

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

Monday, October 11, 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. 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.
- The meeting schedule is as follows
  - 5:30PM Closed Session
  - **If time allows** Board Development will follow Closed Session
  - 7:00PM Open Session

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

- A. Review Minutes of 9/13/21 Meeting
- B. Review a Public Complaint About School Personnel
- C. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations

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

F. Review a Draft Memorandum of Understanding between the Village of Waunakee and the School District Regarding the Reversionary Language in the Deed for the Previous Public Library Site at 710 South Street.

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

The Board will use this agenda item to discuss future meetings, Board Retreat, or other Board operational functions, as needed.

A. Discuss the School Board's Response to Public Comments

Board President, Joan Ensign, will lead a discussion about Board and Board Member responses to public comments.

B. Discuss Policy 187 -- Public Comment Periods During Board Meetings 9

Board President, Joan Ensign, will lead a discussion about Board Policy 187 -- Public Comment Periods During Board Meetings.

**VI. APPROVAL OF MINUTES**

A. Review Minutes from 9/13/21 12

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. STUDENT REPORTS**

High School Student Council Representatives, Marissa Loether and Isabelle Hahn, will share a report.

**IX. PUBLIC COMMENTS 19**

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. A total of an hour will be allowed for this item

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

A. Teacher Update

Ashley Taylor and Gina Pagel will represent the teaching staff and provide an update to the Board this month.

B. Board Reports/Action Items

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

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

**XI. COVID-19 UPDATE AND CURRENT DASHBOARD DATA 22**

At Monday's Board Meeting, the administration will provide an overview of the local and recent COVID data and the impact on the schools and programs. This information/data is not included in BoardBook and will be updated and brought to the meeting on Monday, so the most current information is presented.

Additionally, attached please find the most recent Order from PHMDC. This Order is in effect through November 5, 2021.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| A. Diversity, Equity, Inclusion Ad Hoc Committee                                                                                                                                                                                                                                                                                                                                                                                      | 30 |
| Review the 09/21/21 Meeting Minutes                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| 1. Discuss the Future Direction of the Diversity, Equity, and Inclusion Ad Hoc Committee                                                                                                                                                                                                                                                                                                                                              |    |
| The School Board will discuss the future of and/or next steps for the Diversity, Equity, and Inclusion Ad Hoc Committee, including any future change to the committee and membership on the committee.                                                                                                                                                                                                                                |    |
| a. Charge for the Committee                                                                                                                                                                                                                                                                                                                                                                                                           | 32 |
| Attached please find the original charge from the Board for the Diversity, Equity, and Inclusion Ad Hoc Committee.                                                                                                                                                                                                                                                                                                                    |    |
| b. Committee Membership                                                                                                                                                                                                                                                                                                                                                                                                               | 34 |
| Per our records, attached is the current (active) membership for the Diversity, Equity, and Inclusion Ad Hoc Committee.                                                                                                                                                                                                                                                                                                               |    |
| B. Facility Committee                                                                                                                                                                                                                                                                                                                                                                                                                 | 35 |
| Review the minutes from the 10/4/21 meeting                                                                                                                                                                                                                                                                                                                                                                                           |    |
| 1. ADA Accessible Door at Waunakee Intermediate School                                                                                                                                                                                                                                                                                                                                                                                | 37 |
| The purpose of this agenda item is to request School Board approval of an ADA accessible door at the Intermediate School. This is the door that provides access to the playground from the cafeteria. The total cost of the project is \$8,455 and Administration is recommending the use of the District Capital Projects Fund, Fund 41. The Facility Committee is recommending approval of this door project, on a 3-0 motion.      |    |
| C. Budget Committee                                                                                                                                                                                                                                                                                                                                                                                                                   | 38 |
| Review the minutes from the 10/4/21 meeting.                                                                                                                                                                                                                                                                                                                                                                                          |    |
| 1. 2021-2022 Budget Planning                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| a. Debt Service Defeasance                                                                                                                                                                                                                                                                                                                                                                                                            | 41 |
| The purpose of this agenda item is to discuss the topic of a debt service defeasance and tax rate consistency across fiscal years. Attached please find information on the District's tax rate from 2009 - 2021. Also attached please find the tax rate, debt service information from the Third Draft of the Budget, and a presentation that the District's financial advisor, PMA, provided to the Budget Committee on October 4th. |    |

In recent fiscal years the School Board has stated a financial goal of tax rate consistency. The reason for this goal is to allow for community, family and business planning regarding a large expenditure: property taxes. District Administration is seeking to confirm this School Board goal and review options for a debt service defeasance in order to accomplish this goal. The Budget Committee is recommending approval of both a debt service defeasance and a goal of tax rate consistency across fiscal years.

b. Special Education Van Purchase 52

The purpose of this agenda item is to review the concept of the District providing our own special education transportation. There are three major advantages to this approach:

1. Cost savings. A new van purchase plus the cost of a driver will pay for itself within two school years and we know that the van should be operational for at least five years.
2. Driver availability: Drivers do not need a bus driver's license to operate a van, significantly increasing the pool of drivers. In addition, we can work with the students' special education para educator to see if they can become the driver of the van.
3. Improved service for students/families: A dedicated van will allow the District to ensure that students are transported to and from school in a timely manner, not having to fit within existing bus routes.

Attached please find a quote for new special education vans. Administration is recommending reallocation of existing transportation funds towards the van purchase. Please also note that van purchases like this would be eligible for State Special Education Categorical Aid if purchased with local funds. The Budget Committee is recommending approval of the van purchase on a 3-0 vote.

c. Special Education Para Educator Request 56

The purpose of this agenda item is to discuss the additional special education para educators that were approved by the School Board, after the Third Draft of the Budget was approved in July. In addition, Tiffany Loken is requesting an additional special education para educator position at Prairie Elementary School.

Please note that special education para educators are eligible for State Special Education Categorical Aid, if funded with local funds. These positions can also be funded through Federal Flow Through funds; however, they are then not eligible for State Special Education Categorical Aid. Tiffany Loken, Special Education Director, has filed transfer of service requests for any eligible special education student. The requests for special education total \$311,117.53, with \$220,986.00 eligible to increase our 2021-22 budget. The difference between the two numbers is the amount of estimated State Special Education Categorical Aid. Tiffany has also started a list of transfer of service requests for the 2022-23

fiscal year.

Administration is recommending the funding of all new special education para educator positions through local funds. The Budget Committee is recommending the use of local funds on a 3-0 motion.

d. Consider Request for an Additional EL Para-Educator 58

Attached please find a memo from Chris Mand, Director of Student Service, requesting a para-educator position for the elementary level to serve our English learner program. The needs in the EL program have increased significantly this school year and an additional para-educator will provide much needed assistance at the elementary level. This item was briefly discussed at the Budget Committee Meeting but we did not request action by the committee at that time, since the EL team still needed to meet to discuss student and staffing needs.

e. Banking Request for Proposal

The purpose of this agenda item is to request School Board approval of the Banking Request for Proposal process. The District received four banking proposals. The banking proposals were attached for your review in the Budget Committee packet from October 4th.

The District currently banks with the State Bank of Cross Plains. The State Bank provides low cost banking services with a high quality of customer service. The reason for the Request for Proposal process is a requirement in School Board policy to seek proposals on a minimum of a five-year basis. The District spends approximately \$6,000/year on banking services. The Request for Proposal process includes three proposals with banking services at low or no cost. These proposals are from the State Bank of Cross Plains, One Community Bank, and Fortifi Bank. In addition to the fees, it is important to evaluate the interest rate that is offered on District resources deposited at our local bank. The One Community Bank proposal includes both the lowest fees and the highest interest rate on District deposits. The State Bank of Cross Plains proposal is a no fee proposal with a lower interest rate than the one proposed by the One Community Bank. The Fortifi Bank proposal includes low fees with a higher interest rate than what was proposed by the State Bank of Cross Plains. The proposal from BMO Harris is competitive but does include banking fees for the District. Overall, the One Community Bank proposal provides the best financial value for the School District. The Budget Committee is recommending the proposal from the One Community Bank on a 3-0 motion.

D. Human Resources Committee 59

Review the minutes from the 10/5/21 Meeting

1. Classified Staff -- Driver Wage Proposal 61

The purpose of this agenda item is to request School Board approval of a driver wage schedule. Attached please find a possible wage schedule for the proposed new role of Driver, for transportation of students using school vans. The HR Committee is recommending approval of this driver wage schedule on a 3-0 motion.

E. Curriculum Committee

1. WCSD & Psychotherapy Center of Waunakee Partnership 62

Attached please find three documents:

1. Memo from Chirs Mand, Director of Student Service, regarding the process for selecting and the recommendation for the partnership between the WCSD and the Psychotherapy Center of Waunakee.
2. MOU for the Partnership -- 1-year agreement
3. Copy of the RFP response for the Psychotherapy Center of Waunakee (PCOW).

At Monday's meeting the administration will provide background to this recommendation, an update on why this partnership is important, and will answer your questions.

The Curriculum Committee was part of the team that interviewed the Psychotherapy Center of Waunakee and was in consensus to move forward with this recommendation, pending a final meeting by administration with PCOW. The administration was pleased with our final meeting with PCOW and are recommending this partnership for Board consideration.

Finally, we vetted the MOU with our attorney, Kirk Strang.

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

A. Administrative Reports/Action Items

1. Facility and Referendum Planning Update / Next Steps 87

The administration has been meeting with the teams from EUA and Vogel Bros. since January to renew the facility planning process for the Waunakee Community School District. The Board has received updates on this process and has targeted the fall of 2022 as a potential date for a referendum effort to address district facility and operational needs. The purpose of this agenda item is to officially launch our planning for a fall 2022 referendum, review the key variables, and set in motion the next steps in our timeline. The Board has previously seen many of the slides in this presentation, so we will address the slides that best summarize this work and next steps. This presentation will serve as a base informational tool from which we will move forward with Board, staff, and community conversations to further define and narrow our decision-making points.

2. Presentation of the Draft District Communication Plan 116

One of the goals for the Board this year is to develop a communications plan and

further extend outreach to stakeholder groups. Part of the work surrounding this effort is to draft a plan that designates areas of focus. Attached please find the working Communications Plan that Anne Blackburn, Communications Specialist, has developed. She will be present at Monday's Board Meeting to share with you the outline of the plan and the priority areas for this year.

3. Third Friday Count 133

Attached please find the Third Friday Count email communication and data that was shared with all School Board members on September 30th.

4. Consideration of a Memorandum of Understanding between the Village of Waunakee and the School District Regarding the Reversionary Language in the Deed for the Previous Public Library Site at 710 South Street.

5. Announcements/Correspondence

#### **XIV. 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 September 2021. Please feel free to reach out to Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) if you have any questions.

B. Finance

1. Monthly Finance Reports 136

Attached you will find the 2021-22 Budget Status report as of September 30th, 2021, and the Cash Reconciliation report for August 2021. Please note that we are still working on some audit entries that affect the cash reconciliation for one account in July.

Also attached please find the Dean/SSM wellness clinic report for August and a district financial report for the Wellness Clinic for your review. This report tracks expenditures over time, beginning with the first month of the clinic.

Please contact Steve Summers at [stevesummers@waunakee.k12.wi.us](mailto:stevesummers@waunakee.k12.wi.us) if you have questions on any of these reports.

C. Post Secondary Credit Options

D. Consideration of Fee Exemption for the Muskie School's Fishing Expo 164

The Muskie School's Fishing Expo has been held at the WHS for over 10 years. This expo will be set up on March 18, 2022 and the event will be on March 19, 2022. As part of the event they would like to use the pool. They are asking for the Facility Use Rental Fee to be exempt. Attached please find the exemption form and also an approximate costs for this event from Aaron May.

E. Gifts and Field Trips

1. Gifts

- 2. Field Trips
- F. Approve Individual Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements 167
- XV. **BOARD BUSINESS**
  - A. Fall 2021 Board/Staff Listening Sessions 168  
Attached please find a schedule of proposed dates for the Board/Staff Listening Sessions. Rebecca will circulate the sign-up sheet on Monday at the meeting and will make sure there are no more than three Board Members at each session.
  - B. Board Correspondence
- XVI. **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
- XVII. **RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed under agenda item III**
- XVIII. **RETURN TO OPEN SESSION**
- XIX. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**
- XX. **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.”

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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Waunakee Community School District

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

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

## Cross References:

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

## Adoption/Revision Date(s):

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

# 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, September 13, 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 5:25PM.

Board members present for board development were:

Boetcher, Engebretson, Ensign, Frey, Hoefer

Also present: Randy Guttenberg, Steve Summers, Anne Blackburn, Nathan Chow (Foundry)

### **II. BOARD DEVELOPMENT WORKSHOP--BRANDING PROCESS FOCUS GROUP WITH THE SCHOOL BOARD**

Nathan Chow from Foundry led the School Board through a focus group exercise as part of the district branding process.

### **III. ROLL CALL**

Roll call was taken in closed session

### **IV. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85**

#### **(1) (c)(f) AND (g)**

A motion was made by Hoefer, second by Engebretson, 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 5-0 on a roll call vote. Time 6:35PM

Roll Call: Boetcher- Yes, Engebretson - Yes, Ensign- Yes, Frey – Yes, Hoefer- Yes

Also present for closed session: Randy Guttenberg, Steve Summers, Brian Grabarski

A. Review Minutes of August 09, 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. Review a Public Complaint About School Personnel

F. Review and Consider Legal Advice and Direction for Matters Involving the Deed to the Previous Library Building and School District Interest

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

A motion was made by Engebretson, second by Boetcher to adjourn closed session and reconvened in open session. Time: 7:01 PM Motion carried 5-0. The Board reconvened into open session at 7:08 PM

### **VI. APPROVAL OF MINUTES**

A motion was made by Hoefer, second by Engebretson, to approve the August 9, 2021 regular meeting minutes as posted. Motion carried 5-0.

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

A motion was made by Engebretson, second by Hoefer to approve the agenda as posted with the change to

have the student report before the public comments. Motion carried 5-0.

### **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:

Brian Malich  
Lora Moody  
Christa Schmeelk  
Tiffany Schultz

Public comments in person were made by:

Mary Bauer – In opposition to mask mandate  
Meghan Durst – In favor of equality and mask and vaccine mandates  
Dan Feldmeier In opposition to DEI work  
Lindsay Freye – In favor of masks mandate and DEI committee  
Greg Gentz in opposition of divisive messaging  
Meredith Glveck – In favor of DEI Committee  
Laura Haak – Parent choice, in opposition of mask mandate, vaccines and curriculum  
Zach Jensen - In opposition of masks mandate  
Nicole Madonia – In Opposition to mask mandate  
Monique Mobley – In favor of DEI committee  
Lora Moody – Lack of trust in WCS D  
Jon Nitti – In opposition of Masking and DEI Committee  
Erik Pearce – In opposition of some aspects of the DEI Committee  
Bethany Pottinger – Supportive and thankful for the work of the DEI Committee  
Linde Schwarz – In opposition of mask mandate  
Mark Schwarz – Requests the science around masking  
Gabrielle Stanley – Represent Children’s Health and Rights (masking)  
Ed Tallard – In favor of mask optional – parent choice  
Kathy Voegeli – In opposition to mask mandate and DEI

President Ensign acknowledged that any public comments sent to the board will be made as part of the public document. Ensign thanked all those who made a public comment and asked that as a community we support and respect each other.

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

#### **A. Teacher Report**

Anne Dahlie and Ashley Taylor provided an update from the teaching staff.

They were thankful that the district was able to arrange for onsite COVID testing for staff, students and families of staff and students. The start of the school year has been very festive and joyous. The students and staff were able to jump into a routine and there are no problems with masks. The Speak Up training prior to school starting gave the staff tools to use if they see anything surrounding bias. The leadership meetings prior to school starting discussed equity within schools. The teachers wanted to say thank you to parents, administrators and the board.

#### **B. Student Report \*\*\*This item was given prior to item VIII\*\*\***

Student Council Representatives to the WCS D Board of Education, Isabelle Hahn and Marissa Loether introduced themselves and gave an update on the first days of school and what is coming up. The club/org fair in the fieldhouse was well attended. The first football game was fun and there was a huge turnout. It

is good to have lunch back to normal. The students asked these representatives to bring up the speed bumps around the High School. The students feel these back traffic up too much. Homecoming is October 2, 2021 and Spirit week will be the week leading up to that day.

### C. Board Reports/Action Items

1. Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members  
Ensign and Engebretson attended the welcome for the staff. The message that was given was what was needed and was well received.
2. WI Public Education Network  
Heather DuBois Bourenane from WI Public Education Network presented on being a member of this organization. The board asked questions regarding the presentation and had some discussion. A motion was made by Hoefler, second by Engebretson, to table this decision for a future meeting. Ensign asked the board to review and digest this information and this will be discussed at a future board development. A motion was made by Hoefler, second by Engebretson to table this decision until the November meeting. Motion carried 5-0.
3. Draft Agenda for the Community Engagement Meeting on September 27th  
Randy Guttenberg outlined a memo and DRAFT agenda for the September 27th Community Engagement Meeting on Equity of Access to Opportunities / Diversity, Equity, and Inclusion. The board discussed and agreed that this meeting will be held at the High School Performing Arts Center. The board also discussed how the meeting should be conducted and some logistics of the meeting.

### X. START OF SCHOOL REPORT

Randy Guttenberg provided an update on the start of the 2021-2022 school year. Guttenberg shared the general theme of the staff welcome, that the first week of school went very well. Staff, students and families were happy to be back in the classroom together. Guttenberg shared that we do have a bus driver and crossing guard shortage. Bus routes will be tight but as of this meeting, Lamers is making bus routes work. If for any reason something changes, families and schools will be notified as soon as possible. The crossing guard shortage has caused some of our crossing guard areas to not be covered. These positions have been posted for a long time there are just no interested candidates. Guttenberg also shared the latest enrollment numbers and the most recent COVID Dashboard Data.

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

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

1. DEI Committee Audit Report  
Joel Lewis and Gina Pagel presented and answered question on the work done by the DEI committee and recommendations as a result of the audit work.  
The board will consider these recommendations, the committee work, as well as the information received at the community forum at a future meeting.

#### B. Human Resources Committee Meeting.

The 08/24/21 HR committee meeting minutes were reviewed.

1. Consideration of Extending Retirement HRA Vesting for All Employee Groups  
Grabarski explained and answered questions regarding the recommendation for consistent vesting language across all employee groups. A motion was made by Engebretson, second by Hoefler to approve the language revision as presented. Motion carried 5-0
2. Consideration of Hourly Pay Scales  
Grabarski presented and answered questions regarding the recommendation to adjust specific hourly wage

scales. The first pertained to the Classified Staff level 1 - crossing guards and copy clerks. The second pertained to the whole custodial and maintenance group.

A motion was made by Hoefler, second by Frey to approve the Classified Staff Level 1 (crossing guards/copy clerk) wage scale as presented. The board commented that the crossing guards are a critical position. Motion carried 5-0.

3. Consideration of Hourly Staff Handbook Language Regarding Initial Wage Placement for Intraschool Hires.

Grabarski presented and answered questions regarding the recommendation to change handbook language to allow re-consideration of wage placement for an employee whose prior wage scale was increased within a 12-month timeframe of a job change.

A motion was made by Boetcher, second by Hoefler to adjust the handbook language as presented. Motion carried 5-0.

4. Consideration of Alternate Recruiting Methods

Grabarski presented and answered questions regarding a recommendation for a \$500 referral bonus for any current employee that refers a candidate who is hired for an hourly position and remains employed by WCSD for three months.

A motion was made by Hoefler, second by Engebretson to approve the recruiting method as presented. Motion carried 5-0.

C. Co-Curricular Meeting

The minutes from the 08/30/21 meeting were reviewed..

1. Co-Curricular Report for 2020-2021

Brian Hoefler and Aaron May summarized the 2020-2021 Co-Curricular and Booster Club Financial Reports report and answered any questions from the board. Attached please find the Co-Curricular and Booster Club Financial Reports for the 2020-2021 school year.

**XII. ADMINISTRATIVE REPORTS/ACTION ITEMS**

A. Resolution Authorizing Temporary Borrowing In An Amount Not to Exceed \$8,000,000; Issuance of Taxable Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program.

Steve Summers reviewed this process and answered questions. A motion was made by Boetcher, second by Hoefler to approve the resolution as stated. The motion carried on a roll call vote 5-0.

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

B. Seclusion and Restraint Report

Tiffany Loken was available to answer questions regarding the annually required report on the use of seclusion and restraint in each school. With the varying instructional models last year, we did not have any incidents of seclusion or restraint.

C. Consideration of an Additional Special Education Para-Educators

Tiffany Loken, Director of Special Education, requested and answered question regarding the need for additional special education para-educators at the Intermediate School, Heritage, and Arboretum.

A motion was made by Engebretson, second by Boetcher, to approve hiring additional Special Education Para Educators as presented. Motion carried 5-0.

D. Discussion of and Consideration to begin the Process for Purchasing Special Education Vans and the Creation of a Driver Pay Classification.

Steve Summers and Tiffany Loken presented and answered questions regarding the recommendation to purchase two vans and hire drivers to transport special education students. This request is precipitated by the shortage of bus drivers for regular bus routes and to support other transportation needs in the district,

including our special education students who require special transportation. This was a request to begin this process. The board was in favor of Tiffany and Steve beginning the process.

E. Announcements/Correspondence

Alex Zimprich received a perfect score on his ACT test.

**XIII. CONSENT AGENDA**

The Board wanted to acknowledge and thank the generous donations from the Hoefers, Heizer's/Fiskar Scissors, and Pinnacle Landscaping.

A motion was made by Boetcher, second by Hoefers, to approve the consent agenda as it is presented.

Motion carried 5-0.

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 August 2021.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2020-21 Budget Status report as of June 30th, 2021, and the Cash Reconciliation report for July 2021. Please note that the 2020-21 audit process has been completed and these are the final numbers.

Also attached please find the Dean/SSM wellness clinic report for July and a district financial report for the Wellness Clinic for your review. This report tracks expenditures over time, beginning with the first month of the clinic.

2. Approval of Fund 21 Accounts

The purpose of this agenda item is to request approval of Fund 21 student activity accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2021. The School Board policy on student activity accounts requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.

NOTE: The School Board policy on this topic is a Fund 60 Student Activity Account policy. Fund 60 accounts were closed in the 19-20 fiscal year and moved to Fund 21 per new national accounting requirements. We are continuing the practice of bringing these accounts forward to the School Board even though it is not required by policy for Fund 21.

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

NOTE: Class of 2021 account was brought to \$0 in August 2021.

3. Approval of Fund Balance Allocations

The purpose of this agenda item is to request School Board approval of the fund balance allocations. Please recall that during the month of July, the School Board approved fund balance classifications to comply with national accounting standards. Attached please find the Annual Meeting Treasurer's Report, an all Funds fund balance report and a fund balance report detailing the accounting of the Fund 10 937900 and 938900 fund balance accounts.

The final 20-21 Fund 10 fund balance is \$7,614,873.48 or 13.7% of the 21-22 Fund 10 expenditure budget approved in July by the School Board. The 13.7% compares to a number of 11.6% in 20-21. The Board policy on fund balance has a statement of working towards maintaining a 15% balance. Please note that the Fund 41 fund balance has decreased to \$1,173,399.37 as a result of the School Board's contribution to the Waunakee Pitch Turf Project. Added together, these amounts represent 15.8% of the 21-22 Fund 10 expenditure budget approved in July by the School Board.

The 20-21 fiscal year was the third year when funds were set aside for the replacement of the turf field for Warrior Stadium, and the first year when funds were set aside for the replacement of the turf field for Warrior Pitch. You can see the balance in the 937900 fund balance account. Please recall that School Board policy allows buildings/departments to carry over funds from one fiscal year to the next. You can see the balances in the 938900 fund balance account.

C. Consideration of Club/Organizations with volunteer advisors to paid advisors.

D. Gifts and Field Trips

1. Gifts

a. Los Sonadores Club Donation - \$1000

b. Student Fiskars Scissors donation to Prairie Elementary - \$300

c. Tree Memorial to Prairie Elementary - \$350

2. Field Trips

a. National FFA Convention (Grades 7-12) Indiana October 26-30, 2021

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

#### **New Teacher Staff**

Gianna Dyer, 4th Grade Teacher, AES

Rylee Hribar, 1-Year ESL Teacher, PES

Sarah Israel, 1st Grade Teacher, HES

Bridget Marsh, 1-Year Cross Categorical Teacher, MS

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

Lori Armstrong, from 4th Grade Teacher, AES, to Instructional Coach, AES

Mallory Dziuk, from Technology Assistant, MS, to Technology Assistant, HS

Melanie Hass, from Health Assistant, AES, to Attendance Administrative Assistant, MS

Dawn Peters, from Pathways Teacher, IS/MS, to Instructional Coach, PES,

#### **New Support Staff**

Nedzat Aziri, Custodian, Bethel

Nicholas Buckingham, Custodian, HS

Lindsay Cleary, Custodian, AES

Sarah Dickman, Health Assistant, AES

Candice Gosdeck, Para Educator-Special Education, MS

Jacob Foster, Para Educator-Special Education, MS

Renee Furrer, LMTC Assistant, MS

Christina Kiefert, Para Educator-Regular Education, AES

Kristina Larsen, Para Educator-Special Education, HES

Justice Lightning, Para Educator-Special Education, IS

Howard Losinger, Custodian, IS

Molly MacVenn, Para Educator-Special Education, HES

Luz Padilla Macias, Para Educator-Special Education, IS

Brittany Marx, Para Educator-Regular Education, AES

Kevin Mohr, LMTC Assistant, AES

Heather Nelson, Para Educator-Regular Education, HES

Sadika Paradzikovic, Custodian, HS

Rita Quintero, Para Educator-Regular Education, HES

Cassie Stoeger, Technology Assistant, IS

Dana Voth, Para Educator-Regular Education, AES  
Vince Wiesman, Para Educator-Regular Education, IS  
Connor Ziegler, Para Educator-Regular Education, HES

**Resignations**

Debra Blazek, Para Educator-Regular Education, PES  
Madisyn Lins, Para Educator-Regular Education, AES  
Heather Rimrodt, Para Educator-Regular Education, IS  
Melissa Rolstad, Custodian, AES  
Teresa Spears, Para Educator-Special Education, MS  
Allison Voeller, Instructional Coach, PES

\*\* Co – Curricular as attached to agenda.

**XIV. BOARD BUSINESS NA**

**XV. FUTURE AGENDAS AND MEETINGS**

Budget 6:00

Facilities 5:00 October 4

DB will sit in on Budget if needed.

HR 10/5 - 2:30

Curriculum

10/14 11/4 4pm

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee – 10/4/21 6:00 PM

D. Co-Curricular Committee

E. Curriculum Committee 10/14/21 & 11/4/21 @ 4:00 PM

F. Facility Committee – 10/4/21 5:00PM

G. Human Resources Committee – 10/5/21 2:30 PM

H. Policy Committee

I. Goals Committee

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

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

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

**XIX. ADJOURN**

The board of Education adjourned at 10:57PM on a motion by Hoefler, second by Frey and passed unanimously by voice vote 5-0.

Respectfully submitted,

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Judith Engebretson, Clerk

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Date

JE:rm

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

## Cross References:

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

## Adoption/Revision Date(s):

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

## ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY

**DATE OF ORDER:** October 4, 2021  
Goes into effect October 8, 2021 at 12:01 a.m.

### FACE COVERING EMERGENCY ORDER #3

Reducing the spread of illness, preventing severe outcomes, and preventing death are foundational public health goals of managing the pandemic. Due to the prevalent spread of the Delta variant of COVID-19, the Centers for Disease Control and Prevention (CDC) released guidance which indicated individuals in areas with a substantial or high level of community transmission of COVID-19 should wear face coverings whenever they are indoors in public places. Madison and Dane County continue to have a high transmission rate of COVID-19 (new cases per 100,000 in the past 7 days exceeds 100). While Dane County has a high vaccination rate, evidence has emerged from the CDC and locally that fully vaccinated people who do become infected with the Delta variant can be infectious and can spread the virus to others. The rate of cases in Dane County has risen rapidly since the Delta variant became dominant; on July 19, our weekly case rate per 100,000 was 22, and on September 19, our weekly case rate per 100,000 was 209. On September 27, our weekly case rate per 100,000 was 157. While lower than in early September, Dane County remains in CDC's high level of community transmission.

Vaccines are still highly effective in preventing severe outcomes from COVID, even with the Delta variant, and are also still effective, but less so, in preventing infection. Over the past two weeks (September 13-September 26), cases among unvaccinated people have decreased by 16%, whereas cases among vaccinated people have decreased by 33%.

Considering the high transmissibility of the Delta variant, layers of prevention strategies in addition to vaccination, including masking, distancing, and ventilation, remain key tools. In order to prevent more severe outcomes and to protect those who are unable to be vaccinated, such as children under the age of 12, and those for whom vaccination may be less effective, such as people who are immunocompromised, face coverings will be required in most indoor situations in Dane County.

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

- 1. Face Coverings.** Face covering means a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering must be secured to the head with ties, ear loops, or elastic bands that go behind the head and must fit snugly but comfortably against the side of the face. Cloth face coverings must be made with two or more layers of breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source). A face covering does not include bandanas, single layer neck gaiters, face shields, goggles, scarves, ski masks, balaclavas, shirt or sweater collars pulled up over the mouth and nose, or masks with slits, exhalation valves, or punctures.
  - a. Face Covering Required.** Every individual, age two (2) and older, shall wear a face covering when:
    - i.** In any enclosed space open to the public where other people, except for members of the person's own household or living unit are present.
    - ii.** Driving or riding in any form of public transportation.
  - b. Exceptions.** Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:
    - i.** While eating or drinking.
    - ii.** When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
    - iii.** While obtaining a service that requires the temporary removal of the face covering, such as dental services.
    - iv.** While sleeping.
    - v.** While swimming or on duty as a lifeguard.
    - vi.** When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
    - vii.** When necessary to confirm the individual's identity, including when entering a financial institution.

- viii. When federal or state law or regulations permit the removal of a face covering.
  - ix. When actively playing a wind instrument that has a fabric bell cover, or similar cover, that acts as a face covering over the instrument, as long as individuals are spaced at least six (6) feet apart at all times.
  - x. While presenting or performing a religious, political, media, educational, artistic, cultural, musical, theatrical or any other type of presentation for an audience, as long as:
    - A. Everyone at the presentation or event is fully vaccinated. Fully vaccinated means: Two (2) weeks after an individual's second dose in a 2-dose vaccine series for COVID-19 (such as Pfizer-BioNTech's or Moderna's vaccine) or two (2) weeks after their first dose in a single-dose vaccine series for COVID-19 (such as Johnson & Johnson's Janssen vaccine); and
    - B. The presenters and performers maintain at least six (6) feet distance from all attendees at all times.
- c. The following individuals are exempt from the face covering requirement in Section 1.a. of this Order:
- i. Children under the age of two (2).
  - ii. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
  - iii. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
2. All places subject to this Order must develop and implement a written protective measure policy and procedure that ensures employees are provided with and wear face coverings at all times when required under Section 1 of this Order.
3. All places subject to this Order must post a sign in a visible location that notifies the public that face coverings are required upon entering the property. Residential properties (e.g., apartment buildings and condominiums) that have shared common indoor spaces (e.g., mailrooms, lobbies, hallways) open to the public are also required to post a sign in a visible location that notifies the public that face coverings are required upon entering the property. If preferred, PHMDC's "Face Covering" sign is available for use at <https://publichealthmdc.com/coronavirus/recommendations-and-guidance#business>.

4. If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
5. This Order shall become effective Friday, October 8, 2021 at 12:01 a.m. This Order shall remain in effect until November 5, 2021 at 12:01 a.m.

IT IS SO ORDERED.



Janel Heinrich  
Health Officer, Public Health Madison & Dane County

## **ORDEN DEL DEPARTAMENTO DE SALUD PUBLICA DE MADISON Y EL CONDADO DE DANE**

**FECHA DE LA ORDEN:** 4 de octubre del 2021  
Entra en vigencia el 8 de octubre del 2021 a las 12:01 a.m.

### **ORDEN DE EMERGENCIA PARA USO DE CUBIERTA FACIAL #3**

Reducir la transmisión de la enfermedad, la prevención de resultados graves y la muerte son objetivos fundamentales de salud pública para el manejo de la pandemia. Debido a la propagación prevalente de la variante Delta de COVID-19, los Centros para el Control y la Prevención de Enfermedades (CDC, por sus siglas en inglés) publicaron una guía que indica que las personas en áreas con una tasa de transmisión alta o sustancial de COVID-19 deben usar cubiertas faciales siempre cuando sea necesario y cuando estén en el interior de lugares públicos. Madison y el Condado de Dane tienen una alta tasa de transmisión de COVID-19 (los casos nuevos por 100,000 en los últimos 7 días superan los 100). Si bien el Condado de Dane tiene una alta tasa de vacunación, ha surgido evidencia de los CDC y a nivel local de que las personas completamente vacunadas que se infectan con la variante Delta pueden ser infecciosas y pueden transmitir el virus a otras personas. El porcentaje de casos en el Condado de Dane ha aumentado de manera rápida desde que la variante Delta se volvió dominante; el 19 de julio, nuestro promedio de casos a la semana por 100.000 era de 22, y el 19 de septiembre, la tasa semanal por 100.000 era 209. El 27 de septiembre, nuestra tasa de casos semanales por 100.000 era 157. Aunque más bajo que a principios de septiembre, el Condado de Dane permanece en el alto nivel de transmisión comunitaria de los CDC.

Las vacunas siguen siendo muy eficaces para prevenir los resultados graves del COVID, incluso con la variante Delta, y también siguen siendo efectivas, pero menos, para prevenir infecciones. Durante las últimas dos semanas (del 13 al 26 de septiembre), los casos entre las personas no vacunadas han disminuido en un 16%, mientras que los casos entre las personas vacunadas han disminuido en un 33%.

Teniendo en cuenta la alta transmisibilidad de la variante Delta, los niveles de estrategias de prevención además de la vacunación, incluido el uso de máscaras, el distanciamiento y la

ventilación, siguen siendo herramientas clave. Para prevenir resultados más graves y proteger a las personas que no pueden vacunarse, como los niños menores de 12 años, y a las personas para las que la vacunación puede ser menos eficaz, como las personas inmunodeprimidas, se requerirá el uso de coberturas faciales en la mayoría de las situaciones en el interior de espacios públicos del Condado de Dane.

Basado en lo anterior, yo, Janel Heinrich, Oficial de Salud Pública de Madison y el Condado de Dane, por la autoridad que me confieren las Leyes del Estado, incluyendo, pero no limitado a, Wis. Stats. Secs. 252.03 (1), (2) y (4), ordeno lo siguiente según sea necesario para prevenir, eliminar y controlar la propagación de COVID-19:

- 1. Cubiertas Faciales.** Cubiertas faciales se refiere a un trozo de tela u otro material que se usa para cubrir la nariz y la boca por completo. Una cubierta facial debe estar asegurada a la cabeza con lazos, tiras para las orejas o bandas elásticas que van detrás de la cabeza y deben ajustarse en los lados de la cara, pero de manera cómoda. Las cubiertas faciales de tela deben estar hechas con dos o más capas de tela transpirable de tejido apretado (es decir, telas que no dejan pasar la luz cuando se sostienen contra una fuente de luz). Una cubierta facial no incluye pañuelos, polainas para el cuello de una sola capa, protectores faciales, gafas, bufandas, pasamontañas, cuellos de camisa o suéter subidos sobre la boca y la nariz, o máscaras con ranuras, válvulas de exhalación o perforaciones.
  - a. Se requiere cubierta facial.** Toda persona de (2) años o más, deberá usar una cubierta facial cuando:
    - i.** En cualquier espacio cerrado abierto al público donde haya otras personas, excepto personas que vivan en la misma casa o unidad familiar.
    - ii.** Al conducir o viajar en cualquier forma de transporte público.
  - b. Excepciones.** Las personas que de otro modo deban usar una cubierta facial pueden quitársela en las siguientes situaciones:
    - i.** Mientras come o bebe.
    - ii.** Cuando se comunica con una persona sorda o con problemas de audición y la comunicación no se puede lograr por otros medios.
    - iii.** Al obtener un servicio que requiera removerse la cubierta facial de manera temporal, como los servicios dentales.
    - iv.** Mientras duerme.

- v. Mientras nada o esta de servicio como salvavidas.
  - vi. Al realizar un trabajo en el que el uso de una cubierta facial crearía un riesgo para la persona, según lo determinado por las pautas de seguridad del gobierno.
  - vii. Cuando sea necesario para confirmar la identidad de la persona, incluso al entrar a una institución financiera.
  - viii. Cuando las leyes o regulaciones federales o estatales permitan remover la cubierta facial.
  - ix. Cuando se toca energéticamente un instrumento de viento que tiene una cubierta de tela para la campana, o una cubierta similar, actúa como una cubierta sobre el instrumento, siempre que las personas estén separadas, por lo menos a seis (6) pies de distancia en todo momento.
  - x. Al hacer una presentación religiosa, política, mediática, educativa, artística, cultural, musical, teatral o de cualquier otro tipo para una audiencia, siempre y cuando:
    - A. Todos en la presentación o en el evento estén completamente vacunados. Completamente vacunados significa: Dos (2) semanas después de la segunda dosis de un individuo en una serie de vacunas del COVID-19 de 2 dosis (como la vacuna de Pfizer-BioNTech o la Moderna) o dos (2) semanas después de su primera dosis si la vacuna del COVID-19 es de dosis única (como la vacuna Janssen de Johnson & Johnson); y
    - B. Los presentadores y los artistas mantengan al menos seis (6) pies de distancia de todos los asistentes en todo momento.
  - c. Las siguientes personas están exentas del requisito de cubierta facial en la Sección 1.a. de esta Orden:
    - i. Niños menores de dos (2) años.
    - ii. Personas que están inconscientes, incapacitadas o que no pueden quitarse la cubierta facial sin ayuda.
    - iii. Personas con condiciones médicas, discapacidades intelectuales o del desarrollo, condiciones de salud mental u otras sensibilidades sensoriales que impiden que la persona use cubierta facial.
2. Todos los lugares sujetos a esta Orden deben desarrollar e implementar una política y un procedimiento de medidas de protección por escrito que garantice que los empleados reciban y usen cubiertas faciales en todo momento cuando así lo requiera la Sección 1 de esta Orden.

3. Todos los lugares sujetos a esta Orden deben colocar un letrero en un lugar visible que notifique al público que se requieren cubiertas faciales al entrar a la propiedad. Las propiedades residenciales (p. Ej., Edificios de apartamentos y condominios) que tienen espacios interiores comunes compartidos (p. Ej., Salas de correo, vestíbulos, pasillos) abiertos al público también deben colocar un letrero en un lugar visible que notifique al público que es necesario usar cubiertas faciales al entrar a la propiedad. Si lo prefiere, el letrero "Cubierta facial" de PHMDC está disponible para su uso en <https://publichealthmdc.com/espanol/coronavirus/consejos-y-directrices-para-la-limpieza#trabajo>.
4. If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable. Si alguna disposición de esta Orden o su aplicación a cualquier persona o circunstancia se considera inválida, el resto de la Orden, incluida la aplicación de dicha parte o disposición a otras personas o circunstancias, no se verá afectado y continuará en total capacidad y efecto. Con este fin, las disposiciones de esta Orden son divisibles.
5. Esta Orden entrará en efecto el viernes 8 de octubre del 2021 a las 12:01 a.m. Esta orden permanecerá vigente hasta el 25 de noviembre del 2021 a las 12:01 a.m.

ASI ESTA ORDENADO.



Janel Heinrich

Oficial del Departamento de Salud Pública de Madison y el Condado de Dane

# Minutes of Diversity, Equity, Inclusion Committee

## The Board of Education Waunakee Community School District

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A Diversity, Equity, Inclusion Committee of the Board of Education of Waunakee Community School District was held Tuesday, September 21, 2021, beginning at 6:00 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 600PM

### **II. ROLL CALL**

Present: Berg (Virtually), Boetcher, Kaufmann, Lewis, Meister, Mobley, Moore, Ostrander, Pagel, Petty, Pottinger, Schell, Sheppleman, Treis Rusk, Vang (6:06)

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

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

### **IV. APPROVE AGENDA**

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

### **V. PUBLIC COMMENTS**

No Public Comments at this time.

### **VI. SHARED LANGUAGE GLOSSARY OF TERMS**

Petty explained the strategic process that she, Ostrander, and Pottinger took to develop the first draft of this list of shared language.

The committee reviewed the terms and discussed the purpose of the glossary. The committee agreed that these terms need to be written in a way that will be accepted by the community as a whole.

This group will work on the next draft of this document based on the discussion of the committee. Ostrander, Petty, and Pottinger requested and encouraged the committee to please make notes on this document for their review.

### **VII. REVIEW/DISCUSS THE DELIVERY/RESULTS OF THE REPORT TO THE BOARD OF EDUCATION ON 09/13/21**

Pagel and Lewis gave their feedback on how they felt the presentation went on 9/13/21. Overall the materials were good and helpful in creating the presentation. The overall information was well received. Some of the comments were disappointing. This committee has to remain focused on the students so that focus may be shared by others in the community.

### **VIII. DISCUSS/CONSIDER THE ATTENDANCE AND RESPONSE TO THE DEI**

**COMMITTEE AT AND DURING THE 09/27/21 WCSD COMMUNITY ENGAGEMENT MEETING**

The committee discussion from agenda items VII continued into discussion of agenda item VIII. The committee expressed the need for clear, written rules of order for this meeting, security at the High School, and moderation of the meeting. As a committee they agreed that they should be present, if comfortable to speak on behalf of the committee, and that there should be designated speakers of the committee if questions are asked directly of the committee. It was determined that Joel Lewis, Leslie Petty, and Diane Treis Rusk will be the committee members who will answer any questions directed to the committee.

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

Schell shared with the committee that at the request of this committee and of the action of the board, the mural in the old gym has been removed.

Schell also shared that members of the administration and the architectural team met to tour several of the district's facilities to resume building referendum planning that was paused due to the pandemic. This planning will include review and consideration of any building renovations needed to allow for equity of those with disabilities. The committee was pleased with this as it falls into the committee's charge 1d.

**X. FUTURE MEETINGS**

The committee discussed that they will put out a poll to meet again. They discussed that the membership and the next steps of the committee needs to be reviewed. The board of education will review this at the November board meeting. This committee will send out a poll to determine the next future meeting. At this meeting, the committee would like to review the next draft of the glossary of shared language and to review the community engagement forum held on 9/27/21. The list of future meeting items will remain as follows:

- A. Discussion of the District Response about National and Local Incidents.
- 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 Pottinger, second by Pagel, to adjourn the meeting at 7:57pm.  
Motion Carried

# AD HOC COMMITTEE ON INCLUSION AND EQUITY IN THE WAUNAKEE COMMUNITY SCHOOL DISTRICT

## **Charge to the Committee Task Force:**

1. Review existing WCSD data, federal and local guidance, contracts and policies related to the following:
  - a. Title VI of the Civil Rights Act of 1964, related to nondiscrimination on the basis of race and national origin;
  - b. Title IX, related to nondiscrimination on the basis of sex in education;
  - c. The Age Discrimination Act of 1975;
  - d. The Americans with Disabilities Act, as it relates to nondiscrimination on the basis of disability;
  - e. The American Indian Religious Freedom Act of 1978;
  - f. All applicable state and local laws related to all federally protected classes.
2. Review current research on the use and effectiveness of hiring practices that consider the benefits of diversity for students and staff;
3. Review best practices as it relates to the hiring, retention and promotion of a diverse staff and administration, as well as staff professional development, improvement of professional practices, and internal promotion;
4. Review current economic trends and the housing and other economic policies of municipalities in the WCSD area that have a disparate impact on protected classes;
5. Review district curriculum for inclusion and representation of persons of all backgrounds and identities, including federally protected classes;
6. Develop possible recommendations to the Board of Education for amendments to contract language, curriculum, board policy, and administrative practices based on feedback from the community, stakeholders, and experts following discussions, information-sharing sessions and regular meetings;
7. Report to the Board of Education a summary of the work of the Committee within 12-18 months of appointment.

## **Membership**

The ad hoc committee shall consist of no less than 12 members, with Board Director Brandt designated as chair, and one other BOE member selected by the President of the BOE. The committee shall include:

- Two BOE directors;
- At least one staff member, if available, from each school and level of the WCSD;
- One administrative designee at the discretion of the Superintendent;
- Three current student representatives;
- Up to 11 members of the community, to be selected via open application to the chair and the BOE President;
- The committee shall be equitable in distributing representation across gender, racial and class lines, and shall make all reasonable efforts available to ensure

representation includes individuals with disabilities, persons of color, and LGBTQ+ individuals.

**Timeline:**

March 2020: Approval of Ad Hoc Committee

April 2020: Appointment of Members

May 2020: First Meeting

May-November 2021: Report to Board of Education

| Name       |           |
|------------|-----------|
| Berg       | Michelle  |
| Boetcher   | Dave      |
| Kaufmann   | Samuel    |
| Lewis      | Joel      |
| Meister    | Melanie   |
| Mobley     | Monique   |
| Moore      | Izabella  |
| Ostrander  | Lara      |
| Pagel      | Regina    |
| Petty      | Leslie    |
| Pisani     | Mike      |
| Pottinger  | Bethany   |
| Schell     | Timothy   |
| Shepplema  | Christina |
| Treis Rusk | Diane     |
| Vang       | Nia       |

# Minutes of Facility Committee Meeting

## The Board of Education Waunakee Community School District

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A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, October 4, 2021, beginning at 5:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Boetcher called the Facility Committee meeting to order at 5:00PM.

### **II. ROLL CALL**

Boetcher – Yes, Frey – Yes, Heinemann – Yes

Also present: Randy Guttenberg, Steve Summers, John Cramer, Brian Hauke (HS Head Custodian)

### **III. APPROVE AGENDA**

A motion was made by Heinemann, second by Frey to approve the agenda as posted.

Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

No Public Comments

### **V. 2021-22 PROJECTS REPORT**

John Cramer and Steve Summers presented and answered questions regarding the current status of the following projects: Energy Efficiency, Capital Projects, Portable Classroom, and Bethel Circle.

#### **A. ENERGY EFFICIENCY PROJECTS**

John Cramer explained that they are on track with the energy efficiency projects. The High School and Bethel Circle work has been completed. There were no questions regarding these projects.

#### **B. CAPITAL PROJECTS**

John Cramer explained that they are making good progress on the Capital Projects. There are a couple of larger projects that may turn into referendum projects. John discussed with the committee the generator at Bethel and the playground material for drainage at Prairie, and both these projects may come in higher than anticipated due to the complications for each project.

The Intermediate School administration brought to John's and Steve's attention that there is a need for an additional automatic entrance at the Intermediate school to the playground entrance from the cafeteria. There are several students who currently need assistance getting into and out of the building. If there was an automatic door, the staff would not have to leave the other students to help these students in and out of the playground. After some discussion, a motion was made by Frey, second by Heinemann, to ask the full board to consider adding this automatic door at the Intermediate school. Motion carried 3-0.

**C. 905 BETHEL CIRCLE PLANNING**

John Cramer provided an update on the planning process he has been working on with EUA and Vogel for 905 Bethel Circle.

Cramer shared a plan for a temporary (3-5 year) canopy over the front door that would allow some weather protection as visitors wait to be buzzed in, if the front door were to be locked. After much discussion the committee would like to see a more permanent structure that would work into the future plans for this building. The committee also expressed concern that having visitors buzzed in is not welcoming. The committee asked for more detailed plans regarding this building be brought back to a future meeting.

**D. PORTABLE CLASSROOM UPDATE**

John Cramer provided a high level overview of the portable classroom project. There are just a few punch list items being ironed out yet, but the portable is up and functioning since the start of school.

**VI. CUSTODIAL/MAINTENANCE STAFFING UPDATE**

John Cramer shared his short-term goals and his longer term vision for the department staffing. With the wage increase there has been an increase in the number of applicants and 4 staff were hired just today. HS Head Custodian Brian Hauke shared that the new equipment is helping but it is difficult to determine the efficiency since they are still shorthanded. Brian gave an example from this weekend of the extra time his staff has put in. Steve Summers explained that the vision of having a Custodian supervisor for the second shift would allow John to focus on managing other projects instead of relying on a contractor to manage the projects. This is a long term/future vision since they are trying to fill the vacant positions first.

**VII. VILLAGE OF WAUNAKEE DRAFT ORDINANCE**

Steve Summers explained and answered questions regarding the draft ordinance that the Village of Waunakee has shared with the School District Administration. This ordinance is for the airport that would impact the District property along Simon Crestway. This ordinance may allow the Varsity Softball Field to have lights. Summers shared a drawing from Rettler/Musco Lighting of a potential lighting plan for the Varsity Girls Softball field that would be in compliance with the draft ordinance. Rettler is willing to request a permit for the lights so that we have an approved plan in place prior to the Village ordinance being approved. The committee asked the district administration to work with the village to develop an agreement stating that lights would be approved on the softball field

**VIII. FUTURE MEETINGS**

No Future Meetings were scheduled.

**IX. ADJOURN**

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 5:55PM. Motion carried 3-0.

**Automatic Entrance Cost  
At Waunakee Intermediate School**

| Contractor                         | Quote Cost        |
|------------------------------------|-------------------|
| Westphal Electric (Ian Eidt)       | \$2,155.00        |
| Global Com (Nick Skaife)           | \$900.00          |
| Automatic Entrances (Tim Doughman) | \$5,400.00        |
| <b>Total</b>                       | <b>\$8,455.00</b> |

21-Sep

# Minutes of Budget Committee Meeting

## The Board of Education Waunakee Community School District

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A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, October 4, 2021, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Heinemann called the meeting to order at 6:00PM

### **II. ROLL CALL**

Heinemann – Yes, Ensign - Yes, Hetzel – Yes (Virtual)

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers, Dave Boetcher, Tiffany Loken, Steve Peotter and Liz Deihs from One Community Bank

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

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

### **IV. PUBLIC COMMENTS**

There were no public comments.

### **V. 2020-2021 END OF THE FISCAL YEAR**

Steve Summers reviewed and answered questions regarding the end of the fiscal year financial reports that were presented to the School Board at the September Regular Meeting and the Annual Meeting Treasurer's Report, an all Funds fund balance report and a fund balance report detailing the accounting of the Fund 10 937900 and 938900 fund balance accounts.

The committee requested a long term planning report from the buildings/departments to ensure that the carry over funds are being allocated appropriately.

A motion was made by Ensign, second by Hetzel to have the building principal and the department administrators bring back a 3 year long term planning report by May of 2022 as a part of the 2022-23 budget planning process. Motion carried 3-0.

### **VI. 2021-22 BUDGET PLANNING**

#### **A. DEBT SERVICE DEFEASANCE**

Summers reviewed the topic of debt service defeasance and the school boards financial goal of tax rate consistency across fiscal years. Summers introduced Erik Kass from PMA who provided information and also answered questions on this topic.

A motion was made by Hetzel, second by Ensign, to bring the concept of adebt service defeasance and continuing to work toward a consistent tax rate across fiscal years to the October School Board meeting. Motion carried 3-0.

#### **B. TRANSPORTATION BUDGET / DRIVER INCENTIVE**

Summers reviewed and answered questions regarding the 2021-22 District transportation budget.

Lamers continues to be short-staffed for bus drivers. We are offering a \$1,000 sign on bonus and a \$1,000 referral bonus for any new drivers. Summers presented and answered questions regarding the topic of providing a \$1,000 retention bonus to existing bus driver staff to remain with Lamers. The committee is supportive of the retention bonus to retain drivers as presented. No action was necessary as Lamers will be billing the district for this cost and the funds are available through the existing transportation budget.

#### C. SPECIAL EDUCATION VAN PURCHASE

Summers reviewed and answered questions regarding the concept of the District providing our own special education transportation through the purchase of vans.

Tiffany Loken, Special Education Director, presented additional information regarding this concept to the Budget Committee members. The DPI has granted approval for the district to receive state special education categorical aid on this purchase. The proposal that was presented was from a State of WI approved vendor.

A motion was made by Hetzel, second by Ensign, to take this proposal, as presented, to the full board for consideration. Motion carried 3-0.

#### D. SPECIAL EDUCATION PARA EDUCATORS

Summers and Loken explained and answered questions regarding the need and funding for the additional special education para educators that were approved by the School Board, after the Third Draft of the Budget was approved in July. Summers is recommending that the additional special education para educators be funded through local funds, instead of federal funds, so that the district can capture state special education categorical aid on these positions. Loken reviewed the need for an additional para educator at Prairie Elementary School.

A motion was made by Hetzel, second by Ensign, to bring this request to the full board for consideration as presented. Motion carried 3-0.

Guttenberg also informed the committee that a request for additional English Language Learner staff will be brought to the full board on Monday night due to the student needs in this area. Administration was still evaluating the need as of the date of this meeting.

#### VII. BANKING REQUEST FOR PROPOSAL

Summers presented and answered questions regarding the Banking Request for Proposal process. The District received four banking proposals which were all very competitive. The One Community Bank proposal provides the best financial value for the School District. A motion was made by Ensign, second by Hetzel, to ask the full board to consider the One Community Bank proposal as per Steve Summers analysis of the bids. Motion carried 3-0.

#### VIII. FUTURE AGENDA ITEMS

Summers asked the committee if they wanted to have a meeting between October 15<sup>th</sup> and before the Tax Levy Special Board meeting or if the committee would support just bringing the information received to the full board. The committee was in favor of bringing this

information to the full board at the Tax Levy meeting instead of a separate committee meeting.

IX. **ADJOURN**

A motion was made by Ensign, second by Hetzel to adjourn the meeting at 7:05 PM.

Motion carried 3-0



**PMA**<sup>™</sup>  
SECURITIES

# Waunakee School District Levy Management Discussion

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**Erik Kass**  
Director, Public Finance  
PMA Securities, LLC.

October 3, 2021



# Background

- ▶ ([§120.12\(4\)](#) Wis. Stats.) – amount necessary to meet any irrepealable tax obligations
  - ▶ Tax for Debt Retirement
  
- ▶ A School District is allowed to annually levy up to and including all outstanding principal & interest
  - ▶ As of 6/30/21
    - ▶ Principal Outstanding - \$61,090,000
  
- ▶ Additional Levy is used for reducing future property tax levies
  - ▶ Prepayment of Debt (if a call date has been met)
  - ▶ Defeasance (if we are ahead of the call date)

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# Mill Rate History

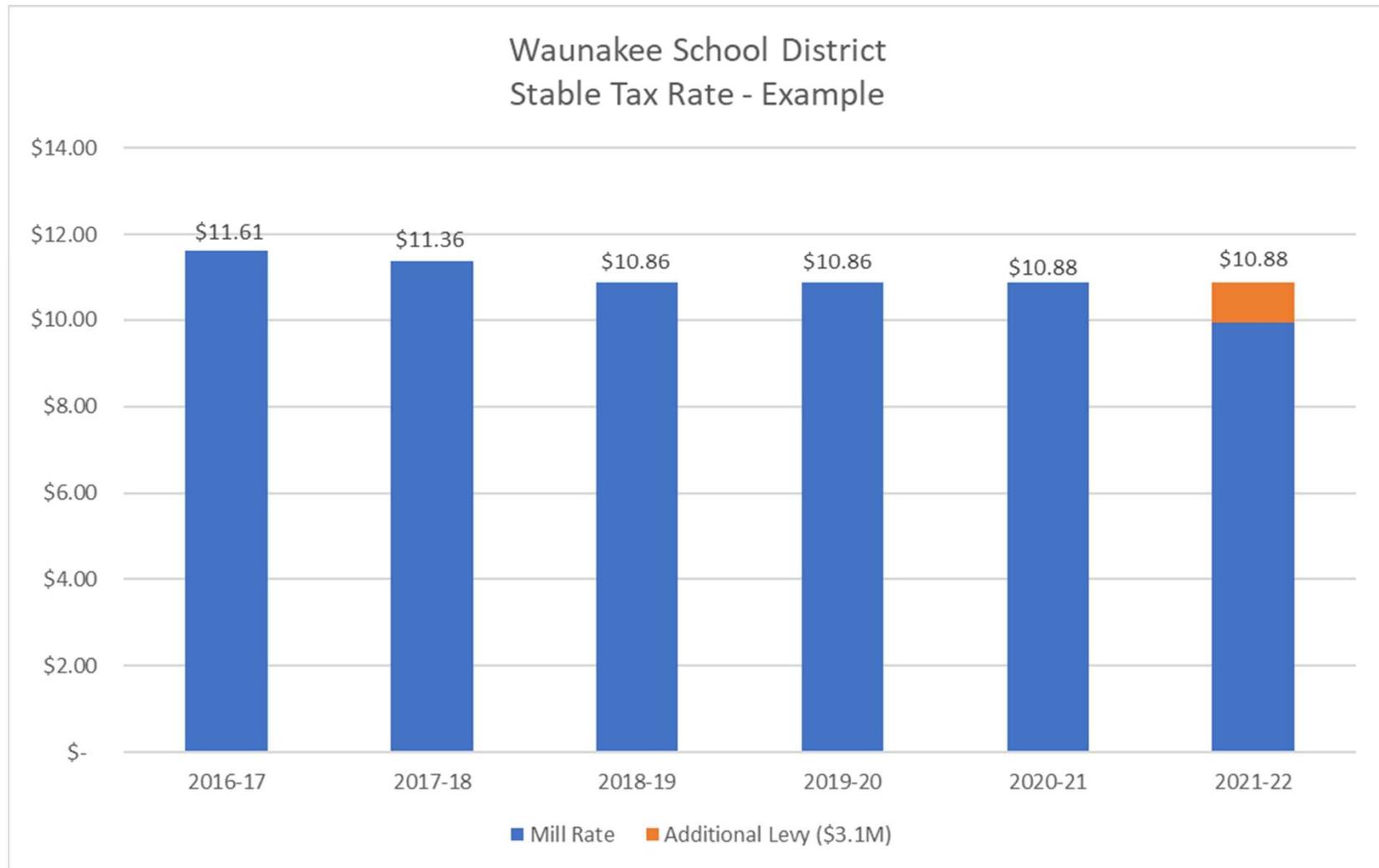
Waunakee School District  
Mill Rate History





# Mill Rate Management Example

## “Stable Tax Rate”



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# Waunakee Community School District

## Preliminary Refinancing Analysis

### \$3,181,289 District Cash Applied

| Calendar Year | BEFORE REFINANCING                                         |        |                       |                   |                   | AFTER REFINANCING                                          |                       |                                                          |                       |                   |                   | EST. ANNUAL D/S SAVINGS |                |
|---------------|------------------------------------------------------------|--------|-----------------------|-------------------|-------------------|------------------------------------------------------------|-----------------------|----------------------------------------------------------|-----------------------|-------------------|-------------------|-------------------------|----------------|
|               | \$9,515,000<br>G.O. Refunding Bonds<br>Dated April 3, 2013 |        |                       | OTHER FUND 39 D/S | TOTAL FUND 39 D/S | \$9,515,000<br>G.O. Refunding Bonds<br>Dated April 3, 2013 |                       | \$740,000<br>G.O. Refunding Bonds<br>Dated March 1, 2022 |                       | OTHER FUND 39 D/S | TOTAL FUND 39 D/S |                         |                |
|               | PRINCIPAL (4/1)                                            | RATE   | INTEREST (4/1 & 10/1) |                   |                   | PRINCIPAL (4/1)                                            | INTEREST (4/1 & 10/1) | PRINCIPAL (4/1)                                          | INTEREST (4/1 & 10/1) | TOTAL             | (1)               |                         |                |
| 2022          | \$1,265,000                                                | 2.000% | \$101,663             | \$5,836,425       | \$7,203,088       | \$1,265,000                                                | \$57,156              | \$740,000                                                | \$1,943               | \$1,943           | \$5,836,425       | \$7,203,088             | \$0            |
| 2023          | \$1,290,000                                                | 2.000% | \$76,113              | \$5,914,908       | \$7,281,020       |                                                            |                       | \$740,000                                                | \$1,665               | \$741,665         | \$5,914,908       | \$6,656,573             | \$624,448      |
| 2024          | \$1,315,000                                                | 2.250% | \$48,419              | \$5,996,330       | \$7,359,749       |                                                            |                       |                                                          |                       |                   | \$5,996,330       | \$5,996,330             | 45 \$1,363,419 |
| 2025          | \$1,345,000                                                | 2.500% | \$16,813              | \$5,997,840       | \$7,359,653       |                                                            |                       |                                                          |                       |                   | \$5,997,840       | \$5,997,840             | \$1,361,813    |
| 2026          |                                                            |        |                       | \$7,360,515       | \$7,360,515       |                                                            |                       |                                                          |                       |                   | \$7,360,515       | \$7,360,515             | \$0            |
| 2027          |                                                            |        |                       | \$7,488,365       | \$7,488,365       |                                                            |                       |                                                          |                       |                   | \$7,488,365       | \$7,488,365             | \$0            |
| 2028          |                                                            |        |                       | \$7,489,465       | \$7,489,465       |                                                            |                       |                                                          |                       |                   | \$7,489,465       | \$7,489,465             | \$0            |
| 2029          |                                                            |        |                       | \$5,036,067       | \$5,036,067       |                                                            |                       |                                                          |                       |                   | \$5,036,067       | \$5,036,067             | \$0            |
| 2030          |                                                            |        |                       | \$5,040,947       | \$5,040,947       |                                                            |                       |                                                          |                       |                   | \$5,040,947       | \$5,040,947             | \$0            |
| 2031          |                                                            |        |                       | \$2,599,463       | \$2,599,463       |                                                            |                       |                                                          |                       |                   | \$2,599,463       | \$2,599,463             | \$0            |
| 2032          |                                                            |        |                       | \$2,601,975       | \$2,601,975       |                                                            |                       |                                                          |                       |                   | \$2,601,975       | \$2,601,975             | \$0            |
| 2033          |                                                            |        |                       | \$2,598,406       | \$2,598,406       |                                                            |                       |                                                          |                       |                   | \$2,598,406       | \$2,598,406             | \$0            |
| 2034          |                                                            |        |                       | \$2,597,319       | \$2,597,319       |                                                            |                       |                                                          |                       |                   | \$2,597,319       | \$2,597,319             | \$0            |
| 2035          |                                                            |        |                       | \$660,563         | \$660,563         |                                                            |                       |                                                          |                       |                   | \$660,563         | \$660,563               | \$0            |
|               | \$5,215,000                                                |        | \$243,006             | \$67,218,587      | \$72,676,594      | \$1,265,000                                                | \$57,156              | \$740,000                                                | \$3,608               | \$743,608         | \$67,218,587      | \$69,326,915            | \$3,349,679    |

(1) Savings in 2022 of \$42,564 applied to reduce the size of the refunding bonds.

**Callable Maturities** \$5,215,000 Callable: April 1, 2021 @ Par

\$1,265,000 Remaining Callable  
\$3,950,000 Principal Reduction

|                                                                  |                      |
|------------------------------------------------------------------|----------------------|
| <b>Less: Funds Applied</b>                                       | <b>(\$3,181,289)</b> |
| <b>Gross Savings (sum of annual savings)</b>                     | <b>\$168,390</b>     |
| <b>Present Value Savings (in today's dollars)</b>                | <b>\$15,717</b>      |
| <b>Present Value Savings as a Percentage of Bonds Refinanced</b> | <b>0.398%</b>        |



# Waunakee Community School District

## Preliminary 2022 Defeasance Analysis

| Calendar Year | BEFORE DEFEASANCE                                         |        |                          |              |                         | *            | AFTER DEFEASANCE        |                                                           |                          | EST. ANNUAL REDUCTION IN FUND 39 PAYMENTS<br>(1) |                                  |                          |
|---------------|-----------------------------------------------------------|--------|--------------------------|--------------|-------------------------|--------------|-------------------------|-----------------------------------------------------------|--------------------------|--------------------------------------------------|----------------------------------|--------------------------|
|               | \$9,990,000<br>G.O. Refunding Bonds<br>Dated May 11, 2015 |        |                          |              | OTHER<br>FUND 39<br>D/S |              | TOTAL<br>FUND 39<br>D/S | \$9,990,000<br>G.O. Refunding Bonds<br>Dated May 11, 2015 |                          |                                                  | 2021-2022<br>INCREMENTAL<br>LEVY | TOTAL<br>FUND 39<br>LEVY |
|               | PRINCIPAL<br>(4/1)                                        | RATE   | INTEREST<br>(4/1 & 10/1) | TOTAL        |                         |              |                         | PRINCIPAL<br>(4/1)                                        | INTEREST<br>(4/1 & 10/1) |                                                  |                                  |                          |
| 2022          |                                                           |        | \$260,650                | \$260,650    | \$6,942,438             | \$7,203,088  |                         | \$210,031                                                 | \$3,181,289              | \$10,384,377                                     | \$0                              |                          |
| 2023          |                                                           |        | \$260,650                | \$260,650    | \$7,020,370             | \$7,281,020  |                         | \$159,413                                                 |                          | \$7,179,783                                      | \$101,238                        |                          |
| 2024          |                                                           |        | \$260,650                | \$260,650    | \$7,099,099             | \$7,359,749  |                         | \$159,413                                                 |                          | \$7,258,511                                      | \$101,238                        |                          |
| 2025          |                                                           |        | \$260,650                | \$260,650    | \$7,099,003             | \$7,359,653  |                         | \$159,413                                                 |                          | \$7,258,415                                      | \$101,238                        |                          |
| 2026          |                                                           |        | \$260,650                | \$260,650    | \$7,099,865             | \$7,360,515  |                         | \$159,413                                                 |                          | \$7,259,278                                      | \$101,238                        |                          |
| 2027          |                                                           |        | \$260,650                | \$260,650    | \$7,227,715             | \$7,488,365  |                         | \$159,413                                                 |                          | \$7,387,128                                      | \$101,238                        |                          |
| 2028          |                                                           |        | \$260,650                | \$260,650    | \$7,228,815             | \$7,489,465  |                         | \$159,413                                                 |                          | \$7,388,228                                      | \$101,238                        |                          |
| 2029          |                                                           |        | \$260,650                | \$260,650    | \$4,775,417             | \$5,036,067  |                         | \$159,413                                                 |                          | \$4,934,829                                      | \$101,238                        |                          |
| 2030          |                                                           |        | \$260,650                | \$260,650    | \$4,780,297             | \$5,040,947  |                         | \$159,413                                                 |                          | \$4,939,709                                      | \$101,238                        |                          |
| 2031          |                                                           |        | \$260,650                | \$260,650    | \$2,338,813             | \$2,599,463  |                         | \$159,413                                                 |                          | \$2,498,225                                      | \$40,238                         |                          |
| 2032          | \$2,380,000                                               | 3.250% | \$221,975                | \$2,601,975  |                         | \$2,601,975  | \$2,380,000             | \$120,738                                                 |                          | \$2,500,738                                      | \$101,238                        |                          |
| 2033          | \$2,455,000                                               | 3.250% | \$143,406                | \$2,598,406  |                         | \$2,598,406  | \$2,455,000             | \$42,169                                                  |                          | \$2,497,169                                      | \$101,238                        |                          |
| 2034          | \$2,535,000                                               | 3.250% | \$62,319                 | \$2,597,319  |                         | \$2,597,319  | \$70,000                | \$1,138                                                   |                          | \$71,138                                         | \$2,526,181                      |                          |
| 2035          | \$650,000                                                 | 3.250% | \$10,563                 | \$660,563    |                         | \$660,563    | \$0                     | \$0                                                       |                          | \$0                                              | \$660,563                        |                          |
|               | \$8,020,000                                               |        | \$3,044,763              | \$11,064,763 | \$61,611,831            | \$72,676,594 | \$4,905,000             | \$1,808,788                                               | \$3,181,289              | \$71,557,526                                     | \$4,300,356                      |                          |

**Callable: April 1, 2023 @ Par**

(1) Calendar Year 2022 interest savings of \$50,619 is being applied to the defeasance.

**\$3,115,000**

**Principal Reduction**

TOTAL REDUCTION IN FUTURE DEBT SERVICE LEVIES: \$4,300,356  
 LESS INCREMENTAL 2022 LEVY APPLIED TO FUND 39 DEFEASANCE: (a) (\$3,177,533)  
**NET FUND 39 SAVINGS: \$1,122,824**

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| <b>(a) 2022 LEVY APPLIED TO FUND 39 DEFEASANCE</b>    | <b>ESTIMATED</b>   |
| Deposit to Escrow (Earmarked for Defeasance)*:        | \$3,214,651        |
| Estimated Costs of Defeasance:                        | \$13,500           |
| <b>Total Amount Needed for Defeasance at Closing:</b> | <b>\$3,228,151</b> |
| Calendar Year 2022 Interest Savings Applied:          | \$50,619           |
| <b>Incremental Levy Applied:</b>                      | <b>\$3,177,533</b> |

Estimated Closing Date: June 1, 2022

\*Based on preliminary escrow investment rates as of September 20, 2021.





# Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

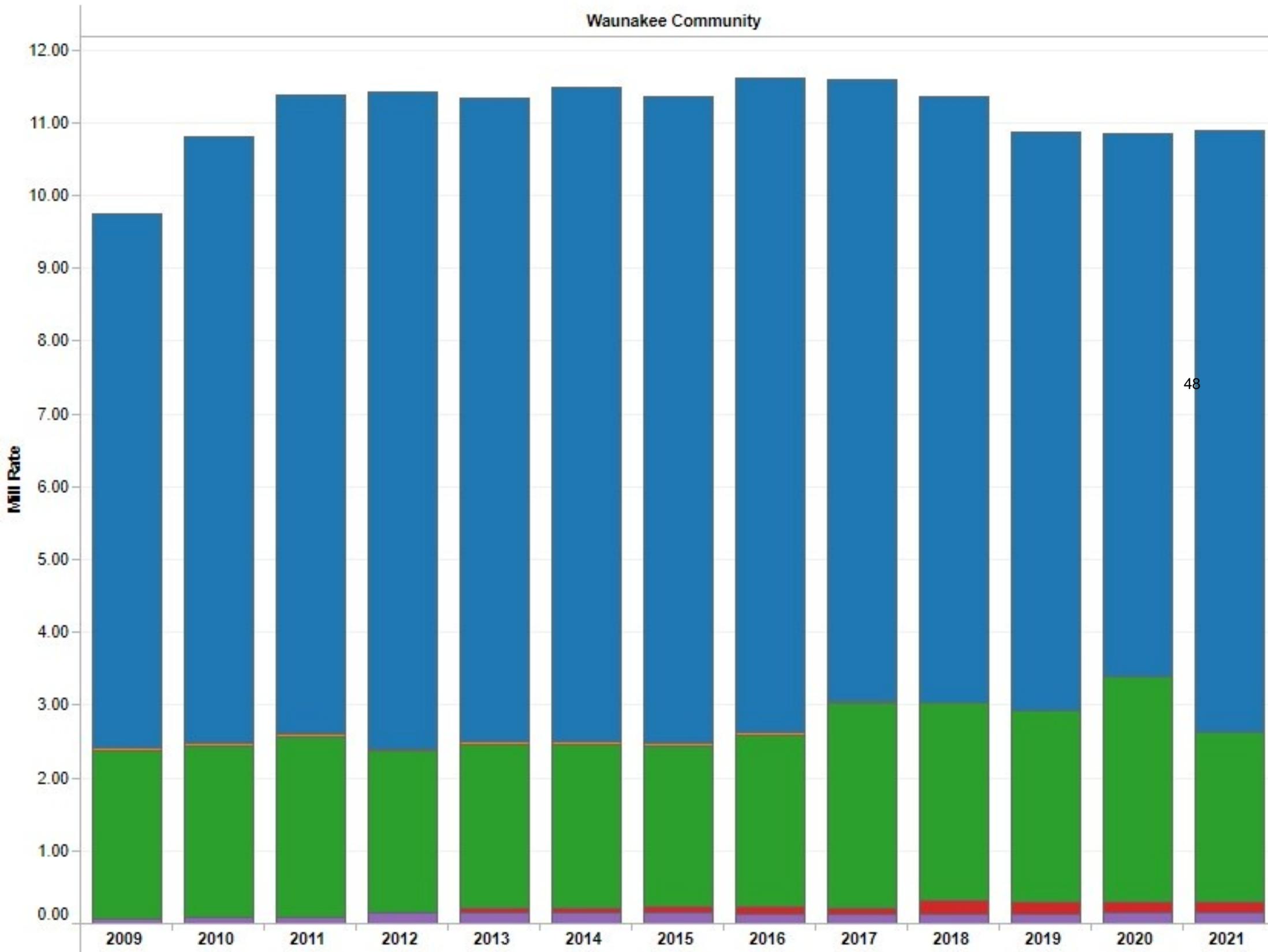
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# Mill Rates

Source: WI Certification of Tax Levy Summary Per DPI

## Waunakee Community



The 2021-2022 tax levy increases to \$35,687,710 or \$1,039,448 higher than 2020-2021. This increase equates to a 3.0% increase. Two years of historical information and the proposed tax levy for this year is shown below.

| <b>Proposed Property Tax Levy</b> |                      |                      |                      |
|-----------------------------------|----------------------|----------------------|----------------------|
| <b>FUND</b>                       | <b>Audited</b>       | <b>Unaudited</b>     | <b>Proposed</b>      |
|                                   | <b>2019-20</b>       | <b>2020-21</b>       | <b>2021-22</b>       |
| General Fund                      | 23,120,138.00        | 26,294,430.00        | 24,853,243.00        |
| Referendum Debt Service Fund      | 9,519,686.00         | 7,394,445.00         | 10,384,376.00        |
| Non-Referendum Debt Service Fund  | 0.00                 | 0.00                 | 0.00                 |
| Capital Expansion Fund            | 509,296.00           | 509,296.00           | 0.00                 |
| Community Service Fund            | 434,000.00           | 450,091.00           | 450,091.00           |
| <b>TOTAL SCHOOL LEVY</b>          | <b>33,583,120.00</b> | <b>34,648,262.00</b> | <b>35,687,710.00</b> |
| <b>PERCENTAGE INCREASE --</b>     |                      |                      |                      |
| <b>TOTAL LEVY FROM PRIOR YR</b>   | <b>10.7%</b>         | <b>3.2%</b>          | <b>3.0%</b>          |

The 2021-2022 tax base increases to \$3,276,962,650 or \$95,445,514 higher than 2020-2021. This change equates to a 3.0% increase. The 2021-2022 tax rate (tax levy/tax base) remains the same at \$10.89. The school tax on a \$360,000 home remains the same at \$3,920 (assuming home had assessment change of 0%).

A summary of the expenditures showing two years of historical information and the proposed 2021-2022 budget is shown below. Fund 73 is not included in the summary below.

| <b>Total Expenditures and Other Financing Uses</b>                        |                |                  |                 |
|---------------------------------------------------------------------------|----------------|------------------|-----------------|
| <b>ALL FUNDS</b>                                                          | <b>Audited</b> | <b>Unaudited</b> | <b>Proposed</b> |
|                                                                           | <b>2019-20</b> | <b>2020-21</b>   | <b>2021-22</b>  |
| GROSS TOTAL EXPENDITURES--ALL FUNDS                                       | 70,887,036.00  | 78,026,200.00    | 79,643,670.00   |
| Interfund Transfers (Source 100) - ALL FUNDS                              | 5,732,521.00   | 5,635,100.00     | 5,918,221.00    |
| Refinancing Expenditures (FUND 30)                                        | 0.00           | 0.00             | 0.00            |
| NET TOTAL EXPENDITURES -- ALL FUNDS                                       | 65,154,515.00  | 72,391,100.00    | 73,725,449.00   |
| <b>PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR</b> | <b>4.2%</b>    | <b>11.11%</b>    | <b>1.84%</b>    |

# Waunakee Community School District

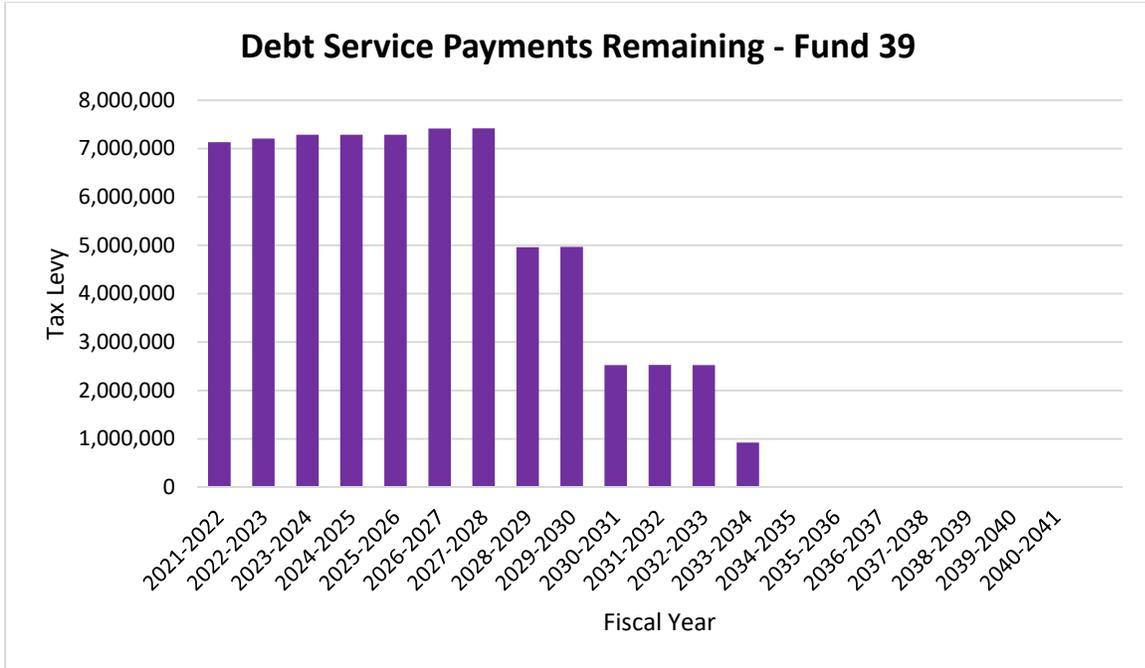
## Debt Service Fund 39

**Purpose of Fund:** The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

|                         | 2020-2021   | 2021-2022    | \$ Change   | % Change |
|-------------------------|-------------|--------------|-------------|----------|
| <b>Revenues:</b>        |             |              |             |          |
| Premium                 | \$0         | \$0          | \$0         | --       |
| Refinancing             | \$0         | \$0          | \$0         | --       |
| Interest Earned         | \$10,000    | \$4,000      | (\$6,000)   | -60%     |
| Property Taxes          | \$7,394,445 | \$10,384,376 | \$2,989,931 | 40%      |
| Interest Rebate         | \$266,871   | \$267,440    | \$569       | 0%       |
|                         |             |              |             |          |
| Total Revenues:         | \$7,671,316 | \$10,655,816 | \$2,984,500 | 39%      |
|                         |             |              |             |          |
| <b>Expenditures:</b>    |             |              |             |          |
| Refinancing             | \$0         | \$3,181,289  | \$3,181,289 | --       |
| Interest Owed           | \$2,200,044 | \$2,326,481  | \$126,437   | 6%       |
| Principal Owed          | \$5,301,586 | \$5,215,000  | (\$86,586)  | -2%      |
| Other Debts             | \$10,000    | \$400        | (\$9,600)   | -96%     |
|                         |             |              |             |          |
| Total Expenditures      | \$7,511,630 | \$10,723,170 | \$3,211,540 | 43%      |
|                         |             |              |             |          |
| <b>Rev – Exp:</b>       | (\$117,185) | (\$67,354)   | \$49,831    | -43%     |
| <b>Beg Fund Balance</b> | \$2,078,896 | \$1,961,711  | (\$117,185) | -6%      |
| <b>End Fund Balance</b> | \$1,961,711 | \$1,894,357  | (\$67,354)  | -3%      |

The budget includes a debt service defeasance in the amount of \$3,181,289. The debt service defeasance is planned to keep the overall tax rate of the District consistent with prior years. The following graph and table reflects the future tax levies (11 borrowings) in this fund.

# Waunakee Community School District



| FISCAL YEAR      | AMOUNT DUE          |
|------------------|---------------------|
| 2021-2022        | 7,129,717           |
| 2022-2023        | 7,207,650           |
| 2023-2024        | 7,286,189           |
| 2024-2025        | 7,285,902           |
| 2025-2026        | 7,286,765           |
| 2026-2027        | 7,414,615           |
| 2027-2028        | 7,415,715           |
| 2028-2029        | 4,962,271           |
| 2029-2030        | 4,967,058           |
| 2030-2031        | 2,525,525           |
| 2031-2032        | 2,528,038           |
| 2032-2033        | 2,524,469           |
| 2033-2034        | 924,788             |
| 2034-2035        | 0                   |
| 2035-2036        | 0                   |
| 2036-2037        | 0                   |
| 2037-2038        | 0                   |
| 2038-2039        | 0                   |
| 2039-2040        | 0                   |
| 2040-2041        | 0                   |
| <b>TOTAL DUE</b> | <b>\$69,458,702</b> |

# A & J Vans

P.O. Box 340  
333 W. Washington Street  
Valders, WI 54245

Phone (920) 775-9333  
Fax (920) 775-4104

# Quote

Customer No.: WAUNAKEECOM

Quote No.: 29121

Quote To: **WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
905 BETHEL CIRCLE  
WAUNAKEE, WI 53597

Ship To: **WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
905 BETHEL CIRCLE  
WAUNAKEE, WI 53597

| Date       | Customer Telephone | F.O.B. | Terms          |
|------------|--------------------|--------|----------------|
| 09/24/2021 | (608) 849-2000     |        | Due on receipt |

| Purchase Order Number | Sales Person   | Required   |
|-----------------------|----------------|------------|
|                       | Brett Wendling | 09/24/2021 |

| Quantity<br>Required | Item Number     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Unit Price | Amount   |
|----------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| 1                    | MR565000        | 2021 CHRYSLER VOYAGER<br>LXI<br>VIN: TBD<br>EXT. COLOR: WHITE<br>MILES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 35335.00   | 35335.00 |
| 1                    | VIS-COMM-RE-VOY | 2021 CHRYSLER VOYAGER<br>COMMERCIAL REAR ENTRY<br>NEW CONVERSION INCLUDES:<br>ADA 56" REAR DOOR OPENING<br>RUBBER FLOORING THROUGHOUT VAN. RAMP IS<br>34" WIDE WITH 1000 LB RAMP LOWERED FLOOR<br>AREA IS 98" LONG.<br>ONE SET OF Q'STRAIT MAX WHEELCHAIR<br>RESTRAINT RETRACTORS.<br>INCLUDES OEM FOLD-AWAY MID BUCKET SEATS<br>INSTALLED.<br>MANUAL REAR DOOR AND RAMP OPERATION<br>W/RAMP LIGHTING AND INTERLOCK.<br>CONVERSION HAS BEEN SAFETY CRASH AND<br>ALTOONA TESTED FOR SAFETY AND DURABILITY,<br>BRAUN 3 YEAR/36,000 MILE (WHICHEVER COME<br>FIRST) WARRANTY. | 21975.00   | 21975.00 |
| 1                    | ADAFK           | ADA COMPLIANT FIRST AID KIT<br>INSTALLED IN DRIVER'S AREA<br>OF VAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00       | 0.00     |
| 1                    | 417             | *SO *VO: ADA COMPLIANT FIRE<br>INSTALLED IN DRIVER'S AREA<br>OF VAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00       | 0.00     |
| 1                    | Q-ELECT-REL-SC  | Q'STRAIT ELECTRONIC<br>RELEASING RETRACTORS.<br>INCLUDES: 2 RETRACTORS<br>MOUNTED TO SLIDE/N/CLICK FEET.<br>WIRED FROM FRONT TO BE USED IN BOTH<br>WHEELCHAIR POSITIONS.<br>PRICING INCLUDES EXCHANGE OF 2 NEW MANUAL<br>RETRACTORS..                                                                                                                                                                                                                                                                                                                                     | 995.00     | 995.00   |
|                      |                 | DISCOUNT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | -1500.00 |

52  
Thank You

NO RETURNS ON SPECIAL ORDER PARTS. ALL OTHER ORDERS SUBJECT TO A RESTOCKING FEE

# A & J Vans

P.O. Box 340  
333 W. Washington Street  
Valders, WI 54245

Phone (920) 775-9333  
Fax (920) 775-4104

# Quote

Customer No.: WAUNAKEECOM

Quote No.: 29121

Quote To: **WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
905 BETHEL CIRCLE  
WAUNAKEE, WI 53597

Ship To: **WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
905 BETHEL CIRCLE  
WAUNAKEE, WI 53597

| Date | Customer Telephone | F.O.B. | Terms |
|------|--------------------|--------|-------|
|------|--------------------|--------|-------|

09/24/2021 (608) 849-2000 Due on receipt

| Purchase Order Number | Sales Person | Required |
|-----------------------|--------------|----------|
|-----------------------|--------------|----------|

Brett Wendling 09/24/2021

| Quantity<br>Required | Item Number | Description | Unit Price | Amount |
|----------------------|-------------|-------------|------------|--------|
|----------------------|-------------|-------------|------------|--------|

|       |                      |                                                                                                          |      |         |
|-------|----------------------|----------------------------------------------------------------------------------------------------------|------|---------|
|       |                      | MULTI VEHICLE DISCOUNT                                                                                   |      | -500.00 |
| 1.000 | MOBILITY REBATE      | MOBILITY REBATE<br>\$1,000.00 WILL BE AVAILABLE TO CUSTOMERS<br>FROM CHASSIS OR CONVERSION MANUFACTURER. | 0.00 | 0.00    |
| 1     | TAX/LICENSE DISCLAII | ***PRICES DO NOT INCLUDE ANY<br>APPLICABLE SALES TAXES OR TITLE/LICENSE<br>FEES***                       | 0.00 | 0.00    |

Quote subtotal 56305.00

Quote total 56305.00

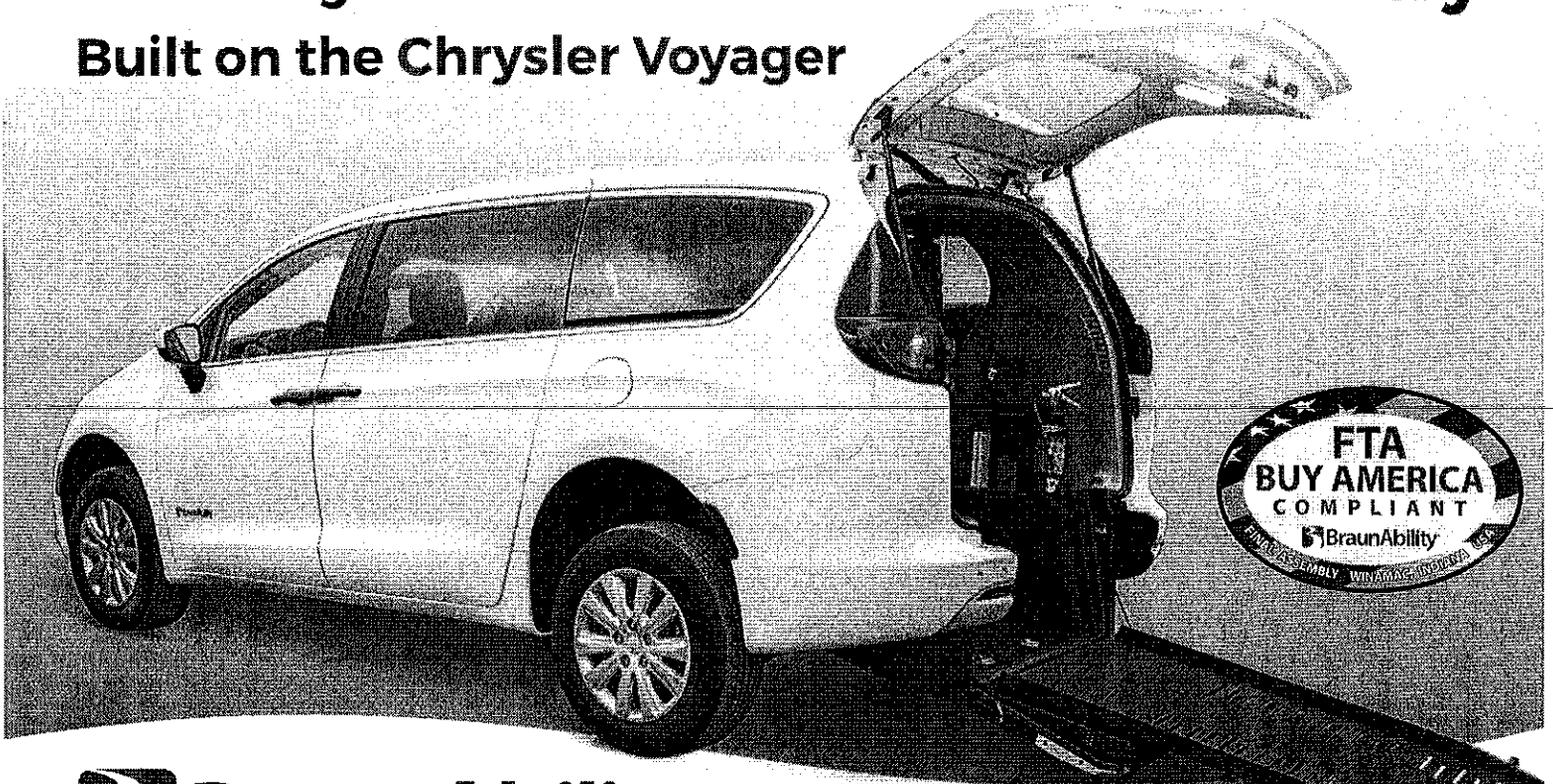
MAIL-IN MOBILITY REBATE  
End-User Receives in 4-6 WEEKS -1,000.00

TOTAL AFTER REBATE \$55,305.00

53  
Thank You

NO RETURNS ON SPECIAL ORDER PARTS. ALL OTHER ORDERS SUBJECT TO A RESTOCKING FEE

# Introducing the New Commercial Rear-Entry Built on the Chrysler Voyager



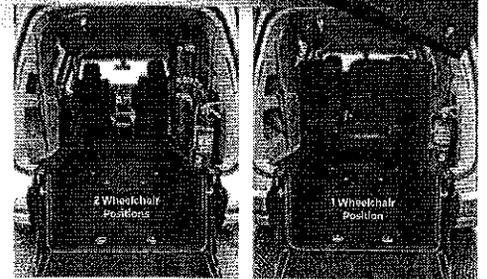
The BraunAbility ADA compliant Commercial Rear-Entry on the new Chrysler Voyager is the culmination of over 50 years experience in wheelchair accessibility in commercial and public transportation. The rear-entry conversion is a passenger-friendly as well as a cost-efficient mobility solution for many commercial transportation providers.

The Voyager Commercial Rear-Entry has multiple seating options available to accommodate passengers and wheelchair users. Depending on the options you select, you'll have the flexibility in seating and wheelchair configurations to meet all your customers' needs.

BraunAbility has a proven track record of producing economical and dependable commercial vehicles designed to keep you up and running day after day, year after year. Contact your BraunAbility representative today to see how the wheelchair accessible Chrysler Voyager can help you maintain ADA compliance... and your bottom line.

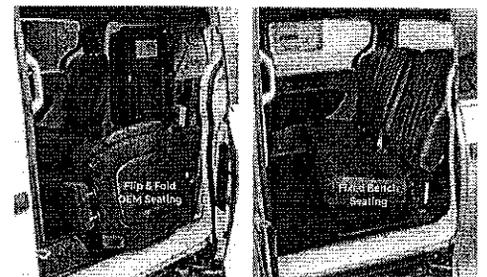
- Seats up to 7 passengers\*, configurations up to 2 wheelchair positions
- Radius floor provides easier wheelchair transition to middle position
- New OEM Tier 1 ramp latching system minimizing movement and noise
- Weather Tech mats provide enhanced floor protection and sound benefits

\* With optional 2nd row 3-passenger bench seat and optional 3rd row 2-passenger folding bench seat



### Lowered Floor

Choose the configuration that best meets your needs.



### Flexible Seating

Multiple options are available to accommodate ambulatory passengers and wheelchair users.



[braunability.com/commercial](http://braunability.com/commercial)

800.488.0359



# Voyager Commercial Rear-Entry

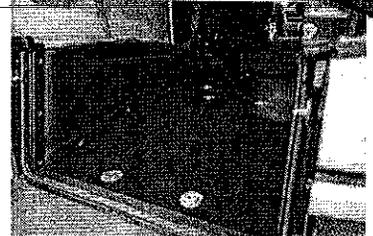


## Standard Features

- 2020 and newer Chrysler Voyager
- FTA Buy America compliant
- ADA, FMVSS and CMVSS compliant
- Meets/exceeds Altoona test requirements
- CARB compliant
- 56" rear door opening
- Lowered floor section, aft of 1st row seats
- 34" wide manual ramp with 1,000 lb capacity
- Remount OEM quad seats - Flip & Fold
- ADA commercial flooring
- Wheelchair securement tie-downs - QRT MAX Slide-n-Click
- Transmission interlock
- ADA ramp lighting
- Emergency exit release for rear hatch
- Back-up alarm

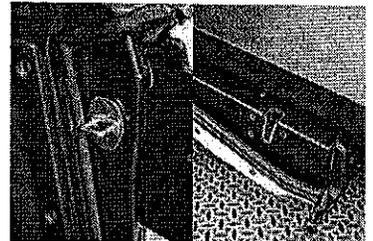
## Radius Floor

Rounded floor for easier transition for wheelchair passengers.



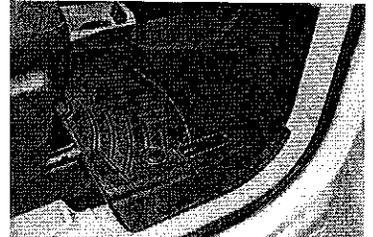
## New Latch

OEM Tier 1 latching system minimizes movement and ramp noise.



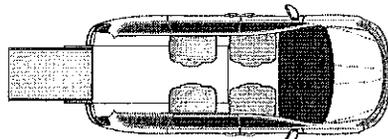
## Weather Tech

Custom Sculpted Mats Enhanced floor protection and sound deadening benefits.

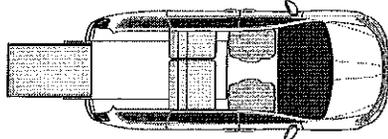


## Optional Features

- 2nd row 3-passenger OEM bench remount
- 2nd row 3-passenger aftermarket bench
- 3rd row 2-passenger foldaway seat
- Vinyl cover kits for OEM seats
- DOT kit
- Additional wheelchair securement belts: QRT Deluxe, QRT MAX, QRT 360
- Additional set of lap and shoulder belts



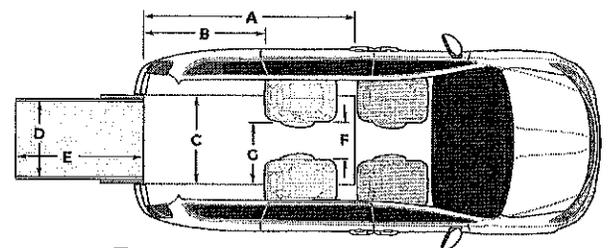
2nd Row OEM Flip and Fold Seating



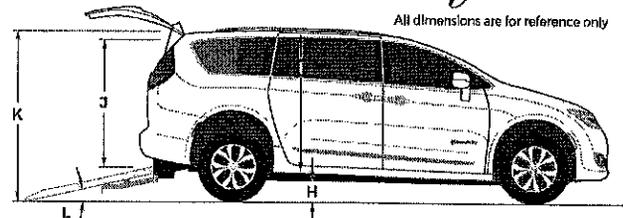
2nd Row 3 Passenger Bench Seating

## Dimensions

|                                                      |   |         |
|------------------------------------------------------|---|---------|
| Lowered floor length                                 | A | 98"     |
| Lowered floor length (behind optional 2nd row bench) | B | 54.625" |
| Lowered floor width                                  | C | 34.25"  |
| Ramp width (usable clear opening)                    | D | 34"     |
| Ramp length (manual foldout)                         | E | 60"     |
| OEM mid-row seats (both unfolded)                    | F | 15.25"  |
| OEM mid-row seats (one folded up)                    | G | 23.5"   |
| Ground clearance at muffler (lowest point - loaded)  | H | 5"      |
| 2nd row wheelchair location interior height          | I | 56"     |
| Entrance height                                      | J | 56"     |
| Overall vehicle height (hatch closed - unloaded)     | K | 75"     |
| Ramp angle*                                          | L | 10°     |



All dimensions are for reference only



Due to manufacturing tolerances both with the OEM vehicle and the conversion components, all dimensions may vary slightly from those shown.

\*Ramp angle may vary based on chassis trim level and other environmental factors



[braunability.com/commercial](http://braunability.com/commercial)

800.488.0359



**Budget Request/Reduction/Reallocation Form  
2021-2022**

**Description:** Special Education Paraeducator

**School/Department:** Special Education (PES)

**Requested by:** Tiffany Loken, Director of Special Education

**Type of Request:** Budget Request

**Nature of Request:** Position

**Full Time Equivalency:** 1.0

**Classification:** Classified Staff

**Grades Affected:** K-4

**Population Served:** Students with disabilities in grades K-4

**Salary/Benefits Cost:** \$33,000

**Rationale:**

Two students at Prairie Elementary School, who have been in special education for a period of time, have had significant changes in their special education needs, which has required additional support. In order to provide appropriate support services for both of these students, an additional paraeducator is needed.

**Attachment?** No

**Submitted:** 10/5/2021

**For Business Office Use**

- Approved
- Denied
- Budget/Acct # \_\_\_\_\_
- Budgeted amount \$ \_\_\_\_\_
- Notified Requestor
- Notified Dept: \_\_\_\_\_ 56 \_\_\_\_\_



Budget Request/Reduction/Reallocation Form  
2021-2022

To: WCSD Board of Education  
Randy Guttenberg, Superintendent

From: Chris Mand, Director of Student Services

Date: October 5, 2021

Type of Request: Budget Request

Nature of Request: Position

Full Time Equivalency: 1.0

Classification: Classified Staff

Grades Affected: K-4

Population Served: English Learners in grades K-4

Salary/Benefits Cost: \$33,000

This letter is requesting BOE approval to add an English Learner (EL) Paraeducator position at the elementary level. School placement to be determined based on highest need.

We currently have 130 students who are identified as English Learners (EL). This is 40 more students than at the end of the 2020-2021 school year. Along with our increase in the number of English Learners we are serving, we have seen an increase in the number of immigrant students and families who are new to our country. Our “newcomer” students typically know very little English. We currently have over 50 of our English Learners who are a level 1 or level 2 in English proficiency, which is essentially the starting point of the language proficiency levels.

As you are aware, 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 five 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. I am requesting approval to add a full-time bilingual paraeducator at the elementary level.

# Minutes of Human Resources Committee Meeting

## The Board of Education Waunakee Community School District

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A Human Resources Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, October 5, 2021, beginning at 2:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Engebretson called the meeting to order at 2:30PM.

### **II. ROLL CALL**

Engebretson - Yes, Ensign - Yes, Hoefler - Yes

Also Present: Brian Grabarski, Steve Summers, Randy Guttenberg

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

No Public comments were received.

### **V. CONTINUED DISCUSSION OF POTENTIAL 2022-23 EARLY RETIREMENT PACKAGES**

Grabarski brought back, as per the request of the committee, more information about potential adjustments to HRA retirement benefits, focusing on the value of sick day payouts to hourly staff and teachers. Grabarski and Summers reviewed and answered questions regarding these scenarios. This would be a creative way to use our financial strengths to move into a challenging budget situation.

The committee asked for more information from the administration, specifically these items:  
An age profile of our staff.

A financial report of costs of replacement staff for the 2021/22 hiring season  
Insurance costs for a retiree (single and family)

### **VI. CLASSIFIED STAFF - DRIVER WAGE SCHEDULE PROPOSAL**

Grabarski and Summers explained the concept of purchasing special education vans and having WCSD staff drive these vans to transport special education students before and after school due to the lack of bus drivers. They also shared a potential wage schedule for the proposed new role of Driver, for this before and after school transportation. The transportation plan would ultimately provide a financial benefit to the district in cost savings and current employees would benefit by adding weekly hours at a higher wage schedule.

A motion was made by Ensign, second by Hoefler to approve the wage schedule for the proposed new role of Driver, for transportation of students using school vans as presented. Motion carried 3-0.

**VII. DISCUSSION OF EXPANDED USE OF THE WELLNESS CLINIC BY ALL DISTRICT STAFF**

Grabarski explained and answered questions regarding allowing expanded staff use of the Wellness clinic, by those not in the district health insurance plan. Expanded use is projected to fit well within available appointment hours and would be a recruitment aid, could reduce staff absenteeism and further supports district wellness initiatives.

After some discussion the committee was in support of this action.

**VIII. DISCUSSION OF POTENTIAL BUSINESS OFFICE RESTRUCTURING**

Grabarski explained and answered questions regarding an impending retirement in the Business Department, and an opportunity to advance the district administrative restructuring plan by replacing the Accounting Specialist position with a Director of Business Services. Summers explained and answered questions about utilizing reallocated district funds. Guttenberg gave background and explained the administrative structure and how this position is part of the vision.

The committee was interested in the proposal but asked that administration bring back more information. Specifically, they are interested in how the tasks of the Accounting Specialist will be absorbed within the responsibilities of the Director of Business Services and other department members. They are also interested in the effect the restructure will have on the duties of the Executive Director of Operations and Superintendent.

**IX. ITEMS FOR FUTURE MEETINGS**

The HR committee discussed scheduling their next meeting for 10/20/21 @ 8:15AM. At this meeting they would like the requested details regarding the potential 2022-2023 early retirement packages and the details of duties for the Business Services Office/Director of Business Services position.

**X. ADJOURN**

A motion was made by Ensign, second by Hoefler, to adjourn the meeting at 3:41PM. Motion Carried 3-0.

## Driver Wage Rate Proposal

State Median Hourly Wage = \$17.44

Dane County Median Hourly Wage = \$17.86

Use the current Courier Wage Schedule

1. Hours will add on to a current employee's daily schedule at the start or end of their day, allowing for potential overtime and employer benefit contribution level increases.
2. A current employee's experience level will transfer to the additional hours as a driver.  
E.g. A special education para at 2 years of experience would earn \$16.85 as a para and \$17.87 as a driver.
3. In the situations of stand-alone employment, offer a two hour minimum.

| Years of Experience | Custodian Courier | Para Educator-Special Education/ELL |
|---------------------|-------------------|-------------------------------------|
| Minimum             | \$17.35           | \$16.00                             |
| 1 Year              | \$17.61           | \$16.43                             |
| 2 Years             | \$17.87           | \$16.85                             |
| 3 Years             | \$18.15           | \$17.27                             |
| 4 Years             | \$18.36           | \$17.69                             |
| 5 Years             | \$18.58           | \$18.12                             |
| 6 Years             | \$18.80           | \$18.35                             |
| 7 Years             | \$19.03           | \$18.56                             |
| 8 Years             | \$19.26           | \$18.80                             |
| 9 Years             | \$19.47           | \$19.02                             |
| 10 Years            | \$19.70           | \$19.26                             |
| 11 Years            | \$19.91           | \$19.48                             |
| 12 Years            | \$20.14           | \$19.71                             |
| 13 Years            | \$20.37           | \$19.94                             |
| 14 Years            | \$20.60           | \$20.17                             |
| 15+ Years           | \$20.83           | \$20.40                             |



To: WCSD Board of Education  
Randy Guttenberg, Superintendent

From: Chris Mand, Director of Student Services

Date: September 29, 2021

Re: Psychotherapy Center of Waunakee & WCSD Partnership

This letter is requesting BOE approval to partner with Psychotherapy Center of Waunakee to provide mental health services and support, onsite at WCHS, for our students in need.

On January 25, 2021, I submitted a memo to the BOE requesting to begin the Request For Proposal (RFP) process for a High School Mental Health Partnership. This request came as a result of what we learned through facilitating the DPI Mental Health Needs Assessment as well as information gathered from our student services staff. Our high school team identified a need for additional mental health support at the high school level. We have high school students with barriers to accessing mental health support who may benefit from obtaining support from a community provider within our school building.

A RFP was released on April 15, 2021 and we had two interested agencies apply. During the July BOE meeting, we determined the next steps would be to interview our interested agencies through the Curriculum Committee. An interview with the Psychotherapy Center of Waunakee occurred on August 11th. Unfortunately, our second agency removed themselves from consideration as their agency situation had changed and they no longer felt they could deliver services to WCSD. The Curriculum Committee was in support of moving forward with a partnership with the Psychotherapy Center of Waunakee and recommended a follow-up discussion with the agency. A second interview with the Psychotherapy Center of Waunakee occurred on September 15th with Randy Guttenberg, Brian Borowski and myself.

At this time, we are seeking approval to begin our partnership with Psychotherapy Center of Waunakee effective Monday, November 1, 2021.

There is no estimated cost for this partnership other than in-kind contributions (office, desk, phone), and we have established a Memorandum of Understanding (MOU) for one year. Psychotherapy Center of Waunakee will provide district staff with a partnership evaluation summary once per semester.

**MEMORANDUM OF UNDERSTANDING**

**WAUNAKEE COMMUNITY SCHOOL DISTRICT & PSYCHOTHERAPY CENTER OF WAUNAKEE, LLC**

This Agreement is entered into on this 15th day of October, 2021, by and between The Waunakee Community School District ("the District") and Psychotherapy Center of Waunakee, LLC ("Provider").

**PREAMBLE**

**WHEREAS**, Provider is engaged in the business of providing individual, family, and/or group mental health counseling ("the Services") for student populations; and

**WHEREAS**, Provider wishes to have access to the District's facilities in order to provide mental health and other counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

**WHEREAS**, the District recognizes that offering mental health and other counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

**1. INDEMNIFICATION AND INSURANCE**

- (a) Indemnity. Provider hereby holds harmless, defends and indemnifies the District (and all affiliates, officers, directors, employees and representatives) from and against each and every demand, claim, loss, liability, or damage of any kind, including actual attorney's fees and expenses, whether in tort or contract, whether personal injury or property damage, that the District may incur by reason of, or arising out of, (i) any claim made by any third party with respect to the Services or any work product provided as part of the Services, or (ii) any misrepresentation made in, or breach of the terms or warranties of, this Agreement, including without limitation any claim or action of any type or nature by or related to Provider's infringement or misappropriation of any copyright, trade secret, patent or other intellectual property right with respect to the distribution, use or creation of such work product.
  
- (b) Insurance. Provider shall, during the term of this Agreement, maintain, at

his/her own expense, all necessary insurance, including but not limited to malpractice insurance and general liability insurance. Upon request, Provider shall provide the District with a certificate of insurance evidencing such coverage. The District shall provide general liability insurance for the physical environment of the Provider's branch office and shall make reasonable efforts to ensure that the physical environment is free of hazards.

**2. MAINTENANCE OF LICENSURE**

Provider shall maintain all appropriate licenses required by the State of Wisconsin. If at any point Provider has allowed his/her licenses to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render him/her unfit or unable to perform the Services, this Agreement shall immediately terminate.

**3. ASSUMPTION OF RISK**

Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.

**4. DEMOGRAPHICS, EQUIPMENT, SUPPLIES & RECORDS**

- (a) Grade Levels Serviced. Provider shall initially provide mental health services for District students in or entering grades 9 through 12. Provider shall commence mental health services for all grades Kindergarten through 12 when mutually agreed upon in writing as addendum to agreement hereunder.
- (b) Equipment. Provider shall have access to District Equipment and Materials as agreed upon by both parties.
- (c) Records. Provider shall maintain appropriate records for all patients and maintain such records according to the requirements of the Health Insurance Portability and Accountability Act and other applicable state and federal laws (45 CFR 164 Subparts C and E, Wis. Stat. §§ 51.30 and §§ 146.81-84, Wis. Admin. Code DHS 92, and 42 CFR Part 2). Records maintained by Provider are not pupil records (Wis. Stat. §118.125) or public records (Wis. Stat. §§ 19.31-19.39). Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations.

Notice. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be

used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must inform such to the District in advance.

- (d) Fees. The District shall provide Provider with access to an adequate facility(ies) within the District, to provide the Services to the students in the District. However, Provider's access to such facility does not indicate use of District facilities, in accordance with District Regulations. As such, Provider shall not be required to pay fees to the District related to the use of the District's facilities. To the extent Provider charges a student (or parent/guardian) for the Services provided, the District shall not be involved in any recordkeeping or collection related thereto. The Provider is not responsible for operational costs (such as utilities) related to their use of the District facility(ies). The Provider will not be charged rent for use of the District facility(ies).
- (e) Hours of Access. The District and Provider shall jointly establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District. Upon request, Provider shall provide the District with his/her schedule within those approved times. Nothing herein shall be interpreted as the District regulating or monitoring Provider's hours of work. Provider maintains control over his/ her hours of work.

## 5. RELATIONSHIP

- (a) Independent Provider. Provider shall perform under this Agreement as an independent Provider for District's High School students, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
- (b) Rights of Provider. Provider shall have the right to perform work for others as long as Provider fulfills Provider's obligations hereunder.
- (c) Contracted Work with District. Provider may be requested from time to time to perform presentation and trainings for District staff including Professional Development. Such work will be performed as an Independent Provider. Provider reimbursement rate shall be \$175.00 per hour including preparatory time.
- (d) Taxes of Provider: Indemnity. Provider acknowledges that because Provider is not an employee of the District, the District will not

provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like. Provider shall maintain his/her own liability insurance. Provider hereby indemnifies the District, and each of its officers, directors and employees from and against all payments, losses, costs, liability, expenses, damages, fines, penalties or judgments (including without limitation actual attorney's fees and expenses) as a result of a failure by Provider: (i) to pay all the taxes due in connection with the compensation paid to Provider under this Agreement; (ii) to respond to any administrative inquiry concerning Provider's payment of such taxes; or (iii) to defend against any administrative or judicial proceeding with respect to Provider's payment of such taxes.

- (e) Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
- (f) Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members. Provider shall receive a copy of and agree in writing to adhere to all District policies and procedures. Provider shall not, however, be obligated to disclose confidential information to the District, its officers or agents, except as required by law.
- (g) Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

## 6. COMPLIANCE WITH STATUTES AND REGULATIONS

- (a) Both parties warrant and certify that in the performance of this Agreement, they will comply with all applicable statutes, rules, regulations and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours and other conditions of employment; and that the Services delivered hereunder shall be produced in compliance with the Fair Labor Standards Act and any other applicable labor law. Provider is solely responsible for payments related to any medical, disability, retirement or other welfare or pension benefits to which he/she is entitled. Provider shall maintain any necessary liability insurance. Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act, the Family Educational Rights and Privacy Act, and Wisconsin Pupil Records law. During the performance of this Agreement, both parties will comply with any applicable federal, state or municipal law or regulation

governing non-discrimination and affirmative action in employment as may be applicable. Provider shall treat all persons he/she encounters on a work assignment with respect and dignity and will not engage in any type of harassment or discrimination prohibited by state, federal or local law. Provider hereby indemnifies the District for any expenses and/or damages arising from a lawsuit that may be brought against the District based on Provider's discriminatory or harassing behavior. Any records released from the provider to the District remain protected under §51.30, Stats. and Wis. Admin. Code DHS 92, as well as 42 CFR Part 2 if the released information is related to substance abuse treatment. Such information may not be re-disclosed without consent per 42 CFR 2.32. The District will also provide reasonable access to the clinic's branch offices within the District to representatives of the State of Wisconsin, for the purposes of program monitoring and evaluation and, if requested by the consumer or parent/guardian, to representatives of Disability Rights Wisconsin, the State's official protection and advocacy agency for individuals with a mental illness.

- (b) Provider agrees not to discriminate against any student for services because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, disability sexual orientation or age. Provider agrees to take affirmative steps to train and recruit persons of color, women and person with disabilities to enhance working with students when applicable. Provider agrees not to discriminate against any student because of physical or mental disability regarding any service for which the student is qualified. Provider agrees to comply with the rules and orders of the Wisconsin Department of Human Rights issued pursuant to the Wisconsin Human Rights

## **7. WAIVERS**

No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy

granted hereby, by any related document or by law.

**8. AMENDMENTS**

This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.

**9. GOVERNING LAW; INJUNCTIVE RELIEF**

This Agreement is governed by laws of the State of Wisconsin, without regard to its conflict of laws provision. It is

**10. SEVERABILITY**

It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.

**11. TERM OF AGREEMENT**

The term of the Agreement shall begin on the date of Signature and will continue in force for one year.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

Agreed and Accepted by:

**Psychotherapy Center of Waunakee, LLC**

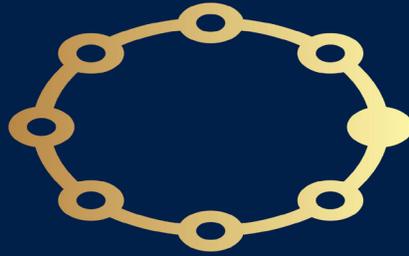
**Waunakee Community School District**

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



PSYCHOTHERAPY  
CENTER OF WAUNAKEE

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Behavioral Health Partnership Proposal for Waunakee High School

May 14, 2021

TO: Christina Mand  
Associate Director of Student Services  
Waunakee Community School District

## **Behavioral Health Partnership Proposal – Psychotherapy Center of Waunakee**

I. Introduction - Psychotherapy Center of Waunakee (PCOW) is an outpatient psychotherapy clinic located at 110 Baker Street in Waunakee, Wisconsin. The clinic opened on July 1, 2020 and is owned by Melissa Olsen and John Weiss, both of whom reside in Waunakee. Ms. Olsen and Mr. Weiss are both Licensed Marriage and Family Therapists with the State of Wisconsin. Psychotherapy Center currently has an MOU with the DeForest Area School District to provide school-based mental health services for their student.

Ms. Olsen has extensive experience working with children, adolescents, individual adults and couples. She has a passion to work with children and their parents on establishing healthy independency and navigating their everyday stresses. Her modalities of therapy include a mixture of Cognitive Behavioral Therapy, Experiential Therapy, Internal Family Systems, Emotion-Focused Therapy, and Gestalt Therapy principles. Through compassion, empathy and cultural sensitivity, she assists clients to help find ways for their therapy to be beneficial and personalized through traditional talk therapy and/or movement, play, art, puppets, drama, journaling, meditation, and mindfulness. She has extensive experience as a school-based therapist, working with school staff and families to assist student clients. Ms. Olsen received her undergraduate degree from Edgewood College in Business Administration and Marketing with a coursework in Spanish. Following her work as a nanny for multiple families for over 10 years, she developed a passion to learn about the way families function and cohabitate, which led her back to Edgewood College and their Marriage and Family Therapy master's program.

Mr. Weiss has experience working with individuals, families and couples. John has provided school-based therapy services in four Wisconsin school districts: Pecatonica, Lake Mills Area, Oregon and Mount Horeb. He works with student clients who have behavioral issues, trauma and family dysfunction, anxiety and depression. John has received extensive training in Conscious Discipline techniques and strategies to assist clients and families move towards healing and reconciliation. He practices the following modalities: Cognitive Behavioral Therapy, Trauma-Informed Therapy, Strength-Based Therapy and Experiential Therapy. He has a lifetime certification to teach English grades 6-12 in Wisconsin. In addition to his master's degree in Marriage and Family Therapy, he has a master's degree in Applied English Linguistics from the University of Wisconsin. John has coached Varsity Boys' Basketball for over 20 years in Wisconsin. He has extensive business experience having owned two businesses in the agriculture sector.

As mentioned, both Ms. Olsen and Mr. Weiss have a wealth of experience working as school-based therapists. Ms. Olsen previously worked as a school-based therapist and district liaison for Oregon Mental Health Services in Oregon, Wisconsin. She worked directly with students, parents and staff in all elementary, middle and high schools in the Oregon School District. As the liaison between the clinic and the district, she was instrumental in coordinating schedules with school staff and students, meeting with school staff to collaborate on student needs, developing a model for trauma-informed care and assessing student outcomes. Ms. Olsen is currently a leader in the Waunakee Community Cares Coalition and facilitates the MentalFitness 4Teens meetings and events.

Mr. Weiss worked as a therapist for elementary and middle school students in the Oregon and Lake Mills Area School Districts. He also provided therapy for students at the middle and high school levels for the Pecatonica School Districts and Mount Horeb School Districts. These opportunities allowed him to develop a relationship with school staff, students and parents in order to address behavior issues, mental and emotional needs, family dysfunction and school satisfaction including academic performance.

Ms. Olsen and Mr. Weiss were given extensive latitude to develop, enhance and implement the school-based model of therapeutic services while working at Oregon Mental Health Services. Their experience in the districts listed above gave each opportunity to work with several school staffs and administrative teams to develop a comprehensive model of school-based therapy services for their own clinic. The model is outlined below:

Values of Psychotherapy Center of Waunakee (PCOW)

- 1. Universal Access – no student will be denied services because of the inability to pay or lack of insurance**
- 2. Simplicity – mental health services will be provided with least interruption to school services and streamlined for staff, students and parents**
- 3. Collaboration/Inclusion/Commitment – student clients, parents, student service staff, teachers and psychotherapists work together towards the common goal of emotional well-being for all parties.**

Developing Relationships

1. PCOW develops understanding of mental health service needs for district
  - a. Points of contact at school – develop a system to seamlessly schedule in-school sessions
  - b. Time and place therapist will provide services at schools
  - c. Process of information sharing and collaboration with staff
2. School student services staff trained in referral process including protocols and paperwork

Student client referral and therapy process

1. School staff or parent identify student in need of assessment and / or therapy.
2. Authorization to Release Information signed by parent – facilitated by staff
3. Referral form utilized -- **see sample referral form attached as addendum to this document**
  - a. Completed by school staff assisted by parent
  - b. Parent has option to call PCOW directly
4. Authorization to Release Information and Referral form sent to PCOW by fax, email, phone.
5. PCOW clinical staff begin therapeutic service process by determining:
  - a. Best therapist to treat student client's individualized needs
  - b. Insurance coverage
  - c. Time and location of intake session with parents and students
6. Initial intake session with student client and parent completed to obtain:
  - a. Assessment
  - b. Authorization to see child/adolescent at school
  - c. Treatment Plan goals
7. Therapy sessions conducted at school location at intervals determined by needs of student client – weekly, bi-weekly, monthly.
8. Parents and school staff involved in treatment at school or clinic
  - a. Integrated model treating the student client's system
    - i. Regular contact with parents to receive feedback, improve communication and provide services
    - ii. Collaborate with school staff as needed, including 504 and IEP meetings
9. Sessions with student clients continue through school year, during breaks and summer at office or school locations, as available.
10. Discharge student client when treatment is completed.

The model also includes working with staff and administration on trauma-informed care. Therapists will work to provide the most recent research and literature to assist staff in understanding how trauma affects behavior as well as specific, practical strategies for healing and growth.

## II. Organizational capabilities

Psychotherapy Center of Waunakee will have three dedicated therapists available for working with students, parents and staff at Waunakee High School. (See resumes for each in Key Staff section). Each has extensive working in the school-based environments is a variety of Wisconsin school districts. Given the male and female therapists on staff, the clinic will be able to accommodate the preference for the student and parent. Each therapist has received training on diversity and cultural competency in preparation for school-based services. In addition, each therapist has had extensive and ongoing training in trauma-informed care, specifically through Conscious Discipline protocols. The three therapists would have the initial capacity to work with 75 (total) high school students. As the partnership with Waunakee HS grows, additional licensed therapists will be hired to accommodate the need.

Psychotherapy Center of Waunakee believes that “what is measured, improves.” PCOW will keep a database of the demographics of each student which will include diagnosis, number of sessions and other data markers requested in the RFP. PCOW will also assess each client on a school calendar quarterly basis to ensure consistent delivery of services. Finally, PCOW will take semi-annual satisfaction surveys of student clients, parents, staff and administrators which will be shared with the district. The survey takers will be anonymous and listed only by category to ensure confidentiality and integrity of results.

Psychotherapy Center of Waunakee believes in a system approach to therapy. As opposed to traditional psychoanalytic therapy, PCOW therapists develop a treatment plan from the student client’s interactions with his or her environment as well as intrapersonal dynamics. As such, the therapist requires that parents are involved as a part of the ongoing treatment regimen. PCOW therapists will also connect with the student client’s teacher and guidance counselor, if possible, to collaborate with and support the student client.

As listed in the values of Psychotherapy Center of Waunakee, the clinic is committed to the process of an integrated model of services to the student, families and school staff. The integrated model differs from the traditional “siloeed” approach of school-based services where the therapist uses the school setting as a “satellite office” to have sessions with student clients. The clinic recognizes the critical value of the session work in the school setting but sees such session work as “one leg in a three-legged stool.” The other legs include working with the parents on family dynamics as well as working with the school staff to address their concerns and experiences with the student client. PCOW has developed a flexible model of integration that is outlined below. The model can be adapted to align with the vision and needs of the Waunakee High School:

Integrated Model Outline:

Addressing Maladaptive Behavior including:

1. Aggressive, physical behavior towards students and staff
2. Disruptive behavior that impacts teaching and learning

3. Disconnected, anti-social behavior that affects the school family culture
4. Behavior that demands the attention and intervention of school staff and administration taking a disproportionate amount of time to address / manage
5. Behavior that makes students and staff feel emotionally or physically unsafe

In addition to addressing behavioral concerns, the model recognizes the need to address the following:

1. Social-emotional strategies and skills among its students
2. Engaging students who feel disconnected from school as a result of anxiety, trauma, bullying or lack of attachment
3. Mental health issues among its students including anxiety, depression and trauma
4. Necessary training to create trauma-informed classrooms for its teachers and staff

PCOW proposes working with district staff to address these concerns using a specific, integrated and comprehensive model. The model is flexible to build off what is already in place at Waunakee High School and is offered in support of WHS goals for improved behavioral health among the students and staff. The goals may include the following:

1. Create a unified approach, language and system within the high school to address the above behavioral and mental health concerns.
2. Move away from PCOW staff “helicoptering in and out” to deliver in school mental health services
3. Offer to train school staff in the area of trauma and social emotional learning via professional development
4. Assist student clients in translating individual PCOW session work improved to classroom and home behavior

#### STAFF Integration

1. Offer staff training to add to incorporate social emotional principles to the classroom experience. The goals include:
  - a. Create a culture of family that allows for the translation of skills from the individual session to the classroom
  - b. Create a systemic, unifying language and approach that is shared among staff and communicated to parents
  - c. Work with students that impact the class negatively through maladaptive behavior
  - d. Provide practical skills and strategies for teachers to address conflict, behavioral issues like bullying as well as students affected by trauma or other mental health issues.
  - e. Create a sense of safety and connectedness within the classroom that allows students to learn
  - f. Create a support network for staff to address ongoing stress and potential for burnout

2. Adoption of problem-solving methods such as Collaborative Problem Solving (Ross Greene Model)
  - a. Assist in completing ALSUPs with teachers and staff
  - b. Assist in collaborative problem-solving meetings

#### PARENT Integration

1. PCOW work with parents of student clients in session work
  2. PCOW staff provide “parent night” educational presentations on a monthly or quarterly basis
  3. PCOW staff can have role of connecting parents to school staff to facilitate constructive conversations
- III. Key staff -- Please see resumes attached as addendums to this document for the three therapists who will deliver services: Melissa Olsen, John Weiss, Megan Thomas
- IV. References: Please see letter of reference as addendum to this document.
1. Mary Sella – Owner and Clinic Director of Oregon Mental Health Services; Oregon, WI
    - a. Phone Number: 608-835-5050
    - b. Email Address: [mary@oregonmentalhealthservices.com](mailto:mary@oregonmentalhealthservices.com)
  2. Kelsey Antoniewicz – School Psychologist at Netherwood Knoll Elementary School; Oregon, WI
    - a. Phone Number: 608-835-4277
    - b. Email Address: [klantoniewicz@oregonSD.org](mailto:klantoniewicz@oregonSD.org)
  3. Teresa Nicholas – Oregon SD Social Worker; Oregon, WI
    - a. Phone Number: 608-835-4180
    - b. Email Address: [tmnicholas@OregonSD.org](mailto:tmnicholas@OregonSD.org)
  4. Kerri Modjeski – Principal Forest Edge Elementary School; Oregon, WI
    - a. Phone Number: 608-835-4601
    - b. Email Address: [krm@OregonSD.org](mailto:krm@OregonSD.org)
  5. Paul Christiansen – Mount Horeb Middle School Principal, Mount Horeb, WI
    - a. Phone Number: 608-437-7331
    - b. Email Address: [christiansenpaul@mhasd.k12.wi.us](mailto:christiansenpaul@mhasd.k12.wi.us)
  6. Brian Johnson – Mount Horeb Student Services Administrator; Mount Horeb, WI
    - a. Phone Number: 608-437-7016
    - b. Email Address: [JohnsonBrian@mhasd.k12.wi.us](mailto:JohnsonBrian@mhasd.k12.wi.us)
  7. Steve Salerno – Superintendent of Mount Horeb School District; Mount Horeb, WI
    - a. Phone Number: 608-437-7010
    - b. Email Address: [SalernoSteve@mhasd.k12.wi.us](mailto:SalernoSteve@mhasd.k12.wi.us)
  8. Paul Manriquez – HS/MS/Athletic Director Pecatonica SD; Blanchardville, WI
    - a. Phone Number: 608-523-4248
    - b. Email Address: [pmanriquez@pecatonica.k12.wi.us](mailto:pmanriquez@pecatonica.k12.wi.us)
  9. Johanna Chenous – Director of Special Education / School Psychologist Pecatonica SD; Hollandale, WI
    - a. Phone Number: 608-967-2372
    - b. Email Address: [jchenous@pecatonica.k12.wi.us](mailto:jchenous@pecatonica.k12.wi.us)
  10. Melissa Brown – Director of Special Education / Pupil Services Lake Mills Area School District; Lake Mills, WI

- a. Phone Number: 920-648-2358 ext 287
  - b. Email Address: [melissa.brown@lakemills.k12.wi.us](mailto:melissa.brown@lakemills.k12.wi.us)
11. Jennifer Bower – Principal Lake Mills Middle School; Lake Mills, WI
- a. Phone Number: 920-948-2358 ext 211
  - b. Email Address: [Jennifer.bower@lakemills.k12.wi.us](mailto:Jennifer.bower@lakemills.k12.wi.us)

V. Budget

As described in the outline on Page 2, the first value for Psychotherapy Center of Waunakee is Universal service to potential student clients and their families. PCOW’s school-based therapy program’s budget proposal reflects that value as follows:

- Acceptance of WCSD’s in kind contribution as listed in the RFP
- No additional expenses or financial commitment related to the school-based therapy are requested of WCSD from PCOW other than specifically requested Professional Development presentations and trainings which will be invoiced at \$200 per hour including preparation time
- PCOW will absorb costs for therapist travel time and supplies necessary to provide in-school therapy sessions
- PCOW will absorb the cost of uninsured or underinsured students and their families. PCOW proposes to work with the district and other community agencies on the potential for raising funds to reimburse PCOW for the session work for these students.
- All sessions will be billed through PCOW’s clinic so no funds will be exchanged through the school or district
- Health Plans currently accepted by PCOW:
  - Quartz Health Insurance
  - Dean Health Plan
  - Anthem Blue Cross Blue Shield
  - Forward Health / BadgerCare
  - The Alliance
  - United HealthCare / UMR
  - Cigna
  - WEA Trust
  - Optum
  - iCare

Clinic Contact Information:

Location: 110 Baker Street, STE C, Waunakee, WI 53597

Phone Number: 608-850-5430

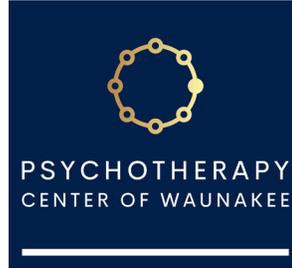
Website: [www.psychotherapycenterofwaunakee.com](http://www.psychotherapycenterofwaunakee.com)

1. Melissa P. Olsen, LMFT
  - a. Email: [melissa@psychotherapycenterofwaunakee.com](mailto:melissa@psychotherapycenterofwaunakee.com)
  - b. WI Licensure: LMFT #1269-124
  - c. NPI: 1922512334
2. John R. Weiss
  - a. Email: [john@psychotherapycenterofwaunakee.com](mailto:john@psychotherapycenterofwaunakee.com)
  - b. WI Licensure: LMFT #1296-124
  - c. NPI: 1316440910

PCOW Office Use Only:

Date Received:

Assigned Therapist:



### School Staff Referral Form

Name of student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Your name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Parent(s)/Legal Guardian(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Member/ Group ID: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Does your student have an IEP or 504? \_\_\_\_\_

Area of concern (please describe):

- Behavioral Concerns:
- Social Concerns:
- Emotional Concerns:
- Family Concerns:
- Other: \_\_\_\_\_

Behavioral concerns (please mark all boxes that apply):

- Exposed to community violence, other trauma
- Sad, depressed or irritable mood
- Hopelessness, negative view of future
- Nightmares, intrusive thoughts
- Low self-esteem, negative self-statements
- Anxious, fearful or irritable mood
- Difficulty concentrating

- Jumpy or easily startled
- Diminished interest in activities
- Avoids reminders of trauma
- Low or decreased motivation
- Aggressive
- Sexualized play or behaviors
- Anxious and fearful Referral Form Referral Form Referral Form Referral Form
- Difficulty concentrating
- Worries excessively
- Difficulty sleeping
- Talks excessively
- Restless and on edge
- Gets out of seat and moves constantly
- Specific fears or phobias
- Interrupts and blurts out responses
- Difficulty concentrating
- Inattentive, distractible, forgetful
- Clingy behavior
- Disorganized, makes careless mistakes
- Appears distracted
- Angry towards others, blames others
- Fights and is aggressive
- Argumentative and defiant 31 School Mental Health Referral Pathways Toolkit

How often is this behavior occurring? (e.g., several times per day; 1-2 times per week):

How long has this behavior been occurring? (e.g., several weeks, several months):

To your knowledge, what interventions have previously been tried?

To your knowledge, what interventions are currently in place?

What do you think will help the student to experience success?

Are there any barriers to treatment that we should be aware of?

LICENSED PSYCHOTHERAPIST

# Melissa Pauline Olsen

## PROFILE

Experienced Licensed Marriage And Family Therapist with a demonstrated history of working in the mental health care industry. Skilled in sales, community mental health, marketing strategy, referrals, Gestalt Psychotherapy and perinatal mood and anxiety disorders.

## EXPERIENCE

OWNER AND OUTPATIENT PSYCHOTHERAPIST, PSYCHOTHERAPY CENTER OF WAUNAKEE, WAUNAKEE, WI FEB 2020 - PRESENT

Co-owner of a private practice and school-based mental health clinic with emphasis in working from a trauma informed and culturally sensitive lens to help families heal and strengthen. Working with couples, individuals and families.

OUTPATIENT PSYCHOTHERAPIST, PATHWAY TO WELLNESS COMMUNITY CLINIC, SAUK PRAIRIE, WI JUNE 2020 - PRESENT

Part-time work with clinic in rural WI seeing 6 to 10 clients a week.

OUTPATIENT PSYCHOTHERAPIST, OREGON MENTAL HEALTH SERVICES, OREGON, WI JANUARY 2018 - JUNE 2020

Under direction of clinic owner, Mary Sella, LCSW obtained 3,000 post-graduate clinical hours and supervision to become licensed in November 2019.

INTERN OUTPATIENT PSYCHOTHERAPIST, OREGON MENTAL HEALTH SERVICES, OREGON, WI JANUARY 2017 - JANUARY 2018

Under direction of clinic owner, Mary Sella, LCSW developed foundational skills to becoming a mental health clinician through supervision and collaboration while attending graduate school. In this role, developed skills to become a school-based mental health clinician. In addition, saw clients at the free medical clinic in Dodgeville, WI. Effectively collaborated with the medical team to provide wrap-around care for patients without insurance.

## EDUCATION

Edgewood College, Madison, WI – MS, LMFT December 2015 - December 2017

Edgewood College, Madison, WI – BA, Business Administration and Marketing 2013

## LICENSE

Licensed Family and Marriage Therapist, State of Wisconsin #1269-124

## REFERENCES

Available upon request at [melissa@psychotherapycenterofwaunakee.com](mailto:melissa@psychotherapycenterofwaunakee.com)



# John Weiss

608-712-9362 [john@psychotherapycenterofwaunakee.com](mailto:john@psychotherapycenterofwaunakee.com) 928 Lexington Way, Waunakee, WI 53597

## Objective

Successful and accomplished former teacher with over twenty years of coaching experience looking to leverage extensive background in business, education and counseling into an outpatient psychotherapist position.

## Counseling Experience

**OWNER / OUTPATIENT PSYCHOTHERAPIST, PSYCHOTHERAPY CENTER OF WAUNAKEE, LLC;  
WAUNAKEE, WI— 2020-PRESENT**

Provide management and leadership for mental health clinic for Dane County clinic. Provide mental health services for couples, families and children.

**OUTPATIENT PSYCHOTHERAPIST, OREGON MENTAL HEALTH SERVICES, LLC; OREGON, WI— 2018-2020**

Provide mental health services to students and families in five school districts in southern Wisconsin.

**INTERN, BRIARPATCH YOUTH SERVICES, INC.; MADISON, WI — 2017-2018**

Provided therapeutic counseling services to at-risk youth and families at Madison youth homeless shelter and schools throughout Dane County.

## Business Experience

**OWNER, KETTLE MORaine EGG RANCH, LLC; KEWASKUM, WI — 1999-PRESENT**

Own and operate a cage-free egg laying operation with 115,000 chickens.

**FOUNDER/CEO/OPERATIONS MANAGER, UNLIMITED RENEWABLES, LLC; LAKE MILLS, WI — 2007-2016**

Founded and directed an organic fertilizer manufacturing company. Directed a team of 10 employees while developing a business with over \$1.5 million in annual sales.

## Teaching Experience

**EIGHTH GRADE ENGLISH TEACHER, BEAVER DAM MIDDLE SCHOOL; BEAVER DAM, WI — 1994-1995**

Taught reading, writing and speaking skills to middle school students.

**DIRECTOR OF RELIGIOUS EDUCATION, ST. PETER'S PARISH; BEAVER DAM, WI — 1992-1993**

Coordinated religious education classes for students in grades 7-12.

**SUMMER SCHOOL TEACHER, WAYLAND ACADEMY; BEAVER DAM, WI — 1992-1997**

Taught advanced level English courses to college-prep students in grades 9-12.

**SUBSTITUTE TEACHER, DODGE COUNTY SCHOOLS; DODGE COUNTY, WI — 1992-2003**

Worked as a substitute teacher in a variety of subjects including special needs students.

## Coaching Experience

### **BOYS' VARSITY BASKETBALL COACH, POYNETTE HIGH SCHOOL; POYNETTE, WI — 2010-2016**

Directed boys' basketball program. Led Varsity team to back-to-back Capitol Conference championships for first time in school's history in 2013-2015 seasons. Sectional finalist in 2014-2015 season. 83-41 record in first 5 seasons.

### **BOYS' VARSITY BASKETBALL COACH, WATERLOO HIGH SCHOOL; WATERLOO, WI — 2003-2010**

Directed boys' basketball program. Led Varsity team to 20-4 (2004) and 16-5 (2008) records including Regional Championship in 2004.

### **MEN'S ASSISTANT BASKETBALL COACH, LUTHER COLLEGE; DECORAH, IA — 1997-1999**

Assisted with daily practice implementation, scouting, game planning and recruiting. Coached Junior Varsity team during 1998-99 season in addition to assistant duties.

### **BOYS' VARSITY BASKETBALL COACH, WAYLAND ACADEMY; BEAVER DAM, WI — 1994-1996**

Directed boys' basketball program. Turned program that had record of 1-40 in two seasons prior to taking over into conference champion and sectional finalist with an 18-5 record in third season as head coach.

### **MANAGER, UNIVERSITY OF WISCONSIN MEN'S BASKETBALL TEAM; MADISON, WI — 1989-1991**

Worked with Coach Steve Yoder and staff in practice and game implementation for Big 10 basketball program. Coordinated equipment and assisted in travel for team.

## Education

Edgewood College, Madison, WI - M.S. Marriage and Family Therapy May 2018

4.0 GPA, May 2018 Commencement Speaker

University of Wisconsin, Madison, WI - M.A. Applied English Linguistics May 2001

3.95 GPA

University of Wisconsin, Madison, WI - B.S. Education (English) May 1992

Helen C. White Memorial Scholar Award

3.87 GPA

## Certifications

Licensed Marriage and Family Therapist – State of Wisconsin 2020-2021

Wisconsin Teaching Certification - English Grades 6-12 Lifetime License

## Skills

Organizing

Leadership

Communication / Public Speaking

# Megan Thomas

332 Justin Dr. Mount Horeb, WI 53572 - 608-574-8498 – mcaseyt@gmail.com

## Education

### **Edgewood College**

Master's Degree- Marriage and Family Therapy  
GPA 4.0

Madison, WI  
May 2018

### **University of Wisconsin-Madison**

Bachelor of Science- Human Development and Family Studies  
GPA 3.28

Madison, WI  
May 2016

## Certification

- Completed CCS trainings and pursuing certification
- Cognitive Behavioral Therapy (CBT) trained
- Prepare/Enrich Therapy

May 2018  
September 2017  
July 10, 2015

## Professional Experience

### **Oregon Mental Health Services**

#### **Psychotherapist**

- Provide mental health treatment utilizing a variety of therapy modalities to meet the needs that uniquely fit individuals of all demographics
- Integrate a family systems perspective into evidenced based therapies
- Manage a collaborative school based therapy system with effective communication between school staff, clients, and other health care professionals
- Assess for mental health and co-occurring issues with accurate assessments and culturally sensitive resources

Oregon & Dodgeville, WI  
June 2018-May 2021

### **Journey Mental Health Center**

#### **Clinical Intern in Outpatient Services**

- Provide treatment using the evidence based therapies of cognitive behavioral therapy and motivational interviewing
- Incorporate a systematic style of family systems, narrative, and emotional focused therapies to treatment
- Communicate effectively (both orally and in writing) with clients, peers, and other community members
- Work collaboratively with other mental health professionals to consult, learn, and strengthen clinical skills to most effectively treat mental health
- Accurately assess and diagnose mental health and/or co-occurring issues with a culturally sensitive and trauma sensitive lens

Madison, WI  
May 2017- May 2018

### **Wisconsin Early Autism Project**

#### **Line Therapist**

- Provide applied behavior analysis therapy to child with autism and down syndrome to increase cognitive skills
- Monitor emotional responses of child in order to access the appropriate approach to difficult material/programs
- Motivate and build age appropriate and communicable play skills
- Correspond with child's family about therapy progress and program adjustments

Madison, WI  
September 2015-August 2016

## Work Experience

### **Everly**

#### **Server**

- Provide a comfortable atmosphere for customers to dine and enjoy refreshments
- Listen to patrons' requests to satisfy all that is necessary for a great experience and enjoyable meal
- Remain flexible in high intensity work conditions while staying confident in order to overcome conflicts

Madison, WI  
May 2017- August 2020

June 23, 2020

To Whom It May Concern,

I would like to recommend Melissa Olsen, Licensed Therapist with the Psychotherapy Center of Waunakee, to provide school-based mental health services in your district. I worked with Melissa during the 2018/2019 and 2019/2020 school year at Netherwood Knoll Elementary in the Oregon School District. She served as a mental health provider to students and families, and as the Liaison between her clinic and the District. In the two years that I have worked with her, Melissa has impressed me with her professionalism, organizational skills, and ability to collaborate with school-based professionals, including administrators, student services staff, and teachers.

As a therapist within the school setting, Melissa provided support to students using a variety of approaches and methods to best meet their individual needs. She is proficient and skilled in using Cognitive Behavioral Therapy and Emotion-Focused Therapy with school-aged children and is able to personalize the experience for her clients using traditional talk therapy and/or movement, play, art, meditation, and mindfulness, among other strategies. Melissa seamlessly establishes relationships with her clients and is practiced in working with students with varying strengths and deficits. She has knowledge and experience working with students that are selectively mute, highly anxious, and/or have a significant trauma history. Furthermore, Melissa is sensitive to the unique nature of providing therapy within the school day, and has established proactive and positive practices to transition students back to their classrooms to continue academic learning.

Additionally, Melissa has demonstrated an aptitude for supporting and collaborating with the adults that work with and care for her students/clients. With confidentiality at the forefront of her work, Melissa has provided general consultation to school staff, and specific strategies or plans to meet the needs of individual students. She is responsive to questions, seeks out teaming opportunities, and remains calm in crisis situations. Melissa has gone above and beyond to connect with families, and to provide intense levels of therapy and guidance when needed.

Melissa's strengths lie in her organization, flexibility, and interpersonal skills. As a liaison, she balanced multiple school and classroom schedules, took the time to meet with school staff, and responded to the different requests from each building. Her ability to multitask and address concerns/needs that arise while determining the most appropriate course of action, demonstrates her strong sense of urgency to assist others. Melissa was a pleasure to work with and provided an invaluable service to our students and district.

I highly recommend incorporating Melissa and the Psychotherapy Center of Waunakee into your school or district plan to support the mental health and social/emotional needs of your students and families. If I can be of any further assistance on Melissa's behalf, please do not hesitate to contact me at work [608-835-4277](tel:608-835-4277) or at home [920-285-3119](tel:920-285-3119).



Kelsey Schweitzer  
School Psychologist  
Oregon School District

June 23, 2020

To Whom It May Concern,

I would like to recommend John Weiss, Licensed Therapist with the Psychotherapy Center of Waunakee, to provide school-based mental health services in your district. I worked with John during the 2018/2019 and 2019/2020 school year at Netherwood Knoll Elementary in the Oregon School District. He served as a mental health provider to students and families, and provided training to school staff. In the two years that I have worked with him, John has impressed me with his professionalism, interpersonal skills, and ability to collaborate with school-based professionals, including administrators, student services staff, and teachers.

As a therapist within the school setting, John provided support to students using a variety of approaches and methods to best meet their individual needs. He is proficient and skilled in using Cognitive Behavioral Therapy and Conscious Discipline with school-aged children and is able to personalize the experience for his clients using traditional talk therapy and/or movement, play, and role playing, among other strategies. John seamlessly establishes relationships with his clients and is practiced in working with students with varying strengths and deficits. He has knowledge and experience working with students that have anxiety disorders, emotional/behavior disabilities, and/or have a significant trauma history. John provides a sense of calm and ease to students. Students readily sought him out when he was in the building, and requested appointments with him, even when they were not scheduled for that particular day. John is sensitive to the unique nature of providing therapy within the school day, and has established proactive and positive practices to transition students back to their classrooms to continue academic learning.

Additionally, John has demonstrated an aptitude for supporting and collaborating with the adults that work with and care for his students/clients. With confidentiality at the forefront of his work, John has provided general consultation to school staff, and specific strategies or plans to meet the needs of individual students. Furthermore, he has provided training and guidance to teachers and student services staff regarding the Conscious Discipline approach. He is committed to the core principles of safety, connection and problem-solving, and uses the brain state model when working directly with students, and when collaborating with other caregivers to create supportive plans. John has gone above and beyond to connect with school staff and families to provide intense levels of therapy and guidance when needed.

John's strengths lie in his flexibility and capacity to quickly connect with students. He is responsive to questions, seeks out teaming opportunities, and remains calm in crisis situations. John is willing to consult and collaborate to address concerns/needs that arise to determine the most appropriate course of action. He demonstrates a strong sense of urgency to assist others, including his students/clients, and their individual teachers or parents. John was a pleasure to work with and provided an invaluable service to our students and district.

I highly recommend incorporating John and the Psychotherapy Center of Waunakee into your school or district plan to support the mental health and social/emotional needs of your students and families. If I can be of any further assistance on John's behalf, please do not hesitate to contact me at work 608-835-4277 or at home 920-285-3119.

Kelsey Schweitzer  
School Psychologist  
Oregon School District



# **WCSD Board Meeting Facilities Planning**

October 11, 2021

# Agenda



- Introductions
- Facilities Planning Needs
- Facilities Planning Process
- Next Steps
- Q & A

# Introductions



**Robin Svola**  
Project Manager



**Jay Thomsen**  
Project Executive



**Chris Michaud**  
Senior Design Architect



**Andy Lyons**  
Engagement Specialist

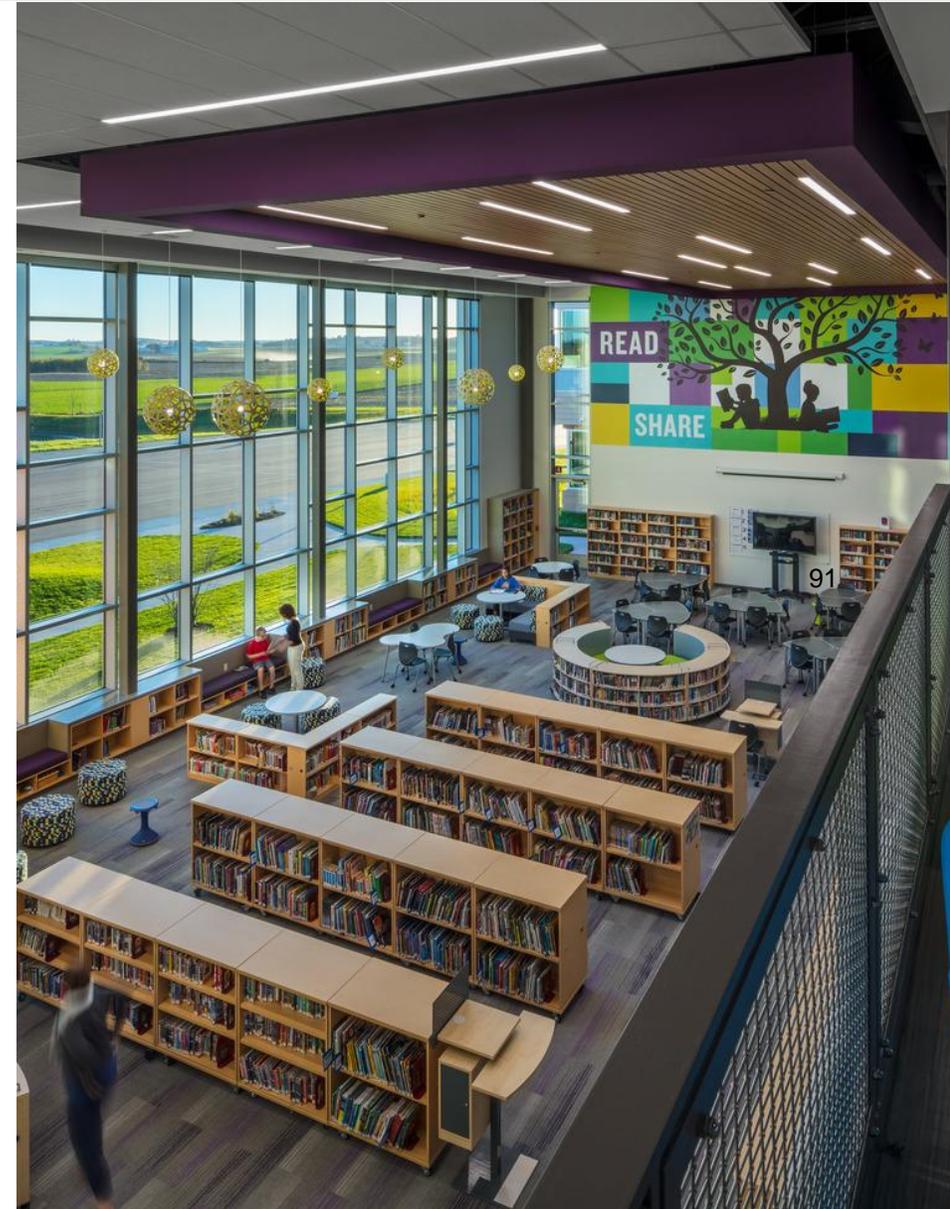


**Eric Ballweg**  
Community Relations & Engagement

# Facilities Needs

# Facilities Planning History

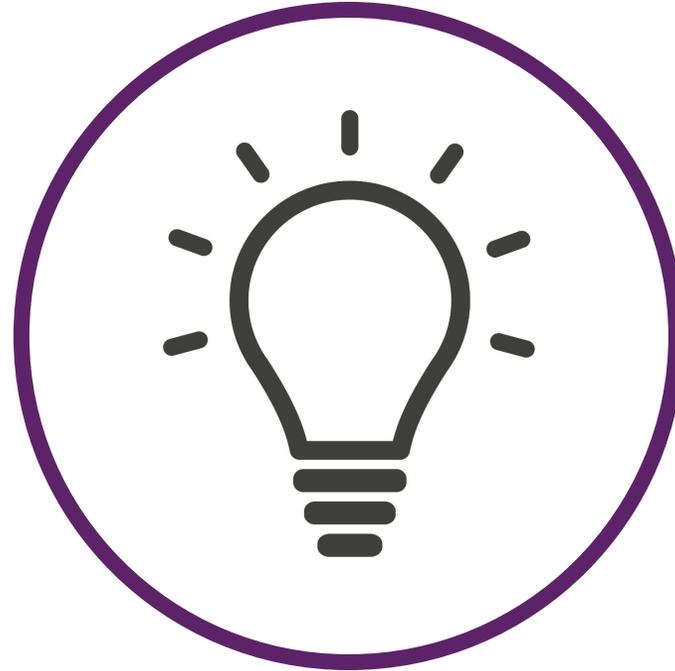
- 2010 High School addition and renovation
- 2013 Establish Long-Range Master Plan
- 2014 Intermediate School / Heritage renovation
- 2016 Install trailer at Middle School
- 2019-20 Board consideration of Phase II master planning options
- 2020 Pause master planning due to COVID
- 2021 Install second trailer at Middle School



# Facilities Planning Needs



Prepare for **enrollment growth**



Modernize **learning environments**



Address district-wide **capital maintenance**

# Planning For Enrollment Growth

- Enrollment has increased by approx. **85 students** in 2021-22.
- WCSD is using **2 portable trailers** as classrooms at the Middle School.
- Waunakee remains an attractive community to live, learn and raise a family.
- WCSD actively monitors enrollment growth.



# Modernizing Our Learning Environments

- Collaboration space
- Small group instruction
- Flexible, adaptable learning environments
- Facilities help support interdisciplinary and/or school-to-work programming
- Spaces are more accessible and equitable for all learners



# Modernizing Our Learning Environments

## Potential High School Renovations:

- Renovate welding lab
- Remodel technical education and lab space
- Family changing / toileting
- Large group instructional space
- Provide future options for expansion and potential connection to existing Middle School



Waunakee Innovation Center (Work Completed - 2015)

# Capital Maintenance Needs\*

- Estimated at between \$24.8 and \$31.2 million.
- Some of these costs can be avoided if renovation takes place

\*Replacement of building systems expected to meet or exceed their useful life over the next five years, expressed in 2021 dollars

|                 | Low End       | High End                |
|-----------------|---------------|-------------------------|
| Arboretum       | \$ 1,006,617  | \$ 1,563,897            |
| District Office | \$ 1,419,361  | \$ 1,419,361            |
| District Wide   | \$ 116,000    | \$ 116,000              |
| Heritage        | \$ 5,062,599  | \$ 5,946,723            |
| High School     | \$ 10,303,016 | \$ 13,180,869           |
| Intermediate    | \$ 23,527     | \$ 23,527 <sup>96</sup> |
| Middle School   | \$ 3,517,122  | \$ 4,591,534            |
| Pool            | \$ 101,780    | \$ 101,780              |
| Prairie         | \$ 3,136,673  | \$ 4,100,388            |
| TLC             | \$ 127,990    | \$ 174,995              |
| Total           | \$ 24,814,684 | \$ 31,219,074           |

# Facilities Planning Process

# Board-Established Facilities Planning Guiding Principles

To deliver on the Waunakee Community School District mission, the District's long-range master planning should:

- Plan for continued long-range **enrollment growth**
- Continue the District's **long-range approach** to facilities planning
- Create student focused, flexible, **future-ready learning environments**
- Support a goal of more **equitable facilities across the district**
- Address **capital maintenance** needs
- **Deliver value** for District taxpayers
- Reflect **community values**

# Preliminary Timeline

| <b>Preliminary November 2022 Referendum Schedule</b>             |             |             |             |             |             |             |             |             |             |             |                           |             |                           |                           |  |
|------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------------|-------------|---------------------------|---------------------------|--|
| School Year                                                      | 2021-22     |             |             |             |             |             |             |             |             |             | 2022-23                   |             |                           |                           |  |
| Calendar Year                                                    | 2021        |             |             |             |             | 2022        |             |             |             |             |                           |             |                           |                           |  |
| Key Board Decision                                               | Winter      |             |             |             |             | Spring      |             |             | Summer      |             |                           | Fall        |                           |                           |  |
|                                                                  | O           | N           | D           | J           | F           | M           | A           | M           | J           | J           | A                         | S           | O                         | N                         |  |
| <b>POTENTIAL NOVEMBER 2022 REFERENDUM</b>                        |             |             |             |             |             |             |             |             |             |             |                           |             |                           |                           |  |
| Confirm Facility Planning Priorities/Goals                       | Work/action |             |             |             |             |             |             |             |             |             |                           |             |                           |                           |  |
| Option and Budget Development                                    | Work/action | Work/action | Work/action | Work/action | Work/action |             |             |             |             |             |                           |             |                           |                           |  |
| Board Workshop (Flexible)                                        | Work/action |             | Work/action |             | Work/action | Work/action |             | Work/action | Work/action | Work/action |                           |             |                           |                           |  |
| Staff & Community Information Sessions                           |             | Work/action |             |             | Work/action |             |             | Work/action |             |             |                           |             | Work/action               |                           |  |
| Staff & Community-Wide Survey                                    |             |             |             |             | Planning    | Work/action | Work/action | Work/action |             |             |                           |             |                           | 99                        |  |
| Refine and Finalize Project Scope / Budget                       |             |             |             |             |             |             |             | Work/action | Work/action | Work/action | Work/action               |             |                           |                           |  |
| Adopt Resolution 70 days prior ( <i>Deadline Aug. 30, 2022</i> ) |             |             |             |             |             |             |             |             |             |             | Critical referendum dates |             |                           |                           |  |
| Referendum Communications & Outreach Effort                      |             |             |             |             |             |             |             |             |             |             | Work/action               | Work/action | Work/action               | Work/action               |  |
| Early & Absentee Voting                                          |             |             |             |             |             |             |             |             |             |             |                           |             | Critical referendum dates | Critical referendum dates |  |
| Potential Referendum ( <i>November 8, 2022</i> )                 |             |             |             |             |             |             |             |             |             |             |                           |             |                           | Critical referendum dates |  |

|                           |
|---------------------------|
| Planning                  |
| Work/action               |
| Critical referendum dates |

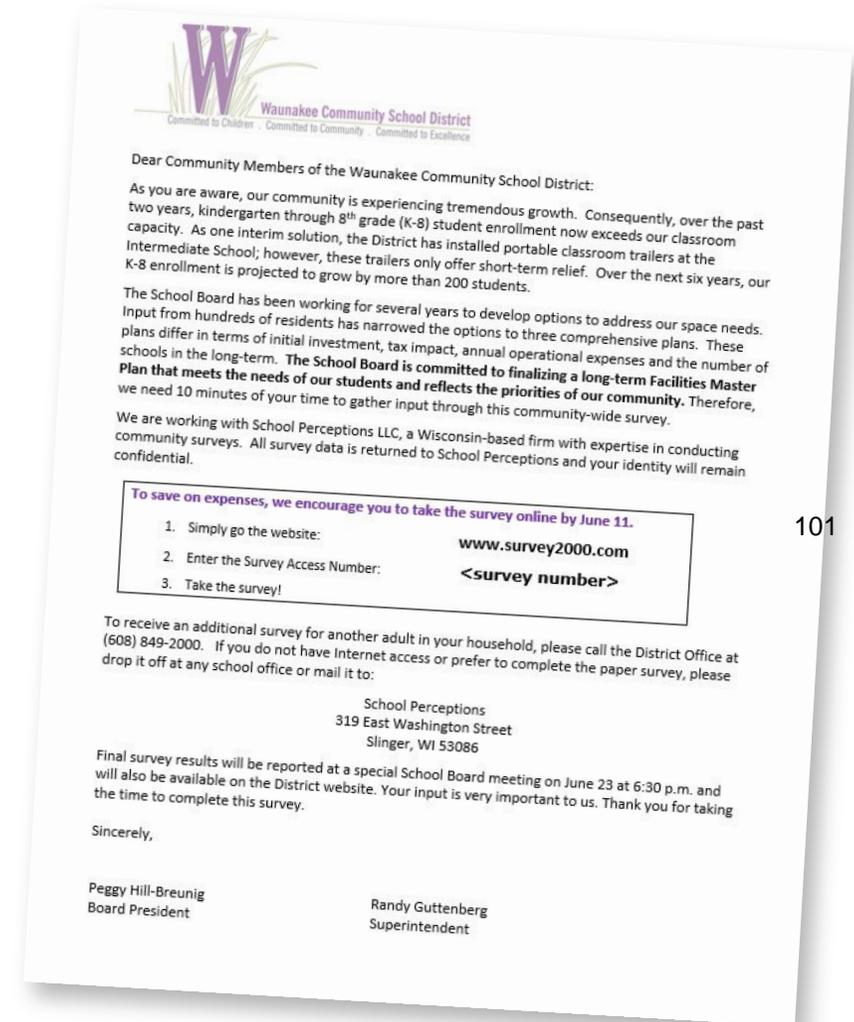
# Critical Board Milestones & Potential Workshops

- December '21: Enrollment projections
- February '22: Revised options & costs
- March '22: Narrowing
- May '22: Survey results
- June '22: Narrowing
- July '22: Final scope
- August '22: Authorization
- October '22: Annual Meeting



# Engaging Waunakee Area Stakeholders

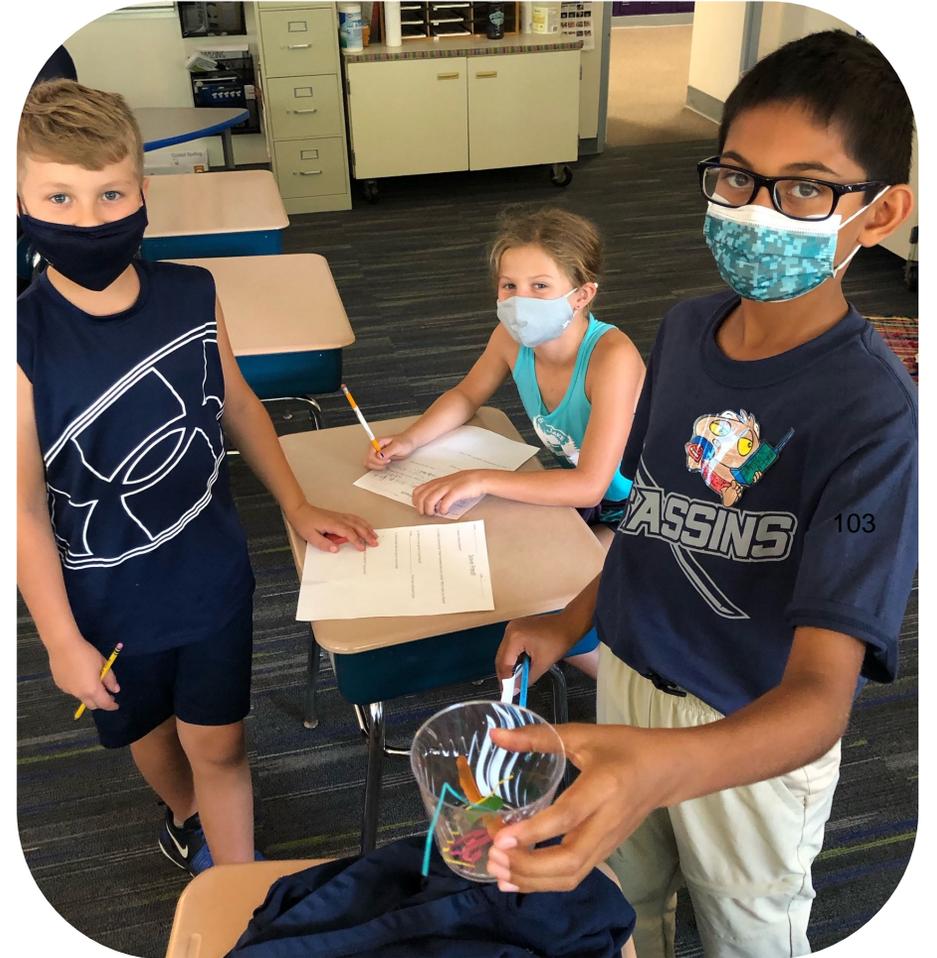
- Community Survey
- Staff meetings
- Community meetings
- Targeted stakeholder outreach
- Key communicators
- Traditional / social media



# What's Next?

# Next Steps

- Ensure **staff and community** are informed and engaged
- Gather and analyze **enrollment projections**
- Begin refining facilities options and costs



# Key Questions

- Renovate /expand Heritage Elementary OR construct a new Heritage Elementary
- Timing and location of the new middle school construction.
- What is the appropriate level of investment in capital maintenance and building systems?
- What level of renovation should the district undertake during this phase at the High School, TLC and District Office?

**Questions?**



# Board Appendix

# Appendix: 2020 Heritage Options

## Option 1

- Renovation
- Board eliminated option



## Option 2

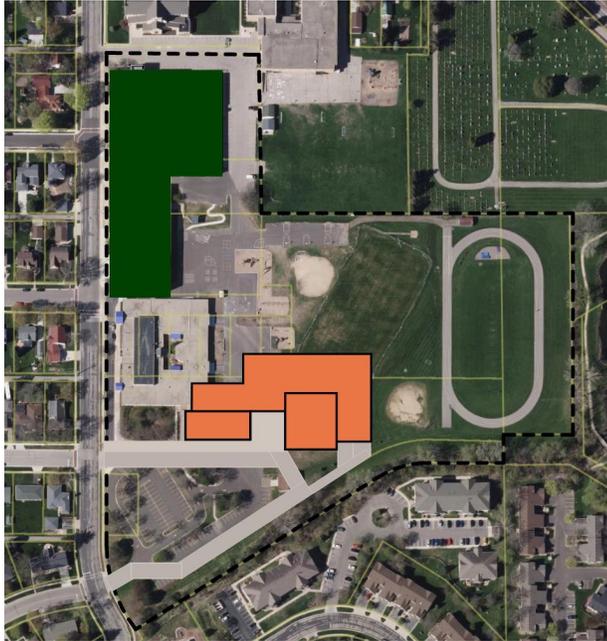
- Renovation / addition
- Board eliminated option



# Appendix: 2020 Heritage Options (Cont.)

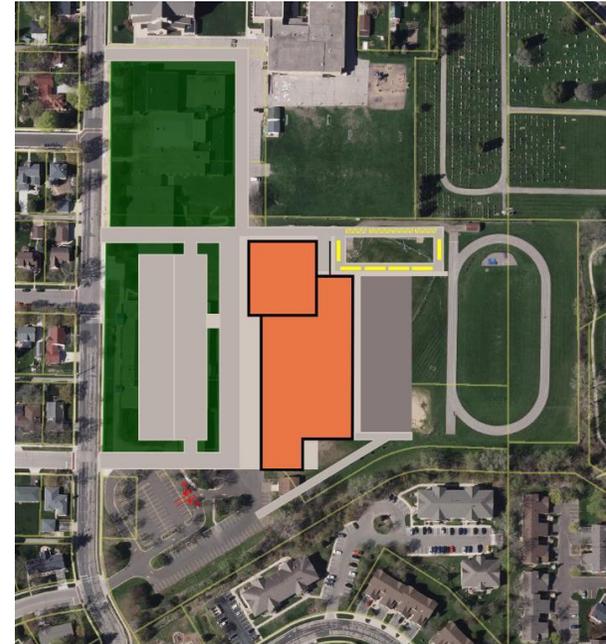
## Option 3

- Renovation / large addition, and creation of green space



## Option 4

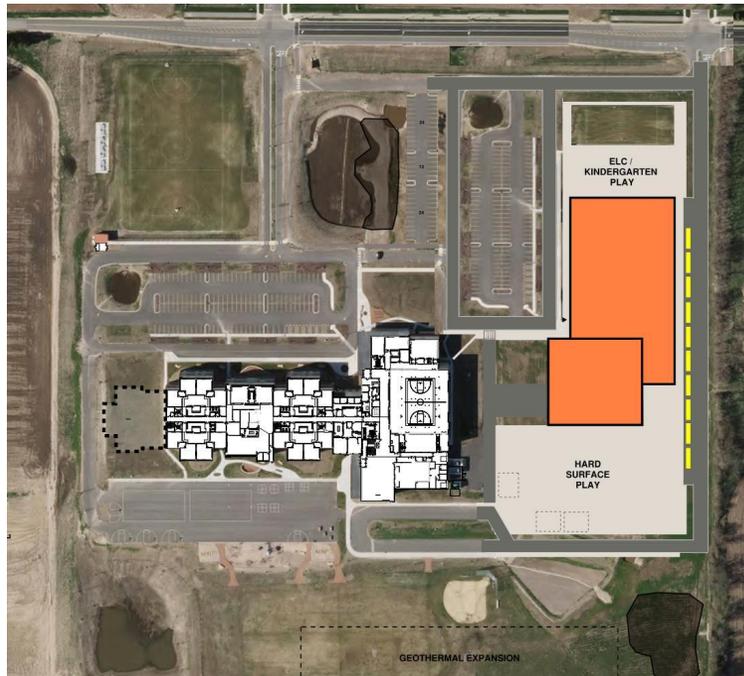
- Reconstruct Heritage on original site



# Appendix: 2020 Heritage Options (Cont.)

## Option 5

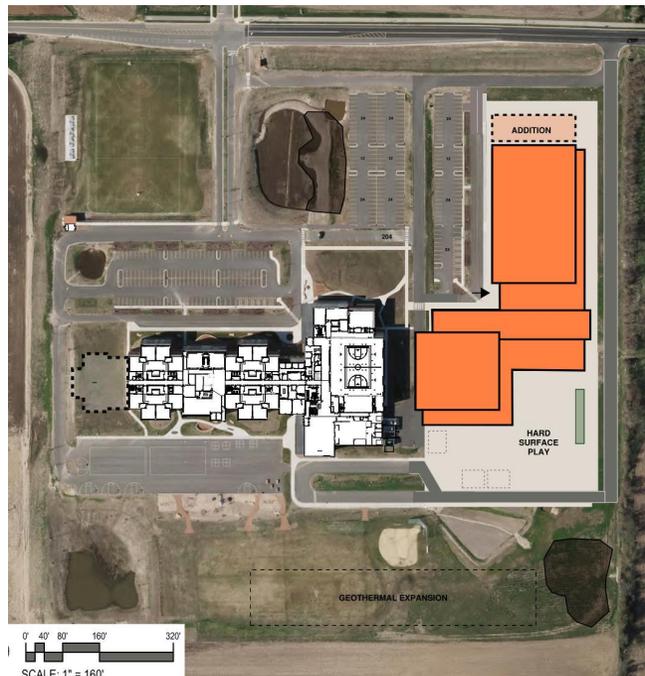
- Reconstruction of Heritage on the Intermediate School site



# Appendix: 2020 Middle School Options

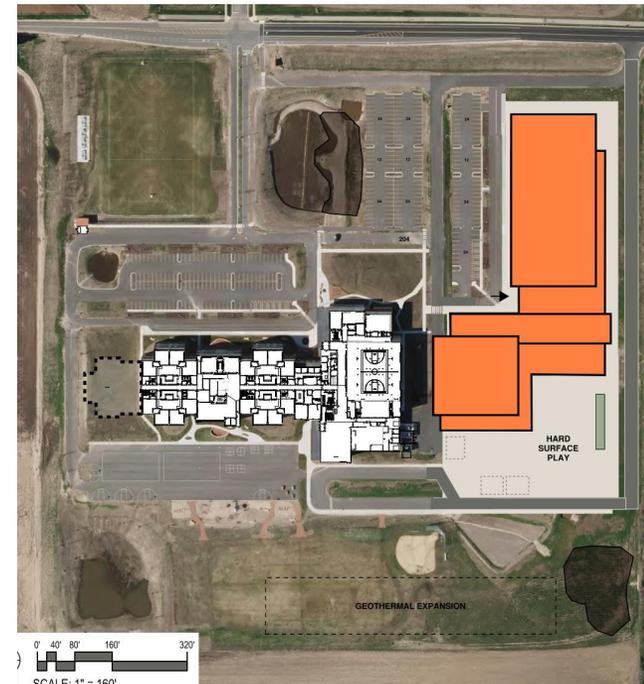
## Option 1

- Intermediate site
- New 800 students school with ability to expand to 1,000



## Option 2

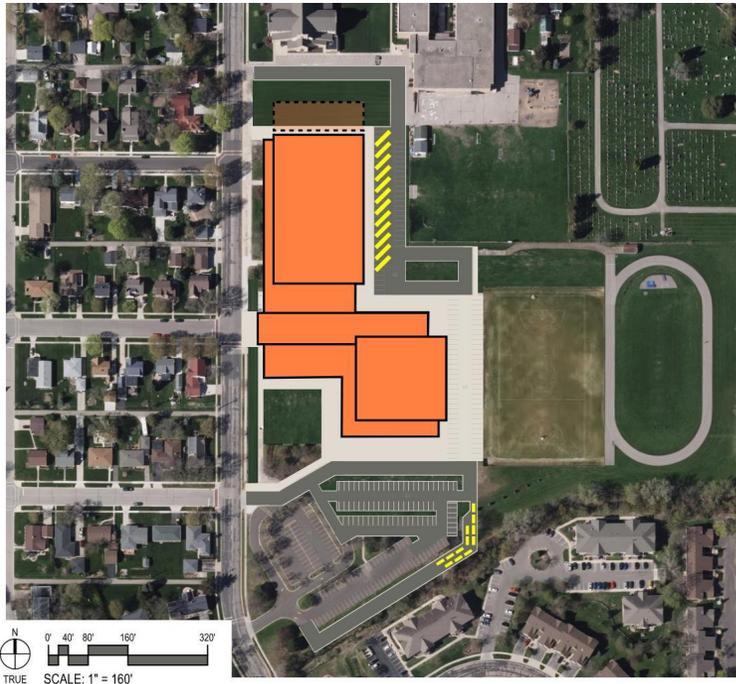
- Intermediate site
- New 1,000 student school
- Board eliminated option



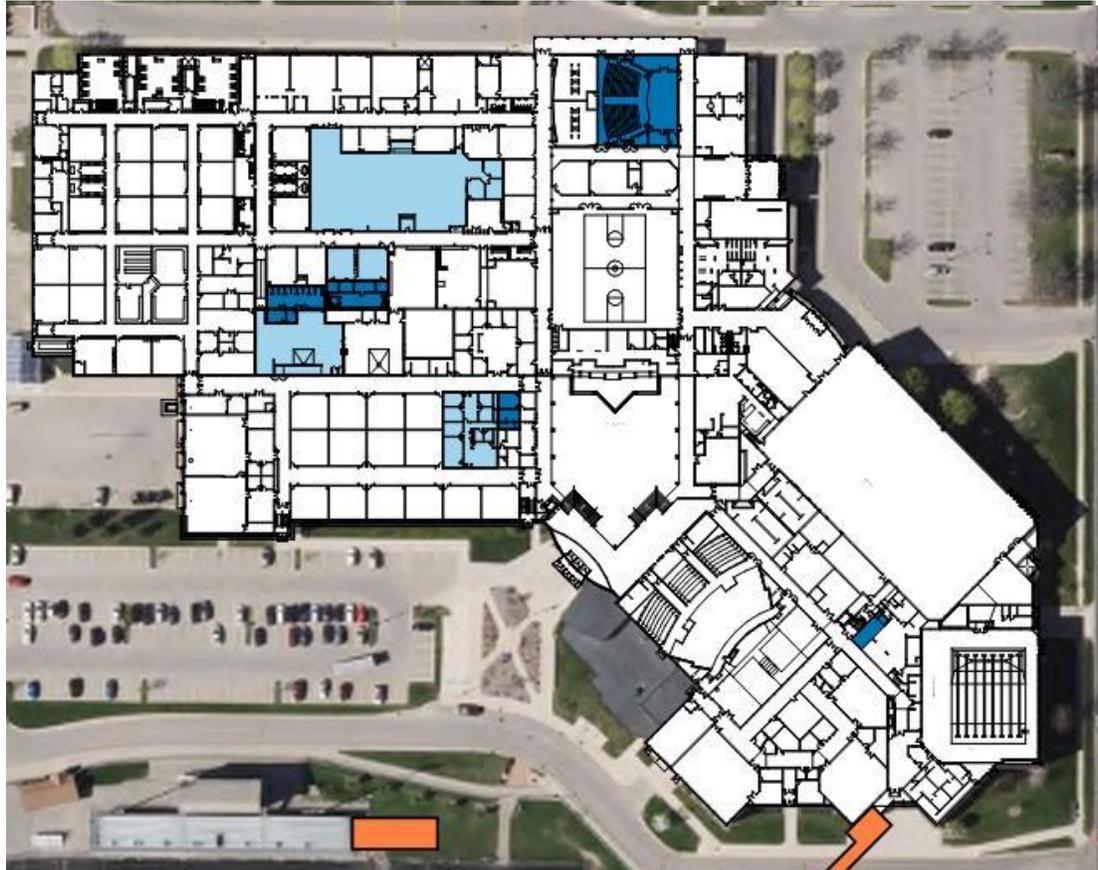
# Appendix: Middle School (Cont.)

## Option 3

- New 800 students school with ability to expand to 1,000
- Located at current Heritage site



# Appendix: High School

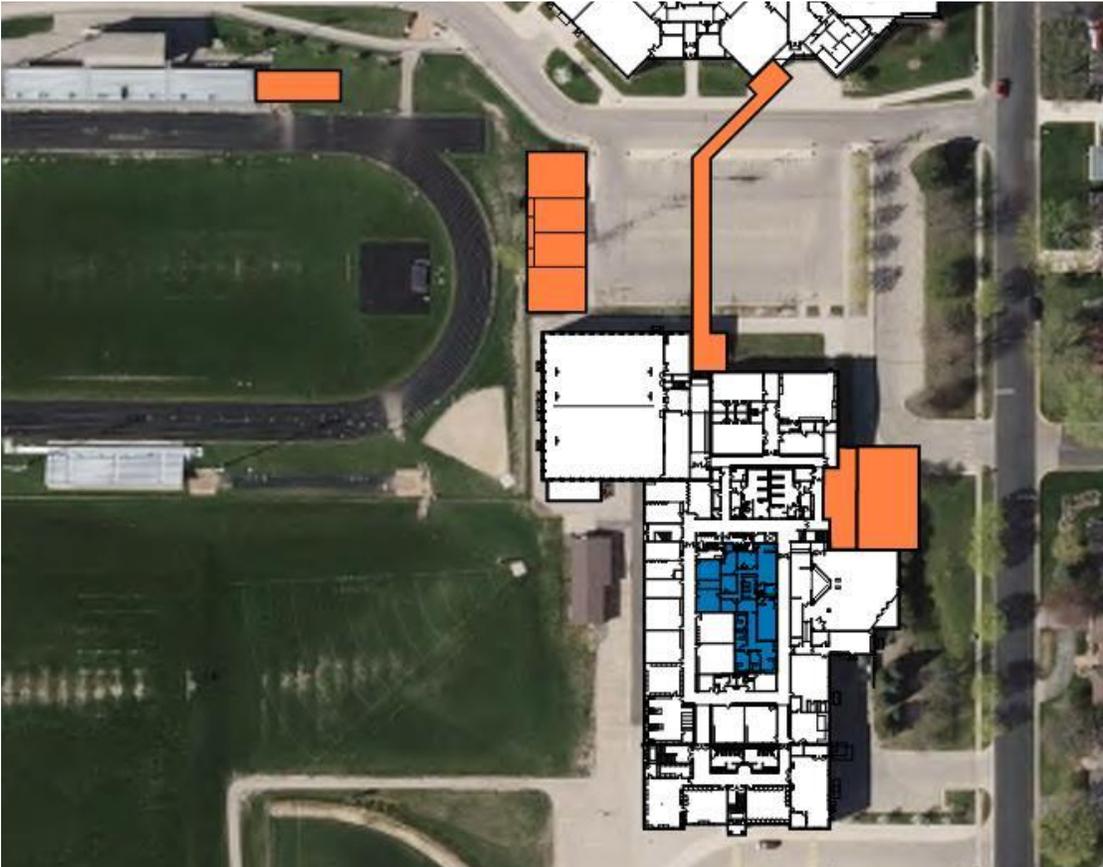


## SCOPE

- ORIGINAL AUDITORIUM
- WELDING LAB
- SHOP & LABS
- NEW FURNITURE
- LARGE GROUP INSTRUCTION / TRAINING
- FAMILY CHANGING / TOILET ROOM

|                                                                                       |          |                  |
|---------------------------------------------------------------------------------------|----------|------------------|
|    | 0 sf     | NEW CONSTRUCTION |
|  | 8000 sf  | HEAVY RENOVATION |
|  | 16,500sf | LIGHT RENOVATION |

# Appendix: Existing Middle School

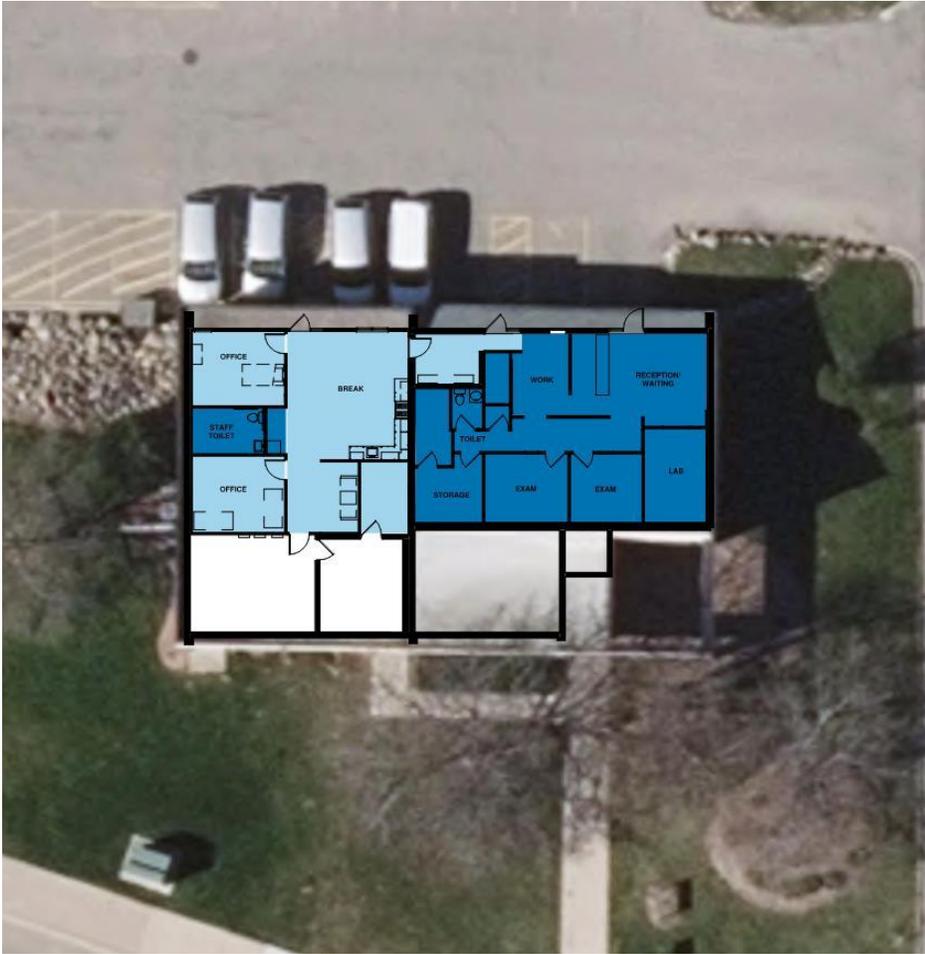


## SCOPE

- BLEACHER EXTENSION
- LOCKER ROOM / TEAM ROOM
- BRIDGE CONNECTOR
- NEW ADMIN / MAIN ENTRANCE
- ADDITIONAL CLASSROOMS

|                                                                                      |           |                  |
|--------------------------------------------------------------------------------------|-----------|------------------|
|   | 16,400 sf | NEW CONSTRUCTION |
|   | 5000 sf   | HEAVY RENOVATION |
|  | 0 sf      | LIGHT RENOVATION |

# Appendix: TLC



## SCOPE

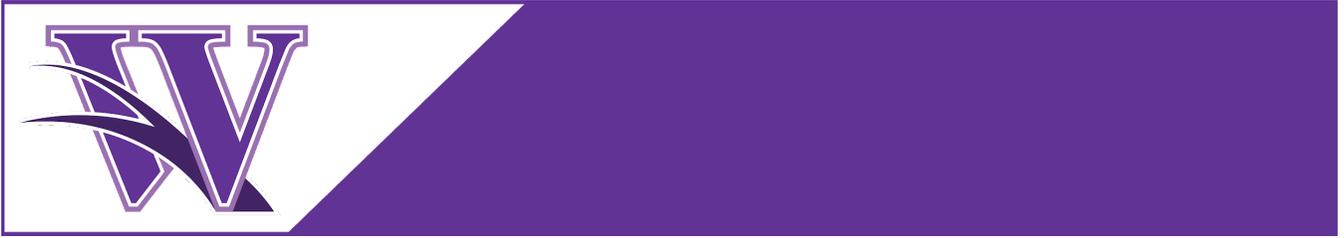
- CREATE CLINIC ON LOWER LEVEL

|                                                                                      |          |                  |
|--------------------------------------------------------------------------------------|----------|------------------|
|   | 0 sf     | NEW CONSTRUCTION |
|   | 1,250 sf | HEAVY RENOVATION |
|  | 1,250 sf | LIGHT RENOVATION |

# Appendix: Example of Planning Pathway

| Waunakee Pathway Development        |          |                                     |    |     |                   |          |
|-------------------------------------|----------|-------------------------------------|----|-----|-------------------|----------|
| Project                             | Cost     | Phase II                            | In | Out | Phase II Projects | Out      |
| <b>Select no more than one</b>      |          |                                     |    |     |                   |          |
| Heritage - Option 1                 | \$ 29.30 | <input type="checkbox"/>            |    |     |                   | \$ 29.30 |
| Heritage - Option 2                 | \$ 39.80 | <input type="checkbox"/>            |    |     |                   | \$ 39.80 |
| Heritage - Option 3                 | \$ 45.30 | <input type="checkbox"/>            |    |     |                   | \$ 45.30 |
| Heritage - Option 4                 | \$ 47.80 | <input type="checkbox"/>            |    |     |                   | \$ 47.80 |
| <b>Select no more than one</b>      |          |                                     |    |     |                   |          |
| New Middle School - Option 1        | \$ 69.80 | <input checked="" type="checkbox"/> |    |     | \$ 69.80          |          |
| New Middle School - Option 2        | \$ 73.90 | <input type="checkbox"/>            |    |     |                   | \$ 73.90 |
| New Middle School - Option 1 (2025) | \$ 78.40 | <input type="checkbox"/>            |    |     |                   | \$ 78.40 |
| New Middle School - Option 2 (2025) | \$ 85.50 | <input type="checkbox"/>            |    |     |                   | \$ 85.50 |
| <b>Select multiple, if you wish</b> |          |                                     |    |     |                   |          |
| HS Old Auditorium                   | \$ 0.69  | <input checked="" type="checkbox"/> |    |     | \$ 0.69           |          |
| HS Welding                          | \$ 0.41  | <input checked="" type="checkbox"/> |    |     | \$ 0.41           |          |
| HS Shop & Labs                      | \$ 0.59  | <input checked="" type="checkbox"/> |    |     | \$ 0.59           |          |
| HS LMTC Furniture                   | \$ 0.44  | <input checked="" type="checkbox"/> |    |     | \$ 0.44           |          |
| HS Large Group Instruction          | \$ 0.28  | <input checked="" type="checkbox"/> |    |     | \$ 0.28           |          |
| HS Family Changing / Toilet         | \$ 0.56  | <input checked="" type="checkbox"/> |    |     | \$ 0.56           |          |
| Team Room                           | \$ 2.80  | <input type="checkbox"/>            |    |     |                   | \$ 2.80  |
| Beacher Extension                   | \$ 0.39  | <input checked="" type="checkbox"/> |    |     | \$ 0.39           |          |
| MS / HS Connection                  | \$ 2.50  | <input type="checkbox"/>            |    |     |                   | \$ 2.50  |
| MS Secure Entry                     | \$ 2.60  | <input type="checkbox"/>            |    |     |                   | \$ 2.60  |
| MS Classrooms                       | \$ 1.10  | <input type="checkbox"/>            |    |     |                   | \$ 1.10  |
| TLC / Clinic                        | \$ 0.29  | <input checked="" type="checkbox"/> |    |     | \$ 0.29           |          |
| <b>Select no more than one</b>      |          |                                     |    |     |                   |          |
| District Office                     | \$ 0.48  | <input checked="" type="checkbox"/> |    |     | \$ 0.48           |          |
| <b>Select no more than one</b>      |          |                                     |    |     |                   |          |
| Maintenance - Immediate to Y4       | \$ 20.00 | <input checked="" type="checkbox"/> |    |     | \$ 20.00          |          |
| <b>Total</b>                        |          |                                     |    |     | <b>\$ 93.93</b>   |          |





# **Waunakee Community School District Communications Plan**

**2021-2022**

# Introduction

## Communications Plan 2021-2022

Waukegan Community School District will uphold honest, consistent, transparent communication with our stakeholders. We are committed to building two-way communications by acknowledging the diverse needs of our district and improving engagement with all stakeholders to strengthen our community.

A communication plan can only succeed with the shared responsibility and support of all district employees. All school personnel will continue to engage in consistent and positive communication and community outreach.

The purpose of the Waukegan Community School District Communications Plan is to:

- Develop an effective communications plan that supports the district's goals
- Provide a direct line of school information and news to engage parents and guardians at the district level, school level, and classroom level.
- Encourage two-way communications between the district and the Waukegan Community School District community.
- Broaden district awareness, understanding, and support for all stakeholders, including students, parents, staff, and community.
- Ensure preparedness and reliable responses for school emergencies, lockdowns, cancellations and postponements, bullying initiatives, etc.
- Relay the district's narrative with honesty, accuracy, and integrity.
- Provide transparency for all district processes.
- Expand public outreach.

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## OUR MISSION

### District Mission Statement

Committed to Children...Committed to Community...Committed to Excellence

### District Vision Statement

The Waunakee Community School District is a partnership of community, staff, parents and students striving for excellence. Educational discovery is the key to creating a community of learners in which each individual can achieve success. The district will utilize its available resources to develop critical thinkers and responsible citizens who pursue life-long learning. The district's primary educational goal shall be to promote excellence, deliver a challenging curriculum and encourage global perspectives grounded in respect.

### District Communications Mission

To inform and engage key stakeholder groups through clear, consistent, and credible messaging, using a variety of platforms, to support the WCSD vision and mission statements.

## **CONTACT and BUILDING DIRECTORY**

### **Bethel District Office**

905 Bethel Circle, Waunakee, WI 53597  
Phone: (608) 849-2000

### **Elementary Schools**

Arboretum Elementary School  
1350 Arboretum Drive  
Waunakee, WI 53597  
Phone: (608) 849-1800

Heritage Elementary School  
501 South Street  
Waunakee, WI 53597  
Phone: (608) 849-2030

Prairie Elementary School  
700 North Madison Street  
Waunakee, WI 53597  
Phone: (608) 849-2200

### **Waunakee Intermediate School**

Waunakee Intermediate School  
6273 Woodland Drive  
Waunakee, WI 53597  
Phone: (608) 849-2176

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## **Waunakee Middle School**

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Waunakee Middle School  
1001 South Street  
Waunakee, WI 53597  
Phone: (608) 849-2060

---

## **Waunakee Community High School**

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Waunakee Community High School  
301 Community Drive  
Waunakee, WI 53597  
Phone: (608) 849-2100

# STAKEHOLDERS

## Internal Stakeholders

- Students
- Administrators
- Board of Education
- Certified Teaching Staff
- Professional Support Staff
- Support Staff Employees

## External Stakeholders

- Parents
- Prospective Students
- Prospective Employees
- Prospective Residents
- Business Owners
- Civic Groups
- Community Leaders
- Faith-based Groups
- Local Government Officials
- Media
- PTO
- Surrounding Colleges and Universities
- Taxpayers

## METHODS AND COMMUNICATIONS

Communication with parents, guardians, and students and the community is important to the Waunakee Community School District. The following methods of communications help our stakeholders stay informed of news, events, announcements, and emergency situations.

## Messages from WCSD

|                                                                                       | Email | Phone Call | Text Message<br>(Must Opt-In) | Social Media | Website | Sent Home                   |
|---------------------------------------------------------------------------------------|-------|------------|-------------------------------|--------------|---------|-----------------------------|
| Immediate emergency or safety notices                                                 | x     | x          | x                             | x            | x       |                             |
| General                                                                               | x     |            |                               | x            | x       | x                           |
| Weather related school closures, early dismissals, delayed openings                   | x     |            | x                             | x            | x       |                             |
| Board of Education meetings                                                           | x     |            |                               | x            | x       |                             |
| Health Alerts                                                                         | x     |            |                               |              | x       | X<br>(If email unavailable) |
| District and School Notices for activities, special events, or procedural information | x     |            | x                             | x            | x       | X<br>(If email unavailable) |
| Community (non-school related)                                                        | x     |            |                               |              | x       |                             |
| Attendance                                                                            |       | x          |                               |              |         |                             |
| Food Services<br>Low and negative balances                                            | x     | x          |                               |              |         |                             |
| Athletic and Activity game/practice cancellations (MS and HS)                         | x     |            |                               |              | x       |                             |

\*Please note that this Communications Table is a guide. Mitigating circumstances may warrant a change in communicating information. The district will make every effort to adhere to the stated methods of communication.

\*We ask that families keep their information up-to-date in Infinite Campus.

\*See the [enclosed table of district emails](#) from each department/school building.

---

## **Crisis Communication**

---

The Director of Facility & Safety Coordinator has instituted a safety and security plan to follow in an event of a crisis. The Communications department has created this communications plan to inform parents, students, and the community efficiently in an event of a crisis, in coordination with the safety plan and guidelines. In addition to the crisis communication plan, a [detailed crisis communication template document](#) is available for staff.

Training takes place annually.

---

## **District Website and School Webpages**

---

The district website and individual school pages are a self-service portal and main source of information for the Waunakee Community School District. All district information will be updated on a regular basis.

Individual information on subpages within the district's main website will be maintained and updated as needed by the school buildings or the designated individuals at each building.

---

## **Flyer Distribution**

---

The district will use the Thursday family email newsletter (Smores program) distribution system (K-8) to streamline all school and community flyers once per week via email.

Community organizations must have special permission from the Superintendent before distribution.

No fundraising or solicitation of businesses/programs.

## Media/Press Releases

The district will establish and maintain a positive rapport and open line of communication with press and news outlets.

When press releases are necessary, the Communications & Engagement Specialist will write press releases and post to the district website and in various forms of social media, when necessary. The intentions of press releases are:

- To provide transparent communication with community and the public
- To highlight district accomplishments of students, staff, and families
- To communicate essential information including
  - Healthy and safety measures
  - Strategic planning
  - Budget referendum information

## Infinite Campus/Messenger Mass Messaging System

The district uses Infinite Campus and Messenger Mass Messaging systems for outreach and emergency notifications via email, text messaging, and automated phone calls. The district posts Messenger notices on the district website, as well as social media (when necessary). The district also provides translation in Spanish.

Infinite Campus/Messenger is used in the following manner:

- Communicate emergency or non-emergency school closures, dismissals, or delayed openings via text messaging and emails.
- Provide information about the Board of Education meetings via email and text messaging (if necessary).
- Communicate Superintendent outreach messages intended for parents, guardians, students, staff, and community via email.
- Distribute information on behalf of community organizations via email.

---

## Social Media

---

District social media accounts are maintained by the Communications & Engagement Specialist to inform and engage the Waunakee Community School District and Community. Social media posts occur at a minimum of once per day. Social media posts include, but are not limited to:

- Highlighted accomplishments of anyone within the Waunakee Community School District
- Relevant district information
- Emergency and non-emergency school closures, early dismissals, delayed openings
- Employment opportunities

District administrators, principals, department supervisors, teachers, coaches, and club advisors are encouraged to submit pictures/text monthly to provide transparency and engagement for our school community.

All district-related social media accounts must comply with FERPA, Copyright Laws, uphold the safety and security of all students, staff, and focus on branding while maintaining a positive image for Waunakee Community School District.

We do not promote fundraisers on our district social media channels.

## Stay Connected with WCSD

Communication with parents, guardians, and students and the community is important to the Waunakee Community School District. The chart below shows how to stay informed of news, events, announcements, and emergency situations through the official district communication channels. In cases of emergency, weather closures, and important announcements, we may use many communication methods to accommodate your preferences for receiving information.

| Where to Look                                                                                    | Type of Information                                                                                                                                                                             | How to Get it                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone Calls/Text Messages                                                                        | The district shares alerts using the School Messenger system. The system sends pre-recorded phone calls and text messages in cases of emergencies, closings, and for non-emergency information. | Keep your primary email address and contact information up-to-date with your child's school. Do not miss a text message! To receive text messages from School Messenger, please opt-in on your cellular device. Text Y or Yes to 67587. |
| Email Messages                                                                                   | In some instances, an email may accompany a phone call/text message alert or vice versa. We may also send general information emails.                                                           | You are automatically signed up when you register your child/ren in Infinite Campus. Keep your primary email address and contact information up-to-date with your child's school.                                                       |
| Web Alert                                                                                        | For communications such as an emergency, closings, or important announcement, we activate a web alert. This is a pop-up on the website.                                                         | <a href="http://www.waunakee.k12.wi.us">www.waunakee.k12.wi.us</a>                                                                                                                                                                      |
| District Website                                                                                 | Our district website is home to a wealth of information and resources for all of our schools.                                                                                                   | <a href="http://www.waunakee.k12.wi.us">www.waunakee.k12.wi.us</a>                                                                                                                                                                      |
| Facebook<br>  | Our active and engaging Facebook page is a go-to for pictures, events, and celebrations of our students and staff within the school district. Our page is open to comments and direct messages. | Like and follow the district's page at:<br><a href="https://www.facebook.com/waunakeeCSD">https://www.facebook.com/waunakeeCSD</a>                                                                                                      |
| Twitter<br>   | We post news, pictures, events, and emergency announcements as they happen on our Twitter feed.                                                                                                 | Follow the district's feed at:<br><a href="https://twitter.com/WaunakeeCSD">https://twitter.com/WaunakeeCSD</a>                                                                                                                         |
| Instagram<br> | We post pictures and celebrations as they happen on our Instagram feed.                                                                                                                         | Follow the district's channel at:<br><a href="https://www.instagram.com/waunakeecsd">https://www.instagram.com/waunakeecsd</a>                                                                                                          |
| YouTube<br>   | We post celebration and informational videos for our families and community. Closed captioning and translation available.                                                                       | <a href="#">Waunakee Community School District - YouTube</a><br><a href="#">Waunakee School District BOE Video - YouTube</a>                                                                                                            |
| Infinite Campus                                                                                  | The district uses Infinite Campus to give parents, guardians, and students online access to available information about student attendance, schedules, assignments, and grades.                 | <a href="http://www.infinitecampus.com">www.infinitecampus.com</a> or via the App Infinite Campus                                                                                                                                       |
| In-Person                                                                                        | You can always connect directly with one of our employees - administrators, teachers, staff, school board members, etc. - by email, phone, or in-person.                                        | Visit our school website for a staff directory at each building.                                                                                                                                                                        |

## GOALS and STRATEGIES

Goal 1: Establish a positive, transparent, collaborative relationship between the district, students, parents and community

- Strategy 1: Email communications that are relevant to district matters
- Strategy 2: Maintain an active social media presence
- Strategy 3: Publish all documentation on website in accessible formats
- Strategy 4: Involve stakeholders in strategic planning, budget proposals, and referendum processes
- Strategy 5: Obtain email addresses of community members who may not have students in school system
- Strategy 6: Cultivate partnerships with community businesses and organizations.

Goal 2: Ensure faculty and staff are informed and involved in district planning, strategies, goals, and objectives

- Strategy 1: Meet regularly with staff to collaborate
- Strategy 2: Train staff on social media tools and best practices
- Strategy 3: Utilize the talent and expertise of staff members for promoting district brand

Goal 3: Expand awareness of district programs for prospective students

- Strategy 1: Marketing materials for High School Academics
- Strategy 2: Highlight programs, events, athletics, and accomplishments on website
- Strategy 3: Highlight programs, events, athletics, and accomplishments on social media
- Strategy 4: Email notifications for upcoming events
- Strategy 5: Help to publicize events and partnerships with district
- Strategy 6: Distribute fact sheets of district goals and objectives to media, realtors, community, etc.

Goal 4: Expand parent outreach

- Strategy 1: Parent development offerings (example: guest speakers, trainings, etc.)
- Strategy 2: Infinite Campus/Messenger email from district and school principals/offices (newsletters)
- Strategy 3: Utilize social media at the district level
- Strategy 4: Streamline forms/emails/dates for all schools

Goal 5: Improve brand and access to information

- Strategy 1: Brand and visual representation identified
- Strategy 2: Redesign website
- Strategy 3: Enhance graphics, email signatures, printed material from schools/district
- Strategy 4: Utilize social media with updated branding, hashtags, etc.
- Strategy 5: Distribute information in multiple formats: website, social media, app, email, etc.

Goal 6: Provide accessible information that meets the needs of a diverse community

- Strategy 1: Translated materials

- Strategy 2: ADA compliant materials

Goal 7: Develop a collaborative partnership with high school students to increase student engagement

- Strategy 1: Create Superintendent Student Ambassador program
- Strategy 2: Implement internship program
- Strategy 3: Student involvement with Instagram social media account

Goal 8: Acquire a detailed understanding of stakeholders' needs

- Strategy 1: Frequent electronic surveys
- Strategy 2: Conduct focus groups for district projects

Goal 9: Extend the reach of the district's audience for Board of Education meetings, athletic games, and district events

- Strategy 1: Facebook Live and enhanced YouTube channel

Goal 10: Cultivate and maintain a positive, productive relationship with the media

- Strategy 1: Frequent press releases
- Strategy 2: Timely, transparent responses to all media inquires
- Strategy 3: Streamlined response to the media through the Communications & Engagement Specialist

Goal 11: Maintain a sound, reliable crisis communications plan

- Strategy 1: Work with Facility Director and Director of Student Services

Goal 12: Explore emerging communication technology

- Strategy 1: Professional development
- Strategy 2: Participation and membership in state and national school communications organizations

## EVALUATION OF COMMUNICATIONS PLAN

The following measured will be implemented to evaluate the Waunakee Community School District and the Communications Plan:

- Administrative input
- Student Input
- Employee input
- Community Feedback
- Media coverage
- Social Media insight tools

WAUNAKEE COMMUNITY SCHOOL DISTRICT - THIRD FRIDAY IN SEPTEMBER COUNT 2021

FOR DPI PURPOSES: OPEN ENROLLMENT- IN STUDENTS ARE NOT COUNTED  
 OPEN ENROLLMENT- OUT STUDENTS ARE COUNTED

| <b>PRAIRIE</b>             | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> |
|----------------------------|------------------|---------------------------|
| FOUR-YEAR OLD KINDERGARTEN | 0                | 0                         |
| EC/S&L                     | 0                | 0                         |
| FULL DAY KINDERGARTEN      | 95               | 6                         |
| FIRST GRADE                | 88               | 10                        |
| SECOND GRADE               | 87               | 7                         |
| THIRD GRADE                | 105              | 2                         |
| FOURTH GRADE               | 103              | 8                         |
| <b>BUILDING TOTAL</b>      | <b>478</b>       | <b>33</b>                 |

| <b>HERITAGE</b>            | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> |
|----------------------------|------------------|---------------------------|
| FOUR-YEAR OLD KINDERGARTEN | 0                | 0                         |
| EC/S&L                     | 11               | 1                         |
| FULL DAY KINDERGARTEN      | 93               | 15                        |
| FIRST GRADE                | 85               | 11                        |
| SECOND GRADE               | 112              | 9                         |
| THIRD GRADE                | 101              | 8                         |
| FOURTH GRADE               | 66               | 13                        |
| <b>BUILDING TOTAL</b>      | <b>468</b>       | <b>57</b>                 |

| <b>ARBORETUM</b>           | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> |
|----------------------------|------------------|---------------------------|
| FOUR-YEAR OLD KINDERGARTEN | 0                | 0                         |
| EC/S&L                     | 0                | 0                         |
| FULL DAY KINDERGARTEN      | 83               | 3                         |
| FIRST GRADE                | 83               | 1                         |
| SECOND GRADE               | 80               | 2                         |
| THIRD GRADE                | 84               | 4                         |
| FOURTH GRADE               | 94               | 1                         |
| <b>BUILDING TOTAL</b>      | <b>424</b>       | <b>11</b>                 |

| <b>EC-4 TOTALS</b>         | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> | <b>OPEN ENROLLMENT OUT</b> |
|----------------------------|------------------|---------------------------|----------------------------|
| FOUR-YEAR OLD KINDERGARTEN | 244              | 26                        | 2                          |
| EC/S&L                     | 11               | 1                         | 0                          |
| FULL DAY KINDERGARTEN      | 271              | 24                        | 1                          |
| FIRST GRADE                | 256              | 22                        | 2                          |
| SECOND GRADE               | 279              | 18                        | 1                          |
| THIRD GRADE                | 290              | 14                        | 5                          |
| FOURTH GRADE               | 263              | 22                        | 0                          |
| <b>ELEMENTARY TOTALS</b>   | <b>1614</b>      | <b>133</b>                | <b>127</b>                 |

| <b>INTERMEDIATE</b>   | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> | <b>OPEN ENROLLMENT OUT</b> |
|-----------------------|------------------|---------------------------|----------------------------|
| FIFTH GRADE           | 316              | 10                        | 3                          |
| SIXTH GRADE           | 301              | 17                        | 2                          |
| <b>BUILDING TOTAL</b> | 617              | 27                        | 5                          |

| <b>MIDDLE SCHOOL</b>  | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> | <b>OPEN ENROLLMENT OUT</b> |
|-----------------------|------------------|---------------------------|----------------------------|
| SEVENTH GRADE         | 337              | 12                        | 0                          |
| EIGHTH GRADE          | 290              | 13                        | 4                          |
| <b>BUILDING TOTAL</b> | 627              | 25                        | 4                          |

| <b>HIGH SCHOOL</b>    | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> | <b>OPEN ENROLLMENT OUT</b> |
|-----------------------|------------------|---------------------------|----------------------------|
| NINTH GRADE           | 305              | 11                        | 4                          |
| TENTH GRADE           | 329              | 19                        | 1                          |
| ELEVENTH GRADE        | 328              | 13                        | 5                          |
| TWELFTH GRADE         | 329              | 20                        | 8                          |
| <b>BUILDING TOTAL</b> | 1291             | 63                        | 18                         |

| <b>PK-12 TOTALS</b>    | <b>RESIDENTS</b> | <b>OPEN ENROLLMENT IN</b> | <b>OPEN ENROLLMENT OUT</b> |
|------------------------|------------------|---------------------------|----------------------------|
|                        | 4149             | 242                       | 38                         |
| <b>TOTAL DPI COUNT</b> | 4187             |                           |                            |

**REVENUE CAP TOTALS**

|                            | <b>STUDENTS</b> | <b>FACTOR</b> | <b>FTE</b> |
|----------------------------|-----------------|---------------|------------|
| FOUR-YEAR OLD KINDERGARTEN | 246             | 0.6           | 148        |
| EC                         | 11              | 0.5           | 6          |
| FULL DAY KINDERGARTEN      | 272             | 1             | 272        |
| 1ST-12TH                   | 3658            | 1             | 3658       |
| TOTAL                      | 4187            |               |            |

|                              |      |
|------------------------------|------|
| <b>TOTAL REVENUE CAP FTE</b> | 4084 |
|------------------------------|------|



Radel, LaDonna <ladonnaradel@waunakee.k12.wi.us>

**Student Count - Third Friday September 2021**

5 messages

**Steve Summers (on behalf of)** <stevesummers@waunakee.k12.wi.us> Thu, Sep 30, 2021 at 12:10 PM

To: Steve Summers <stevesummers@waunakee.k12.wi.us>  
 Bcc: Brian Hoefer <brianhoefer@waunakee.k12.wi.us>, David Boetcher <David.Boetcher@waunakee.k12.wi.us>, Jack Heinemann <jack.heinemann@waunakee.k12.wi.us>, Joan Ensign <jensign@waunakee.k12.wi.us>, Judith Engebretson <judithengebretson@waunakee.k12.wi.us>, Mark Hetzel <markhetzel@waunakee.k12.wi.us>, Ted Frey <tedfrey@waunakee.k12.wi.us>, Aaron May <aaronmay@waunakee.k12.wi.us>, Amy Johnson <amyjohnson@waunakee.k12.wi.us>, "Blackburn, Anne" <anneblackburn@waunakee.k12.wi.us>, Brian Borowski <brianborowski@waunakee.k12.wi.us>, Brian Grabarski <briangrabarski@waunakee.k12.wi.us>, Catherine Schmuck <catherineschmuck@waunakee.k12.wi.us>, Christina Mand <christinamand@waunakee.k12.wi.us>, Connie Vacho <connievacho@waunakee.k12.wi.us>, Dan Carter <dancarter@waunakee.k12.wi.us>, Danielle Boarini <danielleboarini@waunakee.k12.wi.us>, Dean Kaminski <deankaminski@waunakee.k12.wi.us>, Deanne Lensert <deannelensert@waunakee.k12.wi.us>, Eric Huttenburg <erichuttenburg@waunakee.k12.wi.us>, Jeffrey Kenas <jeffreyykenas@waunakee.k12.wi.us>, John Cramer <johncramer@waunakee.k12.wi.us>, Lisa Jondle <lisajondle@waunakee.k12.wi.us>, Michael Zibell <michaelzibell@waunakee.k12.wi.us>, "Nacker, Kristy" <kristynacker@waunakee.k12.wi.us>, Randy Guttenberg <randyguttenberg@waunakee.k12.wi.us>, Rick Franz <RickFranz@waunakee.k12.wi.us>, Sheila Weihert <sheilaweihert@waunakee.k12.wi.us>, Steve Summers <stevesummers@waunakee.k12.wi.us>, Steven Hernandez <stevenhernandez@waunakee.k12.wi.us>, Tiffany Loken <tiffanyloken@waunakee.k12.wi.us>, Tim Mommaerts <timmommaerts@waunakee.k12.wi.us>, Tim Schell <timschell@waunakee.k12.wi.us>, LaDonna Radel <ladonnaradel@waunakee.k12.wi.us>

Hello all,

I have completed the Third Friday in September Count. A detailed breakdown by grade and type of student is posted on the [district website](#). The summary numbers are:

|                     | September 2021 | September 2020 | Change |
|---------------------|----------------|----------------|--------|
| Residents           | 4149           | 4073           | 76     |
| Open Enrollment In  | 242            | 233            | 9      |
| Open Enrollment Out | 38             | 51             | -13    |

The official DPI count is equal to the Residents plus Open Enrollment Out Students, or 4,187 (+62 from last year).

The actual headcount is equal to Residents plus Open Enrollment In Students, or 4,391 (+85 from last year).

The revenue cap count is equal to the official DPI count minus FTE for part-time students or 4,084 (+58 from last year).

The budget was based on a head count of 4,316 for the September 2021 count. The School Board will review this information later on October 25th.

Some information from the count this year:

The 7th & 12th grade classes are the largest in the school district (349 each) with the 10th grade class second (348). The Kindergarten grade class is at 295 which is a high number for Kindergarten.

Previous year's student counts are available on the district website, under Business Services.

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

Steve



**Steve Summers**  
 Executive Director of Operations  
 Wauunakee Community School District  
 608-849-2000 ext 8491 | fax: 608-849-2354 |  
[www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) |  
 905 Bethel Circle Wauunakee, WI 53597 |

Business Services [Website](#)  
 Business Services for Staff [WebSite](#)

**2021-22 Budget Status Report-September 30, 2021**

**GENERAL FUND 10 EXPENSES**

| <b>Salary &amp; Benefits (no grants)</b> | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Spent</b>        | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b>     |
|------------------------------------------|------------------------|-----------------------|---------------------|----------------|--------------------|----------------------|
| Personnel Costs: Salaries                | 28,181,236             | 28,181,236            | 4,529,724.67        | 0.00           | 16.07%             | 23,651,511.33        |
| Personnel Costs: Benefits                | 10,313,596             | 10,313,596            | 1,754,077.98        | 0.00           | 17.01%             | 8,559,518.02         |
| <b>Total</b>                             | <b>38,494,832</b>      | <b>38,494,832</b>     | <b>6,283,802.65</b> | <b>0.00</b>    | <b>16.32%</b>      | <b>32,211,029.35</b> |

| <b>Buildings</b>        | <b>Budget</b> | <b>Revised Budget</b> | <b>Spent</b> | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b> |
|-------------------------|---------------|-----------------------|--------------|----------------|--------------------|------------------|
| Prairie School          | 82,370        | 82,370                | 22,137.50    | 19,314.54      | 50.32%             | 40,917.96        |
| Prairie School CSF      | 18,322        | 18,322                | 6,272.81     | 6,115.34       | 67.61%             | 5,933.85         |
| Heritage School         | 76,150        | 76,150                | 21,929.41    | 23,193.82      | 59.26%             | 31,026.77        |
| Heritage School CSF     | 16,046        | 16,046                | 4,459.16     | 0.00           | 27.79%             | 11,586.84        |
| Arboretum School        | 71,025        | 71,025                | 19,474.17    | 13,979.76      | 47.10%             | 37,571.07        |
| Arboretum School CSF    | 15,970        | 15,970                | 4,835.73     | 0.00           | 30.28%             | 11,134.27        |
| Intermediate School     | 144,020       | 144,020               | 22,163.03    | 21,825.91      | 30.54%             | 100,031.06       |
| Intermediate School CSF | 23,746        | 23,746                | 16,322.07    | 3,024.15       | 81.47%             | 4,399.78         |
| Middle School           | 143,600       | 143,600               | 39,903.07    | 27,921.73      | 47.23%             | 75,775.20        |
| Middle School CSF       | 22,229        | 22,229                | 10,219.85    | 4,157.64       | 64.68%             | 7,851.51         |
| High School             | 555,268       | 555,268               | 68,705.82    | 47,442.34      | 20.92%             | 439,119.84       |
| High School CSF         | 50,603        | 50,603                | 20,572.82    | 0.00           | 40.66%             | 30,030.18        |
| Athletics               | 354,477       | 354,477               | 64,325.72    | 172,872.92     | 66.92%             | 117,278.36       |

| <b>Departments</b>               |           |           |            |              |         |              |
|----------------------------------|-----------|-----------|------------|--------------|---------|--------------|
| Utilities                        | 1,015,774 | 1,015,774 | 323,778.16 | 693,356.42   | 100.13% | -1,360.58    |
| Maintenance                      | 983,090   | 983,090   | 496,618.21 | 599,437.14   | 111.49% | -112,965.35  |
| Capital Projects                 | 150,000   | 150,000   | 41,452.00  | 89,531.31    | 100.00% | 19,016.69    |
| Contingency Fund                 | 100,000   | 100,000   | 0.00       | 2,539.49     | 2.54%   | 97,460.51    |
| Energy Conservation              | 83,894    | 83,894    | 88,460.00  | 1,160.00     | 106.83% | -5,726.00    |
| Transportation                   | 1,386,536 | 1,386,536 | 103,270.51 | 1,158,675.31 | 91.01%  | 124,590.18   |
| Technology                       | 966,179   | 966,179   | 421,146.16 | 89,531.86    | 52.86%  | 455,500.98   |
| Technology Erate/Fees            | 53,600    | 53,600    | 29,363.16  | 5,262.40     | 64.60%  | 18,974.44    |
| Curriculum-Elementary Operations | 197,982   | 197,982   | 20,369.03  | 44,203.49    | 32.62%  | 133,409.48   |
| Curriculum-Elementary District   | 938,000   | 938,000   | 0.00       | 0.00         | 0.00%   | 938,000.00   |
| Curriculum-Secondary             | 204,029   | 204,029   | 231,142.46 | 41,873.50    | 133.81% | -68,986.96   |
| Human Resources                  | 35,850    | 35,850    | 19,226.87  | 334.87       | 54.57%  | 16,288.26    |
| Superintendent                   | 84,600    | 84,600    | 23,292.19  | 45,595.84    | 81.43%  | 15,711.97    |
| Student Services-Operations      | 13,912    | 13,912    | 2,384.78   | 884.26       | 23.50%  | 10,642.96    |
| Student Services-District        | 7,500     | 7,500     | 199.40     | 0.00         | 2.66%   | 7,300.60     |
| Business Office                  | 421,973   | 421,973   | 213,387.17 | 200,790.04   | 0.00%   | 7,795.79     |
| District Wide                    | 1,766,737 | 1,766,737 | 424,100.78 | 121,872.73   | 30.90%  | 1,220,763.49 |
| Special Projects                 | 0         | 0         | 0.00       | 0.00         | ---     | 0.00         |
| Summer School                    | 69,940    | 69,940    | 17,713.04  | 41.79        | 25.39%  | 52,185.17    |

| <b>Grants-Fund 10</b>       |         |                      |           |        |         |            |
|-----------------------------|---------|----------------------|-----------|--------|---------|------------|
| Common School Fund-District | 5,800   | 5,800                | 5,799.00  | 0.00   | 99.98%  | 1.00       |
| Title 1 Grant (Public)      | 88,507  | 88,507               | 0.00      | 129.99 | 0.15%   | 88,377.01  |
| Title 1 Grant (Private)     | 0       | 0                    | 0.00      | 0.00   | ---     | 0.00       |
| Title 2 Grant (Public)      | 50,807  | 50,807               | 0.00      | 0.00   | 0.00%   | 50,807.00  |
| Title 2 Grant (Private)     | 5,692   | 5,692                | 0.00      | 0.00   | 0.00%   | 5,692.00   |
| Title 3 Grant               | 15,784  | 15,784               | 1,638.88  | 0.00   | 10.38%  | 14,145.12  |
| Title 4A Grant (Public)     | 8,850   | 8,850                | 0.00      | 0.00   | 0.00%   | 8,850.00   |
| Title 4A Grant (Private)    | 1,150   | 1,150                | 0.00      | 0.00   | 0.00%   | 1,150.00   |
| Career/Tech Ed Grant        | 73,654  | 73,654               | 2,075.00  | 0.00   | 2.82%   | 71,579.00  |
| CEIS Federal Flo-Through    | 122,669 | 122,669              | 43,677.69 | 0.00   | 0.00%   | 78,991.31  |
| Ed. Effectiveness Grant     | 27,840  | 27,840               | 0.00      | 0.00   | 0.00%   | 27,840.00  |
| ESSER2                      | 248,646 | 248,646              | 0.00      | 0.00   | 0.00%   | 248,646.00 |
| ESSER3                      | 0       | 0                    | 0.00      | 0.00   | 100.00% | 0.00       |
| Peer Mentor Grant           | 6,000   | 6,000                | 0.00      | 0.00   | 0.00%   | 6,000.00   |
| Perkins Grant               | 18,182  | 18,182 <sup>36</sup> | 790.00    | 0.00   | 4.34%   | 17,392.00  |

|                            |        |        |          |           |         |          |
|----------------------------|--------|--------|----------|-----------|---------|----------|
| Reading Readiness          | 8,373  | 8,373  | 0.00     | 0.00      | 100.00% | 8,373.00 |
| Dane Co. Mental Health     | 29,021 | 29,021 | 8,510.65 | 20,510.35 | 100.00% | 0.00     |
| School-Based Mental Health | 0      | 0      |          | 0.00      | 100.00% | 0.00     |

**Other Program Totals**

|                     |           |           |           |            |         |              |
|---------------------|-----------|-----------|-----------|------------|---------|--------------|
| Transfer to Fund 27 | 5,918,221 | 5,918,221 | 0.00      | 0.00       | 0.00%   | 5,918,221.00 |
| Wellness Clinic     | 232,250   | 232,250   | 31,234.95 | 210,280.86 | 103.99% | -9,265.81    |

| <b>Subtotals</b>                  | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Spent</b>        | <b>Ordered</b>      | <b>% Spent/Or.</b> | <b>Available</b>     |
|-----------------------------------|------------------------|-----------------------|---------------------|---------------------|--------------------|----------------------|
| Salary & Benefits Totals          | 38,494,832             | 38,494,832            | 6,283,802.65        | 0.00                | 16.32%             | 32,211,029.35        |
| Building Totals                   | 1,573,826              | 1,573,826             | 321,321.16          | 339,848.15          | 42.01%             | 912,656.69           |
| Department Totals                 | 8,479,596              | 8,479,596             | 2,455,903.92        | 3,095,090.45        | 65.46%             | 2,928,601.63         |
| Grant Totals                      | 710,975                | 710,975               | 53,980.57           | 129.99              | 7.61%              | 656,864.44           |
| Other Program Totals              | 6,150,471              | 6,150,471             | 31,234.95           | 210,280.86          | 3.93%              | 5,908,955.19         |
| <b>Total Fund 10 Expenditures</b> | <b>55,409,700</b>      | <b>55,409,700</b>     | <b>9,146,243.25</b> | <b>3,645,349.45</b> | <b>23.09%</b>      | <b>42,618,107.30</b> |

**GENERAL FUND 10 REVENUES**

| <b>Building/Department</b> | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Received</b> | <b>Ordered</b> | <b>% Received</b> | <b>Unreceived</b> |
|----------------------------|------------------------|-----------------------|-----------------|----------------|-------------------|-------------------|
| Prairie School             | 5,720                  | 5,720                 | 1,879.00        | 0.00           | 32.85%            | 3,841.00          |
| Heritage School            | 5,950                  | 5,950                 | 2,012.89        | 0.00           | 33.83%            | 3,937.11          |
| Arboretum School           | 6,375                  | 6,375                 | 2,358.00        | 0.00           | 36.99%            | 4,017.00          |
| Intermediate School        | 33,350                 | 33,350                | 1,440.00        | 0.00           | 4.32%             | 31,910.00         |
| Middle School              | 32,600                 | 32,600                | 6,557.44        | 0.00           | 20.11%            | 26,042.56         |
| High School                | 169,750                | 169,750               | 6,707.79        | 0.00           | 3.95%             | 163,042.21        |
| Athletic Dept              | 38,000                 | 38,000                | 0.00            | 0.00           | 0.00%             | 38,000.00         |
| Curriculum - Secondary     | 8,800                  | 8,800                 | 1,221.13        | 0.00           | 13.88%            | 7,578.87          |
| Maintenance                | 6,000                  | 6,000                 | 243.85          | 0.00           | 4.06%             | 5,756.15          |
| Energy Conservation        | 0                      | 0                     | 4,909.30        | 0.00           | --%               | -4,909.30         |
| Human Resources            | 2,200                  | 2,200                 | 0.00            | 0.00           | 0.00%             | 2,200.00          |
| Technology                 | 2,750                  | 2,750                 | 2,607.29        | 0.00           | 94.81%            | 142.71            |
| E-Rate                     | 53,600                 | 53,600                | 8,513.19        | 0.00           | 15.88%            | 45,086.81         |
| District                   | 53,786,473             | 53,786,473            | 186,303.66      | 0.00           | 0.35%             | 53,600,169.34     |

**Grants - Fund 10**

|                             |         |         |          |      |         |            |
|-----------------------------|---------|---------|----------|------|---------|------------|
| Common School Fund-District | 152,716 | 152,716 | 0.00     | 0.00 | 0.00%   | 152,716.00 |
| Title 1 Grant (Public)      | 88,507  | 88,507  | 0.00     | 0.00 | 0.00%   | 88,507.00  |
| Title 1 Grant (Private)     | 0       | 0       | 0.00     | 0.00 | --%     | 0.00       |
| Title 2 Grant (Public)      | 50,807  | 50,807  | 0.00     | 0.00 | 0.00%   | 50,807.00  |
| Title 2 Grant (Private)     | 5,692   | 5,692   | 0.00     | 0.00 | 0.00%   | 5,692.00   |
| Title 3 Grant               | 15,784  | 15,784  | 0.00     | 0.00 | 0.00%   | 15,784.00  |
| Title 4A Grant (Public)     | 8,850   | 8,850   | 0.00     | 0.00 | 0.00%   | 8,850.00   |
| Title 4A Grant (Private)    | 1,150   | 1,150   | 0.00     | 0.00 | 0.00%   | 1,150.00   |
| Career/Tech Ed Grant        | 73,654  | 73,654  | 0.00     | 0.00 | 0.00%   | 73,654.00  |
| CEIS Federal Flo-Through    | 122,669 | 122,669 | 0.00     | 0.00 | 0.00%   | 122,669.00 |
| Ed. Effectiveness Grant     | 27,840  | 27,840  | 0.00     | 0.00 | 0.00%   | 27,840.00  |
| ESSER2                      | 248,646 | 248,646 | 0.00     | 0.00 | 0.00%   | 248,646.00 |
| ESSER3                      | 0       | 0       | 0.00     | 0.00 | 100.00% | 0.00       |
| Governor's Federal Funding  | 475,000 | 475,000 | 0.00     | 0.00 | 100.00% | 475,000.00 |
| Peer Mentor Grant           | 6,000   | 6,000   | 0.00     | 0.00 | 0.00%   | 6,000.00   |
| Perkins Grant               | 18,182  | 18,182  | 0.00     | 0.00 | 0.00%   | 18,182.00  |
| Reading Readiness           | 8,373   | 8,373   | 0.00     | 0.00 | 100.00% | 8,373.00   |
| Dane Co. Mental Health      | 29,021  | 29,021  | 4,836.83 | 0.00 | 100.00% | 24,184.17  |
| School-Based Mental Health  | 0       | 0       |          | 0.00 | 100.00% | 0.00       |

|                               |                   |                   |                   |             |              |                      |
|-------------------------------|-------------------|-------------------|-------------------|-------------|--------------|----------------------|
| <b>Total Fund 10 Revenues</b> | <b>55,484,459</b> | <b>55,484,459</b> | <b>229,590.37</b> | <b>0.00</b> | <b>0.41%</b> | <b>55,254,868.63</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------|--------------|----------------------|

**SPECIAL EDUCATION FUND 27 EXPENSES**

| <b>Salaries &amp; Benefits (no grants)</b> | <b>Budget</b> | <b>Revised Budget</b> | <b>Spent</b> | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b> |
|--------------------------------------------|---------------|-----------------------|--------------|----------------|--------------------|------------------|
| Salaries                                   | 5,534,685     | 5,534,685             | 776,309.52   | 0.00           | 14.03%             | 4,758,375.48     |

|                                   |                  |                  |                     |                |               |                     |
|-----------------------------------|------------------|------------------|---------------------|----------------|---------------|---------------------|
| Benefits                          | 2,339,942        | 2,339,942        | 289,183.73          | 0.00           | 12.36%        | 2,050,758.27        |
| <b>Total</b>                      | <b>7,874,627</b> | <b>7,874,627</b> | <b>1,065,493.25</b> | <b>0.00</b>    | <b>13.53%</b> | <b>6,809,133.75</b> |
| <b>Departments</b>                |                  |                  |                     |                |               |                     |
| Special Ed-Operations             | 35,429           | 35,429           | 1,167.24            | 81.98          | 3.53%         | 34,179.78           |
| Special Ed-District               | 162,665          | 162,665          | 35,622.01           | 150,713.23     | 114.55%       | -23,670.24          |
| Transportation                    | 210,000          | 210,000          | 8,779.61            | 191,220.39     | 95.24%        | 10,000.00           |
| Medicaid                          | 9,000            | 9,000            | 8,980.61            | 0.00           | 99.78%        | 19.39               |
| <b>Grants-Fund 27</b>             |                  |                  |                     |                |               |                     |
| IDEA FlowThrough Grant            | 695,124          | 695,124          | 93,963.90           | 115,271.16     | 30.10%        | 485,888.94          |
| IDEA FlowThrough Grant-ESSER3     | 198,857          | 198,857          | 0.00                | 0.00           | 0.00%         | 198,857.00          |
| IDEA PreSchool Grant              | 15,930           | 15,930           | 233.49              | 2,503.99       | 17.18%        | 13,192.52           |
| IDEA PreSchool Grant-ESSER3       | 22,403           | 22,403           | 0.00                | 0.00           | 0.00%         | 22,403.00           |
| <b>Total Fund 27 Expenditures</b> | <b>9,224,035</b> | <b>9,224,035</b> | <b>1,214,240</b>    | <b>459,791</b> | <b>18.15%</b> | <b>7,550,004.14</b> |

### SPECIAL EDUCATION FUND 27 REVENUES

| Source                        | Budget           | Revised Budget   | Received         | Ordered     | % Received   | Unreceived          |
|-------------------------------|------------------|------------------|------------------|-------------|--------------|---------------------|
| IDEA FlowThrough Grant        | 695,124          | 695,124          | 0.00             | 0.00        | 0.00%        | 695,124.00          |
| IDEA FlowThrough Grant-ESSER3 | 198,857          | 198,857          | 0.00             | 0.00        | 0.00%        | 198,857.00          |
| IDEA PreSchool Grant          | 15,930           | 15,930           | 0.00             | 0.00        | 0.00%        | 15,930.00           |
| IDEA PreSchool Grant-ESSER3   | 22,403           | 22,403           | 0.00             | 0.00        | 0.00%        | 22,403.00           |
| Special Ed Revenues           | 0                | 0                | 0.00             | 0.00        | 0.00%        | 0.00                |
| Other Fund 27 Revenues        | 8,290,721        | 8,290,721        | 13,313.84        | 0.00        | 0.16%        | 8,277,407.16        |
| <b>Total Fund 27 Revenues</b> | <b>9,223,035</b> | <b>9,223,035</b> | <b>13,313.84</b> | <b>0.00</b> | <b>0.14%</b> | <b>9,209,721.16</b> |

### FOOD SERVICE FUND 50 EXPENSES

| Function | Budget    | Revised Budget | Spent     | Ordered      | % Spent/Or. | Available  |
|----------|-----------|----------------|-----------|--------------|-------------|------------|
| All      | 2,356,669 | 2,356,669      | 82,904.49 | 2,131,361.25 | 93.96%      | 142,403.26 |

### FOOD SERVICE FUND 50 REVENUES

| Source | Budget    | Revised Budget | Received   | Ordered | % Received | Unreceived   |
|--------|-----------|----------------|------------|---------|------------|--------------|
| All    | 2,406,900 | 2,406,900      | 120,363.64 | 0.00    | 5.00%      | 2,286,536.36 |

**CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES**

| <b>Building/Department</b>   | <b>20-21 Carryover</b> | <b>21-22 Revenue Budget</b> | <b>21-22 Rec'd</b> | <b>21-22 Revenue Balance</b> | <b>21-22 Expense Budget</b> | <b>21-22 Spent / Encumbered</b> | <b>21-22 Expense Balance</b> | <b>21-22 Balance</b> | <b>Funds Available</b> |
|------------------------------|------------------------|-----------------------------|--------------------|------------------------------|-----------------------------|---------------------------------|------------------------------|----------------------|------------------------|
| Prairie School               | 17,678.03              | 5,720.00                    | 1,879.00           | 3,841.00                     | 82,370                      | 41,452.04                       | 40,917.96                    | 37,076.96            | 54,754.99              |
| Heritage School              | 17,611.01              | 5,950.00                    | 2,012.89           | 3,937.11                     | 76,150                      | 45,123.23                       | 31,026.77                    | 27,089.66            | 44,700.67              |
| Arboretum School             | 21,718.99              | 6,375.00                    | 2,358.00           | 4,017.00                     | 71,025                      | 33,453.93                       | 37,571.07                    | 33,554.07            | 55,273.06              |
| Intermediate School          | 48,083.05              | 33,350.00                   | 1,440.00           | 31,910.00                    | 144,020                     | 43,988.94                       | 100,031.06                   | 68,121.06            | 116,204.11             |
| Middle School                | 38,027.78              | 32,600.00                   | 6,557.44           | 26,042.56                    | 143,600                     | 67,824.80                       | 75,775.20                    | 49,732.64            | 87,760.42              |
| High School                  | 87,228.82              | 169,750.00                  | 6,707.79           | 163,042.21                   | 555,268                     | 116,148.16                      | 439,119.84                   | 276,077.63           | 363,306.45             |
| Athletic Dept                | 60,229.50              | 38,000.00                   | 0.00               | 38,000.00                    | 354,477                     | 237,198.64                      | 117,278.36                   | 79,278.36            | 139,507.86             |
| Curriculum-Elementary (Oper) | 13,687.23              | 0.00                        | 0.00               | 0.00                         | 197,982                     | 64,572.52                       | 133,409.48                   | 133,409.48           | 147,096.71             |
| Curriculum-Secondary         | 20,932.26              | 8,800.00                    | 1,221.13           | 7,578.87                     | 204,029                     | 273,015.96                      | -68,986.96                   | -76,565.83           | -55,633.57             |
| CTE Grant                    |                        | 73,654.00                   | 0.00               | 73,654.00                    | 73,654                      | 2,075.00                        | 71,579.00                    | -2,075.00            | -2,075.00              |
| Energy Conservation          | 461.82                 | 0.00                        | 4,909.30           | -4,909.30                    | 83,894                      | 89,620.00                       | -5,726.00                    | -816.70              | -354.88                |
| Human Resources              | 3,639.87               | 2,200.00                    | 0.00               | 2,200.00                     | 35,850                      | 19,561.74                       | 16,288.26                    | 14,088.26            | 17,728.13              |
| Maintenance                  | 311,049.59             | 6,000.00                    | 243.85             | 5,756.15                     | 983,090                     | 1,096,055.35                    | -112,965.35                  | -118,721.50          | 192,328.09             |
| Special Education-Operations | -                      | 0.00                        | 0.00               | 0.00                         | 35,429                      | 1,249.22                        | 34,179.78                    | 34,179.78            | 34,179.78              |
| Student Services-Operations  | 26,573.23              | 0.00                        | 0.00               | 0.00                         | 13,912                      | 3,269.04                        | 10,642.96                    | 10,642.96            | 37,216.19              |
| Superintendent               | 15,395.84              | 0.00                        | 0.00               | 0.00                         | 84,600                      | 68,888.03                       | 15,711.97                    | 15,711.97            | 31,107.81              |
| Technology                   | 340,408.09             | 56,350.00                   | 11,120.48          | 45,229.52                    | 1,019,779                   | 545,303.58                      | 474,475.42                   | 429,245.90           | 769,653.99             |
| Capital Projects (Fund 10)   | 10,333.09              | 0.00                        | 0.00               | 0.00                         | 0                           | 10,934.45                       | -10,934.45                   | -10,934.45           | -601.36                |
|                              | 1,033,058.20           |                             |                    |                              |                             |                                 |                              | 999,095.25           | 2,032,153.45           |

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

|                   | <b>STATE BANK</b>       | <b>STATE BANK</b>               | <b>STATE BANK</b>               | <b>STATE POOL</b>         | <b>STATE POOL</b>  | <b>WISC<br/>CAPITAL<br/>PROJECTS<br/>ACCT</b> |
|-------------------|-------------------------|---------------------------------|---------------------------------|---------------------------|--------------------|-----------------------------------------------|
|                   | <b>PAYROLL CHECKING</b> | <b>DEPOSIT ACCT</b>             | <b>OPERATING ACCT</b>           | <b>GENERAL ACCOUNT</b>    | <b>DENTAL ACCT</b> |                                               |
|                   | (FUND 10)               | (FUNDS<br>10,21,27,50,60,80,99) | (FUNDS<br>10,21,27,50,60,80,99) | (FUNDS<br>10,27,50,80,99) | (FUND 10)          | (FUND 41)                                     |
| BEGINNING BALANCE | 524,818.65              | 108,291.88                      | 190,222.73                      | 1,333,662.69              | 440,886.36         | 1,250,638.70                                  |
| REVENUES:         |                         |                                 |                                 |                           |                    |                                               |
| + DEPOSITS        | 2,488,535.42            | 343,949.22                      | 1,337,024.79                    | 8,943,911.65              | 62,837.50          | 0.00                                          |
| + INTEREST        | 0.00                    | 5.80                            | 26.33                           | 154.84                    | 15.91              | 25.13                                         |
| TOTAL REVENUES    | 2,488,535.42            | 343,955.02                      | 1,337,051.12                    | 8,944,066.49              | 62,853.41          | 25.13                                         |
| EXPENSES:         |                         |                                 |                                 |                           |                    |                                               |
| ACCOUNTS PAYABLE  | 0.00                    | 395,473.20                      | 1,046,340.78                    | 725,000.00                | 63,277.79          | 0.00                                          |
| PAYROLL           | 2,753,307.97            | 0.00                            | 0.00                            | 2,486,387.52              | 0.00               | 0.00                                          |
| TOTAL EXPENSES    | 2,753,307.97            | 395,473.20                      | 1,046,340.78                    | 3,211,387.52              | 63,277.79          | 0.00                                          |
| ENDING BALANCE    | 260,046.10              | 56,773.70                       | 480,933.07                      | 7,066,341.66              | 440,461.98         | 1,250,663.83                                  |

**BANK BALANCES**

|                     |            |           |            |              |            |              |
|---------------------|------------|-----------|------------|--------------|------------|--------------|
| ENDING BANK BALANCE | 475,095.68 | 56,773.70 | 486,382.07 | 7,066,341.66 | 440,461.98 | 1,250,663.83 |
| OUTSTANDING ACH     | 215,049.58 | 0.00      | 5,449.00   | 0.00         | 0.00       | 0.00         |
| ACTUAL BALANCE      | 260,046.10 | 56,773.70 | 480,933.07 | 7,066,341.66 | 440,461.98 | 1,176,968.25 |

0.00 120050.34

73,695.58

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

The audit entries for July of 2021 are still in process, August 2021 balances

A funds transfer be

| <u>MIDAMERICA</u> | <u>WISC</u>         | <u>WISC</u>             | <u>WISC</u>       |               |
|-------------------|---------------------|-------------------------|-------------------|---------------|
| <u>TRUST ACCT</u> | <u>DEBT SERVICE</u> | <u>SCHOLARSHIP ACCT</u> | <u>GENERAL</u>    | <u>TOTALS</u> |
| (FUND 73)         | (FUNDS 38,39)       | (FUND 21)               | (FUNDS 39 AND 49) |               |
| 1,833,777.76      | 2,265,061.52        | 329,808.17              | 3,252,537.08      | 11,529,705.54 |
| 0.00              | 0.00                | 0.00                    | 0.00              | 13,176,258.58 |
| 2,804.83          | 32.13               | -30.30                  | 56.04             | 3,090.71      |
| 2,804.83          | 32.13               | -30.30                  | 56.04             | 13,179,349.29 |
| 0.00              | 0.00                | 0.00                    | 0.00              | 2,230,091.77  |
| 0.00              | 0.00                | 0.00                    | 0.00              | 5,239,695.49  |
| 0.00              | 0.00                | 0.00                    | 0.00              | 7,469,787.26  |
| 1,836,582.59      | 2,265,093.65        | 329,777.87              | 3,252,593.12      | 17,239,267.57 |
| 1,836,582.59      | 2,265,093.65        | 329,777.87              | 3,252,593.12      | 17,459,766.15 |
| 0.00              | 0.00                | 0.00                    | 0.00              | 220,498.58    |
| 1,836,582.59      | 2,265,093.65        | 329,777.87              | 3,326,288.70      | 17,239,267.57 |
|                   |                     |                         | -73,695.58        |               |

tween WISC Capital Projects and WISC General will take place in September to balance these two accounts



Waunakee Community School District  
**Wellness Clinic**

*In partnership with SSM Health - Dean Medical Group*

Performance Report  
August 2021

# Top 3 Medical Visit Reasons

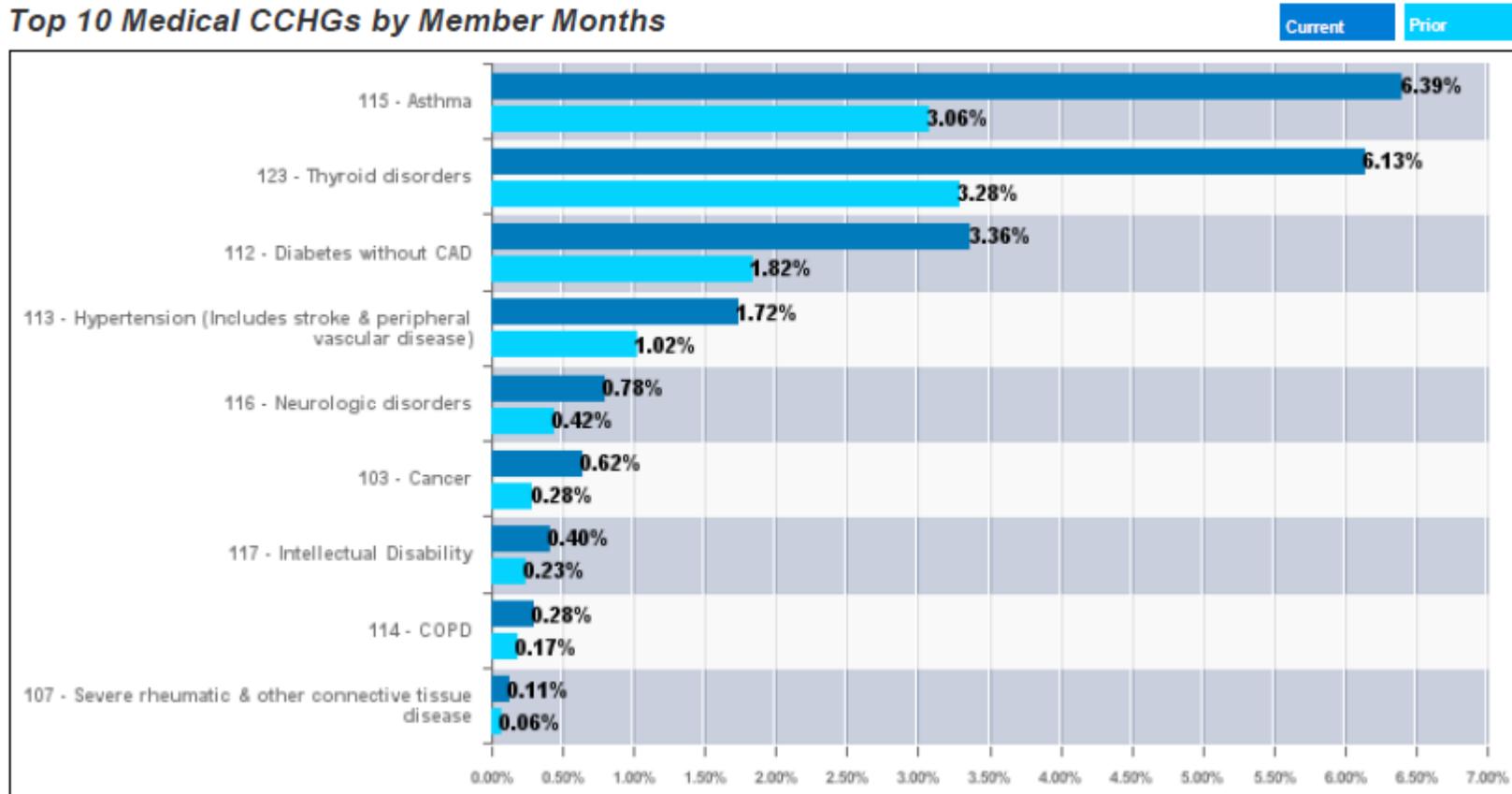
August 2021

1. Pre-employment examinations
2. Respiratory screenings
3. Skin conditions

# 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 - Aug 2021



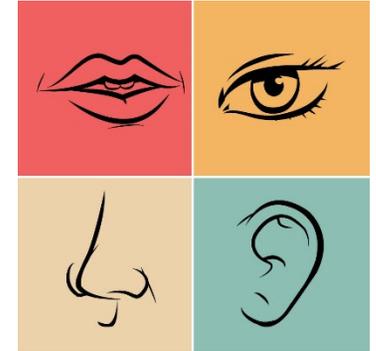
**Dermatology (15%)**

**Physical Therapy (10%)**

**Digestive Health (8%)**

**Ear Nose and Throat (8%)**

**Sports Medicine (5%)**



Total Referrals:  
**40**

# Quality Metrics

## SSM Ambulatory Bundle

Last Refresh: 10:24:23 AM

YTD

|                                                                                   | Q4 '20 | Q1 '21 | Q2 '21 | QTD  | Region - Midwest Mean |
|-----------------------------------------------------------------------------------|--------|--------|--------|------|-----------------------|
| CMS 125: Breast Cancer Screening                                                  | 75 %   | 81 %   | 83 %   | 77 % | 53 %                  |
| CMS 130: Colorectal Cancer Screening                                              | 83 %   | 92 %   | 67 %   | 71 % | 54 %                  |
| CMS 2: Preventive Care and Screening: Screening for Depression and Follow-Up Plan | 78 %   | 83 %   | 74 %   | 54 % | 43 %                  |
| CMS 165: Controlling High Blood Pressure                                          | 50 %   | 78 %   | 80 %   | 89 % | 72 %                  |
| CMS 122: Diabetes: Hemoglobin A1c Poor Control                                    | -      | 50 %   | 67 %   | 0 %  | 32 %                  |
| CMS 147: Preventive Care and Screening: Influenza Immunization                    | 76 %   | 77 %   | 69 %   | 82 % | 53 %                  |
| CMS 117: Childhood Immunization Status                                            | -      | -      | 100 %  | -    | 48 %                  |

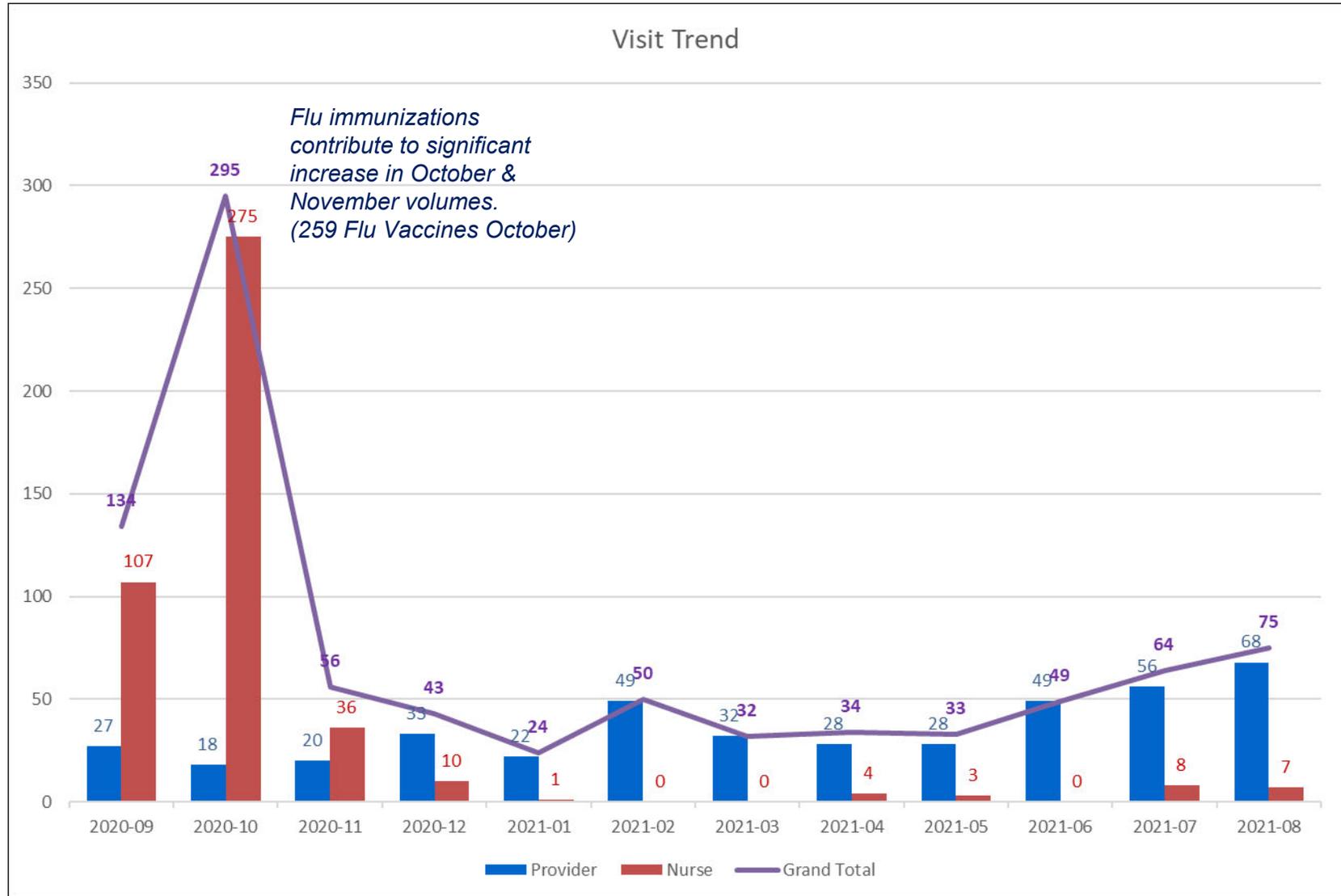


**Control Metrics:** The percent rating of patients who presented for a visit at the Wellness clinic, and whose currently recorded result was within an acceptable normal range for that measurement.

C  
D  
S  
D  
N

**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

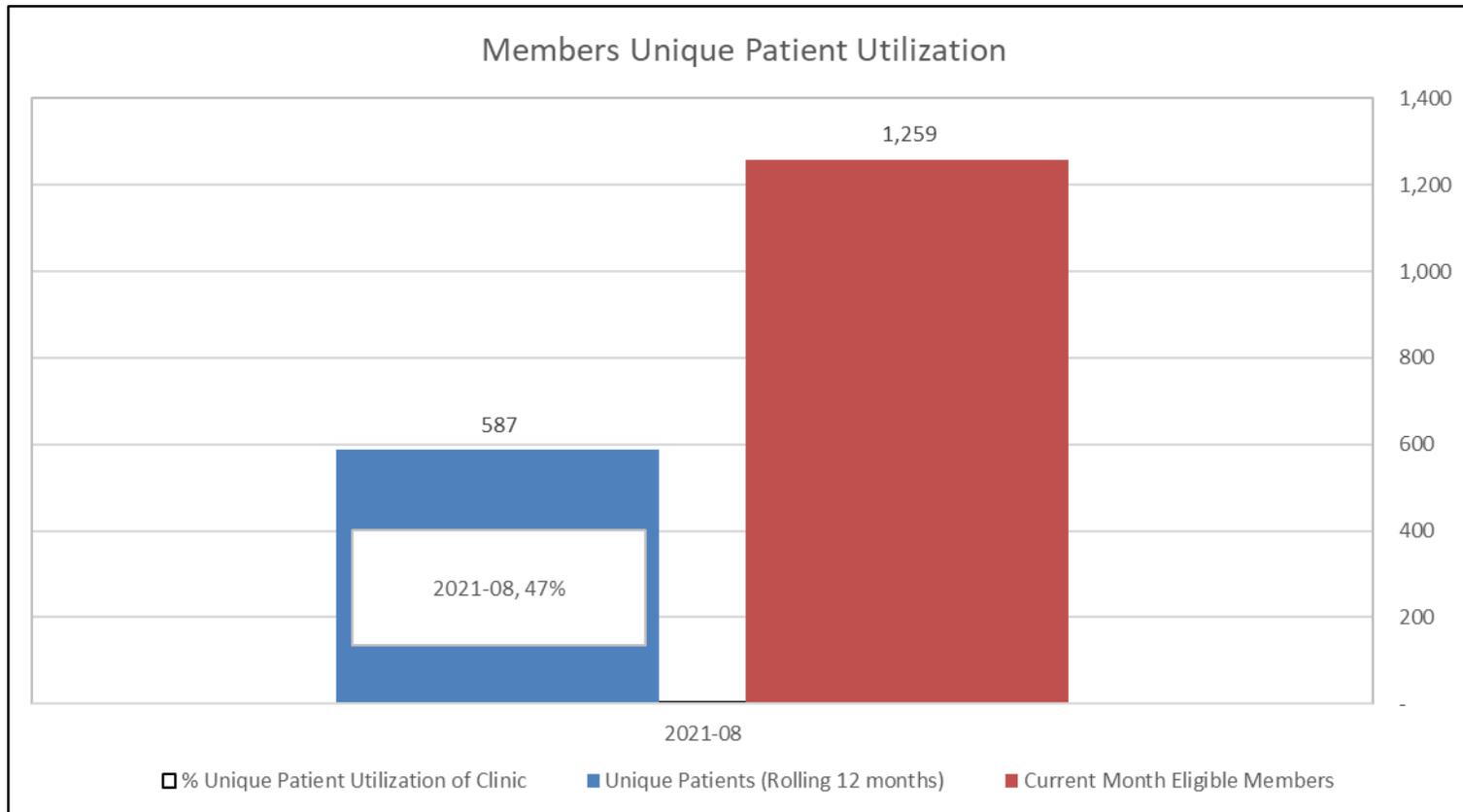


# Visit Volumes by Visit Type – includes both provider and nurse visits

| Sum of Completed Appts |                       | Calend    |            |            |           |           |           |           |           |           |           |           |           |           |  |
|------------------------|-----------------------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Visit Type             | Visit Type Detail     | Aug-20    | Sep-20     | Oct-20     | Nov-20    | Dec-20    | Jan-21    | Feb-21    | Mar-21    | Apr-21    | May-21    | Jun-21    | Jul-21    | Aug-21    |  |
| Provider               | EXTENDED OFFICE VISIT |           |            |            | 1         |           |           |           | 1         |           |           |           |           |           |  |
|                        | OFFICE VISIT          | 3         | 4          | 10         | 4         | 16        | 4         | 11        | 1         | 7         | 9         | 17        | 24        | 15        |  |
|                        | PRE EMPLOYMENT        | 23        | 17         | 6          | 7         | 2         | 4         | 5         | 3         | 6         | 8         | 6         | 19        | 34        |  |
|                        | PRE EMPLOYMENT BRIEF  | 5         | 2          |            | 2         | 1         | 1         |           | 1         | 6         | 3         | 3         | 4         | 5         |  |
|                        | SAME DAY              |           |            |            |           | 3         |           |           | 10        | 4         |           |           | 2         | 1         |  |
|                        | TELEMEDICINE          |           |            |            |           | 1         | 3         |           | 1         |           |           | 1         | 1         |           |  |
|                        | VIDEO VISIT           | 2         | 4          | 2          | 3         | 9         | 9         | 4         | 11        | 5         | 7         | 9         | 5         | 9         |  |
|                        | WELLNESS VISIT        | 1         |            |            | 3         | 1         | 1         |           | 4         |           | 1         | 13        | 1         | 2         |  |
|                        | SPECIAL CARE VISIT    |           |            |            |           |           |           | 29        |           |           |           |           |           |           |  |
|                        | LONG PROCEDURE        |           |            |            |           |           |           |           |           |           |           |           |           | 2         |  |
| <b>Provider Total</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> | <b>56</b> | <b>68</b> |  |
| Nurse                  | FLU VACCINE           |           | 97         | 270        | 35        | 9         |           |           |           |           |           |           |           |           |  |
|                        | OFFICE VISIT          | 8         | 10         | 5          | 1         | 1         | 1         |           |           | 3         | 1         |           | 4         | 7         |  |
|                        | SAME DAY              |           |            |            |           |           |           |           |           |           |           |           | 1         |           |  |
|                        | VIDEO VISIT           |           |            |            |           |           |           |           |           |           |           |           | 1         |           |  |
|                        | SHORT PROCEDURE       |           |            |            |           |           |           |           |           | 1         | 2         |           | 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>  |           | <b>8</b>  | <b>7</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>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> | <b>64</b> | <b>75</b> |  |

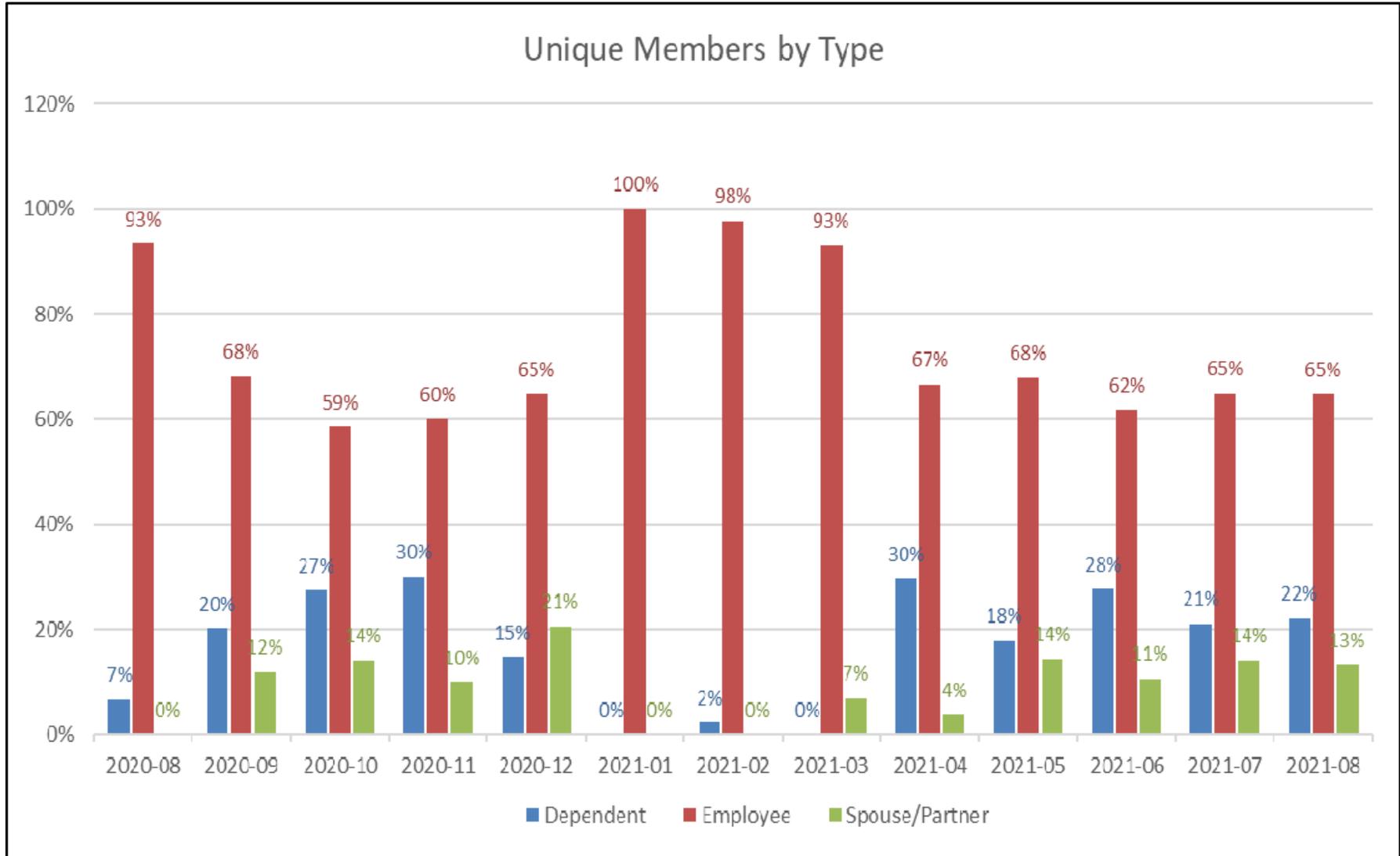
# Unique Patient Utilization

Rolling Year Ending August 2021

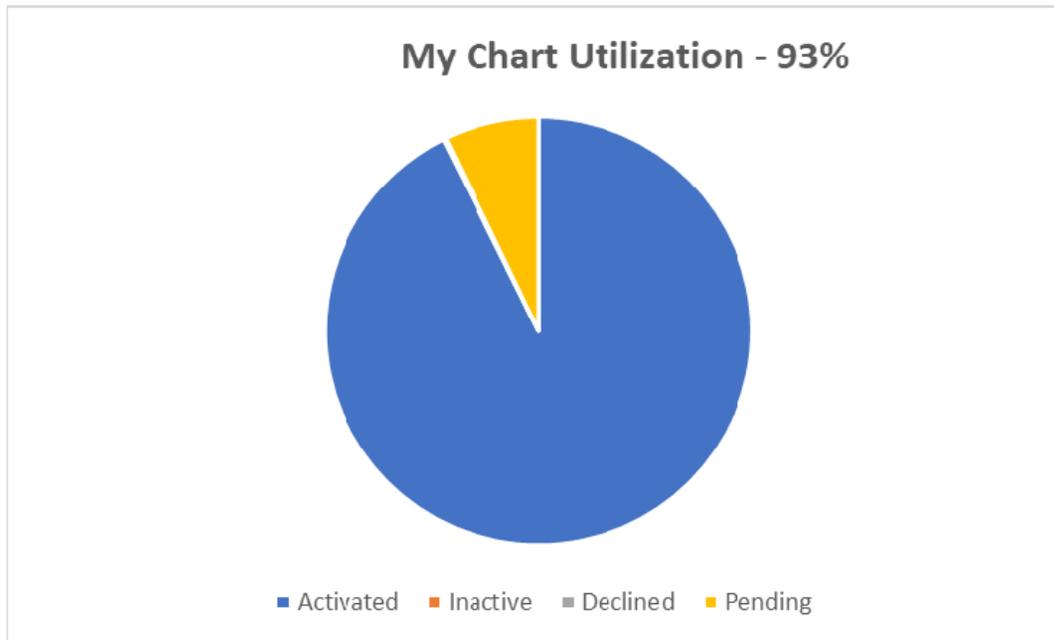


Unique Patients – individual members receiving care at the wellness clinic in each reporting period  
As of September 2019 reporting, utilization is report as a rolling 12 month figure  
National benchmarks suggest a 60% utilization rate stabilizes after a few years.

# Utilization by Unique Member Type



# My Chart Utilization (Qtrly metric)

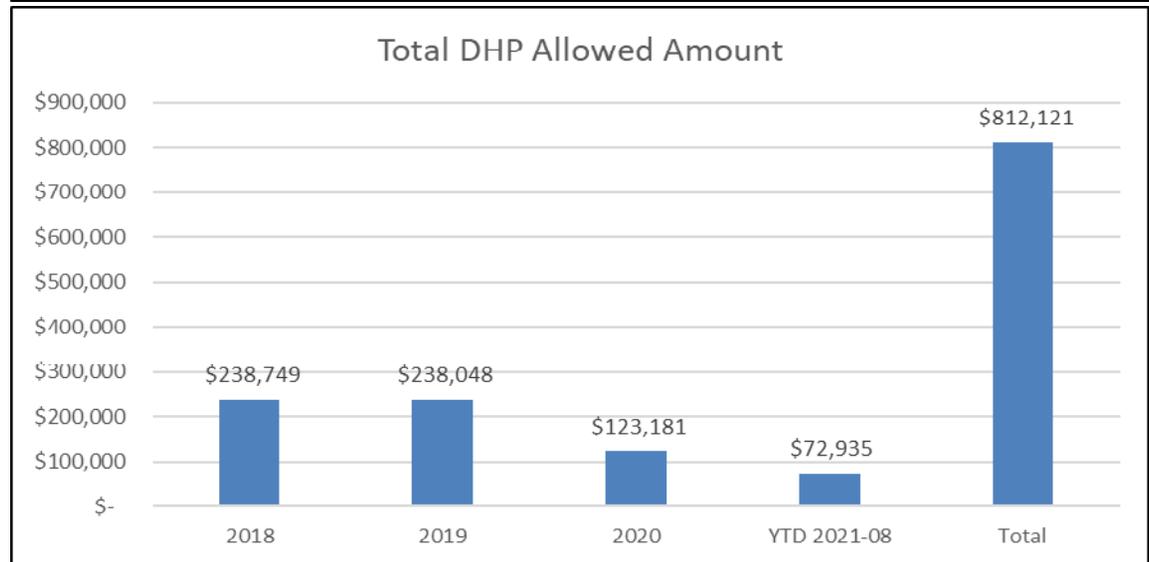
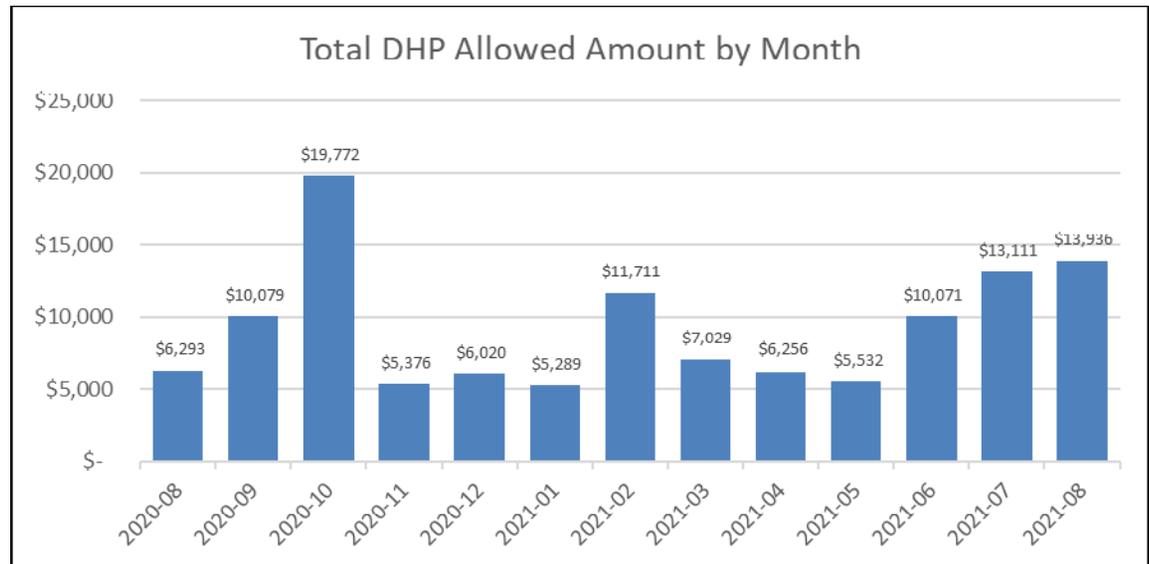


**93%** of members  
visiting the WCSD  
clinic in the last 2  
years have active  
My ChartAccounts

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.

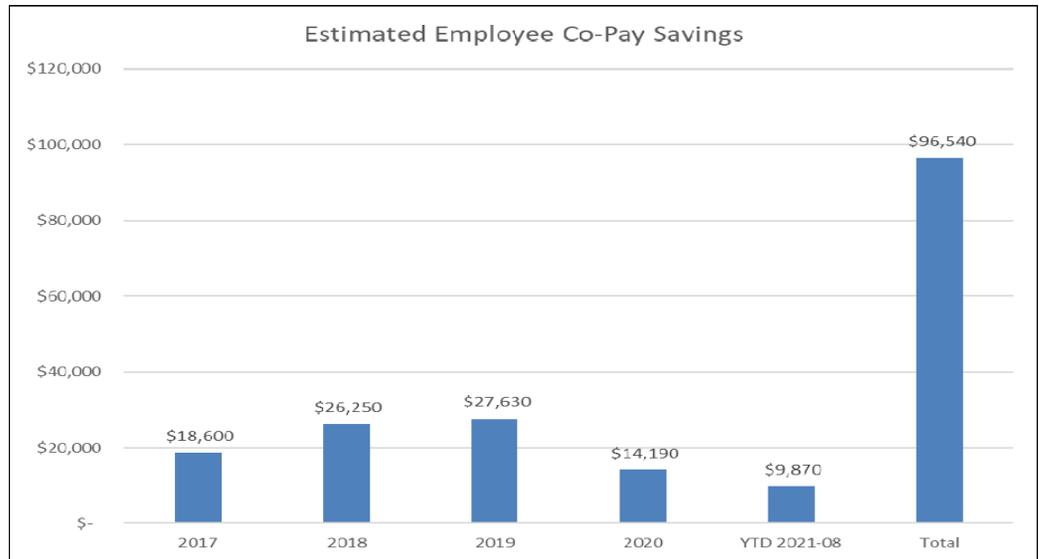
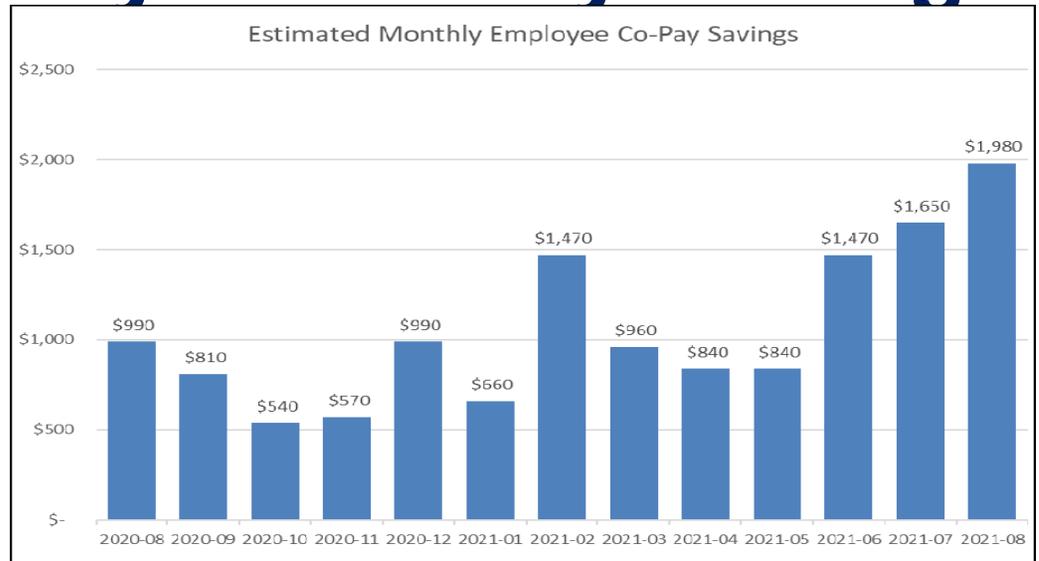
# DHP Contract Allowed Amounts

- Rolling 12-Month ending August 2021, DHP Contract Allowed Amount, Claims Avoidance Totaled \$114,182



# Estimated Employee Co-Pay Savings

- Assumes \$30 Co-Pay for all applicable Office/Medical Visits
- Rolling 13-Month ending August 2021 Potential Employee Co-Pay Savings Totaled \$13,770



# Additional Financial ROI

## Occupational Health:

Services captured in the employer clinic – Saving \$13,436 from direct billing to employer. (12 rolling months)



**Total Additional Savings :  
\$20,108.00**

| Financial ROI metrics-detail |  |  |             |          |     |              |
|------------------------------|--|--|-------------|----------|-----|--------------|
| Client                       |  |  | Service     | Fee      | Vol | Savings      |
| Waunakee School District     |  |  | PE Phys     | \$ 96.00 | 121 | \$ 11,616.00 |
|                              |  |  | Brf PE Phys | \$ 65.00 | 28  | \$ 1,820.00  |
|                              |  |  | Flu admin   | \$16.00  | 417 | \$ 6,672.00  |
|                              |  |  |             |          |     | \$ 20,108.00 |

## Flu season:

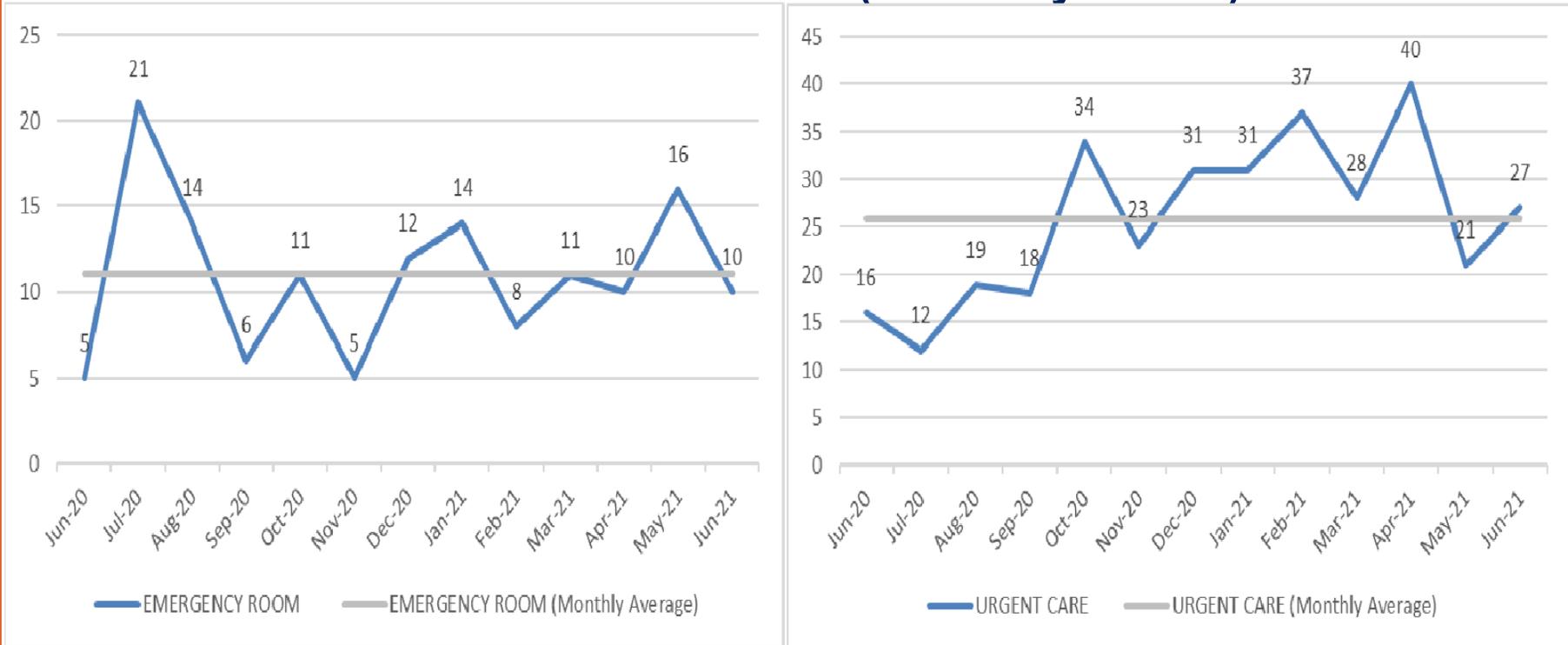
- Vaccine pharmaceutical expense billed at wholesale SSM fee (\$16/dose)

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

\$ 6,672 (12 rolling months)



# 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

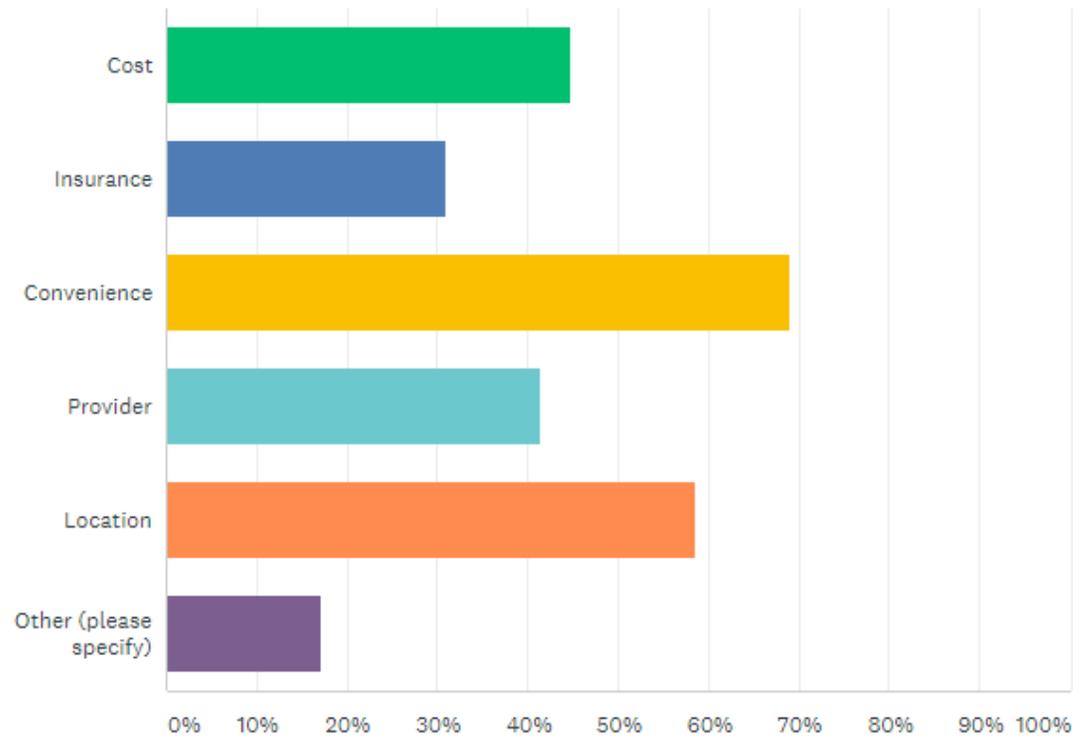
| Patient Satisfaction Survey                                                                    | Very Poor | Poor | Fair | Good | Very Good | N/A |
|------------------------------------------------------------------------------------------------|-----------|------|------|------|-----------|-----|
| Waunakee Wellness Clinic April 2021 – June 2021                                                |           |      |      |      |           |     |
| How would you rate your visit overall                                                          |           |      |      |      | 100%      |     |
| Please rate the ease of scheduling your appointment                                            |           |      | 4%   | 10%  | 86%       |     |
| If you left a message with the clinic, please rate the response time from the clinic care team |           | 4%   |      | 7%   | 21%       | 69% |
| Please rate the convenience of office hours                                                    |           |      | 10%  | 17%  | 72%       |     |
| Please rate the courtesy of staff at reg/scheduling area                                       |           |      | 4%   |      | 90%       | 6%  |
| 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  |           |      |      | 4%   | 90%       | 6%  |
| Please rate the overall cleanliness of the facility                                            |           |      |      |      | 100%      |     |
| Please rate the likelihood of recommending this clinic to others                               |           |      |      | 7%   | 93%       |     |

Quarterly Metric

# Survey Question 12- Point of Care

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

Answered: 29 Skipped: 2



# Recommendations/Discussion

## August 2021

- Sept starts nutrition series – virtual presentations utilizing Toni Sterri’s videos – One participant
- Home Health Zoom meeting 9/21 – Keeping Life Organized – Janet Bolling recorded the presentation there was zero attendance
- Oct Events:
  - Derm Day 10/8
  - Rethink the Drink winners pulled 10/8
  - Healthy Eating virtual presentation 10/21
  - Flu shots available!
- Highest number of Provider visits in the last rolling 12 months
- Patient Satisfaction – will be updated quarterly going forward
- Depression screening down since last month – retraining and laminated cards to remind to complete and log in EPIC

# Summary and Discussion



Wellness Clinic Monthly Expenses

|                | Dean/SSM  | Staff     | Admin    | Other Prof. Services | Supplies/ Equipment | Rent     | Cleaning | Utilities | District purchased supplies | Security System (annually) | Monthly Total |
|----------------|-----------|-----------|----------|----------------------|---------------------|----------|----------|-----------|-----------------------------|----------------------------|---------------|
| 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   |                      | 7,330.35            | 2,059.00 | 1,545.00 | 140.92    | 263.00                      |                            | 22,221.27     |
| December 2018  | 13,788.60 | 10,729.00 | 154.00   | 482.00               | 2,423.60            | 2,059.00 | 1,545.00 | 162.00    | 26.00                       |                            | 17,580.60     |
| January 2019   | 13,709.95 | 10,729.00 | 154.00   |                      | 2,826.95            | 2,059.00 | 1,545.00 | 194.93    | 31.50                       |                            | 17,540.38     |
| February 2019  | 13,266.00 | 10,729.00 | 154.00   |                      | 2,383.00            | 2,059.00 | 1,545.00 | 209.10    | -                           |                            | 17,079.10     |
| March 2019     | 13,310.00 | 10,729.00 | 154.00   |                      | 2,427.00            | 2,374.00 | 1,591.35 | 231.90    | 51.75                       |                            | 17,559.00     |
| April 2019     | 15,124.16 | 14,053.00 |          | 613.00               | 458.16              | 2,104.00 | 1,591.35 | 207.65    | 18.50                       |                            | 19,045.66     |
| May 2019       | 14,758.02 | 14,053.00 |          | 65.00                | 640.02              | 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 |          |                      | 656.60              | 2,104.00 | 1,591.35 | 167.72    | 7.00                        | 352.80                     | 18,932.47     |
| August 2019    | 15,233.00 | 14,053.00 |          |                      | 1,180.00            | 2,104.00 | 1,591.35 | 250.68    | 25.50                       |                            | 19,204.53     |
| September 2019 | 18,794.76 | 14,053.00 |          |                      | 4,741.76            | 2,167.00 | 1,591.35 | 220.16    | 21.50                       |                            | 22,794.77     |
| October 2019   | 14,672.00 | 14,053.00 |          | 555.75               | 63.25               | 2,167.00 | 1,591.35 | 187.96    | 18.50                       |                            | 18,636.81     |
| November 2019  | 14,988.60 | 14,053.00 |          | 935.60               |                     | 2,167.00 | 1,591.35 | 147.67    | 20.25                       |                            | 18,914.87     |
| December 2019  | 14,540.00 | 14,053.00 |          | 487.00               |                     | 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 |          |                      | 1,308.00            | 2,197.00 | 1,591.35 | 191.30    | 25.50                       |                            | 19,366.15     |
| March 2020     | 14,509.20 | 14,053.00 |          | 197.00               | 259.20              | 2,197.00 | 1,591.35 | 164.89    | 32.25                       |                            | 18,494.69     |
| April 2020     | 7,508.50  | 7,026.50  |          | -                    | 482.00              | 2,197.00 | 1,639.09 | 148.89    | 18.50                       |                            | 11,511.98     |
| May 2020       | 7,134.70  | 7,026.50  |          | 108.20               |                     | 2,197.00 | 1,639.09 | 148.89    | 7.00                        |                            | 11,126.68     |
| June 2020      | 6,677.10  | 6,708.10  |          | -                    | (31.00)             | 2,197.00 | 1,639.09 | 146.69    | 7.00                        |                            | 10,666.88     |
| July 2020      | 7,275.50  | 7,026.50  |          |                      | 249.00              | 2,197.00 | 1,639.09 | 146.68    | 25.50                       | 360.00                     | 11,643.77     |
| August 2020    | 7,173.50  | 7,026.50  |          | -                    | 147.00              | 2,197.00 | 1,639.00 | 196.79    | 7.00                        |                            | 11,213.29     |
| September 2020 | 13,386.50 | 7,026.50  |          |                      | 6,360.00            | 2,197.00 | 1,639.09 | 183.26    | 50.50                       |                            | 17,456.35     |
| October 2020   | 7,862.50  | 7,026.50  |          | -                    | 836.00              | 2,197.00 | 1,639.09 | 149.80    | 22.37                       |                            | 11,870.76     |
| November 2020  | 15,820.00 | 15,678.00 |          |                      | 142.00              | 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 |          |                      | 1,068.00            | 2,262.91 | 1,639.09 | 186.83    | 45.00                       |                            | 20,879.83     |
| February 2021  | 16,320.00 | 15,678.00 |          | 600.00               | 42.00               | 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 | 1,738.91 | 193.22    | 86.50                       |                            | 20,069.83     |
| May 2021       | 15,825.00 | 15,678.00 |          |                      | 147.00              | 2,262.91 | 1,738.91 | 174.79    | 7.99                        |                            | 20,009.60     |
| June 2021      | 15,796.00 | 15,678.00 |          |                      | 118.00              | 2,262.91 | 1,738.91 | 162.32    | 7.99                        |                            | 19,968.13     |
| July 2021      | 16,527.16 | 15,678.00 |          | -                    | 849.16              | 2,262.91 | 1,738.91 | 189.74    | 5.00                        | 375.00                     | 21,098.72     |
| August 2021    | 16,376.00 | 15,678.00 |          | -                    | 698.00              | 2,262.91 | 1,738.91 | 188.60    | 34.26                       |                            | 20,600.68     |

**FACILITY USE RENTAL FEE EXEMPTION REQUEST**

830-Exhibit(1)

This form is to be utilized by any group or organization that is seeking an exemption from the applicable rental fee charged by the Waunakee Community School District for use of district facilities. The Board will review the written request at its next regularly scheduled meeting (provided the request is received in time to be included in the published agenda) and render a decision. All rental fees will be charged until an exemption is granted. The exemption, if granted, is for one year (365 days) from the date of Board action.

Name of Group/Organization: CARLTON CITY CHAPTER OF MUSKIES INC.  
P.O. Box 8862  
MADISON, WI 53708

Purpose(s) or Goal(s) of Group/Organization: WE ARE A 501C(3) NON-PROFIT.  
WE IMPROVE THE QUALITY OF LAKES, STREAMS AND RIVERS. WE INSTILL  
CONSERVATION ETHIC AND OFFER YOUTH ACTIVITIES, OUTINGS AND A  
COLLEGIATE SCHOLARSHIP FOR WHS STUDENTS

Type(s) of Service Provided the Waunakee Area Community and/or Waunakee Community School District: WE SUPPORT GOOD SPORTSMANSHIP IN STUDENTS AND  
ADULTS, RESEARCH AND STUDY LOCAL FISH POPULATIONS, STOCK FISHERIES  
AND ENHANCE LAKES AND FISHERIES.

Why should the Board of Education grant your request for an exemption from the rental fee charged a typical group/organization in your rental fee category? WE HAVE HAD A  
LONG-STANDING RELATIONSHIP WITH WHS AND ADMINISTRATION OVER THE LAST 20  
YEARS. WE RESPECT THE FACILITY AND LEAVE THE ROOMS AT LEAST AS GOOD  
AND OFTEN-TIMES BETTER THAN WE FOUND THEM. WE UNDERSTAND HOW IMPORTANT  
THAT IS. WE ALSO PLACE A HIGH PRIORITY ON PROVIDING AN ANNUAL SCHOLARSHIP IN 2022.

What percentage of the members of your group or organization are residents of the Waunakee Community School District? WE ESTIMATE THAT UP TO 30% OF OUR  
MEMBERSHIP ARE WAUNAKEE AREA RESIDENTS

Other Information or Comments: (You may attach additional information)

Signatures (Representatives of the Group/Organization):

Jeffery Crandall

08-31-2021  
Date of Application

Date of Application

830-Exhibit(1) continued

If an exemption is granted, the group or organization must fulfill all other requirements for use of the facility as outlined in Policy 830-Rule (custodial or caretaker fees, certificate of insurance, damages, etc.).

Board Action

Exemption Denied \_\_\_\_\_

Exemption Approved \_\_\_\_\_

Stipulations

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Adopted: 10/7/96

Revised: 8/10/98 (*changed policy number only*)

Waunakee Community School District



**Re: Muskie Expo**

1 message

**May, Aaron** <aaronmay@waunakee.k12.wi.us>  
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>  
Cc: Jen Lockman <jenlockman@waunakee.k12.wi.us>

Tue, Sep 21, 2021 at 2:14 PM

The fee is approximately \$675. I say approximately because we rent the pool by the hour so the exact fee for the pool varies year to year.

**Muskie School - Estimated Usage Fee**

| <u>Areas Reserved</u> | <u>Fee</u>                |
|-----------------------|---------------------------|
| Small Aud             | \$100/day                 |
| Old Gym               | \$100/day                 |
| Commons               | \$100/day                 |
| Pool                  | TBD based on hourly usage |
| Specialized Classroom | 1 Room @ \$100/day        |
| Regular Classroom     | 10 Rooms @ \$25/day       |
| Custodial Supply Fee  | \$25/Day                  |
| Estimated Total       | \$675                     |

**Muskie School is a Category 4 User:** WCSD Resident, School, or Other Nonprofit Located in Dane County

**Other Recent Fee Exemption Request:** Wheelchair Soccer/Basketball - WCSD Resident

| <u>Area Reserved</u>              | <u>Fee</u>                                 |
|-----------------------------------|--------------------------------------------|
| Prairie Gym - 2019-20 School Year | 13 times, 3 hours @ \$40 (half-day fee)    |
| Prairie Gym - 2018-19 School Year | 11 times, 3 hours @ \$40 (half-day fee)    |
| Prairie Gym - 2017-18 School Year | 10 times, 3 hours @ \$40 (half-day fee)    |
| Custodian Supply Fee - 3 Years    | Not invoiced on less than full day rentals |
| Estimated Total                   | \$1360                                     |

Aaron May, CAA  
Activities Director  
Waunakee High School  
Stay Connected: [Waunakee\\_AD](#)

"The only limit is the one you set, yourself"  
-Felix Baumgartner

**2021/22 Co Curriculars**  
 Waunakee Community School District  
**October 11, 2021 Board of Education Approval**

| Activity                    | First Name | Last Name      | Position Title           | Location      |
|-----------------------------|------------|----------------|--------------------------|---------------|
| <b>STAFF</b>                |            |                |                          |               |
| BASKETBALL - BOYS           | TYLER      | SELK           | ASSISTANT COACH          | HIGH SCHOOL   |
| BASKETBALL - GIRLS          | JARED      | ACKER          | ASSISTANT COACH          | MIDDLE SCHOOL |
| BASKETBALL - GIRLS          | SARAH      | ARTZ           | ASSISTANT COACH          | MIDDLE SCHOOL |
| BASKETBALL - GIRLS          | TIMOTHY    | DECORAH        | ASSISTANT COACH          | HIGH SCHOOL   |
| BASKETBALL - GIRLS          | KELLI      | KLINE          | FRESHMAN COACH           | HIGH SCHOOL   |
| FUTURE PROBLEM SOLVER       | JAMES      | SERCOMBE       | HEAD ADVISOR             | MIDDLE SCHOOL |
| MUSICAL                     | RICK       | BRAUN          | HEAD ADVISOR             | HIGH SCHOOL   |
| MUSICAL                     | MOLLY      | WEISS PETROFF  | ASSISTANT ADVISOR        | HIGH SCHOOL   |
| OSHA                        | JASON      | ROTZENBERG     | CHEMICAL HYGIENE OFFICER | HIGH SCHOOL   |
| SKI / SNOW BOARD TEAM       | TAMRA      | TIERNEY        | ASSISTANT COACH          | HIGH SCHOOL   |
| SOLO ENSEMBLE               | ELIZABETH  | ALBRECHT-HEIKS | HEAD ADVISOR             | HIGH SCHOOL   |
| SOLO ENSEMBLE               | RYAN       | CALLOUD        | HEAD ADVISOR             | HIGH SCHOOL   |
| SOLO ENSEMBLE               | RYAN       | GILL           | HEAD ADVISOR             | HIGH SCHOOL   |
| SOLO ENSEMBLE               | MICHAEL    | STEEN          | HEAD ADVISOR             | HIGH SCHOOL   |
| SOLO ENSEMBLE               | MOLLY      | WEISS PETROFF  | HEAD ADVISOR             | HIGH SCHOOL   |
| SPECIAL OLYMPICS BASKETBALL | THOMAS     | GRUNDER        | HEAD COACH               | HIGH SCHOOL   |
| SPECIAL OLYMPICS SWIM       | KAYLA      | PROCTOR        | HEAD COACH               | HIGH SCHOOL   |
| SYMPHONY WINDS              | ELIZABETH  | ALBRECHT-HEIKS | HEAD ADVISOR             | HIGH SCHOOL   |
| <b>NON STAFF</b>            |            |                |                          |               |
| BASKETBALL - BOYS           | TIM        | BOTHAM         | ASSISTANT FRESHMAN COACH | HIGH SCHOOL   |
| BASKETBALL - BOYS           | JARED      | CRALAM         | FRESHMAN COACH           | HIGH SCHOOL   |
| BASKETBALL - BOYS           | MICHAEL    | JANUSEK        | VOLUNTEER COACH          | HIGH SCHOOL   |
| BASKETBALL - BOYS           | JEFFREY    | KNATZ          | ASSISTANT COACH          | HIGH SCHOOL   |
| BASKETBALL - BOYS           | BLAKE      | KNUTSON        | ASSISTANT COACH          | HIGH SCHOOL   |
| BASKETBALL - BOYS           | BRAD       | KRANTZ         | ASSISTANT COACH          | MIDDLE SCHOOL |
| BASKETBALL - BOYS           | SHAWN      | MURRAY         | VOLUNTEER COACH          | HIGH SCHOOL   |
| BASKETBALL - BOYS           | TIMOTHY    | MURRAY         | ASSISTANT COACH          | MIDDLE SCHOOL |
| BASKETBALL - GIRLS          | RENEE      | ESPARZA        | ASSISTANT COACH          | HIGH SCHOOL   |
| BASKETBALL - GIRLS          | DANA       | JASTER         | ASSISTANT COACH          | MIDDLE SCHOOL |
| BASKETBALL - GIRLS          | CAITLIN    | O'CONNELL      | FRESHMAN COACH           | HIGH SCHOOL   |
| BASKETBALL - GIRLS          | COLEE      | SIMMS          | VOLUNTEER COACH          | HIGH SCHOOL   |
| DANCE TEAM                  | KRISTINA   | MAHER          | VOLUNTEER COACH          | MIDDLE SCHOOL |
| DANCE TEAM                  | KELSEY     | SWANSON        | VOLUNTEER COACH          | MIDDLE SCHOOL |
| GYMNASTICS                  | ANNA       | GAMM           | ASSISTANT COACH          | HIGH SCHOOL   |
| GYMNASTICS                  | AMANDA     | PIERCE         | ASSISTANT COACH          | HIGH SCHOOL   |
| GYMNASTICS                  | ASHLEY     | YOUNG          | ASSISTANT COACH          | HIGH SCHOOL   |
| HOCKEY                      | CHASE      | COLLETTI       | ASSISTANT COACH          | HIGH SCHOOL   |
| HOCKEY                      | BLAKE      | JORENBY        | ASSISTANT COACH          | HIGH SCHOOL   |
| HOCKEY                      | KEVIN      | STORMER        | ASSISTANT COACH          | HIGH SCHOOL   |
| SOLO ENSEMBLE               | NANCY      | GROENEVELD     | ASSISTANT ADVISOR        | HIGH SCHOOL   |
| SOLO ENSEMBLE               | SAMUEL     | ROBINSON       | ASSISTANT ADVISOR        | HIGH SCHOOL   |
| SPECIAL OLYMPICS BASKETBALL | SARAH      | WILLIAMSON     | HEAD COACH               | HIGH SCHOOL   |
| SWIM - BOYS                 | RICHARD    | LAMPE          | ASSISTANT COACH          | HIGH SCHOOL   |
| WRESTLING                   | KEVIN      | LENZENDORF     | ASSISTANT COACH          | HIGH SCHOOL   |
| WRESTLING                   | KEVIN      | LORD           | ASSISTANT COACH          | HIGH SCHOOL   |
| WRESTLING                   | GREGORY    | METZLER        | ASSISTANT COACH          | HIGH SCHOOL   |
| WRESTLING                   | MALLAN     | SCHWANTES      | ASSISTANT COACH          | MIDDLE SCHOOL |
| WRESTLING                   | ROBERT     | WUNNICKE       | ASSISTANT COACH          | HIGH SCHOOL   |

## Fall Listening Sessions 2021

District Administration Monday, October 25<sup>th</sup> 2:00 PM BOE Room \*

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Prairie Elementary Tuesday, October 26<sup>th</sup> 3:00 PM LMTC

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Middle School Wednesday, October 27<sup>th</sup> 7:30 AM - LMTC

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High School, Monday, November 1<sup>st</sup> 7:30 AM – PAC

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Arboretum Elementary Monday, November 1<sup>st</sup> 3:00 PM - Library

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Intermediate School Wednesday, November 3<sup>rd</sup> 7:40 AM – Art Room

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Heritage Elementary Thursday, November 4<sup>th</sup> 3:00 PM LGA

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