

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

Monday, May 9, 2022  
6:00 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. 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 30 minutes 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.

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

- A. Review Minutes of the April 11,2022 regular meeting and April 19, 2022 evaluations meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. Review and Take Action on Student Discipline/Expulsion Recommendation
- G. Update on Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
- H. Update on Responses to the Request for Proposal of Future Land Sites

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

A. Follow-up Discussion Regarding Board of Education Listening Sessions with Staff

**VI. APPROVAL OF MINUTES**

A. Review Minutes of April 11, 2022 regular meeting, April 19, 2022 Evaluations meeting and the May 2, 2022 Re-Organizational meeting. 11

**VII. BOARD OF EDUCATION CORRESPONDENCE WITH THE COMMUNITY** 21

**VIII. APPROVAL OF AGENDA AND ADDITIONS**

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

**IX. PUBLIC COMMENTS** 22

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

**X. TEACHING STAFF, STUDENTS, & BOARD**

**REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Staff Report

Members of the WTA will provide an update to the Board from the Teachers.

B. Student Report

Marissa Loether and Isabelle Hahn are the student representative from the high school and will be present to report to the board on what is occurring at the high school.

C. Board Reports/Action Items

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

2. CESA 2 Delegate Convention June 21, 2022 - Whitewater, WI 25

3. Board Committee Assignments 30

Attached please find the committee assignments as recommended by Board President, Joan Ensign. Ms. Ensign will formally present and discuss these recommendations with the Board on Monday evening.

**XI. ADMINISTRATIVE REPORT/DATA ON COVID 19**

The administration will provide a brief report on the status of Covid incidents in our school and community.

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

A. Human Resources Committee Meeting

1. Review April 19, 2022 Meeting Minutes and May 2, 2022 Minutes 31

2. Consideration of the Tentative Agreement with the Waunakee 33

Teachers Association on Base Wage Increase for 2022-2023.

The HR Committee and Administration met with the WTA Bargaining Team on April 19th for purposes of negotiations on base wages. A Tentative Agreement was reached by the parties and is being forwarded to the Board for consideration. The WTA membership has voted to accept this tentative agreement, and upon approval by the Board, the agreement will be finalized. The associated cost is detailed within the attachments for agenda item XI.A.3.

3. Consideration of Pay Increases for 2022-2023 for Administration, Administrative Support, Administrative Assistants, Classified Staff, Custodial Maintenance Staff, and Supplemental Pay for Teachers. 34

The attachments detail costing estimates for the supplemental pay system for teachers, compensation system advancement for employees within a wage matrix, and advancing non-union employee groups' wages by 4.7%.

The HR Committee is recommending this compensation plan to the full Board for consideration. If approved, it will go into place beginning on July 1, 2022 -- the start of our new fiscal year.

4. Consideration of Employee Health/Dental Insurance Program and Premiums for 2022-2023 36

Health insurance - No change; final year of the five-year agreement with Dean Health Plan. The insurance committee will begin a review and discussions of plan design and associated costs for the 23/24 school year.

Dental insurance - No change; We are still gathering information about the dental plan usage with the additional benefits that we added for this school year. June, July, August and September are four of the five highest claims months (plus January). Our current balance is \$457,488 but those five months all have historically been deficit spending months. During the 23/24 school year, the insurance committee will need to review new claims information to determine if additional benefits or changes in rates would be appropriate.

Vision insurance - 7.9% increase; Vision insurance is a voluntary offering and our insurance carrier (Delta Vision) offered a renewal at an increased rate due to our past 24 months of plan usage.

These insurance details have been reviewed by the HR Committee and are being recommended to the full Board for consideration.

B. Curriculum Committee

1. Review minutes of 4/20/22 curriculum meeting 37  
2. Textbook and Instructional Materials Requests. 39

The attached textbook requests include new texts for Management and Ethics and Multicultural Literature, digital music subscriptions for Middle School general music and High School vocal music, and two large cost items. The large cost items are new resources for the early primary grades to support student acquisition of foundational reading skills and a renewal of Go Math, which is our mathematics resource for the Intermediate and Middle Schools.

The Curriculum Committee has reviewed these textbooks and instructional material requests and is forwarding them on to the full Board for consideration.

3. Update on the Digital Media and Marketing Classes and Advertising Process 41

The Curriculum Committee met with Jason McConnell and Sandra Meinholz about the Digital Media and Marketing Classes and advertising process. The students in these classes will develop the marketing materials/options for advertising, will work to create the digital campaigns, and the administration will work with the businesses and sponsors on the agreements, payments, and allocation of funds, etc. The administration will discuss this topic in more detail at the Board Meeting on Monday to provide an overview of the process, and answer any questions.

C. Policy Committee

- 1. Review Minutes of 5/4/22 policy meeting. 48
- 2. Revisions to the Advertising Policy -- Policy 851 49

The purpose of this agenda item is to review policy 851, advertising in schools. Attached please find a revised policy 851. These revisions have added advertising restrictions. These advertising restrictions are similar to the policies that the WASB provided the district as examples, and that were reviewed at the Policy Committee Meeting. Our district's attorney is currently researching the topic of advertising restrictions and religious organizations. The revised policy does not include any information about religious organizations, pending a legal opinion. The administration is requesting a policy revision to provide guidelines surrounding future advertising in schools. The facility committee agenda item includes two specific examples of advertising that the administration was requesting school board feedback on.

D. Facility Committee

- 1. Review the minutes of the April 25, 2022 meeting. 55
- 2. Consideration of Changes to Fund 41 Capital Projects Funds for 2022-2023 57

The School Board approved the 2022-2023 Capital Maintenance Projects at the March school board meeting. Attached please find requested revisions to the 2022-2023 projects. These revisions are requested based on a continual analysis of

the priorities for the 2022-2023 school year. The revised grand total matches the annual budgetary cost for capital projects. The facility committee is recommending approval on a 3:0 motion.

3. Softball Advertising Requests 58

The school board has approved a request to have advertising on the softball outfield fence. The administration has approved several advertisements but have requested the Facility Committee's feedback on two potential advertisements. The advertisement for The Lone Girl has been updated to reflect the discussion with the facility committee. The administration also requested a review of policy language regarding this topic, and that issue was discussed at the Policy Committee Meeting and is part of the Board Meeting agenda items on Monday. (Previous Agenda Item)

4. Consideration of Bids for Office Space Renovation in the Administrative Building 60

Administration will share the results from the Bethel Circle request for proposal process for two additional office spaces. We received responses back from Vogel Brothers, Findorff, and CG Schmidt. In addition, the district will contract with our existing/approved vendors for HVAC, electrical, fire alarm, and carpeting. The cost for this project has been updated in the revised capital projects list. The facility committee is recommending approval of the Findorff proposal, on a 3:0 motion. The facility committee meeting packet includes the remainder of the proposals that were received.

E. Budget Committee

1. Review Minutes of the Budget Committee Meeting on 5/2/22 63

2. Review and Consider the First Draft of 2022-2023 Budget 66

The purpose of this agenda item is to review the first draft of the budget for the 22-23 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

1. The \$0/student increase in the per pupil categorical aid, with a \$0/student increase in the revenue limit formula
2. An increase in the percentage of State Special Education Categorical Aid to ~30%
3. The personnel cost line includes an inflationary salary increase of 4.7%, implementation of the teacher and classified staff compensation systems, a 0% increase in dental insurance rates, and a 0% increase for health insurance rates
4. The capital maintenance projects are funded from Fund 41
5. The first draft includes an increase of 9.0 FTE, as outlined on page 13 of the document.
6. The debt service fund includes a debt service repayment in order to keep the district tax rate consistent.
7. All of the remaining budget requests have been placed on hold at this time

The second draft of the budget in June will include:

1. Grant allocations, if available
2. Staffing updates based on additional schedule changes, reallocation proposals or new positions
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to the gift fund (Fund 21)
5. Updates to the community service fund (Fund 80)
6. Updates to building/department revenue accounts and corresponding expense accounts

Please let me know if you have any questions on the first draft of the budget. The budget committee is recommending approval of the first draft of the budget on a 3:0 motion.

UPDATE AS OF MAY 4, 2022:

The district was notified on May 3rd about the final federal funding that is available under the program called Esser 3. Our original allocation under Esser 3 was \$558,025. Our new allocation under Esser 3 is \$3,711,856. Additional funding was provided to increase the allocation to a minimum of \$578/student (that gave us \$1,930,747) and for in-person hours of instruction \$1,218,988. Administration will work with the budget committee for the 2nd draft of the budget to reflect a plan for the use of these additional federal funds.

3. Review and Consider Student Fees for 2022-2023 88

Attached please find the proposed student fees for the 2022-2023 school year. Please note that the school fee increase is related to an effort to increase the number of bulk supplies purchased by the district and to reduce the number of supply items that parents are being asked to purchase for the start of the school year. The budget committee is recommending approval on a 3:0 motion. The food service fees are based on the (Version B) budget that was presented to the budget committee. The budget committee is recommending approval of the Version B budget, which slightly increases the food service fees. Board members can view both versions of the budget in the budget committee meeting packet.

4. Review and Consider Facility Use Fees for 2022-2023 91

Attached please find the proposed facility use fees for the 2022-2023 school year. The budget committee requested a revision to increase the maintenance costs by \$5/category and this attachment includes those revisions. The budget committee is recommending approval on a 3:0 motion.

5. Consideration of Memorandum of Understanding with the Village of Waunakee Police Dept. for School Resource Officer 102

Attached please find a Memorandum of Understanding for a School Resource Officer. The district payment toward the school resource officer is a Fund 80 payment. The agreement calls for the school district to pay 50% of the costs of this program, while the Waunakee Police Department pays the remaining 50%. Administration is recommending approval of the memorandum of understanding. The budget committee is recommending approval on a 3:0 motion.

6. Consideration of 2021-2022 Membership Audit 108

Attached please find a report from the district's audit firm on the student counts for the 2021-2022 school year. Districts are "randomly" selected every 4 years to complete a student count audit. No changes were made to the student counts reported by the district. The budget committee is recommending approval on a 3:0 motion.

7. Update and Consideration of Next Steps and Segregation of Funds for Branding Implementation 117

The purpose of this agenda item is to review potential expenditures related to the new district and high school rebranding. Attached please find a document that identifies these potential expenditures. The document is organized by priority and category. Priority A is short term recommendations, while Priority B & C are longer term recommendations. The funding for these potential expenditures will come from a combination of donated funds, building/department budgets and a district budget. Administration is recommending allocating \$25,000 from end of the year funds to be designated toward rebranding expenditures. The budget committee is recommending approval on a 3:0 motion.

F. Board of Education Diversity, Equity, & Inclusion Committee

1. Review the minutes of the May 3, 2022 meeting. 118

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

A. Administrative Reports/Action Items

1. Referendum Planning Update and Timeline

The community survey deadline has passed. Our special board meeting on May 23rd will include a thorough review of the community survey results. At a high level, 51% of respondents prefer a new middle school at the Heritage site, while 20% support either pathway. 59% support rebuilding and replacing Heritage Elementary School, while 18% support either option. The operational referendum questions had a yes support ranging from 62-80%. 85% indicated definitely yes or probably yes to supporting the funding for the referendum questions.

Our architectural firm, EUA, will be meeting with administration and staff at both Heritage and the Middle School to seek feedback on the programs for the new schools. This feedback is essential prior to the end of the 21-22 school year. The school programs and associated budgets will be presented to the school board at the

special meeting scheduled in June.

EUA and Vogel Brothers have been working together to create a draft timeline for a potential November referendum. This timeline will be shared at the May 23rd meeting. The timeline will include a recommendation to begin the design on a new Heritage Elementary School prior to November 2022. This recommendation can be accomplished through a reimbursement resolution that provides an upfront investment by the district that can be reimbursed from referendum funding. This reimbursement resolution process was a part of the 2014 referendum for Prairie Elementary School.

2. Update on School District Website Redesign

Anne Blackburn (Communications Specialist) and Rick Franz (Director of IT) will provide the Board with a preview of the new format for the website, and share with the Board the new processes for management of the content. The goal is to launch the new website in Mid-June.

3. Announcements/Correspondence

Dane County School Consortium--Youth Apprenticeship/Mentor Appreciation Program

**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 April 2022.

1. Monthly Financial Reports 120

Attached you will find the 2021-22 Budget Status report as of April 30, 2022, and the Cash Reconciliation report for March 2022.

Please contact Allie Dye at alexandradye@waunakee.k12.wi.us if you have questions on any of these reports.

B. Cooper and Tweed Scholarships

The purpose of this agenda item is for the Board to approve the allocation of the dollars out of this scholarship fund, per the agreement with the donors of these awards.

C. Gifts and Field Trips

1. Gifts

a. Pride Pump Donation - Meffert Oil \$1000 123

2. Field Trips

a. MS Field Trip Request to Washington DC June 12-18, 2022 124

b. HOSA International Conference - June 22-25, 2022 Nashville TN 127

c. Skills USA National Leadership & Skills Conference 6/20-24/22 Atlanta GA 128

d. FBLA National Leadership Conf. Chicago IL 6/28-7/2, 2022	132
e. Science & Service Trip 2023 - Costa Rica/Ecuador	133
D. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.	
E. Summer School Recommendations	137
F. Consideration of Open Enrollment Applications for 2022-2023	138
<p>The purpose of this agenda item is to request school board action on the open enrollment applications received for the 2022-2023 school year. As a reminder, state law requires the school board to identify the number of available open enrollment spaces at the January 2022 meeting. Attached please find a memorandum regarding these applications, a list of applications into our district, and a list of applications out of our district. We are recommending approval of all of the open enrollment out applications and the recommendations for the open enrollment in requests are aligned with the school board decision from January 2022.</p>	
G. Consideration of Exchange Student Application	140
<b>XV. <u>BOARD BUSINESS</u></b>	
A. Correspondence	141
B. Upcoming Meetings	
<b>XVI. <u>FUTURE AGENDAS AND MEETINGS</u></b>	
A. Agenda Items for Next Meeting	
1. Review Board of Education/District Priorities for 2022-2023	
B. Special Meeting	
May 23, 2022 - Referendum Survey Review	
June 27, 2022 - Additional Meeting	
July 25, 2022 - Additional Meeting	
August 22, 2022 - Additional Meeting.	
C. Budget Committee	
D. Co-Curricular Committee	
E. Curriculum Committee	
F. Facility Committee	
G. Goals Committee	
H. Human Resources Committee	
I. Policy Committee	
<b>XVII. <u>RETURN TO CLOSED SESSION</u> - (if necessary) to complete agenda as listed under agenda item III</b>	
<b>XVIII. <u>RETURN TO OPEN SESSION</u></b>	
<b>XIX. <u>ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION</u></b>	
<b>XX. <u>ADJOURN</u></b>	

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

# Minutes of Board and Superintendent Evaluation Meeting

## The Board of Education Waunakee Community School District

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A Board and Superintendent Evaluation Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 19, 2022, 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 5:28PM.

### **II. ROLL CALL**

Present: Boetcher – Yes, Engebretson – Yes, Ensign – Yes, Frey – Yes, Heinemann – Yes, Hetzel – Yes, Hoefler – Yes.

Also present: Randy Guttenberg, New board member Katie Dotzler (Katie left after the oath of office)

### **III. SCHOOL BOARD MEMBER OATH OF OFFICE**

Before the oath of office Joan Ensign presented the outgoing board member, David Boetcher with a plaque commemorating this years on the WCSD Board of Education.

Katie Dotzler, Judith Engebretson and Jack Heinemann took the oath of office for the 3 year term ending in 2023.

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

A motion was made by Hetzel, second by Heinemann, to go into closed session at 5:30PM. Motion carried 7-0 on a roll call vote

Boetcher – Yes, Engebretson – Yes, Ensign – Yes, Frey – Yes, Heinemann – Yes, Hetzel – Yes, Hoefler – Yes

#### A. Superintendent Evaluation

### **V. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**

A motion was made by Engebretson, second by Frey leave closed session at 5:58PM and return to open session .

The board reconvened in open session at 6:15PM

### **VI. APPROVE THE AGENDA**

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

### **VII. PUBLIC COMMENTS**

There were no public comments.

### **VIII. BOARD OF EDUCATION SELF-EVALUATION AND PRIORITIES**

The Board reviewed the School Perceptions Survey. The board action items should be supported by the full board no matter how an individual member voted. They discussed board meeting management. Full presentations shown at a committee meeting should be attached to boardbook for the regular meeting with only a short summary of the presentation given. The community should have a general idea of how to access an agenda and how to

communicate with the board in person or via email. They discussed the various board committees and other assignments. A more active Legislative liaison or correspondent was discussed.

A motion was made by Hetzel, second by Hoefer, to bring any goals items to the full board this year and continue to have a BOE DEI committee. Motion carried 7-0.

The board discussed the priorities for the 2022-2023 school year. The three focus areas are:

- 1) Fall 2022 Referendum
- 2) Continue the DEI Work as outlined by the BOE DEI Committee
- 3) Maintain Excellence with areas of focus being:
  - a. Budget
  - b. Staff recruitment/retention
  - c. Curriculum & Instruction

**IX. DISCUSS A PROPOSED WRITTEN COMMUNICATION FROM THE SCHOOL DISTRICT/BOARD OF EDUCATION**

The board discussed a draft correspondence asking the community for support of staff and students. This correspondence will be read at the May 9<sup>th</sup> meeting as well as being posted in the Tribune, sent to parents, posted on the webpage, and posted social media.

After much discussion and suggested edits, a motion was made by Engebretson, second by Hetzel, to adopt the correspondence with the changes discussed and to read this correspondence at the 5/9/22 regular board meeting, and send to parents, the newspaper, and social media. After discussion regarding reviewing the edited document a motion was made by Heinemann, second by Frey to table the original motion until the Board re-organizational meeting on 5/2/22. Motion carried Y=4 – N=3 on a roll call vote.

Boetcher – No, Engebretson – No, Ensign – Yes, Frey – Yes, Heinemann – Yes, Hetzel – No, Hoefer – Yes

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

NA

**XI. RETURN TO OPEN SESSION**

NA

**XII. ADJOURN**

A motion was made by Heinemann, second by Hetzel, to adjourn the meeting at 7:25PM

# 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, April 11, 2022, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

President Ensign called the meeting to order. A motion was made by Hetzel, second by Hoefler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e), and (f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00 PM

### **II. ROLL CALL**

Boetcher- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann – Yes , Hetzel- Yes, Hoefler- Yes

Also Present: Randy Guttenberg, Steve Summers

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

A. Review Minutes of March 14, 2022 meeting

B. Review Individual Teacher/Administrator Contract Recommendations, Leave Requests, Resignations and Retirements

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

D. Review Individual Co-Curricular Contract Recommendations

There are no Co-Curricular Staff updates this month.

E. Review Summer School Contract Recommendations

F. Review and Take Action on Student Discipline/Expulsion Recommendation

A motion was made by Heinemann, second by Hoefler, to approve the recommendation as presented. Motion carried 7-0.

G. Discuss and Review the Board's financial offer for Negotiations with the Waunakee Teacher's Association.

H. Discuss the Implications for the District of the Reversionary Clause in the Deed for Village Property --Former Library Building, and the Subsequent Parameters of the Board for Future Leasing Agreements of the Parking Spaces.

### **IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**

A motion was made by Engebretson, second by Frey, to adjourn closed session, and reconvene in open session. Motion Carried 7-0 Time: 7:15PM. Open Session reconvened at 7:19PM.

**V. BOARD DEVELOPMENT WORKSHOP**

There was not time for Board Development.

**VI. APPROVAL OF MINUTES**

**A. Review Minutes of March 14, 2022 Regular Meeting.**

A motion was made by Hetzel, second by Heinemann, to approve the minutes as posted.

Motion carried. 7-0.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Engebretson, second by Heinemann to approve the agenda as posted with one exception to remove from consent agenda the early retirement request. Motion carried 7-0.

**VIII. PUBLIC COMMENTS**

Public comments sent via email were reviewed by the full board but not read out loud at the meeting.

Email Public comments are attached to the extra section of the agenda and were from:

Brian Malich – 3 separate comments

Public comments in person: - There were no public comments in person.

**IX. PUBLIC HEARING ON THE USE OF FEDERAL ESSER FUNDS**

Summers & Dye explained and answered questions regarding the District’s use of Federal Esser III funding. There were no public comments regarding this this topic.

**X. TEACHING STAFF, STUDENTS, & BOARD**

**REPORTS/RECOMMENDATIONS/ACTION ITEMS**

**A. Staff Report**

Lindsay Freye and Stacy Hankins from the WTA thanked Dave Boetcher for his time on the school board. Congratulated Judy Engebretson and Jack Heinemann to remaining on the board and welcomed Katie Dotzler as a new board member. They thanked the district for providing Substitute teacher training. They are happy to see some new faces, but there still seems to be a substitute shortage. They are thankful for the listening sessions that the board holds for the staff.

**B. Student Report**

Marissa Loether reported on what is occurring at the high school. Due to State Testing some students received a late start which was appreciated. Spring sports are in full swing. Prom will be on 4/23/22. The students are appreciative to have 4/15 and 4/18 off. Preparations are being made for AP Course testing at the end of April.

**C. Board Reports/Action Items**

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

Boetcher shared that by attending the beginning of the meeting, wearing a headpiece, he was able to raise \$3700.00 for the Student Financial Assistance Fund. Ensign thanked the administration for all the preparation they put into the 4 Community Engagement meetings for this year. The four meetings were September – Diversity, Equity, & Inclusion, November – Student Achievement, January – The Referendum process, March – School Safety. All of these are on the Board of Education YouTube page if you would like to view them.

**2. National Teacher Appreciation Week Board Correspondence**

Hetzel presented a draft correspondence for the Board to consider sending out to all district staff during the week of 5/2/22. The board was in agreement with this correspondence.

**3. Spring Election Update**

The Canvass of the April 5th Election Results took place on Monday April 11th. Rebecca McDonough announced the results of the canvass. Engebretson won for the board seat representing the Towns of Springfield and Dane with total votes of 2855. Heinemann and Dotzler won the board seats for the Village of Waunakee with votes of 2688 and 2731, respectfully.

Ensign wished Dave Boetcher well. He served the board for 9 years and his expertise in facilities and his voice on many topics will be missed.

#### **XI. COVID-19 UPDATE**

Guttenberg provided a brief report on the COVID data for our school and community from the last month.

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

##### **A. Curriculum Committee**

1. The minutes of the 3/29/22 meeting were reviewed and summarized by Hetzel.
2. Summer Curriculum Project Requests.

Hetzel and Schell presented and answered questions regarding the Summer Curriculum Writing Project Requests. A motion was made by Hoefer, second by Boetcher to approve as presented. Motion carried 7-0.

##### **B. Policy Committee**

1. The minutes from the 3/29/22 meeting were reviewed and summarized by Frey

##### **2. Consideration of New or Updated Policies**

###### **a. Advertising in the Schools - Policy 851**

Guttenberg presented and answered questions regarding the revised language to the policy related to Advertising in Schools.

Guttenberg also shared that the administration had a meeting on April 4th with teaching staff to establish the advertising process, procedures, and parameters for the Marketing Class and the Digital Communication Class, related to the selling of advertising within their curriculum. Following this meeting, the proposal will run through the Curriculum. A motion was made by Heinemann, second by Hoefer, to accept the revised language as presented and to move forward with the proposal as presented. Motion carried 7-0.

###### **b. School Property Disposal - Policy 690**

Guttenberg and Frey presented and answered questions regarding the revised School Property Disposal Policies. A motion was made by Hetzel, second by Engebretson, to approve the policy as presented. Motion carried 7-0.

###### **c. Transportation in Areas of Unusual Hazard - Policy 751.6**

Guttenberg and Frey presented and answered questions regarding a new policy that the administration is recommending for consideration related to Transportation in Areas of Unusual Hazard. A motion was made by Engebretson, second by Hoefer, to approve the policy as presented. Motion carried 7-0.

##### **3. Consideration of Mental Health Awareness Flag Resolution - May**

The board was asked to consider the resolution regarding flying the Mental Health Awareness Flag during the month of May. After much discussion regarding this request and the hold on a WCSD policy regarding these requests due to a Supreme Court ruling, a motion was made by Hetzel, second by Engebretson, to approve flying the Mental Health

Awareness flag for May 2022 only.

An amendment was made by Hoefler, second by Heinemann, that this be the last flag request to consider until after the Supreme Court case is determined and defined and then an educational display may be considered. Amendment carried 7-0.

The original motion regarding flying the Mental Health Awareness flag for May of 2022 only carried on a roll call vote 5-2.

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

### C. Co-Curricular Committee

1. The minutes from the 4/4/22 meeting were reviewed

#### 2. Consideration of New Clubs

Guttenberg explained the new clubs as listed. For the future, these will be brought in the Spring to better align with budget planning. A motion was made by Hetzel, second by Frey to approve the following clubs: Teens Against Trafficking, Women’s Issues, Future Educators, and FFA Trap Shooting. Motion carried 7-0.

##### a. Teens Against Trafficking

See attachments for documentation related to Teens Against Trafficking.

The Co-Curricular Committee has reviewed this request and is recommending approval.

##### b. Women's Issues Club

See attachments for documentation related to Women's Issues Club.

The Co-Curricular Committee has reviewed this request and is recommending approval.

##### c. Future Educators Club

See attachment for documentation related to Future Educators Club.

The Co-Curricular Committee has reviewed this request and is recommending approval.

##### d. FFA Trap Shooting Club

See attachment for documentation related to FFA Trap Shooting Club.

#### 3. Consideration of Current Clubs Application for Paid Advisor

Guttenberg explained that requests for paid advisors will also be brought in the spring to better align with budget planning. A motion was made by Heinemann, second by Frey to approve paid advisors for Civics Game Club starting with the 2022-2023 school year, the Mental Wellness Club starting with the 2021-2022 school year and Young Conservatives Club starting with the 2021-2022 School year. Motion carried 7-0.

##### a. Consider Civics Games Club for a paid advisor

This club was approved by the Board of Education as a WHS Club on 10/14/2019. The request is to consider this club for a paid advisor starting with the 2022-2023 school year.

The Co-Curricular Committee has reviewed this request and is recommending approval.

b. Consider Mental Wellness Club (Formally NAMI) for a paid Advisor

This club was approved by the Board of Education as a WHS Club on 2/8/2016. The request is to consider this club for a paid advisor starting with the 2021-2022 school year.

The Co-Curricular Committee has reviewed this request and is recommending approval.

c. Consider Young Conservatives Club for a paid advisor

This club was approved by the Board of Education as a WHS Club on 8/8/16. The request is to consider this club for a paid advisor starting with the 2021-2022 school year.

The Co-Curricular Committee has reviewed this request and is recommending approval.

D. Diversity, Equity, Inclusion Board Committee

1. The minutes from the 4/5/22 meeting were reviewed.

Members of the board committee on DEI gave an update from the last meeting and made mention to the community that this committee and the processes related to this committee is not discontinuing but is continuing to move forward. This committee will continue to evolve. They have received information from the students and want to follow up on several concerns regarding how incidents are followed up on with administration. They are also following up with various committees on items the ad hoc committee has recommended for review/action. This committee also wants a follow up message to reach the students and are making plans for this to occur.

E. Budget Committee

1. The minutes from the 4/6/22 meeting have been reviewed

2. 2022-2023 Budget Planning

Summers presented and answered questions regarding the review of the budget planning process for 2022-23. The options for budget planning document were discussed at the budget committee meeting. The Budget committee is recommending limiting purchase orders to essential purchases only for the remainder of the 2021-2022 school year so that the savings may be utilized in the 2022-2023 budget process. A motion was made by Heinemann, second by Frey to approve the purchase order limitation as presented. Motion carried 7-0.

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

A. Administration Reports/Action Items

1. District Branding Report, Reveal and Consideration

Guttenberg introduced the District Branding Committee and explained that he and Summers would introduce the implementation and financial plans in May. Blackburn thanked the committee for the work they did, the focus groups for their input and the board for allowing them to work through the process. Nathan Chow gave a summary of the process and the committee unveiled the district and the high school/athletic logo. A motion was made by Heinemann, second by Frey, to approve the logos as presented and to continue with the implementation process. Motion carried 7-0.

2. Referendum Planning Timeline -- Update

Guttenberg provided an update to the Board on the next steps and timeline for referendum planning. The board asked about the timing of the survey. There was a question regarding

the change of the Middle School location, Guttenberg explained the board's early decision in 2020 to consider other sites after reviewing the plan for the middle school on the property next to the intermediate school.

### 3. Consideration of Softball Advertising Request

Guttenberg explained and answered questions regarding a fundraising request from the Girl's Softball Program to sell advertising banners on the junior varsity and varsity softball field fences. Rob Thole, a representative of the softball program, was able to answer questions regarding this request.

A motion was made by Heinemann, second by Frey to approve the proposal as presented while following the guidelines for advertising within the district. Motion carried 7-0.

### 4. Announcements

#### XIV. CONSENT AGENDA

A request was made to pull the early retirement request from the staff updates.

A request was made to consider items D – Fund Raising request, E – Part Tim Open Enrollement, F – 2022-2023 Dane County New Teacher Project Contract, G- 2022-2023 CESA2 Contract, and H – Waunakee Cares Coalition Trip separately.

There was also a question regarding the bench at Heritage in memory of a crossing guard that was hit by a car and removed.

A motion was made by Engebretson, second by Hoefler, to approve the consent agenda with the items requested pulled out. Motion carried 7-0.

A motion was made by Heinemann, second by Hoefler to approve the fundraising request for the Concert Grand Piano. Motion carried 7-0.

A motion was made by Hoefler, second by Heinemann, to approve the Part Time Open Enrollment Application as presented. Motion carried 7-0.

A motion was made by Heinemann, second by Hoefler, to approve the 2022-2023 Dane County New Teacher Project Shared Service Contract. Motion Carried 7-0.

A motion was made by Heinemann, second by Hoefler to approve the 2022-2023 CESA 2 Contract as presented. Motion carried.

A motion was made by Heinemann, second by Hoefler to approve the field trip request from the Waunakee Cares Coalition as presented. Motion carried 7-0.

#### A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of March 2022.

#### B. Finance

##### 1. Monthly Finance Reports

Attached you will find the 2021-22 Budget Status report as of March 31, 2022, and the Cash Reconciliation report for February 2022.

Please contact Allie Dye at alexandradye@waunakee.k12.wi.us if you have questions on any of these reports.

C. Safety Drills Report

D. Consideration of Fund Raising Requests

1. Concert Grand Piano Classmunity Fundraising Campaign

E. Consideration of Part Time Open Enrollment application

Mr. Brian Borowski and the WHS Counseling office have indicated there will be room to accomdate this request.

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

G. Consideration of the 2022-2023 CESA 2 Contract

H. Gifts and Field Trips

1. Gifts

2. Field Trips

a. Waunakee Cares Coalition CADCA Training, Orlando FL, July 2022

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

### **New Teacher Staff**

**Tiffany Bowdish**, 2nd Grade Teacher, AES

Alissa Bratz, French Teacher, HS

Pamela Emmerich, Elementary Bilingual Teacher, PES

Hailee Hamer, Spanish Teacher, HES

Christine Leising, Physical Education Teacher, PES

Heather Kandiko, Spanish Teacher, HES/PES

Susan Lindloff, 50% Math Interventionist, HES

**Brittany Marx**, 2nd Grade Teacher, AES

Emily Roska, Music Teacher, HES

### **New Support Staff**

**Christine Glad**, Para Educator Regular Education, HES

Sarah Nolden, Para Educator Regular Education, HES

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

Kristina Greisen - from Cross Categorical Teacher, HES, to 1st Grade Teacher, HES

Dawn Maier - from Health Assistant, IS, to Attendance Admin Assistant,

Whitney Nichols - from Spanish Teacher, HES, to 4th Grade Teacher, HES

### **Resignations**

Maria Bilogo, Custodian, Bethel

Candice Gosdeck, Para Educator Special Education, AES

**Melissa Hlavacka**, 4th Grade Teacher, PES

Justice Lightning, Para Educator Regular Education, IS

Cassandra Taylor, Orchestra Teacher, MS

Dustin Winkelman, Agriculture Teacher, MS

**Christina Wright**, Math Interventionist, MS

### **Retirements**

Jill Budde, Para Educator Regular Education, PES

Pat Rivard, Para Educator Special Education, MS

Co-Curricular Staff Updates this month are posted on the agenda

J. Summer School Contract Recommendations – are posted on the agenda

## **XV. BOARD BUSINESS**

A. Board Reorganization

B. Correspondence

**XVI. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting

1. Plan BOE Meetings for May - August. A motion was made by Hetzel, second by Engebretson to approve having an additional meeting on the 4<sup>th</sup> Monday of the month in June, July, and August due to referendum planning. Motion carried 7-0.

B. Special Meetings

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facilities Committee – 4/25 @ 7:30AM

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. Goals & Objectives 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**

The board of Education adjourned at 9:36PM on a motion by Boetcher, second by Engebretson, and passed unanimously by voice vote 7-0.

Respectfully submitted,

\_\_\_\_\_  
Judith Engebretson, Clerk

Date \_\_\_\_\_

JE:rm

As the WCSD Board of Education we support our talented teaching staff and administrators in their dedication and hard work to provide our students with the best education possible, particularly in these divisive times.

We also recognize and greatly appreciate the wonderful support that our district receives from our community of families and businesses. Without your support we could not be the excelling school district that we are.

We ask you to join us in supporting our staff and students. We are troubled by those few who target our teachers, administrators, and students publically on social media and elsewhere with criticisms and accusations.

There is a process for addressing any educational, social, developmental or behavioral concerns pertaining to your child within our schools. If you have a concern, please go directly to the source that can best make a difference - the teacher, a counselor, and/or the principal/asst. principal. If unresolved, then go to our Superintendent; if still unresolved then go to the BOE.

As a community, we should be working together to build on the excellence for which the WCSD is known throughout the state. Let's work together to continue to have a culture of mutual respect.

We have an exceptionally talented staff of teachers and administrators that we believe are of the best in the State. We are proud of them for the professional way they go about their work in our schools and classrooms. We are proud of our phenomenal hard working and high achieving students.

As the WCSD BOE, we ask you to join us in supporting our outstanding staff and students.

Joan Ensign, President  
Ted Frey, Vice President  
Jack Heinemann, Treasurer  
Judith Engebretson, Clerk  
Katie Dotzler, Director  
Mark Hetzel, Director  
Brian Hoefler, Director

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

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

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

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

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

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

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

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

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

Page 3 of 3

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

## Cross References:

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

## Adoption/Revision Date(s):

October 1989  
March 1994  
September 1994  
January 2000  
February 2002  
May 2020  
January 2022



Innovative Thinking. Tailored Delivery.

Dan Hanrahan, Agency Administrator

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April 25, 2022

Dear District Administrators,

The CESA 2 Delegate Convention has been scheduled for Tuesday, June 21st, 2022 at 7 pm. The Delegate Convention will be held at the CESA 2 offices at 1221 Innovation Drive, Whitewater, WI 53190.

Enclosed please find the Appointment of 2022 CESA Convention Representatives notification from Jill Underly, State Superintendent; the CESA 2 Delegate Convention Notice from Nancy Thompson, CESA 2 Board of Control Chairperson; and two copies of the form to notify CESA 2 of the delegate from your district.

Please return one copy of the form to notify CESA 2 of the delegate from your district in the enclosed self-addressed stamped envelope or via email to [nicole.barlass@cesa2.org](mailto:nicole.barlass@cesa2.org). Please keep the second copy for your records.

We will send out information regarding the CESA 2 Delegate Convention to the delegate for your district via email once we receive the form.

The CESA 2 Board of Control is made up of a representative from each of the 11 geographic clusters. The following clusters will need to elect a representative to the Board of Control at the 2022 Delegate Convention:

Cluster A: DeForest, Marshall, Sun Prairie, Waterloo and Waunakee

Cluster E: Beloit, Beloit-Turner, Brodhead, Juda and Parkview

Cluster G: Elkhorn, Fort Atkinson, Milton, Palmyra-Eagle and Whitewater

Cluster H: Cambridge, Jefferson, Johnson Creek, Lake Mills and Watertown

Cluster J: Central-Westosha, Lake Geneva-Genoa City, Williams Bay and Wilmot

Cluster K: Burlington, East Troy, Union Grove and Waterford

We very much appreciate your district's involvement in the CESA 2 Delegate Convention!

Please feel free to contact me at 262.473.1447 or [nicole.barlass@cesa2.org](mailto:nicole.barlass@cesa2.org) if you have any questions.

All the best,

A handwritten signature in black ink that reads "Nicole Barlass".

Nicole Barlass  
Executive Director of Operations



WISCONSIN DEPARTMENT OF  
**Public Instruction**

Jill K. Underly, PhD, State Superintendent

*Date:* March 30, 2022

*To:* CESA Administrators  
CESA Board of Control Chairpersons  
School Board Clerks

*From:* Jill K. Underly, PhD  
State Superintendent

*Subject:* Appointment of 2022 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

**FORM FOR NOTIFYING SCHOOL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Jill Underly's request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Nancy Thompson is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the p.m. in the conference room of the Cooperative Educational Service Agency No. 2 in the City, Town, or Village of Whitewater on Tuesday, June 21, 2022.

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: Nancy Thompson  
Chairperson, CESA Board of Control

Date: April 19, 2022





# Board of Education Committee Assignments

**2022-2023**

## **BUDGET**

Jack Heinemann, Chair  
Mark Hetzel  
Joan Ensign

## **CO-CURRICULAR**

Brian Hoefler, Chair  
Ted Frey  
Katie Dotzler

## **CURRICULUM**

Katie Dotzler, Chair  
Judy Engebretson  
Mark Hetzel

## **FACILITIES**

Joan Ensign, Chair  
Jack Heinemann  
Ted Frey

## **POLICY**

Ted Frey, Chair  
Judy Engebretson  
Katie Dotzler

## **HUMAN RESOURCES**

Judy Engebretson, Chair  
Joan Ensign  
Brian Hoefler

## **DEI**

Mark Hetzel, Chair  
Brian Hoefler  
Jack Heinemann

## **CESA #2 DELEGATE**

Judy Engebretson

## **WASB DELEGATE/CORRESPONDENT**

Katie Dotzler

## **INSURANCE COMMITTEE**

Joan Ensign, Brian Hoefler

## **VILLAGE PLAN COMMISSION LIAISON**

Jack Heinemann

## **PROGRAM EVALUATION**

Ted Frey

## **LEGISLATIVE LIAISON**

Mark Hetzel

# Minutes of Human Resources Committee - Negotiations

## The Board of Education Waunakee Community School District

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A Human Resources Committee - Negotiations of the Board of Education of Waunakee Community School District was held Tuesday, April 19, 2022, beginning at 4:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Engebretson called the meeting to order on a rollcall vote at 4:00pm

### **II. ROLL CALL**

Engebretson - Yes, Ensign - Yes, Hoefler - Yes

Also Present: Guttenberg, Grabarski, Summers, Dye, members of the WTA Negotiations committee Shucha, Pagel, Taylor,

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

There were no public comments

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

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

A motion was made by Ensign, second by Hoefler, to go into closed session. Motion carried on a roll call vote 3-0.

Engebretson - Yes, Ensign - Yes, Hoefler - Yes

### **VI. RETURN TO OPEN SESSION**

A motion was made by Hoefler, second by Ensign to return to open session at 4:08PM. Motion carried 3-0.

### **VII. INTRODUCE NEGOTIATING TEAMS**

Members of the WTA Negotiations committee Shucha, Pagel, Taylor, K. Braatz, WEAC Legal Counsel - John Wedge

### **VIII. EXCHANGE INITIAL PROPOSALS**

#### **A. Board of Education**

#### **B. Waunakee Teacher's Association**

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

Motion was made by Ensign, second by Hoefler, to go into closed session at 4:23PM. Motion carried on a roll call vote 3-0.

### **X. NEGOTIATE**

Tentative agreement reached.

### **XI. RETURN TO OPEN SESSION**

A motion was made by Ensign, second by Hoefler, to return to open session at 4:34PM. Motion carried 3-0.

### **XII. ADJOURN**

A motion was made by Hoefler, second by Ensign, to adjourn the meeting at 4:37PM. Motion carried 3-0.

# 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 Monday, May 2, 2022, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Engebretson called the meeting to order at 6:06PM

### **II. ROLL CALL**

Present: Engebretson, Ensign, Hoefler

Also Present: Grabarski, Guttenberg, Summers.

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

No public comments for this meeting.

### **V. STAFF COMPENSATION INCREASES FOR THE 22/23 SCHOOL YEAR**

Grabarski presented and answered question regarding the wage increases for all six employee groups.

A motion was made by Ensign, second by Hoefler, to recommend the supplemental teacher wage and the non-union staff wages as presented to the full board for consideration. Motion carried 3-0.

### **VI. INSURANCE RATE RECOMMENDATIONS FOR THE 22/23 SCHOOL YEAR.**

Grabarski presented and answered questions regarding our final year in the 5 year agreement with Dean Health Plan. The insurance committee will begin a review and discussions of plan design and associated costs for the 23/24 school year.

Grabarski presented and answered questions regarding dental insurance with no change for the 2022-2023 year. Information is still being gathered about the dental plan usage with the additional benefits that we added for this school year. The summer months are traditionally the highest claim months. During the 23/24 school year, the insurance committee will need to review new claims information to determine if additional benefits or changes in rates would be appropriate.

Grabarski presented and answered questions regarding our voluntary vision insurance that will have a 7.9% increase.

A motion was made by Hoefler, second by Ensign, to recommend the full board consider the insurance recommendations for the 22/23 school year as presented. Motion carried 3-0.

### **VII. ADJOURN**

A motion was made by Ensign, second by Hoefler, to adjourn the meeting at 6:18PM. Motion carried 3-0.

# Board of Education Initial Proposal

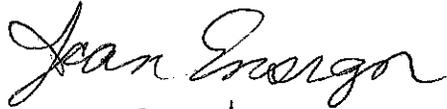
Presented to the WTA

April 19, 2022

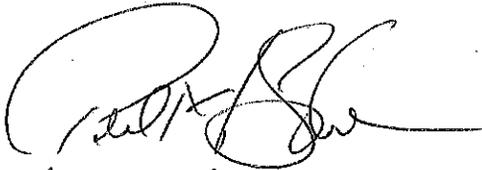
The following proposal represents the initial proposal of the Board of Education for an agreement with the WTA, commencing on July 1, 2022. The Board of Education reserves the right to add to, modify, or delete this proposal.

1. AGREEMENT between WAUNAKEE COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION and the WTA, July 1, 2022 - June 30, 2023.
2. A base wage increase of 4.70%.

Equal distribution amount \$2840.00



For the Board



For the WTA

Teachers	365 staff	
	PD points	\$273,750.00
	Yr of service	\$146,000.00
	5 yr - 58 T	\$43,500.00
	Adv Degree	
	Base Increase CPI	\$1,036,422.00
	Total	\$1,499,672.00

Administrative Assistants		
	Step Mov't	\$25,287.00
	4.7% CPI increase	\$75,610.00
Classified Staff	Step Mov't	\$44,128.00
	4.7% CPI increase	\$131,526.00
Custodial & Maintenance	Step Mov't	\$24,827.00
	4.7% CPI increase	\$84,591.00
Admin / Admin Support	4.7% CPI increase	\$215,940.00
	Catch up pay	\$5,600.00
	Total	\$607,509.00

# Waunakee Community School District

## Renewal Rate Summary

Benefit	Carrier	Renewal Date	Monthly Rates/Fees				
			Tier / Benefit	Current	Renewal	Increase	
Medical	Dean Health Plan	7/1/2022	HMO - \$30 OV Copay / \$100 Ded / \$10/\$25/\$50 Rx				
			Single	\$721.48	\$721.48	0.0%	
			Family	\$1,623.33	\$1,623.33	0.0%	
			POS / PPO - \$30 OV Copay / \$100 Ded / \$10/\$25/\$50 Rx				
			Single	\$807.31	\$807.31	0.0%	
			Family	\$1,816.45	\$1,816.45	0.0%	
Dental	Delta Dental of WI	7/1/2022	Admin Fee	\$4.20	\$4.20	0.0%	
			Funding				
			Single	\$59.40	\$59.40	0.0%	
			Family	\$133.10	\$133.10	0.0%	
Vision	Delta Vision	7/1/2022		Single	\$8.55	\$9.23	7.9%
				Family	\$21.29	\$22.97	7.9%
Ren rates guaranteed through 6/30/26							

# Minutes of Curriculum Committee Meeting

## The Board of Education Waunakee Community School District

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A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Wednesday, April 20, 2022, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Hetzel called the meeting to order at 3:00 PM. MH 3pm  
Joan Ted Mark Michelle MCGynn Sandra mein

Flip flop presents JN TF all in

### **II. ROLL CALL**

Present: Hetzel, Frey, Ensign (filling in for Engebretson)  
Also Present: Tim Schell, Amy Johnson, Michelle McGlynn, Sandra Meinholz, Jason McConnell

### **III. APPROVE AGENDA**

A motion was made by Ensign, second by Frey, to approve the agenda as posted with the change of exchanging items V & VI. Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

\*\*\*Item VI was reviewed prior to item V\*\*\*

### **V. ADVERTISING FOR DIGITAL MEDIA AND MARKETING CLASS**

Schell, McConnell, WCSD Digital Media Instructor and Sandra Meinholz, Marketing Instructor, presented and answered questions regarding advertising as part of the curriculum for the courses they teach. The students will be involved in the creative side of this activity and the adults would finalize all sales.

This process needs to go through the policy committee and will need work through some business office procedures as well.

\*\*\*Item V was reviewed after item VI

### **VI. REDEFINING READY UPDATE**

Michelle McGlynn and Tim Schell provided an update and answered questions on the work with Redefining Ready. The information that McGlynn shared is a comprehensive tool to use with the report card.

### **VII. TEXTBOOK AND INSTRUCTIONAL MATERIALS REQUESTS**

Schell and Johnson presented and answered questions regarding the textbook requests for approval and budgeting will be presented for review and action to be advanced to the May regular meeting.

After some discussion, a motion was made by Ensign, seconded by Frey to bring these

request to the full board for consideration in May. Motion carried 3-0.

**VIII. SUPPLEMENTAL RESOURCES AND THEIR INSTRUCTIONAL ROLE**

Schell reviewed with the committee the policies that are in place that guide instructional material usage. While the policies are older, they do give guidance. The committee asked that at the next meeting they should discuss specific policies and topics such as engagement and parent communications.

**IX. PRELIMINARY OPT OUT NUMBERS**

Schell updated the committee on the preliminary opt out numbers for state assessments. There was discussion on how opting out affects student preparation for longer required tests at the upper level. The committee asked Schell to bring back the opt out numbers from before the pandemic.

**X. ITEMS FOR FUTURE MEETINGS**

Instructional Resource Policies  
Multiyear test participation  
Chair and Coordinator positions for review  
Supplemental Resources and instructional role.

**XI. ADJOURN**

A motion was made by Ensign, second by Frey, to adjourn at 4:42PM Motion carried 3-0.

Course	Book or Resource Title and Publisher	Book/Resource type:	Copyright Date	Cost per book/subscription and	Have you discussed cost	Your name
7th Grade General Music	Soundtrap by Spotify purchased through MusicFirst	Digital Resource	-	\$4.75 per student per year=ap	price decreased with c	Jessica Spicer
Management and Ethics	Principles of Management, Chuck Williams - Cengage	Traditional Paper Textbook	2022	\$60 per book * 30 copies = \$1,800 + \$180 in shipping		Maggie Heck
Management and Ethics	The First Time Manager - Jim McCormick	Traditional Paper Textbook	varies	total cost estimated at \$600.		Maggie Heck
Management and Ethics	Leaders Eat Last - Simon Sinek	Traditional Paper Textbook				Maggie Heck
Management and Ethics	I Love it Here - Clint pulver	Traditional Paper Textbook			No	Maggie Heck
Management and Ethics	The Making of a Manager-Julie Zhuo	Traditional Paper Textbook				Maggie Heck
Management and Ethics	How to Win Friends and Influence People-Dale Carnegie	Traditional Paper Textbook				Maggie Heck
Management and Ethics	Impact Players-Liz Wiseman	Traditional Paper Textbook				Maggie Heck
Management and Ethics	Multipliers-Liz Wiseman	Traditional Paper Textbook				Maggie Heck
Multicultural Literature	My Bloody Life: The Making of a Latin King	Traditional Paper Textbook	2000	15 @ \$13.05	na	Jennifer Johnson
Multicultural Literature	Gabi, A Girl in Pieces - Isabel Quintero- Cinco Puntos Press	Traditional Paper Textbook	2014	15 @ 12.95	NA	Jennifer Johnson
Multicultural Literature	This Is My America by Kim Johnson	Traditional Paper Textbook	2020	50 @ \$10.99	na	Jennifer Johnson
Multicultural Literature	Furia by Yamile Saied Mendez- Algonquin Books of Chapel Hill	Traditional Paper Textbook	2020	15 @ 11.49	NA	Jennifer Johnson
Multicultural Literature	We Are Not From Here by Jenny Torres Sanchez- Philomel Books	Traditional Paper Textbook	2020	15 @ 9.99	NA	Jennifer Johnson
K-2 Foundational Skills	Wilson Foundations, Heggerty Phonemic Awareness	Traditional Paper Textbook	2012, 2020	Total - \$113,000	Yes	Amy Johnson
MusicFirst LMS for High School Vocal Music	MusicFirst LMS	Digital Resource	NA	75 @ \$20.60 = \$1545.00	No	Molly Petroff
Mathematics Gr 5-8	Go Math	Hybrid	2018	1 yr: \$53,100, 3 yr: \$108,500	Yes	Tim Schell
		Projection:		\$174,100-\$229,400		

Course	Book or Resource Title and Publisher	Book/Resource type:	Copyright Date	Cost per book/subscription and how many (incl shipping charges) Example 125 @ \$14.27 per, plus 8% shipping	Have you discussed cost price decreased with cost is for all texts	Your name
7th Grade General Music	Soundtrap by Spotify purchased through MusicFirst	Digital Resource	-	\$450	price decreased with cost	Jessica Spicer
Management and Ethics	Principles of Management, Chuck Williams - Cengage	Traditional Paper Textbook	2022	\$1,980		Maggie Heck
Management and Ethics	The First Time Manager - Jim McCormick	Traditional Paper Textbook	varies	\$600	cost is for all texts	Maggie Heck
Management and Ethics	Leaders Eat Last - Simon Sinek	Traditional Paper Textbook				Maggie Heck
Management and Ethics	I Love it Here - Clint pulver	Traditional Paper Textbook			No	Maggie Heck
Management and Ethics	The Making of a Manager-Julie Zhuo	Traditional Paper Textbook				Maggie Heck
Management and Ethics	How to Win Friends and Influence People-Dale Carnegie	Traditional Paper Textbook				Maggie Heck
Management and Ethics	Impact Players-Liz Wiseman	Traditional Paper Textbook				Maggie Heck
Management and Ethics	Multipliers-Liz Wiseman	Traditional Paper Textbook				Maggie Heck
Multicultural Literature	My Bloody Life: The Making of a Latin King	Traditional Paper Textbook	2000	200	na	Jennifer Johnson
Multicultural Literature	Gabi, A Girl in Pieces - Isabel Quintero- Cinco Puntos Press	Traditional Paper Textbook	2014	200	NA	Jennifer Johnson
Multicultural Literature	This Is My America by Kim Johnson	Traditional Paper Textbook	2020	550	na	Jennifer Johnson
Multicultural Literature	Furia by Yamile Saied Mendez- Algonquin Books of Chapel Hill	Traditional Paper Textbook	2020	175	NA	Jennifer Johnson
Multicultural Literature	We Are Not From Here by Jenny Torres Sanchez- Philomel Books	Traditional Paper Textbook	2020	150	NA	Jennifer Johnson
K-2 Foundational Skills	Wilson Foundations, Heggerty Phonemic Awareness	Traditional Paper Textbook	2012, 2020	\$123,500	Yes	Amy Johnson
MusicFirst LMS for High School Vocal Music	MusicFirst LMS	Digital Resource	NA	1545	No	Molly Petroff
Mathematics Gr 5-8	Go Math	Hybrid	2018	1 yr: \$53,100, 3 yr: \$108,500	Yes	Tim Schell
		Total		\$182,450-237,850		
		We anticipate being able to fund the three year Go Math purchase as we process through recent funding adjustments.				40

# Sponsorship Selling Infomercial Project

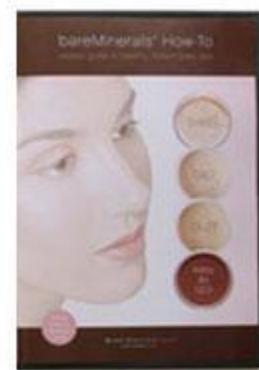
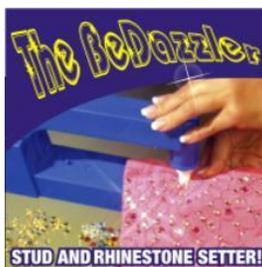


**Infomercials** are television commercials that run as long as a typical television program, roughly 28 minutes, 30 seconds. Infomercials are often made to closely resemble actual television programming, usually talk shows, with minimal acknowledgement that the program is actually an advertisement and sales presentation. In normal commercials, advertisers do not solicit a direct response from viewers; instead, brand their product in the market place amongst potential buyers.

Infomercial advertisers may make use of flashy catchphrases ( "Set it and Forget it"), repeat basic ideas, and/or employ scientist-like characters or celebrities as guests or hosts in their ad.

Infomercials are for the largest part shown late night to early morning between 2:00 a.m. and 6:00 a.m.

**The infomercial is truly a sales spectacular.** Who hasn't been flipping through channels late at night and been sucked into a product's sales pitch that you absolutely needed!?!? The Magic Bullet, Bare Minerals, or the Pasta Pro are all great examples of sales presentations and contain all of the steps of the sale. Infomercial presentations are meant to present the product, inform the customer, and persuade them to buy.



# Sponsorship Selling Infomercial Project

Your task, in a group of three or four, is to create an infomercial to create an infomercial that sells the sponsorship packages and the facility/venue. Your infomercial will be shown in class and should demonstrate all of the steps of the sale. Your goal is to make this fun and interesting for your audience and also to encourage the audience to buy the sponsorship.

Each group needs to schedule a “production meeting” with Mrs. Meinholz before you begin your recording. At this meeting you must **get approval** of your presentation using storyboarding. Each person in the group will need to have a role (**identify the roles** each group member has on the back of your storyboard) that they are responsible for.

- **Director** – Makes sure actors stick to the script/storyboard and be sure the steps of the sale are addressed
- **Video Technician** – Determines location of filming, camera angles, etc.
- **Main Character** – The face of your product; think George Foreman! Keep in mind that everyone must appear/be vocal in the infomercial at some point.
- **Producer** – Responsible for coordinating the value and package/facility/venue details within the infomercial and keeping everyone on task during class work time.

The following materials need to be turned in at the completion of the challenge:

- A detailed script and storyboard
- Link for your final infomercial turned in via Schoology; must be edited and professional

## Infomercial Requirements

- Your infomercial must be between 7-10 minutes in length
- Your infomercial needs to be appropriate for sponsorship purposes
- You must incorporate props and visuals that represent and brand Waunakee Athletics
- Audience interaction needs to be utilized; get them to take action and be a sponsor
- Two testimonials **must** be present in your infomercial. This involves interviewing current sponsors or Athletic Director/Principal/etc. about benefits of sponsoring
- Don't forget feature/benefit selling. Sell the benefit of partnering with Waunakee Community High School
- You need to utilize the following steps of the sale:
  - *The Approach* - Introduction of Waunakee High School & Waunakee Athletics
  - *Determining Needs* – Identify the benefit of the business partnership.
  - *Presenting the Product* – Demonstrate/talk about the different sponsorship package options.
  - *Overcoming Objections* - Use feature & benefit selling and talk about why a business should partner with us. What do you think will stop them from wanting to buy the sponsorship?
  - *Closing the Sale* - Encourage purchase and provide purchase info on who to contact, phone/email, etc.
  - *Suggestion Selling* - What else could they be a part of? How can they give back to the schools?
- All members of your group need to be visually or vocally represented in the infomercial.
- Your final video must follow the script extremely close – almost exact!
- You will be graded on organization of the infomercial, final product, and use of class time when given work time in class.

*Suggestion: It works best to record the infomercial in 2 minute segments as there is less room for error/mistakes.*

## TYPES OF SPONSORSHIPS

TYPES OF SPONSORSHIPS / DONATIONS		
SPONSORSHIP PACKAGE	IN-KIND	GENERAL DONATION
<p>Businesses select a specific type of package to sponsor. The package would typically focus on the purchase of needed equipment, technology, etc.</p> <p>Example: Company X wishes to sponsor the acquisition of a new camera, so they select the \$6000 camera package sponsorship to fund that purchase.</p>	<p>Businesses donate goods / services in lieu of monetary sponsorships.</p> <p>Example: Company Y makes canopy tents that Warrior Media needs to shelter on-field cameras. They donate the tent &amp; other necessary accessories to keep the tent grounded in lieu of selecting the \$1000 canopy tent sponsorship package that would result in purchasing the tent from another source.</p>	<p>Businesses or community members donate money to be used toward any needed items. General donations would be tiered to keep the amounts consistent.</p> <p>Possible example:                      Purple Tier = \$10,000                      Silver Tier = \$5,000                      Black Tier = \$2,500                      White Tier = \$1,000</p> <p>Classmunity (?)</p> <p>For example, Company Z chooses to donate via the Silver Tier. That money is then available toward any purchases needed (i.e. additional headsets, new tripods, money toward running fiber to spring sport venues, etc.)</p>

### EQUIPMENT PACKAGE SPONSORS

<b>JVC SPORT CAMERA</b>	<b>\$4,500</b>	<b>(2 AVAILABLE)</b>
<b>JVC SPORT CAMERA TECH PACKAGE</b>	<b>\$1,500</b>	<b>(2 AVAILABLE)</b>
<b>ON-FIELD MOBILE CAMERA PACKAGE</b>	<b>\$4,000</b>	<b>(1 AVAILABLE)</b>
<b>ON-FIELD MOBILE CAMERA TECH PACKAGE</b>	<b>\$2,250</b>	<b>(1 AVAILABLE)</b>
<b>FIELDHOUSE/SOCCER TECH PACKAGE</b>	<b>\$3,000</b>	<b>(2 AVAILABLE)</b>
<b>FIELDHOUSE/SOCCER CAMERA PACKAGE</b>	<b>\$3,500</b>	<b>(2 AVAILABLE)</b>
<b>SOUND PRODUCTION PACKAGE</b>	<b>\$2,000</b>	<b>(1 AVAILABLE)</b>
<b>LIVESTREAM SOUND PACKAGE</b>	<b>\$3,000</b>	<b>(1 AVAILABLE)</b>
<b>CANOPY TENT PACKAGE</b>	<b>\$1,000</b>	<b>(4 AVAILABLE)</b>

ADVERTISING OUTPUTS		
VIDEOBOARD	LIVESTREAM	PA READS
<ul style="list-style-type: none"> <li>• Static ad graphics</li> <li>• Commercials (provided by sponsor)</li> <li>• Possible graphic on content displayed (i.e. starting lineup sponsor, hype video sponsor, first down, instant replay, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Scorebug box ad graphic</li> <li>• Transparent overlay ad graphic</li> <li>• Commercials in pre-game, halftime, or post-game</li> <li>• Pre-recorded video “thanking the following sponsors” (essentially a video version of a PA read with the ad logos displayed with a voiceover)</li> <li>• Possible graphic on content displayed (i.e. starting lineup sponsor, hype video sponsor, first down, instant replay, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• “Thank you to the following sponsors” message read by PA announcer at various points during an event</li> </ul>
BRANDING/SIGNAGE		SOCIAL MEDIA
<ul style="list-style-type: none"> <li>• Possible company logos on signs (like soccer has around their field)</li> <li>• Possible company branding on canopy tent for sheltering cameras that would include Warrior Media logo as part of a sponsor package/agreement</li> </ul>		<ul style="list-style-type: none"> <li>• Possible appearance of company logos on a game day / final score / weekly event social media graphic (for example, Kwik Trip logo appears on a final score graphic)</li> </ul>

Already being done via previous contract / precedent.

New medium for advertising.

DISTRIBUTION OF MONEY RECEIVED		
<i>The percent of distribution between the three groups below to be determined at a later date.</i>		
WARRIOR MEDIA & DIGITAL COMM.	ATHLETICS	SPORTS MARKETING / DECA

Basic rundown of the process (this is a draft / work in progress)

Warrior Media & Digital Communications are creating different sponsorship packages & in-kind donation needs to make available for sponsorship. Sports Marketing will take the packages/needs to area businesses via (to be determined) student-created content (i.e. infomercial, brochure, etc.).

When a business determines they would like to make a sponsorship in some form, terms of that sponsorship will be discussed by Sports Marketing, Warrior Media/Digital Comm., and the business.

Example: Company Q decides to purchase a “Camera Package” for \$6000. The company would like to have their logo included in the pregame rotation and to appear in the “thanks to our sponsors” voice over prior a livestream event.

Example: Company J would like to give an in-kind donation for new communication equipment that they produce that Warrior Media needs. In return, the company would their ad run during halftime in the stadium and on the livestream.

The Warrior Stadium video board allows sponsors to reach the in-person audience for all events hosted in the stadium.

The Warrior Media livestream allows sponsors to reach a large number of viewers from not only in the area, but around the state & nationwide. As of 4/4, Warrior Media has amassed 44,925 viewers during the 2021-22 school year and 75,002 viewers since March 2021. Viewers have tuned in from 48 states, the District of Columbia, and 15 countries worldwide. To date, our highest-rated broadcast was the Level 3 Football Player vs. Menomonie with 11,259 viewers on 11/5/21.

In the past year, Warrior Media has become one of the most consistently viewed high school livestreams in the state.

<b><u>SPORT</u></b>	<b><u>2021-2022</u></b>	<b><u>SPRING 2021</u></b>	<b><u>TOTAL</u></b>
<b>FOOTBALL</b>	<b>24,443</b>	<b>15,422</b>	<b>39,865</b>
<b>BOYS BASKETBALL</b>	<b>10,269</b>		<b>10,269</b>
<b>BOYS SOCCER</b>	<b>2,717</b>	<b>4,584</b>	<b>7,301</b>
<b>VOLLEYBALL</b>	<b>865</b>	<b>4,720</b>	<b>5,585</b>
<b>GIRLS BASKETBALL</b>	<b>5,381</b>		<b>5,381</b>
<b>GIRLS SOCCER</b>		<b>1,702</b>	<b>1,702</b>
<b>BOYS LACROSSE</b>		<b>1,468</b>	<b>1,468</b>
<b>WRESTLING</b>	<b>1,025</b>		<b>1,025</b>
<b>GIRLS LACROSSE</b>		<b>740</b>	<b>740</b>
<b>BASEBALL</b>		<b>626</b>	<b>626</b>
<b>SOFTBALL</b>		<b>377</b>	<b>377</b>
<b>TRACK</b>		<b>320</b>	<b>320</b>
<b>STATES/TERRITORIES</b>	<b>49</b>		
<b>COUNTRIES</b>	<b>15</b>		
<b>VIEWS 2021-2022</b>	<b>44,925</b>		
<b>TOTAL VIEWS</b>	<b>75,002</b>		





# Minutes of Policy Committee

## The Board of Education Waunakee Community School District

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A Policy Committee of the Board of Education of Waunakee Community School District was held Wednesday, May 4, 2022, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Frey called the meeting to order at 7:28AM

### **II. ROLL CALL**

Present: Engebretson, Frey, Hoefler (sub)

Also Present: Guttenberg, Summers, May

### **III. APPROVE AGENDA**

A motion was made by Engebretson, second by Hoefler to approve the agenda as posted with a spelling correction in the 3<sup>rd</sup> sentence from end. Identity should be identify. Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

### **V. ADVERTISING IN THE SCHOOLS -- POLICY 851**

Summers presented and answered questions regarding the review of policy 851, advertising in the schools. This policy was just revised and approved at the April 2022 regular board meeting. The School Board also approved a request for a girls softball fundraising program, with advertising, at the April School Board meeting. Administration requested a review of two of the advertising requests with the Facility Committee. The Facility Committee requested that these advertisements be reviewed by the full board. After reviewing other advertising policies from various districts, administration is recommending a policy revision to include advertising restrictions.

The committee reviewed/discussed these other polices as well as a draft version of adding advertising restrictions to our current policy.

After much discussion a motion was made by Engebretson, second by Hoefler, to recommend to the full board to consider the advertising restrictions as drafted and to also consider the advice of WCSD legal counsel regarding religious advertising and adjust the policy according to this advice. Motion carried 3-0.

### **VI. FUTURE MEETINGS**

A future meeting will be scheduled at the May board meeting after the committee assignments have been determined.

### **ADJOURN**

A motion was made by Engebretson, second by Hoefler, to adjourn the meeting at 8:01AM. Motion carried 3-0.

**ADVERTISING IN THE SCHOOLS**

Neither the facilities, the name, the staff, nor the students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

- 1) The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not resist or impair the educational program of the schools.
- 2) The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- 3) The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- 4) The superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
- 5) The schools may, upon approval of the superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are non-partisan and non-controversial and which promote the education or other best interests of the students.
- 6) School publications may accept and publish paid advertising under established procedures.
- 7) **School media productions may accept paid advertising under established procedures.**
- 8) **High school academic courses may involve students in the process of seeking paid advertising as a part of the course curriculum. These courses require prior approval of the School Board.**
- 9) Teachers may use source materials from commercial agencies, provided that this material has been approved by the principal. Approved source material may, from time to time, be called to the attention of the teachers by principals and the superintendent.
- 10) Other special situations as approved by the superintendent and/or Board of Education (e.g. scoreboards).
- 11) **The District prohibits advertising that:**
  - **Promotes or contains references to alcohol, tobacco, drugs or drug paraphernalia. This does not prohibit advertising or promotion by or on behalf of enterprises (e.g., grocery stores, restaurants or bowling alleys) which sell alcohol or tobacco products as an ancillary part of a business.**

- Promotes or contains references to weapons; lewd, vulgar, obscene, pornographic or illegal materials or activities; gambling or gambling aids; violence; hatred; sexual conduct; sexually explicit material; TV-MA, or X-, NC-17, or R- rated movies.
- Contains libelous material or false, misleading or deceptive claims. · Creates a substantial disruption in the school environment or inhibits the functioning of any school.
- Contains material that exploits or demeans a person, including a person's protected status.
- Creates an endorsement of a political cause, activity, candidate or position.
- Promotes organizations that are in competition with the school district.
- Negatively affects the fiscal condition of the District and/or places any financial or other limitations on the District.

Legal Ref.: Section 118.12 Wisconsin Statutes

Cross Ref.: 363, Special Interest Materials  
 372, Student Publications  
 850, Public Sales and Solicitations on School Property

851-Rule, Sales/Advertising – Exceptions

851 continued

Adopted: 2/14/83

Revised: March 1994  
December 1996  
July 2002

Waunakee Community School District

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- Promotes or contains references to weapons; lewd, vulgar, obscene, pornographic or illegal materials or activities; gambling or gambling aids; violence; hatred; sexual conduct; sexually explicit material; TV-MA, or X-, NC-17, or R- rated movies.
- Contains libelous material or false, misleading or deceptive claims. .  
Creates a substantial disruption in the school environment or inhibits the functioning of any school.
- Contains material that exploits or demeans a person, including a person's protected status.
- Creates an endorsement of a political cause, activity, candidate or position.
- Promotes organizations that are in competition with the school district.
- Negatively affects the fiscal condition of the District and/or places any financial or other limitations on the District.
- [ (Option) Is submitted by or on behalf of a religious group or organization...] That has or implies religious content, affiliation, purpose, or, in the judgment of the District, would in any way suggest that the advertisement or its sponsor(s) have the imprimatur of the District.
- Submitted by any individual or group whose purpose(s), behavior, actions, goals, or any other objective(s), in the discretion and judgment of the District, evince hostility, menace, or acts of violence toward any group of individuals, including racial, gender, ethnic, religious, cultural, national origin, and other groups that include District students and parents/guardian(s).

Legal Ref.: Section 118.12 Wisconsin Statutes

Cross Ref.: 363, Special Interest Materials  
372, Student Publications  
850, Public Sales and Solicitations on School Property

851-Rule, Sales/Advertising – Exceptions

851 continued

Adopted: 2/14/83

Revised: March 1994  
December 1996  
July 2002

Waunakee Community School District

# 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, April 25, 2022, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Heinemann called the meeting to order at 7:30AM.

A request was made to move closed session to the end of the meeting.

### **II. ROLL CALL**

Present: Heinemann, Hetzel (subbing for Boetcher), Ensign (subbing for Frey)

Also present: Guttenberg, Summers, Cramer, May

\*\*\*Closed Session was moved to the end of the meeting\*\*\*

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

#### **A. Update on future land options/future negotiations with a land owner**

Administration will provide an update on the request for proposal process for land. There also was a verbal proposal that was explained at the meeting.

### **IV. APPROVE AGENDA**

A motion was made by Ensign, second by Hetzel, to approve the agenda as posted with the closed session item at the end of the meeting. Motion carried 3-0.

### **V. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **VI. REVIEW 2022-2023 CAPITAL MAINTENANCE PROJECTS**

#### **A. Revisions**

Summers and Cramer explained the changes to the capital maintenance projects. The high school fieldhouse humidification project has been placed on hold as more information was learned about this project. This list is continually reviewed. The committee asked about the security project at Heritage. Administration is requesting approval of this project for improved safety of our staff and students. The hardware from this project will be able to be reused.

A motion was made by Ensign, second by Hetzel to approve the updated Capital Maintenance Projects list as presented. Motion carried 3-0.

#### **B. Bethel Circle**

Summers shared the results from the Bethel Circle request for proposal process and answered questions. A motion was made by Hetzel, second by Ensign, to recommend to the full board to consider using Findorf for this remodeling project at Bethel Circle. Motion

carried 3-0.

**VII. SOFTBALL ADVERTISING REQUEST**

Summers and Guttenberg presented and answered questions regarding seeking feedback on the potential advertisements that have been attached. After discussion, the committee asked that this decision be delayed for a discussion with the full board on 5/9/22. The advertising policy language will be brought to the full board at that time as well.

**VIII. FUTURE MEETINGS**

Administration will be requesting a meeting after the May school board meeting to continue the discussion on referendum planning.

**IX. ADJOURN**

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 8:09AM.  
Motion carried 3-0.

2022/2023 Capital Projects									
Status	Item No.	Location	Description	Documented on FMP	Remaining Life (years)	Original Funds Requested	Funds Adjustments	Revised Funds Requested	Projected Final Costs
	1	Bethel	2 additional offices	no		\$35,000.00	\$20,000	\$55,000	\$55,000
	2	District-wide	Playground PlayMat	no		\$10,000.00	\$6,000	\$16,000	\$16,000
	3	District-wide	fields irrigation systems maintenance/repair	yes	4	\$5,000.00			\$5,000
	4	Arboretum	3rd & 4th Grade Classroom's Carpet & Stairs	yes	-6	\$34,000.00			\$34,000
	5	Arboretum	door 2 card access badge reader (2nd & 4th grade door)	no		\$3,650.00			\$3,650
	6	HES	remodel 2 new classrooms for 4th grade (Dan Carter verifying)	no		\$9,184.00			\$9,184
	7	HES	add locking capability for north gym	no		\$19,970.20			\$19,970
	8	HES	add 4th grade lockers (20)	no		\$7,000.00			\$7,000
	9	PES	library carpet, paint, book packing/moving	yes	-16	\$36,000.00			\$36,000
	10	PES	library lighting	yes	-6	\$12,000.00			\$12,000
	11	PES	Boilers	yes	-6	no quote	\$55,000		\$55,000
	12	MS	replace anti-slip material at (2) cafeteria ramps	no		\$7,900.00			\$7,900
	13	MS	Replace windows by door 1, 7	yes	-5	\$15,000.00			\$15,000
	14	MS	Carpet rooms 116,128,133,238,241	yes	-20	\$18,250.00			\$18,250
	15	HS	Old gym east bleacher railings add, and resurfacing, or replacement of indiv	no		\$25,000.00			\$25,000
	16	HS	Door #19 bathroom countertops (boys and girls)	no		\$7,500.00			\$7,500
	17	HS	North Water Main Meter Valves	yes	-21	\$2,890.00			\$2,890
	18	HS-Ath	Metering faucets - Warrior Stadium - women's restroom	no		\$1,623.95			\$1,624
ADD	19	POOL	Pool Vacuum - Automatic/Robot (Need Now)	no		\$0.00	\$10,000		\$10,000
ADD	20	POOL	-LaneLines	no		\$0.00	\$7,500		\$7,500
ADD	21	MS	Replace hot water heaters	yes	-15	\$0.00	\$26,000		\$26,000
ADD	22		Maint Truck and Plow	yes	-2	\$0.00	\$47,000		\$47,000
ADD	23	District	Emergency Repairs (HVAC, plumbing, Electrical, roofing)				\$103,532		\$103,532
703 Budget	x	Arboretum	Paint, 25%	yes	-6	\$5,000.00	-\$5,000	\$0	\$0
HOLD	x	Arboretum	LED hallway lighting throughout	no		no quote			\$0
HOLD	x	Arboretum	LED kitchen lights	no		\$2,839.00			\$0
703 Budget	x	PES	replace exterior light at door #1	yes	-6	\$980.00	-\$980	\$0	\$0
HOLD	x	PES	LED hallway lighting throughout	no		no quote			\$0
HOLD	x	MS	Install Carpet tile on landing by door 7 entrances	no		\$1,925.00	-\$1,925.00		\$0
HOLD	x	WMS	Carpet Tile Door 5 (\$1850) & 6 (\$2500) Landings			\$4,350.00	-\$4,350		\$0
NO	x	WHS	Field House HVAC Unit (Pete said Hundred's of Thous.)			\$250,000.00	-\$250,000	\$0	\$0
HOLD	x	WHS	LED Lighting In The Commons			wait			\$0
						\$515,062.15	\$12,777.00	\$71,000.00	\$525,000.15



**KITCHEN • ROOFTOP • MUSIC • EVENTS**  
**MAIN STREET, WAUNAKEE**



**NORTH  
RIDGE  
CHURCH**

*“Live Full Of Life”*

# PROPOSAL

Contact: John Cramer  
Company: Waunakee School District  
Street Address:  
City: 905 Bethel Circle Waunakee, WI 53597



April 14, 2022  
PROPOSAL NUMBER

Description: Install Demo and small office renovation for additional offices added to existing storage rooms

Description	Subtotal
<b>Preconstruction</b>	\$ -
Architecture	
Engineering	
City Fees (Urban Design, Plan Reviews, etc.)	
<b>General Conditions</b>	\$ 3,424
Supervision, Mobilization & Material Handling	
Trucking	
Building Permit - Allowance of \$850 included	
Dumpster (1) dumpster included	
Temporary Protection - Install Plastic Zip Walls and clean air machine to keep drywall dust contained	
Final Cleaning - four hours included	
Temporary Toilets - not included	
Hazardous Materials (i.e. lead, asbestos, etc.) - Abatement & Testing	Excluded
<b>Demolition / Site Work</b>	\$ 7,676
Demo ceiling Grid and Tile so that new walls can be installed	
Demo - In-fill of existing trench drain included (steel frame would remain)	
Demo - Open up the exterior wall for the new window install. The layout may need to change to avoid the wind brace cables	
Demo - Open up existing walls for new hallway entrances	
Demo - Remove lower cabinets (Removal only if Waunakee wants these moved off site for re-use we will need to increase the budget)	
<b>Carpentry, Drywall, Concrete, Doors &amp; Windows</b>	\$ 15,638
New - Frame new walls	
New - Fur out interior side of the exterior wall	
New - Install New doors frames and hardware	
<b>Finishes</b>	\$ 10,890
Furnish and install new ceiling grid and tile	
Mud tape and paint existing and new walls where noted	
Furnish and install two new windows to match existing - Allowance of \$3,600 included	

# PROPOSAL

Contact: John Cramer  
Company: Waunakee School District  
Street Address:  
City: 905 Bethel Circle Waunakee, WI 53597



April 14, 2022  
PROPOSAL NUMBER

Description: Install Demo and small office renovation for additional offices added to existing storage rooms

Description	Subtotal	
<b>Fire Protection, Plumbing, Mechanical, &amp; Electrical</b>		
Fire Protection modifications	None	\$ -
Plumbing modifications	None	\$ -
HVAC modifications	None	\$ -
Electrical modifications	None	\$ -
Fire Alarm, Phone & Data modifications	None	\$ -
<b>Subtotal</b>		<b>\$ 37,628</b>
Contractors Estimating Contingency	0%	\$ -
<b>Proposal Total</b>		<b>\$ 37,628</b>

Items Not included per Owner Request and Direction	\$	-
Fire sprinkler		
Fire Alarm		
Electrical		
HVAC		
Carpeting		

If you have questions regarding this proposal please contact  
**James Brue - office 608-316-9390 or cell 608-381-0546**

### Terms & Conditions:

1. In the event that the actual scope of work varies from the above, the changes will be performed and billed on a time & material basis with normal mark up for overhead & profit.
2. All work included in this proposal is to occur during normal work hours M-F 7am-3:30pm. Work conducted outside normal work hours including overtime will be billed at 1.5 times the standard rate.
3. Payment due net 10 days from date of invoice. A 1 1/2% per month (18% annually) interest charge will be assessed on all past due account balances.
4. This proposal is valid for 30 days.
5. Owner is responsible for coordination and supervision of Owner supplied items, materials and subcontractors contracted directly with Owner. Findorff will not be responsible for impacts, schedule delays or added costs resulting from, these materials, subcontractors or suppliers.
6. Excludes Builder's Risk Insurance.

# PROPOSAL

Contact: John Cramer  
Company: Waunakee School District  
Street Address:  
City: 905 Bethel Circle Waunakee, WI 53597



April 14, 2022  
PROPOSAL NUMBER

Description: Install Demo and small office renovation for additional offices added to existing storage rooms

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Description	Subtotal
7. Contractor's Contingency - This contract may include a construction contingency to be managed by the contractor. The Contractor's Contingency is a sum established and managed by the Contractor for its exclusive use to cover costs that are not otherwise recoverable by a change order. This contingency does not account for design revisions which result in an increase in the contractor's scope of work.	
8. Proposal per Site walk and Design Drawings provided by EUA Titled District Office Renovation	

Acceptance:

Company: Waunakee School District

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Contact: John Cramer

Date

# Minutes of Budget Committee

## The Board of Education Waunakee Community School District

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A Budget Committee of the Board of Education of Waunakee Community School District was held Monday, May 2, 2022, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Heinemann called the meeting to order at 7:29am.

### **II. ROLL CALL**

Present: Ensign, Heinemann, Hetzel

Also Present: Summers, Dye, May, Blackburn

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

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

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. 2021-2022 BUDGET UPDATE**

#### **A. Projected End of the Year Balance**

Summers presented and answered questions regarding the projected end of the year balance. The Administrators have moved forward with the board's action to hold on all non-essential purchases for the remainder of the 2021-2022 year to save funds for the next year. There are two expenditures that are of concern and that is the legal budget and the utilities budget. The expenditures are exceeding the budget in both categories due to a higher than typical number of legal issues and increases in utility costs.

#### **B. Branding Funds Allocation**

Summers presented and answered questions regarding reviewing potential expenditures related to the new district and high school rebranding. Summers shared a spreadsheet put together by Blackburn outlining items that are potential expenditures. The administration is requesting the allocating \$25,000 of the end of year funds to use for some of the most visible expenditures.

After some discussion a motion was made by Hetzel, second by Ensign request the full board to consider allocating \$25,000 of the end of year funds to use for the most visible expenditures on this list. Motion carried 3-0.

### **VI. 2022-2023 BUDGET PLANNING**

#### **A. Timeline**

Summers presented and answered questions regarding the next steps in the 2022-2023 budget process. The First Draft of the Budget will be presented at the regular May Board meeting, followed by the Second Draft in June.

## B. Review First Draft of 2022-23 Budget

Summers presented and answered questions regarding the review of the first draft of the budget for the 22-23 school year. The first draft of the budget is based on items listed in the agenda. Also posted on the agenda are items that will affect the 2<sup>nd</sup> draft.

After much discussion a motion was made by Hetzel, second by Ensign, to move the first draft of the budget to the full board for consideration. Motion Carried 3-0.

### 1. Review Student Fees

Summers presented and answered questions regarding the proposed student fees for the 2022-2023 school year. The school fee increase is related to an effort to increase the number of bulk supplies purchased by the district and to reduce the number of supply items that parents are being asked to purchase for the start of the school year.

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

### 2. Review Facility Use Fees

Summers presented and answered questions regarding the proposed facility use fees for the 2022-2023 school year. There was discussion regarding the amount to cover custodial/maintenance employees for an event. The committee determined that the calculation for the custodial/maintenance employee cost should be raised by \$5/hour throughout the document.

A motion was made by Hetzel, second by Ensign, that the calculation for the custodial/maintenance employee cost should be increased by \$5/hour throughout the document.

The committee asked about maintenance of the fields and facilities. It was brought up that some field conditions are being addressed by the booster clubs instead of our maintenance or athletic department. Summers mentioned there are a lot of traditions that that could be reviewed regarding district funding support for athletic facilities. The committee would like the athletic department to bring this together and determine who should be in charge of these items and work with the business office to adjust the athletic or maintenance budgets accordingly.

May discussed and answered questions regarding the pool fees.

A motion was made by Hetzel, second by Ensign to move these fees to the full board for consideration as presented and discussed. Motion carried 3-0.

### 3. Review Fund 50

Summers presented and answered questions regarding the draft budgets for the Food Service Program for the 2022-23 School Year.

A motion was made by Ensign, second by Hetzel to recommend option B that includes a \$.05 increase on meals and a 2% increase on ala carte items, to the full board for consideration. Motion carried 3-0.

4. Review Fund 80

Summers presented and answered questions regarding the Memorandum of Understanding for a School Resource Officer.

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

C. Non-Staffing Budget Request Process

Summers presented and answered questions regarding the non-staffing budget requests were due by April 15. The staffing requests and the non-staffing requests will be evaluated in conjunction with the planning process for the November 2022 Operational Referendum question. No action is required.

D. 2022-23 Budget Planning/November 2022 Referendum Planning

Summers presented and answered questions regarding the November 2022 referendum process that will include both a capital referendum question and an operational referendum question. The community survey results will be presented to the school board in May and we will continue the discussions regarding an operational referendum question for November 2022.

**VII. DISCUSSION/ACTION ON PROPOSALS**

Summers shared that Administration is not intending to renew the Forecast 5 budget model for the 2022-2023 school year. Administration will share a recommendation at a future budget committee meeting.

**VIII. OTHER ITEMS FOR DISCUSSION**

Summers explained and answered questions regarding the report from the district's audit firm on the student counts for the 2021-2022 school year. Districts are "randomly" selected every 4 years to complete a student count audit. No changes were made to the student counts reported by the district.

A motion was made by Ensign, second by Hetzel to recommend the audit report as presented to the full board for consideration. Motion carried 3-0.

**IX. FUTURE AGENDA ITEMS**

**X. ADJOURN**

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 8:31am. Motion carried 3-0.



**Waunakee Community School District**

Committed to Children . Committed to Community . Committed to Excellence

**2022-2023 Budget  
FIRST DRAFT**

**The first draft of the budget is based on the  
2021-2023 State Budget, as approved by the  
Governor.**

Prepared by Steve Summers, Executive Director of Operations  
May 9, 2022

TABLE OF CONTENTS

Board of Education .....3  
Introduction, Timeline, Executive Summary .....4  
Enrollment.....6  
Proposed Property Tax Levy .....7  
Revenues/Expenditures Summary .....8  
Fund 10 .....9  
Staffing Summary .....13  
Fund 21 .....14  
Fund 27 .....15  
Fund 39... .....16  
Fund 41 .....18  
Fund 50 .....19  
Fund 73 .....20  
Fund 80 .....21  
Fund 99 .....22

# Waunakee Community School District

## Board of Education

**NOTE: Board positions will be updated after the Special Board of Education Meeting**

<u>Name</u>		<u>Municipality</u>	<u>Term Expires</u>
Joan Ensign	President	Town of Westport, City of Middleton, City of Madison	Spring 2023
Mark Hetzel	Vice President	Town of Vienna	Spring 2024
Jack Heinemann	Treasurer	Village of Waunakee	Spring 2025
Judy Engebretson	Clerk	Towns of Dane/Springfield	Spring 2025
Katie Dotzler	Director	Village of Waunakee	Spring 2025
Brian Hoefler	Director	Village of Waunakee	Spring 2023
Ted Frey	Director	Town of Westport, City of Middleton, City of Madison	Spring 2024

## Budget Committee Members

Jack Heinemann, Chair

Mark Hetzel

Joan Ensign

# Waunakee Community School District

## Introduction

A budget is a financial plan designed to achieve the educational objectives of the Waunakee Community School District. The budget needs to be accountable to meet these educational objectives within the financial constraints that exist. The budget needs to be understandable to the Board of Education, administration, staff, parents, and the district taxpayers. The budget was developed with significant staff input regarding needs and priorities. The budget was developed based on principals of long-term fiscal planning.

## Timeline

The budget process for the 2022-2023 fiscal year began in December 2021 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 4<sup>th</sup>. All staffing budget requests were due to the Executive Director of Operations by January 14<sup>th</sup>. All non-staffing budget requests were due on April 14<sup>th</sup>. A draft of the budget planning process document was presented at a Budget Committee meeting in March. Building/department level budget planning took place between March/April. Administrative review of the budget took place in April. The first draft of the budget will be presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. A public hearing on the budget will take place in July. The preliminary budget will be presented at the Annual Meeting in October with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 24<sup>th</sup>.

## Executive Summary

A school district's budget is divided into many "funds". These "funds" are used to account for specific school district programs. The different "funds" and their descriptions are presented below:

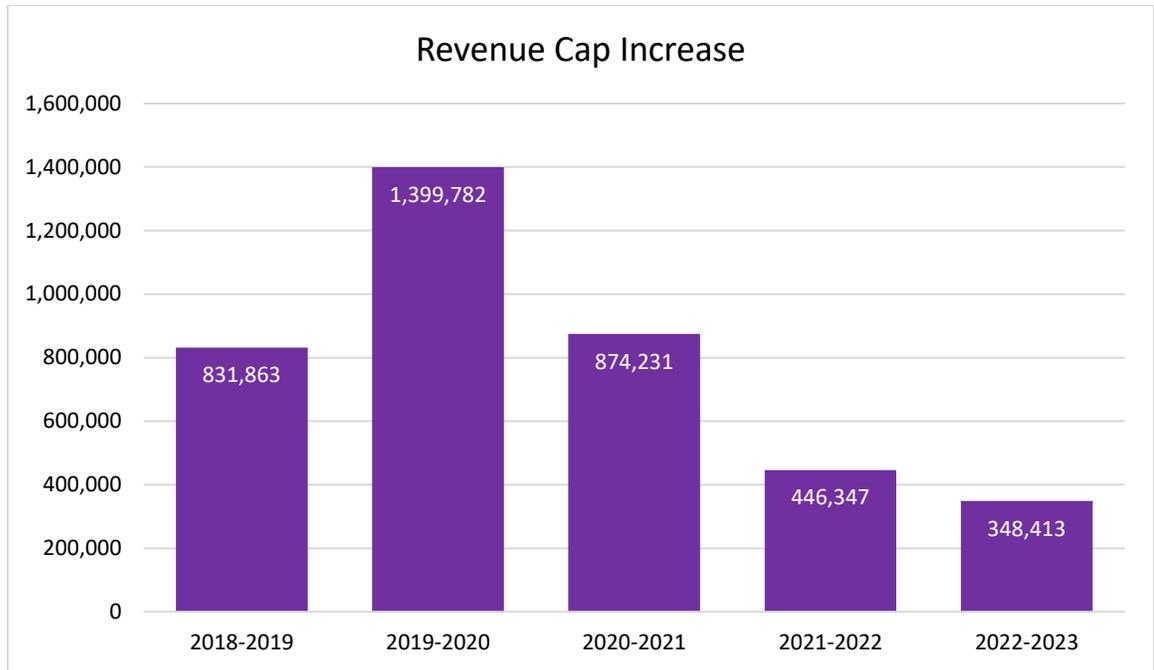
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund
49	Capital Projects*
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

\* Currently not being utilized

## Waunakee Community School District

A state revenue cap formula is a significant factor in the development of the budget. The revenue cap limits the amount of revenue available to school districts from the two main sources- property taxes and state equalization aid. The revenue cap directly affects Funds 10, 38, and 41, and indirectly affects Fund 27. Fund 27 is primarily funded from a transfer from Fund 10.

The 2022-23 Waunakee state budget planning process increases the revenue cap per student amount by \$0.00. The budget includes a \$0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the estimated increase for 2022-23 is shown below:



Please note: The 2020-21 through 2025-26 revenue caps will be increased by \$2,127,502 due to a November, 2020 non-recurring operational referendum question. This amount is not included in the graph above.

# Waunakee Community School District

## Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimated September 2022 numbers are shown below:

Grade	2018-19	2019-20	2020-21	2021-22	2022-23
EC	15	12	4	12	12
4K	274	240	268	270	258
K	290	283	256	295	280
1	280	298	272	278	305
2	298	278	298	297	288
3	288	315	270	304	303
4	340	303	310	285	314
<b>TOTAL</b>	<b>1785</b>	<b>1729</b>	<b>1678</b>	<b>1741</b>	<b>1760</b>
<b>ELEM</b>					
5	289	349	309	326	295
6	288	299	342	318	334
<b>TOTAL</b>	<b>577</b>	<b>648</b>	<b>651</b>	<b>644</b>	<b>629</b>
<b>INTER.</b>					
7	328	304	295	349	327
8	328	341	305	303	355
<b>TOTAL</b>	<b>656</b>	<b>645</b>	<b>600</b>	<b>652</b>	<b>682</b>
<b>MIDDLE</b>					
9	346	339	343	316	316
10	345	347	338	348	317
11	311	342	343	341	351
12	320	326	353	349	355
<b>TOTAL</b>	<b>1322</b>	<b>1354</b>	<b>1377</b>	<b>1354</b>	<b>1339</b>
<b>HIGH</b>					
<b>TOTAL</b>	<b>4340</b>	<b>4376</b>	<b>4306</b>	<b>4391</b>	<b>4410</b>
<b>DISTRICT</b>					

The historical student count shows an increasing enrollment. The estimated September 2022 enrollment shows an increase of 19 students. Enrollment increases result in additional revenues being available through the revenue cap formula.

The 2022-2023 revenue cap limit increases to \$46,525,411 or \$348,413 higher than 2021-22. This increase equates to a 0.7% increase. The 2022-2023 state equalization aid increases to \$23,948,063 or \$1,259,223 higher than 2021-22. This change equates to a 5.5% increase. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1<sup>st</sup>.

## Waunakee Community School District

The 2022-2023 tax levy increases to \$38,555,825 or \$1,121,435 higher than 2021-2022. This increase equates to a 3.0% increase. Two years of historical information and the proposed tax levy for this year is shown below.

Proposed Property Tax Levy			
FUND	Audited	Unaudited	Proposed
	2020-21	2021-22	2022-23
General Fund	26,294,430.00	24,967,299.00	24,056,489.00
Referendum Debt Service Fund	7,394,445.00	12,017,000.00	14,049,245.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	509,296.00	0.00	0.00
Community Service Fund	450,091.00	450,091.00	450,091.00
<b>TOTAL SCHOOL LEVY</b>	<b>34,648,262.00</b>	<b>37,434,390.00</b>	<b>38,555,825.00</b>
<b>PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR</b>	<b>3.2%</b>	<b>8.0%</b>	<b>3.0%</b>

The 2022-2023 tax base is estimated to increase to \$3,540,479,845 or \$103,120,772 higher than 2021-2022. This change equates to a 3.0% increase. The 2022-2023 tax rate (tax levy/tax base) remains the same at \$10.89. The school tax on a \$360,000 home remains at \$3,920 (assuming home had assessment change of 0%).

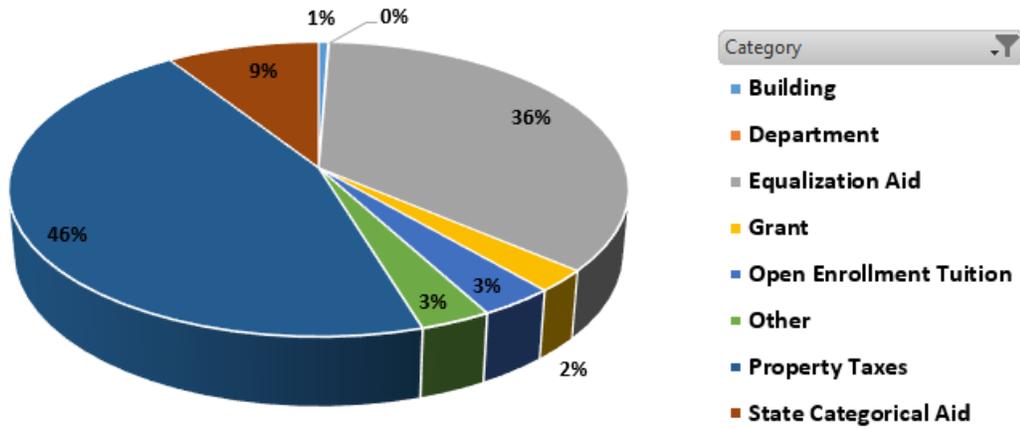
A summary of the expenditures showing two years of historical information and the proposed 2022-2023 budget is shown below. Fund 73 is not included in the summary below.

Total Expenditures and Other Financing Uses			
ALL FUNDS	Audited	Unaudited	Proposed
	2020-21	2021-22	2022-23
GROSS TOTAL EXPENDITURES--ALL FUNDS	78,026,200.00	82,755,449.00	86,247,210.00
Interfund Transfers (Source 100) - ALL FUNDS	5,635,100.00	6,406,644.00	6,348,679.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	72,391,100.00	76,348,805.00	79,898,531.00
<b>PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR</b>	<b>11.1%</b>	<b>5.47%</b>	<b>4.65%</b>

# Waunakee Community School District

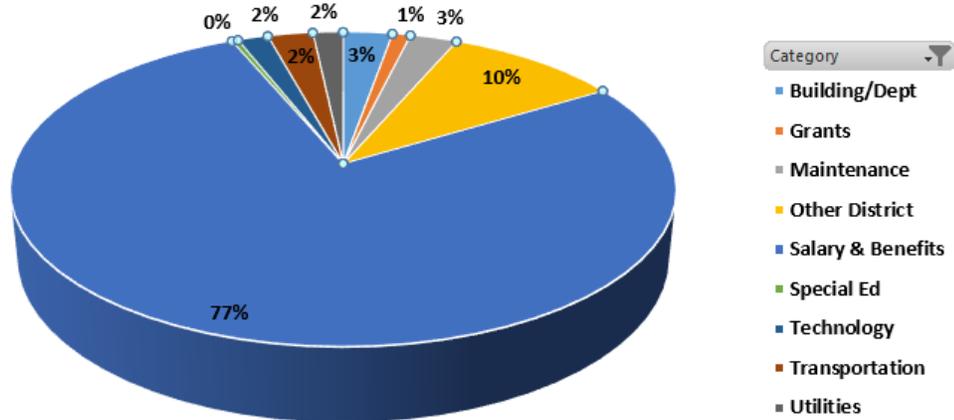
## Where do the revenues come from? (Funds 10 and 27)

Total 10/27 Revenues



## What are the expenditures spent on? (Funds 10 and 27)

Total 10/27 Expenses



Each fund is presented in more detail on the following pages.

# Waunakee Community School District

## General Fund 10

**Purpose of Fund:** The purpose of the general fund 10 is to account for the educational programs and operations of the school district, excluding special education programs.

The 2022-23 grant budgets are not available at this time. The 2022-23 open enrollment budgets will be adjusted based on actual student attendance in the fall of 2022. The state equalization aid/property tax budgets will be revised based on the aid estimate from the Department of Public Instruction in July. The interest earnings/interest expenses for borrowings will be revised in the fall of 2022 based on market conditions.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Prairie School Bldg Fees	\$5,720	\$5,720	\$0	0%
Heritage School Bldg Fees	\$5,950	\$5,950	\$0	0%
Arboretum School Bldg Fees	\$6,375	\$6,375	\$0	0%
Intermediate School Bldg Fees	\$33,350	\$33,350	\$0	0%
Middle School Bldg Fees	\$32,600	\$32,600	\$0	0%
High School Bldg Fees	\$169,750	\$169,750	\$0	0%
Athletics Fees	\$38,000	\$38,000	\$0	--
<b>Building Revenues</b>	<b>\$291,745</b>	<b>\$291,745</b>	<b>\$0</b>	<b>0.00%</b>
Curriculum Dept Revenues	\$8,800	\$8,800	\$0	0%
Human Resouces Revenues	\$2,200	\$2,200	\$0	0%
Maintenance Revenues	\$6,000	\$6,000	\$0	---
Technology Erate/Fees	\$53,600	\$53,600	\$0	0%
Technology Revenues	\$2,750	\$2,750	\$0	0%
<b>Department Revenues</b>	<b>\$73,350</b>	<b>\$73,350</b>	<b>\$0</b>	<b>0.00%</b>
Common School Funds	\$152,716	\$152,716	\$0	0%
Title 1 Public Grant	\$89,776	\$89,776	\$0	0%
Title 1 Private Grant	\$6,199	\$6,199	\$0	0%
Title 2 Grant (Public)	\$50,807	\$50,807	\$0	0%
Title 2 Grant (Private)	\$5,692	\$5,692	\$0	0%
Title 3 Grant	\$18,840	\$18,840	\$0	0%
Title 4A Grant (Public)	\$9,648	\$9,648	\$0	0%
Title 4A Grant (Private)	\$351	\$351	\$0	--
Peer Mentor	\$2,975	\$2,975	\$0	0%
Perkins Grant	\$18,914	\$18,914	\$0	0%
Federal Flo-Through	\$153,367	\$153,367	\$0	0%
Federal CARES Grant	\$0	\$0	\$0	-100%
ESSER2	\$626,122	\$0	-\$626,122	100%
ESSER3	\$0	\$558,025	\$558,025	--
State Safety Grant - 2	\$0	\$0	\$0	100%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$29,520	\$29,520	\$0	0%
School-Based Mental Health	\$75,000	\$75,000	\$0	100%
Mental Health Wellness Grant	\$20,511	\$20,511	\$0	0%
<b>Grant Revenues</b>	<b>\$1,342,467</b>	<b>\$1,274,370</b>	<b>(\$68,097)</b>	<b>-5.34%</b>

## Waunakee Community School District

### Fund 10 Revenues (continued)

District Fees-Prairie	\$22,000	\$22,000	\$0	0%
District Fees-Heritage	\$18,000	\$18,000	\$0	0%
District Fees-Arboretum	\$18,000	\$18,000	\$0	0%
District Fees-Intermediate	\$23,000	\$23,000	\$0	0%
District Fees-Middle School	\$24,000	\$24,000	\$0	0%
District Fees-High School	\$75,000	\$75,000	\$0	0%
District Fees-Athletics	\$190,000	\$190,000	\$0	0%
Summer School Fees	\$0	\$0	\$0	0%
District Student Fees	\$20,000	\$20,000	\$0	0%
<b>Property Taxes</b>	<b>\$24,967,299</b>	<b>\$24,056,489</b>	<b>-\$910,810</b>	<b>-4%</b>
Interest	\$10,000	\$10,000	\$0	0%
<b>Tuition – OE</b>	<b>\$2,026,805</b>	<b>\$2,035,650</b>	<b>\$8,845</b>	<b>0%</b>
Transportation Aid	\$75,000	\$75,000	\$0	0%
<b>Equalization Aid</b>	<b>\$22,688,840</b>	<b>\$23,948,063</b>	<b>\$1,259,223</b>	<b>5%</b>
Computer Aid	\$58,852	\$58,852	\$0	0%
Misc	\$18,500	\$18,500	\$0	0%
Insurance Payments Received	\$0	\$0	\$0	100%
Transportation	\$16,000	\$16,000	\$0	0%
Tuition Payments	\$8,000	\$8,000	\$0	0%
Property/Non-Capital Sales	\$7,500	\$7,500	\$0	0%
Gifts	\$0	\$0	\$0	0%
Rentals	\$40,000	\$40,000	\$0	0%
Aid for School Mental Health	\$94,000	\$94,000	\$0	0%
Payment Lieu Taxes	\$31,000	\$31,000	\$0	0%
Personal Property Aid	\$221,771	\$221,771	\$0	0%
State Categorical Aid	\$3,065,202	\$3,065,202	\$0	0%
<b>Governor's Federal Funding</b>	<b>\$495,720</b>	<b>\$0</b>	<b>-\$495,720</b>	<b>100%</b>
Medicaid	\$130,000	\$130,000	\$0	0%
Premium	\$117,520	\$117,520	\$0	0%
Aidable Refund	\$50,000	\$50,000	\$0	0%
<b>District Revenues</b>	<b>54,512,009</b>	<b>54,373,547</b>	<b>-138,462</b>	<b>-0.25%</b>
<b>Total Revenues</b>	<b>56,219,571</b>	<b>56,013,012</b>	<b>-206,559</b>	<b>-0.37%</b>

# Waunakee Community School District

## Fund 10 Expenditures

	2021-2022	2022-2023	\$ Change	% Change
<b>Expenditures:</b>				
Personnel Costs: Salaries	\$28,256,649	\$30,075,995	\$1,819,346	6%
Personnel Costs: Benefits	\$10,313,596	\$10,118,652	(\$194,944)	-2%
<b>Salary &amp; Benefits Totals</b>	<b>38,570,245</b>	<b>40,194,647</b>	<b>1,624,402</b>	<b>4%</b>
Prairie School	\$76,650	\$76,650	\$0	0%
Prairie School Common School Funds	\$18,322	\$18,322	\$0	0%
Prairie School Bldg Fees	\$5,720	\$5,720	\$0	0%
Heritage School	\$78,750	\$78,750	\$0	0%
Heritage School Common School Funds	\$16,046	\$16,046	\$0	0%
Heritage School Bldg Fees	\$5,950	\$5,950	\$0	0%
Arboretum School	\$65,250	\$65,250	\$0	0%
Arboretum School Common School Funds	\$15,970	\$15,970	\$0	0%
Arboretum School Bldg Fees	\$6,375	\$6,375	\$0	0%
Intermediate School	\$109,480	\$109,480	\$0	0%
Intermediate School Common School Funds	\$23,746	\$23,746	\$0	0%
Intermediate School Bldg Fees	\$33,350	\$33,350	\$0	0%
Middle School	\$120,620	\$120,620	\$0	0%
Middle School Common School Funds	\$22,229	\$22,229	\$0	0%
Middle School Bldg Fees	\$32,600	\$32,600	\$0	0%
High School	\$385,518	\$385,518	\$0	0%
High School Common School Funds	\$50,603	\$50,603	\$0	0%
High School Bldg Fees	\$168,475	\$168,475	\$0	0%
Athletics	\$316,477	\$316,477	\$0	0%
Athletics Fees	\$38,000	\$38,000	\$0	0%
<b>Building Totals</b>	<b>1,590,131</b>	<b>1,590,131</b>	<b>-</b>	<b>0%</b>
Utilities	\$1,042,000	\$1,073,260	\$31,260	3%
Maintenance	\$997,090	\$997,090	\$0	0%
Maintenance Fees	\$6,000	\$6,000	\$0	100%
Capital Projects	\$150,000	\$150,000	\$0	0%
Contingency Fund	\$100,000	\$100,000	\$0	0%
Energy Conservation	\$83,894	\$0	(\$83,894)	-100%
Transportation	\$1,273,528	\$1,273,528	\$0	0%
Technology	\$963,429	\$713,429	(\$250,000)	-26%
Technology Fees	\$2,750	\$2,750	\$0	0%
Technology Erate	\$53,600	\$53,600	\$0	0%
Curriculum-Elementary Operations	\$197,982	\$197,982	\$0	100%
Curriculum-Elementary District	\$945,000	\$945,000	\$0	100%
Curriculum-Secondary	\$195,229	\$195,229	\$0	0%
Curriculum-Secondary Fees	\$8,800	\$8,800	\$0	0%
Human Resources	\$33,650	\$33,650	\$0	0%
Human Resources Fees	\$2,200	\$2,200	\$0	0%
Superintendent	\$84,600	\$84,600	\$0	0%
Student Services-Operations	\$71,250	\$71,250	\$0	0%
Student Services-District	\$92,500	\$92,500	\$0	100%
Business Office	\$499,673	\$444,673	(\$55,000)	-11%
District Wide	1,344,610	1,216,610	(\$128,000)	-10%
Operational Referendum Funds	-	-	\$0	#DIV/0!
Summer School	\$69,940	\$69,940	\$0	0%
<b>Department Totals</b>	<b>8,217,725</b>	<b>7,732,091</b>	<b>(485,634)</b>	<b>-6%</b>

## Waunakee Community School District

### Fund 10 Expenditures (continued)

Common School Fund-District	\$5,800	\$5,800	\$0	0%
Title 1 Public Grant	\$89,776	\$89,776	\$0	0%
Title 1 Private Grant	\$6,199	\$6,199	\$0	0%
Title 2 Grant (Public)	\$50,807	\$50,807	\$0	0%
Title 2 Grant (Private)	\$5,692	\$5,692	\$0	0%
Title 3 Grant	\$18,840	\$18,840	\$0	0%
Title 4A Grant (Public)	\$9,648	\$9,648	\$0	0%
Title 4A Grant (Private)	\$351	\$351	\$0	--
Peer Mentor Grant	\$0	\$0	\$0	--
Perkins Grant	\$18,914	\$18,914	\$0	0%
Federal Flo-Through	\$153,367	\$153,367	\$0	0%
Federal CARES Grant	\$0	\$0	\$0	-100%
ESSER2	\$626,122	\$0	-\$626,122	100%
ESSER3	\$0	\$558,025	\$558,025	--
State Safety Grant - 2	\$0	\$0	\$0	100%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$29,520	\$29,520	\$0	0%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
School-Based Mental Health	\$75,000	\$75,000	\$0	100%
Mental Health Wellness Grant	\$20,511	\$20,511	\$0	0%
<b>Grant Totals</b>	<b>\$1,192,576</b>	<b>\$1,124,479</b>	<b>(68,097)</b>	<b>-6%</b>
<b>Transfer to Fund 27</b>	<b>\$6,348,679</b>	<b>\$6,348,679</b>	<b>\$0</b>	<b>0%</b>
Wellness Clinic	\$242,250	\$242,250	\$0	--
<b>Other Program Totals</b>	<b>\$6,590,929</b>	<b>\$6,590,929</b>	<b>-</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$56,161,606</b>	<b>\$57,232,277</b>	<b>\$1,070,671</b>	<b>2%</b>
<b>Rev-Exp</b>	<b>\$57,965</b>	<b>(\$1,219,265)</b>	<b>(\$1,277,230)</b>	<b>-2203%</b>
<b>Beg Fund Balance</b>	<b>\$6,428,153</b>	<b>\$7,614,873</b>	<b>\$1,186,720</b>	<b>18%</b>
<b>End Fund Balance</b>	<b>\$7,614,873</b>	<b>\$6,395,608</b>	<b>(\$1,219,265)</b>	<b>-16%</b>

### Overall considerations for Fund 10:

- The budget has a negative balance of \$1,219,265. The goal is to offset this negative balance with 2021-2022 end the fiscal year budgetary savings.
- The budget will continue to reserve \$11,875 for parking lot/band uniform fees and \$60,000 for Warrior Stadium and the Soccer Stadium turf replacement.
- The revenue cap increase is based on the September 2022 estimated student count and a \$0/student increase.
- The per pupil aid increase of \$0/student.
- The state equalization aid estimate will be provided by the DPI in July.
- A general contingency of \$100,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 4.7%, advancement on the district compensations systems, a 0% increase in dental rates, a 0% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be requested at the May board meeting.
- The 4K program budget will be adjusted based on actual enrollment in the fall of 2022.

# Waunakee Community School District

## Additional Positions

Building	Position	FTE
Prairie		
Heritage	Teacher - Grade 1	1.00
Arboretum	Assistant Principal/4K Coordinator	1.00
Intermediate	Teacher - Grade 6	1.00
Middle School		
High School		
Special Ed	Teacher - High School	1.00
	Para Educators - High School	2.00
Shared Staffing	Teacher - English Learner	2.00
	Guidance Counselors	1.00
District		
Restructuring		
Other Budget Requests	To Be Determined	
<b>Total Additional Staffing</b>		<b>9.000</b>
(Fund 10)		6.00
(Fund 27)		3.00
(Fund 80)		

# Waunakee Community School District

## Fund 21

**Purpose of Fund:** The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes. Effective with the 19-20 school year, this fund includes all student activity groups as well that were previously accounted for in Fund 60.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Arboretum School	\$30,000	\$30,000	\$0	100%
Heritage School	\$22,100	\$22,100	\$0	0%
Prairie School	\$21,000	\$21,000	\$0	0%
Intermediate School	\$10,525	\$10,525	\$0	0%
Joint Elementary PTO	\$300	\$300	\$0	100%
Middle School	\$30,650	\$30,650	\$0	0%
High School	\$273,790	\$273,790	\$0	0%
Athletics	\$365,100	\$365,100	\$0	0%
Superintendent	\$0	\$0	\$0	0%
Business Office	\$567,000	\$567,000	\$0	0%
Maintenance	\$0	\$0	\$0	100%
Mentor	\$81,125	\$81,125	\$0	100%
Student Services	\$41,000	\$41,000	\$0	100%
Special Education	\$0	\$0	\$0	
<b>Total Revenues</b>	<b>\$1,442,590</b>	<b>\$1,442,590</b>	<b>\$0</b>	<b>0%</b>
<b>Expenditures:</b>				
Arboretum School	\$37,594	\$37,594	\$0	0%
Heritage School	\$17,800	\$17,800	\$0	0%
Prairie School	\$15,600	\$15,600	\$0	0%
Intermediate School	\$10,525	\$10,525	\$0	0%
Joint Elementary PTO	\$300	\$300	\$0	100%
Middle School	\$25,000	\$25,000	\$0	0%
High School	\$232,545	\$232,545	\$0	0%
Athletics	\$360,000	\$360,000	\$0	0%
Superintendent	\$0	\$0	\$0	--
Business Office	\$534,000	\$534,000	\$0	0%
Maintenance	\$935	\$935	\$0	100%
Mentor	\$62,400	\$62,400	\$0	100%
Student Services	\$41,000	\$41,000	\$0	0%
Special Education	\$990	\$990	\$0	0%
<b>Total Expenditures</b>	<b>\$1,338,689</b>	<b>\$1,338,689</b>	<b>\$0</b>	<b>0%</b>
<b>Rev – Exp:</b>	<b>\$0</b>	<b>\$103,901</b>	<b>\$103,901</b>	<b>--</b>
<b>Beg Fund Balance</b>	<b>\$282,872</b>	<b>\$178,971</b>	<b>(\$103,901)</b>	<b>-37%</b>
<b>End Fund Balance</b>	<b>\$178,971</b>	<b>\$282,872</b>	<b>\$103,901</b>	<b>58%</b>

The budget will be updated for the second draft of the budget in June.

# Waunakee Community School District

## Special Education Fund 27

**Purpose of Fund:** The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district.

	2021-22	2022-23	\$ Change	% Change
<b>Revenues:</b>				
Federal Grant PS	\$23,500	\$23,500	\$0	0%
Federal Grant PS--ESSER3	\$22,403	\$11,202	(\$11,201)	-50%
Federal Grant FT	\$778,446	\$778,446	\$0	0%
Federal Grant FT--ESSER3	\$198,857	\$99,430	(\$99,427)	-50%
<b>Grand Totals</b>	<b>\$1,023,206</b>	<b>\$912,578</b>	<b>(\$110,628)</b>	<b>-12%</b>
State Aid	\$2,162,639	\$2,572,826	\$410,187	19%
Transfer In Fund 10	\$6,406,644	\$6,348,679	(\$57,965)	-0.9%
Medicaid	\$145,000	\$145,000	\$0	0%
Transit of State Aid	\$8,000	\$8,000	\$0	0%
Open Enrollment Tuition	\$0	\$0	\$0	0%
Aid for School Mental Health	\$0	\$0	\$0	---
<b>Other Revenue</b>	<b>\$8,722,283</b>	<b>\$9,074,505</b>	<b>\$352,222</b>	<b>4%</b>
<b>Total Revenues</b>	<b>\$9,745,489</b>	<b>\$9,987,083</b>	<b>\$241,594</b>	<b>2%</b>
<b>Expenditures:</b>				
Federal Grant PS	\$23,500	\$23,500	\$0	0%
Federal Grant PS--ESSER3	\$22,403	\$11,202	(\$11,201)	-50%
Federal Grant FT	\$778,446	\$778,446	\$0	0%
Federal Grant FT--ESSER3	\$198,857	\$99,430	(\$99,427)	-50%
<b>Grant Totals</b>	<b>\$1,023,206</b>	<b>\$912,578</b>	<b>(\$110,628)</b>	<b>-11%</b>
Personnel Costs: Salaries	\$5,894,937	\$6,321,825	\$426,888	7%
Personnel Costs: Benefits	\$2,339,942	\$2,415,276	\$75,334	3%
<b>Salary &amp; Benefits Totals</b>	<b>\$8,234,879</b>	<b>\$8,737,101</b>	<b>\$502,222</b>	<b>6%</b>
Special Ed-Operations	\$28,839	\$28,839	\$0	0%
Special Ed-District	\$126,557	\$126,557	\$0	0%
Transportation	\$323,008	\$173,008	(\$150,000)	-46%
Medicaid	\$9,000	\$9,000	\$0	0%
<b>Program Totals</b>	<b>\$487,404</b>	<b>\$337,404</b>	<b>(\$150,000)</b>	<b>-31%</b>
<b>Total Expenditures</b>	<b>\$9,745,489</b>	<b>\$9,987,083</b>	<b>\$241,594</b>	<b>2%</b>
<b>Rev - Exp:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>---</b>
<b>Beg Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>---</b>
<b>End Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>---</b>

The personnel budget includes an inflationary salary increase of 4.7%, advancement on the district compensations systems, a 0% increase in dental rates, a 0% increase in health insurance rates, and FTE changes as presented on page 13. Final decisions on salary increases will be requested at the May board meeting.

The 2022-23 flow-through and pre-school grant budgets are not available at this time.

## Waunakee Community School District

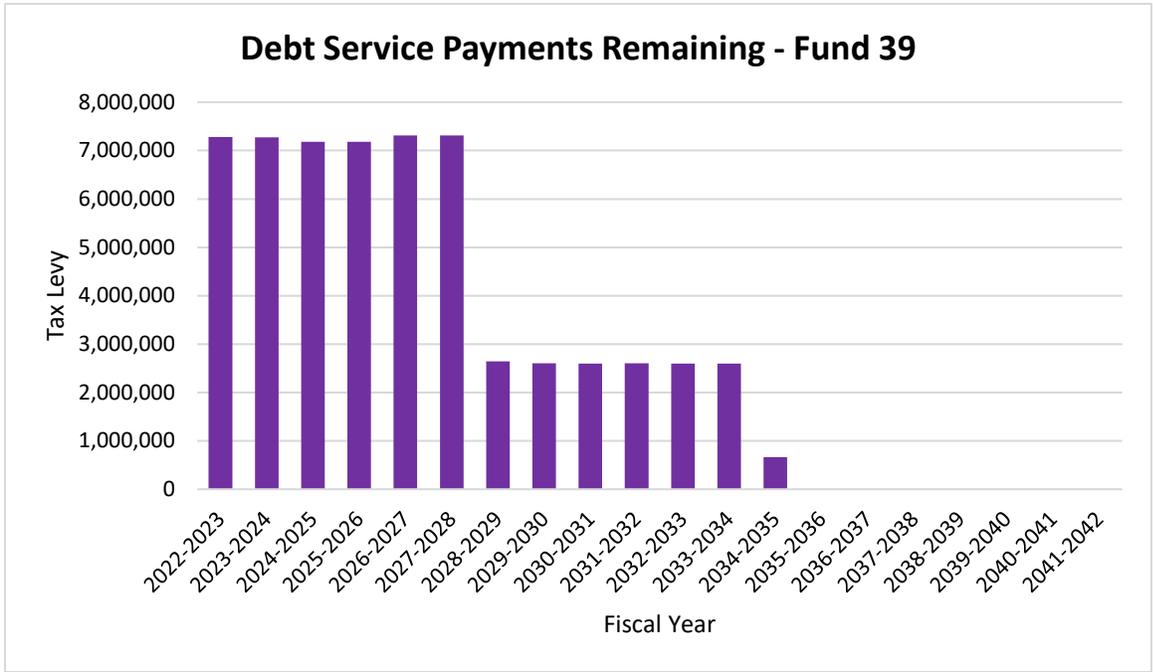
### Debt Service Fund 39

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

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Premium	\$0	\$0	\$0	--
Refinancing	\$0	\$0	\$0	--
Interest Earned	\$1,000	\$1,000	\$0	0%
Property Taxes	\$12,017,000	\$14,049,245	\$2,032,245	17%
Interest Rebate	\$269,000	\$0	(\$269,000)	-100%
Total Revenues:	\$12,287,000	\$14,050,245	\$1,763,245	14%
<b>Expenditures:</b>				
Refinancing	\$4,813,913	\$6,687,114	\$1,873,201	--
Interest Owed	\$2,326,481	\$1,917,131	(\$409,350)	-18%
Principal Owed	\$5,215,000	\$5,445,000	\$230,000	4%
Other Debts	\$6,000	\$6,000	\$0	0%
Total Expenditures	\$12,361,394	\$14,055,245	\$1,693,851	14%
<b>Rev – Exp:</b>	\$6,802,000	(\$5,000)	(\$6,807,000)	-100%
<b>Beg Fund Balance</b>	\$2,265,023	\$2,078,896	(\$186,127)	-8%
<b>End Fund Balance</b>	\$2,078,896	\$2,073,896	(\$5,000)	0%

The following graph and table reflects the future tax levies (10 borrowings) in this fund.

# Waunakee Community School District



FISCAL YEAR	AMOUNT DUE
2022-2023	7,281,018
2023-2024	7,270,162
2024-2025	7,180,481
2025-2026	7,181,343
2026-2027	7,309,194
2027-2028	7,310,293
2028-2029	2,640,047
2029-2030	2,604,512
2030-2031	2,599,462
2031-2032	2,601,975
2032-2033	2,598,406
2033-2034	2,597,319
2034-2035	660,562
2035-2036	0
2036-2037	0
2037-2038	0
2038-2039	0
2039-2040	0
2040-2041	0
2041-2042	0
<b>TOTAL DUE</b>	<b>\$59,834,774</b>

## Waunakee Community School District

### Capital Expansion Fund 41

**Purpose of Fund:** The purpose of the capital expansion fund 41 is to account for capital expenditures related to buildings and sites.

	2021-22	2022-23	\$ Change	% Change
<b>Revenues:</b>				
Property Taxes	\$0	\$0	\$0	0%
Interest	\$1,000	\$1,000	\$0	100%
Total Revenues	\$1,000	\$1,000	\$0	0%
<b>Expenditures:</b>				
Maintenance Projects	\$460,255	\$460,500	\$245	0%
Total Expenditures	\$460,255	\$460,500	\$245	--
<b>Rev – Exp:</b>	(459,255.00)	(459,500.00)	(245)	0%
<b>Beg Fund Balance</b>	1,173,399	714,144	(459,255)	-39%
<b>End Fund Balance</b>	\$714,144	\$254,644	(\$459,500)	-64%

The intent of this fund is to segregate the budget for capital projects related to existing buildings. This fund is within the revenue cap, and the existing capital projects budget was transferred from Fund 10 to Fund 41. This fund was increased by \$300,000 as the November 2014 operational funds referendum was phased in for 2017-2018.

The Budget Committee of the School Board has recommended continuing Fund 41 to include a property tax levy of \$0. The property tax levy will be shifted to Fund 10 in an effort to increase the Fund 10 Fund Balance. The Capital Projects will continue to be funded out of Fund 41 as long as funds remain. When the Fund 41 funds are expended, Capital Projects will shift back to Fund 10 moving forward.

# Waunakee Community School District

## Food Service Fund 50

**Purpose of Fund:** The purpose of the food service fund 50 is to account for the food service program.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Milk Sales	\$88,430	\$88,430	\$0	0%
Ala-Carte Sales	\$1,248,759	\$1,248,759	\$0	0%
Lunch Sales-Students	\$739,598	\$739,598	\$0	0%
Lunch Sales-Adults	\$6,808	\$6,808	\$0	0%
Lunch-Dane County	\$121,495	\$121,495	\$0	0%
Catering	\$78,320	\$78,320	\$0	0%
Breakfast Sales	\$16,625	\$16,625	\$0	0%
Madison Country Day	\$106,865	\$106,865	\$0	100%
Total Revenues	\$2,406,900	\$2,406,900	\$0	0%
<b>Expenditures:</b>				
Contracted Services	\$970,222	\$970,222	\$0	0%
Food Purchase	\$1,149,020	\$1,149,020	\$0	0%
Other Supplies	\$89,616	\$89,616	\$0	0%
Equipment Purchase	\$25,000	\$25,000	\$0	0%
Software/Tech Costs	\$40,000	\$40,000	\$0	0%
Personnel Costs	\$82,811	\$82,811	\$0	0%
Total Expenditures	\$2,356,669	\$2,356,669	\$0	0%
<b>Rev-Exp:</b>	\$50,231	\$50,231	\$0	--
<b>Beg Fund Balance</b>	\$0	\$50,231	\$50,231	--
<b>End Fund Balance</b>	\$50,231	\$100,462	\$50,231	--

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. The Madison Country Day/Westside Christian School programs provide meals to private schools.

This budget will be updated for the second draft of the budget in June after School Board approval of the 22-23 fees at the May Board meeting.

## Waunakee Community School District

### Employee Benefit Trust Fund 73

**Purpose of Fund:** The purpose of the employee benefit trust fund 73 is to account for formally established benefit pension plans, defined contribution plans, or employee benefit plans.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Interest – AUL Trust	\$28,000	\$28,000	\$0	0%
Interest – HRA Trust	\$150,000	\$150,000	\$0	0%
Employer Contributions - AUL	\$443,666	\$0	(\$443,666)	100%
Employee Contributions – AUL	\$7,000	\$7,000	\$0	0%
Employer Contributions – HRA	\$451,635	\$451,635	\$0	0%
Employee Contributions – HRA	\$0	\$0	\$0	--
Total Revenues	\$1,080,301	\$636,635	(\$443,666)	-41%
<b>Expenditures:</b>				
Disbursements – AUL	\$7,000	\$7,000	\$0	0%
Disbursements – HRA	\$600,000	\$600,000	\$0	--
Disbursements - Implicit Rate	\$40,000	\$40,000	\$0	0%
Total Expenditures	\$647,000	\$647,000	\$0	0%
<b>Rev – Exp:</b>	\$433,301	(\$10,365)	(\$443,666)	-102%
<b>Beg Fund</b>	\$7,634,984	\$7,634,984	\$0	0%
<b>End Fund</b>	\$7,634,984	\$7,624,619	(\$10,365)	0%

This budget will be updated in the final draft of the budget based on the final retirement benefits for the 2021-2022 retirees. The annual district contribution to the Fund 73 trust fund will be placed on hold until the fall of 2022.

# Waunakee Community School District

## Community Service Fund 80

**Purpose of Fund:** The purpose of the community service fund 80 is to account for community activities such as adult education, recreation, athletic camps, and other related community programs.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
Property Taxes	\$450,091	\$450,091	\$0	0%
Athletic Camps	\$0	\$0	\$0	--
Community Ed	\$12,000	\$12,000	\$0	0%
Summer School Camps	\$800	\$800	\$0	100%
Middle School Athletics	\$20,000	\$20,000	\$0	0%
Community Ed/Swim	\$46,000	\$46,000	\$0	0%
WCCC Grant	\$125,000	\$125,000	\$0	100%
<b>Total Revenues</b>	<b>\$653,891</b>	<b>\$653,891</b>	<b>\$0</b>	<b>0%</b>
<b>Expenditures:</b>				
Community Education	\$138,091	\$138,091	\$0	0%
Athletic Camps	\$0	\$0	\$0	--
Middle School Athletics	\$130,000	\$130,000	\$0	0%
Community Ed/Swim	\$108,000	\$108,000	\$0	0%
Maintenance	\$25,000	\$25,000	\$0	0%
Public Safety	\$90,000	\$90,000	\$0	0%
Police Liaison Officer	\$35,000	\$35,000	\$0	0%
Summer School Camps	\$800	\$800	\$0	100%
Workers Compensation	\$2,000	\$2,000	\$0	0%
WCCC Grant	\$125,000	\$125,000	\$0	100%
<b>Total Expenditures</b>	<b>\$653,891</b>	<b>\$653,891</b>	<b>\$0</b>	<b>0%</b>
<b>Rev – Exp:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>--</b>
<b>Beg Fund Balance</b>	<b>\$473,122</b>	<b>\$473,122</b>	<b>\$0</b>	<b>0%</b>
<b>End Fund Balance</b>	<b>\$473,122</b>	<b>\$473,122</b>	<b>\$0</b>	<b>0%</b>

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees.

The budget will be updated for the third version of the budget in July.

## Waunakee Community School District

### Other Cooperative Fund 99

**Purpose of Fund:** The purpose of the other cooperative fund 99 is to account for cooperative fiscal agreements made between school districts.

	2021-2022	2022-2023	\$ Change	% Change
<b>Revenues:</b>				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Revenues	\$162,856	\$162,856	\$0	0%
<b>Expenditures:</b>				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Expenditures	\$162,856	\$162,856	\$0	0%
<b>Rev – Exp:</b>	\$0	\$0	\$0	---
<b>Beg Fund Balance</b>	\$0	\$0	\$0	---
<b>End Fund Balance</b>	\$0	\$0	\$0	---

The Dane County New Teacher project is accounted for in this fund. This project is the new teacher mentoring program with 14 participating districts. Each district pays a share of the total costs of this program. The budget will be updated for the third draft of the budget in July.

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
STUDENT FEES 2022-2023 SCHOOL YEAR**

<b>Elementary Schools</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% Increase</b>
Kindergarten	\$40.00	\$55.00	37.5%
1st-4th	\$45.00	\$55.00	22%
Milk	\$0.40	\$0.40	
Lunch	\$3.35	\$3.40	1.4%
Breakfast	\$1.25	\$1.25	
Recorders	\$7.00	\$7.00	
<b>Intermediate School</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% Increase</b>
5th-6th	\$45.00	\$60.00	33%
Percussion	\$50.00	\$50.00	
Large Instrument	\$100.00	\$100.00	
Milk	\$0.40	\$0.40	
Lunch	\$3.35	\$3.40	1.4%
Breakfast	\$1.25	\$1.25	
<b>Middle School</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% Increase</b>
7th-8th	\$45.00	\$70.00	55.5%
Art 7th-8th	\$5.00	\$5.00	
Tech. Ed-8th	\$5.00	\$5.00	
Gateway/Tech. – 8th	\$5.00	\$5.00	
F/CE – 8th	\$5.00	\$5.00	
Co-Curricular Fee	\$40.00	\$40.00	
Football Equip. Fee	\$20.00	\$20.00	
Locks	\$5.50	\$7.00	27%
Assignment Notebook	\$5.00	\$5.00	
Percussion	\$50.00	\$50.00	
Large Instrument	\$100.00	\$100.00	

Milk	\$0.40	\$0.40	
Breakfast	\$1.50	\$1.50	
Lunch Meal Deal	\$4.10	\$4.15	1.2%
<b>High School</b>	<b>2021-22</b>	<b>2022-23</b>	<b>% Increase</b>
9th-12th	\$50.00	\$50.00	
Elements of Art	\$5.00	\$5.00	
Principles of Design	\$5.00	\$5.00	
Band Uniform	\$10.00	\$10.00	
Ceramics	\$10.00	\$10.00	
Art Metals	\$10.00	\$10.00	
Drawing/Painting	\$10.00	\$10.00	
Advanced Art	\$10.00	\$10.00	
Photography	\$10.00	\$10.00	
Textiles	\$10.00	\$10.00	
Tech. Ed. Metals	\$20.00	\$20.00	
Tech. Ed. Home/Auto	N/A	10.00	
F/CE Foods Courses	\$25.00	40.00	60%
Innovation Center	\$25.00	\$25.00	
Lunch Meal Deal	\$4.10	\$4.15	1.2%
<b>Tech. Ed. Woods and F/CE individual project supplies provided by students</b>			
1st Activity	\$75.00	\$75.00	
2nd Activity	\$75.00	\$75.00	
3rd Activity	\$75.00	\$75.00	
Maximum	\$225.00	\$225.00	
Football Equip. Fee	\$35.00	\$35.00	
HS Football Player Optional Helmet Purchase Program	\$295.00	\$295.00	
Driver's Education	(Fees set by CESA 2) 89	(Fees set by CESA 2)	

HS Transcript Electronic	\$15.00	\$15.00	
Parking Fee	\$50.00	\$50.00	
Locks	\$5.50	\$5.50	
Percussion	\$50.00	\$50.00	
Large Instruments	\$100.00	\$100.00	

Note: Students eligible for free/reduced meals are not charged any school district fees if the DPI waiver form is signed.

# **USER GROUP CLASSIFICATIONS**

## **GROUP 1**

### **WCSD SCHOOL SPONSORED ACTIVITIES:**

All school sponsored activities approved by the building principal shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school sponsored events, activities or practices during times when the school's custodial staff is normally on duty.

A school employee must be present for all school sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the Activities Director.

## **GROUP 2**

### **WCSD SCHOOL AFFILIATED GROUPS:**

School affiliated groups include: Parent Teacher Organizations (PTO's), Booster Organizations, Village Recreation Department, Friends of Waunakee Performing Arts, Local Educational Foundations.

## **GROUP 3**

### **DESIGNATED RESIDENT NONPROFIT GROUPS/ORGANIZATION & FEDERAL, STATE OR LOCAL GOVERNMENTAL (NON-EDUCATIONAL) AGENCIES:**

Designated resident nonprofit groups/organizations include:

- a. Recognized civic youth groups which include a majority (80%) of District students (examples: Boy Scouts, Girl Scouts, Cub Scouts, 4H, etc.). The District may request a copy of the roster to verify status.
- b. Recognized resident youth athletic groups/organizations which include a majority (80%) of District students (examples: Waunakee Area Soccer Club, Tri-County/BDL Basketball, Traveling Softball Program, Legion Baseball Program, Waunakee Youth Wrestling, Waunakee Youth Lacrosse Club, Waunakee Youth Football, Waunakee Youth Hockey, Waunakee Wave Swim Club). The District may request a copy of the roster to verify status.
- c. Local community service organizations (examples: Rotary, Lions/Leos, Jaycees, Optimists, etc.)
- d. Waunakee Chamber of Commerce
- e. Waunakee Public Library
- f. Resident Neighborhood/Condominium Associations
- g. Resident Home Talent League Baseball Teams
- h. Waunakee Community Band
- i. Waunakee Public Post-Secondary Educational Institutions (i.e. University of Wisconsin System, Madison College)

## **GROUP 4**

### **WCSD RESIDENT INDIVIDUALS, SCHOOLS, OR OTHER NONPROFIT\* GROUPS/ORGANIZATIONS LOCATED IN DANE COUNTY**

## **GROUP 5**

### **NON-RESIDENT, NONPROFIT GROUPS/ORGANIZATIONS OR INDIVIDUALS**

\*Nonprofit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Services (IRS). The District may request a copy of the appropriate documentation to verify nonprofit status.

## **GROUP 6**

### **WCSD RESIDENT, FOR PROFIT ENTITIES, OR NON PROFIT GROUPS/ORGANIZATIONS OR SCHOOLS LOCATED OUTSIDE OF DANE COUNTY**

## FACILITIES CATEGORIES

### **CLASS 1 Facilities:**

High School Fieldhouse

~~Warrior Soccer Stadium~~

Lacrosse Fields at Intermediate School

### **CLASS 2 Facilities:**

High School Old Gym

Intermediate School Gym

Middle School Gym

High School Commons

High School Small Auditorium

High School Weight Room

Intermediate School Cafeteria

Baseball Field

Softball Field

Soccer Practice Field

Specialized Classrooms (Computer Labs, F/CE, Tech-Ed, Science, Music Suite, Drama Classroom)

### **CLASS 3 Facilities:**

Arboretum, Heritage, & Prairie Elementary

High School Wrestling Room

Middle School Wrestling Room

### **CLASS 4 Facilities:**

Classrooms

Conference Rooms

**Waunakee Community School District  
FACILITY USE FEE SCHEDULE**

<b>ALL RATES ARE PER DAY (Unless otherwise noted)</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
<b>Warrior Stadium*^</b>	N/C	Exhibit 1				
<b>Aquatic Center*</b>	N/C	Exhibit 2				
<b>Performing Arts Center*</b>	N/C	Exhibit 3				
Class 1 Facilities	N/C	\$200	\$250	\$300	\$400	\$500
Class 2 Facilities	N/C	\$60	\$80	\$100	\$160	\$200
Class 3 Facilities	N/C	\$40	\$60	\$80	\$100	\$160
Class 4 Facilities	N/C	\$25	\$25	\$25	\$25	\$50
<b>Staff Costs:</b>						
Custodial, Facility Set-up/Take down (\$30/hour outside of scheduled time)	N/C	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Field Preparation (Lining)	N/C	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Specialized Classroom Equipment	N/C	\$35/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr
Tech Support	N/C	N/C	N/C	N/C	N/C	N/C
Television	N/C	N/C	N/C	N/C	N/C	N/C
VCR/DVD Player	N/C	N/C	N/C	N/C	N/C	N/C
Screen	N/C	N/C	N/C	N/C	N/C	N/C
Overhead Projector	N/C	N/C	N/C	N/C	N/C	N/C
Computer/Video Projector	N/C	N/C	N/C	N/C	N/C	N/C
Portable Sound System	N/C	N/C	N/C	N/C	N/C	N/C
Risers (each)	N/C	N/C	N/C	N/C	N/C	N/C
Tables	N/C	N/C	N/C	N/C	N/C	N/C
Chairs	N/C	N/C	N/C	N/C	N/C	N/C

\*Other charges do apply see specific policy exhibits for more details.

^The first \$30,000 Warrior Stadium gate receipts will be set aside to its own budget item for future artificial turf purchases.

**ADDITIONAL FEES/CHARGES:**

- When a custodian is not scheduled, and one needs to be assigned, there will be a \$30/hour custodial fee charged to all groups. If the event size requires more staff, the WCSD reserves the right to add custodial staff and charge fee to user group.
- Facility uses or events for groups 2, 3, 4, 5, or 6 that involve large groups (in excess of 100 people consisting of participants/attendee/audience) will be assessed a daily supply charge to offset the cost of custodial supplies (i.e. toilet paper, paper towels, trash liners, cleaning supplies, etc...) require to support the event.
- Group Size (participants/attendees/audience) 100-199 (\$25) 200-299 (\$30) 300-399 (\$40) 400-499 (\$45) 500-750 (\$50) 750 and above (\$75). For large events, additional charges for portable restrooms, trash receptacles, or trash disposal may be added.
- When an admission fee is charged to spectators/audiences, the facility use fees will be charge to group classifications 2, 3, 4, 5, and 6.
- District Gymnasiums (Classes 1, 2, & 3) can be rented for half days at a rate of 50% of the daily fee
- Renters must submit of COI a minimum of 1 week in advance.

- Cancellations within 72 hours of the scheduled event will result in a cancellation penalty equal to the 50% of the reservation cost.

### **WCSD Facilities User Group Expectations**

The WCSD is pleased to rent and allow community and non-community groups the use of school district facilities in the evenings and on weekends. The District is very proud of our facilities and wants them to be used as much and as often as possible. There are some expectations that the WCSD has of the groups renting/using the district buildings.

- Reserve the facilities well in advance through the WCSD Activities Office (849-2103).
- Complete/Submit necessary paper work that will include a Waiver Damage Form and a Certificate of Insurance which may be required.
- Be as specific as possible on needs you may have in terms of set-up so that things such as tables, chairs, garbage cans, etc. can be made available prior to event.
- For events/activities where children are involved, there will be a custodian on duty. They are there to assist during the events, but will also have other work responsibilities to attend too.
- The WCSD provides supervision for school sponsored events only. There is no supervision of children done by school staff for non-school sponsored events/activities. All participants and spectators should remain in the areas designated for the event. Small children must be supervised and not allowed to roam around school facilities unsupervised. Children that are not supervised can be injured or damage school property. If children are left unsupervised around the schools, the district can restrict the use of a facility or hire supervision that will be charged back to the user group.
- During an event and at the completion of the event, please assist in cleaning up the areas that are being used.
- Immediately report any damage that may take place.

**WARRIOR STADIUM & WARRIOR PITCH FACILITY FEE SCHEDULE**

830-Exhibit (1)

**Scheduling Priority List**

1. In-Season High School Sports - Warrior Stadium/Pitch is their competition location: (Each sport will have priority in during their sport association [WIAA, WLF] designated season)
2. In-Season Middle School Sports - Warrior Stadium/Pitch is their competition location: MS Football and MS Track use Warrior Stadium
3. In-season High School Sports - Warrior Stadium/Pitch is not their competition location (ie: baseball, softball, etc...)
4. Designated Resident Youth Athletic Groups -Youth Group priority will be based on WIAA/WLF designated seasons
5. Designated Resident Youth Athletic Groups - Warrior Stadium is NOT set-up as their competition surfaces: Baseball, Softball, Soccer, etc...
6. Off-Season (June/July) - High School Sports, Donor Youth Athletic Groups

**Facility Use Fee**

1. Group 1: No Charge
  2. Group 2-6: \$135/Hour, includes a \$35/hr fee for maintenance coverage.
  3. Donor group's credit based on specific amount donated; see fee credit summary.
- The Activities Department will track Donor group's usage and present a yearly summary.

**Maintenance Staff Fee**

Must have a dedicated Maintenance Staff member on duty. Additional fee may be charged if set-up/clean-up warrant.\*

1. Group 1: No Charge
2. Group 2-6: \$35/Hour (Donor groups credit based on specific amount donated)

\* Custodial Supply Fee, will be assessed based on number of attendees: \$35/base, 100-199 (\$45), 200-299 (\$50), 300-399 (\$55), 400-499 (\$60), 500-750 (\$65), 750+ (\$80)

**Insurance Requirement**

1. All non-school user groups must present proof of insurance to the Activities Department 72 hours prior to reservation.
2. Insurance Coverage Minimums: \$1 million single occurrence and \$2 million aggregate.

**Concession Stand/Ticket Gate Use**

User may use the concession stand and ticket gate.

1. Must coordinate set-up and take-down with the Athletic Office
2. Must use provided cold drinks and popcorn
3. User group will reimburse Athletic Dept based on product sold and current vendor pricing

**WARRIOR STADIUM/PITCH - FEE CREDIT SUMMARY**

<b>GROUP</b>	<b>AMOUNT PLEDGED</b>	<b>REPAYMENT STRUCTURE</b>
<b>Youth Football**</b>	\$100,000	\$10,000/10 years
<b>Boys Youth Lacrosse**</b>	\$60,000	\$10, 000 upfront, \$50,000/15 years
<b>Girls Youth Lacrosse**</b>	\$22,500	\$1,500/15 years
<b>Track Boosters</b>	\$3,000	Paid in Full
<b>Youth Soccer</b>	<b>\$250,000</b>	<b>\$25,000/10 years</b>

\*\*Football, Boys Lacrosse, and Girls Lacrosse Booster Clubs have donated matching funds with the same repayment structure as their matching Youth Organizations.

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**REGULATIONS FOR USE OF WARRIOR STADIUM/PITCH ARTIFICIAL TURF**

In an effort to provide the safest and cleanest facilities possible for all groups who request to use Warrior Stadium, the Waunakee Community School District has established the following regulations for use of stadium and field. This form must be signed and returned prior to use of Warrior Stadium.

**Artificial Turf Fields**

Since turf does not regenerate like natural grass, any item that is left on the field stays on the field. Failure to follow school established rules could impact the safety and longevity of the artificial turf for future users. Please keep in mind coaches and their respective schools are responsible for their players, coaching staff, administrators, and spectators.

**Regulations (Team/Apparel Regulations)**

1. Players, coaches, school employees, athletic trainers, game officials, and/or spectators must wear turf shoes, tennis shoes, or rubber cleats on the field. Metal cleats (baseball, etc...) will not be allowed on the stadium field. Metal tipped plastic cleats are acceptable.
2. Players are not permitted to wear track shoes with spikes (pyramid or pin) longer than 1/8 inch in length.
3. Any player wishing to wear cleats must wash their cleats before walking on the turf surface.
4. Only track cleats are the only allowed cleats on the track surface, including the high jump area. Athletes in other cleats (FB, LAX, etc...) must stay on the track protector when crossing-over the track or standing on the sidelines.

**Regulations (All Users, including Teams)**

1. At no time will gum be permitted on or around the artificial turf surface, this includes players, coaches, school employees, game officials, athletic trainers, and/or any spectators.
2. At no time will seeds or nuts of any kind (sunflower, peanut, popcorn, etc...) be permitted on or around the artificial turf, this includes players, coaches, school employees, game officials, athletic Trainers, and/or spectators.
3. At no time will confetti or any small non-degradable materials be used on or near the field.
4. At no time will bleach or any corrosive cleaners be used on the field, except for those cleaners permitted by WCSD Maintenance Staff and utilized under strict supervision.
5. Chairs, tables, canopies, tent stakes, corner flags, or any potentially damaging objects may not be placed on any part of the artificial turf without permission from WCSD Maintenance prior to use.
6. No dogs or animals of any sort are permitted on the field at Warrior Stadium at any time.
7. No bikes, inline skates, strollers, and/or motorized vehicles are allowed on the field at any time.
8. WATER is the only beverage that is permitted on the artificial turf.
9. No golfing, hammer, archery, shot put, or discuss events are to be held on the turf.
10. No athletic equipment is to be drug across the field at any time. All goals and like equipment must be lifted and carried to the new location, unless the equipment is on wheels.
11. A School Department will have first priority to use the field. This may include previously unscheduled games, such as playoff games or makeup games due to weather.
12. Outside requests may be canceled or rescheduled to meet the needs of the school district.
13. All users of the field are asked to clean up their team area after using the field to prevent any future hazards for players, coaches, officials, or spectators.
14. Any damage to the field caused by failing to follow the artificial turf regulations will result in a fine to cover the cost of cleaning and/or repair to restore the field to its prior condition.

VISITING TEAM: \_\_\_\_\_

VISITING TEAM ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

VISTING TEAM COACH: \_\_\_\_\_ DATE: \_\_\_\_\_

Policies of the Board of Education

**COMMUNITY USE OF RECREATIONAL FACILITIES  
Fee Schedule**

830-Exhibit(2)

The pool director shall be responsible for scheduling pool recreation usages as listed below including pool rental.

*Refer to Aquatic Center Director for quarter dates*

Open Swim

\$3 Daily

**\$50 Individual Resident Pass per quarter**

**\$60 Individual Non-Resident Pass per quarter**

\$100 Family pass per quarter (District residents)

\$150 Family pass per quarter (Non-District residents)

\$150 Annual Non-resident Swim Club Fee (All non-district students who participate in youth swim clubs/teams will be required to purchase a pass on an annual basis)

Family Swim (Sunday afternoons)

\$5 Per family (Swimmers must be members of the immediate family).

Group Swim Lessons

\$45 Per session (5 sessions per school year)

Private Swim Lessons

\$15.00 One (1) 30 minute

\$80.00 Six (6) 30 minute lessons

\$125.00 Ten (10) 30 minute lessons

Semi-Private Swim Lessons (2-3 participants at the same level)

\$10.00 One (1) 30 minute

\$50.00 Six (6) 30 minute lessons

\$75.00 Ten (10) 30 minute lessons

Master Swim

\$50.00/Quarter: Members

\$75.00/Quarter: Non-Members

Lap and Fitness

\$3 Daily

**\$50 Per quarter**

Water Aerobics

\$3 Daily

**\$50 Per quarter**

Pool Rental

Pool rentals will be invoiced based on the total number of attendees. Renters will also be invoiced for lifeguard wages and a custodial supply fee will be assessed for events. Resident and Non-Resident determinations will be made by the Activities Director per Board Policy 830-Rule.

Total Attendees (includes participants, spectators, officials, etc...)	Resident Rental Fee*#	Non-Resident Rental Fee*#
1-25 Attendees	\$70.00/hr	\$95.00/hr
26-50 Attendees	\$85.00/hr	\$110.00/hr
51-75 Attendees	\$100.00/hr	\$125.00/hr
76-100 Attendees	\$115.00/hr	\$140.00/hr
100+ Attendees	\$130.00/hr	\$155.00/hr

\*Plus Lifeguard wages

#Custodial Supply Fee, will be assessed based on number of attendees: \$25/base, 100-199 (\$40), 200-299 (\$45), 300-399 (\$50), 400-499 (\$55), 500-750 (\$60), 750+ (\$75)

**Local Swim Clubs will be required to rent the pool and pay applicable pool rental fees for all meets in which a fee is charged to participants and/or spectators.**

Fees for Adult Recreational Use for Open Gym/Open Weight/VB, etc. if operated by the district:

One-Hour Daily Fee:		Two-Hour Daily Fee:	
Resident	\$2.00	Resident	\$3.00
Non-Resident	\$4.00	Non-Resident	\$5.00

These costs must cover the cost of a supervisor and/or caretaker as determined by the Director of Community Services. Should the "open" activities fees not cover the costs on a regular basis, the fee may be increased by superintendent action or the open gym/weight/VB schedule will be revised.

The Village of Waunakee Recreation Department may utilize district facilities for its programs and determine the fee charged for that program.

## Rental Fee Chart

830-Exhibit(3)

<b>(1) Performing Arts Center (PAC) Room 1800</b>	<b>For Profit – Non Community Per Hour Unless Noted (Group 6)</b>	<b>Non-Profit/Non-Community or For Profit Community Per Hour Unless Noted (Group 5)</b>	<b>Non-Profit Community User Per Hour Unless Noted (Group 4)</b>
(a) Non Audience Hours – Full Lighting and Sound (set up, rehearsal, etc. prorated in half hour increments)	\$50.00	\$25.00	No Charge
(b) Non Audience Hours – Minimal Stage Lighting and Stage Audio (set up, rehearsal, etc. prorated in half hour increments)	\$40.00	\$20.00	No Charge
(c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$80.00	\$40.00	No Charge
(d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$50.00	\$25.00	No Charge
(e) Front of Curtain Only	\$40.00	\$20.00	No Charge
<b>(2) Auditorium (AUD) Room 1118</b>			
(a) Non Audience Hours – Full Lighting and Sound (set up, rehearsal, etc. prorated in half hour increments)	\$40.00	\$20.00	No Charge
(b) Non Audience Hours – Minimal Stage Lighting and No Stage Audio (set up, rehearsal, etc. prorated in half hour increments)	\$30.00	\$15.00	No Charge
(c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$50.00	\$25.00	No Charge
(d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$40.00	\$20.00	No Charge
(e) Front of Curtain	\$40.00	\$20.00	No Charge
<b>(3) Additional Charges</b>			
(a) Piano Tuning	\$100.00 per tuning (Same for all groups)		
(b) Orchestra Pit Cover Removal/Installation	\$200.00 per change (Same for all groups)		
(c) Acoustical Shell	\$40.00 per use	\$20.00 per use	No Charge
(d) Risers	\$30.00 per use	\$15.00 per use	No Charge
(e) Light Trees	\$20.00 per tree	\$10.00 per tree	No Charge
<b>(4) Labor Charges</b>			
(a) House Technician (required at all times)	\$20.00 (Same for both groups)		No Charge
(b) Stage Crew (as needed)	\$10.00 (Same for both groups)		No Charge
(c) House Manager (required for all ticketed events)	\$15.00 (Same for both groups)		No Charge
(d) Ushers (as needed)	\$10.00 (Same for both groups)		No Charge
(e) Custodial Fee (as needed)	\$30.00 (Same for all groups)		

(f) Glitter/Confetti Clean-up Fee	\$50.00 (Same for all groups)
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- **Groups 1, 2 & 3 would be N/C for all fees listed above.**
- **Audience hours are charged whenever non-performers are in the house**
- **Set up charges may be assessed for items such as Dance floor, monitors, and other extra items at a rate of \$20/hour.**

Adopted: 10/11/82

Revised: 5/14/84  
7/11/88  
4/22/91  
3/94  
4/8/96  
8/10/98 (changed policy number only)  
11/9/98  
July 2002  
May 2007  
November 2008  
June 2017

Waunakee Community School District

**SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT BY AND BETWEEN THE VILLAGE OF WAUNAKEE AND THE WAUNAKEE COMMUNITY SCHOOL DISTRICT**

**THIS AGREEMENT**, by and between the Village of Waunakee (the "Village") and the Waunakee Community School District (the "District") is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**WHEREAS**, the Village and District have for many years cooperated in implementing a SchoolResource Officer Program (the "SRO Program") in District schools; and

**WHEREAS**, the SRO Program is intended to provide a proactive approach to issues that students in District schools experience and which can lead to involvement of law enforcement officers and to provide a safe educational environment, enhance communication, understanding and positive relationships between law enforcement, schools, and students in the community; and

**WHEREAS**, the Village and District wish to continue the SRO Program and wish to enter into this Agreement to more clearly outline the respective understandings and responsibilities of the parties under the SRO Program:

**NOW, THEREFORE**, in consideration of the foregoing recitals that are incorporated into and made a part of this Agreement, the promises, covenants and agreements contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Village and District agree as follows:

**(1) School Resource Officer.**

- (a) The Village shall supply one SRO.
- (b) Any SRO shall be a sworn law enforcement officer who shall be selected to serve as SRO at the sole discretion of the Chief of Police in consultation with the Superintendent of the Waunakee Community School District and/or their designee.
- (c) Notwithstanding any other provision of this Agreement, SRO's while working as an SRO pursuant to this Agreement are solely and exclusively employees of the Village of Waunakee Police Department and shall not be considered an employee of the District or its schools. Unless otherwise expressly and unambiguously stated to the contrary, all duties and responsibilities attendant to the Village's status as the SRO's employer including payment of salary, worker's compensation insurance and provision of benefits shall be the Village's responsibility.
- (d) If the SRO is scheduled to be on leave for two or more weeks (for example, FMLA leave), the Chief of Police shall name a replacement SRO at his/her discretion for the

duration of the leave. The Chief of Police, the replacement SRO, and the Superintendent of the Waunakee Community School District shall make a good faith attempt to meet and discuss SRO duties before the replacement SRO begins his/her assignment.

## **(2) School Resource Officer Duties**

- (a) SRO duties shall encompass all duties of Village of Waunakee Police Officers subject to all policies, rules and regulations of the Village of Waunakee and Waunakee Police Department.
- (b) The SRO will be assigned to the Waunakee School District each day school is in session.
- (c) The SRO shall respond and investigate any evidence or allegation relating to violations of the law or threats to the public health or safety in accordance with his or her training and Police Department policy.
- (d) The SRO shall cooperate and coordinate with school principals and other relevant staff to determine the SRO's daily activities consistent with the purpose of this Agreement and the SRO's duties as a law enforcement officer. Any disagreement or conflict shall be resolved by the Chief of Police in consultation with the School Principal and District Superintendent provided that District policies shall control in absence of a compelling law enforcement concern (including personnel and management concerns) that is fundamentally incompatible with a District policy. Such activities may include:
  - 1. Keeping regular office hours and providing opportunities for students to meet with the SRO.
  - 2. Meeting with students, collaborating with administration and other school personnel and providing presentations to proactively address problems including those relating to alcohol, tobacco and other drug use, crime prevention and personal safety.
  - 3. Maintaining a visible presence at the schools.
- (e) The Village through the Chief of Police and the District through the Superintendent or his/her designee(s), school principals, and other administrators agree to meet as needed to address any issues relating to the SRO program and to further define SRO duties.

## **(3) Emergency Powers Unaffected.**

Notwithstanding any provision in this Agreement to the contrary, the Chief of Police shall retain the authority to temporarily suspend the Village's participation in this program and reassign the police officer assigned to the program in the event that the Chief of Police determines that such suspension and reassignment are necessary for the health, welfare, safety and best interest of the community, or such is required by the Village Board, Village Ordinance, state law, or other exigent or compelling

circumstances. In cases of absence under this Section longer than two consecutive workdays from the school, the District shall not be charged for wages and benefits for those days. This section does not affect the renewal provisions of this Agreement.

**(4) Program Costs.**

- (a) During the term of this Agreement as identified in Section 9 below, including any renewal terms, the School District shall pay the Village 50% of the actual wages, fringe benefits, and related officer compensation (except overtime, see subsection (d) below) incurred over the school year for the SRO.
- (b) The District shall contribute 50% of all unemployment compensation costs if an SRO position is eliminated due to action of the District causing the Village to eliminate an officer position.
- (c) At least annually, the Village shall provide a statement of costs of the Program for the current school year which shall be paid 30 days after invoicing.
- (d) The Village shall track overtime for the SRO during the school year. To the extent the SRO incurs overtime, the Village shall invoice the School District at least annually for the overtime and the School District agrees to pay the Village within 30 days of receiving the invoice. The SRO shall not be required to work hours that would result in overtime without prior Police Department approval in accordance with Police Department Policy.

**(5) Absences.** The SRO or Police Department shall promptly notify the High School Principal in the event the SRO will be unavailable to the school because of illness, required training or other reason.

**(6) Records.** The Village and School District enter into this Agreement in order to protect the confidentiality of pupil records as required by law, while providing for the lawful disclosure of pupil records and information to the extent permitted by law, to serve the interests of pupils and other concerned parties.

The exchange of information is for the purpose of investigating and in some cases prosecuting acts including but not limited to truancy, theft, harassment, assault, drug or alcohol possession, use and/or distribution, or other acts in violation of local ordinances or state statues, and assisting the School District with administrative hearings.

It is understood and agreed that this Agreement is an Interagency Agreement that authorizes the Village's Police Department to routinely disclose information to the School District as permitted by Wis. Stat. § 938.396(1).

For purposes of SRO access to education and pupil records, the School District designates the SRO as a school official with legitimate educational interest in accessing education records under the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C §1232g, and in accessing pupil records under Wis. Stat. § 118.125(2)(d). The School District may provide the

SRO with access to education and pupil records information maintained by the District only as needed by the SRO to perform his/her duties as SRO. Such information may include student behavior intervention plans and student safety plans. The SRO may also be granted access to education and pupil records information in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose education or pupil records information consistent with FERPA and Wisconsin pupil records law. Notwithstanding the preceding sentences, the SRO remains solely and exclusively an employee of the Village of Waunakee Police Department and shall not be considered an employee of the District or its schools.

**(7) Confidentiality.** The Waunakee Police Department shall maintain student information it may hold for on behalf of the District only for the primary purpose of providing the services described in this agreement in accordance with state and federal law.

**(8) District Review of SRO Performance.**

(a) The Chief of Police will request, from the High School principal, feedback on the performance of the SRO to be included in their annual evaluation. The evaluation shall be in a formal mutually agreed upon by the District and the Chief of Police.

(b) The District Superintendent, in his or her sole discretion, may direct the removal of any person serving as SRO from the District's property. The District shall immediately disclose any and all facts underlying such determination to enable the Village to determine whether such person may suitably continue to serve as SRO or be assigned to other duties and to help evaluate the designation of an alternative candidate to serve as SRO. The removal of any person serving as SRO from the District's property by the District Superintendent shall not be considered as discipline of the officer. Discipline shall only be imposed where the Village determines that there is reasonable basis to conclude such action is appropriate under the circumstances.

(c) The SRO program will be formally evaluated by the Waunakee Community School District at least every five years. The next formal evaluation is therefore scheduled to occur in the spring of the 2027-2028 school year.

**(9) Term and Renewal.** This Agreement shall commence on the first day of school for the 2022-2023 school year, and shall expire on the last day of school for the 2022-2023 school year. This agreement shall automatically renew for each successive school year (commencing on the first day of school and ending on the last day of school) unless either party provides written notice of cancellation to the other party at least one hundred-twenty (120) days before the end of the school year that is in session.

**(10) Liability and Indemnity.**

(a) Each party hereto shall be solely responsible and liable for the act(s) and omission(s) of its own officers, employees, officials, agents, representatives and members.

(b) The Parties agree that, by virtue of entering into this Agreement, no participating party is assuming any liability associated with or any role in supervising or directing the activities, programs, or operations of any of the other participating parties, and nothing in this Agreement is intended to create any relationship of third-party beneficiary, principal or agent, joint venture, partnership or similar association. At all times during the term of this Agreement, to the fullest extent allowed by the laws of Wisconsin, each participating party shall indemnify, hold harmless and defend the other party to this Agreement against any and all liability, loss, damages, costs or expenses, including court costs and attorney's fees, which the party to the Agreement may sustain, incur or be required to pay by reason of any acts or omissions of the indemnifying participating party or its employees, volunteers or agents, that are in any way related to this Agreement. This section shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from acts or omissions of the party seeking indemnification, its officers, employees, or representatives.

(c) Nothing contained within this Agreement is intended to be a waiver or estoppel of either party or their insurer to rely upon the limitations, defenses, and immunities afforded to the party by Wisconsin Law. To the extent that indemnification is available and enforceable, neither the party nor its insurer shall be liable in indemnity or contribution for an amount greater than the limits of liability for municipal and other governmental claims established by Wisconsin Law.

**(11) Good Faith.** Each of the parties hereto shall be subject to the duty of good faith dealings in the implementation, execution, and performance of the terms of this Agreement.

**(12) Severability.** Should any one or more of the provisions of this Agreement be determined to be invalid, unlawful, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby unless as a result the purpose and intent of this Agreement shall thereby be substantially and essentially impaired. In the event that any provision is invalid, or enforcement or compliance therewith has been restrained as above set forth, the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

**(13) Entirety of Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by each party.

**(14) Draftsman.** This agreement is the result of an arm's length negotiation and in resolving any ambiguity in this Agreement, none of the parties hereto shall be deemed to have been the draftsman hereof.

**(15) Headings.** Paragraph headings have been inserted for the convenience of reference only. If there shall be any conflict between any such heading and the text of this Agreement, the text shall have control.

(16) Force Majeure. The participating parties are excused from performance to the extent that the performance of any obligation under this Agreement by either party hereto is prevented due to acts of God, exchange controls, export or import controls, or any other government restriction, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, or any other cause beyond the reasonable control of a party, each party shall not be responsible to the other party for failure or delay in performance of its obligations under this Agreement. Each party hereto shall promptly notify the other party of such force majeure condition. The terms of this paragraph shall not excuse, but merely suspend, any party from its duty to perform the obligations under this Agreement until as soon as practicable after a force majeure condition ceases to exist; provided, however, that in the event that such condition extends past the expiration date set forth in this Agreement, and the District does not desire to continue with the engagement contemplated by this Agreement after such condition ceases to exist, it may terminate this Agreement by written notice in accordance with the terms and conditions of this Agreement.

(17) Authority. By signing below, each person hereby represents that he or she has the authority to sign this Agreement and bind the party to adhere to its terms.

Village of Waunakee

\_\_\_\_\_  
Chris Zellner, Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karla Endres, Village Clerk

\_\_\_\_\_  
Date

Waunakee Community School District

Signature

Date

# **Waunakee Community School District**

Waunakee, Wisconsin

## **Membership Report**

September 17, 2021 and January 14, 2022



**Independent Accountant’s Report  
On Applying Agreed-Upon Procedures**

**Waunakee Community School District**  
2021-2022 Pupil Membership Counts

Board of Education  
Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

We have performed the procedures enumerated below for the Waunakee Community School District (“District”) which were provided by the Wisconsin Department of Public Instruction and agreed upon by management of the District solely to assist in determining compliance of pupil count enrollments as reported on the September 17, 2021 and January 14, 2022 Resident Pupil Count Reports and the District’s summer and interim session full-time pupil equivalency “FTE” reported on its Summer and Interim Session Membership Report. District management is responsible for pupil enrollment requirements including reporting Summer and Interim Session Full Time Equivalency (FTE). This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The following table summarizes the procedures that have been completed:

<b>Section</b>	<b>Procedure</b>	<b>Finding</b>
1-6	Obtain and document the overall enrollment data collection system and the process used by the District to prepare attendance records and compile student counts.	Completed.
7	Obtain a copy of the reconciliation between the September and January counts. Inspect the accuracy of the reconciliation. Trace reconciliation data to supporting documentation.	No exceptions were found.
8	Compare the District’s September count to the prior year for reasonableness and make inquiries for significant or unexpected variances. Document management’s explanations for identified variances.	Completed.
9	Compare the Head Count reported by the District to supporting documentation by attendance centers. Inspect the head count to ensure no student is counted twice. If the District does not have supporting documentation a rebuilt count must be compiled and a finding disclosed by auditor.	No exceptions were found.

Section	Procedure	Finding
10, 11	Inspect District documentation and procedures related to the reported headcount for identifying students absent on the count date. Determine if DPI guidelines are followed to ensure proper inclusion or exclusion from the head count of children absent on the count date.	No exceptions were found.
12	Obtain detailed lists of nonresident students included in the District's reported counts. Compare the listing of nonresident students to the counts reported to DPI.	No exceptions were found.
13	Obtain a detailed listing of resident students not eligible for inclusion (resident reductions) and compare the listing to counts reported to DPI.	No exceptions were found.
14, 15	Obtain a listing of resident students who receive educational services elsewhere (resident additions). Compare the resident additions list to counts reported to DPI. Obtain supporting documentation to determine that the resident pupils attending outside the District were appropriately reported. Compare the list of resident students attending outside the District under the Integration Transfer "Chapter 220" program with the final listing of participating District pupils provided by the District.	No exceptions were found.
16	Obtain a listing of the pupils enrolled in the "Challenge Academy" located at Fort McCoy. Determine if students have been properly accounted for in the District count reports per DPI guidelines.	No exceptions were found.
17	Obtain written attestation from Special Education director that the preschool category includes only pupils who are at least three years old on the count date and have disabilities requiring special education services as provided in their IEP. Any four-year-old special education pupils should be included in the preschool category if no four-year-old kindergarten program is offered by the District.	Completed.
18-20	If a District operates a four-year old kindergarten program, determine pupils reported in the 437 hour four-year old category have total hours of instruction time equal 437 hours. Determine pupils reported in 524.5 hour four-year old kindergarten category have instruction time equal to at least 437 hours of classroom instruction and 87.5 hours of outreach activities. Determine if the outreach activities are allowable and documented per DPI guidelines. Pupils enrolled solely in Title 1 funded early childhood programs should not be included in District membership counts.	No exceptions were found.
21	For District operated five-year old kindergarten programs, ensure that program was in effect for entire year and the length of full-day program is equal to the length of the first grade day.	No exceptions were found.

Section	Procedure	Finding
22–28	<p>For the September count only, execute a sample of selected attendance centers in accordance with the parameters below:</p> <p>Total district enrollment over 5,000: select half of all high school and middle school attendance centers and at least three elementary school attendance centers.</p> <p>Total district enrollment less than 5,000: select all high school and middle school attendance centers and at least three elementary school attendance centers.</p> <p>The sample at each attendance center includes a random sample of 30 pupils and all students who first attended after the start of the school year or any student who withdrew after the start of the school year.</p> <p>Any audit exceptions identified require an additional sample selection of 30 students or alternative procedures as specified by DPI.</p> <p>Identify all exceptions in the report by attendance center, name, grade, and reason why the pupil is ineligible.</p>	No exceptions were found as a result of applying the procedures.
29	Audit adjustments, if any, are made by the school District on the DPI online reporting portal.	Attachments 1 and 3 are included as verification that any audit pupil adjustments have been made on the DPI reporting portal.
	<b>Procedures 30-45 relate to Summer and Interim Session and should only be included if the district has reported FTE for summer and interim session.</b>	
30-32	Document the District’s process for compiling summer and interim session information. Obtain the final summer and interim session minutes reported to the DPI by printing out the certification page per the DPI reporting portal.	The summer school FTE per the independent auditor and district are reflected on Attachment 4 of the Enrollment Audit Report.
33	Request from the District a copy of the Summer and Interim Session membership report supporting worksheets (PI-1804-W) and compare amounts to supporting school class schedules and compare the prior year variances that are in excess of intended expectation. Trace selected data to supporting documents.	Completed.
34-35	Recompute the FTE and compare the total pupil minutes reported to DPI to the total per the PI-1804-W.	Completed.

Section	Procedure	Finding
36	Discuss any variances with District personnel. Audit adjustments shall be made by District personnel in the pupil count online report.	Completed. Attachment 4 presents summer school FTE reported by the District and per enrollment audit.
37-45	Inspect documentation of summer and interim session fees charged for a sample of summer and interim session classes. Inspect the spreadsheet to determine that the fees are based on an allowable and actual cost per student per course. Trace the fee charged, number of participants charged a fee, and the supply cost entered on the spreadsheet to the District's supporting documentation to verify that the fee is based on an allowable and actual cost per student per course.	Completed. Attachment 4 identifies any findings related to fees, if applicable.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Enrollment Report. Accordingly, we do not express such an opinion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the DPI and management of the District and is not intended to be and should not be used by anyone other than these specified parties. However, the Independent Attestation Report and the accompanying schedules are a matter of public record upon acceptance by the DPI. The DPI considers pupil names to be confidential under federal law, 20 USC 1232g (Family Education Rights and Privacy Act, FERPA) and its implementing regulations, 34 CFR 99.31 (a)(9). Any information with individual pupil names should not be released to the public. If you have questions, you may wish to consult with legal counsel.

*Wipfli LLP*

Wipfli, LLP  
Madison, Wisconsin

April 22, 2022

# Waunakee Community (6181)

## Attachment 1

### FY 2021-2022 Pupil Count - September

#### Auditor Changes Summary

No changes made by the auditors.

FY 2021-2022 Pupil Count - September			
Category	As Reported by the District	Per Independent Accountant	Difference
Preschool Special Education	11	11	N/A
4 YK - 437 Hours	0	0	N/A
4 YK - 524.5 Hours	246	246	N/A
5 YK - Half Day	0	0	N/A
5 YK - 3 Full Days	0	0	N/A
5 YK - 4 Full Days	0	0	N/A
5 YK - 5 Full Days	272	272	N/A
5 YK - Blended	0	0	N/A
Grades 1 - 12	3,658	3,658	N/A
<b>Total Count:</b>	<b>4,187</b>	<b>4,187</b>	<b>0</b>

# Waubakee Community School District

## Attachment 2

### Resident Membership Pupil Count Exceptions

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The following errors and exceptions were identified in the September count:

Ineligible Pupils:

None

Eligible Pupils:

None

The following errors and exceptions were identified in the January count:

Ineligible Pupils:

None

Eligible Pupils:

None

All other findings are identified below:

None

**Waunakee Community (6181)****Attachment 3****FY 2021-2022 Pupil Count - January****Auditor Changes Summary**

No changes made by the auditors.

<b>FY 2021-2022 Pupil Count - January</b>			
<b>Category</b>	<b>As Reported by the District</b>	<b>Per Independent Accountant</b>	<b>Difference</b>
Preschool Special Education	18	18	N/A
4 YK - 437 Hours	0	0	N/A
4 YK - 524.5 Hours	248	248	N/A
5 YK - Half Day	0	0	N/A
5 YK - 3 Full Days	0	0	N/A
5 YK - 4 Full Days	0	0	N/A
5 YK - 5 Full Days	274	274	N/A
5 YK - Blended	0	0	N/A
Grades 1 - 12	3,672	3,672	N/A
<b>Total Count:</b>	<b>4,212</b>	<b>4,212</b>	<b>0</b>

# Wauunakee Community School District

## Attachment 4

### 2021-2022 Summer and Interim Session Membership

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Summer and Interim Session Full Time Equivalency As Reported by District	160
Summer and Interim Session Full Time Equivalency Per Independent Accountant	160
Difference	0

Description and Location	Priority	Cost	Category
"Welcome to Warrior Stadium" sign - facing Century	A	\$500.00	Athletics
"Waunakee Baseball" (facing Century Ave) - logo	A	\$3,000.00	Athletics
Fieldhouse Chairs	A	\$4,000.00	Athletics
Wall Side Panels - Old Gym (total - 2) H&B Specalized Products	A	\$4,200.00	Athletics
Student Section Flag	A	\$300.00	Athletics
Ripp Park (Sign - Tennis)	A	\$500.00	Athletics
High School Wrestling Room - wall painting	A	\$500.00	Athletics
Football Helmet Stickers	A	\$1,000.00	Athletics
Welcome sign at Bethel Circle	A	\$500.00	Bethel Circle
Business Letterhead	A	\$1,000.00	District
Business Envelopes	A	\$0.00	District
Business Labels - Design	A	\$0.00	District
Business Cards	A	\$0.00	District
Social Media Graphics	A	\$0.00	District
Website Graphics/Header/Images	A	\$0.00	District
Employee Badge Template	A	\$0.00	District
District Maintenance Vehicles (total-8, 16 total sides), \$150/vehicle	A	\$1,200.00	District
District Vehicoles (total - 2) Special Education Vans	A	\$300.00	District
District Maintenance Trailer	A	\$850.00	District
IT - logos for apps, etc. (Destiny, SeeSaw)	A	\$0.00	District
Staff Gifts/Apparel - end of the year + back to school 2022/23	A	\$12,000.00	District
District Mission Statement Signs - each school	A	\$3,500.00	District
District Office - wall logo at front desk	A	\$500.00	District
Wall Logo - Swimming Pool	A	\$300.00	Facility/Maintenance
Fence (spear metal tops) - Warrior Stadium/High School	A	\$0.00	Facility/Maintenance
Fence (Waunakee logo) - Warrior Stadium/High School	A	\$0.00	Facility/Maintenance
Digital HS Sign (facing Century Ave) - logo on panel	A	\$850.00	High School
Office Logo - High School	A	\$250.00	High School
Office Large Rug - High School	A	\$500.00	High School
School Store Sign - High School Pyramid Entrance	A	\$500.00	High School
School Store Sign - Outside of Store Wall (Innovation Center?)	A	\$100.00	High School
School Store Sandwich Board Signs (total - 4)	A	\$150.00	High School
Door wraps - High School Fieldhouse/Old Gym Entrance (total - 11)	A	\$3,500.00	High School
Scoretable - Fieldhouse	B	\$10,000.00	Athletics
Soccer Field Scoreboard - Sign	B	TBD	Athletics
Scoreboard - Middle School Gym	B	TBD	Athletics
Scoreboard - Heritage Gym	B	TBD	Athletics
Scoreboard - Fieldhouse	B	TBD	Athletics
Scoreboard - Baseball (JV and Varsity)	B	TBD	Athletics
Scoreboard - Softball (JV and Varsity)	B	TBD	Athletics
Scoreboard - High School Old Gym	B	TBD	Athletics
Ticket Tables (total - 2)	B	\$2,500.00	Athletics
Meffert Pride Stone (old logo)	B	\$250.00	Athletics
High School Wrestling Room - side wall (4) + fabric spear	B	\$8,000.00	Athletics
Perpetual Signs in Fieldhouse, Baseball, Softball, Soccer Fields	B	TBD	Athletics
District Vehicles (total - 9), not labeled right now	B	\$1,350.00	District
Bleachers - High School (2 side plastic covers for end caps)	B	\$10,000.00	High School
Taher Cart (High School)	B	\$1,000.00	High School
Garbage Cans (High School) - back template slide in with logo	B	\$500.00	High School
Elevator wallpaper design	B	\$1,000.00	Intermediate School
PBIS Banners (6)	B	\$1,000.00	Middle School
Trophy Cases - High School	C	TBD	Athletics
Championship Banners - Fieldhouse	C	TBD	Athletics
Swim Platforms/Starting Blocks - Aquatic Center (8)	C	\$19,000.00	High School
Weight Room (High School) - Dumbbells, Barbells, Racks, Floor	C	\$100,000.00	High School
Fieldhouse Basketball Floor (Center x 2) removal + addition	Replacement	Replacement	Athletics
Wrestling Mats (total - 8)	Replacement	Replacement	Athletics
Uniforms and Equipment - new purchases	Replacement	Replacement	Athletics
Warrior Stadium Football Field (Center)	Replacement	Replacement	Athletics
Center Court Logo (W) - Intermediate School	Replacement	Replacement	Intermediate School

# Minutes of DEI Board Committee

## The Board of Education Waunakee Community School District

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A DEI Board Committee of the Board of Education of Waunakee Community School District was held Tuesday, May 3, 2022, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Ensign called the meeting to order at 5:29pm

### **II. ROLL CALL**

Present: Ensign, Heinemann, Hetzel

Also Present: Guttenberg, Schell.

From the High School : Principal Brian Borowski, AP Steve Hernandez, Eric Huttenberg, Deanne Lensert

From the Middle School: Principal Jeff Kenas, AP Mike Zibell

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. REPORT AND FOLLOW-UP DISCUSSION WITH 7-12 ADMINISTRATION REGARDING RESPONSE TO STUDENT BEHAVIORS**

Randy Guttenberg introduced the background leading to this meeting with the 7-12 administrative team.

The 7<sup>th</sup>-12<sup>th</sup> grade administrators presented on the process for addressing student behaviors when they have an incident reported to them.

### **VI. DISCUSS AND CONSIDER NEXT STEPS FOR THE COMMITTEE**

The Committee discussed what they would like to focus on/accomplish between now and the end of the year and in the fall.

The committee wants to meet with the 7-12 Student Services team (Counselors, Social Workers & Psychologists) to understand their role in supporting students including items such as social emotional needs.

The committee will reconnect with the various Student groups, they met with in February, to let them know what steps are being taken.

The Committee also began discussions about options for further student and community engagement.

### **VII. FUTURE MEETINGS**

They will schedule their next meeting at the May 9, 2022 regular meeting, after the committee assignments are made.

### **VIII. ADJOURN**

A motion was made by Heinemann, second by Hetzel to adjourn the meeting at 7:01PM  
Motion carried 3-0.

**2021-22 Budget Status Report - April 30, 2022**

**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	28,256,649	28,256,649	21,470,466.66	0.00	75.98%	6,786,182.34
Personnel Costs: Benefits	10,313,596	10,313,596	7,841,349.06	0.00	76.03%	2,472,246.94
<b>Total</b>	<b>38,570,245</b>	<b>38,570,245</b>	<b>29,311,815.72</b>	<b>0.00</b>	<b>76.00%</b>	<b>9,258,429.28</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	62,759.14	4,967.72	82.22%	14,643.14
Prairie School CSF	18,322	21,053	20,599.51	393.58	99.71%	60.28
Heritage School	84,700	84,700	61,687.83	21,044.69	97.68%	1,967.48
Heritage School CSF	16,046	18,688	13,985.16	3,726.10	94.78%	976.37
Arboretum School	71,625	71,625	64,271.31	5,151.99	96.93%	2,201.70
Arboretum School CSF	15,970	18,393	13,713.03	4,320.98	98.05%	358.89
Intermediate School	142,830	142,830	92,989.91	15,051.96	75.64%	34,788.13
Intermediate School CSF	23,746	27,263	21,971.18	5,161.54	99.52%	129.85
Middle School	153,220	153,220	116,755.26	14,470.16	85.65%	21,994.58
Middle School CSF	22,229	25,779	24,324.36	1,391.68	99.75%	63.18
High School	553,993	553,993	392,159.12	37,221.37	77.51%	124,612.51
High School CSF	50,603	57,933	39,521.68	3,160.74	73.67%	15,250.97
Athletics	354,477	354,477	268,578.58	68,896.23	95.20%	17,002.19
<b>Departments</b>						
Utilities	1,042,000	1,042,000	1,062,174.96	64,717.37	108.15%	-84,892.33
Maintenance	1,003,090	1,003,090	813,701.75	218,981.63	102.95%	-29,593.38
Capital Projects	150,000	150,000	0.00	0.00	0.00%	150,000.00
Contingency Fund	100,000	100,000	2,345.95	0.00	2.35%	97,654.05
Energy Conservation	83,894	83,894	99,718.13	0.00	118.86%	-15,824.13
Transportation	1,273,528	1,273,528	986,255.20	308,582.19	101.67%	-21,309.39
Technology	966,179	966,179	608,973.35	162,533.71	79.85%	194,671.94
Technology Erate/Fees	53,600	53,600	32,520.61	0.00	60.67%	21,079.39
Curriculum-Secondary	204,029	204,029	359,378.10	306.06	176.29%	-155,655.16
Curriculum-Elementary Operations	197,982	197,982	89,511.17	1,259.11	45.85%	107,211.72
Curriculum-Elementary District	945,000	945,000	950,250.00	35,000.00	104.26%	-40,250.00
Human Resources	35,850	35,850	35,314.13	0.00	98.51%	535.87
Superintendent	84,600	84,600	121,125.15	27,666.11	175.88%	-64,191.26
Student Services-Operations	71,250	71,250	14,802.60	1,122.91	22.35%	55,324.49
Student Services-District	92,500	92,500	78,281.58	0.00	84.63%	14,218.42
Business Office	499,673	499,673	726,730.16	88,147.01	163.08%	-315,204.17
District Wide	1,344,610	1,344,610	689,744.53	72,257.16	56.67%	582,608.31
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	69,940	69,940	54,748.04	0.00	78.28%	15,191.96
<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)	89,776	89,776	62,589.27	0.00	69.72%	27,186.73
Title 1 Grant (Private)	6,199	6,199	4,811.96	0.00	77.62%	1,387.04
Title 2 Grant (Public)	50,807	54,375	50,475.92	0.00	92.83%	3,899.08
Title 2 Grant (Private)	5,692	6,875	1,850.00	0.00	26.91%	5,025.00
Title 3 Grant	18,840	18,840	9,160.10	0.00	48.62%	9,679.90
Title 4A Grant (Public)	9,648	8,796	8,796.00	0.00	100.00%	0.00
Title 4A Grant (Private)	351	1,219	328.51	0.00	26.95%	890.49
Career/Tech Ed Grant	73,654	73,654	17,432.68	0.00	23.67%	56,221.32
CEIS Federal Flo-Through	153,367	153,302	83,969.81	0.00	54.77%	69,332.19
Ed. Effectiveness Grant	29,520	30,080	30,080.00	0.00	100.00%	0.00
ESSER2	626,122	626,122	460,404.24	0.00	73.53%	165,717.76
ESSER3	0	0	0.00	0.00	---	0.00
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	18,914	18,914	10,921.91	0.00	57.75%	7,992.09
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	20,511	20,511	20,510.65	0.00	100.00%	0.35
School-Based Mental Health	75,000	75,000	3,509.00	56,051.00	79.41%	15,440.00
SAODA	0	1,000	552.33	0.00	55.23%	447.67
<b>Other Program Totals</b>						
Transfer to Fund 27	6,406,644	6,406,644	0.00	0.00	0.00%	6,406,644.00
Wellness Clinic	242,250	242,250	182,096.69	60,429.19	100.11%	-275.88
<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	38,570,245	38,570,245	29,311,815.72	0.00	76.00%	9,258,429.28
Building Totals	1,590,131	1,612,324	1,193,316.07	184,958.74	85.48%	234,049.27
Department Totals	8,217,725	8,217,725	6,725,575.41	980,573.26	93.77%	511,576.33
Grant Totals	1,192,576	1,198,838	771,191.38	56,051.00	69.00%	371,595.62
Other Program Totals	6,648,894	6,648,894	182,096.69	60,429.19	3.65%	6,406,368.12
<b>Total Fund 10 Expenditures</b>	<b>56,219,571</b>	<b>56,248,026</b>	<b>38,183,995.27</b>	<b>1,282,012.19</b>	<b>70.16%</b>	<b>16,782,018.62</b>

**2021-22 Budget Status Report - April 30, 2022**

**GENERAL FUND 10 REVENUES**

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	5,720	5,720	4,161.88	0.00	72.76%	1,558.12
Heritage School	5,950	5,950	4,476.19	0.00	75.23%	1,473.81
Arboretum School	6,375	6,375	4,578.24	0.00	71.82%	1,796.76
Intermediate School	33,350	33,350	19,800.94	0.00	59.37%	13,549.06
Middle School	32,600	32,600	16,514.45	0.00	50.66%	16,085.55
High School	169,750	169,750	171,306.80	0.00	100.92%	-1,556.80
Curriculum - Elementary	0	0	251.50	0.00	---	-251.50
Curriculum - Secondary	8,800	8,800	36,962.03	0.00	420.02%	-28,162.03
Maintenance	6,000	6,000	25,397.45	0.00	423.29%	-19,397.45
Energy Conservation	0	0	11,012.95	0.00	---	-11,012.95
Athletic Dept	38,000	38,000	7,316.00	0.00	19.25%	30,684.00
Human Resources	2,200	2,200	62.93	0.00	2.86%	2,137.07
Technology	2,750	2,750	9,073.87	0.00	329.96%	-6,323.87
E-Rate	53,600	53,600	9,674.47	-542.51	17.04%	44,468.04
District	54,512,009	54,512,009	40,694,534.16	0.00	74.65%	13,817,474.84

**Grants - Fund 10**

Common School Fund-District	152,716	162,337	0.00	0.00	0.00%	162,337.00
Title 1 Grant (Public)	89,776	89,776	40,940.44	0.00	45.60%	48,835.56
Title 1 Grant (Private)	6,199	6,199	2,680.49	0.00	43.24%	3,518.51
Title 2 Grant (Public)	50,807	54,375	30,859.68	0.00	56.75%	23,515.32
Title 2 Grant (Private)	5,692	6,875	0.00	0.00	0.00%	6,875.00
Title 3 Grant	18,840	18,840	0.00	0.00	0.00%	18,840.00
Title 4A Grant (Public)	9,648	8,796	0.00	0.00	0.00%	8,796.00
Title 4A Grant (Private)	351	1,219	0.00	0.00	0.00%	1,219.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	153,367	153,302	74,927.69	0.00	48.88%	78,374.31
Ed. Effectiveness Grant	29,520	30,080	0.00	0.00	0.00%	30,080.00
ESSER2	626,122	626,122	0.00	0.00	0.00%	626,122.00
ESSER3	0	0	0.00	0.00	---	0.00
Peer Mentor Grant	0	0	2,975.00	0.00	---	-2,975.00
Perkins Grant	18,914	18,914	10,104.25	0.00	53.42%	8,809.75
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	20,511	20,511	19,347.32	0.00	94.33%	1,163.68
School-Based Mental Health	75,000	75,000	3,509.00	0.00	4.68%	71,491.00
SAODA	0	1,000	0.00	0.00	0.00%	1,000.00

<b>Total Fund 10 Revenues</b>	<b>56,216,596</b>	<b>56,232,479</b>	<b>41,200,467.73</b>	<b>-542.51</b>	<b>73.27%</b>	<b>15,032,553.78</b>
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**SPECIAL EDUCATION FUND 27 EXPENSES**

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries	5,894,937	5,894,937	4,381,948.73	0.00	74.33%	1,512,988.27
Benefits	2,339,942	2,339,942	1,692,563.66	0.00	72.33%	647,378.34
<b>Total</b>	<b>8,234,879</b>	<b>8,234,879</b>	<b>6,074,512.39</b>	<b>0.00</b>	<b>73.77%</b>	<b>2,160,366.61</b>

**Departments**

Special Ed-Operations	28,839	28,839	5,090.88	4,747.70	34.12%	19,000.42
Special Ed-District	126,557	126,557	179,435.27	73,303.19	199.70%	-126,181.46
Transportation	323,008	323,008	179,742.60	131,613.40	96.39%	11,652.00
Medicaid	9,000	9,000	8,980.61	0.00	99.78%	19.39

**Grants-Fund 27**

IDEA FlowThrough Grant	778,446	778,446	536,525.32	57,255.68	76.28%	184,665.00
IDEA FlowThrough Grant-ESSER3	198,857	198,857	0.00	0.00	0.00%	198,857.00
IDEA PreSchool Grant	23,500	23,500	8,599.30	1,066.42	41.13%	13,834.28
IDEA PreSchool Grant-ESSER3	22,403	22,403	0.00	0.00	0.00%	22,403.00

<b>Total Fund 27 Expenditures</b>	<b>9,745,489</b>	<b>9,745,489</b>	<b>6,992,886.37</b>	<b>267,986.39</b>	<b>74.50%</b>	<b>2,484,616.24</b>
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**SPECIAL EDUCATION FUND 27 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	778,446	778,446	386,976.52	0.00	49.71%	391,469.48
IDEA FlowThrough Grant-ESSER3	198,857	198,857	0.00	0.00	0.00%	198,857.00
IDEA PreSchool Grant	23,500	23,500	8,403.41	0.00	35.76%	15,096.59
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
Other Fund 27 Revenues	8,722,283	8,722,283	1,754,448.46	0.00	20.11%	6,967,834.54

<b>Total Fund 27 Revenues</b>	<b>9,745,489</b>	<b>9,745,489</b>	<b>2,149,828.39</b>	<b>0.00</b>	<b>22.06%</b>	<b>7,595,660.61</b>
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**FOOD SERVICE FUND 50 EXPENSES**

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,356,669	2,356,669	2,148,396.87	207,596.39	99.97%	675.74

**FOOD SERVICE FUND 50 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,406,900	2,406,900	2,358,022.78	0.00	97.97%	48,877.22

**2021-22 Budget Status Report - April 30, 2022**

<b>CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES</b>									
<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	4,161.88	1,558.12	82,370	67,726.86	14,643.14	13,085.02	30,763.05
Heritage School	17,611.01	5,950.00	4,476.19	1,473.81	84,700	82,732.52	1,967.48	493.67	18,104.68
Arboretum School	21,718.99	6,375.00	4,578.24	1,796.76	71,625	69,423.30	2,201.70	404.94	22,123.93
Intermediate School	48,083.05	33,350.00	19,800.94	13,549.06	142,830	108,041.87	34,788.13	21,239.07	69,322.12
Middle School	38,027.78	32,600.00	16,514.45	16,085.55	153,220	131,225.42	21,994.58	5,909.03	43,936.81
High School	87,228.82	169,750.00	171,306.80	-1,556.80	553,993	429,380.49	124,612.51	126,169.31	213,398.13
Athletic Dept	60,229.50	38,000.00	7,316.00	30,684.00	354,477	337,474.81	17,002.19	-13,681.81	46,547.69
Curriculum-Elementary (Oper)	13,687.23	0.00	0.00	0.00	197,982	90,770.28	107,211.72	107,211.72	120,898.95
Curriculum-Secondary	20,932.26	8,800.00	36,962.03	-28,162.03	204,029	359,684.16	-155,655.16	-127,493.13	-106,560.87
CTE Grant		73,654.00	0.00	73,654.00	73,654	17,432.68	56,221.32	-17,432.68	-17,432.68
Energy Conservation	461.82	0.00	11,012.95	-11,012.95	83,894	99,718.13	-15,824.13	-4,811.18	-4,349.36
Human Resources	3,639.87	2,200.00	62.93	2,137.07	35,850	35,314.13	535.87	-1,601.20	2,038.67
Maintenance	311,049.59	6,000.00	25,397.45	-19,397.45	1,003,090	1,032,683.38	-29,593.38	-10,195.93	300,853.66
Special Education-Operations	-	0.00	0.00	0.00	28,839	9,838.58	19,000.42	19,000.42	19,000.42
Student Services-Operations	26,573.23	0.00	0.00	0.00	71,250	15,925.51	55,324.49	55,324.49	81,897.72
Superintendent	15,395.84	0.00	0.00	0.00	84,600	148,791.26	-64,191.26	-64,191.26	-48,795.42
Technology	340,408.09	56,350.00	18,748.34	37,601.66	1,019,779	804,027.67	215,751.33	178,149.67	518,557.76
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							276,645.70	1,309,703.90



May 2, 2022

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Pride Pump Donation

Meffert Oil Co. 300 South Division St. PO Box 157 Waunakee WI 53597. Made a donation of \$1000.00 to the WCSD Athletic Department from the proceeds of their Pride Pump Campaign

TO: Mr. Guttenberg  
Board of Education Members

FROM: Jeffrey Kenas

RE: Middle School Washington DC Trip - Final Approval

DATE: April 13th, 2022

At the Board Of Education (BOE) meeting on May 10th, 2021, initial approval for middle school students to attend a trip to Washington, DC was secured. With this initial approval, Mr. LaFlash met with students and parents virtually on May 19th, 2021. This meeting was purely of an informational nature and the parent response was overwhelmingly positive.

With overwhelming parent and student responses since the May 19th meeting, we are asking for final approval for the optional end-of-year trip where 8th grade students, accompanied by middle school staff, will travel to Washington, D.C. in June, 2022.

This trip will allow students the opportunity to visit places of historical significance in Washington, D.C., Philadelphia, Pennsylvania, and Williamsburg, Virginia, accompanied and supervised by WSCD staff that they have had as teachers during their middle school experience. Students who have been on this trip in prior years have shared with staff their appreciation for the experience and the learning that occurred. I support this trip and I ask for your support of Mr. LaFlash and the social studies department in going forward to finalize plans.

Once this trip receives your final approval, Mr. LaFlash will communicate any final details with families in preparation for the trip this summer. Mr. LaFlash possesses experience leading trips of this nature and I have complete confidence in his abilities, and those of his colleagues, to lead our students on a trip that is safe, educational, and will result in lasting memories.

Please feel free to contact me or Mr. LaFlash with questions related to this request.

cc: Mr. LaFlash

TO: Mr. Guttenberg, Board of Education Members  
FROM: Jeff Kenas  
RE: Proposed Washington DC Trip for June 2022  
DATE: 4/26/21

Jason LaFlash, 8th grade Social Studies Teacher, is requesting permission to plan an 8th Grade Social Studies Department trip to Washington D.C. The trip will take place in June of the 2021-22 School Year, from Sunday, June 12th – Saturday, June 18th, 2022. The last such trip occurred in June of 2019 and entailed a trip to Washington DC, Philadelphia, PA and Colonial Williamsburg, VA.

The purpose of this request is to seek permission for Mr. LaFlash to begin the process of meeting with students and parents to research potential places to visit and costs. If initial Board approval to proceed with planning the trip is granted, Mr. LaFlash will provide you with a more detailed trip agenda to review at a future Board of Education Meeting.

This trip is an annual event that has been held for 5 years. It has proven to be an experience that middle school students continue to talk about, well into their high school years. Therefore, I request that approval be given for Mr. LaFlash to meet with parents, students and to contact trip vendors to begin the trip planning process.

Please feel free to contact Mr. LaFlash or me with questions.



Jeff Kenas  
Principal, Middle School

Waunakee Middle School Social Studies Department  
2021-22 Trip Proposal – Washington D.C.  
Jason LaFlash jasonlaflash@waunakee.k12.wi.us

### Educational Goals/Objectives

1. To connect the curriculum of 7th and 8th grade history and government to the real world.
2. To broaden cultural and historical perspectives of our students.
3. To foster camaraderie, pride and a sense of family/team within our students.
4. To provide an opportunity to hear and learn from hands-on activities and experiences in the places in which we are learning about.
5. To provide an opportunity to represent the school and community as positive members of a society.

### Student Needs

1. To provide a learning and travel opportunity for all 8th grade students despite financial obligations.
2. To provide a reward for good behavior to students through both the 7th and 8th grade years.

### Places To Visit

We will spend 1 day in Philadelphia, 3 days in Washington D.C. and 2 days in Virginia.

### Proposed Travel Dates

Leave Sunday, June 12th, 2022 early morning –Arrive home Saturday, June 18 (evening).

### Participants

80 8th grade students

8 MS teacher chaperones: Jason LaFlash, Shad Fanta, Alissa Walter, Sophie Wagner-Marx, Jen Grabarski, Mandy Longtin, Sara Koppes, and Christy Wright.

### Trip Itinerary Possibilities

1. 7 days /6 night tour via motor coach round trip from Waunakee, WI to our places of visit.
2. Tour stops/visits to be taken that allow for cultural enrichment: ie museums, monuments, and connect to our curriculum.
3. All meals at appropriate restaurants provided by the vendor as part of the package to be determined
4. Local tour guides.
5. Liability Insurance Coverage for the tour and motorcoaches.
6. Night time security coverage

### Costs

To be paid by families and concessions sales at M.S. events and Scoopie night at Culvers.  
\$1799 per person for quad occupancy.



April 24, 2022

To: Mr. Guttenberg  
Board of Education

From: Brian Borowski

Re: HOSA International Leadership Conference

Mrs. Chrissy Gascho, High School Health Instructor, and HOSA Advisor, is requesting permission to plan for an overnight trip to Nashville, TN. The trip would involve six high school students who have qualified to compete in their respective event at the HOSA International Leadership Conference in June 22-25, 2022.

**TRIP PROPOSAL**

Where: Nashville, TN

When: June 22-25, 2022

Why: To participate in the HOSA International Leadership Conference

Participants: 7 students

Event Registration Fee: \$90.00 *(paid by HOSA funds, fundraising, & participating students)*

Airfare: \$421.00 per person

Lodging Cost: \$390.00 per student *(paid by HOSA funds, fundraising, and participating students)*

Meal Costs: *Travel/financial costs paid by HOSA funds, fundraising, & participating students.*

In addition to the information provided, all parents of potential attendees have given permission, accepted responsibility for costs associated that fundraising does not cover, and agreed to complete the HOSA code of conduct and medical forms required.

I hope you will join me in granting permission for Mrs. Gascho and her HOSA students to take part in this conference.

If you have any questions regarding this request, please contact me or Mrs. Gascho.

*Thank you.*

TO: Randy Guttenberg  
WCSD Board Members

FROM: Jeff Kenas

RE: Skills USA Nationals Trip

DATE: May 2nd, 2022

Mr. David Burgard, WCSD Technical Educational Teacher and Skills USA advisor for the middle school, is requesting permission to take four students to the Skills USA National Leadership and Skills Conference in Atlanta, GA, from June 20th through June 24th. The students earned the honor to compete at this conference as a result of their outstanding performance at the state level competition.

Mr. Burgard and his Skills USA students continue to not only perform well, but represent our district in a positive manner. Their hard work, collaborative spirit, and willingness to persevere through problem solving challenges exemplifies what we want to see from our students. As a result, I completely support this trip, and hope that you will see this as a great opportunity for these students to continue to hone their skills while also representing our district on a national stage.

Mr. Burgard has taken care of making arrangements for accommodations and travel, and any necessary fundraising that needs to be done to support this trip. Additional funding will come from the school and the families of the students. Our students understand the expectations that come with representing our school, and I do not have any reasons to be concerned that these students will not do the best to model students and citizens while they are taking part in this trip.

Please feel free to contact me or Mr. Burgard with any additional questions you may have regarding this trip. Thank you for your time and consideration.



April 28, 2022

TO: Mr. Guttenberg  
Board of Education Members

FROM: Brian Borowski

RE: SkillsUSA National Leadership & Skills Conference

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Mr. Rob France, HS Tech Ed Instructor and SkillsUSA Advisor is requesting that he and Dave Burgard, MS Tech Ed Instructor be allowed to transport four high school students to the SkillsUSA National Leadership & Skills Conference in Atlanta, Georgia, June 20-25, 2022.

The team of students who have qualified to compete at the state level for SkillsUSA are included below. These students have contacted several local broadcast news organizations and many are willing to help them prepare for their competition as they will be competing in the Broadcast News Production competition.

**Additional details include:**

Where: Atlanta, Georgia

When: June 20-25, 2022

Purpose: SkillsUSA Competition

Estimated Cost of \$700 per student includes event registration, transportation, hotel, and meals

I approve this request from Mr. France and ask that you do so as well. Because this trip involves out of state travel, it requires Board of Education approval.

Please contact me or Mr. France with any questions regarding this trip.

Thank you.





Dave Burgard  
SkillsUSA Advisor  
Phone: (608) 849-2060 Ext. 3113  
daveburgard@waunakee.k12.wi.us

Alex Malich  
SkillsUSA President - Waunakee Middle School  
26malichal@waunakee.wi.us

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**To:** Mr. Kenas, Mr. Guttenberg, and Board of Education Members  
**From:** Dave Burgard – Waunakee Middle School SkillsUSA Advisor  
**Date:** May 3, 2022  
**Re:** SkillsUSA National Leadership & Skills Conference (2022)

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We, the SkillsUSA Organization of Waunakee Community Middle School, respectfully request permission to attend the SkillsUSA National Leadership and Skills Conference taking place from June 20<sup>th</sup> thru June 24<sup>th</sup> in Atlanta, Georgia. By placing first in the middle school SkillsUSA Team Engineering state competition have been invited to compete at the SkillsUSA National Leadership and Skills Conference. Besides competing nationally in their event, the students will also have the opportunity to attend other events, including the SkillsUSA TECHSPO tradeshow, or participate in technical career sessions at the SkillsUSA University, where the students can gain knowledge and learn new skills that business and industry are currently looking for in new employees.

The Waunakee High School and Middle School SkillsUSA students and advisors will travel together via district van to and from the event. This will consist of four high school students and three middle school students. Rob France the advisor for high school SkillsUSA club and myself Dave Burgard will be the chaperones / advisors traveling with the students to the event and will be staying at the Hilton Garden Inn as the participants' supervisors. The registration and hotel costs associated with participating in the conference is estimated to be \$700 per middle school student. The \$350 registration fees for CTSO national qualifiers are typically covered by available funding sources within the district. The remaining fees will be paid for by school funds, students, donation, and fundraising efforts. All students from the Wisconsin SkillsUSA Delegation will be staying at the Hilton Garden Inn, which is located in downtown Atlanta, Georgia.

Regards,

*Dave Burgard*

SkillsUSA Advisor  
Waunakee Community Middle School  
Phone: (608) 849-2060 Ext. 3113  
E-mail: daveburgard@waunakee.k12.wi.us



Waunakee Community  
High School

## Memorandum

Date: April 29, 2022

To: Mr. Guttenberg  
Board of Education Members

From: Brian Borowski

Re: **FBLA National Leadership Conference**  
June 28 – July 2, 2022

Ms. Colleen Serum, the High School Business Education Instructor and also the FLBA Advisor is requesting to take four high school students to the FBLA National Leadership Conference in Chicago, IL from June 28 – July 2, 2022. The high school students qualified for the National Conference after competing at the State Leadership Conference in March.

### **Trip Proposal**

*Estimated cost per student of \$690.00 includes:*

- Transportation (Van Galder Bus)
- Hotel at the Hyatt Regency-Chicago
- Chicago City Pass *for visits to the Shedd Aquarium, Skydeck Chicago, and Field Museum*

Ms. Serum is working to offset the cost of attendance through approved fundraising opportunities. Waunakee FBLA will also offset some costs with funds raised through Bucky Book sales and football concession stand shifts this past fall.

I hope you will join me in granting permission for Ms. Serum and the FBLA students to take part in the State Leadership Conference.

Please feel free to contact me or Ms. Serum with any questions related to the request.



April 29, 2022

TO: Mr. Guttenberg  
Board of Education Members

FROM: Brian Borowski

RE: 2023 SCIENCE AND SERVICE STUDENT TRIP

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Ms. Meg Shaffar, High School Science Instructor, is requesting permission to plan a summer 2023 Science and Service student trip. Ms. Shaffar's extensive international travel experience would provide excellent leadership for all the itineraries offered.

The trip would focus around ecology, culture and giving back to the community. The trip would include pre-trip requirements for students to complete research, prep work, and individual projects.

Ms. Shaffar would like to offer parents, guardians, and students the opportunity review the following itineraries and select one:

1. Costa Rica Science
2. Costa Rica Adventure
3. Ecuador: Quito & Galapagos Islands

This trip would provide an exciting opportunity for high school students who have an interest in a field-based science oriented trip abroad; based upon student/parent/guardian interest, there certainly is an attraction in this trip.

Given a trip of this magnitude, it requires Board of Education approval, therefore, I am respectfully requesting that Ms. Shaffar be allowed to begin planning this trip by meeting with parents, guardians, and students. Chaperones will be identified at a later date once a firm commitment from students is obtained. The chaperone ratio will be one chaperone for each five students. Students who have participated in previous trips with Ms. Shaffar have represented themselves, Waunakee Community High School, and the Waunakee Community District in a positive manner.

Thank you for considering this request.

<b>Location</b>	<b>Costa Rica Science</b> <a href="https://www.explorica.com/educational-tours/costa-rica.aspx">https://www.explorica.com/educational-tours/costa-rica.aspx</a> June 19-28 or August 7-16	<b>Costa Rica Adventure</b> <a href="https://www.explorica.com/educational-tours/costa-rican-adventure.aspx">https://www.explorica.com/educational-tours/costa-rican-adventure.aspx</a> June 19-28 or August 7-16	<b>Ecuador: Quito, Galapagos Islands</b> <a href="https://www.explorica.com/educational-tours/galapagos-island-adventure.aspx">https://www.explorica.com/educational-tours/galapagos-island-adventure.aspx</a> June 19-29 or August 7-17
<b>Trip Company</b>	Explorica	Explorica	Explorica
<b>Flying from</b>	Chicago	Chicago	Chicago
<b>Length in days</b>	9	9	11
<b>Estimated price (includes international flights)</b>	\$2929	\$3001	\$4485 including in-country Quito-Galapagos flights
<b>Meals included</b>	All meals	All meals	All meals
<b>OVERVIEW: Science/ Culture/ Adventure</b>	<ul style="list-style-type: none"> <li>• Arenal Volcano national park</li> <li>• Kayaking tour, hot springs visit, horseback riding, beach time</li> <li>• See incredible rainforest wildlife</li> <li>• Santa Elena Biological Reserve visit and planting a tree</li> <li>• Monteverde visit</li> <li>• School visit</li> <li>• Crocodile safari</li> <li>• Manuel Antonio National Park</li> <li>• Sarchi Craft Village and Folklore evening</li> </ul>	<ul style="list-style-type: none"> <li>• Arenal Volcano national park</li> <li>• Kayaking, Canal tour, hot springs visit, horseback riding, Canopy zip line tour</li> <li>• Santa Elena Biological Reserve visit and planting a tree</li> <li>• Monteverde visit</li> <li>• Tortuguero Conservations Coop Museum visit</li> <li>• Butterfly garden &amp; Ecological farm visit</li> <li>• Whitewater rafting guided excursion</li> </ul>	<ul style="list-style-type: none"> <li>• Quito sightseeing day</li> <li>• Explore the unique properties at the equator</li> <li>• See the incredible diversity of lifeforms</li> <li>• San Cristobal island, Isabela Island, Santa Cruz Island</li> <li>• Galapagos Snorkel</li> <li>• Tortoise breeding center</li> <li>• Hike tortoise habitat</li> <li>• Several beach and island hike</li> <li>• Darwin Research Station</li> <li>• Lava tubes</li> <li>• Sierra Negra Volcano hike</li> <li>• Las Tintoreras snorkeling</li> <li>• Flamingo Lake walk/salt ponds</li> <li>• Galapagos villages</li> <li>• Galapagos historic penal colony</li> </ul>

<b>Location</b>	<b>Costa Rica Science</b> <a href="https://www.explorica.com/educational-tours/costa-rica.aspx">https://www.explorica.com/educational-tours/costa-rica.aspx</a> June 19-28 or August 7-16	<b>Costa Rica Adventure</b> <a href="https://www.explorica.com/educational-tours/costa-rican-adventure.aspx">https://www.explorica.com/educational-tours/costa-rican-adventure.aspx</a> June 19-28 or August 7-16	<b>Ecuador: Quito, Galapagos Islands</b> <a href="https://www.explorica.com/educational-tours/galapagos-island-adventure.aspx">https://www.explorica.com/educational-tours/galapagos-island-adventure.aspx</a> June 19-29 or August 7-17
<b>Trip Company</b>	Explorica	Explorica	Explorica
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April 27, 2022

Dear Brian,

I am officially requesting permission to begin planning a summer June 2023 Science and Service student trip. Students gain experience working with real scientists in the field, as well as contributing to local communities by conducting volunteer service projects during the trip. Students will spend one year doing research, prep work, and individual projects with me before going on the trip. Feedback from past trips with Betsy Hemminger was extremely positive, from both the students/parents and the scientists & educators that our students worked with. I have extensive international travel experience, including living in India for a year, in China for 14 years, the Amazon for a summer, and travel to 17 other countries as well

These are the itineraries I would like to offer for parents and students to choose from. I chose these itineraries based off of the biodiversity of the regions and how much science is offered, feedback over the years from parents and students regarding where they would hope to go, reviews from teachers who have led these tours, price per day, safety, and the experiences Betsy has had with the travel companies and the trip locations.

1. **Costa Rica Science**
2. **Costa Rica Adventure**
3. **Ecuador: Quito & Galapagos Islands**

Please see the attached trip comparison for a general snapshot on the itineraries. [Trip Comparisons](#)

If approved, I will conduct a student/parent meeting to decide on trip location, company and trip length. The trip will run on or after June 19, 2023 or August 7, 2023. All trips will be at a maximum of 5 students/1 adult ratio and will include a community service project and hands-on science with world-class field scientists.

After students and parents have chosen a trip location and company, I will seek permission from the board to continue to plan the June or August 2023 trip in accordance with previous trip abroad regulations.

Thank you for considering my proposal and please let me know if there is any other information you need from me at this time.

Sincerely,



Margaret (Meg) Shaffar

<b>Summer School Staff for BOE Approval in May 2022</b>				
<b>Position</b>	<b>Assignment</b>	<b>Building</b>	<b>Staff Last Name</b>	<b>Staff First Name</b>
SUMMER SCHOOL TEACHER	LEGOS	HERITAGE	Axe	Eleanor
SUMMER SCHOOL TEACHER	DUCTIVITY	ARBORETUM	Burke	Emily
SUMMER SCHOOL TEACHER	SPECIAL EDUCATION TEACHER	TBD	Endres	Brandi
SUMMER SCHOOL TEACHER	GET READY TO BABYSIT	INTERMEDIATE	Laufenberg	Lindsey
SUMMER SCHOOL TEACHER	ARTS AND CRAFTS	HERITAGE	Pertzborn	Kelly
SUMMER SCHOOL TEACHER	MAD SCIENTIST WORKSHOP	INTERMEDIATE	Ripp	Mikayla
SUMMER SCHOOL TEACHER	COMPUTER CAMP/TECHNO FUN	PRAIRIE	Serum	Colleen
SUMMER SCHOOL TEACHER	INVASION OF THE TOADS	INTERMEDIATE	Stone	Rebecca
SUMMER SCHOOL TEACHER	ORCHESTRA- SUMMER SCHOOL	INTERMEDIATE	Zezulka	Noah

# Memorandum

To: Board of Education Members  
From: Steve Summers  
Date: May 09, 2022  
Re: Open Enrollment Applications In/Out

The purpose of this agenda item is to request School Board approval or denial for open enrollment applications in/out for the 2022-2023 school year. The open enrollment program for the state of Wisconsin allows parents to apply for their student(s) to attend a non-resident district of their choice. Parents must complete the application form for their student(s) and they are allowed to apply at up to three non-resident districts. The application must have been completed and turned in (or submitted online) to the non-resident district between February 1, 2022 and April 29, 2022.

School Board Policy 423 and 423 Rule-1 governs the District's open enrollment process. The policy states when the Board will accept and deny open enrollment applications. The policy allows for a waiting list if the applications are denied because of a lack of classroom space.

Please remember that the open enrollment law was revised in 2012. School Boards are required to approve the number of openings at each school/grade level at the beginning of the open enrollment process. The number of identified openings now drives the decision making process for applications.

I have attached a list of applications in/out and the subsequent decision per the policy. There are a total of 116 student applications in (133 last year). This year we have created a wait list of 12 students for 4K and 2 for 7th grade. There are 17 (15 last year) student applications out. Of the applications out, 4 of the students are currently attending school in different school districts or private schools. Of the applications out, 5 of the students are currently enrolled in the Waunakee Community School District and 8 of the students will be entering 4K, so they did not attend public school last school year.

The policy does recommend the denial of 52 open enrollment applications in.

Currently, there are 236 non-resident students attending the Waunakee Community School District, 9 withdrew from open enrollment status, and there are 33 resident students attending other school districts, 7 withdrew from open enrolled status during the 2021-2022 school year. There are Nineteen 12<sup>th</sup> graders that will graduate in June 2022.

## Page 2 - Open Enrollment

The district receives a payment of \$8,224.00 ( estimated for 2022-2023 ) for every non-resident student attending Waunakee. The district makes the same payment for every resident student attending another district. Special education students have a different payment amount, which is \$13,076.00 ( estimated for 2022-2023 ).

The open enrollment students, in, that are recommended for approval are based on class size estimates that are below the optimum level. Because the staffing is already in place for these classrooms, adding these open enrollment students increases revenues to the district without adding staffing expenses.

The open enrollment students, in, that are recommended for denial- waiting list are based on class size estimates that are at or above the optimum level. Because the staffing is not in place for these additional classrooms, adding these open enrollment students increases revenues to the district while adding staffing expenses. The staffing expense to add a classroom section is estimated at \$75,000, plus furniture/equipment costs, if needed. The advantage to the waiting list is the ability to allow these students to enroll at a later date if the district decides to add a section or if space becomes available.

The special education department does not have all of the IEP records of the open enrollment in students. A review of these records may result in changes to the recommendations of student applications. An update will be provided at the board meeting, if necessary.

Please let me know if you have any questions or comments on this agenda item. Thanks.



Waunakee Community  
High School

## Memorandum

April 29, 2022

TO: Randy Guttenberg  
Board of Education

FROM: Brian Borowski

RE: EF High School Exchange Student for 2022-2023 School Year  
Matteo Barranu

Brooke Crego, Regional Coordinator of EF High School Exchange recently contacted me to request placement of a foreign exchange student from Italy at Waunakee Community High School for the 2022-2023 School Year. The host family for this placement will be Chuck and Mary Hutchinson of Waunakee. The student's name is Matteo Barranu. Matteo's profile and related information is available upon request.

Brooke Crego is aware that the request to place Matteo is subject to Board of Education approval. I would also like to point out that Board Policy 422 reads that "All Foreign Exchange Students must apply for admission to Waunakee Community High School. Applications for admittance must be received by July 15<sup>th</sup> if the applications are to be considered for the start of the Fall semester of the upcoming school year". If the Board chooses to accept Matteo, I will alert Brooke Crego of this decision.

I am respectfully requesting Brooke Crego's request that Matteo Barranu be allowed to be placed at Waunakee Community High School and be considered at the May 2022 Board of Education Meeting.

Please contact me with questions or concerns related to this memo or for additional information.

Thank you.



You are cordially invited to attend the Waunakee Community School District

## 35th Annual Staff Recognition Celebration

### When

Friday, May 20, 2022

6:30 pm Dessert & Refreshments

7:00 pm Program

### Where

Waunakee High School

Performing Arts Center

301 Community Drive

### Reservation

(required by May 13, 2022) <sup>141</sup>

[Online RSVP \(click here\)](#)

A celebration of Achievements

We hope to see you there!

#### 2021/22 Staff Recognition Committee Members

Catie Anderson, High School

John Ehle, Middle School

Kelli Gaines, Arboretum Elementary

Brian Grabarski, Administration

Christine Olkowski, Prairie Elementary

Pat Harrison, High School

Katie Krause, Heritage Elementary

Jacqueline Wells, Intermediate School

# End of 2021-2022 School Year

## Recognition of Years of Service and Staff Retirements

### 10 Years

Robert Aeschbach  
Amy Beery  
Ellen Brinkman  
Dave Burgard  
Lisa Caughlin  
Lynette Cederholm  
Michael Darwin  
Jennifer Johnson  
Mark Landis  
Amy Manzetti  
Monique Mobley  
Mark Natzke  
Deanna Nickel  
Anne Marie Paradisin  
Samantha Pilsner  
Peter Spicer  
Micah Thingvold  
Yelena Walther  
Christina Wright

### 15 Years

Elizabeth Albrecht-Heiks  
Jill Broughton  
Bradley Burgess  
Valerie Clevenger  
Patrick Collins  
Jean Desrochers  
Shelley Finnel  
Kristina Greisen  
Kristeen Hanson  
Tamara Hepler  
Kerry Lozano  
Amy Neitzel  
Gina Pagel  
Ken Penfield  
Corina Rogers  
Stephanie Shefchik  
Marcie Shockley  
Missy Watson  
Molly Petroff  
Michelle Zirbel

### 20 Years

Claudia Bright  
Brian Burger  
Dan Carter  
Anne Denkert  
Shad Fanta  
Kristy Foree  
Tammy Tierney  
Sophie Wagner-Marx

### 25 Years

Curtis Anderson  
Mark Buckingham  
Joyce Endres  
Tom Grunder  
Pat Harrison  
Shirley Kalscheuer  
Jen Lockman  
Terri Miller  
Ashley Morton  
Sue Pasinato  
Cindy Richardson

### 30 Years

Rodney Holler  
Mary Pfeil  
Teri Reible  
Alyson Schaefer

### 35 Years

Jay Farnsworth  
Dean Frederickson  
Lori Sies

### Retirees

Sally Abarr  
Elaine Adler  
Chris Barman  
Michael Beck  
Jill Budde-Antone  
Valerie Clevenger  
Monica Dedrick  
Stephen Ellickson  
Deborah Endres  
Jay Farnsworth  
Gary Frederickson  
Julie Gross  
Lana Hahn 142  
Kristeen Hanson  
Pat Harrison  
Pam Knutson  
Connie Koeck  
Jennifer McGinley  
Darlene McGuire  
Debra Paulson  
Mary Paulson  
Julie Petersen  
Mary Pfeil  
LaDonna Radel  
Patt Rivard  
Alyson Schaefer  
Rochelle Schellinger  
Susan Tietz  
Tina Trumbower  
Audrey Venske  
Debbie Walker

### TEACHERS OF THE YEAR

Arboretum: Tammy Tierney  
Heritage: Kristin Meyer  
Prairie: Mary Wright  
Intermediate: Cindy Nelson  
Middle School: Em Meier  
High School: Rick Vesbach

### CLASSIFIED STAFF OF THE YEAR

Pat Harrison  
Jennifer McGinley



*Please contact Amy Manzetti at x8168 if you believe we are in error in the number of years or if we inadvertently omitted an individual who should be recognized. Thank you!*