulemaking Board (“MSRB”);

WHEREAS, PMA is registered as a municipal advisor with the U.S. Securities Exchange Commission (“SEC”) and the MSRB and thus, may provide municipal advisor services to a municipal entity such as the Issuer, including advice with respect to the issuance of municipal securities; and

WHEREAS, the financial advisory services described herein are provided by PMA exclusively as a Municipal Advisor as described under MSRB Rule G-3(d).

NOW, THEREFORE, the Issuer and PMA, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

### SECTION I SCOPE OF SERVICES

Upon the request of an authorized representative of the Issuer, PMA agrees to perform the financial advisory services (hereinafter “Services” or “Scope of Services”) stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay PMA the compensation as provided in Section VI hereof.

A. Financial Planning. At the direction of the Issuer, PMA shall:

1. Analysis. Conduct an analysis of the financial resources of the Issuer to determine the extent of its capacity to issue and service the Securities contemplated. This analysis will include reviews of initial cash flows as compared with the estimated receipts of revenues which are pledged to secure payment of debt service.
2. Terms. Advise the Issuer on recommendations regarding the Securities under consideration, including the date of issue, maturity date(s), options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of

designing the Securities to be sold on terms that are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.

3. Market Conditions. Advise the Issuer of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Securities may be set at a favorable time.

B. Debt Management and Financial Implementation.

1. Method of Sale. The Issuer has indicated that it has engaged or intends to engage Robert W. Baird & Co. Incorporated as the underwriter for the purpose of negotiating the purchase of the Securities. The Issuer agrees that it has not engaged PMA to make a recommendation regarding the method of sale or the selection of the underwriter, and therefore acknowledges that PMA will not be providing such services under this agreement. PMA owes no fiduciary or other duty to the Issuer with respect to such services. The Issuer understands in making this election that, as a financial advisor, PMA typically evaluates the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation for the method of sale. If a negotiated sale were selected, PMA would make a recommendation for the Issuer's formal approval and acceptance of one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Securities. As a result of PMA not performing these services, the Issuer may receive a lower purchase price for the Securities than would otherwise be the case. In keeping with the provisions of MSRB Rule G-23, PMA will not participate in an underwriting syndicate in connection with the negotiated purchase of the Securities.
  - a. In a negotiated sale PMA will perform the following services:
    - (1) PMA will cooperate with and assist the underwriter in the review of a bond purchase contract and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriter, but shall not be or become an obligation of PMA, except to the extent specifically provided otherwise in this Agreement or assumed in writing by PMA.
    - (2) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any, and provide a cost comparison, for both expenses and interest which are suggested by the underwriter, to the then current market.
    - (3) Advise the Issuer as to the fairness of the price/yields offered by the underwriter and, unless agreed upon by the Issuer and the underwriter, the proposed underwriter's discount as it relates to the underwriter's regulatory requirements.
2. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested and at all times when PMA may be of assistance or service and the subject matter is related to the Securities.
3. Review of Third Party Recommendations. Review of a recommendation of another party if requested by the Issuer and the request is within the Scope of Services. PMA will determine, based on the information obtained through reasonable diligence, whether the municipal securities transaction or municipal financial product is or is not suitable for the Issuer. In addition, PMA will inform the Issuer of:

- (1) PMA's evaluation of the material risks, potential benefits, structure and other characteristics of the recommended municipal securities transaction or municipal financial product;
  - (2) The basis upon which PMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Issuer; and
  - (3) Whether PMA has investigated or considered other reasonably feasible alternatives to the recommended municipal securities transaction or municipal financial product that might also or alternatively serve the Issuer's objectives.
4. Offering Documents. Draft the preliminary and final Official Statements, Offering Memoranda or Term Sheets ("Offering Documents") based on information provided by the Issuer as well as information derived from other sources. The information contained in the Offering Documents will be derived from the sources stated or, if not otherwise sourced, from the Issuer. PMA makes no representation, warranty or guarantee regarding the accuracy or completeness of the information in the Offering Document, and its assistance in preparing the Offering Document should not be construed as a representation that it has independently verified such information. The Issuer will be expected to examine, approve and make certifications with respect to the information in the Offering Documents in accordance with its obligations under the federal securities laws.
- (1) In a competitive sale, PMA will coordinate the preparation of the notice of sale and bidding instructions, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification.
  - (2) PMA will electronically distribute the Offering Documents.
  - (3) Some of the data collected may require a fee, such as overlapping debt or an auditor's certificate. Upon the request of an authorized representative of the Issuer, any fees for data will be sent to the Issuer for prior approval.
  - (4) As needed for Offering Documents disclosure purposes, PMA will file reportable event notices and other information to the MSRB's Electronic Municipal Market Access ("EMMA") as directed by the Issuer.
5. Credit Ratings and Insurance. Make recommendations to the Issuer as to the advisability of obtaining a credit rating and/or insurance for the Securities. Where insurance for the Securities is advised, PMA will request bids from insurance agencies. When directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency and/or insurance agencies. If PMA's advice includes personal presentation of information to the rating agency and/or insurance agencies, PMA will arrange for such personal presentations by the Issuer's representatives.
6. Trustee, Paying Agent, Registrar. Assist the Issuer in the selection of a trustee and/or paying agent/registrar for the Securities and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
7. Escrow Bidding Agent, Escrow Agent, Verification Agent. Assist the Issuer in the selection of an escrow bidding agent, an escrow agent and/or a verification agent for the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto, if needed.

8. Financial Publications. Advise financial publications of the forthcoming sale of the Securities and provide them with all pertinent information, when appropriate. Upon request, PMA will coordinate the publication of legal notices when required by law for the issuance of the Securities.
9. Consultants. Arrange for reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto.
10. Legal Counsel. Maintain liaison with bond counsel, disclosure counsel and local counsel, if any, in the preparation of legal documents pertaining to the authorization, sale and issuance of the Securities.
11. Delivery of the Securities. Coordinate the efforts of the working group for the Securities, which typically includes the Issuer, underwriter, bond counsel, and other counsel, as applicable, rating agency, bond registrar, paying agent, and any other third party engaged by the Issuer, as soon as a bid for the Securities is accepted by the Issuer, so that the Securities may be delivered and paid for as expeditiously as possible. Assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Securities.

C. Services Not Related to an Issuance of Municipal Securities. If requested by the Issuer, PMA will perform the services following this paragraph for the Issuer, with respect to the Securities, with no additional compensation required. This Agreement hereby terminates any prior Financial Advisory Agreement or Financial Advisory Engagement Letter for the provision of the following services:

1. Rating surveillance preparation;
2. Debt summary and debt book updates;
3. Educational presentations to the Issuer's governing body, community and/or staff;
4. Review paying agent/DTC invoices for accuracy;
5. Review and provide advice related to a bond levy;
6. Advise the Issuer of filings related to tax credit bonds and the need to approve abatement resolutions and debt service extension base modification resolutions;
7. Assist with filing debt-related documents with other government entities, such as the state;
8. Assist with FOIA-related documentation and questions; and
9. Assist with post-issuance compliance per the rules of the Internal Revenue Service ("IRS").

D. Limitations on Services. The Services are subject to the following limitations:

1. The Services are limited solely to the services described herein and are subject to any limitations set forth within the Scope of Services.
2. PMA is not responsible for making a recommendation regarding the method of sale or the selection of the underwriter.
3. PMA is not responsible for certifying as to the accuracy or completeness (including the accuracy or completeness of any description of the Issuer's compliance with its continuing disclosure obligations)

of any preliminary or final Offering Documents, other than with respect to any information about PMA provided by PMA for inclusion in such documents.

4. The Services do not include tax, legal, accounting or engineering advice with respect to the Securities, services not related to an issuance of municipal securities (except as provided in Section I.C. above) or in connection with any opinion or certificate rendered by bond counsel or any other person at closing, and does not include review or advice on any feasibility study.
5. Unless requested by the Issuer, PMA will not negotiate fees or send out a request for proposal for legal services including issuer counsel, bond counsel or disclosure counsel.
6. Dissemination Agent services for continuing disclosure are not included under this Agreement except as provided under Section I.B.4.(4). Dissemination Agent services include, for example, annual financial information and annual financial statement filings to EMMA. PMA is engaged as Dissemination Agent pursuant to a separate engagement to provide services not covered under Section 1.B.4.(4).

E. Amendment to Scope of Services. The Scope of Services may be amended as set forth in Section VIII.D. The Parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services. Changes to the Scope of Services may result in an increased fee.

## **SECTION II POTENTIAL BENEFITS & RISKS OF ISSUING THE SECURITIES**

A. The potential benefits involved with issuing the Securities include, among other things:

1. Meeting the Issuer's Funding Needs. The Securities are being issued to meet the Issuer's stated funding needs.
2. Relative Low Cost of Financing. Municipal obligations, such as the Securities, generally offer a lower cost of financing than other available alternatives.
3. Ability to Lower Cost of Financing in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to lower the cost of financing with a future refinancing of the Securities.
4. Ability to Restructure Payments in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to restructure the repayment schedule with a future refinancing or defeasance of the Securities.

B. The potential risks involved with issuing the Securities include, among other things:

1. Interest Rate Risk. The Securities are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Securities, the Issuer will not be able to take advantage of lower market interest rates for the Securities unless and until the Securities can be prepaid or refinanced.
2. Prepayment Risk. To the extent the Securities, or a portion of the Securities, are not subject to a prepayment provision, the Issuer cannot prepay the Securities prior to their maturity date(s).
3. Closing Risk. If the Securities fail to attract an appropriate purchaser, or fail to be delivered at closing, the Issuer will not receive proceeds from the Securities.

4. Default Risk. If the Issuer fails to make the scheduled principal and/or interest payment(s) on the Securities in a timely manner, a default will occur, which negatively affects the Issuer's ability to get financing for other needs.
5. Tax Risk. If the opinion of bond counsel for the Securities identifies the Securities as tax-exempt or tax advantaged, and the IRS subsequently determines the Securities are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Securities to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the Issuer's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the Issuer resulting in a payment from the Issuer to the IRS to maintain the tax-exempt or tax advantaged status of the Securities. Potential causes of such a determination may include, but are not limited to the following: the Issuer does not spend the proceeds of the Securities in a timely manner, change in use of the project financed by the Securities and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.
6. Disclosure Risk. To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the Issuer violated federal securities laws.

### **SECTION III COOPERATION IN MEETING REGULATORY REQUIREMENTS**

The Issuer acknowledges that PMA has regulatory duties as municipal advisor to the Issuer, and the Issuer agrees to cooperate, and to cause its agents to cooperate, in carrying out these regulatory duties, including providing complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have PMA provide advice with regard to any recommendation made by a third party in accordance with Section I.B.3, the Issuer will provide to PMA written direction to do so and any information it has received from such third party relating to its recommendation.

### **SECTION IV TERM OF AGREEMENT**

The terms of this Agreement are effective as of the Effective Date and shall remain in effect, unless earlier terminated by PMA or at the direction of the Issuer pursuant to the following section, until the closing of the Securities. This Agreement may be renewed for a maximum of three (3) years beyond the Effective Date of this Agreement or any amendment to this Agreement as set forth in Section VIII.D at the Issuer's request for PMA to perform the any of the services set forth in Section I.C.

### **SECTION V TERMINATION**

This Agreement may be terminated with or without cause by the Issuer upon prior written notice to PMA or by PMA upon at least thirty (30) days' prior written notice to the Issuer of the Party's intention to terminate, specifying in such notice the effective date of such termination. In the event the termination occurs before the Securities close, it is understood and agreed that no amounts are due to PMA for services provided or expenses incurred, unless otherwise stated in Section VI below. No penalty will be assessed for termination of this Agreement. The provisions of Section VII.B. shall survive any termination of this Agreement pursuant to this Section V or the expiration of the term of this Agreement pursuant to Section IV.

## **SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT**

A. Compensation. The fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be \$1.00 per \$1,000 of public offering price plus \$500.00 for the services described in Section I.B.4, Offering Documents. Such fees, for which PMA is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Securities to the purchaser. No fee shall be due from the Issuer to PMA unless the Securities close.

As set forth in PMA's *Municipal Advisor Disclosure Statement*, PMA notes that this Agreement may involve contingent based compensation subject to compensation based conflict. Also, we note how it relates to different structures or scenarios. For example, recommending a multi-issuance strategy versus a single issuance strategy could result in additional compensation for PMA and the application of minimum fees, if any. However, this recommendation would be made only if the benefits exceed the costs. Such benefits could include bank qualification, reduced negative arbitrage in the investment of bond proceeds and meeting the financial goals of the Issuer. Also, the additional compensation would be paid over time, subject to the retention of PMA for subsequent issuances.

### B. Issuer Expenses.

1. Customary fees and expenses incident to a sale are payable by the Issuer. These fees and expenses, depending upon the final structure, can include fees for underwriter(s), bond counsel, local counsel, disclosure counsel, rating agency, insurance premium, trustee/paying agency, competitive sale auction platform, escrow bidding agent and verification agent.
2. Customary fees and expenses incident to the preparation of the Offering Documents, such as overlapping debt and auditor's certificates, are payable by the Issuer. In the event PMA must pay these fees and expenses before the Securities close, the Issuer will be responsible for reimbursing PMA for the pre-paid fees and expenses.

## **SECTION VII DISCLOSURES**

A. Disclosures. The *Municipal Advisor Disclosure Statement*, and each delivery thereof, as provided from time to time, shall be incorporated by reference into this Agreement as of the date thereof to the same extent as if set forth herein. As set forth in the *Municipal Advisor Disclosure Statement*, PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, PMA generally provides fixed income brokerage services and public finance services to institutional clients, including financial advisory services and advice with respect to the investment of proceeds of municipal securities. PMA is affiliated with PMA Financial Network, LLC, a financial services provider, and PMA Asset Management, LLC, an investment adviser registered with the SEC (the "Advisory Affiliate"). These entities operate under common ownership with the Firm and are referred to in this disclosure as the "Affiliates." Each of these Affiliates also provides services to municipal entity clients. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies.

PMA's duties, responsibilities, and fees arise from that as a municipal advisor to the Issuer in connection with the issuance of the Securities. PMA receives additional fees for the services used by the Issuer, if any, described in the paragraph above. The fees for these services arise from separate agreements with the Issuer and with institutions of which the Issuer may be a member.

Additional disclosures are required with the implementation of MSRB Rule G-42. PMA is required to provide the Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. By signing this Agreement, the Issuer acknowledges that PMA has provided the Issuer with the *Municipal Advisor Disclosure Statement*, which contains important disclosures on matters such as all material conflicts of interest and all legal and disciplinary events that are material to a client's evaluation of us relevant to our provision of municipal advisory services. This disclosure document will also specify the date of the last material change or addition to the legal or disciplinary event disclosures, if any, on any Form MA or Form MA-I that PMA files with the SEC and a brief explanation regarding the materiality of the change or addition.

B. Scope of Liability. PMA, at all times, will act in good faith with respect to its Services under this Agreement. The Issuer agrees that PMA shall not be liable to the Issuer for any act or omission in connection with the performance of PMA's services hereunder, other than as a result of PMA's negligent acts or omissions, reckless conduct, intentional misconduct, bad faith, violation of applicable law or material breach of any of the material terms of this Agreement. PMA will have no duty, responsibility or liability under this Agreement as to any services identified in Section I.D. of this Agreement, relating to the services included in the Limitations on Services section. PMA shall not be responsible for any loss incurred by reason of any act or omission of the Issuer, or any member of the working group for the Securities. No recourse may be had against PMA for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action or other proceeding brought by or received from the IRS in connection with the Securities or otherwise relating to the tax treatment of the Securities, or in connection with any opinion or certificate rendered by counsel or any other party.

It is understood that nothing herein shall in any way constitute a waiver or limitation of any of the obligations which PMA may have under federal securities laws or under applicable state law.

## **SECTION VIII MISCELLANEOUS**

A. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the state in which the Issuer is located without regard to conflict of law principles.

B. Binding Effect: Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and PMA, their respective successors and assigns; provided however, neither Party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other Party.

C. Prior Agreement or Documentation. Each Party acknowledges and agrees that the provisions of this Agreement modify and supersede any prior agreement or documentation with regards to the issuance of the Securities ("Prior Documentation"). The provision(s) set forth in this Agreement shall control in the event that any provision(s) of this Agreement conflict with any provision(s) contained in any Prior Documentation.

D. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed or acknowledged by each Party hereto. The form of this modification may include an email acknowledged by each Party. The Parties agree to amend or supplement this Agreement promptly to reflect any material changes or additions to the Agreement.

*[The remainder of this page is intentionally left blank.]*

PMA Securities, LLC

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



Erik Kass  
Director, Public Finance

Date: August 3, 2021

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

James O. Davis  
Chief Executive Officer

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

Waunakee Community School District, Dane  
County, Wisconsin

By<sup>(1)</sup>: \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

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

- (1) By signing this Agreement, as representative of the Issuer, the representative acknowledges that he or she has the ability to bind the Issuer by contract with PMA and that he or she is not a party to a disclosed conflict.

**PMA Use Only:**

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

Revised 2/2021

**SUBSTITUTE TEACHER and  
PARA-EDUCATOR  
HANDBOOK**

***Waunakee Community School District***

***2021-2022***

**“Committed to Children - Committed to Community -  
Committed to Excellence”**





Dear Substitute:

On behalf of the Board of Education, administration and staff I want to welcome you to the Waunakee Community School District.

As a substitute teacher or para-educator you provide an important service to our district. We take pride in our district in being ***“Committed to Children ~ Committed to Community ~ Committed to Excellence”***. We know you will make every effort to provide continuity of instruction and help us meet the aforementioned commitments in your role as a substitute.

This handbook is provided for your convenience and information. It includes important information about the school district, our school buildings, substitute schedules, substitute responsibilities and related policies/procedures.

If you have any additional questions please contact Brian Grabarski, Director of Human Resources or the principal of the building to which you have been assigned.

We hope you find your time in our district to be positive and fulfilling. Thank you for providing this important service to our district, staff, and students.

Sincerely,

Randy S. Guttenberg  
District Administrator

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# **SUBSTITUTING IN OUR SCHOOLS**

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## ***Teacher Requirements***

- Current and valid Wisconsin teacher certification.  
References are required as evidence of professionalism and ability to do satisfactory work. The Waunakee School District's Administration approves or rejects applications on the basis of professional training, experience, certification, accomplishments, and previous performance.

## ***Employment Items to Be On File***

- Employment Application
  - Teaching License (Para-Educators are not required to provide licenses)
  - Resume
  - Health Forms – brief physical and TB screening
  - Criminal Background Check
  - Completion certificate from WI DPI “Abuse & Neglect” and “Threats of School Violence” training
- Contact Amy Manzetti at 849-2000, ext. 8168, if you have any questions.

## ***Required Employee Forms***

- I-9 - Employment eligibility verification plus identification (Examples: U.S. passport or a valid driver's license and social security card or certified birth certificate.)
- W-4 - Federal tax withholding (Bring Social Security card)
- WT-4 - State tax withholding/new hire reporting
- Direct Deposit Form

All payroll forms are available online at [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) ~ Human Resources Substitute resources.

Contact Cari Dailey at 849-2000, ext. 8475 for payroll questions.

## **BEFORE YOUR FIRST DAY OF EMPLOYMENT**

### ***PLEASE STOP BY THE ADMINISTRATION OFFICE WITH COMPLETE EMPLOYEE FORMS***

Administration office is located at 905 Bethel Circle, Waunakee

## ***Professional Development***

We have a comprehensive system of professional development. You are welcome to attend our in-service opportunities. We only ask you to notify the appropriate administrator of your intent to participate.

# **JOB RESPONSIBILITIES**

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## ***Reporting for the Assignment***

- **REPORT TO THE SCHOOL OFFICE**
  - Each school will give the substitute further directions as to their check-in procedures such as forms to complete and special events of the day.
  - Substitute teachers: report times in the Frontline Absence Management system are scheduled for 25 minutes before the students start time. If you accept a half-day PM assignment, please report 15 minutes prior to the start time recorded in Frontline.
  - Substitute para educators: please arrive 5 -10 minutes before the start of your day in order to sign-in and review your assignment schedule for that day.
  - Substitute para educators: please hand-write lunch breaks on the daily sub sign-in sheet in the main office
  - Substitute para educators: if your assignment schedule changes or is different from what is listed on the daily sub sign-in sheet, please hand-write your actual work schedule on the daily sub sign-in sheet in the main office and initial next to it.
  
- **STUDENT HOURS**
  - Elementary Schools (grades K-4):
    - School Starts – 7:40 am
    - School Ends – 2:40 pm
  
  - Intermediate School (grades 5-6):
    - School Starts – 8:25 am
    - School Ends – 3:35 pm
  
  - Middle School (grades 7-8):
    - School Starts – 8:15 am
    - School Ends – 3:35 pm
  
  - High School (grades 9-12):
    - School Starts – 8:15 am
    - School Ends – 3:35 pm

## ***Classroom Responsibilities***

- **SUBSTITUTE FOLDER**

Each classroom teacher is required to develop a special folder for substitute teachers, which is kept with the lesson plan(s) in a place easily accessible to a substitute. The folder should contain special activities and exercises that could be used by the substitute teacher to extend, supplement, or substitute in the daily lesson plan. Through their preparation of lessons and activities, classroom teachers determine, in large measure, the success or failure of substitute

teachers. It is the responsibility of each classroom teacher to have available current lesson plans which include a clear statement of the daily objectives and procedures, the text and page numbers of the subject matter under consideration, and the assignments to be corrected and/or made.

The substitute teacher folder should also include:

1. Daily schedule and procedures.
2. Lesson plans.
3. A current seating chart if students are assigned to specific seats.
4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
5. A schedule of special activities or services and students involved. (These activities include special education classes, physical education, art, band, music, and orchestra lessons, etc.)
6. Notes on special student needs.
7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.
8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
  - a. Location of medication.
  - b. Names of students and times to be administered.
  - c. Person to contact for administering the medication.
  - d. Location and telephone number of school nurse.
9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.
13. Regular education classroom para-educators, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required.

- **LESSON PLANS**

Follow the objectives and lesson plans as closely as possible. If lesson plans are not available, make this known to the building principal.

- **INTRODUCTION**

Introduce yourself to the class; write your name on the board.

- **REMAIN WITH ASSIGNED CLASSES AT ALL TIMES**

Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. The substitute should supervise the pupils in the hallways. Any information that may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the building principal or assistant principal.

- **ASSISTANCE**

Substitutes will find that staff members will provide cooperation and assistance if asked.

- **COLLECT ASSIGNMENTS**

Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. Do not leave purses, room keys, or other valuables unattended.

- **DISCIPLINE**

The substitute teacher is expected and required to maintain a safe environment in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so a consistent, calm and responsible method of classroom management is necessary. No students should be allowed to disturb the safety of the classroom. The names of disruptive students should be given to the classroom teacher. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, create a detailed note describing the reason. Call the office immediately.

Under no condition is it permissible for the substitute teacher to use corporal punishment or foul language. District policy does not allow corporal punishment to be used. Substitutes should notify building administration immediately of any students that threaten the health, safety or property of others.

- **EMERGENCY AND HEALTH PROCEDURES**

In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Response Actions available in each building office or in each classroom. Be familiar with instructions for fire/severe weather drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to take part in fire/severe weather drills including visitors, custodians, administrative assistants, substitutes, etc.

- **LUNCH/BREAKS**

A 30-minute, duty-free lunch period is available in each teacher's schedule. Hot lunch is available each day in all the buildings at faculty rates. Feel free to use the faculty lounge or workroom during your preparation period.

Consult the school office for instructions on telephone use. These vary from building to building. Keys, when necessary, are available through the school office and may be picked up at the beginning of the day and returned at the end of the day.

- **EQUIPMENT/FACILITIES**

Each building has equipment and facilities for duplication of materials and a wide variety of technology for classroom use. Consult the substitute's folder for the location and procedure for use of those items.

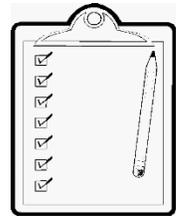
- **TRANSPORTATION**

Privately owned cars are not used to transport students to school related activities without prior written approval. If travel between schools is necessary, as part of the teaching job, an expense voucher should be submitted to the school office showing the mileage traveled. Mileage will be reimbursed at the current rate set by the Board of Education.

### ***After Class Routine***

- **COMPLETE DAILY REPORT**

Complete the substitute teacher daily report and assignment review. Include all information which will be important to the classroom teacher.



- **LEAVE THE CLASSROOM IN GOOD ORDER**

- **REPORT TO SCHOOL OFFICE**

Report to the school office before leaving the building to sign-out.

# ***SUBSTITUTE PLACEMENT***

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The Waunakee Community School District uses an automated service called Frontline Absence Management (formerly Aesop) for substitute placement. Absence Management utilizes both the telephone and the Internet to assist substitutes in locating jobs. The Absence Management system is available 24 hours a day, 7 days a week. Absence Management uses four methods to make jobs available to substitutes:

1. **Computer:** You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet.
2. **Phone call in:** You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
3. **Phone call received:** Absence Management will also make phone calls to substitutes to offer jobs.
4. **Mobile app:** Frontline has a free mobile app for substitutes that provides notification of substitute positions to your mobile device.

In order to access the Absence Management system, you will need to have all of the required paperwork on file and have been approved to substitute in the District. When you have met these requirements, you will be contacted by Amy Manzetti, the District's substitute coordinator. She will email you an ID number and a PIN number.

When you have been provided with your ID and PIN numbers, you are able to accept jobs. If you accept a job, Absence Management will issue a confirmation number. The transaction is not complete until Absence Management provides you with the confirmation number.

If you experience any difficulty using the Absence Management system, please contact the District's substitute coordinator, Amy Manzetti, at 608-849-2000, ext. 8168 or via email at [amymanzetti@waunakee.k12.wi.us](mailto:amymanzetti@waunakee.k12.wi.us)

# **SALARY AND PAY SCHEDULE**

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## **Salary**

- **SUBSTITUTE TEACHER.** Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education. The current rate is \$130.00 per day, \$65.00 per half day.
- **LONG-TERM SUBSTITUTE TEACHER.** After 10 consecutive days in the same position, the substitute will be considered a long-term substitute and will receive pay computed at the base salary scale. Part-time long-term assignments will be pro-rated on the full daily rate with one-half the full daily rate being the minimum. For 2021/22 the long-term daily substitute rate is \$230.49.
- **SUBSTITUTE PARA-EDUCATORS (Regular Education and LMTC)** will be paid an hourly rate of \$15.00. Assignments are 2 to 8 hours.
- **SUBSTITUTE PARA-EDUCATORS (Special Education and Technology)** will be paid an hourly rate of \$16.00. Assignments are 2 to 8 hours.

## **Pay Schedule**

- All substitutes are paid by paperless direct deposit on the 15<sup>th</sup> and 30<sup>th</sup> of each month. When the 15<sup>th</sup> or 30<sup>th</sup> fall on a Saturday, Sunday or bank holiday, payment shall be made on the preceding business day.
- Work completed on the 1<sup>st</sup> through the 15<sup>th</sup> of the month shall be paid on the 30<sup>th</sup> of the month. Work completed on the 16<sup>th</sup> through 31<sup>st</sup> of the month shall be paid on the 15<sup>th</sup> of the following month.

All payroll forms must be on file in the District Business Office and a copy of the teacher's license must be on file with the substitute coordinator prior to receiving your payroll deposit.

WAUNAKEE COMMUNITY SCHOOL DISTRICT  
**EMPLOYEE SAVINGS PLAN - 403(b) PLAN**  
**With 2021 Limit Information**

**Your Plan**

The Waunakee Community School District (the "District") offers this 403(b) Plan to help you and other employees save money for your retirement. The 403(b) Plan is a type of tax-deferred retirement savings program. Future benefits from the 403(b) Plan will reflect the amount of a participant's voluntary salary deferral contributions plus earnings. Vesting is immediate. Whether you choose to participate in the Plan is entirely up to you.

Although the Plan is offered by the District, the Plan is not established or maintained by the District for purposes of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). Accordingly, the Plan and the District are not subject to ERISA.

**Tax Treatment**

The District intends to ensure that the Plan is qualified for preferential tax treatment under Internal Revenue Code ("IRC") §403(b). There are two ways you can elect to have a portion of your current pay saved and invested via salary deferral. You may contribute pre-tax 403(b) deferrals and/or Roth after-tax 403(b) deferrals.

**Pre-tax Deferrals.** Because you do not have to pay taxes on the amount you contribute to a 403(b) plan for the year in which you contribute to the plan, investing in a 403(b) plan can lower your overall tax burden—at least in the present. You can defer the income tax on your contributions until you begin making withdrawals from your account—typically when you retire. The earnings on your account also grow tax-free until withdrawal. Contributions to the 403(b) Plan are reported annually on your W-2 forms, but are not included in income subject to taxation. Your 403(b) contributions are deducted from your gross salary and income taxes are calculated on your remaining pay.

**Roth after-tax deferrals.** With Roth deferrals, you must pay current income tax on your deferral contribution. This means that the amount you defer under the Roth portion of the 403(b) Plan is subject to income taxes in the year of the deferral, but the deferral amount and its earnings are distributed to you tax-free if certain conditions are met. These conditions are met if you follow the distribution rules of the Plan and at least 5 years have passed between your first Roth deferral and the date of your first distribution.

As described below, there are legal restrictions that limit how much you can contribute to the Plan each year. Someone from the District may need to ask you for information to show that your contributions are within these limits. You should consult with your own investment, tax and/or legal advisor about the ability to participate in the Plan. The District cannot provide you with this type of advice.

**Participation**

Every District employee is eligible to participate in the Plan, with the exception of (a) non-resident aliens, (b) those who do not have sufficient income to be eligible to contribute at least \$200 per year or (c) students/student teachers. To participate, you need only: (1) fill out a Salary Reduction Agreement and (2) select the investment desired from a variety of mutual funds, from the list of District approved vendors. Employees may change their salary reduction amount at any time. However, you may cease contributions at any time.

**Salary Reduction Agreements**

To participate in the Plan (or to change an existing contribution election), you must provide the District with a signed Salary Reduction Agreement. You must choose the whole dollar amount that you wish to contribute each payroll period. The Agreement must be signed by you and returned to

the District before the start of the payroll period when your election or change will become effective.

## Vendors

You can invest your deferral monies in a variety of different investment options. The Vendors through which the investment vehicles are available are approved by the District. Beginning August 30, 2008, you may only invest new deferral monies in those Vendors who have agreed by contract to conduct business with the District and the Plan. These Vendors are listed on the Approved Vendor List available from the District Office. Please Note: you will no longer be permitted to transfer assets to accounts of Vendors outside of the Plan; only those transfers received by District-Approved Vendors will be permitted.

## Contributions and Limitations

While you may choose how much of your salary you wish to contribute to the Plan, your contribution must comply with all of the following legal limitations:

### 1. Annual Deferral Limitation

The first limitation applies to all of your elective deferrals (both pre-tax and Roth added together) from your salary to this Plan. Elective deferrals are contributions that you make instead of receiving all of your pay at that time.

For the 2021 tax year, all of your elective deferrals to this and all other plans (including SIMPLE plans, 401k plans and other 403b plans) cannot exceed \$19,500 per calendar year (unless you qualify for one of the catch-up contributions described below). This limit will be adjusted annually thereafter by the IRS.

### 2. Special Catch-up Contribution

If you have worked for the District for at least 15 years and have not contributed all of the excess contributions available under this, you can elect to make "catch-up" contributions, in addition to the salary deferrals you may otherwise be eligible for. The following summarizes the rules that apply to "catch-up" contributions:

Catch-up Limitations (As of January 1, 2021):

Increase above the \$19,500 limit is the lesser of:

- (a) \$3,000; or
- (b) \$15,000 minus your prior "catch up" contributions; or
- (c) \$5,000 times your years of service with the District minus prior years elective deferrals of the employee.

### 3. "50 and over" Catch-up Contribution

A participant age 50 or over (by the end of the calendar plan year) may defer additional amounts to the Plan as an additional "catch-up" contribution. For 2021, the additional catch-up contribution is \$6,500. (This means the total deferral contribution limitation for 2021 is \$26,000 for those over 50; or to those eligible for the Special Catch-up Contribution and over 50, a total of \$29,000 for 2021). Please Note: If you are eligible to elect the Special Catch-up and the 50 and over Catch-up, the Special Catch-up contribution must be utilized first.

## Distributions

The law restricts the times when distributions are permitted from your accounts under the Plan. You may receive a distribution only if:

- You reach age 59 ½ and are employed;
- Retire or Sever Employment\*;
- Die – your beneficiary will have a right to distribution;

- Become disabled.

\* = The IRS requires complete severance from the District upon retirement, which means that if you are rehired by the District after you have retired, you must stop receiving distributions from your account during the time you are employed by the District after retirement—unless you are age 59 ½ or over.

**Taxes and Penalties.** You will be taxed on your Pretax accounts upon distribution. The IRS will also assess

a 10% penalty for early withdrawal. In other words, your distribution will incur the penalty unless you:

- Are age 59 ½ and employed;
- Retire or sever employment at age 55 or later; or
- Die/become disabled.

Your Roth account distributions may be withdrawn tax-free and penalty-free as long as the IRS' conditions described on the opposite side of this brochure are met.

**Rollovers/Transfers.** If a Participant has a right of distribution (meets one of the requirements listed above), he/she may rollover or transfer their 403(b) balance into another qualified plan or retirement account such as another district's 403(b) Plan or an IRA. IRS rules require that the District authorize any such rollover or transfer of assets.

**Exchanges.** An exchange is the movement of 403(b) money from one vendor to another vendor within the District's 403(b) Plan. You may move monies from a vendor into another vendor as long as the receiving vendor is on the District's Approved Vendor list.

**Hardship Withdrawals.** The Plan does not permit hardship withdrawals to be taken from Participant accounts.

**Loans.** The Plan does not permit loans to be taken from your account(s).

**Intra-Plan Roth Conversions.** The Plan does not allow conversions from pre-tax 403(b) account into Roth 403(b) accounts.

**All eligible distributions, rollovers/transfers and exchanges should be initiated by the Participant with that Participant's individual Investment Provider. Once you receive the proper form from your Investment Provider, please submit it to the District's Payroll and Benefits Specialist for authorization.**

Waunakee Community School District  
 905 Bethel Circle  
 Waunakee, WI 53597  
 Phone: 608-849-2000, ext 8475  
[www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us)

**PLEASE NOTE:**

The information in this summary encapsulates the terms of the District's 403(b) Plan and the Internal Revenue Code as of January 1, 2021, and is not to be constructed as legal, tax or investment advice. This summary cannot, and does not, alter the terms of the Plan or the law. Changes in the Plan or the law hereafter may change this summary. Please consult with your tax advisor for additional information.

#### 457(b) DEFERRED COMPENSATION PLAN

The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee’s contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.

#### ***WISCONSIN RETIREMENT SYSTEM / EMPLOYEE TRUST FUNDS\_\_\_\_\_***

**Some substitute staff are eligible or may become eligible in the future for enrollment in the Wisconsin Retirement System/Employee Trust Funds (WRS/ETF). Your eligibility is based on hours worked. If the Waunakee Community School District previously notified you of eligibility for WRS/ETF enrollment, or, if in the future we contact you regarding your eligibility for enrollment, please note the following information.**

- All Waunakee Community School District WRS/ETF enrollees will be required to pay the employee-share contribution via payroll deduction each payroll. This deduction will be a “pre-tax” option only which means you will not pay taxes now on this employee paid contribution, but will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.
- Contributions (both the employee-paid and employer-paid) are sent to WRS/ETF by the payroll office.
- Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible, unless you are currently receiving an annuity from WRS/ETF. If you believe this applies to you or, if you have recently processed a separation benefit from WRS/ETF, please contact Jenny Endres, Employment & Benefits Specialist at 849-2107.

# WCSD 2021-2022 Calendar Summary

Sep 1, 2021 - Wed	Students Report
Sep 6, 2021 – Mon	No School – Labor Day
Oct 11, 2021 - Mon	Parent Teacher Conferences (Grades 7-12)
Oct 12, 2021 - Tue	Parent Teacher Conferences (Grades K-4)
Oct 14, 2021 - Thu	Parent Teacher Conferences (Grades 5-6)
Oct 15, 2021 - Fri	No School - Parent Teacher Conferences (Grades K-12 am only)
Oct 28, 2021 - Thu	No School - Fall Break – Staff Development
Oct 29, 2021 - Fri	No School - Fall Break
Nov 5, 2021 - Fri	First Quarter Ends
Nov 24, 2021 – Wed	No School
Nov 25, 2021 – Thu	No School - Thanksgiving
Nov 26, 2021 – Fri	No School
Nov 30, 2021 - Tue	First Trimester Ends (Grades K-6)
Dec 23, 2021 - Thu	No School - Winter Break
Dec 24, 2021 - Fri	No School - Winter Break
Dec 27, 2021 - Mon	No School - Winter Break
Dec 28, 2021 - Tue	No School - Winter Break
Dec 29, 2021 - Wed	No School - Winter Break
Dec 30, 2021 - Thu	No School - Winter Break
Dec 31, 2021 - Fri	No School - Winter Break
Jan 17, 2022 -Mon	No School – Staff Development Day
Jan 21, 2022 – Fri	First Semester Ends (Grades 7-12)
Jan 24, 2022 - Mon	No School - Staff Work Day
Feb 25, 2022 - Fri	No School - Staff Development Day
Mar 4, 2022 - Fri	Second Trimester Ends (Grades K-6)
Mar 14, 2022 - Mon	Parent Teacher Conferences (Grades 7-12)
Mar 15, 2022 - Tue	Parent Teacher Conferences (Grades K-4)
Mar 17, 2022 - Thu	Parent Teacher Conferences (Grades 5-6)
Mar 18, 2022 - Fri	No School - Parent Teacher Conferences (Grades K-12 am only)
Mar 21, 2022 - Mon	No School - Spring Break
Mar 22, 2022 - Tue	No School - Spring Break
Mar 23, 2022 - Wed	No School - Spring Break
Mar 24, 2022 - Thu	No School - Spring Break
Mar 25, 2022 - Fri	No School - Spring Break

Apr 1, 2022- Fri	Third Quarter Ends
Apr 15, 2022 - Fri	No School
April 18, 2022 - Mon	No School – (possible snow make up day)
May 23, 2022 – Mon	No School - Staff Development Day
May 30, 2022 - Mon	No School - Memorial Day
June 8, 2022- Wed	Last Day for Students
	Third Trimester Ends (Grades K-6)
	Second Semester Ends (Grades 7-12)
June 9, 2022 – Thu	Possible snow make up day

## **TIPS ON CLASSROOM MANAGEMENT**

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- Start the day quickly, confidently, concisely. Be pleasant. Let the students know “anything doesn’t go”. The substitute’s first words and actions go a long way toward setting the tone for the day. You will gain respect with your actions more than with your words.
- Get the students busy at the beginning of the day and at the beginning of each period. Keep them busy working on appropriate learning tasks.
- Problems may be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
- “Raise your hand if you can tell me where the attendance folder is.”
- “Raise your hand if you know the names of absent students.”
- “John, where is the handwriting paper?”
- Students are likely to say, “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” Remember, students often feel more secure when they follow an established routine, so try to hold to the time schedule and other established routines.
- Compliment things in the room (if applicable) and inquire about the things around the room.
- Gear the instruction to the students’ levels. Involve the students.
- With any group, smile, be friendly, and show enthusiasm.
- Learn the students’ names. Have students help you.

- Remain calm and relaxed. Don't lose your "cool".
- Be positive. Recognize that every student has some success or praise each day. Just a pleasant remark or an appreciative smile works wonders.
- Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for that day, or not taking part in classroom activities.
- Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- Solve problems at the time they occur. Don't degrade any student in front of others, but do handle situations when they occur.
- Never judge the program, teachers, or activities in a negative manner in front of the students.

We recognize that the substitute teacher is an important contributor to the instructional program, and as such should become familiar with the current policies and procedures. Substitute teachers are expected to maintain ethical standards. ***Confidentiality is expected.***

All teachers should be aware that there are areas of sensitivity in working with the children of others. Discussions of controversial, sensitive issues without proper follow-up are sometimes misinterpreted and misunderstood by students. Substitute teachers should avoid these topics as you do not have a long-range curricular perspective. In the short time you usually spend at one location, you will do the best possible job by carefully following the lesson plans prepared by the teacher.

All administrators welcome your comments and suggestions for building improvement at any time. Remember that the classroom teacher should be consulted before suggestions are made to the principal about specific programs.

# ***SCHOOL INFORMATION***

## **PRAIRIE ELEMENTARY SCHOOL**

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700 N. Madison Street

- **Principal** - **Dean Kaminski**
- **Assistant Principal** - **Katie Schmuck**
- **Administrative Assistants** - **Erin Mayrand and Shelley Finnel**
- **Phone** - **849-2200**

- **Parking**  
Is available in the parking lot.
- **Lunch**  
Is available in the cafeteria.

## **HERITAGE ELEMENTARY SCHOOL**

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501 South Street

- **Principal** - **Dan Carter**
- **Assistant Principal** - **Danielle Boarini**
- **Administrative Assistants** - **Gina Wherley and Bridget Ziegler**
- **Phone** - **849-2030**

- **Parking**  
Is available in the South parking lot. Please do not park in the streets.
- **Lunch**  
Is available in the cafeteria.

## **ARBORETUM ELEMENTARY SCHOOL**\_\_\_\_\_

1350 Arboretum Drive

- **Principal** - **Sheila Weihert**
- **Administrative Assistants** - **Karen Rundhaug and Kathy Grosskopf**
- **Phone** - **849-1800**

- **Parking**  
Is available in the main parking lot. Please do not park in the streets.
- **Lunch**  
Is available in the cafeteria.

## **INTERMEDIATE SCHOOL**\_\_\_\_\_

6273 Woodland Drive

- **Principal** - **Tim Mommaerts**
- **Assistant Principal** - **Lisa Jondle**
- **Administrative Assistants** - **Lorrie Jensen and Julie Callahan**
- **Phone** - **849-2176**

- **Parking**  
Is available in the main lot.
- **Lunch**  
Is available in the cafeteria.

## **MIDDLE SCHOOL**

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1001 South Street

- **Principal** - **Jeff Kenas**
- **Assistant Principal** - **Michael Zibell**
- **Administrative Assistants** - **Patti Coffren &**
- **Phone** - **849-2060**

- **Parking**

Is available in the visitor parking stalls on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES

CLASSES RUN ON A / B DAY SCHEDULES

## **HIGH SCHOOL**

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301 Community Drive

- **Principal** - **Brian Borowski**
- **Assistant Principals** - **Steve Hernandez**  
- **Eric Huttenberg**  
- **Deanne Lensert**
- **Administrative Assistants** - **Cindy Richardson**  
- **Barb Salverson**  
- **Pat Harrison**
- **Phone** - **849-2100**

- **Parking**

Is available in visitor stalls in lot A on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES

BLOCK SCHEDULING  
CLASSES RUN ON A / B DAY SCHEDULES

*The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.*

*The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.*

*Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.*

The Waunakee Community School District adheres to a NO SMOKING policy in all buildings, grounds, and vehicles.