

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

Monday, November 14, 2022

6:00 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UClgebJT-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](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

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

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

A. Review Closed Session Minutes for 10/10/22 regular meeting, 10/18/22 special meeting and 10/24/22 Special meeting.

B. Review with the Board the District's Status and Response related to Litigation involving the School District.

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

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT WORKSHOP**

**8**

If time, the Board may discuss school board operational matters.

1. The process for including the Budget Committee on budget related items that originate from another board committee.
2. Closed Session Protocols
3. American Education Week Letter -- Mark Hetzel
4. Communication to Community Regarding Referendum Results

**VI. APPROVAL OF MINUTES**

- A. Review Open Session Minutes for 10/10/22 regular meeting and 10/18/22 & 10/24/22 Special meetings. 11

**VII. APPROVAL OF AGENDA AND ADDITIONS**

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

**VIII. PUBLIC COMMENTS** 19

Individuals may use this time to comment on any school district related items. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

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

A. Student Report

Kaden Cerdana and Isabelle Hahn are the high school student representatives this year who will provide an update to the Board on events from the high school.

B. Teacher's Update

Representatives from the Waunakee Teachers Association will provide an update on some of the work they are doing in the district.

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. Spring Board Election

a. Notice of School Board Election 22

Attached is the Notice of the April 2023 School Board Election. Joan Ensign (Town of Westport/City of Madison), and Brian Hoefer (Village of Waunakee) seats are on the ballot this spring.

b. Notification of Non-Candidacy 23

Attached is the Notification of Non-Candidacy should an incumbent choose not to run for reelection this spring. The deadline for an incumbent to file the non-candidacy form is December 23, 2022 at 5:00 p.m.

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

- A. Facility Committee 10/17/22
  - 1. Review the minutes from the 10/17/22 meeting. 24
- B. Human Resources Committee
  - 1. Review October 18, 2022 Meeting Minutes 26
  - 2. Consider an additional two (2) percent wellness incentive for the employer contribution to health insurance premium. 28

Within the current employee guidelines, staff can receive a 3% wellness incentive(district contribution of 88% rather than 85%) by completing a health assessment. For the 23/24 plan year, employees will be required to visit the Waunakee Wellness Clinic and meet with the nurse practitioner.

The administration and Insurance Committee are proposing the following modification for 22/23:

To receive an ADDITIONAL 2% wellness incentive (district contribution of 90%) employees will need to be current with / have completed all of the following recommended age/gender appropriate screenings by the deadline of 5/31/23:

- Colonoscopy (must be scheduled)
- Mammogram
- Cervical Cancer Screening
- Bloodwork including Hemoglobin A1C and Lipid Panel

The attached materials share the potential costs and value returned to our health plan, in addition to the benefits to the employees.

- C. Policy Committee Meeting 10/20/22
  - 1. Review Minutes from the 10/20/22 Meeting. 46
  - 2. Policies For Discussion, Review, and Consideration 48

Attached is the Summary Table with comments from the various stages of policy review. This document will serve as a guide to reviewing the policies on the agenda for the November 14th meeting.

  - a. Policy 333 Parent Rights in Relation to District Programs/Activities and Student Privacy 52

Policy 333 is an important policy for the district to adopt to clarify for parents and school staff the rights and options for parents. One of the key decision points is the type of consent that you want to include for parents when making a decision about their child's participation. Active Consent requires parents to actively sign-up for their child to participate, while Passive Consent provides them with the option to opt-out -- if they do not opt out, then the default is that

they will participate.

Attached also please find a document that outlines examples of survey instruments used by the school district, the data that is gathered, and the grade levels and frequency of the surveys. The administration will review this document with the Board on Monday evening to provide greater context for the application of this policy.

b. Policy 342.31 Human Growth and Development Instruction	64
c. Policy 341.3 Rule Parental Request for Exemption	67
This policy is covered under new policy 333. Recommend to repeal.	
d. Policy 342.1 Programs for Students with Disabilities	68
e. Policy 342.2 Homebound Instruction	71
f. Policy 342.7 Services Programs for English Learners	72
g. Policy 342.8 Section 504 Plans and services for students with Disabilities	75
h. Policy 342.9 & 342.9 Rule District Day Care Programs	78
i. Policy 342.10 Recording of IEP And Section 504 meetings.	83
j. 343.1 Middle School Class Load/Course Selection	85
Recommend to repeal.	
k. Policy 343.2 Class Size	86
l. Policy 343.2 Class Size Guidelines	87
D. Budget Committee Meeting 10/21/22	
1. Review the minutes from the 10/21/22 Meeting.	88
E. Curriculum Committee	
1. Review 11/2/22 Meeting Minutes	90
2. Consideration of New Course Proposal - Mandarin Chinese 5	91

Attached please find a course proposal to extend the Mandarin Chinese sequence through Level 5. The addition of this course will be managed within the current staff allocation as it would be very challenging to add fractional staffing in this content area.

F. DEI Committee 11/08/22	
1. Review the Minutes from the 11/08/22 Meeting.	96
2. Consideration of a District Equity Statement	98
The Board's DEI Committee discussed language related to a District Equity Statement. The Board provided input to the Committee at the September Board Meeting, and Mark Hetzel worked from that input, and public comments made to the DEI Committee, to draft the attached statement for consideration. The Committee voted 2-1 to forward the attached statement to the full Board for consideration.	

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

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

#### **1. Review the November 8, 2022 Referendum Results and Next Steps 99**

Both referendum questions from November 8th were approved by the community. The final and official results of the vote will be reported to the Board on Monday night. The canvass for the election will take place on Friday, November 11, 2022.

Additionally, the administration, along with architects from EUA will present to the Board on Monday night the current plans for the new Heritage Elementary. We will review the program, floor plan, and exterior design with the Board. Direction and feedback will be needed from the Board on Monday night, as we need to submit this level of design by December 8th to the Plan Commission for approval.

Attached please find the design documents that will be presented at the meeting.

Finally, we will provide the Board with an update on the next steps in the construction process.

#### **2. 2022 and 2023 Summer School Updates 119**

Sheila Weihert will be present at Monday's Board Meeting to share a report on Summer School 2022 and to launch planning for Summer School 2023.

Attached please find the associated documents by Sheila Weihert.

The administration is requesting approval of the course offerings so we can begin hiring for summer 2023, in order to be early on the market to secure staff.

#### **3. Request for an Additional Special Education Teacher at Heritage Elementary School 124**

Please see the attached memo from Tiffany Loken regarding a request for an additional special education teacher at Heritage Elementary School. This position will be eligible for Transfer of Service funding.

#### **4. Discuss Community Engagement Plan**

#### **5. Announcements**

## **XII. CONSENT AGENDA**

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

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of October 2022. Please feel free to reach out to Allie Dye at alexandradye@waunakee.k12.wi.us if you have any questions.

### **B. Finance**

1. Monthly Finance Reports	126
Attached you will find the Budget Status report as of October 30, 2022 and the Cash Reconciliation report for September 2022.	
C. Consideration of School Safety Drills.	130
D. Gifts and Field Trips	
1. Gifts	
a. Meffert Oil - Pride Pump Campaign - \$1000	135
b. The Lone Girl - Golf Outing Donation - \$1940.00	136
2. Field Trips	
a. Consideration of Final approval of Band Trip to Boston March 2023	137
E. Approve Individual Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements	
<b>XIII. <u>BOARD BUSINESS</u></b>	
A. Conventions/Workshops	
The State Education Convention is January 18-21, 2023. You may view details on WASB website at <a href="https://wasb.org/meeting-and-events/convention/">https://wasb.org/meeting-and-events/convention/</a>	
Participants need to register. Early Bird registration is December 15th. School District's and CESA's will be provided a rebate if they register 5 or more board members & administrators.	
We have hotel rooms reserved at the Hilton Milwaukee City Center	
If you are interested in attending , please let Rebecca know by the December board meeting. Rebecca will register you and arrange a hotel room for you.	
If you have any questions, please feel free to contact Rebecca.	
B. Legislative Update	
C. Correspondence	147
<b>XIV. <u>FUTURE AGENDAS AND MEETINGS</u></b>	
A. Agenda Items for Next Meeting	
B. Special Meeting - <b>Record Curriculum Presentations on 11/28?</b>	
C. Budget Committee	
D. Co-Curricular Committee	
E. Curriculum Committee	
F. Facility Committee	
G. Human Resources Committee	
H. Policy Committee	
I. DEI Committee	

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

**XVI. RETURN TO OPEN SESSION**

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

**XVIII. ADJOURN**

“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.”



## ADMINISTRATION OFFICE

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

## Board of Education

November 14 - 18 is American Education Week. The Waunakee Community School District Board of Education wishes to share our gratitude to our students, staff, families, and all those in our community for your phenomenal support of our students and schools.

We celebrate the extraordinary collaboration of so many different groups of people in the Waunakee Community School District contributing to the success of our students and public education.

We are proud of our students for their achievements, effort, and spirit. We are most grateful for our parents and families who support our children's education, and for their help in providing the resources our students need.

We are most appreciative for the extraordinary talent, leadership, and commitment that our outstanding staff bring to our students

- our administrators - district and building level
- classroom teachers
- administrative support staff
- administrative assistants
- para-educators
- substitute teachers
- custodians and maintenance staff
- IT staff, food service staff, bus drivers, and crossing guards

Thank you for selflessly sharing the gifts of your unique talents, positive attitudes, and commitment to excellence.

We are also most grateful for the tremendous community support the WCSD receives from our community partners:

- Family Teacher Organizations (FTO) and booster organizations
- daycare and after school care providers

- parent leadership and advisory committees
- business partnerships
- tax payers
- First Responders
- Municipal partners: the Village of Waunakee, Town of Dane, Town of Springfield, Town of Vienna, Town of Westport, City of Madison, and City of Middleton

We invite you all, not just during American Education Week, but throughout the year to join us and share your gratitude to all these special people who contribute so selflessly to public education in the Waunakee Community School District.

Together, we all make a difference.

Waunakee Community School District Board of Education

Joan Ensign, President

Ted Frey, Vice President

Judith Engebretson, Clerk

Jack Heinemann, Treasurer

Katie Dotzler, Director

Mark Hetzel, Director

Brian Hoefler, Director



**ADMINISTRATION OFFICE**

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

**Board of Education**

To the Entire Staff of the Waunakee Community School District:

As we celebrate American Education Week, as the WCSD Board of Education, we wish to thank each of you for all you do to help our students reach their full potential.

Each of you in your own unique way helps create a welcoming culture of learning, excellence, growth, and inclusiveness. No matter your job description, know you make a tremendous difference to our students, to each other, to our District, and to the community. Together you collaborate and share your special talents to provide our students the best opportunities to learn, to achieve, and to be their best.

Thank you all for sharing so generously of your exceptional talents, your passion for kids, and your commitment to Education. As the WCSD BOE, we are so proud of and grateful for all the great things you do day in, day out for our students. What difference makers you are!

Celebrating you - our phenomenal staff,

Waunakee Community School District Board of Education

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

# Minutes of Regular Meeting - Open

## The Board of Education Waunakee Community School District

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, October 10, 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 Frey, second by Dotzler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e),(f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00 PM

### **II. ROLL CALL**

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

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers, Brian Borowski

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

- A. Review Minutes of 9/12/22 Meeting
- B. Review a Public Complaint About School Personnel and Consider an Individual's Employment. The Board of Education May Take Action in Closed Session, if Appropriate.
- C. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

### **IV. RETURN TO OPEN SESSION**

A motion was made by Heinemann, second by Engebretson, to adjourn closed session and reconvene in open session Motion carried 7-0. Time:7:13PM

The board reconvened at 7:16PM

### **V. BOARD DEVELOPMENT WORKSHOP**

Time did not allow for board development.

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

A motion was made by Engebretson, second by Dotzler, to approve the 9/12/22 minutes as posted. Motion carried 7-0.

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

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

## VIII. PUBLIC COMMENTS

There were no public comments in person at this meeting. There were no emailed public comments sent via the outline on the agenda for this meeting.

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

### A. Student Reports

High School Student Council Representative, Kaden Cerdena, reported to the Board. Kaden shared information about a successful homecoming. Homecoming events included amazing participation from the students at the football game and Student Council Penny war that collected \$1300+ for the UW Carbone Cancer Center. Students are preparing for the Pre-SATs, Girls Golf are going to state and the students are thankful for a long weekend

### B. Teacher Update

There were no teacher representatives for this meeting.

### C. Board Reports/Action Items

Board Reports on Educational Related Events, Meetings, or Trainings Attended by There were no Board member reports for this meeting.

## X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

### A. Policy Committee

Review the minutes from the 9/29/22 meeting.

\*This meeting replaced the 9/22/22 meeting that was canceled.

#### 1. Policies for Discussion, Review, and Consideration

##### a. Consider Policies 330, 334, 335, 341.2, 342.3, 342.4

Continuation of District's Policy Review: The policies for review on Monday evening are summarized in the attached spreadsheet, and the individual policies are attached per each policy's distinct agenda item.

##### 1. Consider adopting WASB PRG version of Policy 330 Curriculum Adoption

A motion was made by Dotzler, second by Hoefer to adopt Policy 330 as presented. Motion Carried 7-0.

##### 2. Consider Repealing Policy 334 Evaluations/Approval of Instructional Programs

A motion was made by Dotzler, second by Hetzel to repeal Policy 334 as presented. Motion carried 7-0.

##### 3. Consider adopting WASB PRG version of 335 and repeal 335 Rule

A motion was made by Engebretson, second b Heinemann to adopt Policy 335 and repeal Policy 335 Rule as presented. Motion carried 7-0.

##### 4. Consider adopting WASB PRG version policy 341.2 (replaces WCSD 341.1)

A motion was made by Hetzel, second by Dotzler, to adopt Policy 341.2 as presented. Motion carried 7-0.

##### 5. Consider adopting WASB PRG version of policy 342.3

A motion was made by Hetzel, second by Dotzler, to adopt Policy 342.3 as presented. Motion carried 7-0.

##### 6. Consider adopting WASB PRG policy 342.4 and repealing 342.4 Exhibit

A motion was made by Engebretson, second by Frey, to adopt Policy 342.4 and repeal Policy 342.4 Exhibit as presented. Motion carried 7-0.

##### b. Consider Policy 422

Per administrative recommendation, Policy 422 is being considered at this time for a change in the date to receive information regarding exchange students. A motion was made by

Dotzler, second by Heinemann, to revise Policy 422 so that the due date to receive any exchange student information for enrollment in the fall semester/or full year would be July 1<sup>st</sup>. The due date to receive any exchange student information for enrolment for the Spring term would be October 1<sup>st</sup>. Motion carried 7-0.

B. Curriculum Committee

The minutes from the 10/5/22 meeting were reviewed. .

1. Review State Assessment Results

Tim Schell and Amy Johnson provided an overview of the District's Spring 2022 State Assessment Results.

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

A. Administrative Reports/Action Items

1. Title IX Audit Report and Recommendations

Randy Guttenberg presented and answered questions regarding the final report and associated exhibits from Janis Doleschal, who the District contracted with to conduct a Title IX Audit of our athletic programs. Aaron May was also available to answer questions. RG presented and AM was available for questions

2. Facility and Referendum Planning Update

Guttenberg presented and answered questions on the planning for Heritage Elementary School. The Visionary Team has narrowed its focus to Option #4 -- the version of the design associated with the Flex Café. The board agreed with the Visionary Team's recommendation of option #4.

3. Resolution Amending the 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. Adopted on September 12, 2022

Summers presented and answered questions regarding the request for school board approval of the resolution for our cash flow borrowing process for the 2022-2023 school year. A motion was made by Heinemann, second by Hoefer to approve the resolution as presented. Motion carried 7-0.

4. Third Friday Count

Summers explained and answered questions regarding the Third Friday Count.

5. Consideration of Special Education Positions.

Tiffany Loken presented and answered questions regarding the two special education position requests. Adaptive Special Education Teacher - District Wide, Cross Categorical Special Education Teachers - WIS

A motion was made by Hetzel, second by Engebretson, to approve the positions as presented. Motion carried 7-0.

6. Announcements/Correspondence

a. National Merit Scholars – Congratulations: Bella Lutes, Genevieve Mallin, Andrew Regnier, Matthew Steinl

**XII. CONSENT AGENDA**

The board wanted to acknowledge the generosity of Meffert Oil's Pride Pump Donation of \$1000.00. This month's donation will go toward athletics.

A motion was made Engebretson, second by Hoefer to approve the consent agenda as presented. Motion Carried 7-0.

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of September 2021. Please feel free to reach out to Allie Dye at alexandradye@waunakee.k12.wi.us if you have any questions.

B. Finance

1. Monthly Finance Reports

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

C. Post Secondary Credit Options

D. Consideration of Club/Org Advisor Pay

1. Consideration of Paid advisor for Model UN

E. Consideration of School Safety Drills

F. Gifts and Field Trips

1. Gifts

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

2. Field Trips

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

**New Teacher Staff**

Larry Hale, 67% English Teacher, HS

Mandy Trudell, 5th Grade Teacher, IS

**New Support Staff**

Ryan Coenen, Custodian, HS

Allie Crosby, Para Educator Regular Education, HES

Penelope Gonzalez, Para Educator Regular Education, HES

Monica Herrera, Para Educator Special Education, HS

Jack Kinziger, Para Educator Special Education, HS

Amanda Kulstad, Para Educator Regular Education, IS

Michelle Miller, Para Educator Special Education, HES

Sally Njie, Custodian, HES

Emily Setodji, Para Educator Regular Education, HES

Yeny Schwartz, Para Educator Regular Education, HES

**Resignations**

Teagan Bothun, Para Educator Special Education, HES

Arely Tinoco-Guerrero, Para Educator Regular Education, IS

Robert Staggenborg, English Teacher, HS

**XIII. BOARD BUSINESS**

A. Fall 2022 Board/Staff Listening Sessions

B. Board Correspondence

**XIV. FUTURE AGENDAS AND MEETINGS**

TF KD all in 9:02

A. Agenda Items for Next Meeting

B. Special Meeting - Setting the Tax Levy Meeting. – 10/24/22 @ 5:30PM

A motion was made by Hetzel, second by Dotzler to approve this meeting as stated. Motion carried 7-0.

C. Budget Committee – 10/21/22 @ 7:30AM

- D. Co-Curricular Committee
- E. Curriculum Committee
- F. Facility Committee
- G. Human Resources Committee – 10/18/22 @ 7:30AM
- H. Policy Committee
- I. DEI Committee – 10/24/22 @ 6:00PM

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

The board of Education adjourned at 8:58PM 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

# Minutes of Special Meeting - Complaint Concerning a School Employee – Minutes - Open

## The Board of Education Waunakee Community School District

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A Special Meeting - Complaint Concerning a School Employee of the Board of Education of Waunakee Community School District was held Tuesday, October 18, 2022, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

President Ensign called the meeting to order. A motion was made by Hetzel, second by Engebretson, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e),and (f) to review individual co-curricular contract recommendations, resignations, and retirements. Motion carried 7-0 on a roll call vote. Time 5:30 PM

### **II. ROLL CALL**

Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann – Yes, Hetzel- Yes, Hoefler- Yes  
Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers, Brian Borowski, Attorney Kirk Strang

### **III. CLOSED SESSION – ADJOURN TO CLOSED SESSION. 19.85(1)(c), (e), and (f), as well as 118.125 of the Wisconsin Statutes**

- A. Hear a complaint concerning a school employee,
- B. Consider information concerning an employee’s performance and work with students and, if appropriate, consider action to rescind, reconsider, or otherwise modify a previous employment decision of the Board regarding termination of the employee’s employment. The Board may take action in closed session.

### **IV. RETURN TO OPEN SESSION**

A motion was made by Hoefler, second by Hetzel, to return to open session at 7:35pm. Motion carried 7-0.

### **V. ADJOURN**

The board of Education adjourned at 7:35pm on a motion by Heinemann, second by Frey, and passed unanimously by a voice vote 7-0.

Respectfully submitted,

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

Date \_\_\_\_\_

JE:rm

# Minutes of Special Meeting - Open

## The Board of Education Waunakee Community School District

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A Special Meeting of the Board of Education of Waunakee Community School District was held Monday, October 24, 2022, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

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

### **II. ROLL CALL**

Present: Dotzler- Yes, Ensign- Yes, Frey – Yes, Heinemann – Yes, Hetzel- Yes, Hoefler- Yes, Engebretson – Absent.

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers, Brian Borowski

### **III. RETURN TO OPEN SESSION NA**

### **IV. APPROVE AGENDA**

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

### **V. PUBLIC COMMENTS**

Email public omments were received and reviewed by the board and are posted in the extras section of the agenda.

Email public comments received from:

James Dama

Pat Elliott

Aaron Gallus

George MacKenzie

James Imhoff

Mason Steffen

Todd Johnson

In person, public comments were made by:

Jenny Busbury-Johnson – Support Coach MacKenzie

Todd Johnson – Support Coach MacKenzie

Jason Misfeldt – Support Coach MacKenzie

Mark Przybelsk – Support Coach MacKenzie

### **VI. 2022- 2023 BUDGET APPROVAL AND TAX LEVY APPROVAL**

Summers presented and answered questions regarding the final steps of the 22-23 budget process and tax levy options.

A motion was made by Heinemann, second by Hetzel to approve the budget as presented and to approve all the tax levy options as presented, in order for the WCSD Clerk to provide the appropriate option as instructed. Motion carried 6-0.

- A. Budget Changes
- B. Tax Levy Changes and Certification

**VII. SCHOOL BOARD APPROVAL OF THE FACILITY COMMITTEE RECOMMENDATIONS FROM THE MECHANICAL, ELECTRICAL, PLUMBING INTERVIEWS ON OCTOBER 17TH, 2022**

Summers presented and answered questions regarding the facility committee recommendations for subcontractors for the November 8th referendum. The facility committee recommends partnering with Westphal/Globalcomm for electrical, North American Mechanical for HVAC, Hooper for plumbing, and Endres for steel.

A motion was made by Hetzel, second by Dotzler, to approve partnering with the recommended subcontractors as presented. Motion carried 6-0.

**VIII. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1)(c)(e) and/or (f) as well as 118.125.**

A motion was made by Hofer, second by Frey, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e), and/or (f) as well as 118.125 to review individual co-curricular contract recommendations. Motion carried 6-0 on a roll call vote. Time 6:03PM  
Roll Call: Dotzler- Yes, Ensign- Yes, Frey – Yes, Heinemann – Yes, Hetzel- Yes, Hofer- Yes, Engebretson – Absent.

- A. Discuss an administrative report concerning an employment matter and possible solutions or agreements, relevant, confidential pupil information, and available alternative courses of action. If appropriate, consider action to rescind, reconsider, or otherwise modify a previous employment decision of the Board regarding termination of the employee's employment. The Board may take action in closed session.
- B. At the conclusion of the closed session and following any action, the Board will entertain a motion to adjourn.

**IX. ADJOURN**

A motion was made in closed session to adjourn the meeting at 6:37PM.

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

## Legal References:

### Wisconsin Statutes

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

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

## Cross References:

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

## Adoption/Revision Date(s):

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

**NOTICE OF SCHOOL BOARD ELECTION**

**Waunakee Community School District**

April 4, 2023

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of Waunakee, on Tuesday, April 4, 2023, the following offices are to be elected to succeed the present incumbents listed. The term of offices is three years beginning on Monday, April 24, 2023, expiring on April 26, 2026.

**OFFICE**

**INCUMBENT**

School Board Member from the Town of Westport/City of Madison

Joan Ensign

School Board Member from the Village of Waunakee

Brian Hoefler

NOTICE IS FURTHER GIVEN, that a Campaign Registration Statement and a Declaration of Candidacy, must be filed no later than 5:00 p.m., on Tuesday, January 03, 2023 in the office of the school district clerk. Nomination papers are required, and the first day to circulate nomination papers is December 1, 2022, and the final day for filing nomination papers is 5:00 p.m. on Tuesday, January 03, 2023 in the office of the school district clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, February 01, 2023.

A description of the school district boundaries can be obtained from the school district office.

Given under my hand,  
on November 14, 2022

Judith Engebretson  
School District Clerk

FOR OFFICE USE ONLY

## NOTIFICATION OF NONCANDIDACY

I, \_\_\_\_\_, state that I am currently the  
(please print name)

incumbent officeholder for the office listed below.

I will not be a candidate for this office at the next election. I understand that the timely receipt\* of this notice will avoid an extension of the deadline for filing ballot access documents.

**TITLE OF OFFICE:** \_\_\_\_\_  
(print current office, including district #, if any)

**NEXT ELECTION DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE OF SIGNING:** \_\_\_\_\_

*\*Notification must be received by the proper filing officer no later than 5:00 p.m. on the 2nd Friday preceding the deadline for filing ballot access documents to avoid an extension of time for filing such papers.*

The information on this form is filed in accordance with §§.8.05(1)(j), 8.10(2)(a), 8.15(1), 8.20(8)(a), 120.06(6)(b), Wis. Stats. This form is prescribed by the Wisconsin Elections Commission, 212 East Washington Avenue, 3<sup>rd</sup> Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://elections.wi.gov> Email: elections@wi.gov.

# Minutes of Facility Committee Meeting

## The Board of Education Waunakee Community School District

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A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, October 17, 2022, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Ensign called the meeting to order at 2:58 P.M.

### **II. ROLL CALL**

Present: Ensign, Heinemann, Frey

Also Present: Guttenberg, Summers, Cramer, Jay Thomsen (Vogel Brothers), Rich Steffels (Vogel Brothers)

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. WCSD MECHANICAL, ELECTRICAL, PLUMBING INTERVIEWS**

The committee interviewed the MEP candidates as per the posted schedule.

- A. 3:00PM - 3:05PM Meeting Kick-Off
- B. 3:05PM - 3:20PM Endres Manufacturing
- C. 3:25PM-3:45PM Westphal Electric
- D. 3:50PM - 4:10PM Electric Construction
- E. 4:14PM - 4:35PM - Hooper Corporation
- F. 4:40PM - 5:00PM NAMI
- G. 5:05PM - 5:30PM - 1901
- H. 5:30PM - 6:00PM - Committee Discussion/Approval

After the interviews were completed, the Facility Committee members discussed selecting subcontractors to create a recommendation for the School Board meeting on October 24<sup>th</sup>. A motion was made by Heinemann, second by Frey, to recommend that the full board consider the following:

Structural steel work = Endres Manufacturing

Electrical work = Westphal Electric/Globalcomm

HVAC work = NAMI

Plumbing work = Hooper Corporation

Motion carried 3-0.

### **VI. FUTURE MEETINGS NA**

### **VII. ADJOURN**

A motion was made by Heinemann, second by Frey to adjourn the meeting at 6:05PM  
Motion carried 3-0.



# Minutes of Human Resources Committee Meeting.

## The Board of Education Waunakee Community School District

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A Human Resources Committee Meeting. of the Board of Education of Waunakee Community School District was held Tuesday, October 18, 2022, beginning at 7:30 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 7:29AM

### II. ROLL CALL

Present: Engebretson, Ensign, Hoefler

Also Present: Grabarski, Guttenberg, Summers

### III. APPROVE AGENDA

A motion was made by Hoefler, 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. CONSIDER AN ADDITIONAL TWO (2) PERCENT WELLNESS INCENTIVE FOR THE EMPLOYER CONTRIBUTION TO HEALTH INSURANCE PREMIUM.

Grabarski presented and answered questions regarding potential changes to the annual wellness assessment process. The assessment process would occur at the Employee Clinic and would offer WCSD staff an additional two percent employer contribution to their health insurance. The incentives program is a way to keep staff medical claim costs lower and also to promote staff health, which will keep WCSD insurance costs down.

The incentives are posted in detail in the agenda. A motion was made by Ensign, second by Hoefler to move these incentive plans to the full board for consideration. Motion carried 3-0.

### VI. INITIAL DISCUSSION OF THE BUDGETED AMOUNT FOR THE 23/24 HEALTH INSURANCE PLAN'S DISTRICT PREMIUM CONTRIBUTION.

Grabarski presented and answered questions regarding the district's Insurance Committee reviewing and developing the 23/24 health plan offerings. A future Board decision will need to provide the expected total annual employer premium contribution. Summers explained that they have been looking at ways that an individual may be a good consumer when it comes to insurance usage, and how that will need to be shared with the staff.

This agenda item was for informational purposes only. If the committee has any questions as they are thinking about this, please reach out to Steve Summers or Brian Grabarski.

### VII. ADJOURN

A motion was made by Hofer, second by Ensign, to adjourn the meeting at 8:18AM.  
Motion carried 3-0.



# WCSD 2022 / 2023 WELLNESS PROGRAM



# Feel your best to do your best

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You perform at your best when you feel your best. The WCSD wellness goal is to encourage you to take the steps needed that will allow you to do just that.

New for the 2022/23 plan year, to achieve the highest district premium <sup>29</sup> contribution, employees on the health plan will need to meet with the Nurse Practitioner at the Waunakee Wellness Clinic AND be compliant with all recommended preventative services by May 23<sup>rd</sup>, 2023.

More on this in future slides...

# The Problem with Traditional Wellness Programs

Health insurance carriers, wellness vendors, and many brokers promote traditional wellness activities as strategies to improve employee health, yet these programs fail to drive members to engage with their Primary Care Physician.

STANDARD VENDOR SOLUTIONS	CHALLENGES
<b>On-site Biometric Screenings</b>	Non-diagnostic tests that lead to no follow-up <span style="float: right;">30</span>
<b>Stand Alone Health Risk Appraisal</b>	Self-reported health information, no follow-up
<b>Weight Loss Challenges or Biggest Loser Competitions</b>	Costly with little long-term financial benefit to the company
<b>Tobacco Cessation</b>	While 70% of smokers want to quit, only about 6% of smokers successfully quit smoking <sup>1</sup>
<b>Carrier disease management programs</b>	Limited ability to demonstrate improved health status or lowered claims

<sup>1</sup> <https://drugfree.org/learn/drug-and-alcohol-news/almost-70-percent-of-smokers-want-to-quit-but-few-do/>

# Why Preventive Care

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Regular preventive care is critical to maintaining good health and managing health care spending.

- Engaging with our Employee Wellness Clinic helps to provide valuable information.
- Can help you avoid serious health conditions; focus on medical and lifestyle management.
- Can help manage existing diagnosis of chronic condition.
- Reduce the number of unknown health risks which also reduces the likelihood of a catastrophic health event.

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# Reasons for Change

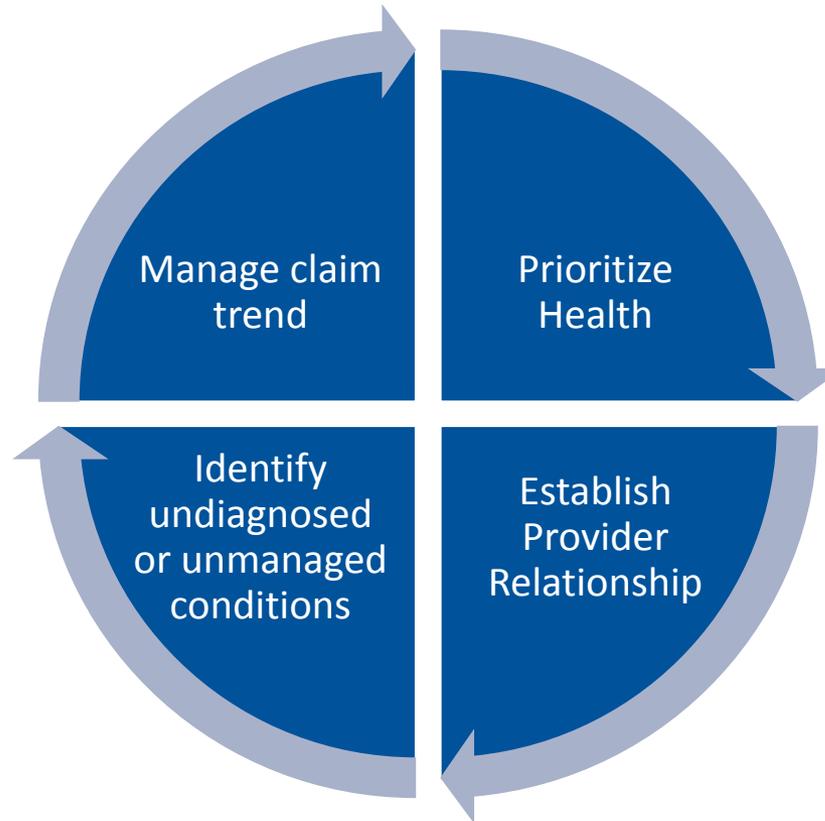
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- Personal Wellness Plans have shown to be ineffective at managing population health (check the box)
- Can't detect cancer, eye health, chronic conditions
- Opportunities for increase in preventive care (54.5 % of Waunakee staff/family members no preventative care visit between 7/1/21 and 6/30/22)
- Challenges with onsite screening
- Administratively burdensome on HR staff

32

# Objective of New Direction for Wellness

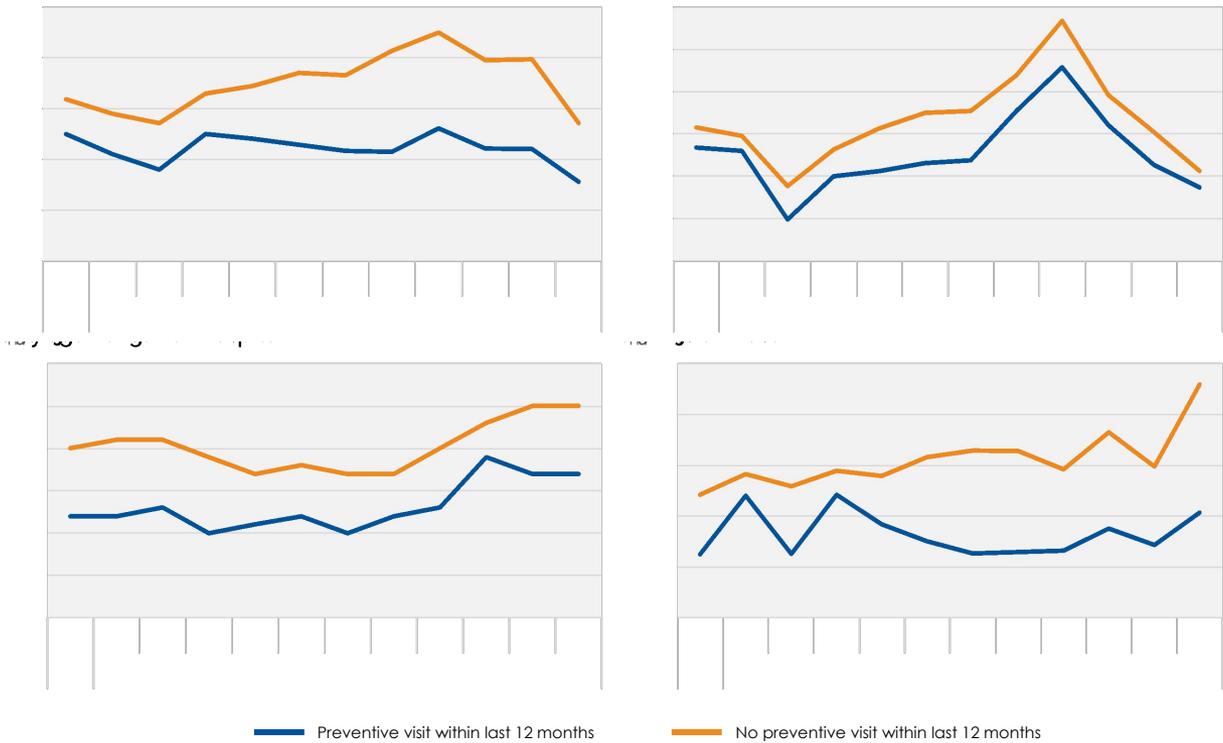
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# Evidence Supporting the Value of Preventive Care

A view of 857,000 individual adults (January 2021 - December 2021)



We looked at utilization differences between adults who had a preventive office visit in the last 12 months, and those adults who did not

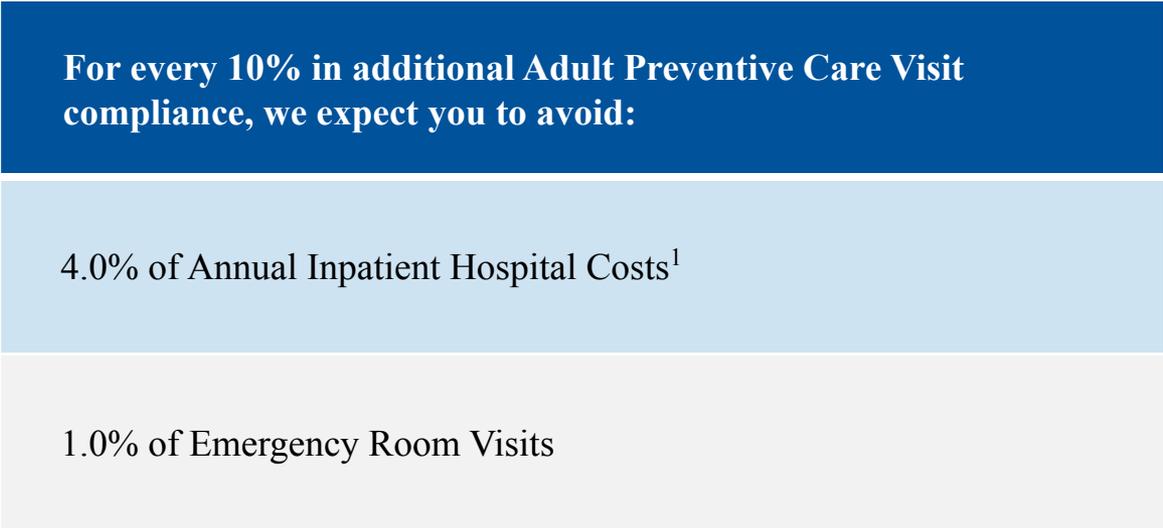
- There is no question about the relationship (and possibly causality!) between preventive care and IP / ER usage.
- The group of adults who had no preventive visit in the last twelve months were also younger by two years, which suggests our estimates are conservative.
- The predicted risk for the group with preventive visits was higher, which means the ER and IP visits for the non-compliant adults was unexpected.
- Prevention saves trips to the hospital.

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<sup>2</sup>502,000 without preventive care visits; 355,000 with a preventive care visit in the last 12 months

# The Value of Adult Preventive Care

Based on the relationship we studied between improved Inpatient and Emergency Room performance and higher preventive care use, we've concluded:



35

<sup>1</sup>Based on Inpatient Days (Total admissions times the average length of stay per visit)

# Physician Engagement

Connecting members to primary care is the best first step to improved healthcare and management of chronic conditions.

METRICS	Sample Projected Trends of Entire Adult Population			
	PRE-USI	Year 1	Year 2	Year 3
Adult well visits/standard blood panel	30%	60%	70%	78%
Diagnosed with high blood pressure	20%	25%	28%	30%
Diagnosed with high cholesterol	12%	14%	16%	18%
Diagnosed with diabetes	7%	8%	9%	10%

- USI demonstrates that with **meaningful incentives**, 50-80% of the population will actively engage a primary care physician (PCP).<sup>36</sup>
- Year-over-year increases in disease prevalence are due to the diagnosis of asymptomatic illness that, if left unmanaged, lead to catastrophic claims.
- Primary care is the most economical entry point to address these conditions

\*Case data accessed from USI's proprietary 3D Analytics Tool

# Cancer Care Management

Why preventive care matters

CANCER TYPE & SCREENINGS		ESTIMATED IMPACT		
CANCER TYPE	RECOMMENDED SCREENINGS <sup>1,2,3</sup> & COST OF SCREENING	*AVG. COST TO TREAT CANCER	*5-YR SURVIVAL RATES <sup>10</sup>	
			Stage 1	Stage 4
Colon Cancer	<b>Colorectal Screening: \$925</b> (Ranges from \$23 - \$1,742) <sup>5</sup>	<b>\$40-80K</b> <sup>6,7</sup>	Approximately 91%	Approximately 14%
Prostate Cancer	<b>Prostate-Specific Antigen (PSA): \$41</b> (Ranges from \$15-\$54) <sup>5</sup>	<b>\$99,394</b> <sup>8</sup>	Approximately 100%	Approximately 30% <sup>37</sup>
Cervical Cancer	<b>Cervical Screening: \$38</b> (Ranges from \$26-\$48) <sup>5</sup>	<b>\$118,000</b> <sup>9</sup>	Approximately 92%	Approximately 17%
Breast Cancer	<b>Mammogram: \$291</b> (Ranges from \$169 - \$368) <sup>4,5</sup>	<b>\$140,955</b> <sup>4</sup>	Approximately 100%	Approximately 22%

1. [American Cancer Society Estimated Costs and Insurance Coverage for Cancer Screening](#)

2. [American Cancer Society Early Screening Guidelines](#)

3. [CDC Cancer Screening Recommendations](#)

4. [Breast Cancer Cost Variations](#)

5. [Projections of the Cost of Cancer Care in the United States: 2010–2020](#)

6. [Cost Effectiveness Of Colorectal Cancer Interventions](#)

7. [Economic burden of illness associated with localized prostate cancer in the United States](#)

8. [Cost-Effectiveness of Cervical Cancer Interventions](#)

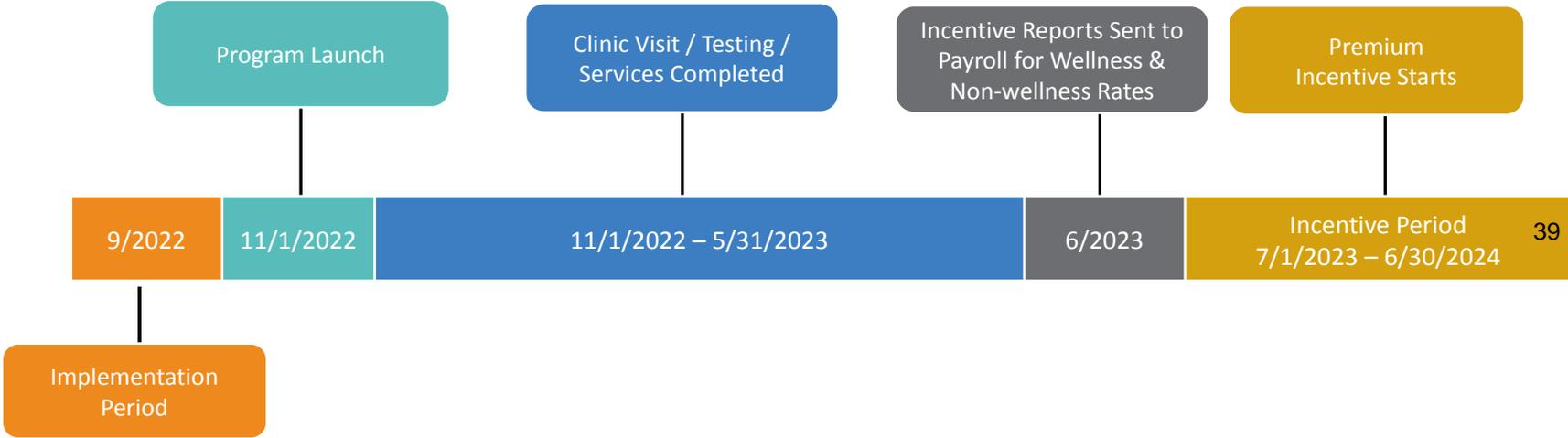
9. <https://www.diabetes.org/resources/statistics/cost-diabetes>, accessed January 8, 2021.

10. <https://www.cdc.gov/diabetes/pdfs/data/statistics/national-diabetes-statistics-report.pdf>

# Multi-Year Strategy

2022 / 2023	2023 / 2024	2024 / 2025
<b>INCENTIVE</b>		
Premium differential	Premium differential	Premium differential
<b>ACTION ITEMS</b>		
<ol style="list-style-type: none"> <li>1. To receive the 3% wellness incentive (district contribution of 88% rather than 85%) employees will be required to visit the Waunakee Wellness Clinic and meet with Sara (the NP)</li> <li>2. To receive an ADDITIONAL 2% wellness incentive (district contribution of 90% rather than 88%) employees will need to be current with / have completed all recommended age/gender appropriate screenings by deadline of 5/31/23:               <ol style="list-style-type: none"> <li>1. Colonoscopy (must be scheduled)</li> <li>2. Mammogram</li> <li>3. Cervical Cancer Screening</li> <li>4. Bloodwork including Hemoglobin A1C and Lipid Panel</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Employees will have same requirement as previous year.</li> <li>2. Spouses on the plan will be included in these requirements.</li> </ol>	<p>Currently under evaluation – potentially expand health measures</p> <p style="text-align: right;">38</p>

# Timeline



**New Hires**  
*Employees who are enrolled in benefits 7/1/22 and before must comply with the wellness program to earn the wellness rate.  
Employees who enroll in benefits 7/2/22 or after will receive the wellness rate.*

# Frequently Asked Questions

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## Is the program mandatory?

- No, but is required to receive the wellness rate(s). We hope you participate to improve your health and well-being, but participation is completely voluntary.

## Will my health information be shared with Waunakee Community School District ?

- Absolutely not, your personal information will remain just that—personal! Your health information is protected under the Health Insurance Portability and Accountability Act (HIPAA). Information is used for aggregate reporting purposes only. 40

## Will my privacy be protected?

- Absolutely! Dean Health Plan takes your privacy seriously and complies with all requirements of state and federal privacy laws.

## Who will be tracking my visit and/or where I stand on screenings?

- Sara / The Waunakee Wellness Clinic will be tracking this information. The only information that will be shared with the district is whether or not you have met the requirement.

# Frequently Asked Questions

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## What if I've recently gone to my Primary Care Physician?

- While we are happy that you have visited your PCP, the visit that will take place with Sara, the NP at the Waunakee Wellness Clinic will be much more in depth. In addition, as we continue to see turnover in the traditional clinics, Sara is a consistent practitioner option for you and your family. As a result, to qualify for the increased district premium contribution, we are asking that you schedule a visit with Sara. 41

## How do I schedule an appointment at the Waunakee Wellness Clinic?

- The easiest way to schedule an appointment (anytime) and how we are asking you to schedule your appointment for this specific visit, is through the landing page: [Employee Wellness Clinic Waunakee | SSM Health](#)

## Is Living Healthy Rewards going away?

- No, Living Healthy Rewards is still in place. This program is a separate benefit, that will still be available through Dean Health Plan. As a reminder, the preventative screenings we are including in this new program will qualify for Living Healthy Rewards points.

# What Do I Need To Do

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**1**

To achieve an 88% district premium contribution, visit the Waunakee Wellness Clinic and meet with Sara

**2**

To achieve a 90% District Premium Contribution, complete all recommended preventative screenings

42

**3**

Complete by 05/31/2023

# Questions?

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Contact Human Resources at (608) 849-2000

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<b>Base Information</b>			
	Cost of 85% ER Contribution per employee	Cost of 88%	Cost of 90%
Single	\$613.26	\$634.90	\$649.33
Family	\$1,379.83	\$1,428.53	\$1,461.00
Current plan members			
	318 Family plans		
	105 Single plans		
In 22/23 97.2% of WCSD employees qualify for 88%			
In 21/22 54.5% of WCSD employees no preventative care visit (slide 4)			
For every 10% increase in preventative screening, expected claims savings = \$58,500 (slide 7)			
	4% of 21/22 inpatient claims \$53,130.79 (USI claims research of WCSD 10/12/22)		
	1% of emer room claims \$5368.98		
<b>Return on Investment Breakdown</b>			
			ROI = Benefit - Cost / Cost = %
If all 97.2% also comply with preventative screenings			
	Additional cost	\$138,061.00	
	Additional benefit	\$302,443.00	
	ROI	1.19	
If 85% of the 97.2% comply with preventative screenings			
	Additional cost	\$117,352.00	
	Additional benefit	\$231,074.00	
	ROI	0.969	
If 75% of the 97.2% comply with preventative screenings			
	Additional cost	\$103,632.00	
	Additional benefit	\$172,574.00	
	ROI	0.665	
If 65% of the 97.2% comply with preventative screenings			
	Additional cost	\$92,430.00	
	Additional benefit	\$89,798.00	
	ROI	-0.028	
If 55% of the 97.2% comply with preventative screenings			
	Additional cost	\$75,936.00	

	Additional benefit	\$55,575.00			
	ROI	-0.321			

# Minutes of Policy Committee Meeting

## The Board of Education Waunakee Community School District

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A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, October 20, 2022, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

Chairperson Frey called the meeting to order at 7:30AM

### **II. ROLL CALL**

Present: Frey, Engebretson, Dotzler.

Also Present: Guttenberg, Johnson, Loken

### **III. APPROVE AGENDA**

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

Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

Public comments submitted via email will be attached to the extra section of this meeting agenda. Emailed public comments were from:

Brian Malich

John Chef – Parents should make the decision to opt in to curriculum. Against the CDC making the COVID Vaccine required

Greg Gentz – In favor of Policy 333 but would like the wording more clear.

### **V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION**

Guttenberg referenced the Summary Table that is attached to the agenda that will serve as a guide to reviewing the policies on the agenda.

#### **A. Policy 333 Parent Rights in Relation to District Programs/Activities and Student Privacy**

Guttenberg explained that Policy 333 is an important policy for the district to adopt to clarify for parents and school staff the rights and options for parents. After much discussion the committee asked that more information regarding the types and number of surveys per year and the types of notifications the parents receive regarding these surveys be brought to the full board for action.

#### **B. Policy 341.31 Human Growth and Development Instruction**

A motion was made by Dotzler, second by Engebretson, to recommend this policy as presented to be considered by the full board. Motion carried 3-0.

#### **C. Policy 341.3 Rule Parental Request for Exemption**

A motion was made by Engebretson, second by Dotzler, to recommend to the full board to repeal this policy as presented. Motion carried 3-0.

#### **D. Policy 342.1 Programs for Students with Disabilities**

A motion was made by Engebretson, second by Dotzler, to recommend that the full board consider this policy as presented. Motion carried 3-0.

E. Policy 342.2 Homebound Instruction

Tiffany Loken discussed with the committee some changes to this policy that were not ready for the meeting. Instead of stating 30 days, the language should state whatever amount of time is appropriate in working with the recommendation of the medical provider and/or family. Also instead of a request coming to the board for approval the language should state, at the discretion of the administration. A motion was made by Dotzler, second by Engebretson, to recommend this policy for consideration of the full board with the changes as presented. Motion carried 3-0.

F. Policy 342.7 Services Programs for English Learners

This policy will remain as posted, no action is required.

G. Policy 342.8 Section 504 Plans and services for students with Disabilities

Tiffany Loken discussed with the committee how a 504 differs from an IEP. A motion was made by Engebretson, second by Dotzler, to recommend this policy for consideration of the full board as presented. Motion carried 3-0.

H. Policy 342.9 & 342.9 Rule District Day Care Programs

Policy 342.8 and 342.8 rule will remain as is but will be renumbered to 342.9 and 342.9 Rule to align with WASB numbering. A motion was made by Dotzler, second by Engebretson to recommend for consideration of the full board as presented. Motion carried 3-0.

I. Policy 342.10 Recording of IEP And Section 504 meetings.

Policy 342.11 will remain as is but will be renumbered to 342.10 to align with WASB numbering. A motion was made by Engebretson, second by Dotzler, to recommend for consideration of the full board as presented. Motion carried 3-0.

J. 343.1 Middle School Class Load/Course Selection

This policy is recommended to be repealed. A motion was made by Engebretson, second by Dotzler, to repeal policy 343.1 as presented. Motion carried 3-0.

K. Policy 343.2 Class Size

This policy has been reviewed and does not require any revising. No action is required.

L. Policy 343.2 Class Size Guidelines

Policy 343.3 Rule has been revised to add courses that also may have classes that do not fall into the recommended sizes. The language in the next paragraph will be changed to align with our current practice. A motion was made by Dotzler, second by Engebretson, to recommend for consideration by the full board as presented. Motion carried 3-0.

VI. **FUTURE MEETINGS**

November 17, 2022

VII. **ADJOURN**

A motion was made by Engebretson, second by Dotzler, to adjourn this meeting at 8:27AM  
Motion carried 3-0.



341.31	Human Growth and Development Instruction	341.31	Replace 341.31 with PRG 341.31 Sample Policy 1	Sample policy 1 does not give specific direction regarding the inclusion or exclusion of any of the specific curriculum content that is identified as “recommended” content in the state statutes. Your current policy gives some specific directions that your board might decide to include in this policy.	Where should this land within Ed. Serv. (C&I or Stud. Serv.) Use Yellow Paragraph. Indicate appropriate Director	agree 5 years sounds reasonable
	Parental Request for Exemption	341.3 Rule	Repeal	Parental requests for exemptions from health classes is covered in 333. I added a sentence addressing completion of alternative assignments when the exemption applies to instruction offered for high school graduation credit.	agree and repeal	agree - repeal as long as covered
342.1	Programs for Students with Disabilities	342.1	Replace 342.1 with PRG 342.1 Sample Policy 1	Note that 342.1 sample policy 1 assumes adoption of the DPI model manual. I highlighted the paragraph that will need modification if your district's special education handbook is based on something else, see FN 1.	Add Special Ed Director to administrator positions. Use without in green paragraph.	Agree
342.2	Homebound Instruction	342.2	Amend	This policy and the 30-day requirement in the third paragraph could be read to pre-empt some authority of an IEP team. Consider revising. In the second paragraph, does the school board itself actually approve individualized program and curriculum modifications?	No changes	Regarding BOE approval - Randy to discuss with Tiffany

342.7	Services/P rograms for English Learners	342.7	Keep current policy	This policy was adopted in June 2022. It does not appear to be based on a current PRG policy. We have 2 samples and a sample rule, but revisiting this policy after its adoption is not a priority given the other policies needing updates.	Agree and Keep	agree to keep
342.8	Section 504 Plans and Services for Students with Disabilitie s	none	Adopt PRG 342.8 Sample Policy 1	Districts are encouraged to adopt a policy addressing Section 504 identification, eligibility, and services (as distinct from IDEA policies/procedures). A 504 coordinator should be identified by the district. To the extent that the district has a 504 manual/handbook, the need for this recommended policy becomes less important.	Agree w/PRG add Special Ed. Dir. As designee. Add Supt. For complaint	agree
342.9	District Day Care Programs	342.8	Keep, recode to 342.9	Recode this policy as 342.8 in WSB coding is the Section 504 Plan policy.	agree keep but recode to 342.9	agree
342.9	District Rule Day Care Programs	342.8	Keep, recode to 342.9 Rule		Agree keep and recode to 342.9 Rule	agree

	Recording of IEP and Section 504 meetings	342.11	Keep or consider more general policy prohibiting recordings of all meetings.	Your policy is okay and the PRG does not have a sample specific to prohibiting recordings at IEP and section 504 meetings. WASB PRG Sample Policy 2 prohibits the recording of any meetings at school by staff, students or parents/guardians with exceptions similar to your current 342.11.	Keep and recode to 342.10	* There is a policy that will come in the next batch that is WASB coded 342.11 so this should be recoded and 342.10 makes sense.
343.1	Middle School Class Load/Course Selection	343.1	Review and revise if needed	The PRG does not provide a sample 343.1. This policy should be reviewed to determine if it aligns with your current practice.	Repeal	As long as this is outlined in some form someplace, agree to repeal 51
343.2	Class Size	343.2	Review and revise if needed	The PRG does not provide a sample 343.2. This policy should be reviewed to determine if it aligns with your current practice.	Keep.	Keep
343.2	Class Size Rule Guidelines	343.2 Rule	Review and revise if needed		Keep review #'s for accuracy.	agree

# PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY

Policy 333

Waunakee Community School District

Page 1 of 4

Parents may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents and guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

1. The parent of a student may, upon submitting a written request to insert the appropriate position(s), e.g., the principal or other designated staff member in the student's school, opt their child out of participation in:<sup>1</sup>
  - a. Instruction in human growth and development.
  - b. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body).
  - c. The state-mandated achievement examinations annually administered to students in grades 4, 8, 9, 10, and 11 that are part of the Wisconsin Student Assessment System (WSAS).
  - d. Any state-mandated or federally-mandated achievement examination that is part of the WSAS and annually administered to students in grades 3, 5, 6, or 7, provided that approving an opt-out request is permitted by the applicable laws and regulations.
  - e. Other standardized tests under WCSD Policy 346.<sup>2</sup>
2. Students exempted from instruction credited toward high school graduation may be required to complete an alternative assignment that is like the exempted instruction in length of time necessary to complete.<sup>3</sup>
3. Insert if desired: "If the District conducts mental health assessments of any child or arranges to provide mental health services to any child, then, to the extent required by applicable law or as otherwise deemed appropriate by the administration, the District shall provide written notice to the child's parent describing such assessments or services and obtain the written consent of a parent for the child's participation. If applicable, any such notice and consent procedures will be directed to an adult student." **{Editor's Note: A school district that receives and uses federal funding under 20 U.S.C. Chapter 70, Subchapter IV, Part A (i.e., Student Support and Academic Enrichment Grants) for these purposes must follow**

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<sup>1</sup> Usually, the principal is responsible for receipt of opt out requests from parents, but that is a local policy choice. Insert the appropriate position to receive parent opt out requests. Note that policy 341.31 also identifies the position to whom parents submit exemption requests. 341.31 should identify the same position identified here.

<sup>2</sup> Paragraph e should be reviewed and may need fine tuning regarding other locally required standardized tests that parents are allowed to opt students out of. Policy 346 provides in part: *Upon written request of the pupil's parent or guardian, the School Board shall excuse the pupil from taking an exam administered under the state pupil assessment law in grades 3-11 or a standardized assessment under the district program.*

<sup>3</sup> This is taken from WCSD 341.3 Rule.

# PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY

Policy 333

Waunakee Community School District

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*specific notice and consent requirements. In practice, most districts would use a notice and consent procedure regardless of the funding source or any specific mandate.)*<sup>4</sup>

4. The District shall provide to the parent of each affected student advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and, except where applicable law or this policy expressly requires the District to obtain affirmative consent, the parent shall have, **at a minimum**, the right to opt their child out of participation in each such activity:<sup>5</sup>
  - a. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any such examination or screening that is required or expressly authorized by state law.
  - c. Any survey that contains or reveals information concerning any of the following:
    - political affiliations or beliefs of the student or the student's parent;
    - mental or psychological problems of the student or the student's family;
    - sex behavior or attitudes;
    - illegal, anti-social, self-incriminating or demeaning behavior;
    - critical appraisals of other individuals with whom students have close family relationships;
    - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
    - religious practices, affiliations or beliefs of the student or student's parent; or
    - income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

However, if the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight protected-information categories above, and if the activity in question is funded in whole or in part by any program of the U.S. Department of Education, then the District shall first

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<sup>4</sup> I did not find a policy or any reference in the Quick Check to student mental health assessments or mental health services. If your district does not conduct student mental health assessments, this paragraph might be deleted.

<sup>5</sup> This draft gives parents an opt-out opportunity which is the minimum required by law. Your board might choose to require parents to opt-in rather than opt out for some or all of these.

# PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY

Policy 333

Waunakee Community School District

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obtain the affirmative, written consent of a parent for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

4. Upon request to the District, the parent of a student may inspect:
  - a. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight protected-information categories listed within this policy, above.
  - c. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
  - d. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, (1) the curriculum and instructional materials used in any human growth and development instructional program; and (2) the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

For purposes of this policy, the terms "survey," "parent," "invasive physical examination," and "personal information for the purpose of marketing" shall be defined as those terms are defined (including applicable exceptions) in the federal Protection of Pupil Rights Amendment (PPRA).

The District shall inform parents of this policy and related procedures annually at the beginning of each school year. Any changes to this policy shall be made in consultation with parents of students.

## Legal References:

# PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY

Policy 333

Waunakee Community School District

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## Wisconsin Statutes

- [Section 118.01\(2\)\(d\)2.c](#) [student exemption from certain health education activities]  
[Section 118.019](#) [human growth and development instruction]  
[Section 118.30\(2\)\(b\)3](#) [parental right to excuse child from taking state-mandated assessments in grades 4, 8, 9, 10 and 11]

## Federal Laws

- [20 U.S.C. §1232\(h\)](#) [Protection of Pupil Rights Provision of General Education Provisions; student privacy policies required and other privacy and parent's rights mandates]  
[20 U.S.C. §7101](#) [obligation to obtain informed parental consent in connection with certain federally-funded mental health assessments and mental health services]  
[34 C.F.R. Sections 98.3 and 98.4](#) [U.S. Department of Education Regulations; last issued/revised under prior versions of the PPRA]

## Cross References:

- 341.31 Human Growth and Development Instruction  
346 Student Assessment Program  
893 Relations with Educational Researchers  
WASB PRG 333 Sample Policy 1

## Adoption Date:

# STUDENT PRIVACY PROTECTION PROCEDURES

333-Rule

## Sample Rule 1

Page 1 of 3

***(This sample rule addresses additional arrangements to protect student privacy in specified school district activities and additional arrangements concerning the administration of student physical examinations and screenings. Such arrangements are generally left to local discretion under the Protection of Pupil Rights Amendment (PPRA). This sample rule is intended to coordinate with 333 Sample Policy 1, which expressly mentions the existence of such additional procedures. It is important to understand that this sample rule serves to place additional requirements/restrictions on the school district when the district conducts the privacy-sensitive activities addressed by the PPRA (e.g., administering protected-information surveys, collecting/using student information for marketing purposes, etc.). Rather than maintaining these procedures as a separate rule, these procedures could instead be incorporated directly into the governing PPRA-related policy.)***

A. Protection of Student Privacy in the Administration or Distribution of Surveys Containing or Revealing Protected Information

The following additional arrangements apply to further protect student privacy in the event the District administers or distributes any survey for which the District has not obtained affirmative, written consent from a parent or guardian (or adult student) and where the survey in question contains or would reveal information in any of the eight protected-information categories outlined in Board policy:

*[Considering the actual protected-information surveys that the district currently administers, if any, list any such additional privacy-related arrangements by choosing up to all of the following or by listing other locally-established procedures or requirements:*

- 1. All student responses to such surveys shall be anonymous, unless the students' parents or guardians (or adult students) were given express notice that the survey responses would not be anonymous.*
- 2. Students shall be informed that their participation in the survey is voluntary (i.e., participation remains the student's choice, even though the student's parent or guardian did not preemptively opt the student out of participation in the survey).*
- 3. Survey responses will be collected and handled in a manner that prevents students and others with no legitimate role in the survey process from accessing the content of individual survey responses.*
- 4. [Continue the list with any other local arrangement(s) that may apply.]*

B. Protection of Student Privacy in the Collection, Disclosure or Use of Personal Information for Marketing Purposes

The following additional arrangements apply for the protection of student privacy in the event that the District collects, discloses or uses personal information from students for the purpose of marketing, or otherwise provides personal information to others for that purpose:

# STUDENT PRIVACY PROTECTION PROCEDURES

333-Rule

## Sample Rule 1

Page 2 of 3

1. The District shall not sell, or allow the collection of personal information from students by others for the purpose of selling, any lists or other records that contain student or parent names, addresses, telephone numbers, or email addresses.
2. The District shall not collect, disclose or use a student's or parent's social security number for any marketing purpose, or for the purpose of selling such numbers.
3. The District shall honor any parent opt-out from the disclosure of personal information that is identified as "directory data" under the District's student record policies and/or procedures as an opt-out from the District's disclosure of any personal information collected from his/her student to any third party for the purpose of marketing.

[Continue the list with any additional locally-established privacy arrangements that apply to PPRA-restricted marketing activities by choosing up to all of the following, or by listing other specific local arrangements:]

4. The use of any instrument to collect personal information from students for the purpose of marketing must have the express pre-approval of the District Administrator.
5. The District shall not use a student's or parent's name, portrait, or picture for public advertising purposes in a manner that reasonably implies endorsement of the District or its programs without having first obtained the written consent of the person, or if the person is a minor, his/her parent or guardian. This provision shall not be construed to encompass announcements of awards or achievements, or the production of materials such as athletic program guides, playbills, activity rosters, or similar materials for school-related programs and activities.
6. [Continue the list with any other local arrangement(s) that may apply.]

### C. Administration of Physical Examinations or Screenings to Students

**{Editor's Note: This final Section "C" of the rule can be included in this rule as presented, or this section of the rule could be deleted and the content of this section could instead be addressed either within the governing PPRA-related policy or a separate policy or rule on the specific topic of student health examinations and screenings.}**

In addition to provisions regarding the administration of non-emergency, invasive physical examinations as outlined in Board policy, and excluding all surveys and evaluations administered to a student in accordance with the federal Individuals with Disabilities Education Act, the following arrangements apply to the District's administration of physical examinations or screenings to students:

1. [Considering the specific health examinations or screenings that may be conducted in the school district, list any applicable local privacy-related procedures concerning such examinations and screenings (such as any prior notice and "opt-out" practices

# STUDENT PRIVACY PROTECTION PROCEDURES

333-Rule

Sample Rule 1

Page 3 of 3

that apply to non-invasive examinations or screenings, or any practices surrounding the method of reporting results of screenings to parents/guardians.]

**Adoption Date:**

# NOTIFICATION OF CHILD'S PARTICIPATION IN SURVEY REVEALING PRIVATE INFORMATION

*(This sample exhibit is drafted to correspond to 333 Sample Policy 1, which follows the minimum PPRA requirements regarding surveys that are NOT funded by the U.S. Department of Education but that do contain or would reveal information in one or more of the eight PPRA-protected categories. Because 333 Sample Policy 2 takes the policy position that advance, active consent must be obtained before the administration of ANY protected-information survey (regardless of funding), this sample exhibit should not be used in conjunction with 333 Sample Policy 2.)*

*{Editor's Note: It is very important that this form NOT be used in conjunction with a protected-information survey that is funded in whole or in part by any program administered by the U.S. Department of Education. Generally, prior written consent (i.e., active consent) must be obtained for any such U.S. DOE-funded surveys. A limited exception to the active consent requirement for such surveys may apply for certain voluntary surveys. This form uses an "opt out" process, which is different from obtaining active consent for participation.}*

Federal law requires the \_\_\_\_\_ School District to notify you and allow you to opt your child out of participating in certain surveys (including certain evaluations) that would reveal information concerning any of the following:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent or guardian; or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Following is a schedule of planned student survey activities for the upcoming school year that may reveal such information.

*{Editor's Note: In the space below, list the specific or approximate dates when the survey activity is to take place, identify the type of the survey(s) to be administered or distributed, identify to whom the survey(s) is to be administered or distributed, indicate whether or not the survey responses will be submitted on an anonymous basis, and provide a summary of what the survey(s) entails.}*

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# NOTIFICATION OF CHILD'S PARTICIPATION IN SURVEY REVEALING PRIVATE INFORMATION

333-Exhibit

Sample Exhibit 1

Page 2 of 2

If you **DO NOT** want your child to participate in one or more of the above-listed survey activities that are applicable to your child, you should notify the building principal or designee in writing by no later than [identify the deadline date]. Any parent or guardian may also inspect any of the above-listed surveys, as well as any instructional materials used in connection with such surveys upon request. The building principal or designee shall respond to your request in a timely manner.

**Adoption Date:**

# NOTIFICATION OF CHILD'S PARTICIPATION IN U.S. DEPARTMENT OF EDUCATION-FUNDED SURVEY REVEALING PRIVATE INFORMATION

333-Exhibit

Sample Exhibit 2

Page 1 of 1

***(This sample exhibit is drafted to correspond to 333 Sample Policy 1, which follows the minimum PPRA requirements regarding parent consent for surveys that would reveal information in one or more of the eight PPRA-protected categories. Because 333 Sample Policy 2 takes different policy positions (such as that advance, active consent must be obtained before the administration of ANY protected-information survey, regardless of funding), this sample exhibit would need to be adapted before use in connection with the policy approach taken in 333 Sample Policy 2.)***

Federal law requires the \_\_\_\_\_ School District to notify you and obtain written consent before the District requires your child to participate in any survey (including an evaluation) funded in whole or in part by the U.S. Department of Education that reveals information concerning any of the following:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent or guardian;
- or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

On [identify date of scheduled U.S. Department of Education-funded survey activity], the District plans to administer a [identify name of survey] to [identify who the survey is being administered to]. The survey is intended to [describe what the survey entails and the purpose of the survey]. You may inspect the survey and any instructional materials used in connection with the survey upon request. The building principal or designee shall respond to your request in a timely manner.

Please sign and return the consent form below no later than [identify return date] so that your child may participate in this survey.

Name of Child: \_\_\_\_\_

\_\_\_\_\_ **YES**, I give permission for my child to participate in the survey activity described above.

\_\_\_\_\_ **NO**, I do not want my child to participate in the survey activity described above.

Parent or Guardian Signature \_\_\_\_\_

**Adoption Date:**

## Survey and Screener Information

Survey	Grades	Frequency	Purpose	Example Items
Universal Screener  Elm: BASC-3 Behavioral and Emotional Screening System (BASC-3 BESS)	3, 5, 7, 9	Twice/year; takes approx 10 minutes (elm); 5-8 minutes (secondary)	Social-emotional wellness; informs practice and identifies those in need of follow up care or intervention.  Measures: Behavior and Emotional Risk Index, Internalizing Risk Index, Personal Adjustment Risk Index, and Self-Regulation Risk Index	<i>I am good at working by myself.</i>  <i>I like to learn with others.</i>  <i>It is hard to make good choices.</i>  <i>I feel both happy and sad on the same day.</i>  <i>I stay calm when I feel stressed.</i>
Dane County Youth Assessment	7-12	Every 3 years	Large scale assessment given in approximately 20 districts; provides localized data and trends.  Measures: Demographics, family/home, physical health, mental/emotional health, school experience, bullying, abuse, tobacco, alcohol/drug use, sexual behaviors.	<i>On average, how many school nights a week are you awake past 11 pm?</i>  <i>My parents have consequences if I break rules.</i>  <i>During the past 12 months, did you ever feel so sad or hopeless almost every day for at least two weeks in a row that you stopped doing usual activities?</i>  <i>About how many people your age do you think have ever had sexual intercourse?</i>  <i>During the past 12 months how many times did you drink alcohol?</i>

Survey	Grades	Frequency	Purpose	Example Items
Building Climate Surveys	Varies by school	Usually twice per year - fall and spring.	Gauge improvement on school goals connected to climate.	<p>Elem:  <i>My school has clear rules for behavior.</i>  <i>The adults in my school care about how well I do in school.</i>  <i>Adults at my school encourage me to try my best.</i></p> <p>Secondary:  <i>I feel safe at school.</i></p> <p><i>Adults treat students kindly and fairly.</i></p> <p><i>I feel like I belong in my classroom and community.</i></p> <p><i>I can get through something even when I feel frustrated.</i></p>
Elevate	5-12, varies by class & teachers participating	Varies, pre- & post-	Teacher get ongoing, formative feedback from their students through targeted surveys in combination with best practices for using that feedback to enhance engagement and learning outcomes.	<p><i>This class is a welcoming place for everyone.</i></p> <p><i>In this class, we do meaningful work, not busy work.</i></p> <p><i>This teacher explains things in different ways if we're confused.</i></p>

# HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

## Policy 341.31

Waunakee Community School District

Page 1 of 3

The School Board directs the administration to implement an instructional program in human growth and development for students in grades insert applicable grades. A student's parent or guardian is entitled to file a written request that exempts the student from participating in the applicable grade-level's human growth and development curriculum. Parent requests for exemptions should be filed with insert the appropriate position(s), e.g., the principal or other designated staff member in the student's school.<sup>1</sup>

The insert applicable administrative position, or his/her administrative-level designee, shall have primary administrative responsibility for overseeing the development, maintenance, and implementation of the District's human growth and development curriculum.

- For each grade level, the curriculum specifications shall clearly indicate the portions of the instruction, if any, that will be delivered to students while the students are separated by gender.
- The curriculum materials shall include the grade-level outlines that must be annually provided to the parents and guardians of the students who are in the grades where the instructional program is offered.
- **{Editor's Note: Choose one of the following regarding expectations for school board review and approval of revisions to the human growth and development curriculum. The extent to which the formulation of the curriculum can be delegated without formal board approval is ambiguous under the statutes, and thus the second option presented below involves some risk as to how that legal ambiguity would be resolved, if challenged.}**

"The insert applicable administrative position(s) shall present any proposed significant substantive revisions to the District's human growth and development curriculum to the Board for approval prior to the implementation of the proposed revisions."

OR

"The insert applicable administrative position(s) shall ensure that the Board is given notice of any proposed significant substantive revisions to the District's human growth and development curriculum sufficiently far in advance of implementation so that, upon the request of any Board member, the proposed curriculum revisions can be included and reasonably addressed as an item of business at one or more Board meetings."<sup>2</sup>

The insert applicable administrative position, or his/her administrative-level designee, is responsible for ensuring that the District provides the state-mandated annual notices regarding

<sup>1</sup> Note that policy 333 also identifies the position to whom parents submit exemption requests. 333 should identify the same position identified here. If any of the human growth and development curriculum is offered for high school credit, you may wish to add the following: *Students exempted from instruction credited toward high school graduation may be required to complete an alternative assignment that is like the exempted instruction in length of time necessary to complete.*

<sup>2</sup> The highlighted text provides two options for board oversight of substantive revisions to the human growth and development curriculum. The **text highlighted in yellow** directs administration to seek board approval prior to implementation of changes to the curriculum. The **text highlighted in blue** directs administration to give the board prior notice of any proposed changes and allows the board to decide if it will review the curriculum change. Select one of these options and then delete the **Editor's note in green**.

# HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Policy 341.31

Waunakee Community School District

Page 2 of 3

this instructional program to parents and guardians. Such notices shall include appropriate information about student exemption procedures.

## **Human Growth and Development Ad Hoc Committee**

The insert applicable administrative position or, in his/her absence, a school principal designated by the District Administrator, shall serve as the chairperson of the District's ad hoc committee on the human growth and development curriculum. As established by state law, the role of the committee is to advise the Board and administration on the design and implementation of the applicable curriculum and to periodically review the curriculum on an advisory basis.

As express exceptions to any conflicting policies that otherwise address ad hoc committees in the District:

- In any school year in which the ad hoc committee will be convened, the chairperson shall propose a list of appointees for the ad hoc committee that is reflective of the membership goals identified in state law. The District Administrator may approve the proposed appointments on behalf of the Board for the then-current iteration of the ad hoc committee.
- An iteration of the ad hoc committee shall be appointed and convened prior to the implementation of any proposed significant substantive revisions to the District's human growth and development curriculum, and no less frequently than at least every at least every 5 years.<sup>3</sup>
- The chairperson and District Administrator shall notify the Board any time a new iteration of the ad committee is being convened.
- The Board may seek specific feedback from the current iteration of the committee.
- At his/her sole discretion, the chairperson may fill any vacancies that may arise on the committee.
- Unless otherwise directed by the Board, appointments to the committee will terminate and the current iteration of the ad hoc committee shall be considered disbanded upon the delivery of a curriculum review and recommendation report to the Board.
- The report to the Board may note any areas of consensus among the committee members and any areas where no consensus could be reached.
- Meetings of the ad hoc committee will be noticed pursuant to the Open Meetings Law.

## **Legal References:**

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<sup>3</sup> I did not find any law specifying how frequently the ad hoc advisory committee needs to meet. [Wisconsin Legislature: 118.019\(5\)](#) requires the school board to appoint the committee to review and advise on the curriculum. [Wisconsin Legislature: PI 8.01\(2\)\(k\)4](#), requires schools to review curriculum program modification methods at least once every 5 years. I suggest that the ad hoc committee meet no less frequently than once every 5 years.

# HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Policy 341.31

Waunakee Community School District

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## Wisconsin Statutes

[Section 118.01\(2\)\(d\)2.c](#) [mandated instruction in physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body; separate from any formal human growth and development curriculum and subject to a separate parent exemption decision]

[Section 118.01\(2\)\(d\)8](#) [mandated instruction in elementary schools covering knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students; separate from any formal human growth and development curriculum]

[Section 118.019](#) [human growth and development instruction]

## Wisconsin Administrative Code

[PI 8.01\(2\)\(j\)1](#) [school district standards; general instruction in health education]

## Cross References:

WASB PRG 341.31 Sample Policy 1

**Adoption Date: 11/8/82**

**Revised: March 1994**  
**January 2002**  
**May 2005**

Policies of the Board of Education

Series 300: Instruction

**HEALTH EDUCATION PARENTAL OBJECTION**

341.3-Rule

If a student does not take instruction in these health education related subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction. No student may be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body if his/her parent files a written objection thereto with the student's teacher.

As the high school health education courses receive credit toward graduation, the school board requires the student to complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

Cross Ref: 345.5, High School Graduation Requirements/Procedures

Adopted: August 1996

Revised: January 2002

Waunakee Community School District

# PROGRAMS FOR STUDENTS WITH DISABILITIES

## Policy 342.1

Waunakee Community School District

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The School Board recognizes its responsibility to provide an array of programs, interventions, aids, services, modifications, accommodations, and procedural and substantive protections for students with disabilities. The District's legal obligations with respect to students with disabilities arise under various state and federal laws, including but not limited to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), the Americans with Disabilities Act (ADA), and section 118.13 and Chapter 115, Subchapter V of the state statutes. While this policy primarily addresses the District's special education program under the IDEA, the District recognizes that the various state and federal laws create both complimentary and independent rights, protections, and obligations. That is, special education under the IDEA represents only one aspect of the District's comprehensive program for students with disabilities. Further, in order to meet the needs and respect the legal rights of all students with disabilities, the District recognizes that it must not only maintain a comprehensive system of general processes and supports, but also assess each student as an individual and each situation in its unique context.

### **IDEA Policies, Procedures, and Forms**

The Board has adopted a special education policy and procedure manual based on the model prepared by the Wisconsin Department of Public Instruction (DPI), presently [choose one: "with" or "without"] District-specific substantive modifications. The Board has also adopted the DPI model special education forms, presently [choose one: "with" or "without"] District-specific substantive modifications.<sup>1</sup>

The Board delegates to [identify appropriate administrative position(s) – e.g., the District Administrator and Director of Special Education] the authority and responsibility to approve and immediately implement such changes to the District's special education policies, procedures, and forms as are necessary to comply with applicable law, including the approval and implementation of DPI-issued revisions to the DPI model policy and procedure manual and model forms. However, any discretionary substantive changes to the District's special education policies, procedures, and forms that deviate from the DPI models and that are not legally mandated shall be presented to the Board for approval prior to implementation.

The [identify appropriate staff position – e.g., the Director of Special Education] shall have responsibility for recording, tracking, and reporting to DPI how the District's special education policies, procedures, and forms differ from the DPI models, if at all.

### **IDEA Programs and Services**

Specific education programs and services for students with disabilities under the IDEA shall be determined by the student's individualized education program (IEP) team and based on an assessment of the student's individual needs. To the extent outlined in the student's IEP (and/or as a result of the application of other legal rights), such students shall participate in state or District academic assessments, with or without accommodations, or in appropriate alternate

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<sup>1</sup> WASB recommends adoption of the DPI model policies, procedures, and forms manual. If your district's special education handbook is based on something other than the DPI manual this paragraph will need to be modified to reflect the handbook your district is using.

# PROGRAMS FOR STUDENTS WITH DISABILITIES

Policy 342.1

Waunakee Community School District

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assessments.

The Board delegates to the identify appropriate staff position(s) – e.g., District Administrator and Director of Special Education the authority to designate and maintain a current list of the District employees who are authorized to serve as the local education agency (LEA) representative on District IEP teams and in other special education processes. Such designees include if applicable: "shall be administrators and school psychologist" shall receive periodic training that is specific to serving in that role. To the extent the administration designates an employee as an LEA representative whose current job description does not expressly include that responsibility, the District Administrator shall determine whether the applicable job description should be modified and advise the Board accordingly.

The District may contract with its assigned Cooperative Educational Service Agency, other public school districts, and other qualified persons to provide special education programs and/or services whenever the District determines that such contracting would appropriately meet the needs of the student(s) and otherwise serve as an appropriate means of implementing the special education and related services defined in each student's IEP.

## **Reports, Audits, and Plans**

The District Administrator or his/her designee shall complete and timely submit all special education report forms, audit materials, and District plans as may be required by any state or federal agency in relation to the District's programs for students with disabilities.

## **Legal References:**

### **Wisconsin Statutes**

<a href="#">Chapter 115, Subch. V</a>	[educational programs and services for children with disabilities]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 118.30(2)(b)1</a>	[state student assessments; children with disabilities]
<a href="#">Section 121.54(3)</a>	[student transportation; children with disabilities]

### **Wisconsin Administrative Code**

<a href="#">PI 11</a>	[educational programs and services for children with disabilities]
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### **Federal Laws**

<a href="#">Individuals with Disabilities Education Act</a>	[programs and services for students with disabilities]
<a href="#">Section 504 of the Rehabilitation Act of 1973</a>	[disability discrimination; reasonable accommodations]
<a href="#">Americans with Disabilities Act</a>	[disability discrimination; reasonable accommodations]

## **Cross References:**

# **PROGRAMS FOR STUDENTS WITH DISABILITIES**

**Policy 342.1**

Waunakee Community School District

Page **3** of **3**

WASB PRG 342.1 Sample Policy 1

**Adoption Date:** 11/8/82  
**Revised:** 3/94  
10/12/98  
8/14/00  
January 2002

Policies of the Board of Education

Series 300: Instruction

**HOMEBOUND INSTRUCTION**

342.2

There are two types of homebound instruction: homebound instruction for regular education students and homebound instruction for students with disabilities.

Homebound instruction for regular education students may be provided **at the discretion of the Board of Education for students** who are unable to attend school for thirty continuous school days or more due to mental or physical illness or injury.<sup>1</sup> The student's parent/guardian should address such a request to the Director of Special Education. Written documentation from the student's physician will be required.

Homebound instruction for students with disabilities who are unable to attend school **for thirty continuous days or more**<sup>2</sup> due to mental or physical illness or injury shall be provided in accordance with legal requirements and the District's established referral and IEP procedures as outlined in Special Education Handbook. Homebound requests for IEP consideration should be addressed to the Director of Special Education. Written documentation from the student's physician will be required.

Legal Ref.: Sections 118.15(1)(d)(5) Wis. Statutes  
115.79(4)

Cross Ref.: Special Education Handbook

Adopted: 11/8/82

Revised: 1/11/88  
March 1994  
January 2002  
February 2010

Waunakee Community School District

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<sup>1</sup> If your school board does not approve of individual requests for homebound instruction of regular education students, you should delete the highlighted language.

<sup>2</sup> This policy and the 30-day requirement in the third paragraph could be read to pre-empt some authority of an IEP team. Consider revising.

**Services/Programs for English Learners**

342.7

The Waunakee Community School District shall provide appropriate programs and services for students who are identified as English learners (EL) and are enrolled in District schools. The purpose of these programs and services will be to help students acquire English language skills that will enable them to benefit from the instructional program at the Waunakee Community School District (WCSD) and to meet established academic standards.

If a sufficient number of English learners from the same language group are identified, bilingual-bicultural programs and services must be offered. Once state requirements are met, these programs and services are provided as required by State Law.

Students with English learning (EL) needs shall be identified according to WCSD English Learner identification guidelines, which are in accordance with the processes identified in the *Wisconsin Department of Public Instruction English Learner Policy Handbook* and state law. Once identified, English learners shall receive an English proficiency level. Service delivery shall be determined after careful data analysis to identify student needs. The degree of curricular and instructional modification and accommodation, type of supportive services and their duration shall be individually determined based on student needs. Specialized instructional materials and techniques designed to teach English to speakers of other languages shall be used in the District. English learners shall be provided with full access to supportive services available to other students in the District.

Parents/guardians of English learners shall be notified of the students' English language assessment results and of educational programs and services available to help their child improve their English language skills and academic achievement. Parents/guardians of English learners will be provided a Notification of Service Delivery and Parental Rights, which is reviewed on an annual basis. Parents/guardians will be notified when/if changes in service delivery are made. Notifications shall be provided in the parent/guardian's native language to the extent possible. These notifications shall be made consistent with legal requirements and in such a manner as to ensure that the student's parent or guardian understands them.

English learners shall be assessed academically in accordance with legal requirements and established District procedures. Decisions regarding the administration of statewide academic assessments to English learners, including any testing accommodations, shall be made according to State and District guidelines on a case-by-case basis. The results of statewide and District academic assessments and alternative assessments shall be used consistent with District policies in making programmatic decisions. Academic assessment results may not be used as the sole criterion to re-classify an English learner from an English as a second

language or bilingual-bicultural education program or to determine if grade promotion, eligibility for courses or programs, eligibility for graduation for eligibility for participation in postsecondary education responsibilities.

The English language proficiency of English learners shall be assessed annually according to Federal and State requirements. Reclassification/exiting decisions shall also be made according to WCSD procedures that are aligned in the Wisconsin Department of Public Instruction *English Learner Policy Handbook*.

Procedure:

Enrollment Procedure:

1. All new students are required to register at the Waunakee Community School District Registrar's office, 905 Bethel Circle, Waunakee. All families must provide proof of residency and complete a student enrollment form and a Home Language Survey for each student.
2. Answers to questions on the Home Language Survey will determine the need for English language proficiency screening.

English language proficiency screening and identification procedures shall be conducted according to WCSD procedures, which are aligned to the *Wisconsin Department of Public Instruction English Learner Policy Handbook*.

Having another language spoken in the home or in another setting is not an automatic identification of a student as having English language learning needs.

Programming and Progress Monitoring:

1. English Learner (EL) teaching staff provide support for English learners under a variety of service models. Services are defined in the Notification of Service Delivery and Parental Rights and require consent of parent/guardian.
2. EL teachers and general education teachers will monitor progress of current English learners including two years after English learners have exited programs and services. Staff will meet with parents/guardians and students when students are not making expected progress. If during that time, it is determined that the student was exited from the EL program prematurely, the student shall be placed back in the program.
3. If an English learner is suspected of having special education needs, all required procedures for screening and evaluation under the District Multi-Level Systems of Support (MLSS) process and the Individuals with Disabilities Education Act (IDEA) apply. A consideration in determining eligibility for special education services will be the student's patterns of language acquisition and whether or not they are typical of bilingual learners. The EL staff shall collaborate with special education and student services staff

in order to determine whether or not assessments should be conducted in languages other than English.

LEGAL REF: 115.95 Wisconsin Statutes  
115.96 Wisconsin Statutes  
115.97 Wisconsin Statutes  
118.13 Wisconsin Statutes  
118.30 Wisconsin Statutes  
121.02(1)(r) Wisconsin Statutes  
212.02(1)(s) Wisconsin Statutes  
PI 8.01(2)(r) Wisconsin Administrative Code  
PI 14 Wisconsin Administrative Code  
Elementary and Secondary Education Act Part A-Subpart 1  
Title III of the Elementary and Secondary Education Act  
34.C.F.R. 200.06(f)

CROSS REF: 310 Instructional Goals  
342.1 Programs for Children with Disabilities  
342.3 Title I Comparability  
345.1 Grading Systems  
345.4 Promotion/Retention of Students  
345.5 High School Graduation Requirements/Procedures  
346 Student Assessment Program  
411 Equal Educational Opportunities  
420 School Admissions  
422 Admission of Non-Resident Students

Adopted:  
June, 2022

# Section 504 Plans and Services for Students with Disabilities

Waunakee Community School District

Policy 342.8

Page 1 of 3

Pursuant to Section 504 of the Rehabilitation Act, the District shall provide a free appropriate public education (FAPE) to each eligible student who has a physical or mental impairment which substantially limits a major life activity. The District's duty to provide FAPE applies to each such student, regardless of the specific nature or severity of the student's disability. Further, the District shall not discriminate against any student based upon (1) any prior record of physical or mental impairment, or (2) a student being regarded as having a physical or mental impairment (e.g., based upon an assumption or perception of a disability). In connection with these obligations, the District shall take reasonable steps intended to protect a student with a disability from being harassed or retaliated against on the basis of the student's disability.

To meet its obligations under Section 504, the District shall:

1. Engage in appropriate notification and "child-find" activities that are designed to identify and locate children residing in the District who may have a disability and who may be in need of special education and related services;
2. Make and accept referrals for evaluations as required by law;
3. Conduct evaluations and make eligibility and placement determinations in a manner that reflects the standards and requirements established under both Section 504 and the Individuals with Disabilities Education Act (IDEA), such as the following: (a) parent consent is required for initial evaluations; and (b) all eligibility and placement determinations must be made on an individualized basis with a focus on the student's identified educational needs;
4. Employ appropriate procedural safeguards, including providing parents and guardians with required notices and appropriate opportunities to review their child's records;
5. Develop, implement, and appropriately review a written Section 504 plan for each qualifying student with a disability (NOTE: An individualized education program (IEP) generally serves as the 504 plan for students who are also IDEA-eligible provided that the IEP is sufficient to meet the District's Section 504 obligations to the student.);
6. Reevaluate students before any significant change in placement and in order to periodically redetermine eligibility; and
7. Adhere to appropriate procedures and standards in connection with the suspension and/or potential expulsion of any student with a disability.

The **Special Education Director** is the District's designated Section 504 Coordinator. The Coordinator shall have primary responsibility for the administrative procedures used within the District to implement the requirements of Section 504 and this policy. The Coordinator shall also be responsible for ensuring appropriate staff training and professional development in connection with the District's obligations under Section 504, and for monitoring and evaluating the District's overall implementation of Section 504.

The District encourages informal resolution of complaints and concerns regarding the implementation of Section 504 procedures. Accordingly, the Section 504 Coordinator shall make efforts to address a parent's or guardian's complaints or other concerns by appropriate means that may include scheduling additional meetings of relevant members of the applicable 504 team or attempting to mediate a resolution. Any informal resolution of a complaint or concern that requires

# Section 504 Plans and Services for Students with Disabilities

## Policy 342.8

Waunakee Community School District

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a modification to a student's 504 plan shall be incorporated into the plan using appropriate procedures.

Any person who believes that a student with a disability has been discriminated against, retaliated against, or harassed on the basis of the student's disability, or who believes that the District has otherwise violated Section 504 or its implementing regulations, may file a complaint through the internal complaint procedure established under the District's student nondiscrimination policy. A person who wishes to file such a complaint, or who requires more information about the complaint procedure, should contact the District's Section 504 Coordinator or, if the Section 504 Coordinator is temporarily unavailable or if the complaint in question involves any alleged improper conduct by the Coordinator, the ~~insert position consistent with any similar designation made in Policy 411= e.g., District Administrator~~.

A parent or guardian (or adult student) who disagrees with the identification, evaluation, educational placement, or the provision of a free appropriate public education of a student with a disability under Section 504, and who has been unable to reach a satisfactory resolution of the issue(s) with the District, has the right to request an impartial hearing. The complaining party shall have the right to participate in such a hearing, to present evidence, and to be represented by a person of their choice, including an attorney. A request for an impartial hearing must be made in writing and mailed or delivered to ~~identify the appropriate position~~ Director of Administration. Upon receipt of a request for a hearing, the necessary arrangements will be made by the District, including the selection of a hearing officer. Any party aggrieved by the decision of the hearing officer may seek judicial review of the decision to the extent permitted by applicable law.

Relationship between Section 504 and the IDEA. Section 504 and the IDEA are related but distinct laws. For example, a student with a disability who is not eligible for special education or related services under the IDEA may have rights to receive certain aids, services, modifications, or academic adjustments under Section 504. Further, even in the case where a student with a disability does not need any special education or related services, or any modifications to the District's policies, procedures, or practices, the student remains protected by the general nondiscrimination provisions found within Section 504, Title II of the Americans with Disabilities Act, state law, and District policy.

Relationship between Section 504 and pre-referral intervention strategies. The Board encourages the identification and use of individualized interventions that address the unique needs of a student. A regular education intervention plan can be appropriate for any student who does not have a disability, and who is not suspected of having a disability, but who is facing challenges in school. However, such pre-referral assistance and interventions must not be intended to impede or to serve as a substitute for necessary referrals, evaluations, and eligibility determinations under the IDEA and/or Section 504.

### Legal References:

#### Wisconsin Statutes

[Section 118.13](#) [student discrimination prohibited]

#### Wisconsin Administrative Code

# Section 504 Plans and Services for Students with Disabilities

Policy 342.8

Waunakee Community School District

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[PI 9](#) [student nondiscrimination]

## Federal Laws

[Section 504 of the Rehabilitation Act of 1973](#) [disability discrimination; reasonable accommodations]

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]

[Title II of the Americans with Disabilities Act](#) [disability discrimination; reasonable accommodations]

**Cross References:** WASB PRG Sample Policy 1

**Adoption Date:**

**DISTRICT DAY CARE PROGRAMS**

342.89

The Board of Education recognizes the value of extended day care programs for school-age children and their parents. Therefore, the Board will cooperate with day care providers in making facilities available for before and after school day care opportunities in the District.

Day care providers shall be permitted to administer a before and after school day care program in a primary/elementary school within the District under the following conditions:

- 1) There is reasonably available space within the primary/elementary school.
- 2) Before and after school services are available only to primary/elementary students within the primary/elementary school boundaries.
- 3) The District is not responsible for providing transportation to or from the before and after school day care program.
- 4) The day care providers have submitted a written request to the Board in accordance with state law which includes: the name of the primary/elementary school, the number and ages of the students to be served, and the time the provider intends to operate the program. In addition, the request must include assurances that the day care provider will be responsible for actual incremental costs, will be liable for any damages incurred, and will not provide religious instruction or permit religious practices to be conducted during the day care program.
- 5) Day care providers will meet the standards for licensed day care centers established by the Department of Health and Family Services.
- 6) Applications of day care providers must be received by the superintendent's office by April 1st, annually.
- 7) A contract will be written on an annual basis allowing the District to adjust for enrollment changes and room space availability.
- 8) Contracts will follow the terms and conditions of the Board's rental policy.
- 9) The providers will hold the District harmless from any liability, claim, or damages caused by the acts or omissions of the provider and will acquire adequate liability insurance, as determined by the District, to be in effect throughout the term of the contract.
- 10) Requests for consideration by day care providers will come to the Board through the superintendent.

- 11) Nothing in the contract will prohibit the District from permitting other day care providers to provide services to students in the same building during the same time.
- 12) Additional criteria to be considered in the selection of day care providers will be:
  - a. provider's experience/length of service in years
  - b. the ratio of employees to children
  - c. the credentials of and recommendations provided by the provider
  - d. program model, activities and goals
  - e. submittal of a self-evaluation survey by the provider
  - f. provider's ability to meet District requirements as outlined in this policy
  - g. the fee schedule to be charged by the provider
- 13) A screening committee appointed by the superintendent will interview and investigate potential providers and make a recommendation to the superintendent and Board. The committee membership will represent administrators, parents, primary and elementary teachers.

Day care providers shall enter into a written agreement with the Board in accordance with state laws and regulations. The agreement can be terminated with thirty days notice by either party.

Legal Ref.: Sections 120.125, 120.13(14) Wisconsin Statutes  
HFS 55.50 - 55.51, Wisconsin Administrative Code

Cross Ref.: 342.8-Rule, Basic Responsibilities of Before and After School Day Care Programs  
830, Public Use of School Facilities

Adopted: 5/11/92

Revised: March 1994  
January 2002

Waunakee Community School District

**BASIC RESPONSIBILITIES REGARDING BEFORE AND AFTER  
SCHOOL DAY CARE PROGRAMS**

342.8 9-Rule

A. Responsibilities of the Board of Education

1. Formally resolve to use school facilities as specified in policy for day care.
2. Arrange to lease school facilities in keeping with the Board's use of school facilities policy.
3. Establish procedures and criteria for Board approval of all programs to be provided by the provider.
4. Select suitable program sites.
5. Compose, in cooperation with the program providers, a joint agreement regarding the day to day operation of day care program(s). This agreement would include references to:
  - a. Working relationship between a Board-designated person and the program coordinators;
  - b. Board's provision of all necessary utilities (including phone access), maintenance and custodial coverage;
  - c. Schedule of payment to the District for use of facility.
  - d. Any duties of school personnel such as principals or secretaries that may result from such a program;
  - e. The rooms or spaces that may be used by the program (including storage) and the extent to which exclusive or shared use would be possible;
  - f. Those items of school equipment that may be used; and
  - g. Setting the program calendar and meshing it with the school's schedule of student and non-student days.
6. Provide a representative to any advisory committee(s) formed by the program providers.

B. Responsibilities of the Program-Providing Agency

1. Establish and carry out all staffing procedures including:
  - a. Overall coordination of staff;
  - b. Screening and securing staff; and
  - c. Setting pay and fringe benefits.
2. Monitor all financial matters including:
  - a. Establishing student fees including variable rates and scholarships;
  - b. Developing the annual budget;
  - c. Determining options for supplementary funding; and
  - d. Purchasing materials and supplies.
3. Comply with all state regulatory requirements of the dealing with:
  - a. Student-staff ratio;
  - b. Group size;
  - c. Space/student allocations;
  - d. Equipment;
  - e. Staff qualifications;
  - f. Records maintenance;
  - g. Insurance; and
  - h. Health requirements (such as immunizations).
4. Establish procedures for collection of student fees and follow-up on unpaid charges.
5. Establish procedures on day to day administration and operation of the program including:
  - a. Promotion and publicity (including phone listing);
  - b. Hours and days of operation;
  - c. Transportation policies and pick up expectations for parents/guardians;
  - d. Age requirements;
  - e. Attendance policies;
  - f. Student conduct;
  - g. Off-site activities such as field trips;
  - h. Offering food options; and
  - I. Making parent/guardians contacts.
6. Develop a program philosophy and curriculum build around academic assistance and recreation.
7. Arrange to keep the Board regularly apprised of the program's development, changes, and usage.

Adopted: 5/11/92  
Revised: March 1994  
January 2002

Waunakee Community School District

## **RECORDING OF IEP AND SECTION 504 MEETINGS**

342.14 **0** (New)

It is the goal of the Board of Education to conduct meetings held pursuant to the Individuals with Disabilities Education Improvement Act and Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees, parents/guardians, and students, that promote a free and open exchange of information between the participants in order to successfully identify student educational needs and the selection of the appropriate educational services. The Board believes that a discussion format that leads to a cooperative effort between meeting participants fosters positive outcomes that are in the best interest of the student and builds trust between district employees and parents/guardians. Accordingly, the Board adopts the following policy and procedures with regard to the audio and visual taping of IEP and Section 504 meetings.

Accordingly, the use of audio, visual, and other recording devices at IEP and Section 504 meetings, as well as other meetings between district employees and parents/guardians, shall be prohibited.

Exceptions to this prohibition may be made when a parent/guardian, student, or employee is a qualified person with a disability under Section 504 or has a language barrier that prevents his or her access to or meaningful participation at such meetings and recording of such meeting is selected as a reasonable accommodation to ensure equal access and participation at the meetings.

In accordance with its obligation under Section 504, the School District administrators shall consider a student/parent/guardian request to record IEP or Section 504 student meetings by using the following procedures:

1. The student/parent/guardian requesting to record meetings (“Requestor”) shall provide written notice to the building administrator that he or she requests permission to record the meeting.
2. A request to record a meeting shall be made at least two weeks prior to a meeting.
3. The Requestor shall state the reason for the request. The administrator shall deny any requests based on reasons inconsistent with this policy.
4. The Requestor shall provide documentation from a qualified professional sufficient for the administrator to determine that the Requestor (1) is a qualified person with a disability; or (2) has a language barrier, that qualifies him or her for a reasonable

accommodation of the meeting format to ensure his or her participation at the meeting. A qualified person with a disability is one who has a mental or physical impairment that substantially limits his or her ability to perform a major life activity.

5. The administrator, with the assistance of the District's Section 504 Coordinator or other designee, shall schedule and conduct an interactive meeting with the Requestor to discuss the Requestor's eligibility for an accommodation of the meeting format and explore alternatives for a reasonable accommodation of the meeting format based on the Requestor's disability or linguistic characteristics.
6. Insufficient or no documentation of the Requestor's eligibility for a reasonable accommodation of the meeting format shall result in a denial of the request to record the meeting(s).
7. Confidentiality. If the School District audio or video records the meeting, it will maintain the recording as part of the student's educational record and accord the recording the same measure of confidentiality as any other educational record pursuant to the Family Educational Rights and Privacy Act (FERPA) and Wisconsin Statute section 118.125 and any other applicable state or federal statute.

Legal References: Individuals with Disabilities Education Improvement Act (IDEA)  
Section 504 of the Rehabilitation Act of 1973 (as amended)  
Americans with Disabilities Act  
Family Educational Rights and Privacy Act  
Wis. Stat. 118.125

Cross References: 342.1 Programs for Students with Disabilities  
411 Equal Educational Opportunities

**Date of Adoption: May 2016**

**MIDDLE SCHOOL CLASS LOAD/COURSE SELECTION**

343.1

- Normal Load

Every student in middle school shall schedule at least six periods of classes in a typical eight period day. No student shall have more than two study halls in a day. However, each student shall have at least one study hall every other day.

The principal has the discretionary authority to approve changes/drops of elective classes at any time for unusual circumstances. He/She may also allow a student to have more than two study halls or less than one every other day for unusual circumstances.

Children with disabilities (CWD) and At-Risk students (as identified by the school referral and evaluation process) may have their programs modified from the required six periods of classes per day. These modifications shall be detailed in the student's IEP (Individual Education Plan) or At-Risk plan.

- Selecting/Dropping Elective Classes

Each student in the middle school shall take the required classes established by the district and select from a number of electives to meet and maintain the minimum number of class periods per day outlined above.

Parents/Guardians shall be involved in the selection of their child's elective classes. Elective course requests shall contain a parent/guardian signature. Requests shall be made within the timeline established by the building principal. Once class assignments are made (normally in the spring of the preceding school year) changes in electives must be submitted in writing with the reasons for the requested changes. Changes in selected electives shall be granted effective at the semester after a discussion of the change with the building principal/guidance counselor. Changes are at the principal's discretion and will only be considered if space is available in another class and the student would meet all the requirements for taking the class.

Legal Ref.: Section's 120.12(2) Wisconsin Statutes  
120.13

Adopted: 2/12/96

Revised: January 2002

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

**CLASS SIZE**

343.2

The Board of Education believes that many factors must be given consideration in the establishment of class size. All efforts will be made to maintain classes at a sound educational level. However, this provision in no way should interfere with the ability of the Board and administration to experiment with different forms of classroom instruction.

Legal Ref.: Section 120.12(2) Wisconsin Statutes

Cross Ref.: 343.2-Rule, Class Size Guidelines

Adopted: 2/13/84

Revised: March 1994  
January 2002  
April 2012

Waunakee Community School District

**CLASS SIZE GUIDELINES**

Recommended class sizes, other than special education classes, **online classes, bilingual classes, English learner classes**, shall be:

	<u>Maximum Size</u>	<u>Optimum Size</u>	<u>Minimum Size</u>
K-2	22	20	15
3-6	25	23	15
7-12 Lab Classes	24	22	15
7-12 Non-Lab Classes	30	25	15
Modified Regular Classes	21	16	*
Recover/At-risk Classes	12	8	*

\*Per discretion of the superintendent.

Any class that falls three (3) students above the maximum or below the minimum size will need prior approval from the superintendent and any class with less than 12 ~~excluding Sprouts~~ students or more than 28/33 students will need approval from the ~~Board of Education~~ **District Administrator**.

The following considerations will be used when making decisions:

- 1) Consideration will be given to those courses which are sequential in nature, such as Spanish I, II, III, and IV.
- 2) If assistant time would improve the instruction of the class.
- 3) Characteristics of special classes or special needs of students, such as vocational courses, advanced mathematics or science courses, or small group music instruction.
- 4) Attitude assessments of the community, local traditions, and current status of public opinion.
- 5) Current and projected enrollment. (Class size might be low one year and projected to be higher the next year).
- 6) The Board recognizes that these are guidelines and special circumstances or financial considerations may require class sizes even greater than the maximum or less than the minimum. Specific classes may be approved that are less than the minimum or greater than the maximum.
- 7) Modified regular classes – these classes would be open to identified students who need modifications in pacing, delivery, or depth of content in the particular curriculum.
- 8) Recover/At-risk classes – these classes are solely intended for the population of the student body who would not be eligible to graduate on time because of credit shortages.

Adopted: 2/13/84

Revised: March 1994  
4/13/98  
July 2004  
April 2012

Waunakee Community School District

# Minutes of Budget Committee Meeting

## The Board of Education Waunakee Community School District

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A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Friday, October 21, 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 7:49 a.m.

### **II. ROLL CALL**

Present: Heinemann, Ensign, Hetzel (via zoom)

Also Present: Guttenberg, Summers, Dye, Grabarski

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

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

### **IV. PUBLIC COMMENTS**

No public comments for this meeting.

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

#### **A. Budget & Tax Levy Changes Since July**

Summers explained and answered questions regarding the budget and tax levy changes since the third draft of the budget was approved in July. Summers also explained and answered question on the topic of the property tax levy and the property tax rate. Summers reviewed the property tax levy and budget options that are related to the results of the November 8th referendum. The property tax levy amount does not change for each of the options. The property tax rate declines from \$10.89 to \$9.68/thousand dollars of property value. A motion was made by Ensign, second by Hetzel, to recommend for consideration of the full board the final draft of the budget and the tax levy options. Motion carried 3-0.

#### **VI. 2023-2024 Budget Planning**

Grabarski and Summers presented and answered questions regarding beginning the budget planning process for 2023-2024.

#### **A. Consider an additional two (2) percent wellness incentive for the employer contribution to health insurance premium.**

Grabarski explained at a high level a plan for the 23/24 plan year, employees will be required to visit the Waunakee Wellness Clinic and meet with the nurse practitioner to receive the existing wellness incentive of 3 percent. An ADDITIONAL 2% wellness incentive (district contribution of 90%) is being proposed for those employees who are willing to be current with / have completed recommended age/gender appropriate screenings by the deadline of 5/31/23. This wellness plan may have the potential costs savings and value returned to our health plan, in addition to the benefits to the employees.

This was just an informational item for committee members.

**B. INITIAL DISCUSSION OF THE BUDGETED AMOUNT FOR THE 23/24 HEALTH INSURANCE PLAN'S DISTRICT PREMIUM CONTRIBUTION.**

Grabarski presented and answered questions regarding the review and development of the 23/24 health plan offerings. A future Board decision will need to provide the expected total annual employer premium contribution.

This agenda item is just for informational purposes and no action is required.

**VII. DISCUSSION/ACTION ON PROPOSALS - NA**

**VIII. OTHER ITEMS FOR DISCUSSION - NA**

**IX. FUTURE AGENDA ITEMS - NA**

**X. ADJOURN**

A motion was made by Hetzel, second by Ensign to adjourn the meeting at 8:44AM.

Motion carried 3-0.

# Minutes of Curriculum Committee Meeting

## The Board of Education Waunakee Community School District

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A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Wednesday, November 2, 2022, beginning at 10:30 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 10:30AM

### **II. ROLL CALL**

Present: Dotzler, Engebretson, Hetzel

Also present: Schell, Johnson

### **III. APPROVE AGENDA**

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

Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. NEW COURSE PROPOSAL MANDARIN CHINESE 5**

Schell presented and answered questions regarding the course proposal to extend our Mandarin Chinese sequence through level 5. It would be very challenging at this time to add fractional staffing in this content area, so operating the course will mean balancing everything within our existing staff and we believe we can do that currently.

After much discussion a motion was made by Hetzel, second by Engebretson, to approve the new course proposal for mandarin Chinese 5 as presented. Motion carried 3-0.

### **VI. DEI AUDIT RECOMMENDATIONS**

Schell and Johnson explained the chart and the color coding and answered questions/clarification for outcome from the committee. The committee discussed the supporting document with the administration.

### **VII. ITEMS FOR FUTURE MEETINGS**

State accountability report cards and SEL and how we are measuring it.  
accountability report card.

The next meeting is scheduled for December 1, 2022 at 10:30AM

### **VIII. ADJOURN**

A motion was made by Engebretson, second by Hetzel, to adjourn the meeting at 11:39AM.

# NEW COURSE APPROVAL FORM

Date: 9/11/2022

Department Chairperson/Building Coordinator: Elaine Simmons/Catie Anderson

Department: World Language Building: High School

Proposed Course Title: Mandarin Chinese 5 Grade Level: 12

Course Length: 1 year (2 semesters) Credits: 1

Requirement/Elective: Elective Meeting Frequency: EOD 85 minutes

Anticipated Enrollment: 8 Prerequisites: Mandarin Chinese 4

Principal's Approval: 10-6-2022

Comments:

*I am good as long as we do not need to add staffing or create conflicts with middle school.*

Review & Discuss Within the Building Between Departments -- Date: 10-6-22

Comments:

*Leadership supports this course.*

Systemwide Curriculum Committee Review Date: 10/12/22

Comments: Systemwide supports this course.

Director of Instruction/District Administrator's Approval: \_\_\_\_\_

Board of Education Curriculum Sub-committee Review Date: \_\_\_\_\_

Board of Education Approval Date: \_\_\_\_\_

## I. COURSE INFORMATION

- A. Rationale for Course: *(Provide a brief description of student/school needs/purpose of course, benefits, and anticipated student outcomes.)*

Due to the existing middle school Mandarin Chinese program, freshmen who entered WHS will be able to take Chinese 5 during their senior year to gain a capstone experience in Chinese learning

- B. Course Description: *(Short descriptive paragraph highlighting the major focus of course. To be used for course offering catalog.)*

This year long course is designed for students who have completed Chinese 4. It aims to further develop students' Chinese proficiency through: 1) consolidating the foundation built in students' beginning modern Chinese courses; 2) Introducing them to more complex grammatical structures, varieties of language styles, and background cultural information. Upon the satisfactory completion of the course, students are expected to be able to handle various types of complex daily conversational situations and short passages on familiar topics

- C. Course Outline: *(Attach course outline which includes the major topics and concepts.)*

The course will reinforce the 5 C's of World Language Education: Communication, understanding the varied practices, products, and perspectives of different cultures of languages and cultures, and connection to Chinese-speaking communities.

Topics covered:

- Chinese traditional festivals: Students will learn the following about Chinese traditional festivals-name, time, food, celebration activities
- Traveling: Students will be able to describe things like ticket, costs, scenic spots including natural objects like mountains, rivers, trees and rocks.
- Seeing a doctor: Students will be able to describe how they feel as a patient, what medicine to take, rest, recover.
- Interviewing for a job: Students will be able to describe things like hopes and fears, their boss, employees, and employers, as well as how to navigate a job offer.
- Social media: Students will be able to use social media to interact with others and relate to other cultures
- Life and wellness: Students will be able to describe exercise routines and healthy eating habits

- D. Materials & Resources: *(Include text, computer/technology tools, and supplementary information.)*

Curriculum will be as connected to real life applications of the language as possible

-Using realia, current music and other media from the target language, online articles and websites, and interactions with Chinese speakers.

E. Instructional Methods: (*Check applicable ones and explain wherever necessary.*)  
Which of these are used: Check with "X"

- |                         |                  |                             |
|-------------------------|------------------|-----------------------------|
| X Lectures              | X Demonstrations | X Field Trips               |
| X Discussions           | X Term Papers    | X Check Quizzes             |
| Special Reports         | X Extra Reading  | Individual Study Contracts  |
| Laboratory              | X AV Materials   | X Other ( <i>Hands-On</i> ) |
| Online/Virtual Learning |                  |                             |

F. Student Evaluation Procedures:

Students will demonstrate their performance level with Integrated Performance Assessments. Specific learning targets will vary according to the individual student learner needs.

- Spoken and written interpersonal communication
- Audio, visual, and audiovisual interpretive communication
- Written and print interpretive communication
- Spoken presentational communication
- Written presentational communication

G. Financial Impact: (*Provide an explanation of projected costs for personnel, materials, and equipment for subsequent years when the proposal is fully implemented.*)

This class will create one additional section of classes.

H. Financial Impact: (First Year)

<u>Added Personnel</u>	How Many		Approx. Cost		Total Cost
Professional	_____		\$ _____		\$ _____
Non-Professional (Assistants, secretarial, etc.)	_____		\$ _____		\$ _____
<u>Added Materials</u>					
Textbooks	_____	@	\$ _____	=	\$ _____
Supplies					\$ _____
<u>Added Equipment Needed:</u>					
List/Cost:	_____	@	\$ _____	=	\$ _____
	_____	@	\$ _____	=	\$ _____
	_____	@	\$ _____	=	\$ _____

- I. Explain how this new course will correlate with Wisconsin State Academic Standards and/or district remediation plans.

The World Language Department uses the ACTFL Proficiency Standards as well as the 5 C's as outlined by the Wisconsin Academic Standards for World Language.

- American Council on the Teaching of Foreign Languages (ACTFL)
  - Core Practices
  - World Readiness Standards
  - Wisconsin Standards for World Language

**OTHER PERTINENT INFORMATION**

- A. This course will be: *(please check one)*  
 an addition to the department's offering  
a replacement for \_\_\_\_\_  
a pilot study
- B. This course will require *(please check the appropriate spaces):*  
the adoption of a new textbook  
 the use of a text previously adopted and in use
- C. This course will require *(please check appropriate spaces)*  
 specialized organization of teacher time (Ms. Zhu is shared between MS and HS)  
specialized room arrangement or equipment *(explain below)*  
specialized student grouping or sectioning  
 curriculum planning time  
specialized technology
- D. To what extent will this curriculum change affect the number of teacher preparation each semester? *(Explain)*  
This will add another course to Ms. Zhu's schedule and will therefore increase the amount of planning that she is doing.
- E. To what extent does this course conflict with the content and/or student availability of other courses in your department?  
There are few students who take both Mandarin and Spanish or French and therefore will not conflict with courses currently offered in the department.
- F. To what extent does this course conflict with courses offered in other departments?  
There should not be conflict with other courses offered in other departments other than the fact that it is a stand alone course. We anticipate the impact to be minimal as the current enrollment is under 10.
- G. What course(s) could be deleted if this curriculum change is adopted?  
None

- H. This proposed course must be discussed with other members of your department prior to submitting this form. *(Describe briefly the outcome of these discussions.)*  
The Departments Chairs (Elaine Simmons and Catie Anderson) and Ms. Zhu have discussed the continuation of the Mandarin program to establish a Level 5 Course. We have discussed the possibility of offering the course through UW-Oshkosh CAP Program, like Spanish 5 and 6 as well as French 5 do, but we are unsure at this time if Ms. Zhu is credentialed to teach the course through UWO.
- I. To what effect does this curriculum change affect the K-12 Skills Continuum?  
*(duplication, deletion, reinforcement, etc.)*  
This is a continuation of the established Mandarin Chinese course sequence
- J. If approved, this course will begin: Fall semester 2023-2024 school year  
*(semester/year)*

Rev. 8/12

# Minutes of DEI Board Committee

## The Board of Education Waunakee Community School District

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A DEI Board Committee of the Board of Education of Waunakee Community School District was held Tuesday, November 8, 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 5:34PM.

### **II. ROLL CALL**

Present: Hetzel, Hoefler, Heinemann

Also Present: Guttenberg, Schell, Michelle McGrath from the Waunakee Cares Coalition.

### **III. APPROVE AGENDA**

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

Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

An in person public comment was made by the following:

Greg Gentz – Equity Statement

### **V. PRESENTATION FROM WCCC - MICHELLE MCGRATH**

Hetzel introduced Michelle McGrath from the Waunakee Community Cares Coalition who presented and answered questions regarding the data associated with her work at the Coalition and collaboration with the school district.

### **VI. DISCUSS AND DEVELOP AN EQUITY STATEMENT**

Hetzel presented the statements that were attached to the agenda. The committee discussed the statement in connection with the Mission, Vision statements and Visionary aspirations.

After much discussion a motion was made by Hoefler, second by Hetzel, to bring the final statement, as presented to the full board for consideration. Motion carried Y=2 – N=1.

### **VII. DISCUSS UPDATE ON STUDENT BELONGING WORKSHOP**

Schell gave an update on the work related to planning a student forum/program at the high school this fall/winter. Jess Moehn, HS Social Worker, and Megan Galdes, HS

Psychologist, have started the preliminary planning. They have discussed with Michelle McGrath at WCC and are recruiting other organizations. This forum will take place before Spring break and that will allow a couple months to begin any suggestions from the forum. The Student ambassadors for WCC will be involved in the planning as well as other students to develop a good cross section of the HS student body. The committee asked for a status report at the December DEI committee.

### **VIII. STUDENT LISTENING SESSIONS - FULL BOARD**

Hetzel reviewed the process last year regarding student listening sessions and started a discussion with regarding these meetings with the committee. It was determined during this discussion that administration will connect with the HS leadership and work on a date in early February to schedule student listening sessions.

During this discussion, the committee asked that the full board discuss community engagement meetings.

**IX. FUTURE MEETINGS**

Items for the next meeting include:

Update on reporting Tool – including behavior reports and any trends noticed.

Any actions we can take as a result of the behavior reports

Update on planning for the Student Summit.

**X. ADJOURN**

A motion was made by Hoefler, second by Heinemann, to adjourn the meeting at 6:57PM

Motion carried 3-0.

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society



**WCSD Board  
Meeting  
Referendum Update**

November 14, 2022 Update

# Agenda

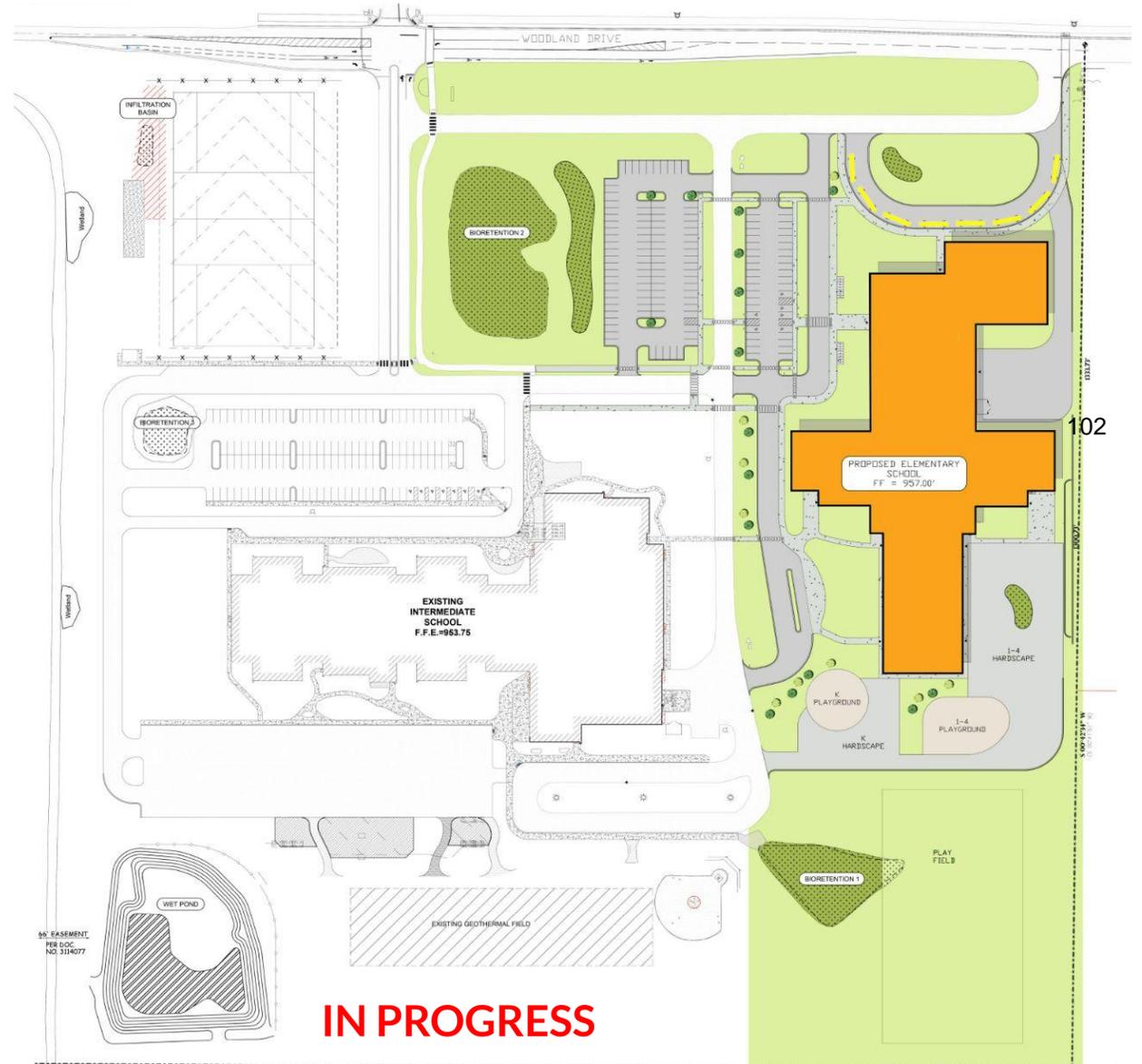
- Introductions
- Heritage Site & Building Update
- Heritage Concept Design
- Q & A

# Heritage Site & Building Update



# New Heritage Elementary - Site Design

- Meeting with Municipality
- TIA Report / Circulation
- Upcoming Plan Commission Submittal



# New Heritage Elementary - Floor Plans

- Communal Entry
- Small Learning Communities
- Flex Cafe
- Stakeholder Meetings

## ROOM DEPARTMENT LEGEND

- ADMIN
- ATHLETICS
- CIRCULATION
- COMMON SPACES
- CORE INSTRUCTION
- ELECTIVE / EXPLORE
- SPECIAL ED
- SUPPORT AND SERV.
- VISUAL + PERFORMING ARTS



First Floor



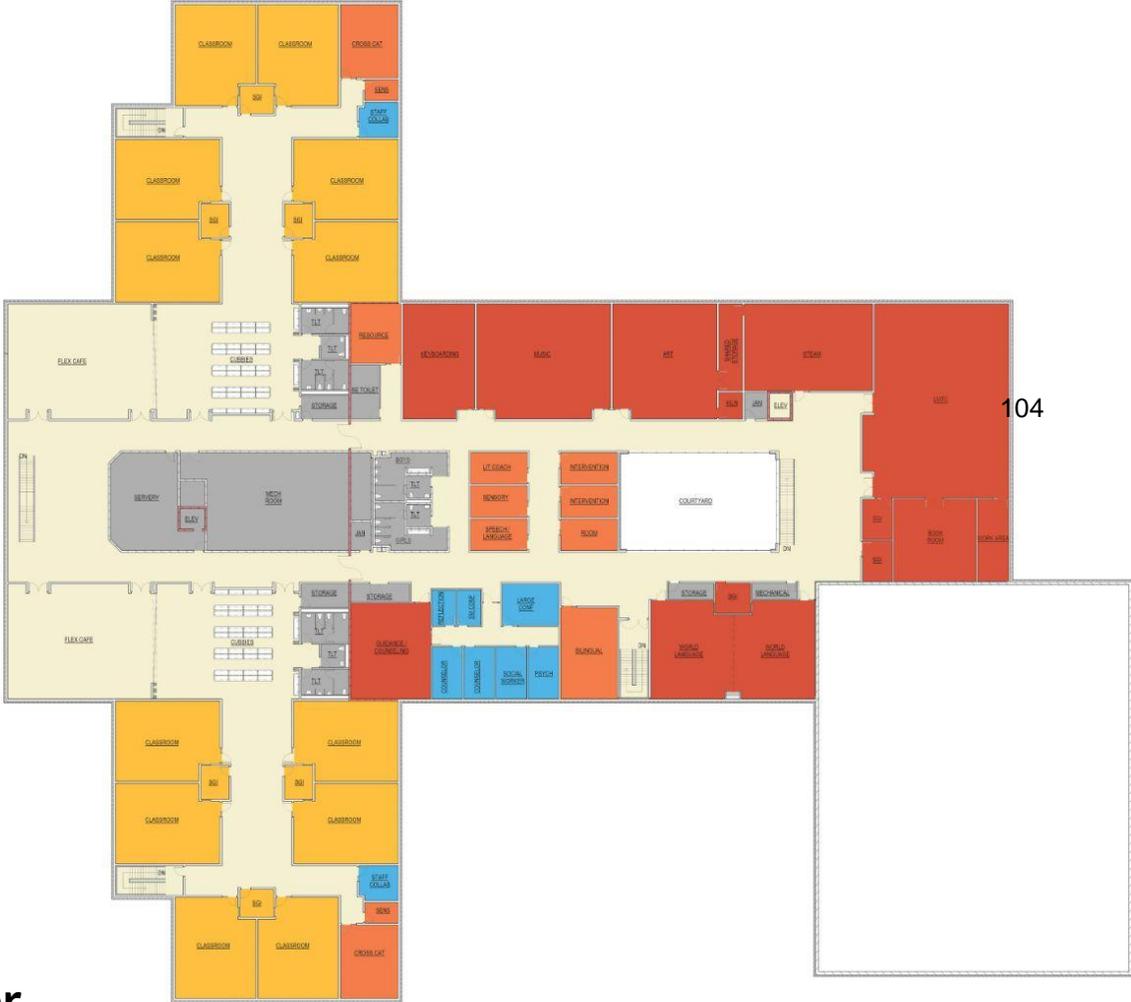
IN PROGRESS

# New Heritage Elementary - Floor Plans

- Small Learning Communities
- Encore Classes
- Special Education
- Consultant Kick-Off Meeting

**ROOM DEPARTMENT LEGEND**

- ADMIN
- ATHLETICS
- CIRCULATION
- COMMON SPACES
- CORE INSTRUCTION
- ELECTIVE / EXPLORE
- SPECIAL ED
- SUPPORT AND SERV.
- VISUAL + PERFORMING ARTS



Second Floor

**IN PROGRESS**

# Heritage Concept Design



# New Heritage Elementary - Guiding Principles

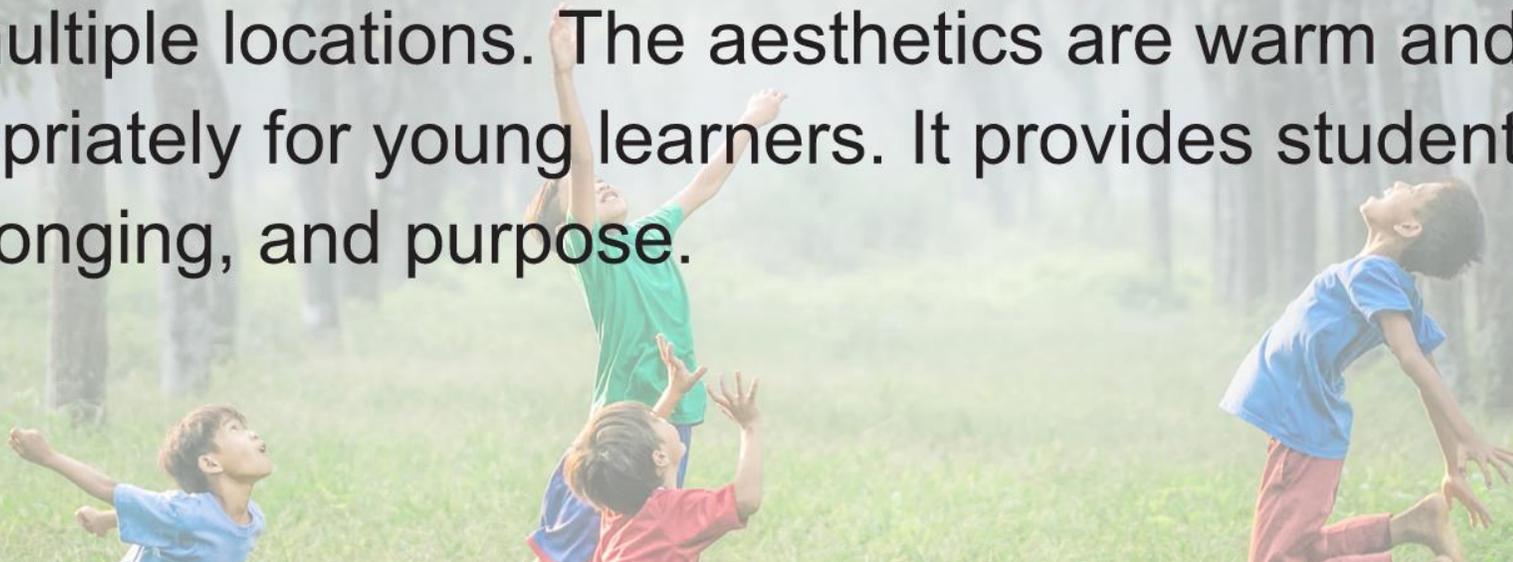
## **FUTURE-FOCUSED**

The new school is future-focused, while maintaining the spirit and culture of the existing Heritage. It embraces evidence-based design to impact both well-being and learning outcomes. Spaces are dynamic, flexible, and connected to nature (visually and physically). The building prioritizes energy efficiency, natural light, good acoustics, and sustainable materials.

# New Heritage Elementary - Guiding Principles

## WELCOMING AND SAFE

The new school welcomes, reflects, and supports diverse learners by creating an inclusive community environment. Thoughtful design prioritizes relationships and connectedness, eliminating barriers and allowing for instruction to be delivered in multiple ways to multiple learners in multiple locations. The aesthetics are warm and inviting, scaled appropriately for young learners. It provides students a sense of safety, belonging, and purpose.



# New Heritage Elementary - Guiding Principles

## **IMMERSIVE AND INSPIRING**

The new school is organized so that the building itself encourages curiosity, inquiry, and exploration. It is fun, engaging, and interactive. Meaningful gestures inspire creativity and a purposeful layout fosters responsibility. The building is easy to understand and navigate, supporting connection and collaboration for all students.



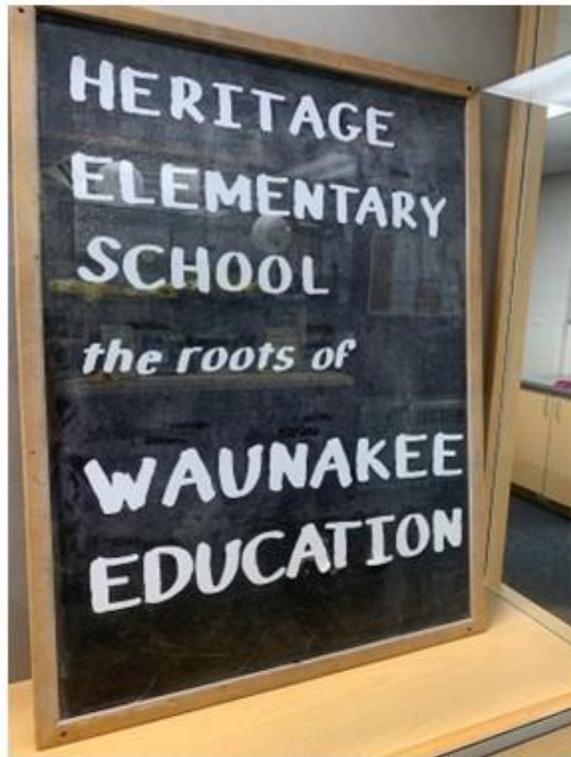
# New Heritage Elementary - Story Concept

EVERY GREAT  
DESIGN  
BEGINS WITH AN  
EVEN BETTER  
STORY

LINDA MAMO

# ROOTS AND SHOOTS

ORIGIN : POSSIBILITY : GROWTH



# New Heritage Elementary - Story Concept

## ROOTS AND SHOOTS

ORIGIN : POSSIBILITY : GROWTH



# New Heritage Elementary - Exterior Design Concept



112

# New Heritage Elementary - Exterior Design Concept



# New Heritage Elementary - Exterior Design Concept



View of Bus Entrance and Intermediate School in Distance

# New Heritage Elementary - Exterior Color Palette Options



**Questions?**



EXHIBIT E

CERTIFICATE OF THE BOARD OF CANVASSERS

We, the undersigned residents and electors of the Waunakee Community School District, Dane County, Wisconsin (the "District"), do hereby certify that:

1. A referendum election was held in the District on November 8, 2022 on the question of whether general obligation bonds in an amount not to exceed \$175,000,000 should be issued for the public purpose of paying the cost of a school building and facility improvement project consisting of: construction of a new Heritage Elementary School on district-owned land; construction of a new middle school on district-owned land; removal of the current Heritage Elementary School building; district-wide renovations, capital maintenance and site improvements; and acquisition of furnishings, fixtures and equipment (Question Number I).

2. A referendum election was held in the District on November 8, 2022 on the question of whether the School District budget should exceed the revenue limit by \$1,000,000 for the 2022-2023 school year, by \$3,000,000 for the 2023-2024 school year, and by \$6,000,000 for the 2024-2025 school year, for non-recurring purposes consisting of expenses related to attracting and retaining staff, operating and maintaining any additional school facilities, and maintaining current programs and services (Question Number II).

3. No later than 9:00 a.m. on the Tuesday after the election, the undersigned met as a board of canvassers to examine the original returns certified to the District Clerk of the District.

4. The following is a true statement of the votes cast on Question Number I (relating to the issuance of \$175,000,000 general obligation bonds) compiled from the original returns certified to the District Clerk:

<u>Polling Place</u>	<u>YES</u>	<u>NO</u>
<u>Dane</u>	<u>32</u>	<u>57</u>
<u>Madison</u>	<u>224</u>	<u>119</u>
<u>Middleton</u>	<u>286</u>	<u>131</u>
<u>Springfield</u>	<u>151</u>	<u>248</u>
<u>Vienna</u>	<u>242</u>	<u>283</u>
<u>Waunakee 1-5</u>	<u>2145</u>	<u>2000</u>
<u>Waunakee 6-12</u>	<u>2193</u>	<u>1967</u>
<u>Westport</u>	<u>1245</u>	<u>1061</u>
TOTALS:	<u>6518</u>	<u>5866</u>

5. The following is a true statement of the votes cast on Question Number II (relating to exceeding the revenue limit) compiled from the original returns certified to the District Clerk:

<u>Polling Place</u>	<u>YES</u>	<u>NO</u>
<u>Dane</u>	<u>38</u>	<u>51</u>
<u>Madison</u>	<u>228</u>	<u>118</u>
<u>Middleton</u>	<u>285</u>	<u>133</u>
<u>Springfield</u>	<u>176</u>	<u>223</u>
<u>Vienna</u>	<u>282</u>	<u>242</u>
<u>Waunakee 1-5</u>	<u>2520</u>	<u>1625</u>
<u>Waunakee 6-12</u>	<u>2590</u>	<u>1568</u>
<u>Westport</u>	<u>1350</u>	<u>963</u>
TOTALS:	<u>7469</u>	<u>4923</u>

Board of Canvassers:

<u>Cynthia S. Turner</u>	<u>Cynthia S. Turner</u>
<u>Miles E. Turner</u>	<u>Miles E. Turner</u>
<u>Judith Engebretson</u>	

Judith Engebretson  
District Clerk

November 11, 2022

## 2022 Summer School in Review

DPI Reports for the past 10 years:

Year	Full Time Equivalency	Days Offered	Residents Enrolled	Non-residents Enrolled
2022	166	22	2568	0
2021	160	23	2320	0
2020	120	24	1989	0
2019	185	23	2760	9
2018	175	22	2609	8
2017	168	22	2464	22
2016	167	23	2513	22
2015	153	24	2527	22
2014	134	24	2511	27
2013	122	23	2330	93

**Enrollment:** Headcount of all students who have enrolled and attended at least one class.

**FTE (Full Time Equivalency):** Determined by totaling all student membership minutes and dividing by 48,600 (one FTE). FTE is used by the state when calculating the aid payment to the district.

### **2022 Summer School Highlights:**

- **Registrations:** The district had a 17% increase in summer school registrations in 2022. It resulted in 6 additional FTEs that were earned this summer. That was a 4.12% increase in FTEs. The reason the increase in registrations did not result in a similar increase in FTEs is regular attendance. Minutes of attendance generate the FTEs.
- **Pay rates for summer school teaching staff:** New Summer School pay rates were implemented for 2022. Even with the rate increase, it was a very difficult staffing year; however, getting into the market to hire earlier should help.
- **Spanish Translation:** The Waunakee Summer School Online Registration Program added a Spanish Translation Option.

- **4K Students:** Students who have enrolled in the Waunakee Community School District 4K Program for the fall (school year 2022-2023) were eligible to participate in 2022 Waunakee Summer School. 4K Swim Lessons were added in 2022.
- **Summer School Busing:** For 2022, families did not need to register their student for regular transportation. Any student who registered for summer school and lived in a bus zone was set up for transportation. Parents had the option of completing an Opt Out form if they didn't wish to have their student ride the bus. Families who wanted alternate transportation still needed to register for that. There were families that didn't register for alternate transportation within the timeframe. A late registration for alternate transportation was held. There were still families who did not register timely during the late registration. They were not given alternate transportation this summer.
- **Summer Science:** This program has traditionally been for 7th grade students. It was not offered in Summer School 2022 as it wasn't possible to do this summer. In 2019, there were 10.59 FTEs earned from attendance in that program.
- **Music Lessons:** Registration for beginning music lessons was changed this year to allow parents to select the days and times of their student music lesson rather than having a time assigned to them.

### Looking Ahead:

- **HS credit recovery process:** Administration will be reviewing the way we have handled high school credit recovery in the past. We will look for ways to modify and improve this area of summer school to bolster attendance.
- Music Lesson changes for upper level (Grades 5-12)
- Course changes
  - Dropping Computer Camp (grades 1-2)
  - Dropping Techno Fun (Grades 3-4)
  - Adding Computer Coding (Grades 1-4)
- Increasing weeks we offer Strength and Conditioning
- We will open Summer School hiring on January 2, 2023 rather than mid-February. We hope by hiring sooner than other districts in the area we will get highly qualified applicants committed to our district before the competition opens their hiring.





## 2023 SUMMER CLASS OFFERINGS

Alpha order by grade grouping. Please refer to the catalog description for details.  
Classes should be selected based on the grade your student will be in the 2023-24 school year.

<b>Grades K -4</b>			
ENRICHMENT (3 week classes)	Fees	REMEDIAL (6 week classes)	Fees
CAMP KINDERGARTEN	K \$0	READY, SET, GO- READING	1 \$0
ACTIVE FUN FITNESS	1-4 \$0	READY, SET, GO- MATH	1 \$0
ARTS AND CRAFTS	1-4 \$0	JUMP START MATH	2-4 \$0
BRAIN GAMES	1-4 \$0	READING EXPRESS	2-4 \$0
BUILD IT	1-4 \$0		
LEGOS	1-4 \$0		
MAKING MUSIC	1-4 \$0		
BOOK CLUB	1-2 \$0		
COMPUTER CODING	1-2 \$0		
GOING BUGGY	1-2 \$0		
BOOK CLUB	3-4 \$0		
DUCTIVITY	3-4 \$0		
SCIENCE WORLD	3-4 \$0		
COMPUTER CODING	3-4 \$0		
CAMP INVENTION	1-6 \$ 45		

<b>Grades 5-6</b>			
ENRICHMENT (6 week classes)	Fees	REMEDIAL (6 week classes)	Fees
CODING, DESIGN & ROBOTICS	5-6 \$0	COMMUNICATION ARTS 5-6	5-6 \$0
CRAFTY CREATIONS	5-6 \$0	MATH 5-6	5-6 \$0
GAMING	5-6 \$0		
GET IN THE GAME	5-6 \$0		
GET READY TO BABYSIT	5-6 \$0		
IMPROV COMEDY THEATER	5-6 \$0		
INVASION OF THE TOADS	5-6 \$0		
KEYBOARDING	5-6 \$0		
MAD SCIENTIST'S WORKSHOP	5-6 \$0		
PHOTOSHOP	5-6 \$0		
SUMMER FITNESS	5-6 \$0		
THE ARTIST IN YOU!	5-6 \$0		

<b>Grades 7-12</b>			
ENRICHMENT (6 week classes)	Fees	REMEDIAL (6 week classes)	Fees
ACT TEST PREP	10-12 \$0	COMMUNICATION ARTS 7-8	7-8 \$0
CAMP INVENTION JUNIOR COUNSELOR	7-9 \$45	ENHANCING SKILLS MS	7-8 \$0
PLANTS TO PLASTIC AND GEAR	7-8 \$0	MATH 7-8	7-8 \$0
PODCASTING/RADIO BROADCASTING	7-8 \$0	ENHANCING SKILLS HS	9-12 \$0
STRENGTH AND CONDITIONING - MS BOYS	7-8 \$0	REMEDIAL ENGLISH	10-12 \$0
STRENGTH AND CONDITIONING - MS/HS GIRLS	7-12 \$0	REMEDIAL MATH	10-12 \$0
STRENGTH AND CONDITIONING - HS BOYS	9-12 \$0	REMEDIAL SCIENCE	10-12 \$0
STRENGTH AND CONDITIONING - HS GIRLS	9-12 \$0	REMEDIAL SOCIAL STUDIES	10-12 \$0
SUMMER ART	7-8 \$0	TRANSITIONAL WORK PROGRAM	12+ \$0
HS ONLINE ENRICHMENT(virtual)	10-12 \$0		
ONLINE PHY ED(virtual)	10-12 \$0		
SUMMER TEACHING ASSISTANT	10-12 \$0		

<b>MUSIC 5-12</b>			
ENRICHMENT (6 week classes)	Fees	ENRICHMENT (6 week classes)	Fees
BAND 6	6 \$0	ALTERNATIVE INSTRUMENT JAM SESSION	10-12 \$0
BAND 7-8	7-8 \$0	ORCHESTRA 5	5 \$0
BAND 9-12	9-12 \$0	ORCHESTRA 6	6 \$0
GROUP PIANO LESSONS	7-9 \$0	ORCHESTRA 7-8	7-8 \$0
GROUP GUITAR LESSONS	8-9 \$0	ORCHESTRA 9-12	9-12 \$0
BAND-MS BAND CAMP	7-8 \$0	ORCHESTRA- MS CAMP	7-9 \$0
BAND-HS BAND CAMP	9-12 \$0		
MUSIC CAMPS	7-12 \$0		

<b>SWIM K - 12)</b>				
Classes are 2 weeks M - TH		Grade Fees	REMEDIAL (2 week classes)	Grade Fees
LEARN-TO-SWIM LEVELS 1-6	K-11	\$0	ADAPTED AQUATICS	K-12+ \$0
4K SWIM LESSONS LEVELS 1-3	4K	\$0		

**Budget Request/Reduction/Reallocation Form  
2022-2023**

**Description:** Request for Additional Special Education Teacher at HES

**School/Department:** Special Education

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

**Type of Request:** Budget Request

**Nature of Request:** Position

**Full Time Equivalency:** 1.0

**Classification:** Teacher

**Grades Affected:** K-4

**Population Served:** K-4 Students Receiving Special Education Services

**Salary/Benefits Cost:** Estimate: \$70,000 (Transfer of Service)

**Rationale:** I am respectfully requesting the addition of one special education teacher for Heritage Elementary School beginning in the 2022-2023 school year.

The rationale for this request is that we had a total of 19 new special education students enroll across the district since June of 2022, which meant that we needed to transfer a cross categorical special education teacher from Prairie Elementary over to Heritage Elementary in order to address the increased student needs at Heritage. However, we did not anticipate having 11 special education referrals at Heritage Elementary submitted for existing students at the start of the 22-23 school year. As we are completing these evaluations, we have at least 6 students, possibly more once all the evaluations are complete, that have qualified for special education services. In order to meet the needs of our newly identified students, as well as the students who are new to our district, we would like to add a cross categorical special education teacher position yet this year.

We will submit for Transfer of Service Funding as the need for this position is the result of new students moving into the school district with IEP requirements requiring additional staff. Please know that the transfer of service funding is effective for the 2023-24 school year, and the costs for the 2022-23 school year would be funded out of the district contingency account.<sup>124</sup>

Thank you for your consideration.

**Attachment?** No

**Submitted:** 11/04/2022

**For Business Office Use**

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

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

	<u>OCB</u>	<u>OCB</u>	<u>OCB</u>	<u>STATE POOL</u>	<u>STATE POOL</u>	<u>WISC</u>	<u>MIDAMERICA</u>	<u>WISC</u>	<u>WISC</u>	<u>WISC</u>	
	<u>PAYROLL CHECKING</u>	<u>DEPOSIT ACCT</u>	<u>OPERATING ACCT</u>	<u>GENERAL ACCOUNT</u>	<u>DENTAL ACCT</u>	<u>WISC</u>	<u>TRUST ACCT</u>	<u>DEBT SERVICE</u>	<u>SCHOLARSHIP ACCT</u>	<u>GENERAL</u>	<u>TOTALS</u>
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	8,759.18	7,237,627.68	175,247.55	120,988.49	566,106.73	8.71	1,846,284.77	1,457,985.64	317,119.48	5,343,537.34	17,073,665.57
REVENUES:											
+ DEPOSITS	4,021,030.58	4,225,990.79	4,791,034.39	3,989,461.45	64,379.70	0.00	0.00	4,677.55	0.00	2,805,000.00	19,901,574.46
+ INTEREST	342.83	12,346.94	1,089.15	504.93	1,027.93	0.00	1,964.80	2,688.08	-541.74	8,715.43	28,138.35
TOTAL REVENUES	4,021,373.41	4,238,337.73	4,792,123.54	3,989,966.38	65,407.63	0.00	1,964.80	7,365.63	-541.74	2,813,715.43	19,929,712.81
EXPENSES:											
ACCOUNTS PAYABLE	0.00	3,410,877.93	4,772,072.38	4,104,000.00	80,360.65	0.00	0.00	750.00	0.00	8,146,666.67	20,514,727.63
PAYROLL	3,976,137.29	4,021,030.58		0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,997,167.87
TOTAL EXPENSES	3,976,137.29	7,431,908.51	4,772,072.38	4,104,000.00	80,360.65	0.00	0.00	750.00	0.00	8,146,666.67	28,511,895.50
ENDING BALANCE	53,995.30	4,044,056.90	195,298.71	6,954.87	551,153.71	8.71	1,848,249.57	1,464,601.27	316,577.74	10,586.10	8,491,482.88
<b>BANK BALANCES</b>											
ENDING BANK BALANCE	53,995.30	4,043,981.90	195,298.71	6,954.87	551,153.71	8.71	1,848,249.57	1,464,601.27	316,577.74	10,586.10	8,491,407.88
OUTSTANDING ACH	428,006.92	75.00	14,192.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	442,273.93
ACTUAL BALANCE	-374,011.62	4,044,056.90	181,106.70	6,954.87	551,153.71	8.71	1,848,249.57	1,464,601.27	316,577.74	10,586.10	8,049,283.95
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55										
	-373,753.07										

No Change September 22

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

**2022-23 Budget Status Report - October 31, 2022**

**GENERAL FUND 10 EXPENSES**

<b>Salary &amp; Benefits (no grants)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Personnel Costs: Salaries	29,118,849	29,118,849	7,610,203.39	0.00	26.13%	21,508,645.61
Personnel Costs: Benefits	9,790,434	9,790,434	3,034,360.05	0.00	30.99%	6,756,073.95
<b>Total</b>	<b>38,909,283</b>	<b>38,909,283</b>	<b>10,644,563.44</b>	<b>0.00</b>	<b>27.36%</b>	<b>28,264,719.56</b>
<b>Buildings</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Prairie School	89,830	89,830	40,251.44	13,057.32	59.34%	36,521.24
Prairie School CSF	19,266	19,266	7,030.97	4,011.73	57.32%	8,223.30
Heritage School	92,060	92,060	52,961.11	10,791.24	69.25%	28,307.65
Heritage School CSF	18,633	18,633	6,568.26	3,916.37	56.27%	8,148.37
Arboretum School	74,035	74,035	43,483.12	5,430.25	66.07%	25,121.63
Arboretum School CSF	17,090	17,090	9,002.19	2,675.64	68.33%	5,412.17
Intermediate School	152,470	152,470	47,169.70	16,449.82	41.73%	88,850.48
Intermediate School CSF	24,804	24,804	17,244.15	1,919.92	77.26%	5,639.93
Middle School	163,790	163,790	48,408.43	18,121.69	40.62%	97,259.88
Middle School CSF	25,040	25,040	13,636.31	2,763.49	65.49%	8,640.20
High School	476,918	476,918	132,120.05	51,288.52	38.46%	293,509.43
High School CSF	51,705	51,705	22,949.87	198.64	44.77%	28,556.49
Athletics	414,477	414,477	69,371.62	152,784.27	53.60%	192,321.11
<b>Departments</b>						
Utilities	1,073,260	1,073,260	485,075.43	831,528.57	122.67%	-243,344.00
Maintenance	723,990	723,990	369,552.50	390,285.92	104.95%	-35,848.42
Capital Projects	150,000	150,000	11,253.97	0.00	7.50%	138,746.03
Contingency Fund	100,000	100,000	42,058.86	7,420.36	49.48%	50,520.78
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	37,960.75	2,028,926.59	162.30%	-793,359.34
Technology	718,079	718,079	604,037.15	47,802.68	90.78%	66,239.17
Technology Erate/Fees	53,600	53,600	0.00	0.00	0.00%	53,600.00
Curriculum-Secondary	366,529	366,529	287,425.68	99,424.55	105.54%	-20,321.23
Curriculum-Elementary Operations	277,882	277,882	210,512.70	12,798.18	80.36%	54,571.12
Curriculum-4K District	889,200	889,200	222,402.67	653,625.00	98.52%	13,172.33
Human Resources	33,650	33,650	22,643.80	1,010.95	70.30%	9,995.25
Superintendent	84,600	84,600	33,805.31	46,152.70	94.51%	4,641.99
Student Services-Operations	71,250	71,250	15,184.31	6,859.62	30.94%	49,206.07
Student Services-District	92,500	92,500	34,493.50	43,500.00	84.32%	14,506.50
Business Office	444,673	444,673	191,552.67	126,326.44	71.49%	126,793.89
District Wide	1,256,378	1,256,378	502,922.96	131,142.66	50.47%	622,312.38
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	69,940	69,940	67,208.52	0.00	96.09%	2,731.48
<b>Grants-Fund 10</b>						
Common School Fund-District	5,800	5,800	5,891.70	0.00	101.58%	-91.70
Title 1 Grant (Public)	85,798	85,798	32,321.10	176.96	37.88%	53,299.94
Title 1 Grant (Private)	6,429	6,429	242.21	0.00	3.77%	6,186.79
Title 2 Grant (Public)	45,675	45,675	0.00	0.00	0.00%	45,675.00
Title 2 Grant (Private)	6,519	6,519	0.00	0.00	---	6,519.00
Title 3 Grant	16,468	16,468	4,440.00	0.00	26.96%	12,028.00
Title 4A Grant (Public)	8,822	8,822	0.00	0.00	0.00%	8,822.00
Title 4A Grant (Private)	1,178	1,178	0.00	0.00	0.00%	1,178.00
Career/Tech Ed Grant	73,654	73,654	15,107.07	0.00	20.51%	58,546.93
CEIS Federal Flo-Through	0	0	0.00	0.00	---	0.00
Ed. Effectiveness Grant	30,080	30,080	0.00	0.00	0.00%	30,080.00
ESSER2	11,172	11,172	0.00	0.00	0.00%	11,172.00
ESSER3	2,049,766	2,049,766	392,195.27	0.00	19.13%	1,657,570.73
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	18,182	18,182	7,811.17	0.00	42.96%	10,370.83
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	1,100.00	0.00	12.92%	7,411.00
School-Based Mental Health	139,670	139,670	0.00	106,867.00	76.51%	32,803.00
SAODA	0	0	0.00	0.00	---	0.00
<b>Other Program Totals</b>						
Transfer to Fund 27	6,416,057	6,416,057	0.00	0.00	0.00%	6,416,057.00
Wellness Clinic	242,250	242,250	52,745.89	186,234.75	98.65%	3,269.36
College Credit Reimbursement	0	0	0.00	0.00	---	0.00
<b>Subtotals</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Salary & Benefits Totals	38,909,283	38,909,283	10,644,563.44	0.00	27.36%	28,264,719.56
Building Totals	1,620,118	1,620,118	510,197.22	283,408.90	48.98%	826,511.88
Department Totals	7,679,059	7,679,059	3,138,090.78	4,426,804.22	98.51%	114,164.00
Grant Totals	2,516,099	2,516,099	459,108.52	107,043.96	22.50%	1,949,946.52
Other Program Totals	6,658,307	6,658,307	52,745.89	186,234.75	3.59%	6,419,326.36
<b>Total Fund 10 Expenditures</b>	<b>57,382,866</b>	<b>57,382,866</b>	<b>14,804,705.85</b>	<b>5,003,491.83</b>	<b>34.52%</b>	<b>37,574,668.32</b>

**2022-23 Budget Status Report - October 31, 2022**

**GENERAL FUND 10 REVENUES**

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	3,462.50	0.00	75.27%	1,137.50
Heritage School	4,900	4,900	2,190.00	0.00	44.69%	2,710.00
Arboretum School	4,000	4,000	3,525.44	0.00	88.14%	474.56
Intermediate School	35,650	35,650	6,767.88	0.00	18.98%	28,882.12
Middle School	22,300	22,300	14,903.52	0.00	66.83%	7,396.48
High School	91,400	91,400	57,532.18	0.00	62.95%	33,867.82
Curriculum - Elementary	0	0	0.00	0.00	---	0.00
Curriculum - Secondary	8,800	8,800	1,439.71	0.00	16.36%	7,360.29
Maintenance	6,000	6,000	1,992.75	0.00	33.21%	4,007.25
Energy Conservation	0	0	0.00	0.00	---	0.00
Athletic Dept	38,000	38,000	1,115.00	0.00	2.93%	36,885.00
Human Resources	0	0	0.00	0.00	---	0.00
Technology	2,750	2,750	1,877.74	0.00	68.28%	872.26
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	54,436,330	4,250,900.44	0.00	7.81%	50,185,429.56

**Grants - Fund 10**

Common School Fund-District	162,337	162,337	0.00	0.00	0.00%	162,337.00
Title 1 Grant (Public)	85,798	85,798	38.37	0.00	0.04%	85,759.63
Title 1 Grant (Private)	6,429	6,429	0.00	0.00	0.00%	6,429.00
Title 2 Grant (Public)	45,675	45,675	1,674.56	0.00	3.67%	44,000.44
Title 2 Grant (Private)	6,519	6,519	0.00	0.00	0.00%	6,519.00
Title 3 Grant	16,468	16,468	0.00	0.00	0.00%	16,468.00
Title 4A Grant (Public)	8,822	8,822	0.00	0.00	0.00%	8,822.00
Title 4A Grant (Private)	1,178	1,178	0.00	0.00	0.00%	1,178.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	0	0	0.00	0.00	---	0.00
Ed. Effectiveness Grant	30,080	30,080	0.00	0.00	0.00%	30,080.00
ESSER2	11,172	11,172	187,377.17	0.00	1677.20%	-176,205.17
ESSER3	2,049,766	2,049,766	0.00	0.00	0.00%	2,049,766.00
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	18,182	18,182	0.00	0.00	0.00%	18,182.00
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	4,836.85	0.00	56.83%	3,674.15
School-Based Mental Health	139,670	139,670	4,334.00	0.00	3.10%	135,336.00
SAODA	0	0	0.00	0.00	---	0.00
Early College Credit			386.35			
<b>Total Fund 10 Revenues</b>	<b>57,382,866</b>	<b>57,382,866</b>	<b>4,544,354.46</b>	<b>1,200.00</b>	<b>7.92%</b>	<b>52,837,311.54</b>

**SPECIAL EDUCATION FUND 27 EXPENSES**

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	8,814,479	8,814,479	1,878,173.60	0.00	21.31%	6,936,305.40
<b>Departments</b>						
Special Ed-Operations	28,839	28,839	-6.00	0.00	-0.02%	28,845.00
Special Ed-District	126,557	126,557	32,416.82	95,701.64	101.23%	-1,561.46
Transportation	173,008	173,008	5,450.06	194,549.94	115.60%	-26,992.00
Medicaid	9,000	9,000	9,474.54	0.00	105.27%	-474.54
<b>Grants-Fund 27</b>						
IDEA FlowThrough Grant	905,100	905,100	245,555.90	118,869.85	40.26%	540,674.25
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	17,400	17,400	9,336.24	1,102.31	59.99%	6,961.45
IDEA PreSchool Grant-ESSER3	0	0	0.00	0.00	---	0.00
<b>Total Fund 27 Expenditures</b>	<b>10,074,383</b>	<b>10,074,383</b>	<b>2,180,401.16</b>	<b>410,223.74</b>	<b>25.71%</b>	<b>7,483,758.10</b>

**SPECIAL EDUCATION FUND 27 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	905,100	905,100	0.00	0.00	0.00%	905,100.00
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	17,400	17,400	0.00	0.00	---	17,400.00
IDEA PreSchool Grant-ESSER3	0	0	0.00	0.00	---	0.00
Special Ed Revenues	0	0	0.00	0.00	---	0.00
Other Fund 27 Revenues	9,151,883	9,151,883	0.00	0.00	0.00%	9,151,883.00
<b>Total Fund 27 Revenues</b>	<b>10,074,383</b>	<b>10,074,383</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>10,074,383.00</b>

**FOOD SERVICE FUND 50 EXPENSES**

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,768,640	358,625.96	2,335,261.36	97.30%	74,752.68

**FOOD SERVICE FUND 50 REVENUES**

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	731,951.89	0.00	25.80%	2,104,855.11

**2022-23 Budget Status Report - October 31, 2022**

<b>CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES</b>									
<b>Building/Department</b>	<b>21-22 Carryover</b>	<b>22-23 Revenue Budget</b>	<b>22-23 Rec'd</b>	<b>22-23 Revenue Balance</b>	<b>22-23 Expense Budget</b>	<b>22-23 Spent / Encumbered</b>	<b>22-23 Expense Balance</b>	<b>22-23 Balance</b>	<b>Funds Available</b>
Prairie School	25,743.93	4,600.00	3,462.50	1,137.50	89,830	53,308.76	36,521.24	35,383.74	61,127.67
Heritage School	18,658.69	4,900.00	2,190.00	2,710.00	92,060	63,752.35	28,307.65	25,597.65	44,256.34
Arboretum School	21,718.99	4,000.00	3,525.44	474.56	74,035	48,913.37	25,121.63	24,647.07	46,366.06
Intermediate School	64,889.99	35,650.00	6,767.88	28,882.12	152,470	63,619.52	88,850.48	59,968.36	124,858.35
Middle School	44,460.64	22,300.00	14,903.52	7,396.48	163,790	66,530.12	97,259.88	89,863.40	134,324.04
High School	123,019.12	91,400.00	57,532.18	33,867.82	476,918	183,408.57	293,509.43	259,641.61	382,660.73
Athletic Dept	60,229.50	38,000.00	1,115.00	36,885.00	414,477	222,155.89	192,321.11	155,436.11	215,665.61
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	277,882	223,310.88	54,571.12	54,571.12	166,863.35
Curriculum-Secondary	20,932.26	8,800.00	1,439.71	7,360.29	366,529	386,850.23	-20,321.23	-27,681.52	-6,749.26
CTE Grant	37,711.34	73,654.00	59,919.03	13,734.97	73,654	15,107.07	58,546.93	44,811.96	82,523.30
Energy Conservation	461.82	0.00	0.00	0.00	0	0.00	0.00	0.00	461.82
Human Resources	3,639.87	0.00	0.00	0.00	33,650	23,654.75	9,995.25	9,995.25	13,635.12
Maintenance	311,049.57	6,000.00	1,992.75	4,007.25	444,890	759,838.42	-314,948.42	-318,955.67	-7,906.10
Special Education-Operations	19,227.32	0.00	0.00	0.00	28,839	-6.00	28,845.00	28,845.00	48,072.32
Student Services-Operations	75,977.25	0.00	0.00	0.00	71,250	22,043.93	49,206.07	49,206.07	125,183.32
Superintendent	35,998.23	0.00	0.00	0.00	84,600	79,958.01	4,641.99	4,641.99	40,640.22
Technology	498,345.83	58,250.00	1,877.74	56,372.26	771,679	651,839.83	119,839.17	63,466.91	561,812.74
Capital Projects (Fund 10)	10,333.09	0.00	0.00	0.00	0	10,934.45	-10,934.45	-10,934.45	-601.36
	1,484,689.67							548,504.60	2,033,194.27



# WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**ADMINISTRATION OFFICE**

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

**Facilities and Maintenance**

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of October 2022.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597		
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597		
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597		
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597		
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	Hold	10/12/2022
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	Hold	10/12/2022

Board of Education Representative: \_\_\_\_\_

Joan Ensign, President

**School Violence Drill Evaluation Report  
Waunakee Community School District**

**Must be completed with 30 days of the drill and sent to  
Superintendent for submission to Board of Education**

<b>School Site and Address</b>	Middle School 1001 South St.	<b>Drill Date</b>	10/12/2022
Type of Drill/Exercise	Hold	Drill Supervisor	Michael Zibell
Number of Students Present	672	Number of Staff Present	93
Duration of Drill	4 Minutes	Assisting Staff	Jeff Kenas

<b><i>Pre-Drill Planning</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?		X	
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?		X	
<b><i>During the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was plain language used to initiate the drill?	X		
Were any code words used during the drill? "HOLD"	X		
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)		X	
<b><i>After the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	X		

11/28/2018

Rev. 1

Were police, fire and others included in the debrief?		X	
Will staff and students be debriefed?		X	
Will parents be informed of the drill results?		X	

Narrative - Description of the drill, problems encountered, lessons learned
<p>Mr. Zibell made an announcement that we would be practicing a hold drill and everyone should lock and close their door. Mr. Zibell asked staff to please go over what next steps would look like in their classroom, if we were to move into a lockdown. Mr. Zibell and Mr. Kenas walked throughout the building and checked that all doors were shut and locked. When completed, Mr. Zibell announced "All Clear", and thanked all staff and students for participating in the Hold drill.</p>

Report Prepared by: Michael Zibell Date: 10/26/22

Date submitted to Superintendent Office: \_\_\_\_\_

**School Violence Drill Evaluation Report  
Waunakee Community School District**

**Must be completed with 30 days of the drill and sent to  
Superintendent for submission to Board of Education**

<b>School Site and Address</b>	Waunakee Community High School 301 Community Drive Waunakee, WI 53597	<b>Drill Date</b>	October 12, 2022
<b>Type of Drill/Exercise</b>	Emergency Lockdown	<b>Drill Supervisor</b>	Deanne Lensert
<b>Number of Students Present</b>	1300	<b>Number of Staff Present</b>	150
<b>Duration of Drill</b>	7 Minutes	<b>Assisting Staff</b>	Aaron May, Mitch Flora, Rose Nadler, Steve Hernandez, and Eric Huttenburg

<b><i>Pre-Drill Planning</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?		X	
Were staff notified prior to the drill?		X	
Were police, fire or other emergency responders invited to attend?	X		
<b><i>During the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was plain language used to initiate the drill?	X		
Were any code words used during the drill?		X	
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)		X	
<b><i>After the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

Was a debrief held with the School Safety Team?	X		
Were police, fire and other included in the debrief?	X		
Will staff and students be debriefed?		X	
Will parents be informed of the drill results?		X	

Narrative - Description of the drill, problems encountered, lessons learned
We participated in a planned Emergency Hold Drill on October 12 at 3pm. The announcement was successfully heard everywhere in the main building and TLC since we used both the PA system and the phone system. The drill was successful; it took seven minutes.

Report Prepared by: Deanne Lensert Date: 10/24/22

Date submitted to Superintendent Office: 10/24/22



**ADMINISTRATION OFFICE**

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

**Superintendent's Office**

October 20, 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 put into a fund that will be used for student need.



**ADMINISTRATION OFFICE**

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

**Superintendent's Office**

October 25, 2022

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Golf Outing Donation

The Lone Girl 114 E. Main St. Waunakee WI 53597. Made a donation of \$1940.00 to the WCSD from the proceeds of their golf outing campaign. This donation will be put into the WCSD Food Service account.



# WAUNAKEE

## COMMUNITY HIGH SCHOOL

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

November 4, 2022

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

FROM: Mr. Brian Borowski

RE: Final Itinerary for 2023 Music/Band Trip to Boston, MA  
Mr. Ryan Gill, Music Instructor

The Board of Education has approved Mr. Ryan Gill's request to proceed and identify potential trip itineraries, trip dates, costs, performance opportunities, and trip vendors. After completing the necessary steps by meeting with parents, guardians, and students, it was agreed upon to select Bob Rogers Travel as the trip vendor for the Boston, MA trip for March 29 through April 2, 2023. The detailed information is included with this memo.

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.

If this trip is approved, I will request that Mr. Gill contact School Resource Officer, Mitch Flora, prior to the trip departing to meet with the trip participants to review safety precautions associated with traveling.

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 10/31/22)

301 Community Dr.

Waunakee, Wisconsin 53597

Ryan Caloud and Ryan Gill

Contact Ryan Gill, [ryangill@waunakee.k12.wi.us](mailto:ryangill@waunakee.k12.wi.us)

Or Ryan Caloud, [ryancaloud@waunakee.k12.wi.us](mailto: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 29<sup>th</sup> – Sunday, April 2<sup>nd</sup> 2023

Participants

101 students, 10 Chaperones, 2 Band Teachers

Chaperones: Jenny Anthon, Shadow Backus, Joanna Bush, Tuck Foree, Amy Hein, Ann Kabele, Melissa Landsness-Vervoot, Stacy Loomis, Gretta Luedeke, Andrea Orłowski James Sercombe

Travel Vendor and Cost

Bob Rogers Travel was chosen as this year’s vendor based on their proposal’s itinerary and cost. The price per student will be \$2,175 for a quad occupancy (4 students per hotel room) with \$150 being deducted due to Booster support.

### Funding Sources

1. Families
2. Music Booster Contribution
3. Potential other fundraising opportunities

### Trip Itinerary Possibilities

1. 5 days /4 night tour via air 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 \*FLY\*
RYAN CALOUD & RYAN GILL, DIRECTORS
DESTINATION: BOSTON, MA
DATES: MARCH 29 - APRIL 2, 2023

SUGGESTED ITINERARY
AS OF
SEPTEMBER 12, 2022
Sarah McVeigh, Travel Consultant

WEDNESDAY, MARCH 29

- AM Two (2) motor coaches arrive at Waunakee High School
AM Depart for General Mitchell International Airport or Chicago O'Hare or Midway Airport
AM Group arrives at General Mitchell International Airport (MKE)
~ Meet your BRT Airport Representative at check-in ~

Upon arrival Begin check-in process and head through security. Anyone 18 years and older will require a driver's license, state ID, or passport. Anyone 17 years or younger is asked to bring a school ID for identification purposes. Keep Identification available throughout the check-in and security processing.

AM CST Depart for Boston
AM EST Arrive in Boston
\*\*Air not included\*\*
\*\*One checked bag per person is included\*\*

Upon Arrival Collect luggage from baggage claim; load two (1) motor coaches
~ Meet your Professional BRT Tour Director at baggage claim ~

- PM Depart for the Prudential Center
800 Boylston Street, Boston, MA 02199
PM Enjoy lunch at the Prudential Center (student cost)
PM Load motor coaches; depart for the New England Aquarium
1 Central Wharf, Boston, MA 02110

- 
- PM Explore the **New England Aquarium**  
*The New England Aquarium is home to thousands of aquatic animals, from northern fur seals to giant Pacific octopus to African penguins. Check out the largest shark and ray touch tank on the east coast and the Giant Ocean Tank, a four-story coral reef home to Myrtle the green sea turtle and hundreds of other Caribbean animals.*
- 5:00 PM Load motor coaches; depart for **Central Wharf Co.**  
*160 Milk Street, Boston, MA 02109*
- 5:30 PM Enjoy a group dinner at **Central Wharf Co.** *(or similar, based on availability)*
- 7:00 PM Load motor coaches; depart for your **Boston area hotel**
- 8:00 PM Arrive at your hotel; check-in

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

**THURSDAY, MARCH 30**

- 7:30 AM Enjoy breakfast at the hotel
- 8:30 AM Load motor coaches; depart for the **Boston Common Visitor Center**  
139 Tremont Street, Boston, MA 02111
- 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 hotel

9:00 PM Arrive at your hotel

~ 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 20<sup>th</sup> 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 17<sup>th</sup> 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 Depart for your hotel
- 10:30 PM Arrive at your hotel

**SUNDAY, APRIL 2**

AM Enjoy breakfast at the hotel

AM Load motor coaches; depart for **Boston Logan International Airport**

*Upon arrival* Begin check-in process and head through security. Anyone 18 years and older will require **driver's license, state ID or passport**. Anyone 17 years or younger is asked to bring a school ID just for identification purposes. Keep IDs handy throughout check-in and security processing.

AM EST Depart for **Milwaukee or Chicago** (pending best flight option for the group)

PM CST Arrive in **Milwaukee or Chicago**

**\*\*Air currently not included in the quote\*\***

**\*\*One checked bag per person IS included in the quote\*\***

*Upon arrival* Collect baggage from baggage claim; load two (2) motor coaches

PM Depart for **Waunakee High School**

**WELCOME HOME WAUNAKEE HIGH SCHOOL BANDS!!**

THANK YOU

Wally & Ronda Jankowski  
and Family

Randy Moffatt  
&  
Family

Waukegan School Board

Waukegan High School

Randy Gulterberg ~ Aaron Meyer ~ Pat Rice  
Jason Mc Connell ~ Brian Baroski

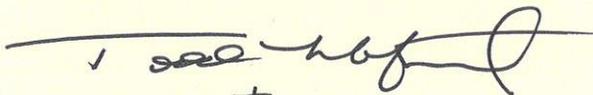
JUST WANTED TO SAY

Thank You

To let all of you know, how much  
we appreciated the dedication of the "Pride  
in Memory of Joe" what a great Tribute <sup>Stone</sup>

Jay Moffatt & Family

Thanks so much  
Ridge Moffatt

  
+ Family