

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

Monday, February 13, 2023

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/UCIgebJT-i0GbAiYqrkpaBmA>

Public comments will be limited to 3 minutes. The Board will allow 30 minutes for public comments.

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

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

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

Closed Session Starts at 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 Minutes of January 09, 2023 Meeting

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

C. Review Individual Co-Curricular Contract Recommendations

D. Review Summer School Contract Recommendations

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

F. Superintendent Evaluation -- Goals Update

G. Status Update on Staff Member Evaluation and Improvement Plan

H. Discussion with the Board on the District's Status and Response Related to Litigation

Involving the School District.

IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time allows before 7:00 p.m., the Board may use this time for Board Development, scheduling meetings, or other logistics/operational matters.

VI. APPROVAL OF MINUTES

- A. Review Minutes from 01/09/23 regular meeting. 9

VII. APPROVAL OF AGENDA AND ADDITIONS

Action should be taken to approve the agenda as presented (or) with changes as recommended.

VIII. PUBLIC COMMENTS **14**

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

IX. TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATION/ACTION ITEMS

A. Student Report

Kaden Cerdana and Isabelle Hahn are the high school student representatives and will provide an update on activities from the high school.

B. Teacher Report

Members of the WTA will provide an update from the teachers.

C. Board Reports/Action Items

1. Individual 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. State Convention Report

Members of the board who attended the State School Board Convention will share information. Katie Dotzler attended the delegate assembly, and will share information.

3. Discuss Timeline for Board and Superintendent Evaluations

The evaluation meeting has been scheduled for April 6, 2023 @ 5:30PM. All tools have been shared with the Board. Please have the evaluation tools completed and turned into Rebecca by March 17, 2023

- 4. Review and Provide Feedback on the Draft Plan for the March Community Engagement Meeting 17

Attached please find three documents related to the Community Engagement Event on Social Emotional Learning we are planning for March 6th:

1. Draft Agenda
2. Draft Personal Invitation to those people specifically identified by Board Members.
3. Draft general invitation to all parents.

The administration will present to the Board the plan for this event and will seek your input and feedback to ensure we address your vision for this community meeting.

5. Discuss and Determine the Next Steps in the Superintendent Search Process Including the Consideration of Hiring a Search Firm

Per a request from the Board, Brian Grabarski will provide context to the superintendent search process, and share what he learned on this topic at the School Board Convention in Milwaukee.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Co-Curricular Committee

1. Review Minutes from the 01/12/23 Meeting. 22

B. DEI Committee

1. Review the minutes from the 1/23/23 meeting. 23

C. Curriculum Committee

1. Review February 2, 2023 Committee Meeting Minutes 25
2. Computational Thinking for Math Credit.

When the District first added Computational Thinking as a course at the high school, it was added as an elective credit as that was where the computer science courses were categorized at the time. DPI subsequently provided a framework for reviewing computer science courses for math credit and the district has added semester-length mathematics classes in Introduction to Statistics and Discrete Mathematics that could be combined with Computational Thinking for a year's credit. The Mathematics Department is recommending that a math credit be granted for Computational Thinking. Tim Schell has reviewed the DPI criteria and our course meets the criteria.

The Curriculum Committee reviewed this request and voted 3-0 to forward it to the full Board for consideration.

3. Consideration of Bilingual Implementation Plan 27
Lisa Jondle, Director of Student Services, and Pam Emmerich (teacher and

coordinator) will present to the Board the implementation plan for bilingual programming. WCSD has reached the threshold numbers where we are mandated to offer bilingual programming in Spanish as part of our EL program. We have been operating under a temporary waiver for the last two years, have engaged with staff on an extensive planning process, and are ready to move to implementation for the 2023-2024 school year.

The Curriculum Committee reviewed this program plan and has approved it moving to the full Board on a 3-0 vote.

D. Facility Committee

1. Review Minutes from the February 6, 2023 Meeting. 39

2. Referendum Project Actions 41

Attached please find the presentation that was shared with the facility committee.

The presentation includes information on a budget update for the new Heritage Elementary school, the bids that will be considered over the next several months and updated information on the schedule and planning for districtwide maintenance.

a. Heritage Elementary Bids on Earthwork 56

The purpose of this agenda item is to seek School Board approval of the subcontractor selection process for earthwork for the new Heritage Elementary School. Attached please find a summary of the financial responses from the earthwork firms that participated in this process. Also please find attached a communication from one of the firms regarding their interest in working for our district. Vogel Brothers representatives will be at the meeting to review this information with the School Board members. Administration recommends approval of an earthwork subcontractor at the February 13th meeting to continue moving forward with the construction process for the new Heritage Elementary School.

b. Heritage Elementary Bids on Concrete-Redi-Mix Supplier 59

The purpose of this agenda item is to seek School Board approval of the subcontractor selection process for concrete redi-mix for the new Heritage Elementary School. Attached please find a summary of the financial responses from the concrete redi-mix firms that participated in this process. Vogel Brothers representatives will be at the meeting to review this information with the School Board members. Administration recommends approval of a concrete redi-mix subcontractor at the February 13th meeting to continue moving forward with the construction process for the new Heritage Elementary School.

c. Heritage Elementary Bids on Concrete Reinforcements 60

The purpose of this agenda item is to seek School Board approval of the subcontractor selection process for concrete reinforcements for the new Heritage Elementary School. Attached please find a summary of the financial responses

from the concrete reinforcements firms that participated in this process. Vogel Brothers representatives will be at the meeting to review this information with the School Board members. Administration recommends approval of an concrete reinforcements subcontractor at the February 13th meeting to continue moving forward with the construction process for the new Heritage Elementary School.

d. Middle School Roof and Middle School Fire Alarm Project

The facility committee is recommending approval of a planning process for maintenance work in the summer of 2023 for the middle school roof and fire alarm system. Bids will be presented at a future meeting.

e. EUA Furniture Proposal

61

EUA Architects has provided a proposal to manage the furniture procurement process for the referendum projects. At the facility committee meeting, EUA staff and the district compared this proposal to the process that was followed during the 2014 referendum. The facility committee is recommending approval of the proposal.

3. Fund 41 Projects -- Summer 2023

69

The purpose of this agenda item is to request school board approval of three Fund 41 Capital Projects. As a reminder, the School Board transferred all new capital projects funds into the General Fund, Fund 10, at the start of the 2021-22 fiscal year. These funds are being segregated in the Fund 10 fund balance for future use. The Fund 41 Capital Projects fund was then planned to be spent and closed for future use. This funding plan was related to feedback from the rating firm Moody's when the district's bond rating was downgraded in the spring of 2021.

Fund 41 had a balance of \$807,447 entering the 2022-23 fiscal year. The School Board approved capital maintenance projects for 2022-23 in the spring of 2022. The current balance of unspent/unencumbered funds is \$300,732.

Attached please find a written description of the potential projects. The facility committee is recommending approval of these projects.

If these additional projects are approved, the funds in Fund 41 will be utilized, and \$300,000 per year will be reserved in Fund 10 for future maintenance projects. All maintenance projects could be funded through the Fund 49 November 2022 referendum funding, likely through the 2026-27 school year. The 2027-28 school year would then begin the use of the Fund 10 reserved maintenance dollars, which will have accumulated to \$1.8 million. Administration will seek school board input on this topic.

E. Budget Committee

1. Review Committee Minutes from 02/08/23 Meeting 71
2. Consideration of Investments for November 2022 Referendum Funds
The purpose of this agenda item is to request school board approval of the investment plan for the November 2022 Referendum funds. The district has completed borrowings for \$9.98 million and \$99 million so far.

Brett Weeden from PMA joined the budget committee meeting via Zoom and reviewed the interest rate options available to the district. Brett reviewed the options through the One Community Bank, other local banks who expressed an interest, shorter term investment pools (LGIP & WISC), national banks, and federal government investments. The budget committee recommended approval of an investment plan that provides a total investment to the One Community Bank of \$30 million and then places additional investments beyond the \$30 million based on the highest interest rate return available. The \$30 million maximum at One Community Bank includes all district accounts.

F. Human Resources Committee

1. Review February 9, 2023 Meeting Minutes 73
2. Hourly Staff Evaluation Cycle -- Employee Guideline Change
The increased rates of staff change in hourly positions has created a challenge for supervisors in the area of evaluation due to the volume of evaluations needed. The current handbook (section 10.0) states that employees will be evaluated in each of their first three years of employment in the district and every third year after that.

This proposed change would read that an employee will be evaluated in their first year of employment and every third year after that, unless the employee requests it or their supervisor feels that it is necessary.

The HR Committee reviewed this request and voted 3-0 to forward it to the full Board for consideration.

3. Informational Item: Health Insurance Planning Process. 75
The District Insurance Committee has created a plan structure recommendation for the 23/24 plan year, using the three percent (3%) increased district contribution in the current budget drafts.

The Insurance Committee used market data, peer district comparison, advice from USI, and a survey of WCSD staff to create the attached plan.

The plan involves an increase in both deductible and co-pay levels in the traditional HMO and POS options and a new high deductible / health savings account option.

This agenda item will be brought back to the March school board meeting for approval.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Second Friday Count 76

Attached please find information regarding the Second Friday in January Student Count. The first attachment provides the grade by grade information and the second attachment compares September student counts to January student counts.

B. Correspondence

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 January 2023.

B. Finance

1. Monthly Finance Reports 79

Attached you will find the 2022-23 Budget Status report as of January 31st, 2023, and the Cash Reconciliation report for December 2022.

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

C. Safety Logs 83

The safety log report is required to be presented and approved by the Board per the safety grants that we received. It tracks the requisite drills that we need to perform in the school buildings.

D. Consideration of Facility Use Rental Fee Exemption Request

E. Consideration of a One-Time Travel Request

Attached please find a request from a student and his parents to allow him to compete in the Arcadia Invitational Track Meet in Arcadia, CA.

The parents are asking for a one-time exception to Board Policy 352 which limits athletic trips to bordering states and Policy 535.21 which prohibits volunteer coaches from supervising athletes without a paid coach present.

In this case, the student will be traveling with his parents to the track meet, which is an elite invite-only event, for which he has qualified. WIAA has been consulted, and his participation in this event is allowed.

This request is supported by Jen Grabarski, Track Head Coach, and the administration.

F. Gifts and Field Trips

1. Gifts 97

Donation of \$4200 of Labor to construct 3 new trophy cases in the HS Commons area.. Donated by Matt & Jessica Uftring

Donation of \$1000 from Meffert Oil Company from the Pride Pump Campaign. This will be put into a fund to use for student need.

2. Field Trips

100

Boys Lacrosse - 4/6/23 Rockford IL , 4/15/23 Libertyville, IL

G. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations, resignations, Leaves & Retirements

H. Approve Summer School Contract Recommendations

XIII. BOARD BUSINESS

A. Conventions/Workshops

B. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Special Board Meeting

B. Agenda Items for Next Board Meeting

1. Presentation on EduClimber

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. Facility Committee

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. 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.”

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, January 9, 2023, 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 Dotzler, second by Frey, 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 5:30PM

II. ROLL CALL

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

Also Present: Randy Guttenberg, Brian Grabarski

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

A. Review Minutes of December 12, 2022 Meeting

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

A motion was made by Engebretson, second by Hetzel to approve Guttenberg's retirement request as presented. Motion carried 7-0

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

D. Review Individual Co-Curricular Contract Recommendations

E. Review a Performance Summary of the Individual Administrative Team Members

F. Discussion with the Board on the District's Status and Response Related to Litigation Involving the School District.

G. Review and Take Action on a Student Discipline/Expulsion Recommendation

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

IV. RETURN TO OPEN SESSION

A motion was made by Hetzel, second by Dotzler, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 6:52PM

V. BOARD DEVELOPMENT WORKSHOP

There was no time for Board Development at this meeting.

Ensign welcomed all in attendance and called the open session of the meeting to order at 7:01PM.

VI. APPROVAL OF MINUTES

A. Review minutes from the 12/12/22.

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

VII. APPROVAL OF AGENDA AND ADDITIONS

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

A request was made to adjust the agenda as needed when Erik Kass from PMA zooms in.

A motion was made by Hetzel, second by Engebretson to approve the agenda as posted and to allow flexibility to adjust the agenda as needed depending on the arrival or Erik Kass from PMA. Motion carried 7-0.

VIII. PUBLIC COMMENTS

Public comments that were emailed were reviewed by the full board but not read out loud. Emailed public comments are attached to the Extra section of the agenda and are from the following:

Brian Malich – WASB Resolutions

There were no public comments in person for this meeting.

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

A. Student Report

Keden Cerdena and Isabella Hahn were both unavailable for this meeting.

B. Teacher Update

Teacher representative Shad Fanta didn't have anything to share.

C. Board Reports/Action Items

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

Ensign participated in Student Interviews at the HS. Hetzel & Ensign were asked to be part of a Q&A at the Future Educators Club meeting.

2. 2023 WASB Resolutions

Please find the WASB Resolutions for 2023 at the attached link, that will be discussed at the WCSD 4 students attending an independent Charter school. Last year 5 year before 2.

3. Spring Election Update and Related items

Candidates for the Spring 2022 Election are:

Town of Westport/City of Middleton/City of Madison

Joan Ensign

Zach Jensen

Village of Waunakee Seat:

Nicole Greene

Dawn Heinrichs

Ensign thanked the individuals who are going through this process to be a candidate. Heinemann wanted to remind the public that the WTA will host a candidate forum and they will not use any school resources for this event.

4. Review Timelines for Board and Superintendent Evaluation Process

The board members reviewed the evaluation process.

5. Discuss and Review the Community Engagement Schedule and Topics

The board members will have a Community Engagement Meeting on 3/6/23 from 6:30PM – 8:30PM. The location is TBD. This will be an interactive discussion on SEL. All members of the community are welcome. This meeting will be posted as usual. In addition, each board member is asked to bring, to the February meeting, a list of 10 community members to invite.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee Meeting

Summers presented and answered questions regarding reviewing a draft of the budget planning process. Summers also explained the current enrollment planning based on the 5 year planning process and the class size in 1st grade next year at Prairie. The board asked administration to bring an additional FTE for a 1st grade teacher to Prairie for next year.

1. The Minutes from the 1/4/23 Budget Committee Meeting were reviewed.

B. Policy Committee

1. The Committee minutes from 1/4/23 Meeting were reviewed.

2. Policies for Discussion, Review, and Consideration.

Guttenberg presented and answered questions regarding each of the recommended policy changes/updates

a. 345.3 Homework Policy

A motion was made by Hetzel, second by Engebretson to repeal this policy as presented. Motion carried 7-0.

b. 345.4 Promotion/Retention of Students & Exhibits (1-5)

A motion was made by Dotzler, second by Heinemenan to keep the existing policy and exhibit 1 and to repeal exhibits 2-5 as presented. Motion carried 7-0.

c. 345.41 Acceleration

The recommendation is to keep the current policy, no action is needed.

d. 345.6 High School Graduation Requirements

A motion was made by Hetzel, second by Frey, to adopt the PRG version of this policy as presented. Motion Carried 7-0.

e. 345.7 Graduation Recognition/Honors

A motion was made by Hoefler, second by Frey to approve the policy as revised. Motion carried 7-0.

f. 345.8 Early High School Graduation

A motion was made by Heinemann, second by Dotzler, to repeal this policy as presented. Motion carried 7-0.

C. Curriculum Committee

Dotzler reported there were no action items for the curriculum meeting. They discussed the

Curriculum presentations. A board member brought up that there was concern from the listening sessions regarding how enrichment classes were scheduled. Administration asked for more details so that they could specifically address the concern.

1. The Minutes from the 01/05/23 Meeting were Reviewed.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 2023-2024 Open Enrollment Capacity Recommendations

Summers presented and answered questions regarding the requested school board approval of open enrollment space availability for the 2023-24 school year. A motion was made by Heinemann, second by Hoefer, to approve the using the more conservative number for each grade level from both approaches that were presented. Motion carried 7-0.

2. Resolution Awarding the Sale of \$99,000,000 General Obligation Promissory Notes, Series 2023

Summers and Erik Kass from PMA presented and answered questions regarding the 2nd phase of the borrowing for the November 8th referendum.

A motion was made by Heinemann, second by Hoefer, to approve the resolution awarding the sale of \$99,000,000 General Obligation Promissory Notes, Series 2023. Motion carried 7-0

Present for vote: Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann - Yes, Hetzel- Yes, Hoefer- Yes

3. Announcements/Correspondence NA

XII. CONSENT AGENDA

The board acknowledged the generous donations from DEMCO and Meffert's Oil Company. Guttenberg explained the short term Foreign Exchange Students. This is more of a visit from a group of French students.

A motion was made by Hetzel, second by Dotzler to approve the Consent Agenda as presented. Motion carried 7-0.

Ensign, on behalf of the board, thanked Randy and his whole family for the sacrifice they gave to allow for all the good work done for the district. Ensign continued that Randy is a genuine leader that always looked at every decision through the lense of what is best for the kids.

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 December 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

Attached you will find the Budget Status report as of December 31, 2022 and the Cash Reconciliation report for November 2022.

C. Safety Drill Logs

D. Gifts and Field Trips

1. Gifts

DEMCO - \$600 of Chairs for Prairie

Meffert Oil CO - Pride Pump Donation - \$1000 - Dist. Wide Student Need

2. Field Trips

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

New Support Staff

Mai Pa Yang, Para Educator - Special Education, MS

Christian Young, Custodian, HS

Internal Staff Changes - No Action

Melissa Candell, from Para Educator Spec. Ed., MS, to Cross Categorical Teacher, IS

Resignations

Lynelle Harrison, Para Educator - Regular Education, HS

Kenneth Hawes, Math Teacher, HS

Retirements

Randy Guttenberg, District Administrator (effective after the 2023-24 school year)

Co-Curricular Staff changes are attached in Boardbook

F. High School Short-Term Exchange Students

XIII. BOARD BUSINESS

A. Legislative Update

B. Conventions/Workshops

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting Curriculum Presentation 1/30/23- 4:30pm-6:30PM @ HS, Community Engagement 3/6/23 -6:30PM @ TBD, Evaluation Mtg 4/6/23 – 5:30PM

C. Budget Committee – 2/8/23 @ 7:30AM

D. Co-Curricular Committee

E. Curriculum Committee 2/2/23 @ 8:30AM

F. Facility Committee – 2/6/23 @ 7:30AM

G. Human Resources Committee – 2/9/23 @ 7:30AM

H. Policy Committee – 2/16/23 @ 7:30AM

I. DEI Committee – 1/23/23 @ 5:30PM – Reminder to other committees to review & report on DEI recommendations by the end of March.

XV. RETURN TO CLOSED SESSION - NA

XVI. RETURN TO OPEN SESSION- NA

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

XVIII. ADJOURN

The board of Education adjourned at 8:32PM on a motion by Hetzel, second by Dotzler, and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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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

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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]

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Waukegan 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
January 2022

Social Emotional Learning (SEL) Community Engagement
Monday, March 6, 2023
Waunakee Intermediate School
6:30 p.m. - 8:30 p.m.

- I. Welcome (6:30 p.m. - 6:40 p.m.) - *Randy, BOE Members, Lisa*
 - A. Introductions
 - B. What is SEL?
 - C. Overview of Programs/Resources
 - D. Explanation of Evening
 1. Three Presentations
 - a) 15 minute presentation, 10 minute activity/Q and A
- II. Transition to Village/Presentations (6:40 p.m. - 6:45 p.m.)
- III. Presentation #1 (6:45 p.m. - 7:10 p.m.)
- IV. Transition to Presentations (7:10 p.m. - 7:15 p.m.)
- V. Presentation #2 (7:15 p.m. - 7:40 p.m.)
- VI. Transition to Presentations (7:40 p.m. - 7:45 p.m.)
- VII. Presentation #3 (7:45 p.m. - 8:10 p.m.)
- VIII. Transition to Presentations (8:10 p.m. - 8:15 p.m.)
- IX. Closing (8:15 p.m. - 8:30 p.m.) - *Randy, BOE Members, Lisa*
 - A. Thank you
 - B. Exit activity/Feedback

Board of Education Talking Points

On Monday, March 6, 2023, we invite you to join us for an evening at Waunakee Intermediate School. We will be sharing an overview of our programs within our school district and Social Emotional Learning (SEL).

SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions (CASEL).

There will be a brief introduction by the Board of Education and school district, three presentations you can attend, and then a closing activity/feedback.

Three presentations:

1. CASEL (dispelling the myths); Kahoot and Sorting Activities
2. Community Circles and Advisories
3. CASEL Standards of Focus - Self-management and Self-Awareness

Subject: BOE Community Engagement Meeting - March 6, 2023

February 15, 2023

Dear Families and Staff:

The Board of Education would like to invite you to participate in an upcoming Community Engagement meeting. The BOE is committed to community engagement as a high priority, with an interest in informing and receiving feedback on key topics within our school district.

The meeting will be held on **Monday, March 6 at 6:30 p.m. - 8:30 p.m.** in the library at the Waunakee Intermediate School. The Waunakee Intermediate School is located at 6273 Woodland Drive, Waunakee. This meeting will be held in-person and all members of our community and school community are invited to attend. The meeting will begin with a welcome, three district presentations that you will be able to attend, and then a closing activity/feedback. There will not be a livestream or recording of the presentation.

The topic for our meeting will be Social Emotional Learning (SEL). SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions (CASEL).

We will have a Spanish Interpreter present. If you need assistance in a language other than English, please contact Angie Ramos, District Interpreter and Translator at 6088492000 Option 2.

RSVPs are required for this evening. Please RSVP via [Sign-Up Genius](#). Please list first and last name in the comment section.

We look forward to meeting with you. By working together, we can strengthen our student's learning experience and success. We appreciate your contributions to this and other school support initiatives.

Sincerely,

Anne Blackburn
Communications & Engagement Specialist



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

February 8, 2023

Dear xx:

The Waunakee Community School District is reaching out to community members in an effort to engage in a dialogue around key educational topics in the school district. To ensure we have a diverse representation of our community involved in the discussions, we are personally inviting you to attend a meeting on **Monday, March 6, 2023 from 6:30 p.m. - 8:30 p.m.** in the library at the Waunakee Intermediate School (6273 Woodland Drive, Waunakee).

The purpose of the meeting is to provide you with information to learn more about our students and programs, and Social Emotional Learning (SEL). SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions (CASEL).

The key topics we will discuss with you are:

- CASEL (dispelling the myths); Kahoot and Sorting Activities
- Community Circles and Advisories
- CASEL Standards of Focus - Self-management and Self-Awareness

Thank you for your consideration of this invitation to the meeting on **Monday, March 6th**. We hope you are able to attend. Please RSVP by Monday, February 27 via [Sign-Up Genius](#).

Sincerely,

Randy Guttenberg, Superintendent
Waunakee Community School District



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

8 de febrero de 2023

Estimado/a xx:

El Distrito Escolar de la Comunidad de Waunakee se está acercando a los miembros de la comunidad en un esfuerzo por participar en un diálogo sobre temas educativos clave en el distrito escolar. Para garantizar que tengamos una representación diversa de nuestra comunidad involucrada en las discusiones, lo invitamos personalmente a asistir a una reunión el **lunes, 6 de marzo de 2023 de 6:30 p.m. a 8:30 p.m.** en la biblioteca de la Escuela Intermedia Waunakee (6273 Woodland Drive, Waunakee).

El propósito de la reunión es proporcionarle información para aprender más sobre nuestros estudiantes y programas, y el Aprendizaje Social Emocional (SEL). SEL es el proceso a través del cual todos los jóvenes y adultos adquieren y aplican los conocimientos, habilidades y actitudes para desarrollar identidades saludables, manejar las emociones y alcanzar metas personales y colectivas, sentir y mostrar empatía por los demás, establecer y mantener relaciones de apoyo, y tomar decisiones responsables y solidarias (CASEL).

Los temas clave que discutiremos con usted son:

- CASEL (disipando los mitos); Kahoot y actividades de clasificación
- Círculos y Asesorías Comunitarias
- CASEL Estándares de Enfoque - Autogestión y Autoconciencia

Gracias por su consideración de esta invitación a la reunión del **lunes 6 de marzo**. Esperamos que pueda asistir. Por favor, responda antes del lunes, 27 de febrero a través de [Sign-Up Genius](#).

Atentamente,

Randy Guttenberg, Superintendente

Distrito Escolar de la Comunidad de Waunakee

Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, January 12, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Hoefler called the meeting to order at 7:28am

II. ROLL CALL

Present: Hoefler, Dotzler, Frey

Also Present: Guttenberg, Borowski, May

III. APPROVE THE AGENDA

A motion was made by Frey, second by Dotzler to approve the meeting as posted

IV. PUBLIC COMMENTS

There were no public comments for this meeting

V. FALL 2022 PROGRAM UPDATES

May reviewed and answered questions regarding the fall sports academic and participation report. Guttenberg added information regarding some maintenance improvements in Warrior Stadium.

VI. COACHES MEETINGS AND EVALUATION

Grabarski reviewed and answered questions regarding the status of coaches' evaluations and the evaluation process. All fall coach evaluations have been completed and follow up meetings scheduled. May was also available to answer any questions.

VII. STRENGTH AND CONDITIONING COORDINATORS

May presented and answered questions regarding the concept of establishing a Strength and Conditioning Coordinator. Guttenberg also shared the district need for this position and asked the committee for any feedback regarding considering this position in the future. The committee was in favor of this position. Currently we do have limited space but we would like to vet this position out with coaches and see what options are available as the budget cycle is looked at.

VIII. UPDATE ON TITLE IX/BOOSTER CLUB MEETINGS

The administration will provide the Committee with an update on the work to address items that were part of the Title IX Audit.

Guttenberg presented and answered question on an update on our work toward the Title IX audit. He also updated the board on the upcoming meeting with coaches and booster club representatives. The committee asked that an update is shared with the full board after the coaches/booster club meetings. The committee also asked for an update on a booster club handbook with guidelines on best practices.

IX. FUTURE MEETINGS

The next meeting will be around spring break time.

X. ADJOURN

A motion was made by Frey, second by Dotzler, to adjourn the meeting at 8:11AM. Motion carried 3-0.

Minutes of DEI Board Committee

The Board of Education Waunakee Community School District

A DEI Board Committee of the Board of Education of Waunakee Community School District was held Monday, January 23, 2023, 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 5:30PM

II. ROLL CALL

Present: Hetzel, Hoefler, Ensign (subbing for Heinemann)

Also Present: Guttenberg, Schell

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

V. UPDATE ON HIGH SCHOOL STUDENT BELONGING WORKSHOP

Schell updated the committee on the plans related to the student forum.

The adult and student leaders have given a lot of thought to the timing of this event.

The Date is March 17th from 8:30am – 12 noon at the High School “cave” which is the alcove area of the commons. They have secured Jason Fields with Mad Rep as the keynote speaker. They are hoping to come out of this summit with 2-3 actionable goals to work on as a school. They are anticipating 30-40 students who will be participating by teacher/self nominations process. The core student group will be from the 9th – 11th graders with 12th graders being conversation leaders. Tim asked that some members of the board are in attendance

The committee asked Tim to find out if there could be a summary given to the full student body and how that will happen. The committee also asked to make sure this was marketed in a way that students who want to participate would be able to attend.

Tim will bring this information back to the committee.

VI. REVIEW THE DEI AD HOC COMMITTEE RECOMMENDATIONS RELATED TO THE CURRENT BOARD DEI COMMITTEE

Hetzel led the committee in continuing the discussion on the recommendations from the DEI Ad Hoc Committee that relate to the work of the Board's DEI Committee. It was determined that all the committees bring their reviewed tables to Administration by April 1st so that they can compile the information in a consistent manner to present to the full board at the April meeting. As the committee discussed this, Hoefler noted that during his time on the board

(3yrs) the board has had inclusion influencing every decision they have made. Ensign agreed and added it is important to keep this lens at the forefront of all discussions.

VII. DISCUSS CONFERENCES/WORKSHOPS THAT ARE OPEN TO SCHOOL BOARD MEMBERS

Schell shared with the committee several options of conferences and workshops that they could attend that are specific to their work on the DEI committee.

Schell encouraged the committee make sure there is a board presence at the 3/17/23 WCSD HS student summit.

MSAN – 4/20 & 4/21 in Madison at the Concourse Hotel and Governor’s Club

Dane County Youth Consortium – they are beginning their planning at the end of March and will determine a date at that meeting.

WCSD BELE Design Team. If anyone is interested, please let Schell know and he will make sure your invited to the next meeting. The leaders of this group are also willing to meet with any board as a group or individually.

VIII. FUTURE MEETINGS

This meeting will be set when all board committee members are present.

Hetzel and Ensign both attended the Inclusive Board Leadership workshop at the State Education Convention. At that workshop it was the outcomes was that data is great but many educators, such as counselors, have seen more by meeting with the students and this has helped center the work for the needs of that district. The committee would like to hear from educators that are working with students daily and can tell what is working and what is not working. After some discussion it was decided that at the next committee meeting they discuss what information they would like to hear and then the administration will be able to pull a group of educators together to speak on that.

IX. ADJOURN

A motion was made by Ensign, second by Hoefler, to adjourn the meeting at 6:30PM.

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, February 2, 2023, beginning at 8:30 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 8:30am

II. ROLL CALL

Present: Dotzler, Engebretson, Hetzel

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. COMPUTATIONAL THINKING FOR MATH CREDIT

Tim Schell and Erin Schroeder, Co-chair of the Math Department and HS Math teacher presented and answered questions regarding the Math Department's recommendation to award math credit for computational thinking.

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

VI. OVERVIEW OF HIGH SCHOOL PROGRAM AND ACADEMIC AND CAREER PLANNING

Michelle McGlynn, Career & Technical Ed. Coordinator, and Melissa Bacher, School Counselor from the High School presented an overview of our course offerings and academic and career planning, using the Course Guide as a point of reference.

The committee was very appreciative and thankful for this overview.

VII. IMPLEMENTING BILINGUAL PROGRAMMING

Lisa Jondle Student Services Director and Pam Emmerich, Bilingual Teacher presented our implementation plans for bilingual programming as a result of our district reaching the threshold numbers where we are mandated to offer bilingual programming in Spanish as part of our EL program.

A motion was made by Hetzel, second by Engebretson, to recommend to the full board to support the bilingual programming implementation plans as presented. Motion carried 3-0.

VIII. ITEMS FOR FUTURE MEETINGS

Textbook, Resource requests and Summer curriculum work.

The next meeting will be March 2nd at 7:30AM

IX. ADJOURN

A motion was made by Engebretson, second by Hetzel, to adjourn the meeting at 9:56am.
Motion carried 3-0.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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Bilingual Planning Update

February 2023

Review/Refresh

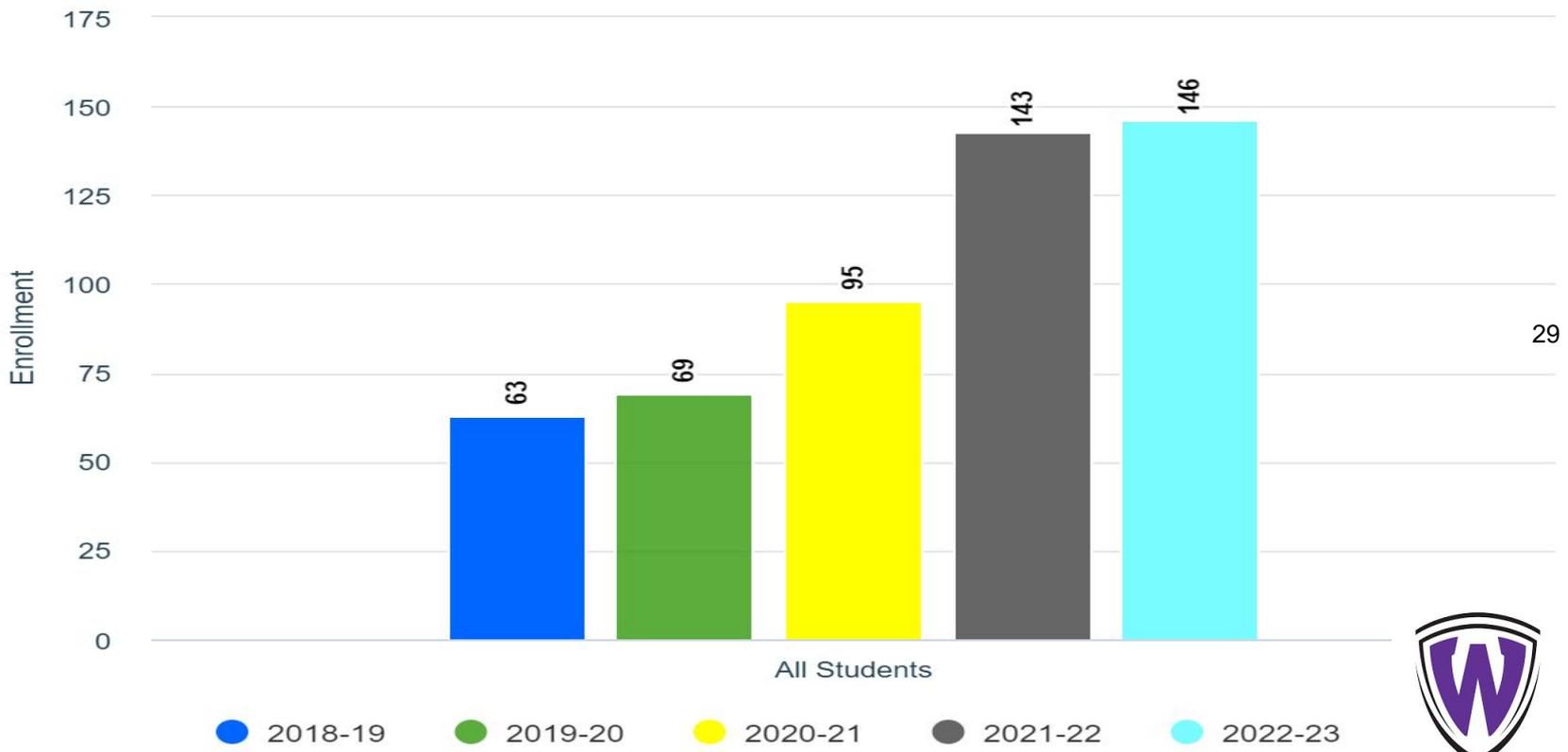
A. Previous work group information and summary

- a) [Bilingual Program Workgroup](#)
- b) [CESA 2 Bilingual Program Analysis](#)

B. Bilingual Education Requirements

- a) [Threshold from DPI](#)
 - (1) 10 students in grades K-3
 - (2) 20 students in grades 4-8
 - (3) 20 students in grades 9-12





Data Review

- [Status/growth](#) of Spanish speaking EL's across the district
- Most recent [student count](#) of Spanish speakers by grade level

30



Bilingual Program Options

- DPI [Instructional Models](#)

Recommendation:

Heritage Language Bilingual Model

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One building (HES); Two Cohorts (K/1st; 2nd/3rd) with two bilingual teachers and two bilingual paraeducators. HS newcomer Biology and support for ELA/math.



Staffing Implications

Total Department
Allocation
2022-2023

7.5 FTE Teacher
0.5 Bilingual
Coordinator

Total Department
Allocation Proposal
2023-2024

9.8 FTE Teacher
0.2 Bilingual
Coordinator



Staffing Implications

LOCATION	PROJECTED FTE 23-24	PROJECTED CHANGE FTE 23-24
AES	0.4	0
PES	1.0	0 (-1 paraeducator)
HES*	2.6 (+2.0 paraeducator)	+1.0 (+1 paraeducator)
WIS	1.8 (+0.2 bilingual coord)	+0.3 (internal shift from coord to teacher)
WCMS	1.6	+0.2
WCHS*	2.0 (+1.0 paraeducator)	+0.4
WCSD - <i>Family Outreach/Translation and Interpretation (supports Angie)</i>	0.4	+0.4



Bilingual Staff Funding Sources

- Transfer of Service Funds
- DPI State [Bilingual-Bicultural Aid](#)
- Title III Grant (supplement)
- Budget Request



Communication Timeline

- HES Staff Meeting Share - Jan (complete)
- Board Presentation
 - Committee Meeting - Feb 2 (complete)
 - Full Board - Feb 13
- Family Outreach - Feb/March
- With approval, post positions - March



What's Next?

- Additional consult work sessions with CESA 2
- Staffing & Scheduling - Identify Teachers for Cohorts; build schedule to support
- Co-planning/curriculum work

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What's Next?

- Logistics
 - Hiring
 - Scheduling (HES; implications for others)
 - *Allocation based on student enrollment*
 - Transportation
 - Professional Development and training
 - Family education and enrollment



Questions?



Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, February 6, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Frey, Ensign, Heinemann

Also Present: Guttenberg, Summers, Cramer, Jay Thomsen & Rich Stoffels (Vogel), Robin Savola (EUA), Tim Schell, Brian Grabarski

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. NOVEMBER 2022 REFERENDUM PLANNING PROCESS

Summers introduced the members of Vogel & EUA. The presentation attached in the Boardbook will cover all of the agenda items listed under the November 2022 referendum planning process, except the EUA furniture proposal.

Jay Thomsen and Rich Stoffels presented the Heritage Elementary budget update, information on the upcoming bid awards (earthwork subcontractor, concrete redi-mix subcontractor, and concrete reinforcement subcontractor) and districtwide maintenance projects. The only districtwide maintenance projects under consideration for 2023 is the middle school roof and fire alarm system. Administration requested committee consideration of these projects for 2023. The planning would result in bids that will be brought back for consideration. Heinemann made a motion, second by Frey, to recommend to the full board to have the team move the planning process forward for the Middle School Roof and fire alarm projects as presented. Motion carried 3-0.

- A. Heritage Elementary School Budget Update
- B. Heritage Elementary School Earthwork Subcontractor Selection Process
- C. Heritage Elementary School Concrete Redi-mix Subcontractor Selection Process
- D. Heritage Elementary School Concrete Reinforcement Subcontractor Selection Process
- E. Districtwide Maintenance Projects
- F. EUA Furniture Proposal

Summers introduced the EUA furniture proposal. Robin Savola presented the current process for furniture services. The process is different than the 2014 furniture process that

was managed by EUA for the Intermediate School. The fee has been reduced by 50 percent and EUA manages a process that results in the selection of 2-3 furniture vendors. The district makes the decision on which vendors to partner with.

A motion was made by Frey, seconded by Heinemann, to recommend to the full board to consider the furniture services process as presented. Motion carried 3-0.

VI. FUND 41 CAPITAL MAINTENANCE PROJECTS

Summers presented and answered questions regarding the capital maintenance projects and the funding regarding these projects. Cramer reviewed the three projects that administration is recommending for consideration to utilize the remaining funds in Fund 41. Summers also mentioned that administration will be seeking feedback from the School Board regarding funding future maintenance projects between Fund 10 (general fund) and Fund 49 (referendum fund).

A motion was made by Heinemann, second by Frey to recommend to the full board to move forward with these projects as presented. Motion carried 3-0.

VII. CUSTODIAL/MAINTENANCE DEPARTMENT STAFFING

Summers presented the request to hire the additional maintenance staff member now rather than when the building projects are complete. This would allow a current maintenance person to fill the role of assisting with referendum maintenance projects while the additional maintenance staff member would assist with district wide maintenance work.

A motion was made by Heinemann, seconded by Frey, to recommend to the full board to move forward with this plan. Motion carried 3-0

VIII. FUTURE MEETINGS

The next meeting is scheduled for March 8, 2023 starting at 7:30AM.

IX. ADJOURN

A motion was made by Heinemann, second by Frey, to adjourn the meeting at 8:53AM. Motion Carried 3-0.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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REFERENDUM PROJECTS
UPDATE FEBRUARY 6, 2023

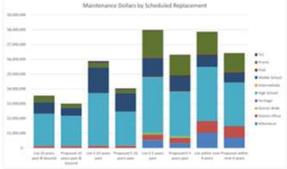
AGENDA

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- HERITAGE ELEMENTARY BUDGET
- HERITAGE ELEMENTARY SCOPE AWARDS
- MAINTENANCE WORK PRIORITIZATION



BUDGET BREAKDOWN - \$175 MILLION

ELEMENTARY	MIDDLE SCHOOL	HS/TLC/DISTRICT	MAINTENANCE
			
<p>\$ 63,660,000</p>	<p>\$ 99,920,000</p>	<p>\$ 5,025,000</p>	<p>\$ 6,395,000</p>



HERITAGE ELEMENTARY SCHOOL – JUNE 2022

DESCRIPTION	JUNE 2022
CONSTRUCTION	\$ 48,870,000
CONTINGENCY	\$ 9,240,000
SOFT COSTS	\$ 5,550,000
TOTAL	\$ 63,660,000



Waunakee Community School District
Preliminary Space Program for a 671 Maximum Capacity / 614 Functional Capacity K-4 ES School

	Maximum Class Size	Optimum Class Size (policy)	# rooms	SF/room	Total SF		#	
Core Academic Program								
Core Learning Environments								
Early Childhood			12	2	900	1,800	2	
Kindergarten	22		20	6	1,200	7,200	6	
1st Grade	22		20	6	900	5,400	6	
2nd Grade	22		20	6	900	5,400	6	
3rd Grade	25		23	6	900	5,400	6	
4th Grade	25		23	6	900	5,400	6	
Bubble Classroom	25		23	2	900	1,800	2	
Sub Total			746				32,400	34
Core Learning Environment Support Spaces								
Cross Cat / Resource	25		23	5	300	1,500	5	
ISGI / Resource				15	100	1,500		
General Storage				5	200	1,000		



BUDGET PROCESS

- SCHEMATIC DRAWINGS
- PRELIMINARY PROJECT DESCRIPTION
- ROOM DATA SHEETS
- EXISTING INTERMEDIATE DRAWINGS
 - USED FOR DETAILS
- DETAILED REVIEW WITH EUA AND DISTRICT



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December 16, 2022

To: Vogel Bos, Building Co.

Attn: Nick Schuch

Please accept our bid on the following project:

WCSD – Heritage Elementary School

Per plans dated: 11/30/2022 SD – **Preliminary Set: Price is subject to change**

Bid Amount: ~~\$1,587,000.00~~ **1,763,968** One million, five hundred and eighty-seven thousand dollars

Bid submitted by: Matt Lande **Based on VBBC**

Sections/Inclusions: **QTY**

R2015-B Aluminum Composite Material (ACM): \$149,000.00 One hundred and forty-nine thousand dollars

Provide and install Alupolc 4mm PE core ACM panels in 2 custom colors on an MF1 S-series attachment system by Knight Wall Systems. This is a thermally isolated system. This is installed in areas noted with "ACM Metal Panel Fascia". Additionally, this is installed as **not in the area outside vestibule 1011 as seen on the RCP-A111B**. There are some panels incorrectly labeled as "Single Skin". These panels are drawn like ACM and are assumed to be ACM for this bid, not single skin metal wall panel. Price includes all associated trims and 3" insulation.

SF (Red) = 1200 SF 93.13/SQFT VBBC QTY = MD QTY

SF (Green) = 400 SF

Standard color in lieu of custom color: Deduct \$33,000.00

Deduct thirty-three thousand dollars

R2015-C Single Skin Metal Wall Panels: \$1,010,000.00 \$1,130,256 w/ VBBC QTY 1 ten thousand dollars

Provide and install .050 wall panels selected from the Pac-Clad Precision Highline Series in a custom color on an MF1 S-series attachment system by Knight Wall Systems. This is installed in areas noted with "Single Skin Metal Panel". There are 2 different panel profiles and are differentiated in colors red and green in addition to being drawn with different line patterns. Price includes all associated trims and 3" insulation.

SF (Green) = 14,000 60.12/SQFT VBBC QTY: 18,800

SF (Red) = 2,800

Standard color in lieu of custom color: Deduct \$10,000.00

Deduct ten thousand dollars

BUILDING PARAMETERS



SIZE:
152,000sf



HEIGHT:
32'0"



PERIMETER:
2150lf

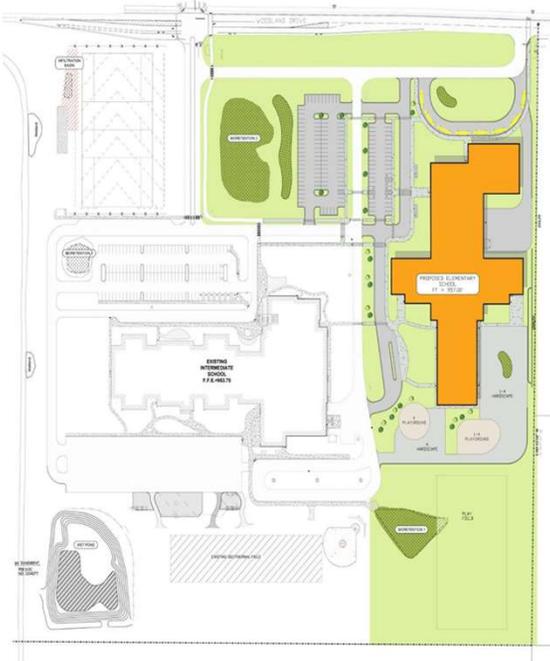


SCHEDULE:
16 Months



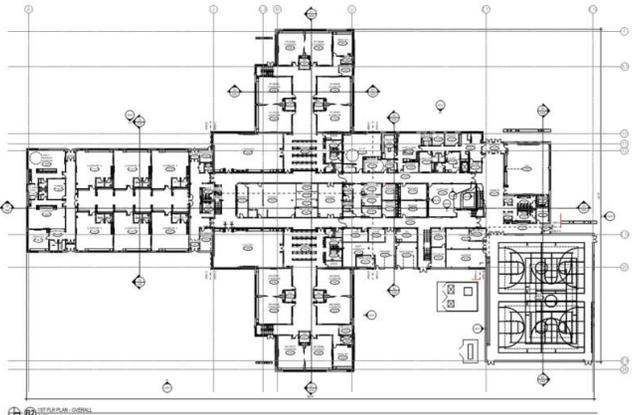
HERITAGE ELEMENTARY SCHOOL – JANUARY 2023

DESCRIPTION	JANUARY 2023
CONSTRUCTION	\$ 52,530,000
CONTINGENCY	\$ 5,580,000
SOFT COSTS	\$ 5,550,000
TOTAL	\$ 63,660,000



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View of Main Entrance



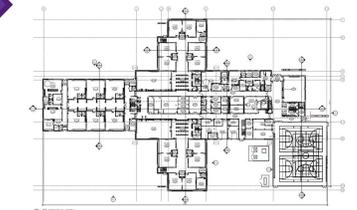
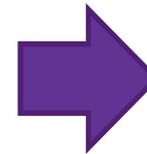
BUDGET REVIEW

DESCRIPTION	JUNE 2022	JANUARY 2023
CONSTRUCTION	\$ 48,870,000	\$ 52,530,000
CONTINGENCY	\$ 9,240,000	\$ 5,580,000
SOFT COSTS	\$ 5,550,000	\$ 5,550,000
TOTAL	\$ 63,660,000	\$ 63,660,000



Waukesha Community School District
 Preliminary Space Program for a 671 Maximum Capacity / 614 Functional Capacity K-4 ES School
 12/20/22

Category	Maximum Class Size	Options Class Size (sq/ft)	#rooms	SQ/room	Total SF	
Class Learning Environments						
Early Childhood	12	2	800	1,600	7	
Kindergarten	22	20	6	1,200	7,200	6
1st Grade	22	20	6	800	4,800	6
2nd Grade	22	20	6	800	4,800	6
3rd Grade	25	23	6	800	4,800	6
4th Grade	25	23	6	800	4,800	6
Public Classroom	25	23	2	800	1,600	2
Class Learning Environment Support Spaces						
Classroom / Resource	25	23	6	800	4,800	6
Art / Music	18	180	1	1,800	1,800	1
General Storage	18	200	1	1,800	1,800	1



BUDGET COMPARISON - CONTINGENCY

- BID PACKAGE 1 - MARCH 2023
- BID PACKAGE 2 - APRIL 2023
- BID PACKAGE 3 - JUNE 2023 (GUARANTEED MAXIMUM PRICE)

DESCRIPTION	JUNE 2022	JANUARY 2023
OWNER CONTINGENCY	\$ 2,405,000	\$ 1,300,000
DESIGN CONTINGENCY	\$ 2,405,000	\$ 1,300,000
CONSTRUCTION CONTINGENCY	\$ 2,405,000	\$ 1,925,000
ESCALATION	\$ 2,025,000	\$ 1,055,000
TOTAL	\$ 9,240,000	\$ 5,580,000



OPPORTUNITY FOR SAVINGS

50

SITE WORK - \$ 200,000

INTERIOR CONSTRUCTION - \$ 600,000

BUILDING EXTERIOR - \$ 200,000



VENDOR SELECTIONS

51

- TARGETING FEBRUARY BOARD MEETING
 - EARTHWORK
 - CONCRETE REDI-MIX SUPPLIER
 - CONCRETE REINFORCEMENT
- UPCOMING AWARDS - MARCH
 - FIRE PROTECTION
 - ELEVATOR



MAINTENANCE WORK PLANNING - \$6.4M

52

- PRIORITIZED PROJECTS LAST 2 MONTHS
 - District Maintenance List
 - Current High Priority Items
 - Updated Budgets
 - Revisit in December 2023/January 2024
- GROUPING OF PROJECTS
 - Efficiency – type of work (ceilings/lighting/low voltage)
 - Timing – take advantage of bidding market
 - Economy of scale – combine work with other projects
 - Minimize disruption – not multiple buildings, multiple summers



MAINTENANCE WORK – SCOPE BREAKDOWN

	MIDDLE SCHOOL	HIGH SCHOOL	PRAIRIE	DISTRICT OFFICE	ARBORETUM
SCOPE	BUILDING ENVELOPE, LIFE SAFETY	ENVELOPE, EQUIPMENT, FINISHES, MECHANICAL	FINISHES, MECHANICAL	SITWORK	SITWORK
BUDGET	\$ 725,000	\$ 4,500,000	\$ 830,000	\$ 70,000	\$ 275,000
TIMING (SUMMER)	2023	2024	2025	2025	2026



MAINTENANCE WORK – 2023 PROJECTS APPROVAL

54

- MIDDLE SCHOOL
 - Roofing
 - Fire Alarm devices





VIA EMAIL

February 3, 2023

Rich Stoffels
Vogel Brothers Building Company
5460 Fen Oak Drive
Madison, WI 53718

Dear Rich,

As a lifelong resident of Waunakee and a proud Waunakee Community School District (WCSD) alumnus, I am especially thrilled about the potential to assist Vogel and WCSD with construction of the new Heritage Elementary School. Parisi Construction's extensive community investment, involvement and local construction experience make our team a great fit for this project.

At Parisi Construction, a Walbec Group Company, community is a core value. We strive to take an active role in supporting and improving the communities where we live and work. There are a number of examples that illustrate how we are actively invested and involved in the Village of Waunakee. Our family of companies employs residents of Waunakee and our sister company, Payne + Dolan, is a local business owner and taxpayer through its asphalt facility in the Town of Vienna. Our team can deliver locally sourced aggregates and a local workforce from the Village of Waunakee and Dane County as a whole.

We actively participate in Waunakee's annual Big Rig Gig and financially contribute to community causes, such as the Waunakee Public Library pedestrian bridge. Personally, I am a class representative for the Waunakee Touchdown Club and coach my kids' youth baseball, basketball, and softball teams.

Parisi has successfully partnered with the Vogel team on previous projects and also has extensive construction experience with many important projects in Waunakee. This local construction experience includes the provision of:

- Construction services for the Waunakee High School Soccer Field
- Construction services for the tennis courts at Ripp Park
- Site construction services for Waunakee Public Library
- Earthwork for Waunakee School District's Intermediate school
- Parisi and Payne + Dolan provide annual construction services on numerous Village public works projects
- Parisi is currently providing civil infrastructure construction services for Veridian's Heritage Hills community development

By utilizing our deep community investment and involvement along with our local construction experience, our team is committed to working with WCSD and the Vogel team to deliver a successful project for our community. Together, Parisi Construction and the Walbec Group family of companies will maximize our vertically integrated resources to provide additional trade

packages (such as asphalt and site concrete), production efficiencies, and proactively identify cost savings throughout the project.

Thank you for the opportunity to potentially partner on this important project. I am committed to my hometown and the school district that has provided so much for myself and my family. Parisi and the Walbec Group family of companies stand ready to provide our vast resources, expertise, and efficiencies to the new Heritage Elementary School project. Please feel free to contact me or Craig Glinski with questions or for more information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bob Endres', with a long horizontal flourish extending to the right.

Bob Endres

President, Parisi Construction

WCSD - Heritage Elementary School

Redi Mix - Bid Tabulation

Company		Advanced Concrete Inc.		Lycon Inc.		Wingra Redi-Mix		Vogel Bros Building Co (Budget)	
Date		2-Feb		31-Jan		1-Feb		2-Feb	
Contact		Jacob Jankowski		Mark Nelson		Nick Noll		Rich Stoffels	
Phone #		(608) 849-8880		(608) 754-7701		(608) 271-5555		608.241.5454	59
3000 NA Footing (\$/CY)	\$	111.00	\$	117.00	\$	126.07	\$	120.00	
QTY (CY)		710		710		710		710	
Extended	\$	78,810.00	\$	83,070.00	\$	89,509.70	\$	85,200.00	
4000 AE Walls (\$/CY)	\$	117.00	\$	121.00	\$	129.77	\$	125.00	
QTY (CY)		493		493		493		493	
Extended	\$	57,681.00	\$	59,653.00	\$	63,976.61	\$	61,625.00	
4000 Interior SOG	\$	116.50	\$	124.00	\$	132.93	\$	130	
QTY (CY)		1300		1300		1300		1300	
Extended	\$	151,450.00	\$	161,200.00	\$	172,809	\$	169,000	
4000 Interior Metal Decking	\$	116.50	\$	124.00	\$	138.73	\$	130	
QTY (CY)		1067		1067		1067		1067	
Extended	\$	124,305.50	\$	132,308.00	\$	148,025	\$	138,710	
4500 Exterior SOG (\$/CY)	\$	121.50	\$	130.00	\$	142.95	\$	130	
QTY (CY)		715		715		715		715	
Extended	\$	86,872.50	\$	92,950.00	\$	102,209.25	\$	92,950.00	
Comparison to Budget	\$	(48,366.00)	\$	(18,304.00)	\$	29,044.47	\$	547,485.00	
CONTRACT TOTAL	\$	499,119.00	\$	529,181.00	\$	576,529.47	\$	547,485.00	

WCSD - Heritage Elementary School

Concrete Reinforcement Supply - Bid Tabulation

		Harris Rebar	Hatch	Brock White	Vogel Bros Building Co (Budget)
Company					
Date		8-Feb	9-Feb	3-Feb	2-Feb
Contact		Jim Rocale	Josh Taylor	Jason Giesen	Rich Stoffels
Phone #		(779) 200-0478	(920) 284-2257	(608) 218-0085	608.241.5454
Comparison to Budget		\$ 16,392	\$ 16,900	\$ 22,488	
CONTRACT TOTAL		\$ 88,392	\$ 88,900	\$ 94,488	\$ 72,000



milwaukee : 333 E Chicago St	414.271.5350
madison : 309 W Johnson St, Ste 202	608.442.5350
green bay : 124 N Broadway	920.336.9929
denver : 1899 Wynkoop St, Ste 700	303.595.4500
atlanta : 1401 Peachtree St NE, Ste 300	404.596.8006

eua.com

December 8, 2022

Steve Summers
 Waunakee Community School District
 905 Bethel Circle
 Waunakee, WI 53597

**RE: WAUNAKEE COMMUNITY SCHOOL DISTRICT FURNITURE SERVICES
 EUA Project No.: 319203-01**

Dear Mr. Summers:

We would like to thank you for giving Eppstein Uhen Architects, Inc. (EUA) the opportunity to work with you and your team (Owner) on the projects associated with the District’s successful 2022 referendum.

Project Understanding

This letter of agreement (Agreement) is to confirm your acceptance of our proposal to perform furniture consulting services for the following project(s):

- Elementary School
- Middle School
- Renovation Projects (as required)

Project Assumptions

The scope of services and fee outlined in this Agreement are based on the following assumptions:

- Owner will purchase furniture through available furniture contracts which include pre-negotiated product pricing or most cost-aggressive dealer (Vendor) pricing available.
 - Final discount confirmation will be provided upon selected Vendor’s final quote.
- Pilot classrooms will help inform the design and decision-making process. Owner will purchase pilot classrooms at Vendor cost OR receive furniture from Vendor on loan. Two (2) pilot classrooms to be provided with anticipated installation Spring 2023.
- The selected Vendor will charge a separate design fee. A design fee cannot be added to itemized costs when purchasing off contracts.
- Material changes to the above assumptions shall be cause for additional services and revisions to the fees presented herein.

Project Scope

EUA will coordinate the furniture process for the Owner, including supporting the Owner in establishing goals, facilitating partnerships with furniture dealer (Vendor), creating initial layouts, developing overall project budget, and assisting in selecting furniture and associated finishes.

The following detail outlines the scope, deliverables, meetings, and expectations during each phase of the project:

Design Phase

Based on the approved design package for the architectural components of the project (under separate agreement), and other information provided by the Owner, EUA will review the needs and goals for furniture and develop initial furniture layouts. EUA will complete preliminary layouts based on quantities, user group meetings, and Owner goals

for function of spaces. Upon Vendor(s) being hired, Vendor(s) to update/ take ownership of furniture layouts and plans.

EUA Responsibilities

Services and Deliverables for this phase of the work include (per site):

- Provide a preliminary furniture layout based on client goals, seat counts, and architectural floor plan.
- Develop an RFQ for general furniture services and coordinate with up to seven (7) vendors. Coordinate a preliminary budget prepared by vendor based on a furniture layout and pre-referendum allocation.
- Collaborate on a preliminary schedule prepared by vendor, to be coordinated with architectural and overall project construction schedule.

RFQ Preparation includes:

- A proposal narrative sharing the scope of work as it is currently understood
- Initial project schedule and timeline, including phasing if applicable
- Preliminary floor plans
- Qualification requirements
- Proposal evaluation criteria & scoring matrix
- Design exercise for vendors to prepare a furniture layout and price estimate for one high school classroom
- Request for physical samples of key products for review by Owner (for interviewing vendors)
- EUA will facilitate the interview process on behalf of the Owner and act as a resource during the interview and selection process. The final selection of Vendors will be made by the Owner.

RFQ Meetings/Tours/Interviews included in EUA's fee for this phase of the work include:

- One (1) initial meeting with the Owner to review furniture goals, overall process, schedule, budget, and potential vendors to include in RFQ. Distribute RFQ to up to seven (7) furniture vendors.
- One (1) conference call with Owner to review RFQ scoring matrix and to select vendor(s) to interview.
- Participate in interviews for shortlisted furniture vendors with Owner representatives where Owner is to select a maximum of two (2) vendors.
- One (1) kick-off meeting with the Owner and selected Vendor(s) to review initial floor plans, educational goals, guiding principles, project schedule, and project budget.
- One (1) meeting to review preliminary pilot classroom layout options:
 - For two (2) classrooms with Owner and selected Vendor(s).
- One (1) follow-up meeting to review final pilot room layouts and proposed furniture finishes with Owner and selected Vendor(s).

Owner Responsibilities

Expectations/Requirements/Responsibilities of the Owner in this phase of the work include:

- Review proposals from vendor(s), using scoring matrix as provided by EUA.
- Participate in vendor interviews and contact references for selected vendor(s).
- Hire and enter into written agreements with up to two (2) vendors.
- Purchase/borrow furniture from selected Vendor for the two (2) pilot classrooms.

Vendor Responsibilities

Expectations/Requirements/Responsibilities of the Furniture Vendor in this phase of the work include:

- Create project schedule with major milestones, coordinated with overall project schedule created by GC with EUA's input.
- Provide four (4) detailed classroom layout options with recommended furniture for Owner to select from for two (2) pilot classrooms.
- Create preliminary budget including product and services as required for the project.
- Prepare quotes, finish options in coordination with EUA, and purchase orders for pilot classrooms.
- Manage installation of pilot classrooms and train teaching staff. Provide an executive summary with findings from surveys, observations, and staff/student interviews. Observations and surveys to be conducted on two (2) separate dates after installation, to be agreed upon by Owner, Vendor, and EUA.
- Create a report for Owner and EUA to summarize findings and outcomes.
- Upon being hired, Vendor to update and take ownership over furniture layouts and plans.
- If Vendor scope includes existing furniture, Vendor to inventory and evaluate existing furniture for re-use.

*NOTE: The expectations/requirements of the selected Vendor(s) outlined in this and all other phases are not all-inclusive but are key components in the furniture selection process. EUA does not have a contractual relationship with or the ability to direct the work of the selected Vendor(s). It is the responsibility of the Owner to ensure written agreements are in place with the selected Vendor(s) to provide necessary services for the project.

Procurement Phase

Based on the information and decisions made in the Design Phase, EUA's work will continue into the Procurement Phase to refine the furniture selections and layouts and prepare for the Installation Phase of the project.

EUA Responsibilities

Services and Deliverables for this phase of the work include:

- Provide input and feedback to Vendor(s) on furniture layouts and proposed selections.
- Coordinate engineering consultants (electrical, IT, structural, etc.) with furniture layouts provided by selected Vendor(s).
- Advise Owner on selection of furniture and finishes from Vendor-provided options which complement proposed architectural project palette.

Meetings/Presentations included in EUA's fee for this phase of the work include:

- Attend Vendor-led programming meetings with Owner staff to identify furniture needs, review preliminary layouts, and present proposed selections based on Owner goals and budget per vendor per site. Number of programming meetings to be dependent on scope.
- One (1) presentation, in collaboration with Vendor, to present all proposed finishes per Vendor.
- One (1) presentation, in collaboration with Vendor, to present final finish selections and final budget per Vendor per site.

Owner Responsibilities

Expectations/Requirements/Responsibilities of the Owner in this phase of the work include:

- Schedule appropriate staff for programming meetings.
- Approve final furniture layouts as updated by Vendor(s).
- Approve finish selections.
- Approve final furniture quote as provided by Vendor(s) and issue purchase order(s).

Vendor Responsibilities

Expectations/Requirements/Responsibilities of the Vendor in this phase of the work include:

- Develop and issue staff survey or questionnaire prior to initial programming meetings.
- Lead programming meetings with Owner staff to review preliminary layouts and proposed selections.
- Update furniture floor plans, tagging and locating items, recommending approved selections. If Vendor scope includes existing furniture, Vendor to tag and re-locate existing items on furniture floor plans.
- Provide cut-sheets, image links, and samples (if requested).
- Coordinate furniture dimensions, electrical features, mobility, feet type (example casters or glides), etc. with the building design.
- Provide furniture that aligns with ADA standards and all relevant code requirements.
- Develop, present, update, and manage the Owner's budget.
- Provide finish options for EUA to select from which complement EUA proposed project palette.
- Coordinate testing on any non-standard, COM (Customer's Own Material) finishes.
- Prepare final furniture quote for Owner based on final furniture selections, quantities, and finishes. Vendor is responsible for securing the most aggressive discounts.
- Responsible for purchase order accuracy including quantities, finishes, accessories, and features.
- Prepare and provide the Owner a product binder (1 hard copy, 1 electronic copy) of selected furniture which includes the following:
 - Product images and cut sheets
 - Furniture items tagged and coordinated with furniture floor plans
 - Product manuals, cleaning instructions, and warranty information

Installation Phase

During the Installation Phase, EUA will continue communication and coordination with the Owner and the Vendor(s). The Vendor is ultimately responsible to ensure the furniture aligns with approved furniture plans and is in conformance with the Owner's needs and budget.

EUA Responsibilities

Meetings/Walkthroughs included in EUA's fee for this phase of the work include:

- Attend one (1) final walkthrough per site with Owner and selected Vendor prior to move-in. Additional walkthroughs will occur as requested and be billed hourly.

Owner Responsibilities

Expectations/Requirements/Responsibilities of the Owner in this phase of the work include:

- Inform EUA of any changes to final furniture plans, selections, or finishes within agreed upon furniture timeline for revisions to be updated by Vendor and coordinated by EUA.
- Attend (1) construction meeting for coordination.

Vendor Responsibilities

Expectations/Requirements/Responsibilities of the Vendor in this phase of the work include:

- Update schedule based on required installation dates.
- Update Owner and EUA on a weekly basis with progress of furniture production, delays, shipping, and delivery information.
- Attend construction meetings to become familiar with status of construction, and update delivery/install schedule accordingly.
- Field verify (dimension) areas which require exact fit for coordination with building systems and components.
- Coordinate delivery and installation of furniture.
 - Selected Vendor(s) are responsible to Owner to provide, at no additional charge, appropriate temporary furniture to the school in the event furniture for core instructional spaces is delayed.
- Conduct a punch list and post-installation walk-through with final hand-off to Owner.
- Provide weekly updates to Owner and EUA on any outstanding punch list items.
- Update product binder to reflect any changes made during delivery, install, or punch list.
- Provide training to faculty and staff including recommended furniture arrangements, basic operating instructions, and cleaning instructions.
- Provide one (1)-year post occupancy evaluation and assessment with teachers and provide further staff training based on needs identified in the assessment.
- Provide one-year post occupancy walk-through to help identify issues with furniture performance and assist the Owner with processing any warranty claims.

Fee

Eppstein Uhen Architects, Inc. will perform the services as outlined above for a fixed fee of Five Percent (5.0%) of the combined total of all final furniture Purchase Orders.

Our fee (based on preliminary budget) is as follows:

- Elementary School: based on a \$1,842,000 furniture budget X .05 = \$92,100
- Middle School: based on a \$2,250,000 furniture budget X .05 = \$112,500
- Total furniture services fee for two schools: \$204,600
- Renovation Projects: Services would be provided upon request at Five Percent (5.0%) of scope to be determined

Additional Services

Any services not explicitly outlined above as part of the scope of this Agreement, including the list below, are not included and are considered as additional services. The following list of services may be available for the project at your request. Fees for these services can be negotiated on an individual basis or performed on a time and materials basis. Billing rate ranges are attached to this Agreement. No additional services will begin without written permission from the Owner.

- Interview more than seven (7) vendors

- Coordinate with more than two (2) selected/hired vendors
- Tour showrooms, local installations, or manufacturer headquarters
- Design and coordinate custom or special furniture items based on Owner requests or needs
- Inventory, tag, and draw on architectural plans existing furniture for re-use.
(High level assessment of existing furniture and recommendation for re-use provided as part of base services)
- All equipment related services, AV, IT, etc.
- Study related to future furniture
- Art selection and procurement
- Services related to the receipt, inspection, acceptance, or rejection of furniture
- Services extending beyond substantial completion or approved full occupancy date of the project
- Services related to vendor or vendor default
- Damage replacement consulting
- Coordinating mockups beyond the 2 classroom mockups listed.

Terms and Conditions

The terms and conditions (but not the scope of services and fees) of the executed AIA Document B102-2017 between Waunakee Community School District and Eppstein Uhen Architects Inc., dated 12/18/2019 (the "AIA Agreement"), shall govern the provision of the services set forth in this Agreement. In the event of any conflict or inconsistency between this Agreement and the AIA Agreement, the terms or conditions of this Agreement shall take precedence.

If you are in agreement, please return a signed copy of this letter to us and retain a signed copy for your records.

We appreciate your consideration and look forward to working with you on this exciting project. If you have any questions, please feel free to call Liz Plant directly at (414) 291-8183.

Sincerely,



Liz Plant
Furniture Project Coordinator



Robin Savola
Project Manager

Client Signature

Date

Printed Name

Title

Attachments:
EUA's Standard Terms and Conditions

milwaukee : 333 E Chicago St	414.271.5350
madison : 309 W Johnson St, Ste 202	608.442.5350
green bay : 124 N Broadway	920.336.9929
denver : 1899 Wynkoop St, Ste 700	303.595.4500
atlanta : 1401 Peachtree St NE, Ste 300	404.596.8006
	eua.com

EUA's Standard Terms and Conditions

These Standard Terms and Conditions are material terms of the Letter of Agreement proposed on December 8, 2022 (Agreement) by and between EUA and Waunakee Community School District (Client).

Standard of Care: Services provided by EUA shall be consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances.

Additional Services: Services requested or required beyond the scope of the basic services shall be additional services and shall be compensated on an hourly basis or for a negotiated fee. EUA shall notify the Client of the need for additional services and obtain written approval in advance of providing the services. If necessary to avoid a delay in the project schedule EUA shall provide additional services prior to receiving the Client's written approval, notifying the Client promptly. If the Client elects not to have EUA continue with the additional services, the Client shall notify EUA in writing; however, EUA shall be compensated for the additional services completed to the date of notice.

Reimbursable Expenses: Reimbursable expenses include printing, plotting, deliveries, mileage, permit fees, and other similar project related expenses and are not included in the contract fee. Reimbursables will be billed at cost times 1.1.

Licensing / User Fees: Licenses and fees for use of building information modeling, collaboration, construction management, file share/management, or other such software or services, the use of which is required by the Client and dedicated exclusively to this Project, except where EUA and EUA's consultants already maintain licenses or pay fees for such software or services, are a Reimbursable Expense.

Invoicing & Payment: Invoices will be sent monthly with payments due within thirty (30) days of the invoice date. Payment shall not be contingent upon any third-party financial agreements. Invoices outstanding past thirty (30) days will accrue interest at a rate of one and one-half percent (.5%) per month. Invoices outstanding past sixty (60) days shall be cause for suspension or termination of services.

Building Information Modeling: EUA shall utilize building information modeling on the Project for the sole purpose of fulfilling its obligations set forth in this Agreement without an expectation that the model will be relied upon by the Client or the Client's other consultants or contractors. Any use of, or reliance on, all or a portion of a building information model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

Design Contingency: At the start of project design EUA recommends the Client establish a design contingency of at least 5% of the overall construction cost. This contingency is established to resolve unforeseen issues during initial design and any additional project costs due to information or aspects of the Project not known or otherwise excluded at the time the initial project budget was established.

Construction Contingency: At the start of construction, EUA recommends the Client establish a construction contingency of at least 5% to cover changes in site conditions, gas, telephone, and electrical connection costs, dimension variances, construction variances, changes in Client needs, upgrading of materials, code compliance, coordination, and similar. A contingency of 10% is recommended in fast track or remodeling projects.

Project Suspension or Delay: EUA shall be compensated for services performed prior to notice of a suspension or delay. When the Project is resumed, EUA shall be compensated for expenses incurred in the interruption and resumption of EUA's services. EUA's fees for the remaining services and the time schedules and deadlines shall be equitably adjusted. EUA's services, compensation, and schedule under this Agreement have been developed based upon the available or expected project



schedule. Deviation from such available or expected project schedule, or any unplanned suspension or delay of more than 90 days, may have a substantial impact on EUA's staffing, consultants, and proposed sequence of services. In addition to the terms under this section, in the event of a material suspension or delay of more than 90 days, including any unplanned suspension or delay, not the sole fault of EUA, EUA reserves the right to make changes to the original project team, including consultants, as EUA deems necessary. Changes necessary to accommodate deviations to the available or expected schedule and services impacted thereby may be subject to Additional Services or adjustment in EUA's compensation

Construction Administration: If the Project includes construction, EUA shall provide construction administration site visits appropriate to the Project or as defined in the Agreement. EUA shall become generally familiar with the progress and quality of the portion of the work completed, and determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents. EUA shall not be required to make exhaustive or continuous on-site inspections.

Construction Means and Methods: EUA shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall EUA be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.

Construction Cost: For projects where EUA's compensation is a percentage of the construction cost of the Project, the construction cost is hereby defined to include the total cost to the Client to construct all elements of the Project designed or specified by EUA (including project alternates); the contractors' general conditions costs, overhead, and profit; and costs for land surveys and geotechnical services.

Furniture, Fixture, and Equipment (FFE): Furniture, fixture, and equipment will also be considered part of construction cost identified above, if those items were specified or coordinated by EUA, unless a separate fee for those services is identified elsewhere in this Agreement.

Existing Conditions: EUA shall utilize documentation regarding existing conditions furnished by the Client and EUA shall be entitled to reasonably rely on the accuracy and completeness of the information provided. If the existing conditions materially differ from the documentation furnished by the Client, EUA shall have no responsibility for any costs or expense incurred by the Client as a result of the differing conditions. If EUA is required to make changes to EUA's instruments of service the Client shall compensate EUA for such services as an Additional Service. The Client will indemnify, defend, and hold harmless EUA from and against any and all claims against EUA arising out of or related to the condition of any existing buildings.

Instruments of Service: EUA shall retain ownership and all common law, statutory, and other reserved rights, including copyrights, in and to all instruments of services developed by EUA including drawings, specifications, digital models, and other documents. Provided Client has performed its obligations under this Agreement, EUA grants to Client and the Project owner a non-exclusive license to use and reproduce all instruments of service for the Project. Use of the instruments of services by the Client without EUA's written consent shall be at the Client's sole risk. The Client agrees to indemnify, defend, and hold harmless EUA and its consultants from all costs and expenses, including reasonable attorney's fees from such unauthorized use.

Indemnification: EUA shall indemnify and hold the Client and the Client's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of EUA, its employees and its consultants or material breach of this Agreement. EUA's obligation to indemnify and hold the Client and the Client's officers and employees harmless does not include a duty to defend.

Limitation of Liability: Neither EUA, EUA's consultants, nor their officers, employees, or agents shall be jointly, severally or individually liable to the Client or any other person in excess of the compensation to be paid pursuant to this Agreement for any claim arising out of or relating to any act or omission, including but not limited to breach of contract or negligence.

Assignability: Neither the Client nor EUA shall assign this Agreement without the written consent of the other.

Termination: EUA or the Client may terminate this Agreement upon not less than seven (7) days written notice for convenience and without cause. EUA shall be paid all sums due for work completed prior to notice of termination.



Survivability: In the event any term, provision, or condition of this Agreement shall be held to be void or otherwise unenforceable under the law governing this Agreement, the remaining terms, provisions, and conditions shall remain valid and binding upon the parties. One or more waivers by either party of any term, provision, or condition shall not be construed by the other party as a waiver of subsequent breach of the same by the other part.

Acceptance of Terms: If the Client provides verbal or written notification to proceed other than signing this Agreement the Client agrees to be bound by terms and conditions stated herein in their entirety.

Billing Rates: Services provided on an hourly basis will be billed based on EUA's hourly billing rates in effect at the time the services are provided. EUA's billing rates are subject to periodic change.

Release of Documents: EUA shall not release documents for any reason or under any circumstances without first having received a signed Agreement from the Client.

Integrated Agreement: This Agreement represents the entire and integrated Agreement between EUA and Client and supersedes all prior representations or agreements, written or oral. If the Client issues a purchase order or other document for services provided by EUA, it shall be for the Client's administrative purposes only and its terms and conditions will not be of any force or effect against EUA.

Governing Law: This Agreement and any disputes in connection with this Agreement shall be governed by the laws of the State of Wisconsin without regard to said state's choice of law rules.

Water Fountains

At the onset of the pandemic one of the items scrutinized for potential spread of the virus was drinking water fountains (bubblers). John Cramer and Maintenance/Custodial team members evaluated how to protect building occupants regarding the use of water fountains. It was decided to temporarily disable water fountains and to direct occupants to bottle filler stations, which were deemed more sanitary.

In many locations, water bottle fillers were added. It was understood that the bubblers in all buildings, except the Intermediate School, were too old, corroded (lime scale), and did not have much of a service life in them to reuse them, and that it would be very challenging to put the old bubblers back into service when the time came. It was understood that reinstalling the old bubblers would be very costly and problematic. We moved forward with additional bottle fillers, leaving some locations with sparse access to drinking water unless occupants had a vessel (water bottle or cup). This posed challenges for students and staff that did not always have access to water bottles or cups. Disposable cups and inexpensive water bottles were distributed by some building admins to attempt to provide better access.

As we learned more about how the virus was spread and progressed with cleaning technology, it was apparent that we needed to now replace some of the removed water fountains to provide better access to drinking water again.

John Cramer, building administrators, and maintenance team members have identified locations that need better access to drinking water. We have gathered pricing from our plumbing partner (Hooper) to provide and install new water fountains in those areas. All buildings have been reviewed. The cost to outfit buildings with accessible water fountains is \$43,920-53,295 depending on electrical requirements. Hooper Corp has quoted a not-to-exceed \$53,295.

Blue Strobes

Flashing blue strobes are used in some of our buildings to indicate that a lockdown process has been initiated within the building. Blue strobe devices have been installed in select areas that are typically loud or noisy environments, or for areas separate from their main building, like the TLC building and the mobile classrooms at the Middle School. The Intermediate School cafeteria and the high school cafeteria are other current installation locations. They are meant to alert students and staff of the lockdown issue and to take appropriate action.

John Cramer, along with building administrators and staff have identified additional locations where noise levels prevent students and staff from hearing emergency notifications from the PA system or desk phones. Music suites and gymnasiums are some of the other recommended locations to add these devices.

GlobalCom has provided a quote:

High School	35 Locations	\$55,910.00
Middle School	23 Locations	\$28,577.00
Intermediate School	16 Locations	\$30,653.00
Prairie Elementary	16 Locations	\$31,724.00
Arboretum Elementary	11 Locations	\$20,509.00

JV Baseball Netting Posts

The posts holding the netting and associated apparatus behind the JV baseball field backstop uses repurposed wooden telephone poles as part of their structure. The wooden posts are aging and becoming a potential safety hazard. Extreme wind or weather could compromise the integrity of the existing poles, and they should be replaced.

Beacon Athletics has provided a proposal for \$48,500 for the main components, and another \$11,500 for additional required services (fence work, concrete, etc.).

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Wednesday, February 8, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Committee member Hetzel called the meeting to order at 7:30AM.

II. ROLL CALL

Present: Hetzel, Ensign,

Absent: Heinemann

Also Present; Summers, Dye, Guttenberg, Grabarski, Schell

III. APPROVAL OF AGENDA

Ensign made a motion, seconded by Hetzel, to approve the agenda as posted. Motion carried 2-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

A. 2022-2023 BUDGET UPDATE

1. End of the Year Balance Projection

Summers presented and answered questions regarding the 2022-2023 Budget Update, The committee expressed an interest in reviewing the natural gas purchasing process. The natural gas vendor representative was not available to attend this meeting, but will attend a future committee meeting.

B. 2023-2024 BUDGET PLANNING

1. Timeline

Summers presented and answered questions regarding the budget planning timeline. The timeline includes School Board approval of the 2023-24 budget planning process at the March School Board meeting.

2. Review Budget Planning Process

Summers presented the draft of the budget planning process and answered any questions the committee had. Per the committee's request, Schell presented and answered questions on class size data for the 7th – 12th grades.

3. Health Insurance Planning Process

Summers introduced this item and advised the committee that the insurance committee has continued the process of evaluating health insurance benefits for the 2023-24 school year. The plan currently under review results in an additional 3 percent district investment in the health insurance plan. Grabarski was available to add information regarding this evaluation process and answered questions from the committee. This health insurance evaluation process will be discussed in more detail at the upcoming HR Committee meeting.

4. **DEI Committee Planning**

Summers presented and answered questions regarding the DEI committee recommendations process and how they relate to budget planning. Several recommendations were directly referred to the Budget committee. In addition, the Budget committee should review other recommendations for potential budgetary impacts for 2023-24.

C. NOVEMBER 8TH REFERENDUM PLANNING PROCESS

Summers introduced this agenda item and also introduced Brett Weeden from PMA. Weeden presented and answered questions regarding bond proceeds management. Summers asked for the committee's thoughts regarding using local banks for these investments. Summers shared Heinemann's view on this topic. After much discussion a motion was made by Ensign, second by Hetzel, to recommend to the full board to consider using One Community Bank to the maximum extent possible and then to select the financial organization with the investment returns after that. Motion Carried 2-0.

V. DISCUSSION/ACTION ON PROPOSALS

N/A

VI. OTHER ITEMS FOR DISCUSSION

N/A

VII. FUTURE AGENDA ITEMS

The Facility Committee has recommended approval of several projects that utilize the remaining funds in the Fund 41. The Budget Committee will be asked to review longer term capital maintenance funding options between the General Fund 10 and the Referendum Fund 49.

VIII. ADJOURN

A motion was made by Ensign, second by Hetzel to adjourn the meeting at 8:57AM.

Minutes of Human Resources Committee Meeting.

The Board of Education Waunakee Community School District

A Human Resources Committee Meeting. of the Board of Education of Waunakee Community School District was held Thursday, February 9, 2023, 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 7:28am

II. ROLL CALL

Present: Engebretson, Ensign, Hoefer (Virtual)

Also Present: Grabarski, Guttenberg, Summers (Virtual)

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. INSURANCE COMMITTEE HEALTH PLAN RECOMMENDATION

Grabarski presented and answered questions regarding the plan structure recommendation from the District Insurance Committee for the 23/24 plan year, using the three percent (3%) increased district contribution in the current budget draft. This is an informational item and the full insurance package will be brought to the full board in March. This plan, if approved, will be presented to staff and educational opportunities will be made available for staff on how to best utilize all of the benefits, in order to help them choose what is best for each individual's situation.

VI. HOURLY STAFF EVALUATION CHANGE

Grabarski presented and answered questions regarding a possible handbook change for hourly staff. This proposed change would read that an employee will be evaluated in their first year of employment and every third year after that, unless the employee requests it or their supervisor feels that it is necessary.

Ensign made a motion, second by Hoefer to recommend to the full board to consider changing the handbook language as presented effective immediately. Motion carried 3-0.

VII. SUPERINTENDENT HIRING PROCESS DISCUSSION

Grabarski presented and answered questions regarding information gathered from the Wisconsin Education Convention, WASDA, and area / peer districts recently involved in hiring a superintendent. Grabarski shared a timeline and also the pros and cons of hiring a search firm. After some discussion, the committee was in favor of a search firm and was also thankful for the timeline that Grabarski shared for this process. The committee

indicated that this information will be valuable for the full board.

VIII. STAFF CLIMATE DATA REVIEW

Grabarski presented and answered questions regarding the comprehensive climate survey focused on their employment in WCSD. He shared that district administration discussed the survey results in January and buildings are currently reviewing their specific data and creating action plans for next steps and sharing of data to staff. Follow-up surveys are a part of developing plans. District level data has been shared with the WTA.

IX. REVIEW DEI AD HOC COMMITTEE RECOMMENDATIONS

Grabarski presented and answered questions regarding the HR-related DEI Ad Hoc Committee recommendations, current status, actions taken to date and potential next steps. Grabarski shared additional specific information on several of the items, including plans to meet with colleagues in other districts that are more advanced than WCSD in this area of focus. The committee asked Grabarski to add this information to this table so that it is out there to be reviewed.

X. ADJOURN

The committee will plan their next meeting during the regular board meeting on 2/13/23, that will be held the week of March 6th.

A motion was made by Ensign, second by Hoefler, to adjourn the meeting at 8:39am.
Motion carried 3-0.

Waunakee Community School District



GROUP MEDICAL INSURANCE 7/1/23 Renewal - 3% District Increase

Year	Current		Copay and Deductible Increase		HSA Option
Carrier	DeanHealthPlan A member of SSM Health		DeanHealthPlan A member of SSM Health		DeanHealthPlan A member of SSM Health
Plan	Dean HMO	Dean POS	Dean HMO	Dean POS	Dean HMO

In-Network Benefits
For more details please refer to the Summary of Benefits & Coverage

COVERAGE BASICS	Current		Copay and Deductible Increase		HSA Option
In Network Deductible (Single / Family)	\$100/\$200	\$100/\$200	\$750 / \$1,500	\$750 / \$1,500	\$3,000 / \$6,000
Out of Network Deductible (Single / Family)	N/A	\$200/\$400	N/A	\$1,500 / \$3,000	N/A
Coinsurance (In Network / Out of Network)	100% / N/A	100% / 90%	100% / N/A	100% / 80%	100% / N/A
In Network Ded/Coinsurance Limit (Single / Family)	\$100/\$200	\$100/\$200	\$750 / \$1,500	\$750 / \$1,500	\$3,000 / \$6,000
Out of Network Ded/Coinsurance Limit (Single / Family)	N/A	\$600/\$1,200	N/A	\$3,000 / \$6,000	N/A
In Network Out-of-Pocket Maximum (Single / Family)	\$7,150 / \$14,300	\$7,150 / \$14,300	\$7,150 / \$14,300	\$7,150 / \$14,300	\$3,000 / \$6,000
Out of Network Out-of-Pocket Maximum (Single / Family)	N/A	\$14,300 / \$28,600	N/A	\$14,300 / \$28,600	N/A
ADDITIONAL COVERAGE DETAILS					
In Network Primary Care OV / Specialist Care OV	\$30 Copay	\$30 Copay	\$50 Copay	\$50 Copay	Ded / 100% Coins
Out of Network Primary Care OV / Specialist Care OV	N/A	Ded, 90% Coins	N/A	Ded, 80% Coins	N/A
In Network Urgent Care / Emergency Room	\$30 Copay / \$100 Copay	\$30 Copay / \$100 Copay	\$50 Copay / \$100 Copay	\$50 Copay / \$100 Copay	Ded / 100% Coins
Out of Network Urgent Care / Emergency Room	N/A	\$30 Copay / \$100 Copay	N/A	\$50 Copay / \$100 Copay	N/A
Prescription Drugs <i>Tier 1 / Tier 2 / Tier 3 / Tier 4</i>	\$10 / \$25 / \$50	\$10 / \$25 / \$50	\$10 / \$25 / \$50 / 30%	\$10 / \$25 / \$50 / 30%	Ded / 100% Coins

	Current		Copay and Deductible Increase		HSA Option
Active Employees Only	<u>Dean HMO</u>	<u>Dean POS</u>	<u>Full Census</u>		
Employee Only	115	11	126		
Family Coverage	281	35	316		
Total Employees	396	46	442		
Average Monthly Premiums	Estimated Premiums		Estimated Premiums		Estimated Premiums
Employee Only	721.48	807.31	742.48	830.81	557.84
Family Coverage	1,623.33	1,816.45	1,670.58	1,869.32	1,255.14
Total Monthly Premium Cost	\$539,125.93	\$72,456.16	\$554,817.19	\$74,565.00	\$416,846.78
Total Annual Premium Cost	\$7,338,985.08		\$7,552,586.24		\$5,674,429.87
Percentage Change			2.91%	-22.68%	
Employer Premium Contribution Percentages	88% of the HMO plan		88% of the HMO plan		88%
Employee Only	88%		88%		88%
Family Coverage	88%		88%		88%
Employer Monthly Premium Contributions					
Employee Only	634.90	634.90	653.38	653.38	490.90
Family Coverage	1,428.53	1,428.53	1,470.11	1,470.11	1,104.53
Total Monthly Employer Premium Contribution	\$474,430.82	\$56,982.49	\$488,239.13	\$58,640.97	\$366,825.16
Total Annual Employer Premium Contribution	\$6,376,959.71		\$6,562,561.12		\$4,930,601.47
Percentage Change			2.91%	-22.68%	
HSA Contributions					
Annual Contribution for Employee Only					1950.00
Annual Contribution for Family Coverage					4400.00
Total Annual HSA Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$1,460,650.00
Total Monthly Employer Cost	\$474,430.82	\$56,982.49	\$488,239.13	\$58,640.97	\$488,546.00
Total Annual Employer Cost	\$6,376,959.71		\$6,562,561.12		\$6,566,701.47
Percentage Change			2.91%	2.98%	

Employee Monthly Premium Contributions					
Employee Only	86.58	172.41	89.10	177.43	66.94
Family Coverage	194.80	387.92	200.47	399.21	150.62
Total Monthly Employee Premium Contribution	\$64,695.11	\$15,473.67	\$66,578.06	\$15,924.03	\$50,021.61
Total Annual Employee Premium Contribution	\$962,025.37		\$990,025.12		\$743,828.40
Percentage Change			2.91%	-22.68%	

****Waunakee Wellness Clinic:** For all non-HSA plans, clinic will continue to be no cost. For the HSA plan, IRS regulations dictate non-preventative care needs to have a

Plan information shown is for comparison purposes only and does not represent all features or limitations. If any discrepancy exists between benefits shown and carriers' proposals, the carrier proposal controls. Final rates and acceptance subject to actual enrollment and effective date.

Unless specifically otherwise provided in a written agreement created between the parties, USI's standard of care and legal duty to its clients to provide insurance products and services is: to follow the instructions of the insured, in good faith.

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WAUNAKEE COMMUNITY SCHOOL DISTRICT - SECOND FRIDAY IN JANUARY COUNT 2023

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

PRAIRIE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	0	0	0
EC/S&L	0	0	0
FULL DAY KINDERGARTEN	99	11	0
FIRST GRADE	102	4	0
SECOND GRADE	100	8	0
THIRD GRADE	90	8	0
FOURTH GRADE	112	3	0
BUILDING TOTAL	503	34	0

HERITAGE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	0	0	0
EC/S&L	19	0	0
FULL DAY KINDERGARTEN	94	4	0
FIRST GRADE	96	13	0
SECOND GRADE	79	10	0
THIRD GRADE	116	8	0
FOURTH GRADE	101	6	0
BUILDING TOTAL	505	41	0

ARBORETUM	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	0	0	0
EC/S&L	0	0	0
FULL DAY KINDERGARTEN	82	0	0
FIRST GRADE	85	3	0
SECOND GRADE	85	1	0
THIRD GRADE	85	3	0
FOURTH GRADE	86	3	0
BUILDING TOTAL	423	10	0

EC-4 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	234	20	7
EC/S&L	19	0	0
FULL DAY KINDERGARTEN	275	15	2
FIRST GRADE	283	20	1
SECOND GRADE	264	19	1
THIRD GRADE	291	19	1
FOURTH GRADE	299	12	3
ELEMENTARY TOTALS	1665	105	15

INTERMEDIATE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FIFTH GRADE	278	16	0
SIXTH GRADE	334	11	2
BUILDING TOTAL	612	27	2

MIDDLE SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
SEVENTH GRADE	310	20	3
EIGHTH GRADE	342	16	2
BUILDING TOTAL	652	36	5

HIGH SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
NINTH GRADE	302	13	3
TENTH GRADE	301	14	5
ELEVENTH GRADE	327	18	6
TWELFTH GRADE	329	18	7
BUILDING TOTAL	1259	63	21

PK-12 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
	4188	231	43
TOTAL DPI COUNT	4188		
TOTAL DPI COUNT	4231		

	STUDENTS	FACTOR	FTE
FOUR-YEAR OLD KINDERGARTEN	241	0.6	145
EC	19	0.5	10
FULL DAY KINDERGARTEN	277	1	277
1ST-12TH	3694	1	3694
TOTAL	4231		

TOTAL REVENUE CAP FTE	4126
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SUMMARY REPORT - STUDENT COUNT 2022-23

	January 2023	September 2022
Residents	4188	4173
Open Enrollment In	231	238
Open Enrollment Out	43	44
DPI Count Total	4231	4217
Actual Attendance	4419	4411

The DPI count is equal to residents plus open enrollment out.

The actual attendance is equal to residents plus open enrollment in.

The DPI Count changes during the school year over the last five years are as follows.

18-19 September to January	5
19-20 September to January	16
20-21 September to January	12
21-22 September to January	8
22-23 September to January	12

Changes by building, based on residents plus open enrollment students:

Prairie	4
Heritage	-2
Arboretum	-2
Intermediate	3
Middle	6
High	-6
4K	5
Total Change	8

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

	OCB	OCB	OCB	OCB	STATE POOL	STATE POOL	WISC	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT	GENERAL ACCOUNT	DENTAL ACCT	WISC CAPITAL PROJECTS ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	GENERAL	
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	(Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	83,129.94	655,849.06	178,362.53		407,587.47	598,450.48	8.71	1,852,244.69	508,078.38	317,496.77	0.00	962,666.31	5,563,874.34
REVENUES:													
+ DEPOSITS	4,355,947.07	6,727,465.92	7,374,119.53		6,571,410.10	66,081.40	0.00	0.00	43,801.49	0.00	9,980,000.00		35,118,825.51
+ INTEREST	769.39	10,354.36	1,525.46		5,993.79	1,961.85	0.00	2,030.29	2,088.23	1,347.40	3,391.70	3,109.66	32,572.13
TOTAL REVENUES	4,356,716.46	6,737,820.28	7,375,644.99	0.00	6,577,403.89	68,043.25	0.00	2,030.29	45,889.72	1,347.40	9,983,391.70	3,109.66	35,151,397.64
EXPENSES:													
ACCOUNTS PAYABLE	0.00	794,519.59	7,371,958.43		6,500,000.00	56,164.93	0.00	0.00	0.00	0.00	0.00	0.00	14,722,642.95
PAYROLL	4,346,311.99	4,354,667.95			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,700,979.94
TOTAL EXPENSES	4,346,311.99	5,149,187.54	7,371,958.43	0.00	6,500,000.00	56,164.93	0.00	0.00	0.00	0.00		0.00	23,423,622.89
ENDING BALANCE	93,534.41	2,244,481.80	182,049.09	0.00	484,991.36	610,328.80	8.71	1,854,274.98	553,968.10	318,844.17	9,983,391.70	965,775.97	17,291,649.09
BANK BALANCES													
ENDING BANK BALANCE	93,534.41	2,244,481.80	182,049.09	0.00	484,991.36	610,328.80	8.71	1,854,274.98	553,968.10	318,844.17	9,983,391.70	965,775.97	17,291,649.09
OUTSTANDING ACH	446,225.88		18,014.60		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	464,240.48
ACTUAL BALANCE	-352,691.47	2,244,481.80	164,034.49	0.00	484,991.36	610,328.80	8.71	1,854,274.98	553,968.10	318,844.17	9,983,391.70	965,775.97	16,827,408.61
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55												
	-352,432.92			Opened 12.5.22			No Change December 22						

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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 - January 31, 2023

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	29,118,849	29,118,849	15,070,374.77	0.00	51.75%	14,048,474.23
Personnel Costs: Benefits	9,790,434	9,790,434	5,900,744.75	0.00	60.27%	3,889,689.25
Total	38,909,283	38,909,283	20,971,119.52	0.00	53.90%	17,938,163.48
Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	61,752.95	8,389.60	78.08%	19,687.45
Prairie School CSF	19,266	25,811	14,771.80	370.69	58.67%	10,668.83
Heritage School	92,060	92,060	72,235.92	10,813.21	90.21%	9,010.87
Heritage School CSF	18,633	24,963	11,735.38	6,528.10	73.16%	6,699.80
Arboretum School	74,035	74,035	55,539.25	7,509.51	85.16%	10,986.24
Arboretum School CSF	17,090	22,896	14,204.36	2,199.65	71.65%	6,492.11
Intermediate School	152,470	152,470	74,053.77	18,003.81	60.38%	60,412.42
Intermediate School CSF	24,804	33,191	20,393.87	8,241.10	86.27%	4,555.65
Middle School	163,790	163,790	67,680.97	23,654.04	55.76%	72,454.99
Middle School CSF	25,040	33,494	23,111.75	5,192.10	84.50%	5,189.97
High School	476,918	476,918	244,370.43	42,117.06	60.07%	190,430.51
High School CSF	51,705	69,016	30,568.16	2,136.50	47.39%	36,311.18
Athletics	414,477	414,477	164,325.62	130,079.19	71.03%	120,072.19
Departments						
Utilities	1,073,260	1,073,260	809,110.49	507,493.51	122.67%	-243,344.00
Maintenance	723,990	723,990	532,185.87	291,332.19	113.75%	-99,528.06
Capital Projects	150,000	150,000	11,253.97	3,898.00	10.10%	134,848.03
Contingency Fund	100,000	100,000	51,577.66	5,850.00	57.43%	42,572.34
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,273,528	1,273,528	1,077,328.70	990,384.61	162.36%	-794,185.31
Technology	718,079	718,079	689,004.35	166,786.45	119.18%	-137,711.80
Technology Erate/Fees	53,600	53,600	0.00	95,852.78	178.83%	-42,252.78
Curriculum-Secondary	366,529	366,529	371,732.14	12,411.33	104.81%	-17,614.47
Curriculum-Elementary Operations	277,882	277,882	223,726.96	0.00	80.51%	54,155.04
Curriculum-4K District	889,200	889,200	445,490.20	431,666.53	98.65%	12,043.27
Human Resources	33,650	33,650	32,814.03	74.42	97.74%	761.55
Superintendent	84,600	84,600	113,237.49	4,935.22	139.68%	-33,572.71
Student Services-Operations	71,250	71,250	28,569.57	2,510.44	43.62%	40,169.99
Student Services-District	92,500	92,500	21,306.59	43,500.00	70.06%	27,693.41
Business Office	444,673	444,673	307,708.83	77,757.66	86.69%	59,206.51
District Wide	1,256,378	1,256,378	672,613.96	66,647.58	58.84%	517,116.46
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
Grants-Fund 10						
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	31,219.64	0.00	36.39%	54,578.36
Title 1 Grant (Private)	6,429	6,429	1,856.98	0.00	28.88%	4,572.02
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	7,442.09	8,450.00	96.50%	575.91
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	25,615.80	0.00	34.78%	48,038.20
CEIS Federal Flo-Through	0	0	47,234.16	0.00	---	-47,234.16
Ed. Effectiveness Grant	30,080	30,080	0.00	0.00	0.00%	30,080.00
ESSER2	11,172	11,172	11,172.00	0.00	100.00%	0.00
ESSER3	2,049,766	2,049,766	957,000.87	143,035.00	53.67%	949,730.13
Peer Mentor Grant	0	0	3,621.29	0.00	---	-3,621.29
Perkins Grant	18,182	22,801	12,511.72	0.00	54.87%	10,289.28
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	8,510.35	0.00	99.99%	0.65
School-Based Mental Health	139,670	139,670	47,307.00	59,560.00	76.51%	32,803.00
Other Program Totals						
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	126,580.65	112,399.99	98.65%	3,269.36
Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,909,283	38,909,283	20,971,119.52	0.00	53.90%	17,938,163.48
Building Totals	1,620,118	1,672,951	854,744.23	265,234.56	66.95%	552,972.21
Department Totals	7,679,059	7,679,059	5,454,869.33	2,701,100.72	106.21%	-476,911.05
Grant Totals	2,516,099	2,520,718	1,159,383.60	211,045.00	54.37%	1,150,289.40
Other Program Totals	6,658,307	6,658,307	126,580.65	112,399.99	3.59%	6,419,326.36
Total Fund 10 Expenditures	57,382,866	57,440,348	28,566,697.33	3,289,780.27	55.46%	25,583,840.40

2022-23 Budget Status Report - January 31, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	4,173.50	0.00	90.73%	426.50
Heritage School	4,900	4,900	3,132.00	0.00	63.92%	1,768.00
Arboretum School	4,000	4,000	5,345.44	0.00	133.64%	-1,345.44
Intermediate School	35,650	35,650	15,426.57	0.00	43.27%	20,223.43
Middle School	22,300	22,300	18,107.93	0.00	81.20%	4,192.07
High School	91,400	91,400	96,559.38	0.00	105.64%	-5,159.38
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	8,800	8,800	3,894.71	0.00	44.26%	4,905.29
Maintenance	6,000	6,000	2,168.75	0.00	36.15%	3,831.25
Energy Conservation	0	0	5,907.00	0.00	---%	-5,907.00
Athletic Dept	38,000	38,000	4,054.14	0.00	10.67%	33,945.86
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	2,750	2,750	3,756.72	0.00	136.61%	-1,006.72
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	54,436,330	27,462,956.45	0.00	50.45%	26,973,373.55

Grants - Fund 10

Common School Fund-District	162,337	215,170	0.00	0.00	0.00%	215,170.00
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	198,548.17	0.00	1777.19%	-187,376.17
ESSER3	2,049,766	2,049,766	3,690.00	0.00	0.18%	2,046,076.00
Peer Mentor Grant	0	0	0.00	0.00	---%	0.00
Perkins Grant	18,182	22,801	0.00	0.00	0.00%	22,801.00
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	0.00	0.00	0.00%	139,670.00
SAODA	0	0	0.00	0.00	---%	0.00
Early College Credit						
Total Fund 10 Revenues	57,382,866	57,440,318	27,838,129.14	1,200.00	48.47%	29,600,988.86

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	4,167,687.06	0.00	47.28%	4,646,791.94
Departments						
Special Ed-Operations	28,839	28,839	2,330.18	6,540.00	30.76%	19,968.82
Special Ed-District	126,557	126,557	68,375.23	64,131.00	104.70%	-5,949.23
Transportation	173,008	173,008	36,775.91	163,680.93	115.87%	-27,448.84
Medicaid	9,000	9,000	9,474.54	0.00	105.27%	-474.54
Grants-Fund 27						
IDEA FlowThrough Grant	905,100	905,100	474,916.72	134,402.57	67.32%	295,780.71
IDEA PreSchool Grant	17,400	17,400	11,392.38	1,229.04	72.54%	4,778.58
Total Fund 27 Expenditures	10,074,383	10,074,383	4,770,952.02	369,983.54	51.03%	4,933,447.44

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	7,550.20	0.00	---%	9,849.80
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	807,281.09	0.00	8.82%	8,344,601.91
Total Fund 27 Revenues	10,074,383	10,074,383	814,831.29	0.00	8.09%	9,259,551.71

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,768,640	1,725,174.31	994,060.41	98.22%	49,405.28

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	1,540,106.07	0.00	54.29%	1,296,700.93

2022-23 Budget Status Report - January 31, 2023

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES									
Building/Department	21-22 Carryover	22-23 Revenue Budget	22-23 Rec'd	22-23 Revenue Balance	22-23 Expense Budget	22-23 Spent / Encumbered	22-23 Expense Balance	22-23 Balance	Funds Available
Prairie School	25,743.93	4,600.00	4,173.50	426.50	89,830	70,142.55	19,687.45	19,260.95	45,004.88
Heritage School	18,658.69	4,900.00	3,132.00	1,768.00	92,060	83,049.13	9,010.87	7,242.87	25,901.56
Arboretum School	21,718.99	4,000.00	5,345.44	-1,345.44	74,035	63,048.76	10,986.24	12,331.68	34,050.67
Intermediate School	64,889.99	35,650.00	15,426.57	20,223.43	152,470	92,057.58	60,412.42	40,188.99	105,078.98
Middle School	44,460.64	22,300.00	18,107.93	4,192.07	163,790	91,335.01	72,454.99	68,262.92	112,723.56
High School	123,019.12	91,400.00	96,559.38	-5,159.38	476,918	286,487.49	190,430.51	195,589.89	318,609.82
Athletic Dept	60,229.50	38,000.00	4,054.14	33,945.86	414,477	294,404.81	120,072.19	86,126.33	146,355.83
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	277,882	223,726.96	54,155.04	54,155.04	166,447.27
Curriculum-Secondary	20,932.26	8,800.00	3,894.71	4,905.29	366,529	384,143.47	-17,614.47	-22,519.76	-1,587.50
CTE Grant	37,711.34	73,654.00	0.00	73,654.00	73,654	25,615.80	48,038.20	-25,615.80	12,095.54
Energy Conservation	461.82	0.00	5,907.00	-5,907.00	0	0.00	0.00	5,907.00	6,368.82
Human Resources	3,639.87	0.00	0.00	0.00	33,650	32,888.45	761.55	761.55	4,401.42
Maintenance	311,049.57	6,000.00	2,168.75	3,831.25	723,990	823,518.06	-99,528.06	-103,359.31	207,690.26
Special Education-Operations	19,227.32	0.00	0.00	0.00	28,839	8,870.18	19,968.82	19,968.82	39,196.14
Student Services-Operations	75,977.25	0.00	0.00	0.00	71,250	31,080.01	40,169.99	40,169.99	116,147.24
Superintendent	35,998.23	0.00	0.00	0.00	84,600	118,172.71	-33,572.71	-33,572.71	2,425.52
Technology	498,345.83	58,250.00	3,756.72	54,493.28	771,679	951,643.58	-179,964.58	-234,457.86	263,887.97
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							119,506.14	1,604,195.81

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 January 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	Fire	01/30/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	Fire	01/11/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	Fire	01/09/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	ALICE	01/23/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	Fire	01/13/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	ALICE	01/30/2023

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

School Site and Address	Intermediate 6273 Woodland Dr.	Drill Date	1/23/2023
Type of Drill/Exercise	Hold	Drill Supervisor	Tim Mommaerts
Number of Students Present	0	Number of Staff Present	55
Duration of Drill	7 Minutes	Assisting Staff	Dawn Maier, Chris Vlachakis

<u>Pre-Drill Planning</u>	Yes	No	N/A
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	
<u>During the Drill</u>	Yes	No	N/A
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	
<u>After the Drill</u>	Yes	No	N/A

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

Narrative - Description of the drill, problems encountered, lessons learned
<p>Mr. Miller came over the radio that their was an armed intruder in the building. Mrs. Piette also emailed stating that she saw an armed intruder on the second floor heading towards the art room. Mr. Mommaerts and Staff walked through and checked the doors and all core doors and villages were locked. Mr. Mommaerts discussed with staff about drill and the end of the drill. The Superintendent's office, HR at Bethel & non-administrative maintenance staff were notified prior to the drill.</p>

Report Prepared by: ___Dawn Maier_____ Date: __1/23/2023___

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

School Site and Address	Waunakee Community High School 301 Community Drive Waunakee, WI 53597	Drill Date	January 30, 2023
Type of Drill/Exercise	Emergency Lockdown	Drill Supervisor	Deanne Lensert
Number of Students Present	1300	Number of Staff Present	150
Duration of Drill	30 Minutes	Assisting Staff	John Cramer, Brian Borowski, Steven Hernandez, Eric Huttenburg, Rose Nadler, Mitch Flora

<u>Pre-Drill Planning</u>	Yes	No	N/A
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		
<u>During the Drill</u>	Yes	No	N/A
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		
<u>After the Drill</u>	Yes	No	N/A

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
<p>Today we participated in an ALICE drill. First, we covered best practice for Run, Hide, Fight. Then we discussed a scenario. Finally, we practiced a barricade. For the most part, the drill went very well. Barricades were done efficiently and successfully. That being said, we did have a few issues. We had one door not locked, one advisory not participate, and several adult only spaces not practice. These concerns have been addressed and rectified. A Google form was shared to get feedback from staff, and any questions will be answered at our next staff meeting.</p>

Report Prepared by: Deanne Lensert Date: 1/30/23

Date submitted to Superintendent Office: 11/30/23

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
<p>Today we participated in an ALICE drill. First, we covered best practice for Run, Hide, Fight. Then we discussed a scenario. Finally, we practiced a barricade. For the most part, the drill went very well. Barricades were done efficiently and successfully. That being said, we did have a few issues. We had one door not locked, one advisory not participate, and several adult only spaces not practice. These concerns have been addressed and rectified. A Google form was shared to get feedback from staff, and any questions will be answered at our next staff meeting.</p>

Report Prepared by: Deanne Lensert Date: 1/30/23

Date submitted to Superintendent Office: 11/30/23



School Violence Drill Evaluation Report
Waunakee Community School District
Must be completed with 30 days of the drill and sent to
Safety Coordinator for submission to Board of Education

School Site and Address	Arboretum Elementary	Date	January 30, 2023
Type of Drill/Exercise	Hold Procedures	Drill Supervisor	Miranda Moe
Number of Students Present	404	Number of Staff Present	63
Duration of Drill	8:10-8:13 a.m.	Assisting Staff	All Staff Miranda Moe Bob Homan Denise Mehlhoff Noelle Wozniak Lori Armstrong

<u>Pre-Planning</u>	Yes	No	N/A
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	
<u>During</u>	Yes	No	N/A
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 See below*	
Were there any problems during the drill(Explain in narrative section)	X See below*		
<u>After</u>	Yes	No	N/A
Was a debrief held with the School Safety Team?		x	
Were police, fire and other included in the debrief?	93	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

*Due to the intercom speaker system not working, we used the telephone PA and walkie talkies. The announcement could not be heard throughout the building. We asked Rick Franz to turn up the volume on the telephone PA to the loudest volume.

**On Staff Bulletin and Morning Announcements
Hold Drill on Monday, January 30 at 8:10 a.m.**

**An announcement will be made through the telephone PA system
and walkie talkies.**

Please take time and review the Emergency/Crisis Response sheet prior to the drill.

All staff should have a bright yellow WCSD Staff Emergency/Crisis Response Action Plan 2022-2023. Please let
Karen know if you need one.

The crisis plan is also on the Arboretum General Staff Shared Google Folder.

Announcement: "Immediately Implement Hold Procedure"

Close Doors, closed doors should then be locked.

All staff should enter nearest secure area. Don't release anyone, ignore bells, no restroom breaks.

Continue classroom activities

Take Attendance – present and absent

Check e-mail on a regular basis for available information or updates.

Do NOT call Office UNLESS you have vital information.

Wait patiently and listen for directions from building administration.

BE PREPARED to implement "Lock Down" or evacuation procedure.

An announcement will be made on morning announcements.

All doors should be locked upon closing the door.
Please let Karen know if you need a lock block for your door.

Report Prepared by: Miranda Moe/Karen Rundhaug Date:02/03/2023
(digitally signed and dated)



ADMINISTRATION OFFICE

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

Superintendent's Office

January 13, 2023

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.

January 9, 2023

MEMO TO: Mr. Guttenberg & Board of Education Members
FROM: Aaron May, Activities Director
RE: Donation for the Athletic Dept/Waunakee High School

Matt & Jessica Uftring (Uffy's Woodworking) generously donated \$4,200 in labor to construct and install the 3 new trophy cases we have in the HS Commons area. (see attached invoice)

A thank you & letter they can use as a tax deduction can be sent to
Matt & Jessica Uftring
N2220 US Hwy 51
Arlington, WI 53911

Please feel free to contact me with any questions or concerns regarding this request.



INVOICE

Invoice Number **Date of Issue**
 10004 11/26/2022

Billed to	Uffy's Mulberry Grove Woodworking
Waunakee Community School District	N2220 US Highway 51, Arlington, WI 53911
301 Community Dr	309-360-4268
Waunakee, WI USA	matt@uffyswoodworking.com
53597	uffyswoodworking.com

Project	Unit Cost	Qty/Hourly rate	Amount
WCSD High School Trophy Case build and installation		120 hrs/\$35 per hr	\$4200
Invoice Total			\$4200
Donation of Time and Labor			



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

TO: RANDY GUTTENBERG, DISTRICT ADMINISTRATOR
FROM: AARON MAY, ACTIVITIES DIRECTOR
RE: BOYS LACROSSE TRAVEL TO ILLINOIS

Randy:

The boys lacrosse team would like the opportunity to travel to Rockford and Libertyville, Illinois this spring. The boys lacrosse team will compete in Rockford on Thursday, April 6 and Libertyville on Saturday, April 15. This is a great opportunity for our boys to play against different competition and a higher level of lacrosse. One of the struggles of a successful program such as our boys team is finding enough quality opponents willing to play us.

The team will NOT be staying overnight and will travel to and from each game on the same day. Both dates would include our JV and Varsity players (approximately 40 students) and will be supervised by our Head Coach John Gengler and his 3 assistant coaches. In accordance with Activities Department practice the school will pay for a school bus and the Boys Lacrosse Boosters would be responsible for any additional costs, this potentially includes upgrading to a charter bus and a team meal.

The Athletic Department and Boys Lacrosse team is asking for board approval opportunity as it is allowed under the [Board Policy 352 Rule 1](#) which states "Athletic teams or co-curricular groups shall be allowed to travel to states that border Wisconsin as part of higher levels of competition or unique opportunities such as high level invitation only activities."

Professionally,

Aaron A. May