

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

Monday, September 12, 2022

5:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at: <https://www.youtube.com/channel/UCIgebJT-i0GbAiYqrkpaBmA>

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 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 5:30PM

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) AND THE ATTORNEY-CLIENT PRIVILEGE

- A. Review Minutes of August 08, 2022 Meeting and the August 22, 2022 Meeting
- B. Consult with Legal Counsel Regarding Title IX Issues
- C. Review Individual Teacher/Administrator Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- F. Review a Public Complaint About School Personnel

IV. RETURN TO OPEN SESSION

V. APPROVAL OF MINUTES

8

Consider the August 8, 2022 regular meeting minutes and August 22, 2022 additional meeting minutes

VI. APPROVAL OF AGENDA AND ADDITIONS

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

VII. PUBLIC COMMENTS **16**

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

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

A. Teacher Report

B. Student Report

Izzy Hahn and Kaden Cerdena will be representing the Student Council at Board of Education meetings for the 2022-2023 school year.

C. Board Reports/Action Items

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

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

2. School Board Priorities for 2022-2023 19

The approved Board Priorities for 2022-2023 are attached. The administration may provide an update on Monday regarding Priority #1.

IX. START OF SCHOOL REPORT

Randy Guttenberg will provide the Board with an update on the start of the 2022-2023 school year.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee 21

Review and Consider the 08/29/22 Meeting Minutes

1. 2021-2022 Fund Balance Allocations 23

The purpose of this agenda item is to request school board approval of the 2021-2022 Fund Balance Allocations. Attached please find a report with the fund balance allocations as of 06/30/2022.

The Budget Committee is recommending allocating \$25,000 toward the branding efforts. In addition, the committee is recommending identifying the \$300,000 in capital maintenance projects that were moved from Fund 41 to Fund 10 in the 2021-2022 fiscal year. The committee also requested the creating of the "Hybrid" option for the fund balance allocation. The Hybrid option is the higher balance for

each building/department. The traditional fund balance allocation has also been identified. Administration is requesting approval of one of these options for the start of the 2022-2023 fiscal year.

B. Facility Committee Meeting	24
Review and Consider the 08/29/22 Meeting Minutes	
1. Referendum Planning - Subcontractor Process Update	
The Facility Committee reviewed the process for selecting subcontractors for the November 2022 referendum process. The Facility committee will be conducting interviews during the week of October 3rd and recommendations will be made for the October 10th regular school board meeting.	
2. Consideration of MS Science Lab Remodel	26
The facility committee reviewed a science lab project for the middle school. The facility committee is recommending approval of this project out of the capital maintenance funds from the Fund 41 budget.	
C. DEI Committee Meeting	33
Review and Consider the minutes from the 08/29/22 meeting.	
1. Consideration/Feedback on a Draft District Equity Statement	35
Attached please find a document with the District's Mission Statement, Vision Statement, and Visionary Aspirations, along with DRAFT DEI Statement options. The DEI Committee members discussed and offered language for a DEI statement, of which three options are included in the attached document. Committee Chair, Mark Hetzel, would like feedback from the Board on these three DRAFT statements.	
D. Co-Curricular Meeting	37
Review and Consider the 08/30/22 Meeting Minutes	
1. Consideration of Robotics Club at the High School	39
Attached please find a memo from Tim Schell requesting that we establish a Robotics Club at the high school. Initial funding for this program can be supported by funds from our State CTE Grant, managed by Michelle McGlynn. This club is being proposed by the administration per a need identified within our STEM program by the advisory group associated with the Innovation Center. The administration would like to start a club in this area of study first, prior to offering a course proposal. A robotics class is in the vision for the future.	
The Co-Curricular Committee recommends the establishment of this club with the associated 3.5% advisor stipend on a 3-0 vote.	
E. Human Resources Committee Meeting.	40
Review and Consider the minutes from the 8/30/22 meeting.	
1. Consideration of Technology Department Staffing Redesign Plan	42
The administration is seeking to better serve the district's technology needs by	

eliminating two open technology assistant roles and replacing them with an additional computer technician. The additional computer technician is a district-level role and would permit coverage by the team of two buildings per technician. A Computer Technician role is more common in the technology field and it's related skill-set and compensation package is more externally competitive, making a hire more likely.

2. Proposed Adjustment to Classified Staff (L2, L3, L4) Pay Schedule 43
 WCSD has classified staff openings (Assistants, Regular Ed Paras, Special Ed Paras) at numerous schools at this time. The HR Committee has recommended that the full Board consider eliminating the first two steps in the wage schedule for Classified Staff in L2 (LTMC Asst, Reg Ed Para), L3 (Health, Tech Asst) and L4 (Special Ed and ELL Paras). The starting hourly rate would then increase, as would all current employees in those classifications.

F. Curriculum Committee Meeting 44
 Review and Consider the 09/08/22 Meeting Minutes

XI. **ADMINISTRATIVE REPORTS/ACTION ITEMS**

A. Fall 2022 Referendum Update 45
 Attached please find documents associated with the November 8th referendum. The administration will review these items with the Board on Monday and solicit your feedback.

Specifically, we will review the communications plan and meeting schedule, draft referendum presentation, and a draft of the 2nd referendum mailing. Will will also review the guidelines for referendum advocacy, and discuss some of the initial work of the Heritage Visionary Committee. We are still working with our referendum team on the 2nd referendum mailing, and will attach it to BoardBook if it is completed before Monday, or we will bring it to the meeting on Monday to share with the Board.

B. Resolution Authorizing the Issuance and Establishing Parameters for a 100
 Taxable Temporary Borrowing in an Amount not to Exceed \$8,700,000
 pursuant to Section 67.12(8)(a)1, WIS.Stats.

The purpose of this agenda item is to request school board approval of the resolution for our cash flow borrowing process for the 2022-2023 school year. Attached please find the resolution that administration is recommending for approval.

The resolution provides the parameters for moving forward with a cash flow borrowing process. Our district completes an annual cash flow borrowing process to account for the differences between the receipt of revenues and the payment of expenses. The process for 2022-2023 takes into account the November 2022 referendum process as a school district can only borrow up to \$10,000,000 per year tax exempt. This cash flow borrowing process is taxable so that the potential \$10 million referendum borrowing in December would be tax exempt.

C. Seclusion and Restraint Report	110
Attached please find the Seclusion and Restraint Report for 2021-2022 that the administration is required to report to the Board on an annual basis. Tiffany Loken will be present at Monday's meeting to answer any questions related to this report/data.	
D. Parking Lot Lease Agreement with Village of Waunakee	111
Attached please find the Parking Lot Lease Agreement, for your consideration, between the WCSD and the Village of Waunakee.	
E. Consideration of MOU with Psychotherapy Center of Waunakee for the 22/23 school year.	118
Last year, the Waunakee Community School District entered into a one-year Memorandum of Understanding (MOU) with the Psychotherapy Center of Waunakee to provide on-site services for students in grades 9-12. The administration has met with the leadership of the Psychotherapy Center of Waunakee on a monthly basis throughout the 2021-2022 school year. The administration is recommending continuation of this partnership for the 2022-2023 school year, and the attached MOU is on the agenda for your consideration and action.	
F. Announcements/Correspondence	126
National Merit Scholars - Brian Borowski	
XII. <u>CONSENT AGENDA</u>	
A. Approval of Checks	
B. Finance	
1. Monthly Finance Reports	127
Attached you will find the Budget Status report as of June 30, 2022 and the Cash Reconciliation report for July 2022.	
2. Approval of Fund 21 Accounts	128
The purpose of this agenda item is to request approval of Fund 21 student activity accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2022. The School Board policy on student activity accounts requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.	
NOTE: The School Board policy on this topic is a Fund 60 Student Activity Account policy. Fund 60 accounts were closed in the 19-20 fiscal year and moved to Fund 21 per new national accounting requirements. We are continuing the practice of bringing these accounts forward to the School Board even though it is not required by policy for Fund 21.	

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

NOTE: We are working with those who have negative balances to bring them back to a positive balance.

3. Approval of Fund Balance Allocations 132

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

The final 21-22 Fund 10 fund balance is \$8,695,515.45 or 15.1% of the 22-23 Fund 10 expenditure budget approved in July by the School Board. The 15.1% compares to a number of 13.7% in 21-22. The Board policy on fund balance has a statement of working towards maintaining a 15% balance.

The 21-22 fiscal year was the fourth year when funds were set aside for the replacement of the turf field for Warrior Stadium, and the second year when funds were set aside for the replacement of the turf field for Warrior Pitch. You can see the balance in the 937900 fund balance account. Please recall that School Board policy allows buildings/departments to carry over funds from one fiscal year to the next.

You can see the balances in the 938900 fund balance account.

C. Consideration of Paid Advisor for Clubs at High School

The Fishing Club and the BSU both qualify for paid advisor positions. We are working to bring these requests forward in the spring of the year, which is a change from past practice of them coming in the fall. These two clubs were not included in the spring and should have been part of the list for consideration. Both clubs have been in existence and are successful at the high school for three years or more.

1. Fishing Club

134

2. Black Student Union	137
D. Gifts and Field Trips	
1. Gifts	
a. Pride Pump Donation from Meffert Oil Company \$1000	141
b. Staff Welcome Back to School Donation from WAEF	142
2. Field Trips	
a. Volleyball Travel to Plainfield IL on 10/14-15/2022	143
b. Band Trip to Boston MA Spring 2023	144
E. Approve Individual Teacher, Administrator, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements	
XIII. <u>BOARD BUSINESS</u>	
XIV. <u>FUTURE AGENDAS AND MEETINGS</u>	
A. Agenda Items for Next Meeting	
B. Special Meeting	
C. Budget Committee	
D. Co-Curricular Committee	
E. Curriculum Committee	
F. Facility Committee	
G. Human Resources Committee	
H. Policy Committee	
I. DEI Committee	
XV. <u>RETURN TO CLOSED SESSION</u> - (if necessary) to complete agenda as listed under agenda item III	
XVI. <u>RETURN TO OPEN SESSION</u>	
XVII. <u>ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION</u>	
XVIII. <u>ADJOURN</u>	

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

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, August 8, 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 6-0 on a roll call vote. Time 6:00 PM

II. ROLL CALL

Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann – absent , Hetzel- Yes, Hoefler- Yes

Also Present: Randy Guttenberg, Brian Grabarski

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

- A. Review Minutes of July 11, 2022 Meetings
- B. Review Individual Administrator, Teacher Contract Recommendations, Resignations and Retirements..
- C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review 2022-2023 Department Chairs, Building Coordinators and New Teacher Advisors
These advisory positions are included on the co-curricular report.
- F. Review the Terms of a Lease to be Negotiated with the Village of Waunakee for Use of Parking Stalls Adjacent to the Former Public Library Building

IV. RETURN TO OPEN SESSION

A motion was made by Engebretson, second by Hoefler, to adjourn closed session, and reconvene in open session Motion carried 6-0. 6:18PM

V. BOARD DEVELOPMENT WORKSHOP

Board Retreat Planning Update

Ensign provided a timeline for the Board's Retreat.

Ensign started open session at 7:01PM

VI. APPROVAL OF MINUTES

Review the minutes for the July 11, 2022 regular meeting, July 25, 2022 Additional meeting. A motion was made by Dotzler, second by Engebreston, to approve the minutes as posted.

Motion carried 6-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Frey, second by Dotzler, to approve the agenda as posted. Motion carried 6-0.

VIII. PUBLIC COMMENTS

Public comments sent via email were reviewed by the full board but not read out loud at the meeting. Emailed public comments are attached to the extra section of the agenda and were from:

Brian Malich

Becky Sautebin

Public Comments made in person were from:

Erick Pearce - Referendum

Greg Gentz - Operational Referendum, Flag Policy

IX. TEACHING STAFF, STUDENT, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Update

There was no Teacher update

B. Board Reports/Action Items

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

There were no updates from the board members.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. The minutes of the 07/14/22 Curriculum Committee Meeting were reviewed.

Dotzler updated the board on the work the Curriculum Committee is doing regarding the DEI audit recommendation for the Curriculum Committee. The committee has also asked administration to bring back the Curriculum Review Updates.

2. Assessment Schedule

Schell and Johnson presented the Testing and Assessment Schedule for the 2022-2023 School Year. A motion was made by Hoefer, second by Frey to approve the 2022-2023 testing and assessment schedule as presented. Motion carried 6-0.

B. DEI Committee

1. The minutes from the 08/01/22 meeting were reviewed.

2. Review the Priorities of the Board's DEI Committee

Hetzel and Guttenberg reported that the committee is in the process of working its way through the recommendations from the DEI Ad Hoc Committee. They also shared the concept of having a student leadership event at the high school this fall.

C. Co-Curricular Committee

1. The minutes of the 8-1-2022 were reviewed.

2. Review the Co-Curricular Report for Spring Activities, Booster Club Reports from 2022, and Athletic Department's Priorities for 2022-2023

Hoefer updated the board on the items that Aaron May reviewed with the Committee at their meeting. May was available to answer questions. Guttenberg informed the board that there would be another Co-Curricular meeting before the September meeting as well.

D. Policy Committee Meeting

1. The minutes from the 8-1-2022 Committee Meeting were reviewed.
2. Consider Changes to Policies in the 300 Series
Frey explained that the committee is recommending approval of policies 310 - 323.3
Guttenberg answered questions from the board. A motion was made by Hoefler, second by Engebretson to approve policies 31-323.3 as presented. Motion carried 6-0.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Draft Resolutions for Fall 2022 Referendum
Guttenberg explained draft resolutions for the fall 2022 referendum process. After much discussion, the board was in consensus to have the alternative ending with Option 4.
2. Resolution to Establish a District Expulsion Hearing Officer
Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2022-2023 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

A motion was made by Hetzel, second by Hoefler, to accept the resolution to establish a District Expulsion Hearing Officer. Motion carried 6-0 by a roll call vote.

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

3. Appoint District Expulsion Hearing Officer for 2022-2023
The school board reviewed the expulsion hearing officer position within the last three years and at that time selected Jon Anderson of Husch Blackwell Law Firm. Mr. Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings. The recommendation is to continue with Jon Anderson as the expulsion hearing officer for the 2022-2023 school year.

A motion was made by Hoefler, second by Dotzler, to appoint Jon Anderson of Husch Blackwell Law Firm as the 2022-2023. Motion carried 6-0 on a roll call vote.

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

4. Appoint Medical Advisor for 2022-2023
A motion is requested to appoint Dr. Bill Ranum as the District's Medical Advisor for the 2022-2023 school year. This must be a roll call vote.

A motion was made by Hetzel, second by Engebretson, to appoint Dr. Wm. Ranum as the District's Medical Advisor for the 2022 – 2023 school year. Motion carried 6-0 on a roll call vote.

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

5. Announcements/Correspondence – No coorespondence.

XII. CONSENT AGENDA

Ensign recognized Meffort Oil for the Pride Pump donation and Marth Johnson for the donation of a drum set and a violin.

There was a request to pull the Cash Flow Borrowing process from consent to explained it to the public in more detail.

A motion was made by Engebretson, second by Hoefer to approve the consent agenda as presented without the Cash flow borrowing item. The Board did ask if the staff handbooks could be combined instead of having a different one for each building? Guttenberg explained that this discussion is being brought up with the Principals, but had not begun in time for these handbooks

Motion carried 6-0.

Summers explained and answered questions regarding the Cash Flow Borrowing process. A motion was made by Hetzel, second by Hoefer, to approve item XII D – Cash Flow Borrow process as presented. Motion carried 6-0.

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 July.

B. Finance

1. Monthly Finance Reports

Attached you will find the Budget Status report as of June 30, 2022 and the Cash Reconciliation report for June 2022.

C. 2022 Annual Meeting Agenda

Attached please find a draft of the 2022 Annual Meeting Agenda..

D. Consideration Cash Flow Borrowing Process

E. Consideration of Exchange Student for the 2022/2023 school year

F. Consideration of Employee Handbook for Substitute Teaching Staff.

This handbook is in the Extras section of the agenda.

G. Staff Handbooks from each Building.

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

H. Gifts and Field Trips

1. Pride Pump donation from Meffert Oil Co. \$1000.00

2. Instrument Donation Martha Johnson \$1000

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

New Administrative Support Staff

Makenzie Hamer, Social Worker, AES/4K/EC

Noelle Wozniak, School Psychologist, AES/4K/EC

New Teacher Staff

Jennifer Balcazar, Spanish Teacher, HS

Ralph Laughlin-Kalal, Heath/Phy Ed Teacher, HS

New Support Staff

Scott Dobson, Maintenance

Lynn King, Crossing Guard

Internal Staff Changes - No Action

Elena Fernandez Fuentes, from Para Educator - Regular Education, IS, to Bilingual Teacher

Pamela Emmerich, from Bilingual Teacher, PES, to Bilingual Teacher/EL Coordinator, IS

Resignations

Alyssa Appleton, Kindergarten Teacher, HES

Marissa Bible, Para Educator Special Education, PES

Heather Kandiko, Spanish Teacher, PES/HES

Grant Lawton, Para Educator Special Education, AES

Elizabeth Port, Para Educator Regular Education, PES

Jennifer Topel, School Psychologist

Employee Requests

Administrative Support consideration of late resignation fee waiver

Teacher extended leave

- J. Consideration of 2022-2023 Department Chairs, Building Coordinators and Staff Development Representatives

These advisory positions are included on the co-curricular staff report.

XIII. BOARD BUSINESS

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting – Curriculum Presentations meetings 11/28/22 and 1/30/22

A motion was made by Hetzel, second by Dotzler, to approve the curriculum presentation meetings as scheduled. Motion carried 6-0.

C. Budget Committee – 8/29/22 @ 7:30AM

D. Co-Curricular Committee – 8/30/22 @ 7:30AM

E. Curriculum Committee - 9/8/22 @ 8:00 AM

F. Facility Committee – 8/29/22 @ 8:30AM

G. Human Resources Committee – 8/30/22 @ 9:00AM

H. Policy Committee – 9/22/22 @ 7:30AM

I. DEI Committee – 8/29/22 @ 5:30PM

XV. RETURN TO CLOSED SESSION - NA

XVI. RETURN TO OPEN SESSION - NA

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

XVIII. ADJOURN

The board of Education adjourned at 8:25PM on a motion by Hoefler, second by Dotzler, and passed unanimously by a voice vote 6-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Additional Regular Meeting - Open

The Board of Education Waunakee Community School District

A Additional Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, August 22, 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 Dotzler, second by Heinemann, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and (f) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements.. Motion carried 7-0 on a roll call vote.
Time 6:00 PM

II. ROLL CALL

Dotzler – Yes, Engebretson – Yes, Ensign – Yes, Frey – Yes, Heinemann - Yes, Hetzel – Yes, Hofer – Yes.

Also Present: Steve Summers, Randy Guttenberg, Brian Grabarski

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

- A. Review Individual Administrator, Teacher Contract Recommendations, Resignations and Retirements..
- B. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations

IV. RETURN TO OPEN SESSION

A motion was made by Heinemann, second by Dotzler, to adjourn closed session at 6:06PM, and reconvene in open session Motion carried 7-0. Board reconvened at 6:08PM.

V. APPROVAL OF AGENDA AND ADDITIONS

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

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

VI. PUBLIC COMMENTS

There were no public comments for this meeting. .

VII. INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$175,000,000

The purpose of this agenda item is to request school board approval of the initial resolution for the \$175 million bond referendum question.

Guttenberg and Summers presented this resolution and answered questions from the board.

A motion was made by Engebretson, second by Hoefler, to approve the resolution authorizing general obligation bonds in the amount not to exceed \$175,000,000. Motion carried 7-0 on a roll call vote.

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

VIII. RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT FOR THREE YEARS FOR NON-RECURRING PURPOSES

The purpose of this agenda item is to request school board approval of the resolution to exceed the revenue limit on a non-recurring basis.

Guttenberg and Summers presented this resolution and answered questions from the board.

A motion was made by Hoefler, second by Hetzel, to approve the resolution authorizing the school district budget to exceed revenue limit for three years for non-recurring purposes. Motion carried 7-0 on a roll call vote.

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

IX. RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTIONS OF THE APPROVAL OF AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$175,000,000 AND A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT FOR THREE YEARS FOR NON-RECURRING PURPOSES

The purpose of this agenda item is to request school board approval of the resolution providing for a referendum election.

Guttenberg and Summers presented this resolution and answered questions from the board.

A motion was made by Frey, second by Dotzler, to approve the resolution providing for a referendum election on the questions of the approval of an initial resolution authorizing the issuance of general obligation bonds in an amount not to exceed \$175,000,000 and a resolution authorizing the school district budget to exceed revenue limit for three years for non-recurring purposes.

Motion carried 7-0 on a roll call vote.

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

X. COMMUNICATIONS PLAN FOR THE REFERENDUM

Guttenberg updated the board on the process of producing the first post-card mailer regarding the fall 2022 referendum and shared a draft of the postcard.

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

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

A motion was made by Hoefler, second by Dotzler, to approve the staff updates as presented. Motion carried 7-0.

Internal Staff Changes - BOE Action needed

Lisa Jondle, from Associate Principal, IS, to Director of Student Services

New Teacher Staff

Kallie Ziegler, Kindergarten Teacher, HES

Barbara Schultz-Becker, Spanish Teacher, PES

New Support Staff

Sierra Bauer, Para Educator Regular Education, HES

Katelyn Champion, Para Educator Special Education, HES

Jeff Davis, Custodian, HS **Withdrawn**

Nadia Frost, Para Educator Regular Education, HES

Shannon Hosely, Custodian, AES

Lana Jenkins, Para Educator Regular Education, PES

Maryam Lofti Babarood, Para Educator, Special Education, PES

Luis Mendoza Cruz, Para Educator Special Education, PES

Lydia Miller, LMTC Assistant, PES

Shannon Peekna, Para Educator Regular Education, HES

Daniel Raddatz, Para Educator Regular Education, IS

Samantha Wickus, Para Educator Special Education, HES

Resignations

Alex Ames, English Teacher, HS

Mallory Dziuk, Technology Support, HS

Chris Mand, Director of Student Services

Retirements

Lorrie Jensen, Principal Administrative Assistant, IS

XII. ADJOURN

The board of Education adjourned at 6:23PM on a motion by Hoefler, second by Dotzler, and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

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

Waunakee 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

District Priorities for 2022-2023

Priority #1 – Maintain Excellence and Foster High Student Achievement

- Devise and implement strategies to recruit and retain staff. This planning will be part of the work that the administration will do in conjunction with the HR Committee.
- Maintain a budget that meets the priorities of the school district while staying within the budget parameters set by the Budget Committee/Board.
- Devise and implement strategies for continued improvement of the educational programs/student outcomes.
 - Focus on Professional Learning Communities:
 - Professional Learning Communities (PLC) in each school will utilize the developed PLC Rubric to establish a baseline of performance in the first 30 days of the 2022-2023 school year.
 - Based on the results of the baseline data for each PLC, a plan will be put in place for each PLC to move to an increased level of performance by the end of the school year.
 - Professional Learning Communities (PLC) in each school will utilize the developed PLC Rubric to assess progress at the end of the 2022-2023 school year.
 - A summary report of Fall and Spring data will be shared with the Board in April 2023.
 - The administration will provide background to the Board on the PLC process as part of Board Development.
 - Focus on Social Emotional Learning/Student Mental Health:
 - Continue with developing staff capacity around the five domains: Self-Awareness, Self-Management, Social-Awareness, Relationship Skills, and Responsible Decision Making.
 - SEL Coordinators and Building SEL Teams will work with school staff and through staff meetings for how to provide support in the five domains.
 - Facilitate a mental health system needs assessment and identify gaps and entry points for improvement.
 - Develop a shared plan for implementing a comprehensive school mental health system. This includes selecting and implementing tools and curriculum that will help us best serve students. This also includes implementing continuous improvement cycles.
 - Data will be collected and shared with the Board to track progress with supporting student social, emotional, and mental health needs.

The data and tracking plan will be shared with the Board prior to the start of the 2022-2023 school year.

- A community engagement plan will be implemented in the first semester of the 2022-2023 school year on the topic of student social, emotional, and mental health.

Priority #2 – Diversity, Equity, and Inclusion

- Organize and delegate the recommendations from the DEI Ad Hoc Committee's Report to the standing school board committees.
- Each school board committee will review and determine the priorities and timeline for discussing/addressing the report's recommendations assigned to the committee.
- Recommendations and updates from the committees will be brought back to the Board's DEI Committee and to the full Board for consideration.
- The District will continue to engage with students and work with them on leadership development.

Priority #3 – Referendum Planning

- Define the referendum scope through the approval of Referendum Resolutions by August 22, 2022 based on community input, district growth projections, district priorities, and a financial plan that maintains a consistent mil rate.
- Communicate to the community the scope of the referendum projects, the need, and the cost implications.
- Align the work of the various referendum projects to meet set dates for when new schools will open/projects will be complete.
- Organize opportunities for staff voice into project design.
- Organize effective use of the administrative team to manage and lead the approved referendum projects.
- Engage with the Board of Education at key approval points such as building program and design, bid packages, and design changes requiring board approval.

Priority #4 – Policy Review

- The administration will work with the Policy Committee to continue the policy review process.

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, August 29, 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 7:27AM.

II. ROLL CALL

Present: Heinemann, Ensign, Hetzel

Also Present: Guttenberg, Summers, Dye

III. APPROVAL OF AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. 2021-22 Budget

Summers presented and answered questions regarding the completion of the audit process for the 2021-22 school year. The agenda included attachments with the treasurer's report, fund balance accounting, fund balance report, and the board policy on the 2014 operational referendum funds. The district's financial position has improved as of June 30, 2022 as we did accomplish the objective of adding over \$1M to the fund 10 fund balance.

Administration received the following feedback from the committee on three topics:

1. The committee asked that the allocation of fund balance towards capital maintenance projects – be added in the line items on this report so it is visible.
2. The committee would like a third column added to the building/department end of the year balances with administration recommending a hybrid scenario for each building/department.
3. The committee requested an additional \$25,000 added to the allocation of fund balance towards branding efforts

VI. 2022-2023 BUDGET PLANNING

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

Summers presented and answered questions regarding the November 2022 referendum process. The financial plan has been updated based on the resolutions that have been approved by the School Board. The School Board's current position on tax rate consistency is: "The school board has a goal of maintaining the current tax rate of \$10.89 across fiscal years. The November 2022 referendum questions maintain a tax rate of \$10.89 for the 2022-23 school year."

Administration explained the estimated property value increase for October of 2022 is significantly higher than the 5 percent that has been included in the financial plan. Due to the higher than expected increase, the administration would like board feedback on changing a statement on tax rate consistency to the following: "The School Board has a goal of maintaining or decreasing the current tax rate of \$10.89 across fiscal years. The November 2022 referendum questions maintain a tax rate of \$10.89 for the 2022-23 school year, assuming a 5% increase in property values. Property value increases above 5% will result in a reduction of the tax rate."

The committee was in agreement with the change in this language, except requesting to change the "will" to "may".

VII. 2023-2024 Budget Planning

Summers presented and answered questions regarding the budget planning process for 2023-2024. Administration asked for feedback on the long term budget planning example data that was shared with the committee.

The committee felt that this data needed additional detail besides the overall teacher data.

Examples would be separated by K2 -3/4, 5/6/, 7/8, 9-12 that would make it clearer.

Overall the committee felt that this data would be a good guide for planning, but individual requests would still be considered, based on specific student needs.

VIII. DISCUSSION/ACTION ON PROPOSALS N/A

IX. OTHER ITEMS FOR DISCUSSION N/A

X. FUTURE AGENDA ITEMS N/A

XI. ADJOURN

A motion was made by Ensign, second by Hetzel, to adjourn the meeting at 8:25AM. Motion carried 3-0.

Waunakee Community School District
2021-22 Fund Balance Report - June 30, 2022

10 Q 937900

Balance June 30, 2021	
Parking Lot	103,125.00
Band Uniforms	19,609.68
Warrior Stadium	90,000.00
Soccer Pitch	30,000.00
 Beginning Balance	 242,734.68
 Balance June 30, 2022	
Parking Lot	112,500.00
Band Uniforms	22,109.68
Warrior Stadium	120,000.00
Soccer Pitch	60,000.00
 Ending Balance	 314,609.68

10 Q 938900

Balance June 30, 2021	
Prairie School	17,678.03
Heritage School	17,611.01
Arboretum School	21,718.99
Intermediate School	48,083.05
Middle School	38,027.78
High School	87,228.82
Athletic Department	60,229.50
4K	13,687.23
Curriculum	20,932.26
Energy Conservation	461.82
Human Resources	3,639.87
Maintenance	311,049.57
Student Support	26,573.23
Superintendent	15,395.84
Technology	340,408.09
Capital Projects	10,333.09
 Beginning Balance	 1,033,058.18

Balance June 30, 2022		Traditional Process	Hybrid
Prairie School	17,678.03	25,743.93	25,743.93
Heritage School	17,611.01	18,658.69	18,658.69
Arboretum School	21,718.99	21,074.68	21,718.99
Intermediate School	48,083.05	64,889.99	64,889.99
Middle School	38,027.78	44,460.64	44,460.64
High School	87,228.82	123,019.12	123,019.12
Athletic Department	60,229.50	41,119.61	60,229.50
Curriculum - Elementary	13,687.23	112,292.23	112,292.23
Curriculum - Secondary	20,932.26	-12,345.20	20,932.26
CTE Grant		37,711.34	37,711.34
Energy Conservation	461.82	-4,349.36	461.82
Human Resources	3,639.87	-5,962.37	3,639.87
Maintenance	311,049.57	85,877.11	311,049.57
Student Services	26,573.23	75,977.25	75,977.25
Special Education		19,227.32	19,227.32
Superintendent	15,395.84	35,998.23	35,998.23
Technology	340,408.09	498,345.83	498,345.83
Capital Projects	10,333.09	-601.36	10,333.09
Branding	0.00	25,000.00	25,000.00
New Capital Projects	0.00	300,000.00	300,000.00
 Ending Balance	 1,033,058.18	 1,506,137.68	 1,809,689.67

Minutes of Facility Committee Meeting - Open

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, August 29, 2022, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Ensign called the meeting to order. A motion was made by Heinemann, second by Frey, 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 retirement. Motion carried 3-0 on a roll call vote.

Time 8:30AM

II. ROLL CALL

Ensign – Yes, Frey – Yes, Heinemann – Yes

Also Present: Summers, Guttenberg, Cramer

III. APPROVE AGENDA

A motion was made by Frey, second by Heinemann to approve the agenda as posted by adding a “Return to Open Session item after item V. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. 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. Attached please find a proposal from local civil engineer Roxanne Johnson for an evaluation of the proposals received from the community. Administration requested feedback from the Facility Committee on this proposal and the next steps in this process.

VI. RETURN TO OPEN SESSION

A motion was made by Frey, second by Heinemann to adjourn closed session at 8:38AM and reconvene in open session. Motion carried 3-0. Board reconvened at 8:40AM

VII. NOVEMBER 2022 REFERENDUM PLANNING PROCESS

Summers presented and answered questions regarding the partnership process that was approved by the school board for the November 2022 referendum. Jay Thomsen from Vogel Brothers was available to present and answer questions on work Vogel and EUA have been coordinating with that will take place prior to the referendum.

The committee gave feedback regarding that the process that the Facility Committee used in 2014 for the Intermediate school. They also indicated that the referendum team could work together on the shortlist of vendors and the Facility Committee would like to be involved in

interviews only. The Facility Committee also asked that the interviews are held the week of October 3rd so that the recommendations may be brought to the full board at the regular October 10 board meeting. The Committee also requested to replicate the process that was followed with Endres for the 2014 referendum.

VIII. REVIEW 2022-2023 CAPITAL MAINTENANCE PROJECTS

Summers updated and answered questions regarding the 2022-2023 Capital Maintenance Projects. Summers and Cramer also presented and answered questions regarding some additional possible maintenance projects for 2022-2023.

Tim Schell presented and answered questions regarding a proposal for remodeling one of the MS science rooms to have more lab capability. Aaron May and Coach Jen Grabarski presented and answered questions regarding a proposal to repair the track so it will be legal for conference meets, regional and sectional meets.

After much discussion, the electrical quotes for the MS Science lab will come to the September 12, 2022 regular board meeting and this electrical quote along with the other quotes for this project had will be recommended for approval by the Facility Committee. Administration will also seek estimates to repair the HS track so that it is functional for the 2023 spring track season and evaluate long-term options for the track.

IX. FUTURE MEETINGS

Future meetings will be determined at the Sept. 12, 2022 regular board meeting.

X. ADJOURN

A motion was made by Ensign, second by Frey to adjourn this meeting at 9:27AM. Motion carried 3-0.

MS Science Room	Company	Quote	Description
Room 221	WestPhal (Electric)	\$6,405.00	6 Cord Reels
	Hooper (Plumbing)	\$7,177.00	Sinks, Faucets, Drains & Vents
	Vogel	\$16,700.00	Cabinetry (Installed)
	H & R Flooring	\$1,225.00	VCT Tile
	Paint	\$500.00	WCSD
	Totals	\$32,007.00	



14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105

P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

September 1, 2022

PROPOSAL

CUSTOMER

Waunakee Community School District
905 Bethel Cir.
Waunakee, WI

PROJECT

Middle School cord reel adds

Proposal Number

3018

SCOPE OF WORK

Provide and Install (6) Cord Reels in class room ceiling.
Install new 1" conduit and wire from existing panel and provide (6) new circuits
Mount cord reels to ceiling provide support to structure
Work to be performed during normal Westphal working hours

We appreciate the opportunity to submit a proposal on this project and look forward to discussing it with you further. Please feel free to contact us with any questions or clarifications you may have regarding this proposal.

Proposal Prepared By

Nate Frisch
Project Manager
608-512-9806
nfrisch@westphalec.com

Signature _____

Name / Date _____

Total \$6,405.00

A signed copy of this proposal OR a valid purchase order is required prior to scheduling

We accept Visa & Mastercard, along with bank ACH or PayPal payment options on our website: www.westphalec.com.

The accounting department at Westphal & Co. can be reached at (608) 222-0105, during normal business hours.

Price is valid for 30 days • Fees and expenses will be billed as incurred • Payment of our progress and final billings is expected within 30 days of invoice date • Additional work, that is outside of the agreed-upon scope of this proposal, will require authorization to proceed • Price is based on straight time labor rates, unless otherwise noted • All work to be performed in a neat and workmanlike manner • All work to be performed in accordance with all national and local electrical codes • The scope of work is based on our knowledge of the current requirements and project goals • This proposal is based on current commodity pricing • Westphal & Co., Inc reserves the right to modify this proposal in the event there is a significant pricing increase or decrease prior work beginning • Warranties other than those offered by manufactures are not offered or implied, unless otherwise noted

As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid

July 6, 2022

Scott Bauer, Maintenance / Project Coordinator
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

RE: WCSD Middle School Cabinets
301 Community Drive, Waunakee, WI 53597

Dear Scott,

Vogel Bros. will provide the following scope of work for a Guaranteed Maximum Price of Sixteen Thousand Seven Hundred (\$16,700.00), subject to additions and deductions by Change Order.

Work Included:

- Furnish and install seven (7) double door base cabinets
- Furnish and install 19LF of Epoxy countertop with (2) sink cutouts
- Work with WCSD to match existing cabinet colors
- Cleanup and removal of all debris related to installation work

Work Not Included:

- Vinyl base furnish or install
- Backsplash on base cabinet
- Paint touch-ups
- Any plumbing or electrical work
- Sinks or faucets furnish or install

Assumptions/Clarifications:

- Work to be completed during normal working hours: 7am – 3:30pm
- 2-3 day installation

Date of Commencement and Substantial Completion:

The date of commencement of the Work shall be mutually agreed upon. Substantial Completion of the Work shall be achieved not later than three days from commencement.

Payment Terms:

Net 30 days from billing date. Finance charge of 1.5% per month on all past due balances.

Other Provisions:

None

Indemnification:

To the fullest extent permitted by law, Vogel Bros. Building Co. shall defend, indemnify and hold harmless the Owner and its agents, consultants, and employees from all claims for bodily injury and property damage that may arise from the performance of the Contract Work to the extent of the negligence attributed to such acts or omissions by Vogel Bros. Building Co., its subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

Insurance:

The Owner shall be responsible for purchasing and maintaining the Owner’s usual liability insurance and property insurance written on a builder’s risk “all-risk” or equivalent policy form comprising the total value of the entire project.

Counterparts:

The undersigned parties agree that this Agreement may be executed in multiple counterparts, each of such counterpart shall be deemed to constitute one and the same instrument and each of said counterparts shall be deemed an original hereof. Facsimile and electronic PDF signatures of this Agreement shall be treated as original signatures.

This Agreement is entered into as of the day and year first written above.

OWNER:

Waunakee Community School District

CONTRACTOR:

Vogel Bros. Building Co.

Authorized Signature

Authorized Signature

Print Name, Title

Print Name, Title

If you have any questions regarding this Agreement, please contact Matt Schultz at 608.241.5454.



HOOPER SERVICE

Plumbing
Heating & Cooling
Fire Protection

QUOTED PRICE FOR PLUMBING SERVICES | July 13, 2022

Attention	Scott Bauer
Company	Wauaukee Middle School
Address	1001 South St, Wauaukee, WI 53597
Phone #	608.225.6906

From:	Kevin Thompson
Phone #	(608) 268.2151
Email	kthompson@hoopercorp.com
Fax #	(608) 249.7360

Number of pages (including this cover page):2

Hard Copy to Follow: No

RE: Wauaukee Middle School Sinks Room 221

Hooper Service Division is pleased to provide labor, material, and equipment to complete the following:

Base Bid – Plumbing

- Rough in waste and domestic water to (2) new sinks in room 221
- Supply and install (2) sinks equal to sinks installed in Room 223
- One sink to utilize back to back pipe configuration and the second sink to be piped to the new offset sink location.
- Insulate water piping to building standard

Total Plumbing Base Bid:.....\$7,177.00

We have not included the following items that may be required to be furnished by others:

- UNFORSEEN CONDITIONS NOT REFLECTED IN THE ABOVE SCOPE
- QUOTE ASSUMES UNRESTRICTED ACCESS TO THE ABOVE SCOPE OF WORK – DELAYS DUE TO CONDITIONS NOT SPELLED OUT IN THE ABOVE SCOPE IS EXCLUDED FROM PRICING.

- Bond
- Parking fees
- Temporary utilities
- Temporary dust partitions
- Infection control barriers, fans, mats, etc.
- Off-hour labor costs.
- Ceiling removal or replacement for the installation of new plumbing.
- Electrical work for plumbing equipment
- Warranty on any owner supplied fixtures/equipment/materials.
- Roof openings and or patching.
- Design fees and State or City plan approval.
- Quote assumes existing valves are operational.



HOOPER SERVICE

Plumbing
Heating & Cooling
Fire Protection

Please feel free to contact me with any questions or concerns at (608) 268-2151 or Kthompson@hoopercorp.com

Sincerely,

Kevin Thompson
Plumbing Manager
Service Division – Cred# 230897



Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quote.

ACCEPTANCE OF QUOTED PRICE

Please sign and return

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to proceed with the work as specified. I agree that payment will be made in full net 30 days from invoice date. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quote.

Date: _____ Signature: _____ P.O. number: _____

*QUOTED PRICE VALID FOR 30 DAYS

Proposal



H&R Carpets Inc
 608 E Main St
 Waunakee WI 53597
 (608) 467-5511

Proposal #: **7537**
 SaleDate: **07/05/2022**
 Next Install:
 Sales Rep: **Brent Ziegler**

SOLD TO:

Waunakee Schools
905 Bethel Circle
Waunakee WI 53597

SHIPPED TO

Middle School

MATERIALS	COMMENTS	QUANTITY
1 Standard Vct li 12x12-45.00	Ebony	90 SqFt
2 Ce-xx-a 12ft-0.00	Black	36 LnFt
4 Tec Feather Edge Skim Coat 10-0.00	Na	1 Each

LABOR	COMMENTS	QUANTITY
1 VCT Install		1 SqFt
2 Transition Installation		36 LnFt
3 Removal - Carpet Glue Down		1 SqFt
4 Prep		3 Each

Comments: Net Due: 30 Days Rate: 1.50%

SubTotal: \$1,225.00
Misc Chg: \$0.00
Total: \$1,225.00
Payments: \$0.00
Balance: \$1,225.00

Minutes of DEI Board Committee

The Board of Education Waunakee Community School District

A DEI Board Committee of the Board of Education of Waunakee Community School District was held Monday, August 29, 2022, beginning at 5:30 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 5:28pm.

II. ROLL CALL

Present Hetzel, Hoefler, Heinemann.

Also Present: Schell, Guttenberg

III. APPROVE AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS

Email public comments received were reviewed by the board and attached to the extras section of this agenda. Email public comments were received from:

Brian Malich

Jonathan Nitti

There were no in person public comments.

V. CONTINUE WITH THE REVIEW OF THE RECOMMENDATIONS FROM THE DEI AD HOC COMMITTEE

Hetzel began the discussion of the last four items on the recommendation of the DEI Ad Hoc committee. This list with administration and committee notes, are attached to the Extras section of the agenda.

The committee discussed that at the next full board meeting they will ask the other committees to provide feedback in the future to the DEI committee regarding the recommendations that were assigned to their committees.

The committee also discussed ways to receive feedback from various stakeholder groups to make sure we are continuing in the right direction.

VI. DISCUSS AND DEVELOP AN EQUITY STATEMENT

Hetzel started a discussion regarding the creation of a District Equity Statement. After much discussion, the committee was able to develop several examples. The committee will share their examples along with the District Mission statement, Visionary statement, and Visionary aspirations (for comparison purposes) with the full board for feedback.

VII. DISCUSS UPDATE ON STUDENT BELONGING WORKSHOP

Guttenberg provided an update on the planning of a student forum/program at the high

school this fall. Guttenberg, Schell and Borowski are in the process of finding a facilitator and then will pull groups together to develop a plan. This will be a fall/winter event.

VIII. COMMITTEE MEMBER REFLECTIONS AFTER MEETING WITH THE 7-12 ADMINISTRATION AND STUDENT STAFF

The committee asked administration for more information on reported incident protocol – specifically regarding closure of incidents. The committee also asked administration to consider staff or student training or education when reviewing academic, behavior, and reporting data. Schell will work with the administration to bring this information back after the semester.

IX. DISCUSS AND CONSIDER NEXT STEPS FOR THE COMMITTEE

Follow up meetings with students. Meetings with teaching staff, administrators, parents. How to measure the improvement of the climate. Refine our reported incident process throughout the year.

X. FUTURE MEETINGS

XI. ADJOURN

A motion was made by Heinemann, second by Hoefer to adjourn the meeting at 7:10PM. Motion carried 3-0.

MISSION STATEMENT

“Committed to Children...Committed to Community...Committed to Excellence”

VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

VISIONARY ASPIRATIONS

The Waunakee Community School District is a collaborative team of students, staff, families, and the community that:

- Establishes excellence in all facets of their work.
- Celebrates both student growth and attainment.
- Sustains learning environments that are challenging and attentive to the diverse learning needs of every student
- Teaches students to embrace-ethics, values, and character.
- Promotes student engagement and belief in their own learning.
- Respects cultural and global perspectives.
- Engages and builds positive relationships with students.
- Cultivates critical and creative thinkers, and nurtures collective inquiry.
- Institutes a challenging curriculum, and prepares students for their future.
- Fosters a safe environment for the educational, emotional and physical needs of all.
- Provides and supports staff development and opportunities for professional growth.
- Allocates resources in concert with the district’s vision.

Equity Statement Options/Examples

Option 1:

The Waunakee Community School District embraces the differences among our students, faculty, staff and families. We believe that by creating a culture of dialogue, acceptance, and inclusion, we can prepare our students to thrive academically, socially, and emotionally in this ever changing multicultural Society.

Option 2:

The Waunakee Community School District embraces the differences among our students, faculty, staff and families. We believe that by creating a culture of dialogue, acceptance, and inclusion, and providing all students access to the necessary resources, instruction, and opportunities, we can prepare our students to thrive academically, socially, and emotionally in this ever changing multicultural Society.

Option 3:

The WCS D embraces the differences among our students, staff, and families. We are committed to preparing all of our students to thrive academically, socially, and emotionally in an ever changing multicultural society by creating a culture of dialogue, acceptance, and inclusion. We strive to provide the necessary resources, instruction, and opportunities for all students to reach their full potential in the classroom and beyond.

Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, August 30, 2022, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairman Hoefler called the meeting to order at 7:35AM

II. ROLL CALL

Present: Dotzler, Frey, Hoefler

Also Present: Guttenberg, May (7:50)

III. APPROVE THE AGENDA

The committee reversed the order of the agenda to allow AD May to be in attendance.

A motion was made by Dotzler, second by Frey to approve the agenda in reverse order.

Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. REVIEW COACHES EVALUATION PROCESS

May presented and answered questions regarding the coach evaluation process. The committee asked about the process when trends are noticed in the surveys or evaluations.

The committee also asked about the anonymity of the student surveys.

VI. UPDATE ON CO-OP ARRANGEMENTS

Guttenberg explained the district's co-op arrangements with various athletic activities.

Being in a co-op allows athletes to participate even if our district does not have enough participation to have a team of our own. This is being brought to the Committee for informational purposes only. We have been approached to join a different co-op in some cases. We are happy with the co-ops we are currently in and do not intend to leave them unless we have enough participation to be on our own.

VII. CONSIDERATION OF ROBOTICS CLUB

Guttenberg presented and answered questions regarding the request that we establish a Robotics Club at the high school. Initial funding for this program can be supported by funds from our State CTE Grant. This club is being proposed by the administration per a need identified within our STEM program by the advisory group associated with the Innovation Center. The administration would like to start a club in this area of study first, prior to offering a course proposal. A robotics class is in the vision for the future. A motion was made by Dotzler, second by Frey, to bring this request to the full board for consideration. Motion carried 3-0.

VIII. FUTURE MEETINGS

There were no future meetings scheduled at this time.

IX. **ADJOURN**

A motion was made by Dotzler, second by Frey, to adjourn the meeting at 8:12am. Motion Carried 3-0.

To: Co-Curricular Committee

From: Tim Schell

Date: August 23, 2022

Subject: Proposed Robotics Club and Competition Compensation

High school robotics programs are growing in prevalence and many Wisconsin high schools already have clubs and courses. Looking forward, this is a STEM area that we need to develop in the immediate future to provide our students with exposure and practice with robotics, which is an intersection of many STEM and employability skills. We have recently been invited to be a K-12 outreach partner for some exciting projects led by UW-Madison engineering faculty, but we also need to grow our own capacity. Before we consider bringing forward any course proposals in the robotics area, we want to build interest and experience by establishing a robotics club.

The proposal is that we would launch the club this year and that the club would participate in competitions such as FIRST or VEX either this year or next. Because it would be a competitive club, we are asking for the Board's approval that the advisors be compensated in the first year at a level similar to some of our other competitive clubs at the 3.5% level in the first tier of experience (0-2 years) and building with experience as per our handbook.

Participating in a robotics club provides opportunities for a range of student interests. These relate to many content areas for an integrated STEM experience for students.

- Engineering interest to build a working robot.
- Programming interest for controls.
- Design interest for the styling of the robot as well as team attire, posters, etc.
- Business interest to manage finances and other resources.

Due to staff development day activities, I will not be able to attend the Co-Curricular Committee meeting on August 30, but I would be happy to answer any questions in advance.

Minutes of Human Resources Committee Meeting.

The Board of Education Waunakee Community School District

A Human Resources Committee Meeting. of the Board of Education of Waunakee Community School District was held Tuesday, August 30, 2022, beginning at 9:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 8:58AM

II. ROLL CALL

Present: Engebreston, Ensign, Hoefer

Also Present: Grabarski, Summers, Guttenberg, Rick Franz, WCSD Director of Technology

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. DISCUSSION OF TECHNOLOGY DEPARTMENT STAFFING REDESIGN PLAN

Grabarski and Franz presented and answered questions regarding a proposed redesign of the Technology Department staffing. The administration is seeking to better serve the district's technology needs by eliminating two open technology assistant roles and replacing them with an additional computer technician.

After some discussion, a motion was made by Hoefer, second by Ensign to recommend that the full board consider the Technology Department redesign as presented. Motion carried 3-0.

VI. DISCUSSION OF 22/23 INSURANCE AND WELLNESS ASSESSMENT ACTIONS TO COME BEFORE THE HR COMMITTEE AND BOARD.

Guttenberg and Summers presented and answered questions regarding the planned steps towards an insurance agreement that will cover the district after the current five-year agreement ends on June 30, 2023. The insurance committee has engaged with SSM and Dean Insurance about improvements to the health assessment process for both individual employee health and for the district as an employer. This item was for the committee's information; no action was required.

VII. 22/23 STAFFING UPDATE AND POTENTIAL ACTIONS TO INCREASE APPLICANTS AND HIRES

Grabarski gave the committee an update of the certified and hourly hiring for the opening of the 22/23 school year. Grabarski then presented and answered questions regarding the proposed Classified Staff wage schedule change to eliminate the New Hire step and increase Classified Staff L2, L3 and L4 accordingly. After much discussion a motion was made by

Ensign, second by Hofer to recommend that the full board consider eliminating two steps of the schedule for Classified Staff L2, L3 and L4 and move the current staff accordingly.
Motion carried 3-0.

VIII. DISCUSSION OF THE EXPIRED ADDENDUM LANGUAGE TO THE EMPLOYEE HANDBOOKS THAT OFFERED ADDITIONAL PAID LEAVE TO STAFF WHO HAD COVID-RELATED ABSENCES IN THE 21/22 SCHOOL YEAR.

Grabarski presented and answered questions regarding the 21/22 school year additional paid time off provided to staff that had to miss work for COVID-related absences, when their own banks were used up. This provision ceased when the 22/23 handbooks took effect on July 1, 2022.

After much discussion, the committee was agreeable to the elimination of the language but left open the option to review the handbook language if we see an influx of COVID related absences.

IX. ADJOURN

A motion was made by Ensign, second by Hofer, to adjourn the meeting at 10:03am.
Motion Carried.

Costs of Building Tech Assistant vs District Computer Technician				
Tech Asst Wages / Health Insurance				
	\$25,803.00			
	\$7,618.00			
Computer Tech Wages / Health Insurance				
	\$56,000.00			
	\$7,618.00			
Financial difference between 2 Tech Asst vs 1 Computer Tech				
Wages		-\$4,394.00		
Health insurance		\$7,618.00		

Classified Staff Wage Proposal 9.2022				
Starting Wage Difference WCSD vs Dane County Comparable Districts				
-18%				
Estimated 22/23 Wages Classified Staff L2, L3, L4				
\$2,883,755.00				
Removing New Hire Step and 1 Year Experience and increasing all (5.5%)				
\$158,606.00				

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, September 8, 2022, beginning at 8:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Dotzler called the meeting to order at 8:00AM

II. ROLL CALL

Present: Dotzler, Engebretson (left at 9am), Hetzel

Also Present: Johnson, Schell

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no email public comments for this meeting.

In person public comments were made from:

Greg Genhtz – DEI Ad Hoc Committee Recommendation to the Curriculum Committee

V. ADVANCED PLACEMENT EXAM SUMMARY

Schell gave an overview and answered questions of this year's AP exam results and the multi-year trends.

After much discussion regarding this, Schell will bring to a future meeting comparative data with some of the WCSD bench mark districts as well as any multi-year trends shown.

VI. DEI AUDIT RECOMMENDATIONS

Dotzler introduced the updated grid of recommendations to the committee, with a status summary and possible next steps. Schell gave background and answered questions on how these recommendations were developed and considered. The committee discussed the first 9 recommendations and Johnson and Schell shared the District's work in these areas and answered any questions from the committee.

VII. ITEMS FOR FUTURE MEETINGS

Continue to review the DEI Ad Hoc recommendations for the Curriculum Committee
Give any comments/suggestions/directions to the first nine recommendations covered today.
Bring back the AP data as requested from the committee.
Future meetings will be scheduled at the regular board meeting.

VIII. ADJOURN

A motion was made by Hetzel to adjourn the meeting at 9:32AM. Motion carried 2-0.



Advocating for School Referendums

What school board members and school staff
can and can't do during referendum season

Shelby Anderson

If your district has a referendum on the ballot this fall, whether it is for a school building project or to exceed revenue limits, your district will be taking steps to educate your community about the referendum and the impact it could have on your district.

The district serves an important role in sharing neutral information with voters so they can make an informed

judgment when voting. However, school district staff and school board members need to make sure they are following election law as they communicate about the school district's upcoming referendum. Here is a look at what can and can't be done during referendum season for school staff and board members.

SCHOOL STAFF



When district staff are off duty, they can advocate for school referendums. Staff members do not surrender their rights as citizens because they are employed by the district. However, at all times, staff will need to exercise careful judgment and should not hesitate to contact their district administrator with questions.

During work hours or other times in which they are paid by the district, employees can provide neutral, factual information and educate the public about the referendum. This includes describing school or department needs or lack thereof.



School district administrators and staff can't work on referendum campaigns during work hours. Thus, no supervisor should assign employees the task of working on the generation or distribution of "advocacy" material.

No district funds or district resources can be expended for referendum advocacy (i.e. activities that expressly encourage a "yes" or "no" vote). School district employees can't use school district money or resources (e.g., copying machines, computers, networks, or email) to campaign or advocate for or against the referendum.

Referendum education materials created by the school district need to be neutral. Don't use words like "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat," or "reject," in any official school communication related to the referendum.

The use of school buildings by any advocacy group for any purpose should be coordinated through the standard building permit/facility use process. Neither a "vote yes" group nor a "vote no" group should be given preferential access to school buildings.

Got Questions? Call WASB associate executive director and staff counsel Barry Forbes at 608-512-1707. You can also find more information on referendums on the WASB website – WASB.org. Select "School Law Information" and then "Referendum Resource Center" (*log-in required*).

SCHOOL BOARD MEMBERS



Individual board members can speak for (or against) referendums. Board members do not lose their First Amendment rights by being board members.

Board members can participate on committees that advocate for or against a referendum; however, they need to be aware of open meeting law implications if they participate in a group with other board members.

The school board may make reasonable expenditures for the purpose of giving voters relevant facts to aid them in reaching an informed judgment when voting on the referendum. (Appropriate expenditures may include the costs of brochures, newspaper advertisements, newsletters, and even videos that share neutral, factual information about the referendum).



A school board may not expend public funds for the purpose of advocating a particular position on a referendum.

Do not advocate as a representative of the school board. When advocating for or against a referendum, it is important for board members to state that they are acting as an individual and do not represent the school board. When writing letters to the editor, advocating on social media, or electioneering, it is strongly encouraged that board members preface any advocacy remarks with the statement that the board member is acting in his or her individual capacity rather than in his or her role as a board member.

Is your insurance provider a phone number or a partner?

Personal service.
That's the strength
of our Community.



Community Insurance Corporation provides liability insurance coverage for cities, towns, villages and school districts. We offer broad coverage, designed to specifically meet the needs of Wisconsin public entities under ONE single liability policy form to include:

- General Liability
- Auto Liability
- School Board Legal Liability
- Public Officials Errors and Omissions

Unlike other insurance companies that provide coverages based solely on price and are not heard from again until renewal time, we work directly with our clients in partnership to control their insurance costs through a unique risk management and aggressive claims philosophy. And because we are local government, we always keep the end goal of saving taxpayer dollars in mind.

Take control of your insurance needs with Community Insurance Corporation. It just makes sense.



To learn more, please contact Karen Flynn or John Dirkse, Aegis Corporation, 1.800.236.6885 or karen@aegis-wi.com/john@aegis-wi.com



411 East Wisconsin Avenue
Suite 2400
Milwaukee, Wisconsin 53202-4428
414.277.5000
Fax 414.271.3552
www.quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Tampa
Tucson
Washington, D.C.

May 31, 2022

VIA EMAIL

Mr. Randy Guttenberg
District Administrator
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Re: Waunakee Community School District - Referendum

Dear Randy:

We appreciate the opportunity to work with you and the Waunakee Community School District (the "District") in connection with the District's proposed referendum election. As you prepare for the referendum, questions may arise regarding permissible campaign practices. This letter briefly overviews applicable law relevant to frequently asked questions. In particular, this letter discusses restrictions on the use of District funds to promote the referendum, the role of Board members and the administration with respect to the referendum, and the District's responsibilities regarding citizen groups formed in connection with the referendum.

I. Use of District Funds for Referendum Materials

A. Prohibition Against Use of District Funds to Promote the Referendum

The District is prohibited from using District funds to promote the referendum. The District has only those powers expressly provided by or implied from the Wisconsin Statutes. Although there is no Wisconsin court case that specifically addresses this issue, the generally held view is that there is no Wisconsin statutory provision that provides school districts, directly or by reasonable implication, the power to raise and spend money for political / promotional purposes. This view is consistent with court decisions from other states whose school district statutes resemble Wisconsin's. *See e.g., Stanson v. Mott*, 561 P.2d 1 (Cal. 1976); *Citizens to Protect Pub. Funds v. Bd. of Educ.*, 98 A.2d 673 (N.J. 1953).¹ It is also consistent with Wisconsin's "public purpose doctrine," which holds that expenditures may be made only for public purposes, as determined by the legislature and embodied in the statutes. *See, e.g., Town of Beloit v. Rock County*, 259 Wis. 2d 37 (2003) (general discussion of doctrine); *Davis v. Grover*, 166 Wis. 2d 501 (1992) (same).

¹ *See also Rees v. Carlisle*, 113 Haw. 446 (2007); *Carter v. City of Las Cruces*, 121 N.M. 280 (Ct. App. 1996); *Palm Beach County v. Hudspeth*, 540 So. 2d 147 (Fla. Dist. Ct. App. 1989); 2000 Ariz. AG 19; 1996; N.Y. Op. Att'y Gen. 34.

B. Permissible Use of District Funds for Informational Materials

In contrast to promotional materials, Wisconsin school districts may spend district funds to prepare and disseminate informational materials that inform the electorate of pertinent facts. This rule is established by many of the same cases that prohibit spending district funds for promotional materials. *See, e.g., Citizens*, 98 A.2d at 676 (the statutes "plainly embrace making reasonable expenditures for the purpose of giving voters relevant facts to aid them in reaching an informed decision" with respect to a bond referendum); *see also Rees v. Carlisle*, 113 Haw. 446, 454 (2007) (same). In Wisconsin, a long-standing Attorney General opinion further supports the conclusion that school districts may use district funds to produce informational materials. *See* Attorney General Opinion 60-79 (May 30, 1979).

C. Distinguishing Promotional Materials from Informational Materials

Because informational materials are permissible, but political / promotional materials are not, it is important to understand where the line between the two exists. The distinction is made not by defining what is or is not informational, but by defining what is impermissibly political / promotional. In particular, the cases which hold that public bodies have exceeded their authority by creating and disseminating promotional materials limit what constitutes prohibited promotional materials to those containing "express advocacy."² Express advocacy is language containing specific words such as: "vote for," "elect," "support," "cast your ballot for," "Smith for Congress," "vote against," "defeat," "reject," or the equivalent. *See Buckley v. Valeo*, 424 U.S. 1, 44, fn. 52 (1976).

Wisconsin courts have adhered to *Buckley's* definition of express advocacy. In the leading case, *Government Accountability Board v. Wisconsin Manufacturers & Commerce*, 227 Wis. 2d 650 (1999), the Wisconsin Supreme Court stated that "any standard of express advocacy must be consistent with *Buckley* in order to avoid invalidation on grounds of vagueness or overbreadth." *Id.* at 670. An issue in *Wisconsin Manufacturers & Commerce* was whether express advocacy could be defined not just by the actual language used in a communication, but by the context in which the communication was made – including the proximity in time of the communication to an election, the underlying intent of the communication, the effect of the communication, the audience, and the geographical area in which the communication is disseminated.

The Court rejected this context-based approach in light of the pertinent Wisconsin Statutes and regulations because those statutes and regulations do not define express advocacy based on context. Instead, the pertinent law in Wisconsin mirrors *Buckley*. Just as in *Buckley*, the Wisconsin

² By defining the point at which public bodies' implied statutory authority ends as the point at which express advocacy begins, the courts have drawn from a long line of First Amendment campaign finance cases holding that only communications containing express advocacy may be restricted. *See Buckley v. Valeo*, 424 U.S. 1, 43 (1976). The *Buckley* Court explained: "[T]o clearly mark the boundary between permissible and impermissible speech," the scope of communications that may be regulated must be "limited to communications that include explicit words of advocacy of election or defeat . . ." *Id.*

Statutes limit the scope of regulated communications to those that expressly advocate and contain terms such as: "vote for," "elect," "support," "cast your ballot for," "Smith for (an elected office)," "vote against," "defeat," "reject," "cast your ballot against," or the equivalent. Wis. Stats. §11.0101(11).

II. Applicable Law Regarding the Role of Board Members and the Administration

A. Board Members May Speak Freely in Favor of or Against the Referendum

Although there is no specific law regarding the role of Board members, it is our view that they may speak freely in favor of or against the referendum. Board members may also form and participate in citizens committees and may engage in other activities to promote or oppose the referendum, so long as they follow the applicable laws (such as campaign finance laws or, if applicable, Wisconsin's Open Meetings Law) and do not spend district funds or use district resources.

Unlike administrators (discussed below), Board members are not district employees and hence do not use paid time when they speak in favor of or against the referendum. Further, because the Statutes require Board members to vote whether to call for the referendum, speaking in favor of or against a referendum is consistent with Board member's responsibilities. More generally, there is nothing associated with Board member service that would justify restricting Board members' First Amendment speech rights.

B. More Limited Role for District Administration

As compared to the Board's role, the role of the administration is more limited. As employees who are paid with district funds, administrators should be careful not to engage in promotional activities during the course of the normal work day. Although there is no Wisconsin case on point, the general rule is supported by courts in other jurisdictions that have considered this issue. *See, e.g., Rees*, 113 Haw. 446, 453 fn. 5 (2007).

While administrators should not engage in promotional activities during working hours, they may serve as sources of information. Administrators may speak at civic meetings, provide informational materials, and answer questions about the referendum, whether or not during working hours. The cases that restrict administrators' promotional activities support this distinction. *See id.* at 454 (government official may publicly comment on referenda and provide information, but may not advocate using public support).³

³ The *Rees* court made this distinction clear: "The problem in this case is that [the government official's] conduct went far beyond providing information to the public on how the [local government] can be improved; he became a partisan advocate leading a battle campaign using public funds and other resources to tell voters how to vote." *Id.*

III. District Interaction with Referendum "Committees"

It has become more and more common for citizen groups to form in order to support or oppose referenda. These groups are commonly referred to as "Yes" groups and "No" groups. The Statutes define such a group as "an entity that satisfies all of the following:

- It either (i) has the major purpose of making expenditures to support or defeat a referendum as specified in the entity's organizational or governing documents, bylaws, resolutions or registration statements; or (ii) uses more than 50 percent of its total spending in a 12-month period on expenditures made to support or defeat a referendum.⁴
- It is organized by any person, other than an individual, or by any permanent or temporary combination of two or more persons unrelated by marriage.
- It does not receive contributions or make disbursements or contributions for the purpose of influencing or attempting to influence a candidate's nomination or election." Wis. Stats. § 11.0101(28).

A. General Separation Between Referendum Committees and the District

Referendum committees are separate from the District and the School Board. Although referendum committees must comply with the provisions of Chapter 11 of the Statutes governing campaign finance, the District is not responsible for advising such groups or ensuring their compliance. We encourage the District to direct referendum committees that raise questions to the Ethics Commission. The Ethics Commission provides useful resource materials, both in hard copy and on its web site.

B. District's Responsibilities Regarding Referendum Committees

Although the District is not responsible for advising referendum committees, it is responsible for collecting their registrations and disclosure reports, for making necessary forms available, and for keeping track of filings and delinquencies.

District Clerk Acts as Filing Officer. Under the Statutes, the District Clerk is designated to act as the "filing officer" for referenda. Wis. Stats. § 11.0102(1)(g). Referendum committees are required to file pertinent filings with the District Clerk. Those filings consist of a registration statement and, where applicable, ongoing disclosure reports. Hence, the District Clerk should be familiar with the basic registration and reporting rules set forth in the paragraphs that follow.

⁴ Total spending for this purpose does not include a referendum committee's fundraising or administrative expenses.

Registration Statement. A referendum committee must register if it makes or accepts contributions, makes disbursements, or incurs obligations for the purpose of influencing a referendum vote in an aggregate amount in excess of \$10,000 in a calendar year. The registration must be filed within 10 business days of receipt of contributions in excess of \$10,000, and before making any disbursements or incurring any obligations exceeding that amount for the calendar year.

Ongoing Disclosure Reports. A referendum committee that accepts or makes contributions, makes disbursements, or incurs obligations in excess of \$10,000 is required to file ongoing disclosure reports.⁵

Other Related Duties of the District Clerk as Filing Officer. Section 11.0102(3) of the Statutes sets forth additional duties of the District Clerk as filing officer. In particular, the District Clerk is required to:

- (i) Obtain filing forms and manuals and furnish them without cost to those required to file (§§ 11.0102(3)(a), (c)) (as noted above, the proper forms are available from the Ethics Commission, and are posted at <http://ethics.wi.gov>);
- (ii) Develop a filing, coding and cross-indexing system, maintain an electronic system with a current list of all reports and statements received by or pertaining to the committee, and make filings available for public inspection and copying at cost and commencing not later than the end of the second day following the day during which each report or statement is received (§§ 11.0102(3)(b), (g), (h), (i));
- (iii) Provide copies of manuals and election laws to persons other than those listed in (i) above, at cost (§ 11.0102(3)(d));
- (iv) Determine whether each report or statement required to be filed has been filed in the form and by the time prescribed by law, and whether it conforms to the requirements of Chapter 11 of the Wisconsin Statutes. The Clerk shall immediately send to the committee, if it is delinquent in filing or was not filed in the proper form, a notice that the committee has failed to comply with Chapter 11 of the Wisconsin Statutes (§ 11.0102(3)(j));

⁵ Registered committees that expect to not exceed \$2,000 in contributions, disbursements or obligations in a calendar year beyond the year of initial registration may file an amended registration statement, thereby suspending the requirement imposed upon the committee to file continuing reports. Wis. Stats. §§ 11.0802, 11.0804 and 11.0104.

Mr. Randy Guttenberg
May 31, 2022
Page 6

- (v) Notify the Ethics Commission, in writing, of any facts within the filing officer's knowledge or evidence in the officer's possession, including errors or discrepancies in reports or statements and delinquencies in filing which may be grounds for civil action or criminal prosecution (§ 11.0102(3)(e)) (note, however, that this provision does not imply that the District Clerk has the power or duty to affirmatively investigate); and
- (vi) Keep a list of delinquent filers and make it available for public inspection, and send delinquent filers notice when they fail to file or file improperly (§ 11.0102(3)(f)).

IV. Conclusion

We hope that this information is helpful to you. We understand that this background information will not address every question that may arise as you prepare for the referendum. If you have any questions, please do not hesitate to contact either Jeffrey D. Peelen, an attorney in our Public Finance Group who has extensive experience with campaign practices at (414) 277-5773 or me at (414) 277-5641 at any time.

Sincerely,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:TNA:ama

cc: Mr. Steve Summers (via email)
Ms. Rebecca McDonough (via email)
Mr. David Groose (via email)
Ms. Taryn Alvin (via email)



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

REFERENDUM 2022⁵³

WORKING TOGETHER for a STRONG FUTURE



Agenda

- Why now?
- Planning Process
- Our Proposed Solution
- Costs and Tax Impact
- Learn More
- Questions?



Points of Pride



600+ Staff
15 Average Years of Experience
27 Current/Past Kohl Fellowship Winners
12 Teachers with National Board Certification



4,426 Students
6 Schools
8 4K Partner Sites



97% + Graduation Rate
67% + HS students with 3.0+ GPA
30 + National Merit Scholar finalists



Five Star Report Card
High Academic Standards
13 AP Courses
23 + Average ACT Score⁵⁵

Why Now?



Accommodate
Enrollment
Growth



Improve
Learning
Environments



Address
Capital
Maintenance

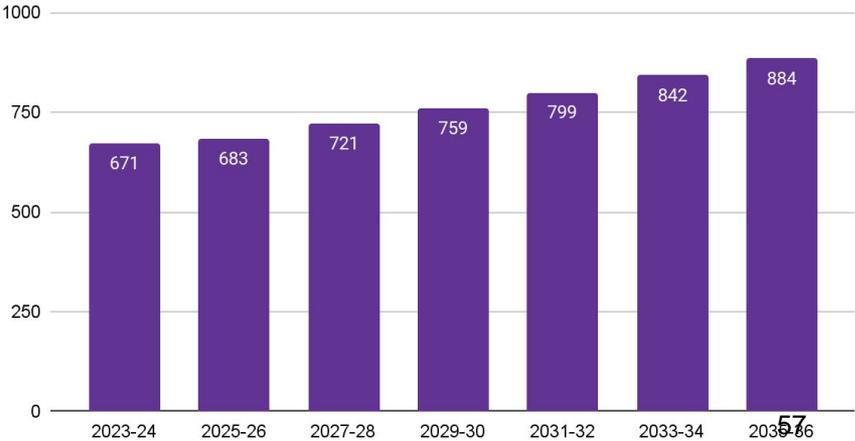


Increase
Operational
Funding

Why Now? Enrollment Growth

- The Waunakee Community Middle School is at capacity today.
- An independent consultant projects **1,375** additional WCSD student by 2035.

Projected Middle School Enrollment



Why Now? Modern Learning Spaces

- Heritage Elementary dates back to 1936 and has had 13 additions/remodels.
- Waunakee students learn in portable trailers - 4 temporary classrooms at Waunakee Community Middle School.
- Waunakee is a destination district and modern facilities support our curricular and co-curricular programming.

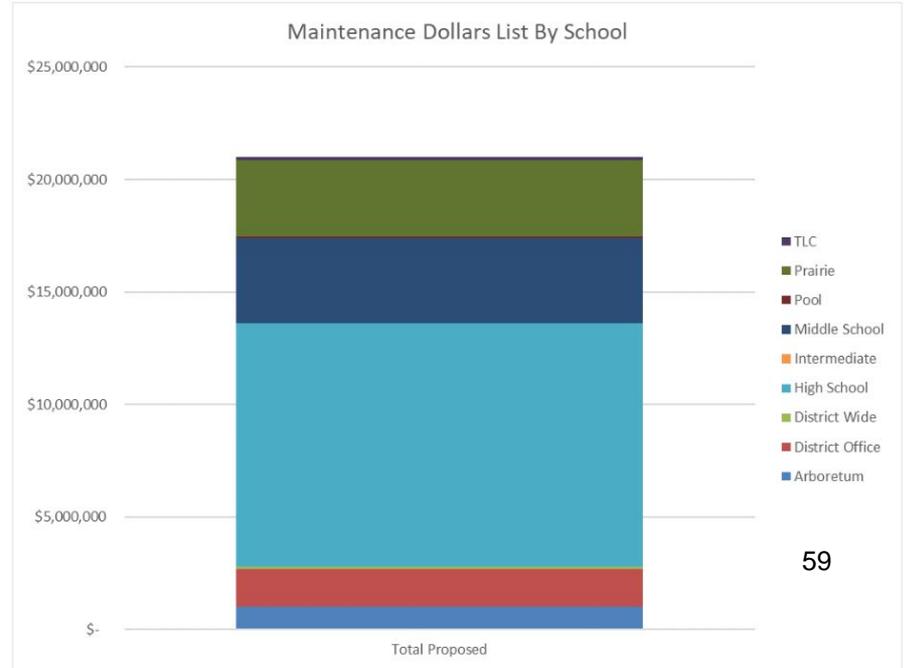
Heritage
Elementary
School



58
Waunakee
Intermediate
School

Why Now? Capital Maintenance

- WCSD faces \$27,000,000 in capital maintenance over the next 5 years.
- Over \$6,000,000 of these capital maintenance costs are at Heritage Elementary.
- Old, inefficient building system cause taxpayers additional operational expenses.



Why Now? Operations

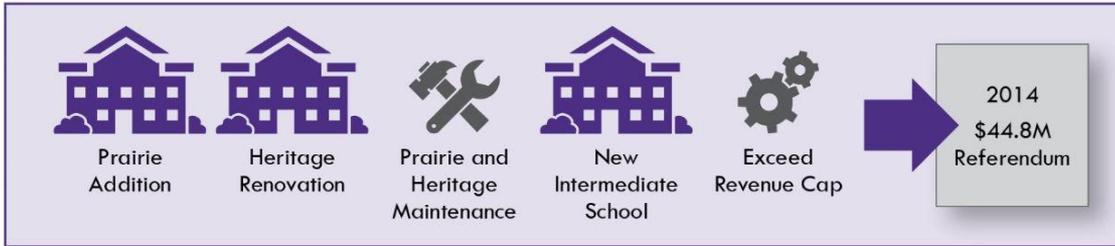
- WCSD is a responsible manager of taxpayer funds.
- Even with continued student growth, state funding formula, inflation and other factors are causing financial challenges.
- The labor market for teachers and staff is much more competitive.
- Maintaining our high academic and programmatic standards is top priority.



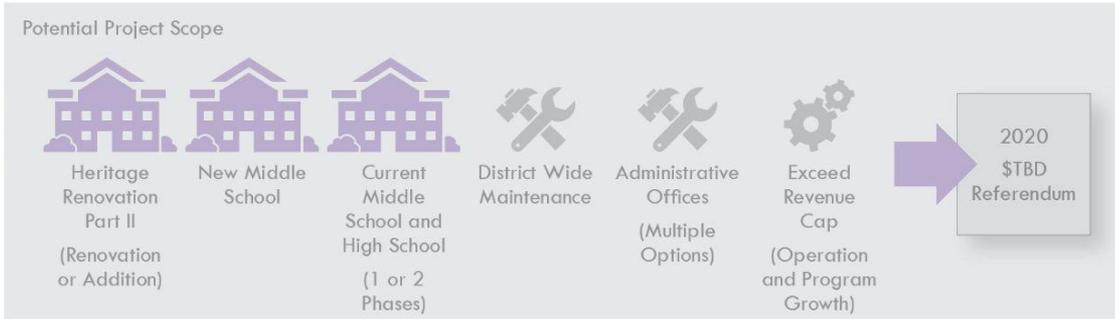
Our Process

Phase 1 (Complete) ➔ Phase 2 (In-Process) ➔ Phase 3 (Future)

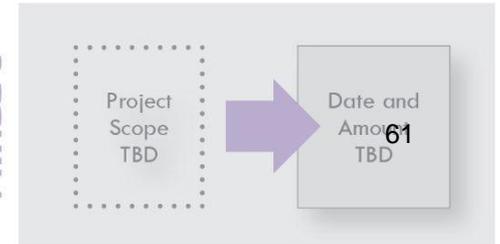
PHASE 1



PHASE 2



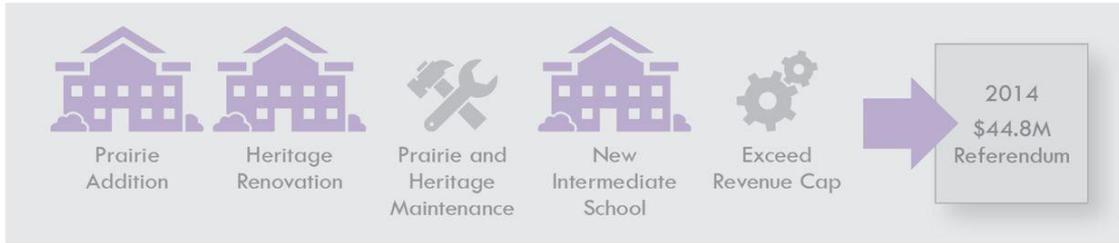
PHASE 3



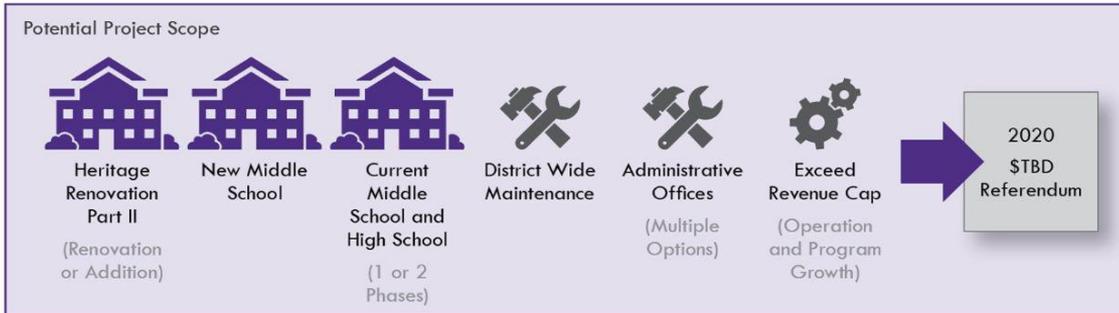
Our Process

Phase 1 (Complete) ➔ **Phase 2 (In-Process)** ➔ Phase 3 (Future)

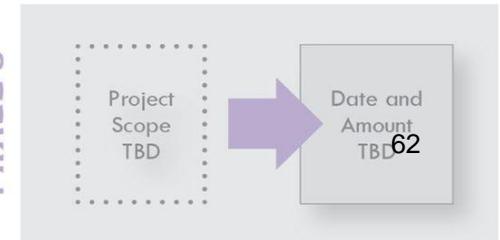
PHASE 1



PHASE 2



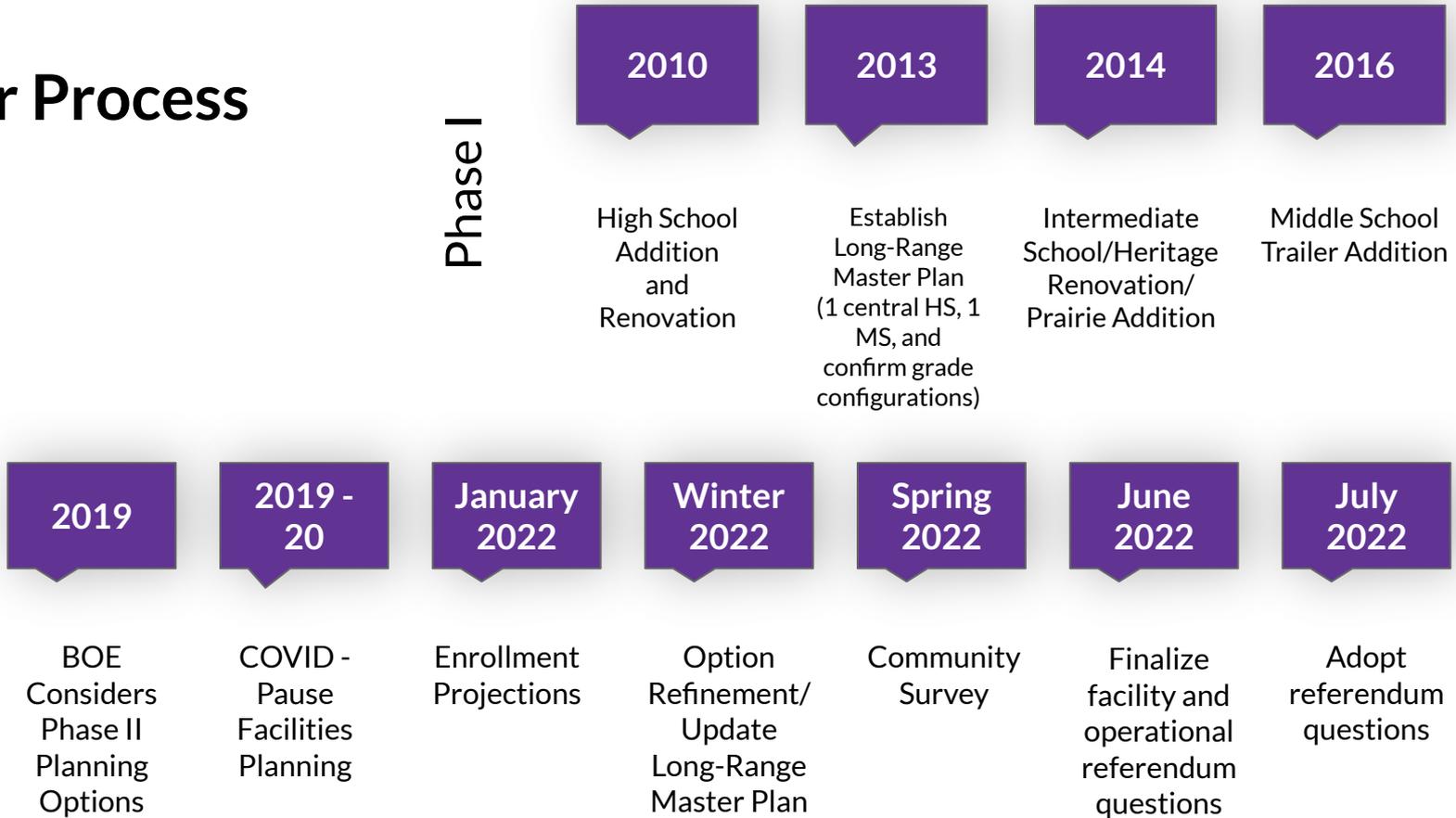
PHASE 3



Our Process

Phase II

Phase I



Our Process - What has changed?

- 2013 Long-Range Plan
 - Focus on 1 High School, 1 Middle School, and confirmed grade configurations
- 2014 included minor renovations at Heritage Elementary, with intent for future major renovations
- Phase II evaluated, including alternate options developed for Heritage Elementary (do we replace or remodel Heritage?)
 - How much does it cost to remodel?
 - Do we build a new Heritage Elementary?
 - Where should Heritage Elementary be located?

Proposed Solution: Question 1 (Facilities) \$175 million

- New Heritage Elementary School
- New Middle School
- Additional projects, including:
 - Technical Education areas at High School (Innovation Center and welding shops and labs)
 - Small Auditorium at High School
 - Warrior Stadium bleacher extension
 - Family Restroom near the Aquatic Center at the High School
 - Teaching and Learning Center (TLC) renovations
 - Large Group Instructional Area at the High School
 - LMTC/Library furniture at High School
 - Renovations at Bethel Circle



Accommodate
Enrollment
Growth



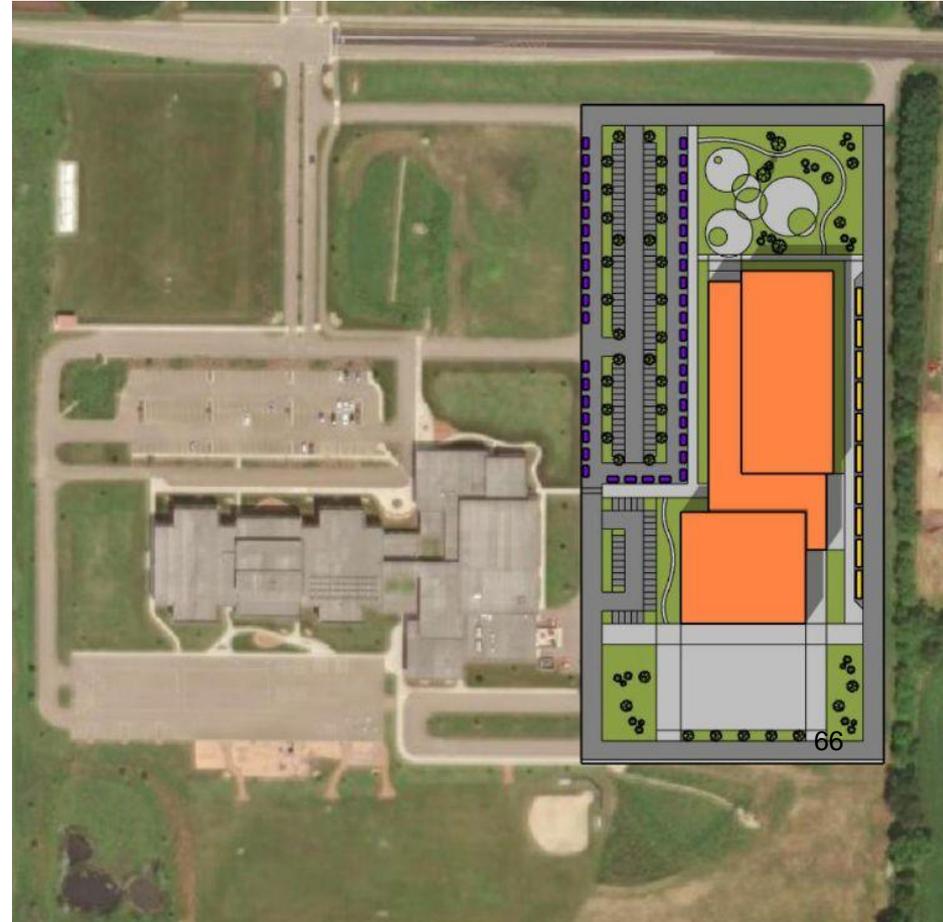
Improve
Learning
Environments



Address
Capital
Maintenance

Heritage Elementary School

- Conceptual image
- Adjacent to Intermediate School
- 6 sections per grade level
- Student capacity of approximately 700 students
- No immediate change in attendance zones upon completion
- Likely completed by Fall 2024



Waunakee Community Middle School

- Conceptual image
- To be located on Heritage site
- 16 core classrooms per grade level
- Student capacity of approximately 900 students
- Expandable to 1,000 students
- Full-size football field
- Maintains existing 300-meter track
- Likely completed by Fall 2026



Proposed Solution: Question 2 (Operational) Phased \$6 million, 3-year non-recurring referendum

- Increase in day-to-day operational funding
- Funding for:
 - Attracting and retaining quality staff
 - Costs associated with new construction
 - Maintaining existing programs as the Federal funding support for COVID-19 is phased out



Phasing of Question 2: Operations

- Phased three-year, \$6 million operating referendum

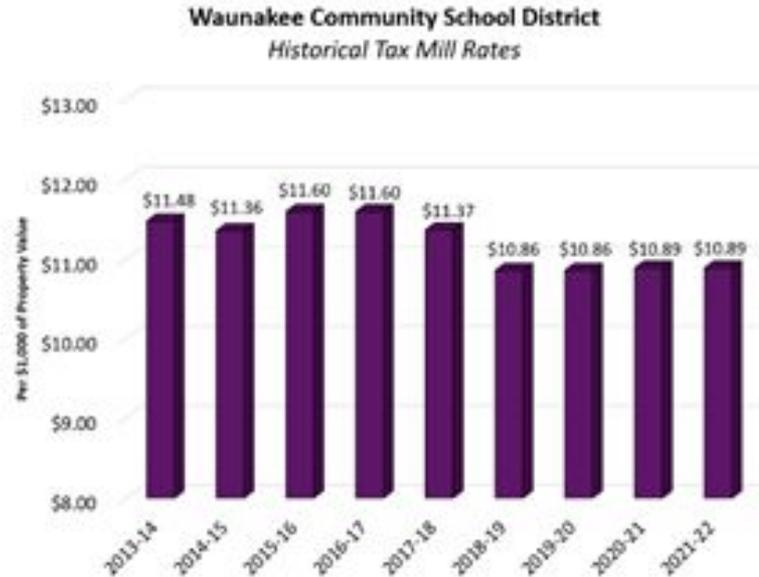


\$1M 2022-23 +
additional \$2M
2023-24
= \$3M

\$3M 2023-24+
additional \$3M
2024-25
= \$6M

Financials

The School Board has a goal for a consistent property tax rate across school years.



Financials - How is a consistent tax rate accomplished?

1. The School Board is able to utilize a combination of financial strategies to accomplish a consistent tax rate. Examples include:
 - a. Paying down existing debt early, which results in interest cost savings for taxpayers.
 - b. Taking advantage of low interest rates when issuing new debt.
 - c. Issuing new debt across multiple fiscal years which spreads out the cost over a longer period of time.
2. A consistent tax rate may still result in school property tax levy changes over time because of property tax shifts between municipalities, within municipalities, property value changes, and school levy credit changes.

2022-23 PROPOSED PROPERTY TAX LEVY*		
FUNDS	GENERAL FUND (FUND 10)	\$23,921,473.00
	REFERENDUM DEBT SERVICE FUND (FUND 39)	\$14,239,582.00
	COMMUNITY SERVICE FUND (FUND 80)	\$394,500.00
	TOTAL SCHOOL LEVY	\$38,555,555.00
	TAX RATE	10.89*
	DEBT REPAYMENT	\$6,877,451.00

IF BOTH REFERENDUM QUESTIONS ARE APPROVED

GENERAL FUND	\$24,921,473
REFERENDUM DEBT SERVICE FUND	\$13,239,582
COMMUNITY SERVICE FUND	\$394,500
TOTAL SCHOOL LEVY	\$38,555,555
TAX RATE	10.89*
DEBT REPAYMENT	\$0

IF BOTH REFERENDUM QUESTIONS ARE NOT APPROVED

GENERAL FUND	\$23,921,473
REFERENDUM DEBT SERVICE FUND	\$14,239,582
COMMUNITY SERVICE FUND	\$394,500
TOTAL SCHOOL LEVY	\$38,555,555
TAX RATE	10.89*
DEBT REPAYMENT	\$6,877,451

LEVY & TAX RATE
REMAIN THE SAME
\$38,555,555.00
10.89

*The Board of Education is required by law to modify the proposed tax levy on October 24, 2022 to reflect the September 2022 student enrollment counts and the October 15th final State equalization aid from the Department of Public Institution.

The tax rate is based on an estimated 5% increase in property values. Increases in property values above 5% may result in a decrease to the tax rate.

WILL THE REFERENDUM QUESTIONS CHANGE THE PROPERTY TAX LEVY FOR 2022-23?

These referendum questions **DO NOT** change the grand total of the property tax levy for the 2022-23 school year.

WHY IS THERE NO IMPACT ON THE TAX LEVY?

The Waunakee Community School District has a long-term financial goal of a consistent tax rate across fiscal years. This goal can be achieved by balancing financial strategies such as paying down debt to save interest costs, refinancing debt, issuing new debt if approved through referendum, and increasing operational property taxes if approved through referendum. These strategies have allowed the School Board to approve a consistent tax rate for the last 4 years, and to propose referendum questions that maintain this consistent tax rate in 2022-23. The tax rate is based on an estimated 5% increase in property values. Increases in property values above 5% may result in decreases to the tax rate.



Where Can I Learn More?

Phone: (608) 849-2000

Website: www.waunakee.k12.wi.us

Email: wcsd_fall2022referendum@waunakee.k12.wi.us

Upcoming Events:

- Community Engagement Session (In-Person) - Wednesday, September 21 at 6:30 p.m. (High School PAC)
- Staff/Community Engagement Session (Zoom Webinar) - Wednesday, September 14 at 6:00 p.m.
- Open House and Tours - Heritage Elementary on Tuesday, October 4 at 6:00 p.m.
- Open House and Tours - Waunakee Community Middle School on Thursday, October 13 at 5:30 p.m.
- Parent/Family - Prairie PTO (Tuesday, Oct. 18 at 6:30 p.m.) and High School Parent Advisory (Monday, Sept. 26 at 6:00 p.m. via Zoom)
- Municipalities Board Meetings - Village of Waunakee (Sept. 19 at 6:00 p.m.), Town of Springfield (Sept. 20 at 7:00 p.m.), Town of Dane (Oct. 3 at 6:30 p.m.), Town of Westport (Sept. 19 at 7:00 p.m.), Middleton (Oct. 18 at 7:30 p.m.), and Town of Vienna (Oct. 3 at 7:00 p.m.)



Questions?



REFERENDUM 2022

WORKING **TOGETHER** for a **STRONG** FUTURE



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

FREQUENTLY ASKED QUESTIONS

Fall 2022 Referendum

Updated 09/08/22

1. What is a referendum?

A referendum is a vote on a policy or financial question referred to the general electorate by a government body, including a school board. Wisconsin school districts are permitted to seek two primary types of referendum questions:

- Districts use facilities referenda to seek voter approval to incur debt to pay for school construction and capital maintenance projects.
- An operational referendum is sought by a district that needs voter approval to set a tax levy in excess of the state-imposed revenue limit to pay for operational expenses like academic programming, student services, and other day-to-day operating costs. Operational referenda can either be recurring (increased levy authority is ongoing) or non-recurring (increased levy authority sunsets at some point in the future, as specified in the referendum language.)

2. What does the term “levy” mean?

Levy - (*verb*) To impose taxes or special assessments. (*noun*) The total of taxes or special assessments imposed by a governmental unit.

3. What will be on the ballot on Tuesday, November 8th?

Click [here](#) to preview the ballot for Tuesday, November 8, 2022. (Sample Ballot)

4. What is the revenue limit?

The revenue limit is a fundamental principle in Wisconsin school finance. Passed into law in 1993-94, the revenue limit uses a complex formula to determine the total amount of revenue that can be raised through general state aid and property taxes.

Please visit the Wisconsin Department of Public Instruction (DPI) [website](#) for more information.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

5. How has the revenue limit challenged school district operations?

Annual changes to the revenue limit may occur in a variety of ways, but most notably through a per-pupil change. For years, school districts could rely on predictable annual increases to the revenue limit, making budget planning easier. However, in recent years, year-over-year changes to the revenue limit have been much less predictable.

The state's revenue limits have resulted in school districts like the WCSD requesting operating referendums to exceed the revenue cap for day-to-day expenses.

6. Can a school district place a facilities referendum and an operating referendum on the same ballot?

Yes. Wisconsin school districts are permitted to ask two referendum questions per calendar year. These two questions can be during the same election or during different election dates.

7. Why is the WCSD exploring a possible facilities referendum?

The WCSD is guided by a long-term facilities plan and is continually monitoring its needs. Three significant challenges have led the WCSD with decisions.

- a. Middle School Capacity - The WCSD's enrollment is growing. This growth is projected to continue to grow well into the future. Middle school enrollment is projected to exceed capacity by 2023-24. The Middle School is already operating with 4 portable classrooms and core spaces such as the cafeteria are crowded under current conditions.
- b. Renovate or Replace Heritage - Heritage Elementary School is in need of significant renovations or replacement. The capital maintenance needs (electrical improvements, heating and cooling upgrades, plumbing system updates, etc) at Heritage are approximately \$5.9 million alone. Renovations are difficult and costly due to the patchwork of additions placed on the aging building over the years. The School Board has selected the option to replace Heritage Elementary School in this referendum plan.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

- c. Maintenance/Remodeling - The district has a long-term capital maintenance plan that identifies the required investments to our existing facilities. In addition, targeted remodeling at the Waunakee Community High School allows the district to continue investing in the programs available to students at the High School. The Bethel Circle Administrative Building also requires an investment to provide for the administrative space necessary to manage a growing student enrollment. Projects include renovating Technical Education areas at the High School (Innovation Center and welding shops and labs), Family Restroom near the Aquatic Center at the High School, Teaching and Learning Center (TLC) renovations, Small Auditorium at the High School, Large Group instructional area at the High School, LMTC/Library furniture at High School, Warrior Stadium bleacher extension, and renovations at Bethel Circle.

8. What are enrollment projections?

The WCSD contracts with an independent, third party expert with a background in urban planning and demographics to study student enrollment trends. As part of this process, we examine student enrollment, birth rates, housing starts, and other data. We also engage with area developers and municipal planners to identify areas of future development. We use this information to create enrollment projections for each building in the WCSD. You can view the most recent report [here](#) and a summary report [here](#).

9. What is capacity?

Capacity is a calculation of how many students the WCSD's buildings can functionally support. Important factors in determining a school's capacity are the district's class size policy and the mix of classrooms in each building.

10. How is enrollment growth impacting the district?

Enrollment is projected to grow steadily in the WCSD. Middle School enrollment is projected to increase by 22.5% over the next 10 years. By 2031-32, the Middle School is expected to be 136 students over capacity.

The elementary level is also expected to grow quickly over the next decade or more. By 2031, the elementary level is expected to be 286 students over capacity



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

and 438 students over by 2035-36. The WCSD is closely watching its long-term needs at the elementary level.

11. How do enrollment and capacity relate?

Facilities planners can review capacity data and enrollment projections and anticipate when a district will need additional space. In the WCSD, it is clear that the Middle School is near capacity today and will be over capacity in the near future.

12. If a referendum is passed, what will happen to the existing middle school?

If the community supports the construction of a new middle school, the existing middle school will serve multiple functions. Academic programming for high school students will be housed in the middle school, as will other programs currently housed in the Teaching and Learning Center (small building between the High School and the Old Library building). Over the long term, as enrollment at Waunakee Community High School grows, the existing Middle School could be converted to a secondary high school campus. The existing middle school and high school are co-located on the same site.

13. Why is WCSD exploring a possible operational referendum?

The state-imposed revenue limits (see questions #4-5) mean that the WCSD isn't able to generate enough revenue to provide student services, and academic programs and provide staff salaries to remain competitive in the teacher labor market.

The WCSD believes these services are important to the success and well-being of our students and staff. We also believe retaining top-quality staff is foundational to the WCSD's success.

In order to provide these and other services, the WCSD needs voter approval through an operational referendum to increase its operational levy.

14. How have staff and community members been involved in the planning process?

Waunakee Community School District established a long-term master plan in 2013. This focused on 1 central High School, 1 Middle School, and to confirm grade



WAUNAKEE COMMUNITY SCHOOL DISTRICT

configurations. The year 2014 included a new Intermediate School, Heritage Elementary renovations, and Prairie Elementary additions. In 2016, there was an addition of a Middle School trailer to accommodate student growth.

In 2019, the BOE and WCSD considered phase II of the facilities planning. The district paused its planning in 2020 and much of 2021. More intensive planning restarted again in late 2021.

Throughout the planning process, the district has sought to keep staff and the community informed and engaged. A community-wide engagement session on the facilities planning process was held on January 31, 2022.

Various staff webinars and communications have sought to keep our employees engaged in the planning process.

Most importantly, our stakeholders had an opportunity to weigh in on critical planning questions via a *community-wide survey* sent in April of 2022. Feedback from the survey was critical to guiding the future direction of the referendum. Click [here](#) to view the spring 2022 survey results.

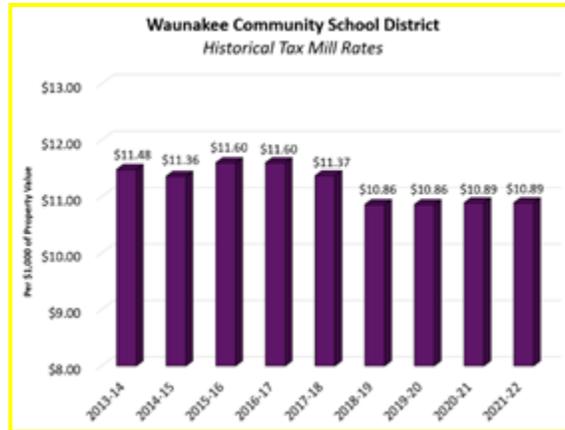
15. What is tax rate consistency?

Tax rate consistency is simply the practice of holding a taxing authority's tax rate steady over time. The WCSD School Board has approved a consistent tax rate for the last 4 fiscal years, and will continue this practice for the 2022-23 fiscal year. For example, a consistent tax rate of 10.86-10.89 remained unchanged since 2017-2018.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT



16. Will the referendum impact the WCSD's goal of tax rate consistency?

No. The financing plan developed by the WCSD and its financial advisors will allow the District to:

- Issue new debt to carry out its facilities plan (if the capital referendum question is approved by the public).
- Increase the educational fund revenue limit to fund: recruitment and retention of quality staff, operate expanded square footage of facilities, and maintain existing programs and services when the federal funding expires (if the operational referendum question is approved by the public).
- Pay down existing debt (if one or both of the referendum questions is not approved by the public).
- Maintain a consistent tax rate.

17. How will the district achieve its goal of tax rate consistency?

The WCSD has engaged in a number of financial management strategies to both save taxpayers money and prepare to position the district to maintain its goal of a consistent tax rate.

For example, the WCSD used taxpayer funds to pay off debt early, saving interest costs. It is important to note that the district did not use funds that could otherwise have been used for classroom or student services to do so.

In addition, the district has been saving taxpayer money by using a strategy called debt defeasance to pre-pay debt. If passed, debt defeasance payments can be



WAUNAKEE COMMUNITY SCHOOL DISTRICT

applied to referendum debt payments to help implement the goal of the tax rate consistency.

The long-term trend of strong year-over-year property values (equalized value) within the WCSD is also an important factor in helping to maintain the goal of a consistent tax rate.

18. Will the property tax levy for 2022-23 change based on the results of the referendum questions?

No, the total property tax levy approved by the School Board in October of 2022 may not change based on the results of the referendum questions. Please see the example below of the currently approved tax levy for 2022-23 and the tax levy if the referendum questions are approved. Click [here](#) to view the enlarged graphic.

2022-23 PROPOSED PROPERTY TAX LEVY*		
FUNDS	GENERAL FUND (FUND 10)	\$23,921,473.00
	REFERENDUM DEBT SERVICE FUND (FUND 39)	\$14,239,582.00
	COMMUNITY SERVICE FUND (FUND 80)	\$394,500.00
	TOTAL SCHOOL LEVY	\$38,555,555.00
	TAX RATE	10.89*
	DEBT REPAYMENT	\$6,877,451.00

IF BOTH REFERENDUM QUESTIONS ARE APPROVED

GENERAL FUND	\$24,921,473
REFERENDUM DEBT SERVICE FUND	\$13,239,582
COMMUNITY SERVICE FUND	\$394,500
TOTAL SCHOOL LEVY	\$38,555,555
TAX RATE	10.89*
DEBT REPAYMENT	\$0

IF BOTH REFERENDUM QUESTIONS ARE NOT APPROVED

GENERAL FUND	\$23,921,473
REFERENDUM DEBT SERVICE FUND	\$14,239,582
COMMUNITY SERVICE FUND	\$394,500
TOTAL SCHOOL LEVY	\$38,555,555
TAX RATE	10.89*
DEBT REPAYMENT	\$6,877,451

**LEVY & TAX RATE
REMAIN THE SAME**
\$38,555,555.00
10.89

*The Board of Education is required by law to modify the proposed tax levy on October 24, 2022 to reflect the September 2022 student enrollment counts and the October 15th final State equalization aid from the Department of Public Instruction.

The tax rate is based on an estimated 5% increase in property values. Increases in property values above 5% may result in changes to the tax rate.

WILL THE REFERENDUM QUESTIONS CHANGE THE PROPERTY TAX LEVY FOR 2022-23?

These referendum questions **DO NOT** change the grand total of the property tax levy for the 2022-23 school year.

WHY IS THERE NO IMPACT ON THE TAX LEVY?

The Waunakee Community School District has a long-term financial goal of a consistent tax rate across fiscal years. This goal can be achieved by balancing financial strategies such as paying down debt to save interest costs, refinancing debt, issuing new debt if approved through referendum, and increasing operational property taxes if approved through referendum. These strategies have allowed the School Board to approve a consistent tax rate for the last 4 years, and to propose referendum questions that maintain this consistent tax rate in 2022-23. The tax rate is based on an estimated 5% increase in property values. Increases in property values above 5% may result in changes to the tax rate.



19. What is debt defeasance?

Debt defeasance is similar to pre-paying your home mortgage or car loan.

Defeasance is a provision that allows a borrower (such as a school district) to void a



WAUNAKEE COMMUNITY SCHOOL DISTRICT

bond without incurring penalties by setting aside cash sufficient to service the debt represented by that bond.

20. What conclusions can be drawn from the community-wide survey?

In April, the District sent a survey to every household in the district. Over 2,500 responses were returned. Respondents indicated:

- 85% of respondents would definitely support or probably support a “tax neutral” referendum at \$10.89 per \$1,000 of equalized property value.
- Over 50% of respondents prefer the Middle School be constructed at the Heritage Elementary site. Another 20% of respondents do not have a preferred location.
- The survey indicated strong community support to fund the day-to-day operating needs of the district.

21. Would a new Middle School fit on the current Heritage site?

Yes. A new Middle School can be constructed at the current Heritage Elementary site without disturbing the current track and fields in the back of the school. The new school will also be similarly set-back from South Street. Prior to constructing the new middle school, the existing Heritage Elementary would need to be torn down. This means that a new Heritage Elementary would need to be in place prior to beginning the construction of the new middle school.

22. If a new middle school is built at the Heritage site, where would Heritage go?

A new Heritage Elementary would be constructed at the current Intermediate School site, adjacent to the Intermediate School.

23. If a new Middle School were placed at the Heritage site, how would construction be phased?

Under this scenario, the first step would be to construct a new Heritage Elementary co-located with the Intermediate School. The new Heritage Elementary would likely be ready for occupancy by the Fall of 2024.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

After the old Heritage site is cleared, construction would begin on the new middle school, likely by Fall of 2024. The new Middle School would be ready for occupancy by Fall of 2026.

24. Where can I vote?

Locate your polling place by visiting the link: [Find My Polling Place](#)

25. How do I register to vote?

Please visit this [website](#) to learn more about the registration process.

26. Do I need a photo ID to vote?

Yes. More information can be found here about acceptable photo IDs:
<https://myvote.wi.gov/en-us/PhotoIDRequired>

27. How do I request an absentee ballot?

More information can be found here about requesting an absentee ballot:
<https://myvote.wi.gov>

28. How can I learn more about the possible November 8th, 2022 referendum?

The district is committed to ensuring voters have the information to make an informed decision. There are several opportunities to learn more about the referendum:

- Visit the [website](#) for more information
- Staff and family email communication
- Watch your mail for more information
- Contact us at: wcsd_fall2022referendum@waunakee.k12.wi.us
- Preview video series on our website
- Attend an Open House, Tour, Community Engagement Session
- Schedule a meeting with our Referendum team
- Attend a Zoom referendum information night webinar

Timeline for Communication Tuesday, November 8 Referendum

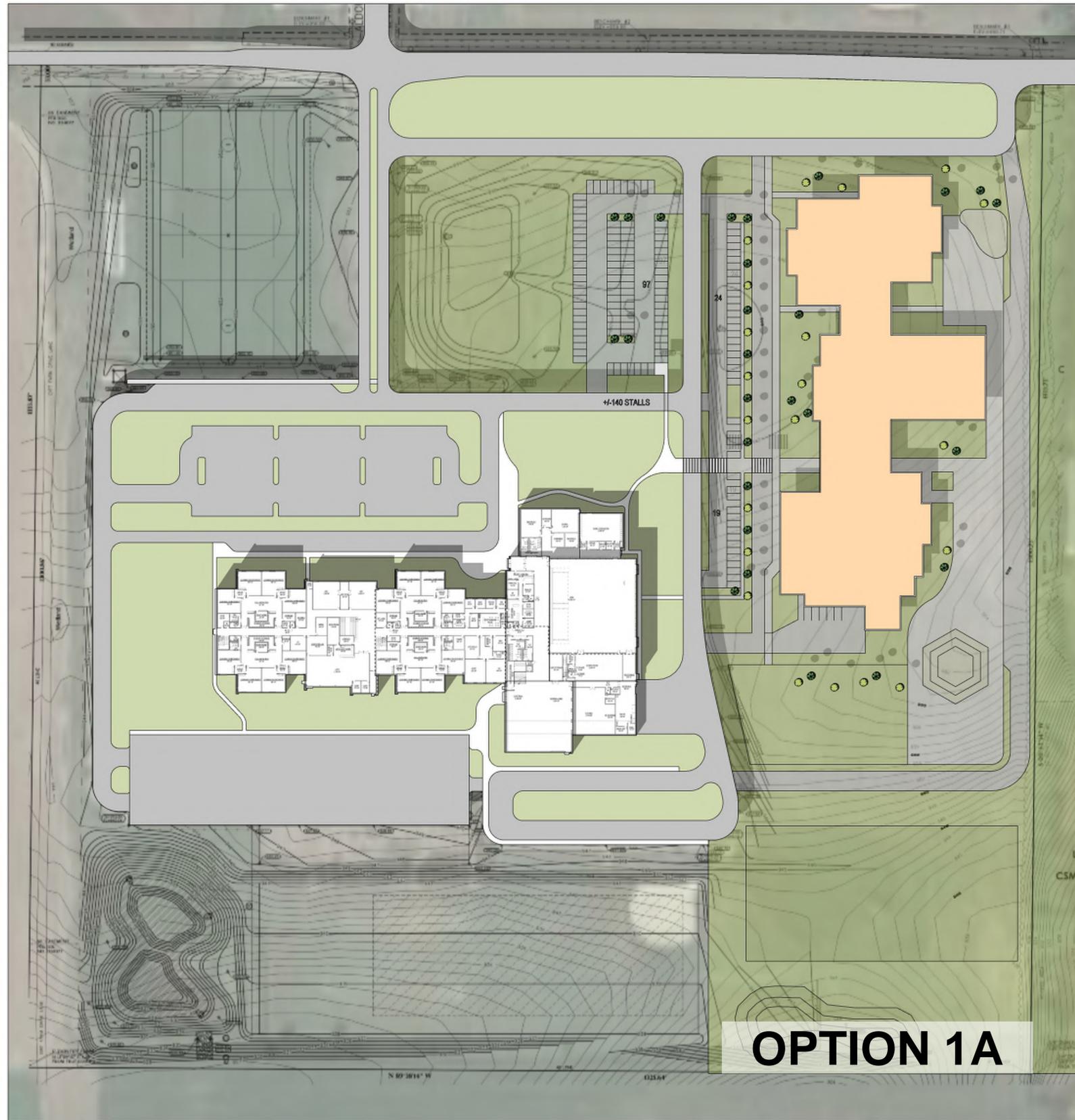
Updated 9/08/22

Date	Project	Details	Completed/Notes
August 22, 2022	Board of Education Discussion and Approval of Referendum Questions	<ul style="list-style-type: none"> ● Finalize referendum ● Adopt resolutions 	<ul style="list-style-type: none"> ● Resolutions approved
August 23, 2022	Public Communications Efforts	<ul style="list-style-type: none"> ● Share Board Update with staff and community ● Postcard to community of approved questions (Minutemen) 	<ul style="list-style-type: none"> ● Sent communication BOE Update to Staff/Families 8/23
August 29, 2022	Public Communications Effort	<ul style="list-style-type: none"> ● Budget Committee ● Postcard to print/mail with Minutemen 	<ul style="list-style-type: none"> ● Adjusted wording on postcard to send to Vogel/Minutemen ● Sept. 1 or 2 - printed/mailed
August 2022	Communication Plan	<ul style="list-style-type: none"> ● Develop timeline draft ● Develop key messages ● Define community engagement approach ● Develop communication plan for staff and families ● Develop talking points for Board of Education members ● Work with vendors for community postcard/flyer creation ● Frequently Asked Questions completed and posted on website ● Schedule meeting with Amy Johnson, video production ● Share referendum email address: wcsd_fall2022referendum@wauakee.k12.wi.us 	

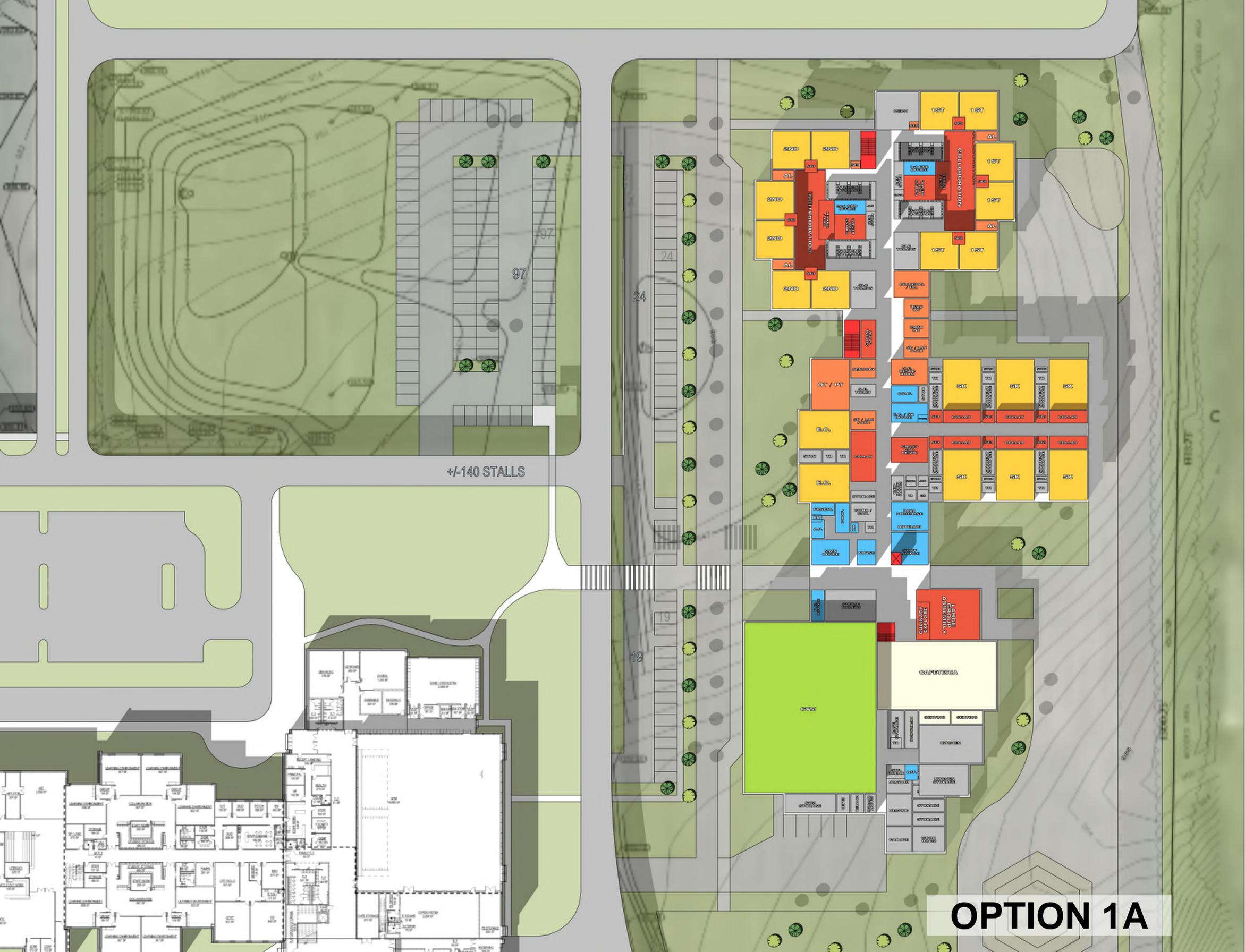
<p>September and October 2022</p>	<p>Public Information Efforts</p>	<ul style="list-style-type: none"> ● Webinar Community/Staff Engagement - Zoom <ul style="list-style-type: none"> ○ Wednesday, September 14 at 6:00 p.m. ● In-person Community/Staff Engagement Session <ul style="list-style-type: none"> ○ Wednesday, September 21 at 6:30 p.m. at High School PAC ● In-person Open House/Tours events held at Heritage and Waunakee Community Middle School <ul style="list-style-type: none"> ○ Heritage on Tuesday, October 4 at 6:00 p.m. ○ Middle School on Thursday, October 13 at 5:30 p.m. ● Staff Open Hours at Buildings <ul style="list-style-type: none"> ○ Bethel Thursday, October 6 at 1:15 p.m. - 1:45 p.m. (BOE Room) ○ Arboretum Wednesday, October 5 at 11:10 a.m. - 12:00 p.m. (Library) ○ Heritage Thursday, October 6 at 3:00 p.m. - 3:30 p.m. (LGA) ○ Prairie Monday, October 3 at 3:00 p.m. - 3:30 p.m. (LGI) ○ Intermediate Wednesday, October 5 at 7:30 a.m. - 8:00 a.m. (Art Room) ○ Middle School Monday, October 3 at 3:45 p.m. - 4:15 p.m. (LMTC) ○ High School Monday, October 3 at 7:30 a.m. - 8:00 a.m. (PAC) 	
-----------------------------------	-----------------------------------	--	--

		<ul style="list-style-type: none"> ● Municipalities Board Meetings <ul style="list-style-type: none"> ○ Village of Waunakee Monday, September 19 6-6:30 p.m. ○ Town of Springfield Tuesday, September 20 7:00 p.m. ○ Town of Dane Monday, October 3 at 6:30 p.m. ○ Town of Westport Monday, September 19 7:00 p.m. ○ Middleton Tuesday, October 18 7:30 p.m. ○ Town of Vienna Monday, October 3 7:00 p.m. ● Attend PTO/Parent Advisory Meetings <ul style="list-style-type: none"> ○ Heritage Monday, October 17 at 6:00 p.m. (LGA) ○ Prairie Tuesday, October 18 at LMTC at 6:30 p.m. ○ High School Monday, September 26 at 6:00 - 7:15 p.m. via Zoom ● Senior Center Reached out - need to schedule ● Lion's Club <ul style="list-style-type: none"> ○ October 3 at 12:00 p.m. at Rex's ○ October 19 at 5:00 p.m. at Rex's ● Chamber of Commerce/Executive Board <ul style="list-style-type: none"> ○ Tuesday, September 13 at 8:00 a.m. ● Rotary Meeting <ul style="list-style-type: none"> ○ October 6 at 12:00 p.m. 	
September	Board of Education	<ul style="list-style-type: none"> ● Share communication plan and 	

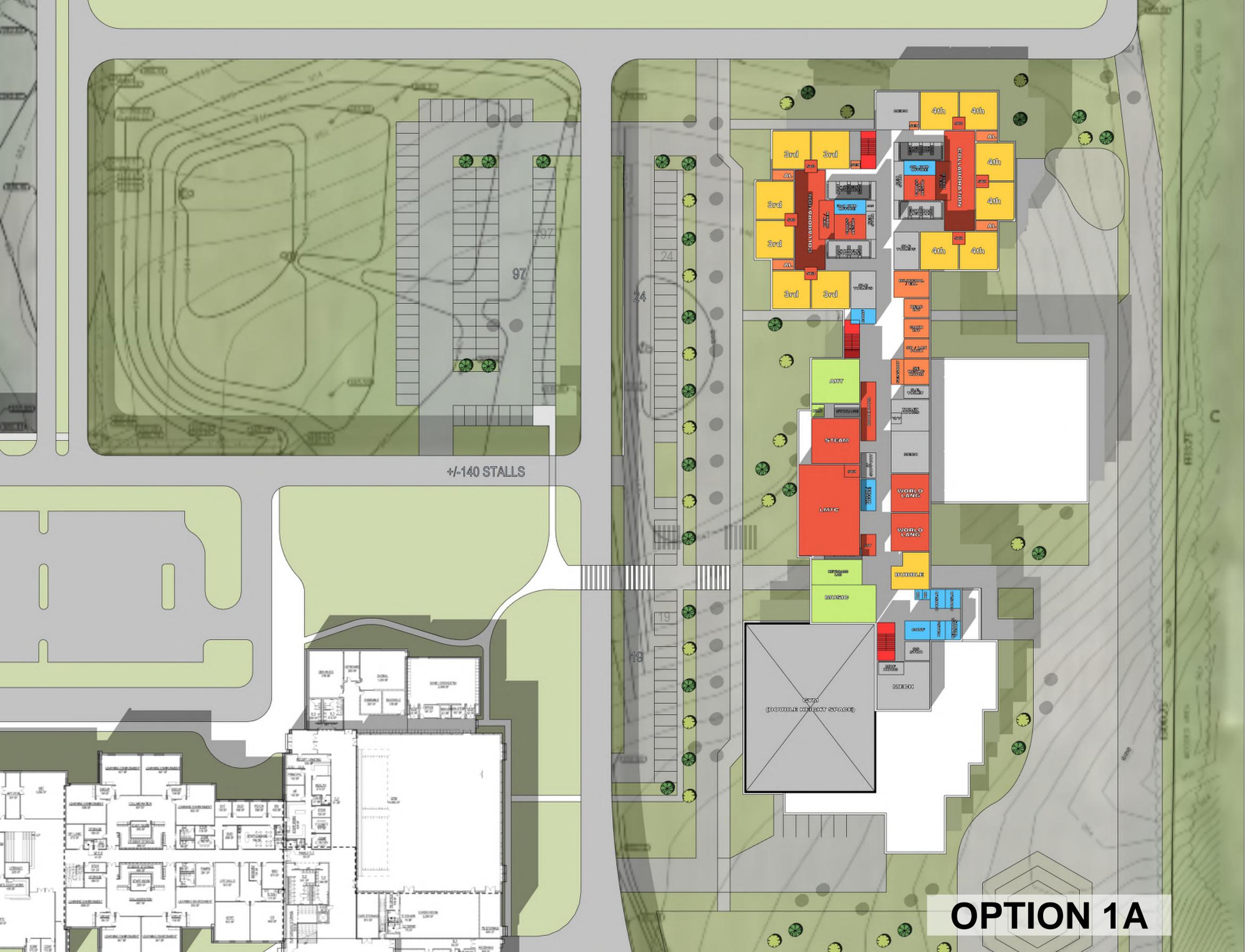
12, 2022	Meeting	timeline	
September 13, 2022	Public Information Efforts	<ul style="list-style-type: none"> ● E-mail Board Update to staff and families 	
October 2022	Public Information Efforts	<ul style="list-style-type: none"> ● E-mail communication to staff and families ● Social Media campaign ● Video series (ballot introduction, why approach?, and what is it going to cost?) ● Poster Boards to Schools 	<ul style="list-style-type: none"> ● Emailed community with video #1 of date of xx ● Social Media <ul style="list-style-type: none"> ○ Date ○ Date ○ Date ● Email information to be shared in weekly newsletters
November 8, 2022	VOTE		



OPTION 1A

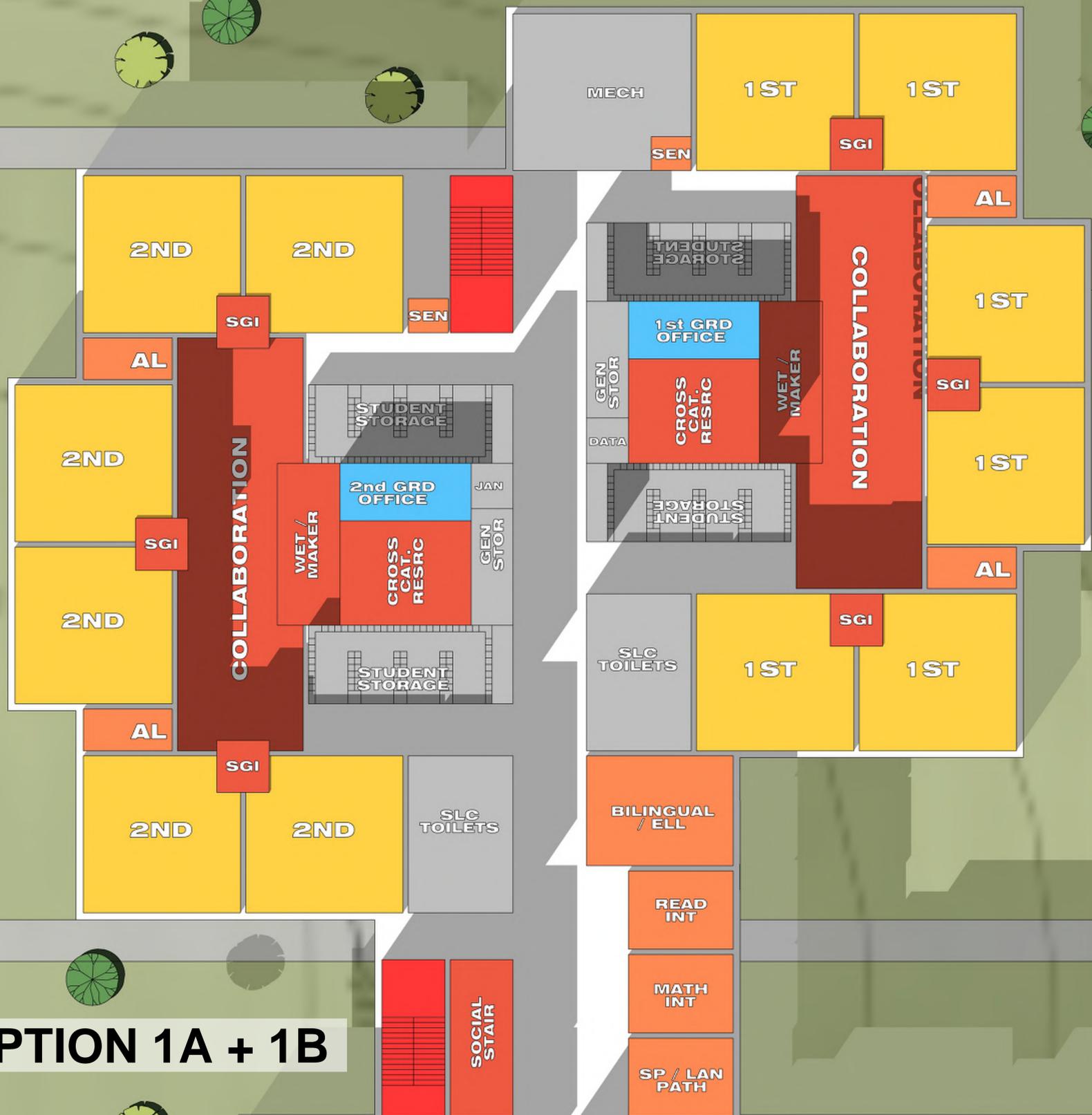


OPTION 1A



OPTION 1A

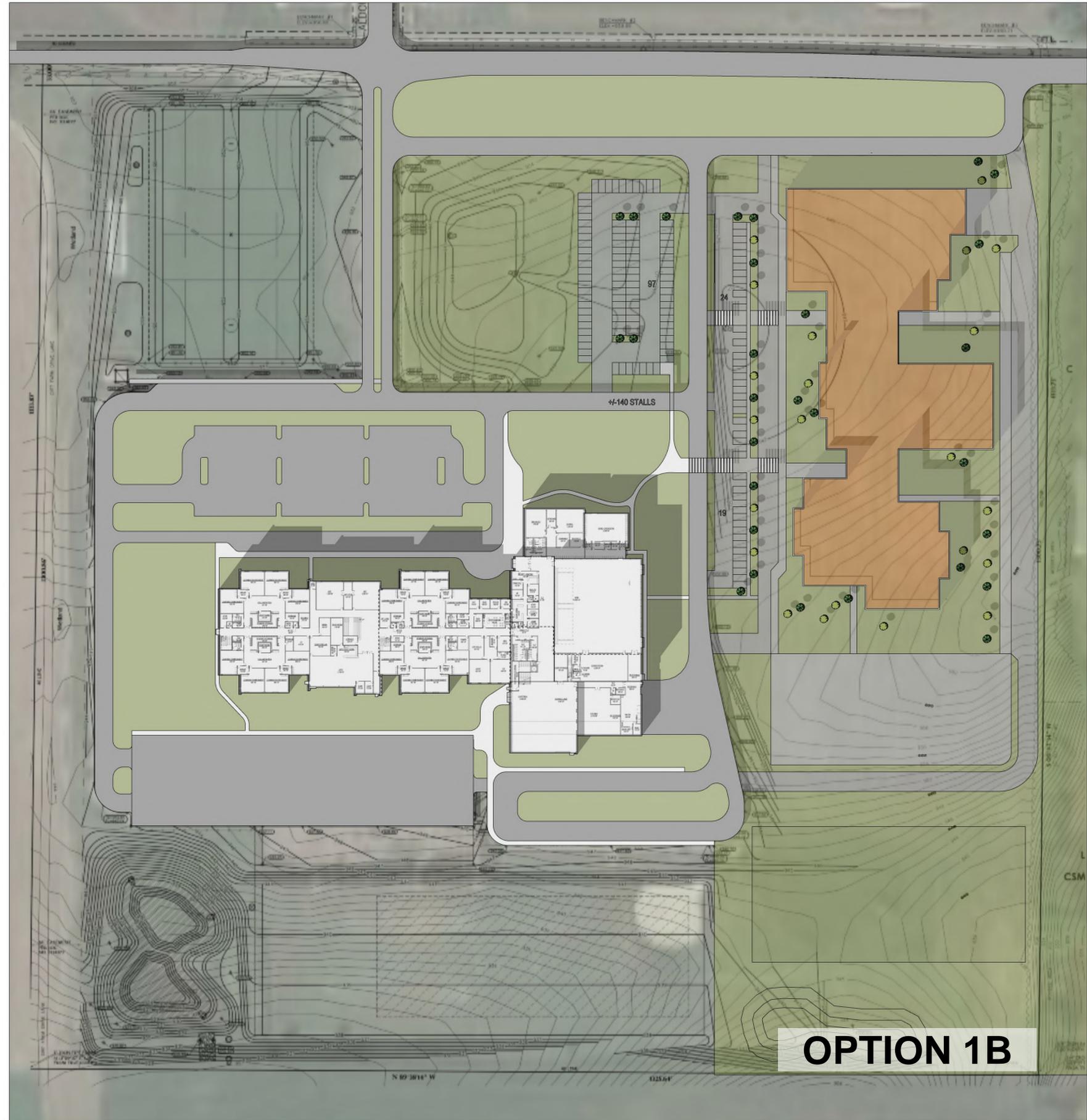
OPTION 1A + 1B



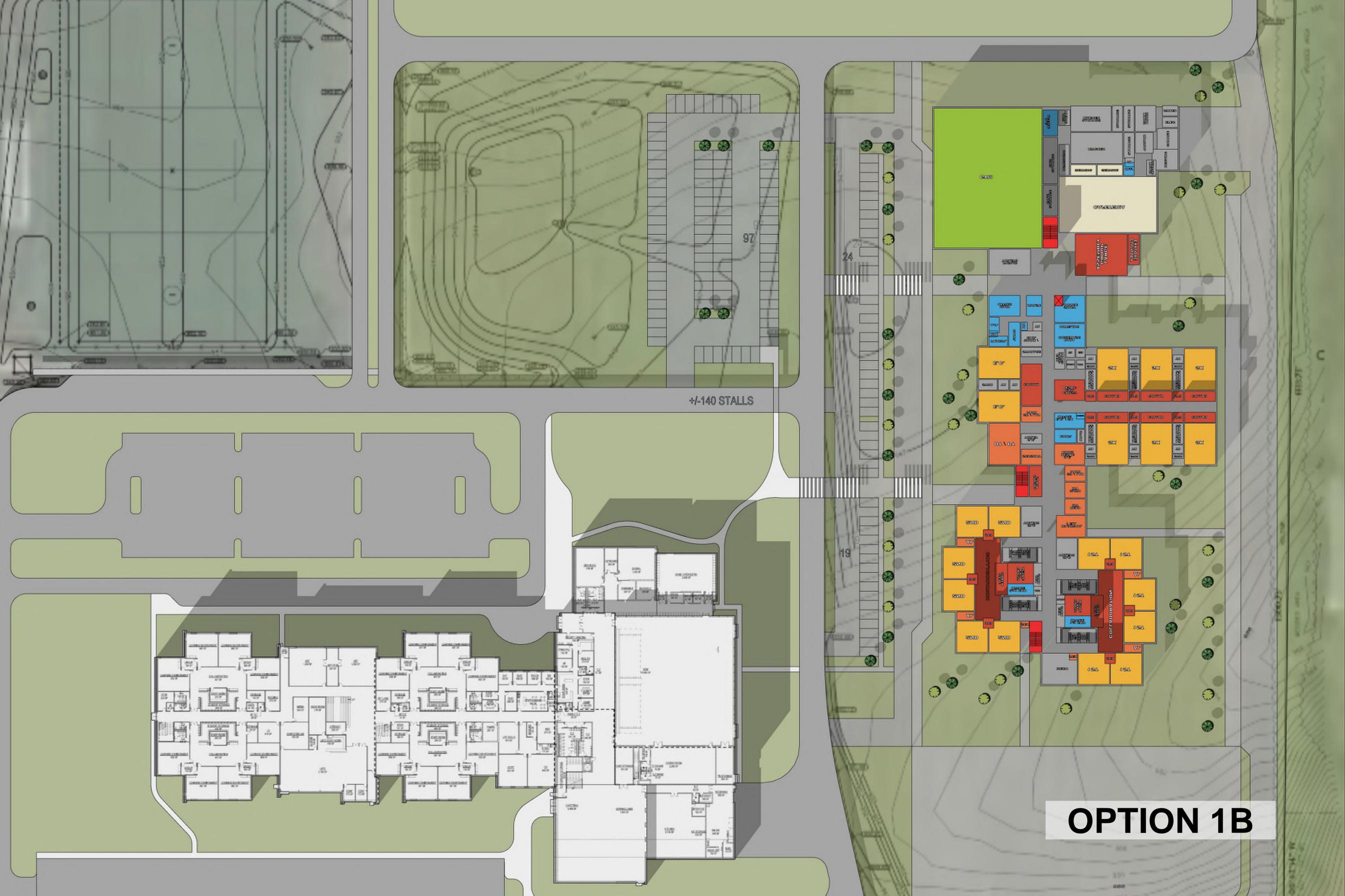
24

24

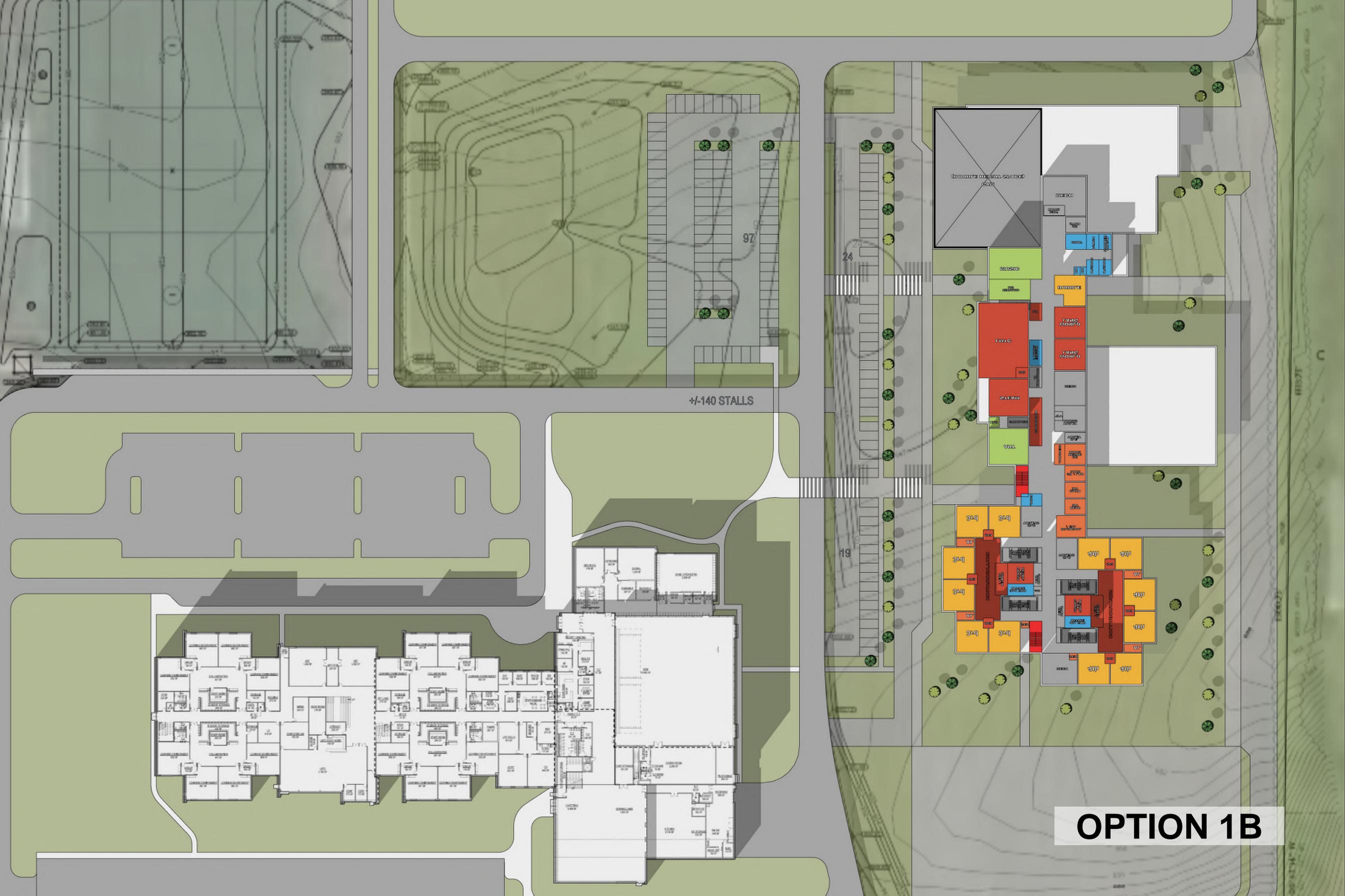
946



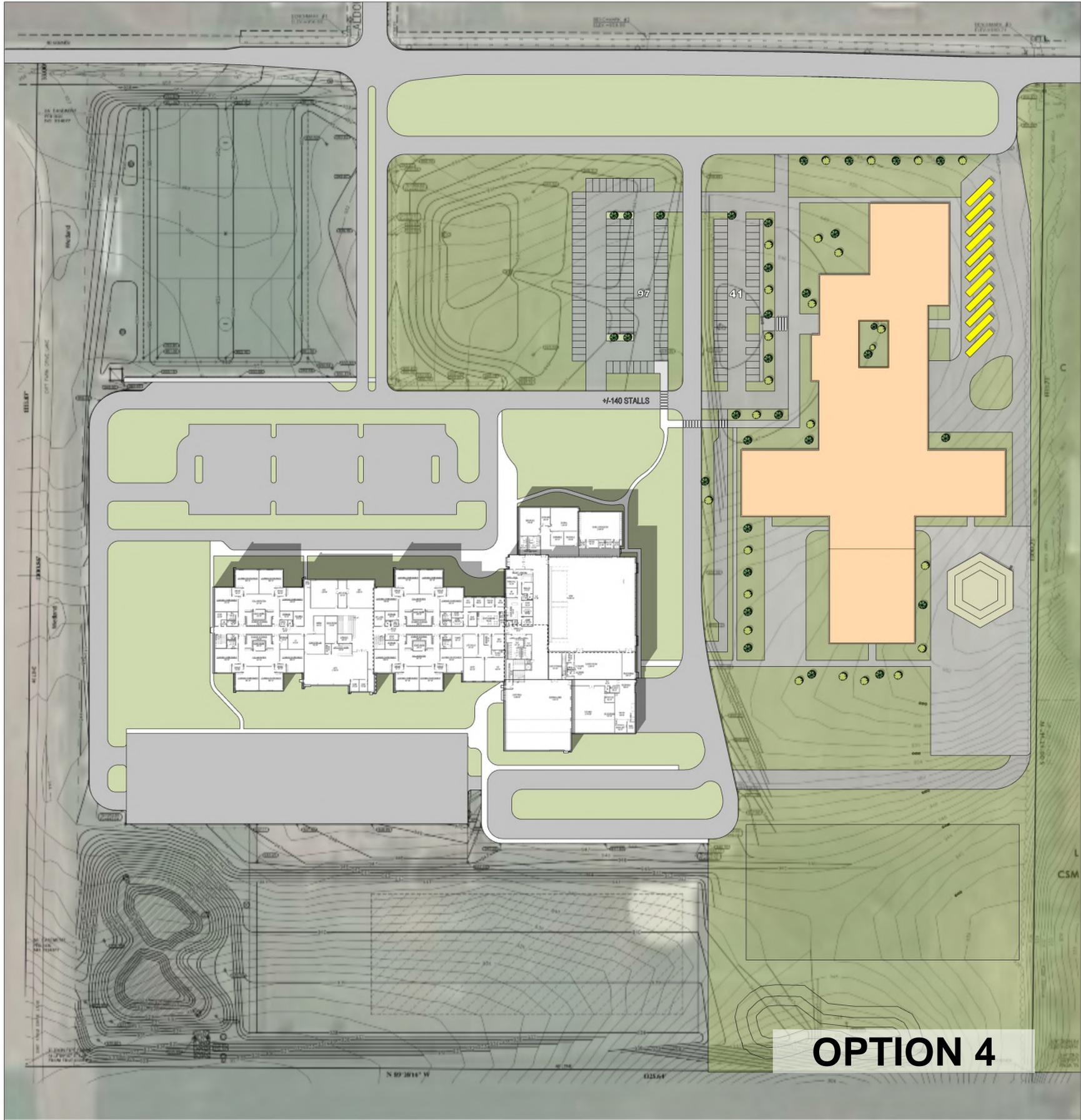
OPTION 1B



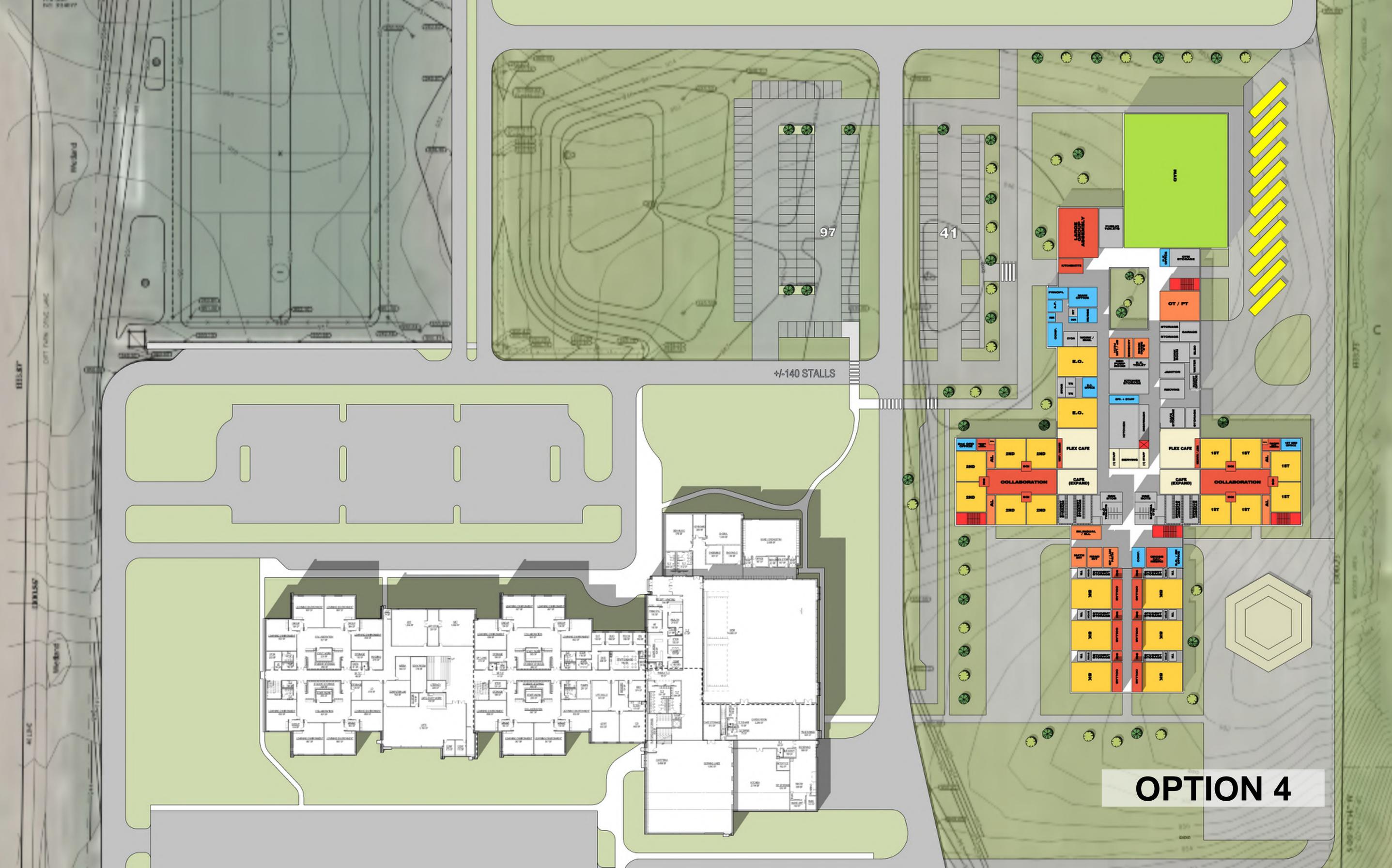
OPTION 1B



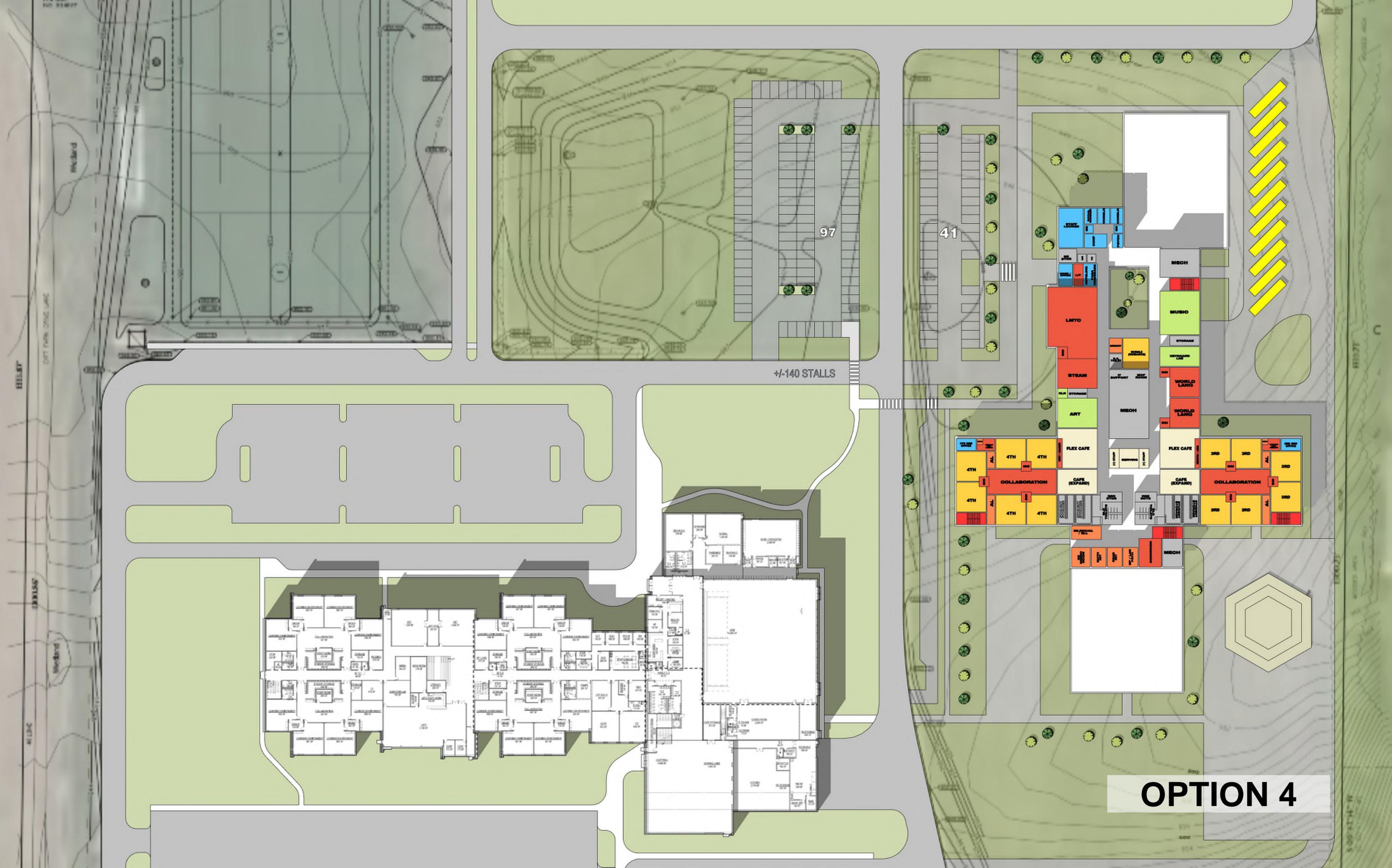
OPTION 1B



OPTION 4



OPTION 4



OPTION 4

**RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR
A TAXABLE TEMPORARY BORROWING
IN AN AMOUNT NOT TO EXCEED \$8,700,000
PURSUANT TO SECTION 67.12(8)(a)1, WIS. STATS.**

WHEREAS, the Waunakee Community School District, Dane County, Wisconsin (the "District"), is temporarily in need of funds in the amount not to exceed \$8,700,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year;

WHEREAS, school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money and issue tax and revenue anticipation promissory notes for such public purposes;

WHEREAS, the School Board deems it necessary and in the best interest of the District that funds be borrowed and tax and revenue anticipation promissory notes be issued pursuant to the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, in accordance with Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk, and the loan shall not extend beyond November 1 of the next school year;

WHEREAS, prior to the issuance of its taxable tax and revenue anticipation promissory notes, the District will have voted the tax for the operation and maintenance of the schools of the District for the current school year to be collected on the next tax roll;

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes;

WHEREAS, due to certain provisions of the Internal Revenue Code of 1986, as amended and regulations promulgated thereunder and their impact on other borrowing by the District, the School Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to issue the Notes (defined herein) on a taxable, rather than tax-exempt, basis;

WHEREAS, it is the finding of the School Board that it is in the best interest of the District to direct its financial advisor, PMA Securities, LLC, to take the steps necessary for the District to offer and sell the Notes (defined herein) at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the taxable tax and revenue anticipation promissory note(s) to the Purchaser(s) (defined below) in a timely manner, the School Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the Executive Director of Operations (the "Authorized Officer") of the District, the authority to accept on behalf of the District the bid from the purchaser(s) (the "Purchaser(s)") for the Note(s) that results in the lowest net interest cost for the Note(s) so long as the bid meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** For the purpose hereinabove set forth, there shall be borrowed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, the aggregate principal sum of not to exceed \$8,700,000. To the extent the District has a policy regarding borrowing with requirements that are not met with respect to this financing, such policy requirements are hereby waived.

2. **Terms of the Note(s); Parameters.** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Purchaser(s), as set forth below, for and on behalf of the District, its Taxable Tax and Revenue Anticipation Promissory Notes, Series 2022 (collectively, the "Note(s)") payable to the Purchaser(s) or its designee, in the denomination of \$100,000 or any integral multiple of \$5,000 in excess thereof, in the amount(s) and at a net interest cost which shall not exceed 4.50%.

The Note(s) shall be dated as of their date of issuance; shall bear interest from their dated date until paid; and shall mature on or before September 27, 2023. Interest on the Note(s) shall be paid at maturity.

3. **Redemption Provisions.** The Note(s) will **not** be prepayable prior to maturity.

4. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** So long as the Note(s), or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Note(s)) shall be and continues irrepealable. The District shall segregate in a special fund, tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Note(s) as the same becomes due. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note(s). If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (for example, deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

5. **Execution of the Note(s); Appointment of Acting Officers.** The Note(s) shall be executed on behalf of the District by the District President and District Clerk, or others authorized under Section 120.05, Wisconsin Statutes and herein to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Purchaser(s) upon payment to the District of the purchase price thereof, plus any accrued interest to the Closing. A facsimile signature of either of the officers may be imprinted on the Note(s) in lieu of the manual signature of such officer, but unless the District has contracted with a fiscal agent under Section 67.10(2), Wisconsin Statutes, at least one of the signatures shall be manual. In the event that any of the officers whose signatures appear on the Note(s) shall cease to be such officers before the delivery of the Note(s), such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints the Vice President to discharge the duties of the President and any one of the other School Board members to discharge the duties of the District Clerk as Acting District Clerk in connection with the issuance of the Note(s) in the event the President and/or the District Clerk are unable to discharge such duties due to disability or absence.

6. **Payment of the Note(s); Registered Form.** The Note(s) shall be payable in lawful money of the United States of America by the District Clerk or District Treasurer. If the term of the

Note(s) is more than one year, the Note(s) shall be issued in registered form as to principal and interest. The transfer of the Note(s) may be effected only by surrender of the old Note(s) and either the reissuance by the District of the old Note(s) to the new holder or the issuance by the District of new Note(s) to the new holder or through a book-entry system maintained by the District or its agent. The District hereby appoints the Purchaser(s), or the Purchaser(s)'s designee, as its agent(s) (the "Agent") for the purpose of maintaining a book-entry system to ensure that the Note(s) remain in registered form. The Agent is hereby directed to maintain a record of ownership that identifies all of the owners of interests in the Note(s).

7. **Resolution a Contract; Non-Impairment of Contract.** This Resolution constitutes a contract with the holders of the Note(s) made, in part, for the purpose of securing, and inducing investors to buy, the Note(s). The District will take no action with respect to such contract which would contravene provisions of the United States Constitution and the Constitution of the State of Wisconsin prohibiting the passage of laws impairing the obligations of contracts. In addition, the holder or holders of any of the Note(s) shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce his or their rights against the District, the School Board, and any and all officers thereof.

8. **Closing.** The appropriate officers and agents of the District are hereby directed and authorized to do all acts and execute and deliver all documents as may be necessary and convenient to effectuate the Closing.

9. **Official Statement.** The School Board hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

10. **Undertaking to Provide Continuing Disclosure.** This Section constitutes the written undertaking required by the Rule. This undertaking is intended for the benefit of the holders of the Note(s) and shall be enforceable by the Purchaser(s) on behalf of such holders (provided that the holders' and Purchaser(s)'s right to enforce the provisions of this undertaking shall be limited to a right to obtain specific performance of the District's obligations hereunder and any failure by the District to comply with the provisions of this undertaking shall not be an event of default with respect to the Note(s)). Capitalized terms used in this Section and not otherwise defined in this Resolution shall have the meanings assigned such terms in Exhibit B.

The District undertakes to provide Material Event Notices as provided in this Section. If a Material Event occurs while any Note(s) are outstanding, the District shall provide or cause to be provided a Material Event Notice in a timely manner not in excess of ten business days after the occurrence of the Material Event to the MSRB through the Electronic Municipal Market Access System available at www.emma.msrb.org in an electronic format prescribed by the MSRB. Each Material Event Notice shall be so captioned and shall prominently state the date, title and CUSIP numbers of the Note(s). Unless otherwise required by law and subject to technical and economic feasibility, the District shall

employ such methods of information transmission as shall be requested or recommended by the designated recipients of the District's information.

The District's continuing obligation hereunder to provide Material Event Notices shall terminate immediately once the Note(s) no longer are outstanding. This Section, or any provision hereof, shall be null and void in the event that the District delivers to the MSRB an opinion of nationally recognized bond counsel to the effect that those portions of the Rule which require this Section, or any such provision, are invalid, have been repealed retroactively or otherwise do not apply to the Note(s). This Section may be amended without the consent of the Noteholders, but only upon the delivery by the District to the MSRB of the proposed amendment and an opinion of nationally recognized bond counsel to the effect that such amendment, and giving effect thereto, will not adversely affect the compliance of this Section and by the District with the Rule.

11. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded September 12, 2022.

By:

Joan Ensign
District President

(SEAL)

And:

Judith Engebretson
District Clerk

EXHIBIT A

APPROVING CERTIFICATE

CERTIFICATE OF AUTHORIZED OFFICER APPROVING DETAILS OF
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTES

The undersigned hereby certifies that:

1. On September 12, 2022, the School Board of the Waunakee Community School District (the "District") adopted a resolution (the "Resolution") authorizing the issuance and sale of up to \$8,700,000 Taxable Tax and Revenue Anticipation Promissory Notes, Series 2022 of the District (the "Notes") to a purchaser upon certain terms and conditions, subject to my approval.

2. On the date hereof, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Schedule I-A and incorporated herein by this reference (the "Bid Tabulation"). The bid proposal attached hereto as Schedule I-B and incorporated herein by this reference (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation (the "Purchaser") fully complies with the bid requirements set forth in the Official Notice of Sale. PMA Securities, LLC recommends the District accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

3. The Notes shall be issued in the aggregate principal amount of \$_____ which is not more than \$8,700,000, shall mature on September 27, 2023 and shall bear interest at the rate per annum as set forth in the Proposal attached hereto, which results in a net interest cost of ___%, which does not exceed 4.50% as required by the Resolution.

4. The Preliminary Official Statement heretofore delivered to the Purchaser is deemed "final" as of the date of such delivery for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

5. I am the Authorized Officer, as defined in the Resolution, authorized to execute and deliver this Approving Certificate, constituting my approval of the principal amount and other details of the Notes, in satisfaction of the conditions set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate pursuant to the authority granted to me by the Resolution on _____, 2022.

Steve Summers
Executive Director of Operations

SCHEDULE I-A TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE I-B TO APPROVING CERTIFICATE

Proposal

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY

EXHIBIT B

The following are the definitions of the capitalized terms used in Section 10 of the Resolution and not otherwise defined in the Resolution:

1. "Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

2. "Material Event" as defined in the Rule means any of the following events with respect to the Note(s):

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults, if material;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements reflecting financial difficulties;
- e. Substitution of credit or liquidity providers, or their failure to perform;
- f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- g. Modifications to rights of security holders, if material;
- h. Note calls, if material, and tender offers;
- i. Defeasances;
- j. Release, substitution, or sale of property securing repayment of the securities, if material;
- k. Rating changes;
- l. Bankruptcy, insolvency, receivership or similar event of the District;
- m. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subsection 2.1. above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District;

- o. Incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the District, any of which affect holders of the Notes, if material; and
 - p. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.
3. "Material Event Notice" means written or electronic notice of a Material Event.
 4. "MSRB" means the Municipal Securities Rulemaking Board.

Waunakee Community School District						
Seclusion and Restraint Report						
2021-2022						
Building	<u>Seclusion</u>	<u># Students Secluded</u>	<u># Students with Disabilities Secluded</u>	<u>Restraint</u>	<u># Students Restrained</u>	<u># Students with Disabilities Restrained</u>
Prairie	0	0	0	1	1	1
Arboretum	0	0	0	11	1	1
Heritage	3	3	3	7	7	7
Intermediate School	5	2	2	2	2	2
Middle School	1	1	1	0	0	0
High School	0	0	0	0	0	0

PARKING LOT LEASE AGREEMENT

This Parking Lot Lease Agreement (“Lease”) is entered into by and between the Waunakee Community School District (“District”) and the Village of Waunakee (“Village”). The District and the Village are individually referred to herein as a “party” and collectively as the “parties.”

RECITALS

WHEREAS, the Village owns the property located at 710 South Street, identified as Parcel No. 191/0809-082-9775-1;

WHEREAS, the Village’s property is located immediately adjacent to property owned by the District;

WHEREAS, the District and the Village are parties to a Memorandum of Understanding (“MOU”) related to Parcel No. 191/0809-082-9775-1 and a separate property consisting of a parking lot, identified as Parcel No. 191/0809-083-8101-1;

WHEREAS, pursuant to the MOU, the Village shall execute a Quit Claim Deed to document the reversion of Parcel No. 191/0809-083-8101-1 to the District;

WHEREAS, the Village intends to lease its property located at 710 South Street to one or more social service non-profit organizations and, therefore, needs adequate parking to serve its property;

WHEREAS, the District has a mutual interest in supporting the Village for the benefit of the community;

NOW, THEREFORE, in consideration of the foregoing Recitals, each of which is incorporated into this Agreement by reference, and other good and valuable consideration, and subject to all of the covenants and agreements contained herein, the parties agree as follows:

AGREEMENT

- I. Conditions Precedent.** As a condition precedent to any obligations on the part of the District under this Lease, the Village shall execute and record a Quit Claim Deed to transfer Parcel No. 91/0809-083-8101-1 to the District. In addition, the Village shall complete the work identified on **Exhibit A** to create eight (8) additional parking spaces for the District on the District’s property identified as Parcel No. 191/0809-083-8501-1. The failure of the Village to fulfill such conditions on or before September 30, 2022, shall terminate this Agreement.

- II. Leased Premises.** The District hereby leases to the Village on a non-exclusive basis the parking lot area identified as Parcel No. 191/0809-083-8101-1 (“Leased Premises”). Notwithstanding the preceding sentence, the Village, and its employees, sublessees, invitees, and patrons shall have exclusive use of the Leased Premises:

- (A) From 8 a.m. to 5 p.m. on weekdays;
- (B) From 5 p.m. to 7 p.m. on Wednesdays;
- (C) On the fourth Saturday of each month from 8 a.m. to 2 p.m.; and
- (D) During “Open Pantry Days” held by the Waunakee Food Pantry or for special events held by the Waunakee Food Pantry or the Waunakee Neighborhood Connection.

The Village reserves the right to place signage on the Leased Premises, subject to review and approval of the signage by the District, to identify the times for exclusive use of the Leased Premises. Moreover, working with its sublessees, the Village shall meet with the District on an annual basis to determine, in good faith, the need for exclusive use of the Leased Premises as identified in this Section II.

- III. **Access to Leased Premises.** In connection with its lease of the Leased Premises, the District hereby also grants unto the Village and its employees, sublessees, invitees, and patrons, the non-exclusive right of ingress and egress to and from the Leased Premises over and across the driveways and walkways serving the Leased Premises. The District shall use reasonable efforts to ensure that students are not parking on the Leased Premises when the Village and its employees, sublessees, invitees, and patrons have exclusive use of the Leased Premises pursuant to Section II.
- IV. **Term of Agreement.** The initial term of the Agreement shall be fifteen (15) years, commencing on September 1, 2022 (“Commencement Date”) and ending on August 31, 2037, unless sooner terminated in accordance with this Agreement. The parties may extend this Agreement only by mutual written agreement of the District and the Village. Within 180 days’ prior to the expiration of the original term of this Lease, the parties agree to meet in good faith to discuss renewal of the Lease.
- V. **Rent.** During the term of this Agreement, the Village shall pay to the District annual rent of one (1) dollar, payable in advance of the Commencement Date.
- VI. **Permitted Use; Sublease/Use Agreements.** During the term of this Agreement, including any extensions thereof, the Village shall have the right to use the Leased Premises on a non-exclusive basis, subject to Section II, solely for governmental or non-profit community-related purposes and shall comply with all applicable laws related to such use(s). The Village shall not be permitted to sublease the Leased Premises to another entity or enter into a use agreement with another entity for the Leased Premises without the prior written consent of the District. The District’s written consent shall not be unreasonably withheld, provided that any sublease

and/or use agreement shall be expressly subject to and subordinate to the terms of this Agreement and the proposed sublessee or user has a governmental or non-profit community-related purpose. The District hereby consents to the Village subleasing or entering into a use agreement for the Leased Premises with the Waunakee Food Pantry and/or Waunakee Neighborhood Connection.

- VII. Alterations.** During the term of this Agreement, including any extensions thereof, the Village shall not be permitted to make any improvements, changes or alterations to the Leased Premises without the prior written consent of the District, which shall not be unreasonably withheld. The District hereby consents to the Village completing the work on the District's property identified on the attached **Exhibit A**. At the end of this Agreement, all such changes or alterations shall be and remain the property of the District. All such work shall be done in a good and workmanlike manner in accordance with applicable building codes, and all costs associated with the work shall be borne by the Village.
- VIII. Maintenance and Repair of the Leased Premises.** During the term of this Agreement, including any extensions thereof, the Village shall keep the Leased Premises in good condition and repair and shall not allow any accumulation of trash or debris. The Village shall be solely responsible for all maintenance and repairs to the Leased Premises, including, but not limited to, repairs of potholes, except that the District shall be responsible for snow removal on days that school is in session. Further, to the extent that the District's parking lot located directly adjacent to the Leased Premises requires repaving during the term of the Agreement or any extensions thereof, the Village shall be responsible for the costs to repave the Leased Premises. The Village and the District shall work in good faith to identify the costs contemplated by the preceding sentence.
- IX. Insurance.** During the term of this Lease, including any extensions thereof, the Village shall procure and maintain general liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate on the Leased Premises. The Village shall name the District as an additional insured and provide the District with a copy of the insurance certificate within thirty (30) days of the Commencement Date. The Village shall also obtain and maintain such other coverages as may be required by law. The District shall maintain an insurance policy which provides property insurance coverage for the Leased Premises.
- X. Notices.** All notices, certificates or other communications hereunder shall be given in one of the following methods, and shall be deemed received (i) by e-mail, if receipt is acknowledged by the recipient within one business day; or (ii) when hand delivered; or (iii) two business days after deposit in the U.S. Mail, postage prepaid,

by certified or registered mail; or (vi) one business day after deposit with an overnight commercial courier, addressed as follows:

To the District: Randy S. Guttenberg, Superintendent
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
randyguttenberg@waunakee.k12.wi.us

To the Village: Todd J. Schmidt, Village Administrator
Village of Waunakee
500 W. Main St.
Waunakee, WI 53597
tschmidt@waunakee.com

Either party may, upon prior written notice to the other, specify a different address and/or recipient for the giving of notice.

- XI. Termination.** If the Village fails to perform any material term, condition or covenant of this Agreement and such failure continues for more than thirty (30) days after the Village receives written notice thereof from the District, then the District shall have the right to terminate the Agreement and recover possession of the Leased Premises. In addition, either party may terminate this Agreement in the event of a material change in circumstances, such as the Leased Premises no longer being used for governmental or non-profit community related purposes, by providing sixty (60) days written notice to the other party. For avoidance of doubt, storage of Village-owned equipment, such as election equipment, at the Leased Premises constitutes governmental use of the Leased Premises.
- XII. Indemnification.** The Village shall defend, indemnify, and hold harmless the District, including its officials and employees, from any and all liability, suits, actions, claims, demands, losses, costs, damages and expenses of every kind and description, including attorney fees, arising out of the use or occupancy of all or any portion of the Leased Premises by the Village, its sublessees and other users and patrons. Nothing contained within this Agreement is intended to be a waiver or estoppel of the parties or their insurers to rely upon the limitations, defenses and immunities under Wisconsin law, including, but not limited to, Wis. Stat. § 893.80.
- XIII. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Wisconsin and any dispute arising under terms of this Agreement shall be venued in Dane County Circuit Court.
- XIV. Legal Construction; Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held by a court of competent

jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be constructed as if the invalid, illegal, or unenforceable provision had never been included in the Agreement. Paragraph headings used in this Agreement are for convenience of reference only and shall in no way define, control or affect the meaning or interpretation of any provision of this Agreement. This Agreement has been jointly drafted and negotiated by the parties, such that no provision shall be construed against any party as the drafter.

- XV. Non-Waiver.** The failure of any party to exercise a right provided under this Agreement shall not be deemed a waiver of such right. In addition, the waiver of any breach of any term or condition of this Agreement shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition.
- XVI. Amendment.** This Agreement may only be altered or amended in writing, signed by duly authorized representatives of the parties.
- XVII. Execution in Counterparts.** This Agreement may be executed in counterpart, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. In addition, electronic scans of original signatures shall be deemed an original.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

WAUNAKEE COMMUNITY SCHOOL DISTRICT

By: _____

Title: _____

Date: _____

VILLAGE OF WAUNAKEE

By: _____

Title: _____

Date: _____

EXHIBIT A



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Student Services

To: WCSD Board of Education

From: Randy Guttenberg, Superintendent
Lisa Jondle, Director of Student Services

Date: September 12, 2022

Re: Renewal of Memorandum of Understanding (MOU) between WCSD and Psychotherapy Center of Waunakee (PCOW)

BOE approval is requested to continue our partnership with Psychotherapy Center of Waunakee (PCOW) to provide mental health services and support, onsite at WCHS, for our students in need during the 2022-2023 school year.

During the 2021-2022 school year, four PCOW therapists provided onsite services to 46 WCHS students. Although some of the students receiving onsite services were existing clients of PCOW, most were new referrals that were established throughout the school year.

PCOW facilitated satisfaction surveys in March and June 2022 to WCSD families utilizing onsite services. Results included:

- 100% of respondents indicated they “strongly agreed” to the statement, “I appreciate my child’s school district providing access at school and during the school day for PCOW therapy sessions.”
- 87% of respondents indicated they “strongly agreed” or “agreed” to the statement, “My child’s presented concerns and issues have improved as a result of working with a PCOW therapist.”

- 83% of respondents indicated that if WCHS were to continue in their partnership with PCOW for the 2022-2023 school year, they would have their child participate again.

During the 2021-2022 school year, monthly meetings occurred between PCOW and WCSD. The meetings ensured an insightful approach to our referral process, navigating logistics, and addressing any barriers to treatment and/or concerns.

There is no cost for this partnership other than in-kind contributions (office, desk, phone). PCOW has assured WCSD that they can meet the needs of WCHS referrals, to include accessing therapists who are multilingual and removing financial barriers to treatment.

The new MOU will be dated September 1, 2022 through June 30th, 2023 and will continue to be specific to Waunakee Community High School.

MEMORANDUM OF UNDERSTANDING

WAUNAKEE COMMUNITY SCHOOL DISTRICT & PSYCHOTHERAPY CENTER OF WAUNAKEE, LLC

This Agreement is entered into on this 1st day of September, 2022, by and between The Waunakee Community School District ("the District") and Psychotherapy Center of Waunakee, LLC ("Provider").

PREAMBLE

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

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

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

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

1. INDEMNIFICATION AND INSURANCE

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

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

2. MAINTENANCE OF LICENSURE

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

3. ASSUMPTION OF RISK

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

4. DEMOGRAPHICS, EQUIPMENT, SUPPLIES & RECORDS

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

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

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

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

5. RELATIONSHIP

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

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

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

6. COMPLIANCE WITH STATUTES AND REGULATIONS

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

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

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

7. **WAIVERS**

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

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

Agreed and Accepted by:

Psychotherapy Center of Waunakee, LLC

Waunakee Community School District

Signature & Date

Signature & Date

Title

Title



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

National Merit Scholars

1 message

Borowski, Brian <brianborowski@waunakee.k12.wi.us>
To: Megan Bunkleman <meganbunkleman@waunakee.k12.wi.us>
Cc: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>

Mon, Aug 29, 2022 at 3:57 PM

Hello All,

The following students will be honored as Semifinalists for the 2023 National Merit Scholarship.

These names will be announced on Sept 14th. I am passing along now as I have the time to share.

Bella Lutes
Genevieve Mallin
Andrew Regnier
Matthew Steinl

Brian Borowski
Principal: Waunakee Community High School
608-849-2100



WAUNAKEE COMMUNITY SCHOOL DISTRICT
 CASH RECONCILIATION FOR THE MONTH OF July 2022

	OCB	OCB	OCB	STATE POOL	STATE POOL	WISC CAPITAL PROJECTS ACCT	MIDAMERICA	WISC	WISC	WISC	TOTALS
	PAYROLL CHECKING (FUND 10)	DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)	GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	DENTAL ACCT (FUND 10)	(FUND 41)	TRUST ACCT (FUND 73)	DEBT SERVICE (FUNDS 38,39)	SCHOLARSHIP ACCT (FUND 21)	GENERAL (FUNDS 39 AND 49)	
BEGINNING BALANCE	38,827.46	1,082,204.01	177,260.66	4,769,611.37	596,937.85	8.71	1,859,811.20	1,364,436.21	316,630.28	5,329,725.00	15,535,452.75
REVENUES:											
+ DEPOSITS	2,521,931.78	4,488,162.40	5,780,758.81	134,778.19	18,592.17	0.00	0.00	0.00	0.00	0.00	12,944,223.35
+ INTEREST	134.44	3,009.80	397.83	2,286.03	740.94	0.00	2,049.68	1,640.67	694.29	5,772.68	16,726.36
TOTAL REVENUES	2,522,066.22	4,491,172.20	5,781,156.64	137,064.22	19,333.11	0.00	2,049.68	1,640.67	694.29	5,772.68	12,960,949.71
EXPENSES:											
ACCOUNTS PAYABLE	0.00	950,432.04	5,800,442.57	4,769,600.00	54,316.63	0.00	0.00	0.00	0.00	0.00	11,574,791.24
PAYROLL	2,544,065.48	2,521,269.63		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,065,335.11
TOTAL EXPENSES	2,544,065.48	3,471,701.67	5,800,442.57	4,769,600.00	54,316.63	0.00	0.00	0.00	0.00	0.00	16,640,126.35
ENDING BALANCE	16,828.20	2,101,674.54	157,974.73	137,075.59	561,954.33	8.71	1,861,860.88	1,366,076.88	317,324.57	5,335,497.68	11,856,276.11
BANK BALANCES											
ENDING BANK BALANCE	16,828.20	2,101,674.54	166,928.53	137,075.59	561,954.33	8.71	1,861,860.88	1,366,076.88	317,324.57	5,335,497.68	11,865,229.91
OUTSTANDING ACH	131,521.62		8,953.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,475.42
ACTUAL BALANCE	-114,693.42	2,101,674.54	157,974.73	137,075.59	561,954.33	8.71	1,861,860.88	1,366,076.88	317,324.57	5,335,497.68	11,724,754.49

No Change July 22

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

Fd	T	Loc	Obj	Func	Prj	Func	Ending Balance	Category
21	Q		930000			FUND BALANCE	0.00	
21	Q		931100			RESERVED FOR ENCUMBRANCES	0.00	
21	Q		931900			Fund Balance Reserved	0.00	
21	Q		936900			Restricted FB Other	0.00	
21	Q		936901			MSYEAR	0.00	Equity MS Accts
21	Q		936902			GREENHOU	-33,613.81	Equity HS Accts
21	Q		936903			PTOAES	-26,766.29	Equity AES Accts
21	Q		936904			MUSIC BOOSTERS	-60,392.66	Equity HS Accts
21	Q		936905			SPOLYMPI	-25,193.09	Equity St Svcs
21	Q		936906			PTOPES	-27,262.26	Equity PES Accts
21	Q		936907			KOKOPELL	-8,533.32	Equity St Svcs
21	Q		936908			PTOHES	-14,938.51	Equity HES Accts
21	Q		936909			MSSTCOUN	-5,308.19	Equity MS Accts
21	Q		936910			CL2020	0.00	Equity HS Accts
21	Q		936911			NEWSPAPE	-4,525.52	Equity HS Accts
21	Q		936912			FFA	-15,755.47	Equity HS Accts
21	Q		936913			PROJ GRADUATION	-4,019.38	Equity HS Accts
21	Q		936914			FORENSIC	-7,229.52	Equity HS Accts
21	Q		936915			NATLTECH	-2,067.10	Equity HS Accts
21	Q		936916			DRAMA	-4,443.03	Equity HS Accts
21	Q		936917			YNGCONSV	-1,849.11	Equity HS Accts
21	Q		936918			STUDCOUN	-6,108.46	Equity HS Accts
21	Q		936919			PIFWARD	-3,244.83	Equity HS Accts
21	Q		936920			DECA	-3,233.28	Equity HS Accts
21	Q		936921			PTOWIS	-2,042.54	Equity IS Accts
21	Q		936922			PALEONT	-3,916.25	Equity HS Accts
21	Q		936923			SCHSTORE	-9,740.69	Equity HS Accts
21	Q		936924			FPS	-3,150.36	Equity HS Accts
21	Q		936925			FCCLA	-681.72	Equity HS Accts
21	Q		936926			VOCAL	-297.75	Equity HS Accts
21	Q		936927			FBLA	-3,242.29	Equity HS Accts
21	Q		936928			PTOK6	-2,656.48	Equity Elem Shared
21	Q		936929			BANDTRAV	-7,856.60	Equity HS Accts
21	Q		936930			MANGANIM	-2,807.61	Equity HS Accts
21	Q		936931			FRENCH	-647.68	Equity HS Accts
21	Q		936932			FCECATER	-3,217.22	Equity HS Accts
21	Q		936933			FISHING	-1,292.45	Equity HS Accts
21	Q		936934			PTOMS	-1,102.17	Equity MS Accts
21	Q		936935			INTRFRE	-1,338.95	Equity HS Accts
21	Q		936936			ABOVINFL	103.35	Equity HS Accts
21	Q		936937			ART	-1,663.89	Equity HS Accts
21	Q		936938			NHS	-2,532.28	Equity HS Accts
21	Q		936939			CL2022	-3,893.36	Equity HS Accts
21	Q		936940			CL2025	-946.00	Equity HS Accts
21	Q		936941			MSSOCST	-826.17	Equity MS Accts
21	Q		936942			SKILLSUSA	1,329.65	Equity HS Accts
21	Q		936943			AVIATION	-1,216.86	Equity HS Accts
21	Q		936944			PHYSICS	-2,747.41	Equity HS Accts

21 Q	936945	NEHS	0.00	Equity HS Accts
21 Q	936946	MENTAL WELLNESS CLUB	-596.00	Equity HS Accts
21 Q	936947	STEPONE	-1,099.33	Equity HS Accts
21 Q	936948	CL2021	0.00	Equity HS Accts
21 Q	936949	GSA	-2,777.46	Equity HS Accts
21 Q	936950	HOSA	797.86	Equity HS Accts
21 Q	936951	LOS SONADORES/DREAMERS	-122.65	Equity HS Accts
21 Q	936952	MSSKILLS	-1,003.25	Equity MS Accts
21 Q	936953	NARTHS	-5.00	Equity HS Accts
21 Q	936954	FELLOATH	-1,015.67	Equity HS Accts
21 Q	936955	ORCHESTR	-564.90	Equity HS Accts
21 Q	936956	MODELUN	-1,220.58	Equity HS Accts
21 Q	936957	BOWLING	-375.69	Equity HS Accts
21 Q	936958	SPANISH	-152.03	Equity HS Accts
21 Q	936959	MULTICUL	0.00	Equity HS Accts
21 Q	936960	SPHONSOC	-497.82	Equity HS Accts
21 Q	936961	INTRSPA	-265.35	Equity HS Accts
21 Q	936962	FRSWOODS	-347.64	Equity HS Accts
21 Q	936963	MSART	-238.03	Equity MS Accts
21 Q	936964	MATHTEAM	-18.64	Equity HS Accts
21 Q	936965	LEO	-71.00	Equity HS Accts
21 Q	936966	TABLETEN	-69.60	Equity HS Accts
21 Q	936967	MOCKTR	0.00	Equity HS Accts
21 Q	936968	YNGPROGR	-20.00	Equity HS Accts
21 Q	936969	FBLAREGI	0.00	Equity HS Accts
21 Q	936970	MENTOR	-129,407.36	Equity Mentor Accts
21 Q	936971	CL2023	-3,682.87	Equity HS Accts
21 Q	936972	ECOCLUB	45.12	Equity HS Accts
21 Q	936973	SCIENCSV	93.49	Equity HS Accts
21 Q	936974	YEARBOOK	-3,149.94	Equity HS Accts
21 Q	936975	MENTOR	0.00	Equity Mentor Accts
21 Q	936976	HESTRI-4 SCHOOLS	-1,671.94	Equity HES Accts
21 Q	936977	HESWAEF	-30.35	Equity HES Accts
21 Q	936978	JUSTICE LEAGUE	-490.91	Equity HS Accts
21 Q	936979	PRAIRIE GENERAL	-4,710.82	Equity PES Accts
21 Q	936980	ARBORETUM GENERAL	-2,194.38	Equity AES Accts
21 Q	936981	HERITAGE GENERAL	-1,614.14	Equity HES Accts
21 Q	936982	HERITAGE GFD	-4,713.38	Equity HES Accts
21 Q	936983	INTERMEDIATE DONATIONS	-5,429.34	Equity IS Accts
21 Q	936984	INTERMEDIATE GRADE 5 GRANT	-734.64	Equity IS Accts
21 Q	936985	INTERMEDIATE GRADE 6 GRANT	10.74	Equity IS Accts
21 Q	936986	INTERMEDIATE SPECIAL GRANT	-2,689.60	Equity IS Accts
21 Q	936987	INTERMEDIATE GENERAL	989.31	Equity IS Accts
21 Q	936988	MS WORLD LANG	0.00	Equity MS Accts
21 Q	936989	MS TECH ED	-225.79	Equity MS Accts
21 Q	936990	MS COMBINED	-2,032.97	Equity MS Accts
21 Q	936991	MS FORENSICS	-249.20	Equity MS Accts
21 Q	936992	MS GENERAL	-4,393.30	Equity MS Accts
21 Q	936993	SILENT BATTLE	-625.00	Equity HS Accts

21 Q	936994	MUSIC GENERAL	-438.00	Equity HS Accts
21 Q	936995	OTHER MUSIC	0.00	Equity HS Accts
21 Q	936996	HS TECH ED	-1,874.08	Equity HS Accts
21 Q	936997	TECH ED ENTERPRISES	-83.36	Equity HS Accts
21 Q	936998	WOODS 1 & 2	910.72	Equity HS Accts
21 Q	936999	ONE ACT	0.00	Equity HS Accts
21 Q	937801	GIRLS LACROSSE CAMP	0.00	Equity Ath Accts
21 Q	937901	SPRING PLAY	-3,058.28	Equity HS Accts
21 Q	937902	MUSIC ACTIVITIES	-4,721.77	Equity HS Accts
21 Q	937903	TEST COORDINATOR	-1,489.43	Equity HS Accts
21 Q	937904	COMM CARES	-10,492.23	Equity HS Accts
21 Q	937906	HS GENERAL	-42,095.38	Equity HS Accts
21 Q	937910	MAINTENANCE DIRECTION	234.00	Equity Maint Dept
21 Q	937911	SUMMER SCIENCE	0.00	Equity Dist Accts
21 Q	937912	SCULPTURE	-2,500.00	Equity Dist Accts
21 Q	937913	INNOVATION CENTER	-7,985.30	Equity Dist Accts
21 Q	937914	STUDENT SERVICES GENERAL	-5,973.74	Equity St Svcs
21 Q	937915	FINANCIAL AID	-30,784.59	Equity Business Office
21 Q	937916	BASEBALL RENOVATIONS	0.00	Equity Business Office
21 Q	937917	SOCCER STADIUM	2,776.27	Equity Business Office
21 Q	937918	BUSINESS OFFICE GENERAL	-29,086.24	Equity Business Office
21 Q	937919	WIAA TOURNAMENTS	-10,283.77	Equity Ath Accts
21 Q	937920	GIRLS SWIM	0.00	Equity Ath Accts
21 Q	937921	GIRLS BASKETBALL	0.00	Equity Ath Accts
21 Q	937922	FOOTBALL CHEER	55.05	Equity Ath Accts
21 Q	937923	GIRLS CROSS COUNTRY	0.00	Equity Ath Accts
21 Q	937924	GIRLS GOLF	-826.50	Equity Ath Accts
21 Q	937925	GIRLS GYMNASTICS	-12,013.59	Equity Ath Accts
21 Q	937926	GIRLS SOCCER	0.00	Equity Ath Accts
21 Q	937927	GIRLS SOFTBALL	-3,415.56	Equity Ath Accts
21 Q	937928	GIRLS TENNIS	0.00	Equity Ath Accts
21 Q	937929	GIRLS VOLLEYBALL	-391.00	Equity Ath Accts
21 Q	937930	EQUESTRIAN	0.00	Equity Ath Accts
21 Q	937931	GIRLS LACROSSE	0.00	Equity Ath Accts
21 Q	937932	BOYS SWIM	0.00	Equity Ath Accts
21 Q	937933	BOYS BASEBALL	-1.88	Equity Ath Accts
21 Q	937934	BOYS BASKETBALL	0.00	Equity Ath Accts
21 Q	937935	BOYS CROSS COUNTRY	0.00	Equity Ath Accts
21 Q	937936	FOOTBALL	5,586.44	Equity Ath Accts
21 Q	937937	STADIUM RENOVATIONS	0.00	Equity Ath Accts
21 Q	937938	BOYS GOLF	887.10	Equity Ath Accts
21 Q	937939	BOYS SOCCER	650.00	Equity Ath Accts
21 Q	937940	BOYS TENNIS	164.90	Equity Ath Accts
21 Q	937941	COED TRACK	0.00	Equity Ath Accts
21 Q	937942	WRESTLING	-2,046.52	Equity Ath Accts
21 Q	937943	SOFTBALL LIGHTS	-556.55	Equity Ath Accts
21 Q	937944	FIELD HOUSE SCOREBOARD	0.00	Equity Ath Accts
21 Q	937945	BOYS LACROSSE	0.00	Equity Ath Accts
21 Q	937946	CROSS COUNTRY	-67.50	Equity Ath Accts

21 Q	937947	SKI	372.04	Equity Ath Accts
21 Q	937948	COED TRACK	651.72	Equity Ath Accts
21 Q	937949	DANCE TEAM	-24,391.27	Equity Ath Accts
21 Q	937950	HOCKEY	149.50	Equity Ath Accts
21 Q	937951	CONCESSIONS	-1,058.29	Equity Ath Accts
21 Q	937952	ATHLETICS GENERAL	-250.67	Equity Ath Accts
21 Q	937953	MSTRI4SCH	0.00	Equity MS Accts
21 Q	937954	MSPBIS	-202.63	Equity MS Accts
21 Q	937956	YOGA AND MEDITATION	-280.00	Equity HS Accts
21 Q	937957	GIRLS SOFTBALL CAMP	-1,455.45	Equity Ath Accts
21 Q	937958	GIRLS VOLLEYBALL CAMP	-29,412.42	Equity Ath Accts
21 Q	937959	YOUTH FITNESS CAMP	-96.14	Equity Ath Accts
21 Q	937961	BOYS BASKETBALL CAMP	0.00	Equity Ath Accts
21 Q	937962	BOYS FOOTBALL CAMP	-25,335.77	Equity Ath Accts
21 Q	937963	GRIDIRON CAMP	-25,479.42	Equity Ath Accts
21 Q	937964	BOYS WRESTLING CAMP	0.00	Equity Ath Accts
21 Q	937965	GYMNASTICS CAMP	-18,805.11	Equity Ath Accts
21 Q	937966	CO-ED SOCCER CAMP	0.00	Equity Ath Accts
21 Q	937967	TENNIS CAMP	0.00	Equity Ath Accts
21 Q	937968	CO-ED TRACK CAMP	0.00	Equity Ath Accts
21 Q	937969	GOLF CAMP	-5,847.12	Equity Ath Accts
21 Q	937970	BLACK STUDENT COUNCIL	-1,700.39	Equity HS Accts
21 Q	937971	ORCHESTRA INTERNATIONAL TRAVEL	-2,458.80	Equity HS Accts
21 Q	937972	PES TRI-4 SCHOOLS	-1,213.00	Equity PES Accts
21 Q	937973	PES LIST GRANT	-778.18	Equity PES Accts
21 Q	937974	Special Ed	-738.24	Equity SpEd Accts
21 Q	937975	Reading WAEF Grant	0.00	Equity PES Accts
21 Q	937976	WAEF SENSORY TOOLS	0.00	Equity HES Accts
21 Q	937977	ATH DIRECTOR	-379.85	Equity Ath Accts
21 Q	937978	WARR AUTO	-16.90	Equity HS Accts
21 Q	937979	SCHBURKE	-6,187.78	Equity HS Accts
21 Q	937980	SCHCOOPER	-73,247.43	Equity HS Accts
21 Q	937981	SCHENDRES	-18,674.49	Equity HS Accts
21 Q	937982	SCHGLDNWAUNA	-10,107.36	Equity HS Accts
21 Q	937983	SCHKNUDSON	-196,815.61	Equity HS Accts
21 Q	937984	SCHRIPP	-2,912.83	Equity HS Accts
21 Q	937985	SCHYZIEGLER	-5,841.03	Equity HS Accts
21 Q	937986	SCHOTHER	-28,384.90	Equity HS Accts
21 Q	937990	CLASS OF 2024	-657.00	Equity HS Accts
21 Q	937991	AD CAMP BALANCES	0.00	Equity Ath Accts
21 Q	937992	SCHADEBERG DONATION	-0.02	Equity IS Accts
21 Q	937993	PES SCHADEBERG DON	-60.11	Equity PES Accts
21 Q	937994	FRESHMAN HOMECOMING	-932.25	Equity HS Accts
21 Q	937995	POSTPROM	-660.57	Equity HS Accts
21 Q	937996	WARRIOR MEDIA	-272.63	Equity Ath Accts
21 Q	937997	HR WELLNESS	-357.39	Equity HR Accts
21 Q	937998	METAL FAB	0.00	Equity HS Accts
21 Q	937999	TEENS AGAINST TRAFFICKING	-639.07	Equity HS Accts

WAUNAKEE COMMUNITY SCHOOL DISTRICT

2022 ANNUAL MEETING, OCTOBER 17, 2022

TREASURER'S REPORT

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BEGINNING FUND BALANCE</u>	<u>2021-2022 REVENUES</u>	<u>2021-2022 EXPENSES</u>	<u>ENDING FUND BALANCE</u>	<u>CHANGE IN FUND BALANCE</u>	
10	General Fund	7,494,823.14	56,513,085.94	55,312,385.57	8,695,515.45	1,200,692.31	
20	Special Projects Funds	1,029,443.28	10,422,516.23	10,322,026.30	1,129,933.21	100,489.93	
30	Debt Service Funds	2,265,023.39	12,286,853.45	12,212,796.15	2,339,080.69	74,057.30	
40	Capital Projects Funds	1,173,399.37	85.00	366,037.35	807,447.02	-365,952.35	
50	Food Service Fund	0.00	2,815,501.09	2,677,084.81	138,416.28	138,416.28	132
73	Employee Benefit Trust Fund	7,634,984.40	935,036.39	601,581.48	7,968,439.31	333,454.91	
80	Community Service Fund	473,121.95	656,195.02	611,722.47	517,594.50	44,472.55	
90	Package and Cooperative Programs	0.00	167,612.37	167,612.37	0.00	0.00	
	TOTAL ALL FUNDS	20,070,795.53	83,796,885.49	82,271,246.50	21,596,426.46	1,525,630.93	

The above numbers have been audited by the district's financial auditor, the firm WIPFLI.

The ending fund balance for Fund 10 is equal to 15.1% of the Fund 10 2022-23 expenditure budget.

The Fund 73 employee benefit trust fund is managed by American United Life at a 1.3% guaranteed rate of return through December 31st, 2022.

WAUNAKEE COMMUNITY SCHOOL DISTRICT

September 12th, 2022 BOARD MEETING

FUND BALANCE ACCOUNTING

<u>FUND</u>	<u>FUND BALANCE DESCRIPTION</u>	<u>July 1, 2021 FUND BALANCE</u>	<u>ACCOUNT NUMBER</u>	<u>July 1, 2022 FUND BALANCE</u>	<u>Difference</u>
10	General Fund - Unassigned fund balance	5,827,833.08	939900	6,801,873.62	974,040.54
10	General Fund - Restricted fund balance : Self insurance	378,625.12	936110	542,621.22	163,996.10
10	General Fund - Restricted fund balance : Common School Funds	12,572.08	936130	3,352.75	-9,219.33
10	General Fund - Committed Fund Balance*	242,734.68	937900	314,609.68	71,875.00
10	General Fund - Assigned Fund Balance**	1,033,058.18	938900	1,033,058.18	0.00
	FUND 10 TOTAL	7,494,823.14		8,695,515.45	1,200,692.31
21	Special Projects Funds - Restricted fund balance : Other	1,029,443.28	VARIES	1,129,933.21	100,489.93
30	Debt Service Funds - Restricted fund balance : Debt service retirement	2,265,023.39	936320	2,339,080.69	74,057.30
40	Capital Projects Funds - Restricted fund balance : Other	1,173,399.37	936900	807,447.02	-365,952.35
50	Food Service Fund - Restricted fund balance: Food service programs	0	936500	138,416.28	138,416.28
73	Employee Benefit Trust Fund - Restricted fund balance: Other	7,634,984.40	936900	7,968,439.31	333,454.91
80	Community Service Fund - Committed Fund Balance	473,121.95	937900	517,594.50	44,472.55
	Total	20,070,795.53		21,596,426.46	1,525,630.93

*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs, Warrior Stadium turf replacement, Warrior Pitch turf replacement (new), and band uniform replacement.

**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

TO: Mr. Guttenberg
Board of Education Members
Co-Curricular Committee Members

August 30, 2022

FROM: Mr. Brian Borowski

RE: Request for Paid Advisor for Fishing Club

Mr. Matthew Schumacher, High School Tech Ed Instructor, is requesting to fund his role as advisor of the Fishing Club. He has been diligent in advising the club as the Head Advisor for five (5) full years now; going into his sixth year. He was co-advisor to Mr. Duffy Kopf for one year. Mr. Kopf was the advisor of the club for two years prior. In turn, the Fishing Club is well established.

The Fishing Club has retained students through covid and new members will be added this school year. An estimated 15 club members plan to return from last year. Covid was a wash for the club and the club was unable to have outings regularly or meet up as done in previous years. Before Covid, the club averaged 35 students on the roster.

The club meets once a month for regular meetings to talk about all things fishing and to plan outings. Along with the monthly club meetings, the club informally meets on Fridays to discuss fishing plans for the weekend as well as watch videos and learn about the different and new techniques of fishing.

Aside from our contact time meetings, Mr. Schumacher plans to coordinate Fishing Club outings where he is able to get students on the water. He will coordinate the boats and volunteers to help by donating their time and money to giving students the experiences that we all wish we had growing up.

I sincerely believe that Mr. Schumacher's efforts to maintain the success of the Fishing Club warrants consideration and compensation and that his request for pay be approved.

Thank you for considering.

The 13 students listed below were on the Fishing Club roster during the 2021-2022 school year. As mentioned, the numbers dropped during covid. Going forward, the club anticipates roughly 35 students.

Cayden Ellis
Jackson Empereur
Jack Farrell
Joe Kaney
Cael Lake
Donovan Olday
Hayden Sarenich
Noah Nadler
Tristan Margenau
Riess Hermanson
Noah Joseph
Charlie Kossen
Caleb Meffert



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

Re: Document shared with you: "RequestFishingClub"

McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

Tue, Sep 6, 2022 at 11:15 AM

Draft To: "Grabarski, Brian" <briangrabarski@waunakee.k12.wi.us>

Cc: Cindy Richardson <cindyrichardson@waunakee.k12.wi.us>, Brian Borowski <brianborowski@waunakee.k12.wi.us>, Leah Ament <leahament@waunakee.k12.wi.us>

On Fri, Sep 2, 2022 at 3:49 PM Grabarski, Brian <briangrabarski@waunakee.k12.wi.us> wrote:

Hi All

Fishing Club would follow this schedule:

0-2 yr experience 2.5%

3-7 yrs 3.5%

8+ yrs 5.0%

On Fri, Sep 2, 2022 at 1:37 PM Cindy Richardson (via Google Docs) <drive-shares-dm-noreply@google.com> wrote:

Cindy Richardson shared a document



Cindy Richardson (cindyrichardson@waunakee.k12.wi.us) has invited you to **view** the following document:

Hi Rebecca,

Please add this request to the next BOE/Co-Curricular Meeting. Thank you!

 RequestFishingClub

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because cindyrichardson@waunakee.k12.wi.us shared a document with you from Google Docs.

Google Workspace



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

September 4, 2022

TO: Mr. Guttenberg
Board of Education Members
Co-Curricular Committee Members

FROM: Mr. Brian Borowski

RE: Pay Request for Black Student Union Advisors
Lauren Michiels & Patrick Collins

I am respectfully requesting to fund the roles of Black Student Union Co-Advisors, Mr. Patrick Collins and Ms. Lauren Michiels, who are both High School Instructors.

Mr. Collins has served as a volunteer BSU advisor for the past three years. Beginning 2022-23 school year, he and Ms. Michiels will team up to serve as Co-Advisors splitting the role .50/.50.

Black Student Union has approximately 12-15 student members, with anticipation for continued growth. The club meets once a month for regular meetings to discuss ways on how to provide Unity in Waunakee.

Please consider approving this request for Mr. Collin's and Ms. Michiel's as I'm sure they will both provide excellent leadership for our Black Student Union members.

Thank you.



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

Fwd: Black Student Union Co-Advisor - Lauren Michiels - confirmation request

McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>
Draft To: "Grabarski, Brian" <briangrabarski@waunakee.k12.wi.us>

Tue, Sep 6, 2022 at 11:24 AM

----- Forwarded message -----

From: **Grabarski, Brian** <briangrabarski@waunakee.k12.wi.us>
Date: Fri, Sep 2, 2022 at 3:34 PM
Subject: Re: Black Student Union Co-Advisor - Lauren Michiels - confirmation request
To: Borowski, Brian <brianborowski@waunakee.k12.wi.us>
Cc: Cindy Richardson <cindyrichardson@waunakee.k12.wi.us>

It would be on the same schedule as other, non-competition clubs (ex. ATI)

0-2 yr experience 2.5%
3-7 yrs 3.5%
8+ yrs 5.0%

On Fri, Sep 2, 2022 at 2:25 PM Borowski, Brian <brianborowski@waunakee.k12.wi.us> wrote:
Any idea what it should be paid?

Brian Borowski
Principal: Waunakee Community High School
608-849-2100



WAUNAKEE
COMMUNITY HIGH SCHOOL

----- Forwarded message -----

From: **Ament, Leah** <leahament@waunakee.k12.wi.us>
Date: Fri, Sep 2, 2022 at 1:17 PM
Subject: Re: Black Student Union Co-Advisor - Lauren Michiels - confirmation request
To: Borowski, Brian <brianborowski@waunakee.k12.wi.us>
Cc: Cindy Richardson <cindyrichardson@waunakee.k12.wi.us>

Thank you, I have added her to the list for review as a Volunteer Advisor.

Per Rebecca's email if you would like move forward with paid advisor positions for this club please submit the advisor request, which should include a number of active members(this can be # from last spring), a memo from recommending that this club be a paid position and the wage rate as calculated and agreed upon by you and Brian Grabarski to Rebecca by 4pm on 9/7/2022.

Thanks and have a great weekend,

Leah



Leah Ament
Waunakee Community School District
Human Resources Administrative Assistant
608-849-2000 ext. 8473
www.waunakee.k12.wi.us
905 Bethel Circle, Waunakee, WI 53597

Office Hours: 8:00 - 2:30 M-F

Not sure who to contact in Human Resources?

Send an email to: askhr_helpdesk@waunakee.k12.wi.us

On Fri, Sep 2, 2022 at 11:27 AM Borowski, Brian <brianborowski@waunakee.k12.wi.us> wrote:
Yes I can confirm this.

Brian Borowski
Principal: Waunakee Community High School
608-849-2100



On Fri, Sep 2, 2022 at 8:48 AM Ament, Leah <leahament@waunakee.k12.wi.us> wrote:
Good morning,

Patrick Collins indicated in the attached email that he would be splitting the advising duties for the Black Student Union with Lauren Michiels. Could you confirm that the position will be split 0.5/0.5 FTE and that Lauren Michiels will be co-advising? Once confirmed, I will add her to the report for approval for the 9/12 BOE meeting.

Thank you,

Leah



Leah Ament
Waunakee Community School District
Human Resources Administrative Assistant
608-849-2000 ext. 8473
www.waunakee.k12.wi.us
905 Bethel Circle, Waunakee, WI 53597
Office Hours: 8:00 - 2:30 M-F

Not sure who to contact in Human Resources?

Send an email to: askhr_helpdesk@waunakee.k12.wi.us



Brian Grabarski
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

Waunakee Community School District
905 Bethel Circle, Waunakee, WI 53597
Human Resources **Website**

Not sure who to contact in Human Resources?

Send an email to: askhr_helpdesk@waunakee.k12.wi.us.

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. If you are not the intended recipient(s), you are hereby notified that any dissemination, unauthorized review, use, disclosure or distribution of this email and any materials contained in any attachments is prohibited. If you receive this message in error, or are not the intended recipient(s), please immediately notify the sender by email and destroy all the copies of the original message, including attachments.

--

Brian Grabarski
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501



Waunakee Community School District
905 Bethel Circle, Waunakee, WI 53597
Human Resources **Website**

Not sure who to contact in Human Resources?

Send an email to: askhr_helpdesk@waunakee.k12.wi.us.

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. If you are not the intended recipient(s), you are hereby notified that any dissemination, unauthorized review, use, disclosure or distribution of this email and any materials contained in any attachments is prohibited. If you receive this message in error, or are not the intended recipient(s), please immediately notify the sender by email and destroy all the copies of the original message, including attachments.



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Superintendent's Office

JAugust 19, 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 from the proceeds of their Pride Pump Campaign. This donation will be given to the Athletic Department.



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Superintendent's Office

August 26, 2022

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: WAEF Gift

The Waunakee Area Education Foundation, 910 James Ct., Waunakee, WI 53597 provided all WCSD staff a gift to start the year and promote the new WCSD logos. This gift was a bag, t-shirt, lanyard and coffee mug for each staff member. The value of the total staff gifts provided were approximately \$13,500.00.



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

Athletics Office

TO: RANDY GUTTENBERG, SCHOOL BOARD MEMBERS
FROM: AARON MAY, ACTIVITIES DIRECTOR
RE: VOLLEYBALL TRAVEL TO ILLINOIS

School Board Members:

The varsity volleyball would like the opportunity to go to Plainfield, Illinois to participate in a volleyball tournament on October 14th and 15th. This is a great opportunity for our girls to play against different competition and a higher level of volleyball prior to playoffs.

Only the varsity team, 18 members (15 players and 3 managers) will be making the trip to Illinois and they will be chaperoned by Anne Denkert and her assistant Maddie McCarthy. The team will leave at approximately noon on Friday, October 14th and will return Saturday, October 15th after the completion of their matches.

In accordance to Activities Department practice with regards to overnight stays the Activities Department will pay for the tournament entry fee and all other costs will be paid by the Volleyball Boosters. This includes: hotel rooms, charter bus, and potential team meals. This is an opportunity for the volleyball team to compete at a level against some of the top level teams in Illinois. Except for the 2020 season the volleyball team has made this trip to Illinois every year since 2017.

I am requesting the volleyball team be given permission to compete in Illinois this fall.

Professionally,

Aaron A. May



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

Date: September 6, 2022

To: Mr. Guttenberg
Board of Education Members

From: Brian Borowski

Re: Proposed Band Trip Spring 2023

Mr. Ryan Gill, High School Band Director, is requesting permission to continue planning a Spring 2023 Band student trip to Boston, MA. The trip would be held March 29 through April 2, 2023. Mr. Gill's travel experience would provide excellent leadership for the itinerary offered.

I hope you will join me in granting permission for Mr. Gill and the High School Band students the opportunity to take part in this trip. Similar music trips have been held for many years and have proven to be the highlight of many music students' high school experience. In addition, the students have represented themselves, Waunakee Community High School, and the Waunakee Community School District in a positive manner.

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

Waunakee High School Band Department 2022-23 Trip Proposal – Boston

(As of 9/6/22)

301 Community Dr.

Waunakee, Wisconsin 53597

Ryan Caloud and Ryan Gill

Contact Ryan Gill, ryangill@waunakee.k12.wi.us

Or Ryan Caloud, ryancaloud@waunakee.k12.wi.us

608-849-2100 ext 2807, 608-849-2164 (school FAX)

Educational Goals/Objectives

1. To share our music with a captive audience.
2. To educate students regarding the importance of sharing their music with others and the sense of “giving back” to society by sharing their music with veterans and/or senior citizens.
3. To broaden cultural and historical perspectives of our students.
4. To provide our students with a high quality concert.
5. To foster camaraderie, pride and a sense of family/team within our ensembles and music department.
6. To provide an opportunity to hear and dialogue with excellent professional musicians/ensembles.
7. To provide an opportunity to represent the school and community as positive musical ambassadors.

Student Needs

1. To provide a performance and travel opportunity for all high school music students despite financial obligations.
2. To provide a reward for participation in music at least once in four years of membership.
3. Incentive for program retention

Performances(s): One performance for each ensemble (with possible collaborations) at retirement facility, veterans home, children’s hospital or other venue with a captive audience.

Proposed Travel Date: Wednesday, March 29th – Sunday, April 2nd 2023

Participants: 100-140 students in band

Travel Vendor and Cost: Bob Rogers Travel was chosen by a parent committee as this year’s vendor based on their proposal’s itinerary and cost. The price per student will be \$1,455 for a quad occupancy (4 students per hotel room). Additional funding support will be provided by the Music Boosters, but the exact dollar amount has yet to be determined.

Funding Sources

1. Families
2. Music Booster Contribution

Timelines

1. May 1, 2022 – Send proposals to travel vendors with criteria.
2. June 1 - Proposals from travel vendors due to Ryan Gill/Ryan Caloud.
3. August 1 - Discuss travel vendor proposals/select vendors by trip committee of directors, parents, students. Revise/prepare final draft for acceptance at Board of Education meeting September 12
4. Sept 12, 2022 – seek final approval by the Board of Education.

Trip Itinerary Possibilities

1. 5 days /4 night tour via motor coach round trip from Waunakee, WI to Boston, MA
2. One or two performances for each ensemble (with possible collaborations) at retirement facility, veterans home, children's hospital, or other venue with a captive audience Another possibility would be to do a music exchange with a school in Boston.
3. Tour stops/visits to be taken from the following: See attached itinerary
4. Attend concerts or rehearsals of a professional choir, jazz ensemble, band, and/or orchestra. Have an opportunity to talk with conductors or performers to discuss music careers and its importance in our lives.
5. Meals at appropriate restaurants provided by the vendor as part of the package to be determined.
6. Boston tour guides.

Conclusion

1. The attached proposal has a specific list of the attractions that students may be seeing. To summarize, in addition to lodging and transportation, the cost includes a Blue Man group performance, a clinic by a professional conductor at the Berklee School of Music, a list of Boston cultural and historical attractions, and one WHS performance at a chosen venue.

Waunakee High School Band Department 2022-23 Trip Proposal – Boston

(As of 9/6/22)

301 Community Dr.

Waunakee, Wisconsin 53597

Ryan Caloud and Ryan Gill

Contact Ryan Gill, ryangill@waunakee.k12.wi.us

Or Ryan Caloud, ryancaloud@waunakee.k12.wi.us

608-849-2100 ext 2807, 608-849-2164 (school FAX)

Educational Goals/Objectives

1. To share our music with a captive audience.
2. To educate students regarding the importance of sharing their music with others and the sense of “giving back” to society by sharing their music with veterans and/or senior citizens.
3. To broaden cultural and historical perspectives of our students.
4. To provide our students with a high quality concert.
5. To foster camaraderie, pride and a sense of family/team within our ensembles and music department.
6. To provide an opportunity to hear and dialogue with excellent professional musicians/ensembles.
7. To provide an opportunity to represent the school and community as positive musical ambassadors.

Student Needs

1. To provide a performance and travel opportunity for all high school music students despite financial obligations.
2. To provide a reward for participation in music at least once in four years of membership.
3. Incentive for program retention

Performances(s)

One performance for each ensemble (with possible collaborations) at retirement facility, veterans home, children’s hospital or other venue with a captive audience.

Proposed Travel Date

Wednesday, March 29th – Sunday, April 2nd 2023

Participants

100-140 students in band

Travel Vendor and Cost

Bob Rogers Travel was chosen by a parent committee as this year’s vendor based on their proposal’s itinerary and cost. The price per student will be \$1,455 for a quad occupancy (4 students per hotel room). Additional funding support will be provided by the Music Boosters, but the exact dollar amount has yet to be determined.

Funding Sources

1. Families
2. Music Booster Contribution

Timelines

1. May 1, 2022 – Send proposals to travel vendors with criteria.
2. June 1 - Proposals from travel vendors due to Ryan Gill/Ryan Caloud.
3. August 1 - Discuss travel vendor proposals/select vendor by trip committee of directors, parents, students. Revise/prepare final draft for acceptance at Board of Education meeting on September 12th
4. Sept 12, 2022 – seek final approval by Board of Education.

Trip Itinerary Possibilities

1. 5 days /4 night tour via motor coach roundtrip from Waunakee, WI to Boston, MA
2. One or two performance for each ensemble (with possible collaborations) at retirement facility, veterans home, children's hospital, or other venue with a captive audience Another possibility could be to do a music exchange with a school in Boston.
3. Tour stops/visits to be taken from the following: See attached itinerary
4. Attend concert or rehearsal of a professional choir, jazz ensemble, band, and/or orchestra. Have an opportunity to talk with conductors or performers to discuss music careers and its importance in our lives.
5. Meals at appropriate restaurants provided by the vendor as part of the package to be determined.
6. Boston tour guides.

Conclusion

1. The attached proposal has a specific list of the attractions that students may be seeing. To summarize, in addition to lodging and transportation, the cost includes a Blue Man group performance, a clinic by a professional conductor at the Berklee School of Music, a list of Boston cultural and historical attractions, and one WHS performance at a chosen venue.

WAUNAKEE HIGH SCHOOL BAND
RYAN CALOUD & RYAN GILL, DIRECTORS
DESTINATION: BOSTON, MA
DATES: MARCH 29 – APRIL 2, 2023

SUGGESTED ITINERARY
AS OF
SEPTEMBER 1, 2022
Sarah McVeigh, Travel Consultant

WEDNESDAY, MARCH 29

- 9:30 AM **Two (2) Motor coaches** arrive at **Waunakee High School**; begin loading
301 Community Drive, Waunakee, WI 53597
- 10:30 AM CST Depart for **Boston, MA!** (1,138 miles; 19 hours allotted for drive
time, plus 2 ½ hours for dinner and breakfast (student cost), and breaks, plus 1 hour for
time change)

**Please eat breakfast prior to departure or bring a sack breakfast for on the motor
coach. Each individual is responsible for keeping their area in the motor coach picked
up and clean.**

THURSDAY, MARCH 30

- 9:00 AM EST Arrive in **Boston** at the **Boston Common Visitor Center**
139 Tremont Street, Boston, MA 02111
~ Meet your professional BRT Tour Director at Boston Common Visitor Center ~
- 9:30 AM Enjoy a **Guided Walking Tour of Boston's Historic Freedom Trail**
Start at the golden dome of the State House atop Beacon Hill, and walk through the Boston Common, America's oldest park. Continue past Park Street Church where William Lloyd Garrison gave the first anti-slavery speech in 1829. Visit the Old Granary Burial Ground, resting place of Paul Revere, John Hancock, Sam Adams and Mother Goose. Walk through the Colonial Section of Old Boston. Visit the site of the Boston Massacre. View Faneuil Hall and many more sights.
- 11:00 AM Tour ends; enjoy lunch at **Faneuil Hall** and **Quincy Market** (student cost)
4 South Marketplace, Boston, MA 02109
For over 250 years, the marketplace has played an integral role in the life of Boston's residents. With more than 100 of the finest shops and specialty pushcarts, explore locally-owned treasures to nationally recognized retailers. (You will have time to return here later this week.)
- 12:30 PM Load motor coaches; walk as a group to the **Museum of Science**
1 Museum Of Science Driveway, Boston, MA 02114
- 1:00 PM Explore the **Museum of Science + IMAX Omni Film**
One of the world's premiere science centers, the Boston Museum of Science features a revolving schedule of temporary exhibits, IMAX films, and Planetarium shows. As science and technology increasingly shape our lives, the Museum of Science strives to equip and inspire everyone to use science for the global good.
- 3:00 PM Depart on a **Boston Duck Tour**
This is the only tour that can traverse both land and water! Hop aboard Boston Duck Tours and enjoy a fully narrated, historic tour of Boston in a "DUCK", a WWII style amphibious landing vehicle. See the city from land, and then when you think you have seen it all, make a Big Splash in the Charles River to capture breathtaking views of the Boston and Cambridge skylines!
- 4:40 PM Tour ends; load motor coaches
- 4:50 PM Depart for **Fire+ice**
205 Berkeley Street, Boston, MA 02116
- 5:15 PM Enjoy a group dinner at **Fire+ice**



Afterward Walk to the **Boston Common**
Check-out the Central Park of Boston!

8:00 PM Load motor coaches; depart for your **Boston area hotel**

9:00 PM Arrive at your hotel; check in

~ 2 Private nighttime security chaperones at the hotel from 10:30pm – 5:30am ~

FRIDAY, MARCH 31

- 7:30 AM Enjoy breakfast at the hotel
- 8:30 PM Load motor coaches; depart for **New England Conservatory** (or similar)
30 Gainsborough Street, Boston, MA 02115

- 9:30 AM **Waubesa High School Band** participates in a **Clinic** at **Boston Conservatory at Berklee** (based on availability)

- 11:00 AM Enjoy lunch in the area (student cost)
- 12:30 PM Meet and walk to the **Museum of Fine Arts**
465 Huntington Avenue, Boston, MA 02115
- 1:00 PM Explore the **Museum of Fine Arts**
Visit the 20th largest art museum in the world with more than 450,000 works of art, making it one of the most comprehensive collections in the Americas.
- 2:30 PM Walk to **Fenway Park**
4 Yawkey Way, Boston, MA 02215
- 3:15 PM Enjoy a guided tour of **Fenway Park**
“America’s Most Beloved Ballpark” is a place where dreams are made, traditions are celebrated, and baseball is forever. Visit Pesky’s Pole and sit atop the world famous Green Monster, which stands 37 feet overlooking leftfield.
- 4:30 PM Tour ends; walk to **Summer Shack**
50 Dalton Street, Boston, MA 02115
- 5:00 PM Enjoy a group dinner at **Summer Shack**
Start your meal with a salad, and then feast on your choice of chef’s daily fish special, fried haddock fish sandwich, fish tacos, large gulf shrimp, cheeseburger, or a seasonal vegetable platter, all served with soft drinks and the chef’s seasonal dessert!
- 6:30 PM Load motor coaches; depart for **Charles Playhouse**
74 Warrenton Street, Boston, MA 02116
- 7:30 PM Take in a performance of **Blue Man Group**
- 9:00 PM Load motor coaches; depart for the hotel
- 9:45 PM Arrive at your hotel

~ 2 Private nighttime security chaperones at the hotel from 10:30pm – 5:30am ~

SATURDAY, APRIL 1

- 7:00 AM Enjoy breakfast at the hotel
- 8:00 AM Check out of hotel; begin loading motor coaches
- 8:30 AM Depart for **Salem, MA** (34 miles; 1 hour 15 minutes allotted for drive time)
- 9:45 AM Arrive in **Salem**; walk to **Salem Trolley Tour**
8 Central Street, Salem, MA 01970
- 10:00 AM Enjoy a **Salem Trolley Tour**
This one-hour narrated trolley tour is the best way to see Salem and to experience the Witch City's unique and colorful past. On your tour, you will see the Charter Street Burial Ground, The House of the Seven Gables, Witch Dungeon Museum, Salem Witch Museum, the historic waterfront area, and Chestnut Street (considered to be one of the most beautiful streets in America!)
- 11:15 AM Explore the streets of Salem and enjoy lunch (**\$20 VISA Gift Card provided**)
- 12:30 PM Walk to **The House of the Seven Gables** (also known as the **Turner-Ingersoll Mansion**)
115 Derby Street, Salem, MA 01970
- 1:00 PM **Tour The House of the Seven Gables**
*Built in 1668, this is the oldest surviving 17th century wooden mansion in New England. The House of Seven Gables inspired Nathaniel Hawthorne to write his legendary novel of the same name. The museum houses more than 2,000 artifacts and objects, more than 40 framed works, 500 photographs and glass plate negatives, and more than 50,000 volumes in its rare book library. ****You will be split into smaller groups to tour the house. While you're not touring the house, explore the shops in downtown Salem.***
- 2:15 PM Load motor coaches; depart for **Boston Tea Party Ships and Museum** (24 miles; 1 hours allotted for drive time)
306 Congress Street, Boston, MA 02210
- 3:15 PM Arrive at the **Boston Tea Party Ships and Museum**
- 3:30 PM Tour the **Boston Tea Party Ships and Museum**
The Boston Tea Party Ships and Museum bring the brave protest that led to the American Revolution to life through engaging reenactments on your tour. You will be immersed in the issues of the day as you join Samuel Adams and the Sons of Liberty in their protest against the Crown's unjust taxes. HUZDAH!
- 5:00 PM Walk to **Faneuil Hall Marketplace**

-
- 5:15 PM Enjoy time to shop and explore
- 6:00 PM Walk to **City Cruises by Hornblower**
200 Seaport Boulevard #75, Boston, MA 02210
- 6:30 PM Boarding begins for your cruise
- 7:00 PM **DJ Dinner Dance Cruise** departs!
Enjoy dinner and dancing on tonight's cruise. Capture nighttime pictures of the beautiful skyline from the harbor and have a great time with friends!
- 9:30 PM Arrive back to shore; load motor coaches
- 9:45 PM EST Depart for **home** (1,157 miles; 19 ½ hours allotted for drive time, plus 3 ½ hours for dinner and breakfast (student cost) and breaks, minus 1 hour for time change)

SUNDAY, APRIL 2

- 7:45 PM CST Approximate arrival at **Waubesa High School – WELCOME HOME!**