

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

Monday, March 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/UClgebJT-i0GbAiYqrkpaBmA>

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

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us 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 February 13, 2023 Meeting
- B. Review Individual Administrator/ Administrative Support Contract, Contract Extensions, and Recommendations.
- C. Review Individual Teacher Contract Recommendations, Contract Extensions, and Resignations
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Summer School Contract Recommendations
- F. Review and Take Action on Student Discipline/Expulsion Recommendation
- G. Discussion with the board on the district's status and response related to litigation involving the School District, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved re: Juul

vaping lawsuit settlement.

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time is available, the Board may use this agenda time to discuss Board operations, process, or planning future meetings.

VI. APPROVAL OF MINUTES

A. Review minutes of February 13, 2023 Regular meeting 9

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS 16

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. Teacher Report

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

B. Student Reports

Kaden Cerdena and Isabelle Hahn are the student representatives from the high school and will be present to report to the Board on what is occurring at the high school.

C. Board Reports/Action Items

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

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

2. Evaluation Schedule

Evaluation of the Superintendent and the Board's Self-Evaluation will take place at a Special Board Meeting scheduled for April 6, 2023 @ 5:30PM

3. Spring Listening Session Schedule

Board President Joan Ensign would like to discuss listening sessions with staff this spring. She also wants to discuss the concept of holding the listening sessions with a focus on 3-5 relevant topics.

D. Discuss and Determine the next steps in the Superintendent Search Process, including the consideration of hiring a Search Firm.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee

1. Review February 16, 2023 Meeting Minutes	19
2. Policies for Discussion, Review, and Consideration	21
Attached please find the policy summary grid that will be the working document for the policy committee meeting.	
a. 343.6 Instrumental Music Lessons	29
b. 345.1 Grading Systems	30
c. 345.1 Rule Specific Grading System	32
d. 346 Student Assessment	36
e. 346 Rule Testing Program guidelines	39
f. 346 Exhibit Annual Notice of Student Assessment Information	41
g. 346.1 Policy on Non-discriminatory Testing	46
h. 346.3 Student Portfolios	48
i. 347 Student Records	49
j. 347 Rule Confidentiality of Student Records	51
k. 347.1 Directory Information	64
B. Curriculum Committee	
1. Review March 2, 2023 Meeting Minutes	67
C. Budget Committee	
1. Review March 6, 2023 Meeting Minutes	69
Attached please find the minutes from the March 3 budget committee meeting.	
2. Consideration of the 2023-24 Budget Planning Process	71
The purpose of this agenda item is to review a draft of the budget planning process. Attached please find the budget planning process draft.	
As a reminder, administration is recommending a budget planning process utilizing the 5-year average for enrollment planning. The 5-year average is projecting an increase of 110 new students, which nets out to a +9 overall. Administration will share the estimates that are being used to plan for the 23-24 budget, the FTE projections for grades K-12, and the overall revenue/expenditure estimates. Based on feedback received from the school board, an additional first grade section at Prairie Elementary has been added. Administration is requesting a approval of the 2023-24 Budget Planning Process.	
D. Facility Committee	
1. Review Minutes of March 8, 2023 Meeting	84
2. Consideration of Heritage Elementary School Bids	
a. Fire Protection	86
The purpose of this agenda item is to review bids related to the new Heritage Elementary School project. Vogel is requesting consideration of approving bids for fire protection at the March 13th School Board meeting. The Facility Committee approved on a 3-0 motion to go with the bid from 1901 for fire	

protection. Administration is seeking approval from the board on these options.

b. Elevators 87

The purpose of this agenda item is to review bids related to the new Heritage Elementary School project. Vogel is requesting consideration of approving bids for elevators at the March 13th School Board meeting. The Facility Committee approved on a 3-0 motion to go with the bid from Otis for elevators.

Administration is seeking approval from the board on these options.

3. Athletic Field Projects

a. Consideration of Warrior Stadium Project 88

The purpose of this agenda item is to review the Warrior Stadium project planning process. The School Board has previously approved a planning process for the track replacement, bleacher expansion, and related improvements. Attached please find information from Roxanne Johnson on the design for this work and a construction estimate.

Roxanne Johnson was present at the facility committee meeting to share progress to date. There is a potential path to move forward with this project in the summer of 2023. This path would require the School Board to approve the project at the March 13th School Board meeting with a motion similar to the following " Approval for administration to proceed with the Warrior Stadium track replacement, bleacher expansion, and related improvements at a cost not to exceed \$1.2 million." Administration would work with Roxanne Johnson to select the vendors for this project. The alternative approach would be a summer of 2024 project where the bids for each section of the project work can be formally presented to the School Board for approval. The facility committee approved on a 3-0 motion to move forward with completing this project this summer at a cost not to exceed \$1.2 million. Administration is seeking approval from the full board on this topic.

b. Softball Lighting Project Update 91

The purpose of this agenda item is to provide an update on the varsity softball field lighting project. The School Board has previously approved a planning process to install lights on the varsity softball field. The design process has been completed for the lighting project, and the project is ready for bidding. Attached please find information from Retter on the design of the softball field lights on the varsity field.

The district has received communication from the softball boosters group requesting consideration of a review of which field should be considered the best long term option for the varsity field. The current junior varsity field may

be a better option for the varsity field. The district originally considered lights on the junior varsity field when the fundraising effort for an adjacent soccer team center building was taking place.

The administration discussed all options with the Facility Committee and recommended that the district pause the process on the varsity softball field lights and work with our engineers to formally assess both the varsity and junior varsity softball fields, along with assessing the viability for potential improvements to the soccer concession stand building. The district would need to invest additional design into evaluating the lighting project on the current junior varsity field, as well as a professional review of the two fields and the concessions building, so that the Facility Committee and Board would be able to evaluate the options.. The additional design work on the lights would cost approximately \$7,000 plus the evaluation of the fields and supporting facilities. The Facility Committee is recommending this option to the Full Board on a 3-0 vote.

4. Consideration to Hire an Additional Maintenance Staff Member

At the February 6, 2023 facility committee meeting a request to hire the additional maintenance staff member now rather than when the building projects are complete was made. 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 the committee, to recommend to the full board to move forward with this plan. Motion carried 3-0

E. Human Resources Committee

1. Review March 8, 2023 Meeting Minutes 154

2. Consideration of 2023 - 24 Employee Benefits Plan

a. Health Insurance 156

The attached document outlines the proposed health plan changes recommended by the District Insurance Committee, advanced by the Human Resources Committee and shared with the whole board in February.

b. Dental Insurance

The district's self-funded dental plan has a positive balance which has continued to climb for the last several years. The current balance is approximately \$578,955 which is expected to increase to approximately \$600,000 by the school year's end. That strong balance offers an opportunity to offset staff's increased personal costs within the proposed 23/24 health plan.

Working with USI and Delta Dental, our plan administrator, the Insurance

Committee is recommending the following plan adjustments:

1. Reduce our current deductible from \$25/\$75 to \$0/\$0 (\$34,010)
2. Increase the individual max to \$2000 from \$1200. (\$59,338)
3. Increase the Ortho max to \$2500 from \$2000. (\$5065)

Our projected claims spend in our status quo plan is approximately \$723,632. Based on our past history, our expected claims would run at a 95% dental loss ratio.

The proposed changes are projected to cost the amount in parenthesis listed above for a total of \$98,413. Translating the changes to the dental fund balance means the increased claims cost would decrease the fund balance by approximately \$65,913 per year.

c. Term Life Insurance

The district currently offers all regular employees a 100% employer-funded policy that provides coverage equal to their base wage rounded up to the nearest one thousand dollars.

For an increased benefit to employees and for efficiency gains in the HR office, the Insurance Committee is recommending that the district offers flat coverage amounts at the following levels:

Hourly School Year Staff = \$35,000

Teachers/ Custodial & Maintenance/ Admin Assistants = \$85,000

Administration /Admin Support = \$200,000

Currently, the district's annual expense for term insurance is \$65,603.41. The proposed change would cost an additional \$27,900 annually. Due to the increased coverage amounts, we would remove handbook language in the Administration / Administration Support Guidelines which provides an annual stipend for insurance for a savings of \$21,500.

The net insurance cost increase would be \$6400.

d. Voluntary Vision Insurance

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Vision insurance is a voluntary option for staff and is 100% employee funded.

Working with USI to procure insurance quotes from other providers that provide additional coverage and offer the greatest amount of local provider coverage, the Insurance Committee recommends a change to Met Life, specifically option 2.

The attached pdf shows our current level of coverage from Delta Vision, and

two options from Met Life. Option 2 offers a Second Pair Rider, which provides for the opportunity for additional glasses, contact lenses and has multiple use allowances, all of which are improvements over the current package.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administration Report/Action Items

1. Update on Referendum Projects

Many of the action items related to the referendum are being addressed through committee reports. However, there are additional updates that the administration would like to share with the Board and the community. A few of the topics related to this agenda item for Monday's meeting are:

- Update on the timeline and start of construction -- mobilization of equipment on the Woodland site will begin over Spring Break. Potential to start breaking ground during the week of March 27th.
- Plans for a groundbreaking ceremony -- a groundbreaking ceremony that involves students, will be planned for later this spring. Details are yet to be determined.
- Meeting with the community on the history of the Heritage Building -- update from the 3/8/23 meeting.
- Other

2. School District Calendar for 2022-2023 and Snow Days 158

Attached please find the District Calendar for the 2022-2023 school year. At Monday's meeting, the administration will provide an update on where we are on the calendar, given the number of snow days this year, the snow day make up day in June, and the plan should any additional inclement weather days be necessary.

3. 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 February 2023.

B. Finance

1. Monthly Finance Reports 160

Attached you will find the 2022-23 Budget Status report as of February 28th, 2023 and the Cash Reconciliation report for January 2023.

C. Early College Credit Program and Start College Now Applications 164

The applications and student summary provided by Michelle McGlynn, School to Career & CTE coordinator can be found under the Extras tab for this agenda item. These attachments will be blocked from public view due to pupil privacy

D. Safety Drills 176

Attached please find the safety drill report for the past month. This report is required by

the DOJ for board of education review.

E. Consideration of the 2022-2023 CESA 5 Services Contract

Tiffany Loken has reviewed and agreed with the contract as presented.

F. Gifts & Field Trips

179

Meffert Oil Co. Pride Pump Donation - \$1000

1. Gifts

2. Field Trips

G. Approve Individual Administrator, Admin. Support, Teacher, Contract Extensions, Co-Curricular, Support Staff and Custodial Recommendations, Resignations, Leaves & Retirements

H. Approve Summer School Contract Recommendations

I. Consideration of proposed Juul settlement

XIII. BOARD BUSINESS

A. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Board Meeting

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. DEI Sub-Committee

G. Facility Committee -

H. Insurance Committee

I. Human Resources Committee

J. Policy Committee

K. 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, February 13, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Frey, second by Dotzler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(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 6-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Hetzel- Yes, Hoefler- Yes, Heinemann – (arrived by 6:02pm)

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

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

A motion was made by Frey, second by Heinemann, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 7:00PM

V. BOARD DEVELOPMENT WORKSHOP

There was no time for Board Development at this meeting.

VI. APPROVAL OF MINUTES

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

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

VII. APPROVAL OF AGENDA AND ADDITIONS

A request was made that two items are pulled from consent agenda – One-time Trip request for a track meet in California and A fee waiver for gym use for a basketball skills event supporting LLS – and acted upon them right after public comments since the parties were present and making a public comment to explain the requests.

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

VIII. PUBLIC COMMENTS

There were no emailed public comments received for this meeting.

In person public comments were made by the following:

Heidi Elliot on behalf of Owen Elliot regarding Facility Use Waiver

Drew Regnier – Request to travel to Arcadia CA or Arcadia Invitational Track Meet.

A motion was made by Heinemann, second by Dotzler to approve both the Facility Waiver request and the Travel request as presented. Motion carried 7-0.

President Ensign welcomed the boy scout who was observing this public meeting.

IX. TEACHING STAFF, STUDENTS, & BOARD

REPORTS/RECOMMENDATION/ACTION ITEMS

A. Student Report

Kaden Cerdena and Isabelle Hahn were both unavailable for this meeting.

B. Teacher Report

Teacher representatives Amy Frank, Melanie Trainor-Burton, & Jill Statz provided an update from the teachers. They discussed the wellness support group, the substitute shortage and teachers covering for each other, WTA participation in a superintendent search, Heritage walk through with the architects, and HS visitors from France.

C. Board Reports/Action Items

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

The board commented and reported on the following – Thank you to the teaching staff who presented at the curriculum presentations last month, they were very good. Ensign, Hetzel, Engebretson & Dotzler commented on the learning and networking opportunities received while attending the State Educational Convention.

2. State Convention Report

Ensign, Hetzel, Engebretson & Dotzler commented on the learning and networking opportunities received while attending the State Educational Convention.

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

Lisa Jondle, Director of Student Services, gave an update on the plans for this event. The full group will meet at the beginning and end and there will be 3 breakout sectionals. The board gave feedback to Jondle regarding this engagement meeting.

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

Brian Grabarski, as requested by the board, provided a timeline for the Superintendent search and pros and cons on hiring a search firm. The board was able to ask questions of Grabarski and was able to discuss among themselves. Ensign asked the board to think about what they had learned and prepare to make a decision on a search firm at the March Board meeting.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Co-Curricular Committee

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

Hoefler updated the board on items discussed during the Co-curricular meeting, including the information regarding a future strength and conditioning coordinator, Title IX booster meetings, and the development of a Co-Curricular Booster Handbook.

B. DEI Committee

Mark gave update -no actionable updates

Did complete DEI recommendations

All committees get to administrators by April 1,

Summit on March 17

Apr 20 & 21 - MSAN conference

RG gave more info on Visioning Summit for Students

Encourage BOE members to attend.

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

Hetzel updated the board on items discussed during the DEI Committee meeting. The DEI Committee has completed their review of the DEI recommendations that are specific to the this committee. Hetzel asked all committees to complete their review of the recommendations they have received and to give to the District Administrator by April 1st so it may be presented at the 4/10/23 board meeting. Schell updated the board on the plans for the 3/17/23 Student summit. Board members are welcome to attend. Schell and Guttenberg shared information about the MSAN Conference on April 20-21 and the Visioning conference for students.

C. Curriculum Committee

1. Review February 2, 2023 Committee Meeting Minutes

2. Computational Thinking for Math Credit.

Dotzler and Schell presented to the board for that a math credit be granted for Computational Thinking. A motion was made by Engebretson, second by Frey to approve allowing a math credit be granted for Computational Thinking. Motion carried 7-0.

3. Consideration of Bilingual Implementation Plan

Lisa Jondle, Director of Student Services, and Pam Emmerich (teacher and coordinator)

presented and answered questions regarding the implementation plan for bilingual programming for the 2023-2024 school year. A motion was made by Hetzel, second by Frey, to approve the model and implementation plan for bilingual programming for the 2023/2024 school year as presented. Motion carried 7-0.

D. Facility Committee

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

2. Referendum Project Actions

Jay Thomsen and Rich Stoffels from Vogel Brothers presented a high level presentation on the status of the referendum projects which includes the new Heritage Elementary school, the bids that will be considered over the next several months and the schedule and planning for districtwide maintenance.

a. Heritage Elementary Bids on Earthwork

Part of the Vogel Bros. presentation included board consideration of the subcontractor for earthwork for the new Heritage Elementary School.

A motion was made by Heinemann, second by Hoefer, to award the bid for earthwork for the New Heritage Elementary School to Madison Crushing. Motion carried 6-1.

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

The Vogel Bros. presentation included board consideration of the subcontractor for concrete redi-mix for the new Heritage Elementary School. A motion was made by Heinemann, second by Hoefer, to award the bid for concrete redi-mix for the New Heritage Elementary School to Advanced Concrete Inc. Motion carried 7-0.

c. Heritage Elementary Bids on Concrete Reinforcements

The Vogel Bros. presentation included board consideration of the subcontractor for concrete reinforcements for the new Heritage Elementary School. Vogel Bros. did add that they feel there are some things that can be looked at closer to make the bids closer to what was budgeted. A motion was made by Heinemann, second by Hoefer, to award the bid for concrete reinforcements for the New Heritage Elementary school to Harris Rebar. Motion carried 7-0.

d. Middle School Roof and Middle School Fire Alarm Project

Summers explained the facility committee's recommendation of 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. Heinemann made a motion, seconded by Dotzler, to approve the planning process for the Middle School roof and fire alarm system as presented. Motion carried 7-0.

e. EUA Furniture Proposal

EUA Architects has provided a proposal to manage the furniture procurement process for the referendum projects.

Summers explained and answered questions regarding the facility committee's recommendation to have EUA manage the furniture procurement process for the referendum projects. A motion was made by Dotzler, second by Hetzel to approve having EUA manage the furniture procurement process for the referendum projects as presented. Motion carried 7-0.

3. Fund 41 Projects -- Summer 2023

Summers presented and answered questions regarding the facility committee recommendation of three Fund 41 Capital Projects. This will follow the funding plan to close

Fund 41 for any future use. A motion was made by Heinemann, second by Hetzel, to approve the Fund 41 projects for the summer of 2023 as presented. Motion carried 7-0.

E. Budget Committee

1. Review Committee Minutes from 02/08/23 Meeting

2. Consideration of Investments for November 2022 Referendum Funds

Summers presented and answered questions regarding the investment plan for the November 2022 Referendum funds. The district has completed borrowings for \$9.98 million and \$99 million so far. The budget committee recommends the 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. A motion was made by Heinemann, second by Frey, to take advantage of One Community Bank to the maximum allowed and beyond that amount to go with the highest interest rate return available. Motion carried 7-0.

F. Human Resources Committee

1. Review February 9, 2023 Meeting Minutes

2. Hourly Staff Evaluation Cycle -- Employee Guideline Change

Grabarski presented and answered questions regarding the proposed handbook change that 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.

A motion was made by Heinemann, second by Engebretson, to move forward with this handbook change. Motion carried 7-0.

3. Informational Item: Health Insurance Planning Process.

Grabarski presented and answered questions regarding the District Insurance Committee's created plan structure recommendation for the 23/24 plan year, using the three percent (3%) increased district contribution in the current budget drafts.

This was given to the full board now so they may review it and ask any questions before it comes to the board for action at the March 13, 2023 meeting.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Second Friday Count

Summers presented and answered questions regarding the Second Friday in January Student Count information.

B. Correspondence - NA

XII. CONSENT AGENDA

The board acknowledged the donation from Meffert Oil Company and from Matt & Jessica Uffring (Uffy's Woodworking) for their generous donations.

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

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of January 2023.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2022-23 Budget Status report as of January 31st, 2023, and the

Cash Reconciliation report for December 2022.

C. Safety Logs

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

F. Gifts and Field Trips

1. Gifts

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

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

New Teacher

Melissa Hanson, 1-Year English Teacher, HS

Mackenzie Parrell, 1-Year Math Teacher, HS

New Support Staff

Elizabeth Buros, Para Educator Regular Education, AES

Amy Chafe, Para Educator Regular Education, HS

Sara Erickson, Para Educator Special Education, PES

Joy Jensema, Para Educator Regular Education, PES

Allison Smith, Para Educator Special Education, PES

Resignations

Susan Endres, Para Educator Regular Education, IS

Maryam Lotfi Barabood, Para Educator Special Education, PES

Kim Meinholz, Para Educator Regular Education, PES

Alexandria Reimer, 5th Grade Teacher, IS

Dana Voth, Para Educator Regular Education, AES

Zachary Zander, 3rd Grade Teacher, AES

Retirements

Brian Hauke, Head Custodian, HS

Co-Curriculars are posted on the Agenda under the extras tab

H. Approve Summer School Contract Recommendations

Summer School is posted on the agenda under the extras tab

XIII. BOARD BUSINESS

A. Conventions/Workshops - NA

B. Legislative Update - NA

XIV. FUTURE AGENDAS AND MEETINGS

The board would like to have the following at a future meeting
Staff presentations regarding EduClimber

Tim Schell and Jeff Kenas presenting on Middle School Scheduling.

- A. Special Board Meeting
- B. Agenda Items for Next Board Meeting
 - 1. Presentation on EduClimber
- C. Budget Committee – 3/6/23 @ 7:30am
- D. Co-Curricular
- E. Curriculum Committee
- F. Facility Committee – 3/8/23 @ 7:30am
- G. Insurance Committee
- H. Human Resources Committee – 3/8/23 @ 8:30am (Hetzl to sit in for Engebretson)
- I. Policy Committee
- J. DEI Committee

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 9:39PM 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

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

Cross References:

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

Adoption/Revision Date(s):

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

Minutes of Policy Committee Meeting

The Board of Education Waunakee Community School District

A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, February 16, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Frey, Engebretson, Dotzler

Also present: Guttenberg, Schell, Johnson

III. APPROVE AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg went through the policy summary grid explaining the recommendations for the following policies. Schell and Johnson answered questions and supplied more information as needed.

A. 343.6 Instrumental Music Lessons

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

B. 345.1 Grading Systems

This agenda item, policy 345.1, and the next agenda item, policy 345.1 Rule were discussed and acted upon together.

A motion was made by Dotzler, second by Engebretson, to recommend to the full board to adopt the PRG version of the policy with administrative edits and the updated version of the rule. Motion carried 3-0

C. 345.1 Rule Specific Grading System – (see above item)

D. 346 Student Assessment

This agenda item, policy 346, and the next two agenda items Policy 346 Rule and 346 Exhibit were discussed together.

A motion was made by Engebretson, second by Dotzler to recommend to the full board to adopt the PRG policy with administrative edits, repeal the rule since this language is within other polices, and to use the Annual Assessment chart that is updated annually. Motion carried 3-0.

E. 346 Rule Testing Program guidelines (see item VD)

F. 346 Exhibit Annual Notice of Student Assessment Information (see item VD)

G. 346.1 Policy on Non-discriminatory Testing

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

H. 346.3 Student Portfolios

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

I. 347 Student Records

Guttenberg explained that policy 347 and 347 rule had some items tied into directory data and recommends accepting the PRG version of 347 policy and the PRG 347 Rule but th these are tied with the Directory Data information. The committee determined that they wanted to hold on this until it was more finalized and could be brought to the full board for consideration.

J. 347 Rule Confidentiality of Student Records (see item V I)

K. 347 Student Records – duplicate item.

L. 347.1 Student Directory Data

Guttenberg explained the concept of this information, the uniqueness of the WCSD's current policy on this, the concept of the recommendation of the administration and the information received from WASB. This will be drafted and brought to the full board for consideration.

VI. FUTURE MEETINGS

Guttenberg explained that the administration has spent a full day and have completed all but a few of the 300 series policies. They will determine with Chairperson Frey how fast we will bring these to the committee and board.

Upcoming meetings:

March 16 @ 9:30am

April 6 @ 7:30am

May 18 @ 7:30am

VII. ADJOURN

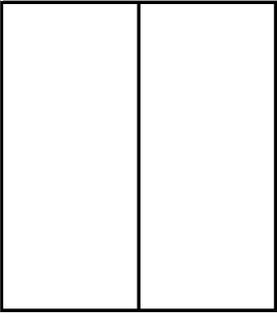
A motion was made by Dotzler, second by Engebretson, to adjourn the meeting at 8:07AM.

Proposed	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
	Instrumental Music Lessons	343.6	Keep current Policy	The PRG does not include a sample for this policy. WASB codes this policy 341.71.	Repeal. Outdated. In handbook language	Repeal
345.1	Grading systems	345.1	Replace policy with PRG 345.1 Sample Policy 2	See my email to you dated August 3, 2022: Your policy has an outdated nondiscrimination statement but is otherwise okay. Your rule is generally acceptable except that it does not address several questions (what you do with courses taken at tech college, college, through foreign exchange programs, etc.) that you may want to address. I found WASB PRG 345.11 sample policy 2 which has many similarities to your 345.1 rule and could be a rule under policy 345.1. I think you could keep your current 345.1 rule and add anything you think appropriate from the WASB PRG 345.11 sample policy 2, or you might use WASB PRG 345.11 sample policy 2 as a starting point and transfer the bulk of your 345.1 rule into it. Either choice involves a lot of local policy decisions. Rather than	Replace with PRG and with Administrative update	Agree with Administrative review
345.1 Rule	Specific Grading System	345.1 Rule	Update rule or replace with PRG 345.11 Sample Policy 2		Use PRG with Administrative updates as posted	Agree with Administrative review

346	Student Assessment	346	Replace with PRG 346 Sample Policy 1	Your current policy is acceptable and is replaced by the PRG sample to align your policies with the PRG.	Adopt as WASB suggest	Agree with Administrative review
	Testing program guidelines	346 Rule	Delete	This rule addresses assessment of Children with Disabilities and English Learners. It was last updated in 2002 and is out of date. See my comments for your current policy 342.1 Programs for Students with Disabilities. If your district adopted the DPI Model Manual, the manual addresses student assessments for disabled students. Regarding English Learners, you recently (June 2022) updated your 342.7 Services/Programs for English Learners. You address assessments in the 5th paragraph (bottom of the first page) of that policy. If you want more specifics on how and when testing accommodations are made, see PRG 342.7 sample rule 1, sections C and D.	Repeal as WASB suggest	Repeal
346 Exhibit	Annual Notice of Student Assessment Information	346 Exhibit	Replace with PRG 346 Sample Exhibit 1	Your current 346 Exhibit is from 2002 and is out of date. PRG 346 Sample Exhibit 1 can serve as the basis for your student assessment notice to parents and the public.	Replace with Annual Chart Assessments & Their purpose This is posted on Curriculum Web page	Agree with Administrative review

346.1	Policy on Non-Discriminatory Testing	346.1	Review and edit or delete.	Both your current 346 and the PRG sample policy 346 have a nondiscrimination statement. If your district has adopted the DPI Model Special Education Policies and Procedures Manual, this content is covered in the evaluation safeguards on pages 31-32. The PRG does not have a sample covering this content. The following are comments from the Quick Check: This existing WCSD policy addresses assessments primarily, but not exclusively, as it relates to students with disabilities, or possible disabilities, including special education evaluations. Evaluate whether this policy might be separated into different policy areas based on special education evaluations versus district academic assessments and accommodations (for various reasons) related to such assessments.	Repeal as WASB suggest	Repeal
346.3	Student Portfolios	346.3	Review and edit or delete.	Evaluate whether this policy has any current application in the district. The PRG does not include a sample for this policy.	Repeal as WASB suggest	Repeal
347	Student Records	347	Replace with PRG 347 Sample Policy 1	Your current policy covers the same ground covered by this PRG sample.	Adopt as WASB suggest	Agree with Administrative review
347 Rule	Confidentiality of Student Records	347 Rule	Replace with PRG 347 Sample Rule 1	The PRG sample covers numerous law changes occurring since July 2011 when WCSD 347 rule was adopted. This rule requires further editing with regard to the district's treatment of directory data.	Adopt as WASB suggest Administration to review Directory info	Agree with Administrative review

347.1	Student Directory Data	347.1	Seeking guidance on district directory data definition	Revisit after Randy responds to questions about district directory data definition.	Guttenberg to reivew	Agree with Guttenberg review and edit
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Policies of the Board of Education

Series 300: Instruction

INSTRUMENTAL MUSIC LESSONS

343.6

One of the components of the district’s instrumental music programs is the providing of lessons to students in overall groups. Every effort shall be made to provide these lessons at times that do not conflict with other classes. However, the Board recognizes that this is not always possible and, as such, directs administration to establish procedures and guidelines in each building that will provide opportunities for lessons with minimal disruptions of a student’s regular class schedule.

The basic components of these guidelines shall include the following:

1. A student shall miss no more than two classes per quarter in any one subject area. An exception to the two-class rule may have to be made for 5th grade strings students.
2. A student must be doing “B” work or better in a specific class in order to miss that class for a music lesson. Additionally, students will not be excused from a class for music lessons for other good and valid reasons (tests, field trips, project work, etc.) as determined by the classroom teacher. This provision can be modified by a student IEP (EEN students with disabilities only).
3. Students will make up all work missed in their regular class.
4. Students are responsible for making up missed music lessons at a time scheduled by the music instructor. These make up lessons can be at any time during the school day, before school, after school, during recess or lunch.
5. Parents/guardians and students are to be notified of the school’s music lesson guidelines and this policy as well as the student’s specific lesson schedule annually. The parents/guardians will acknowledge receipt of the guidelines and lesson schedule on a form provided by the building principal. Parent acknowledgment will not be required if all the students’ lessons are scheduled so as to not conflict with other classes. (i.e., during study hall or release time).

Legal Ref.: Section 120.13 Wisconsin Statutes

Adopted: March 9, 1998
January 2002

Waunakee Community School District

(This sample policy combines grading and student progress reporting information together, and prohibits the use of weighted grades. High school grading for purposes of determining class rank is not included in this policy but is included in a separate policy on class rank – Refer to PRG 345.11 Sample Policy 1. This sample policy is coded under 345.1 and 345.2.)

The School Board believes that academic success and personal growth of students are best attained when:

1. learning targets are clear and presented to students prior to instruction;
2. progress is monitored regularly and fairly;
3. students receive prompt, specific feedback; and
4. parents and guardians are involved frequently.

Evaluation methods should enhance high levels of student learning, develop the spirit of inquiry, and develop student confidence and understanding of learning goals. Students should be assessed and evaluated both on how their achievement compares to established academic standards and benchmarks and how they are progressing as self-directed learners.

The grading/reporting system shall be uniform District-wide at comparable grade levels. The focus must be on learning, not just time spent in class. While teachers may assign different weight to tests, projects and homework, the District will not weight individual courses for transcript purposes. This includes at the high school level. The records and reports of individual students shall be kept in a form that will be meaningful to parents and guardians and students as well as teachers. The results should serve as a tool for communication with parents and guardians in regard to their child's educational program.

Parents and guardians of students with disabilities shall be regularly informed of their child's progress toward the annual goals outlined in the child's individualized education plan (IEP) and the extent to which that progress is sufficient to enable the child to achieve the goals by the end of the effective period of the IEP. They shall be informed at least as often as parents and guardians of nondisabled students are informed of their child's academic progress.

The Board recognizes that any grading/reporting system, however effective, is subjective in nature but urges all faculty members to conduct student assessments and evaluation as objectively as possible. Staff members will be expected to inform students and parents and guardians of the criteria used for grading/evaluation in their classes. Staff development will help ensure quality instructional experiences that give students the best opportunity to attain the expectations. Teaching and assessment should reflect evidence-based practices to promote high expectations of learning for all.

The District shall not unlawfully discriminate in the methods, practices and materials used for evaluating students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special testing materials or techniques to meet the individualized needs of

GRADING SYSTEMS

Policy 345.1

Waunakee Community School District

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students. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

Section 115.38(1)	[school performance reports; indicators of academic achievement]
Section 115.385(4)	[school accountability reporting to parents/guardians]
Section 115.787	[required components of IEPs for students with disabilities]
Section 118.13	[student nondiscrimination]
Section 120.12(2)	[board duty; advise regarding instruction and student progress]
Section 120.13(1)	[board power; make rules for organization and gradation of schools]

Wisconsin Administrative Code

PI 9.03(1)	[student nondiscrimination in student evaluation/testing policies]
PI 26.03(1)(b)1	[academic and career planning services for students, including requirement to update parents/guardians on the progress of their child's planning]
HEA 9.05(2)	[high school grading policy required]

Federal Laws

[Elementary and Secondary Education Act \[Part A - Subpart 1\]](#) [includes reporting student assessment, academic achievement and academic growth data to parents/guardians, and school accountability reporting]

Cross References:

~~[Insert appropriate cross references to the policy as applicable to your district. WASB PRG Sample Policy 2](#)~~

Adoption Date:

HIGH SCHOOL GRADING SCALE, GRADE POINT AVERAGE, AND CLASS RANK

Policy 345.11

Sample Policy 2

Page 1 of 4

GRADES IN 4K

4K school report cards shall use the following performance descriptors.

Grade Descriptor	Score
Consistent	C
Developing	D
Beginning	B

GRADES IN ELEMENTARY AND INTERMEDIATE SCHOOL COURSES

Elementary and Intermediate school report cards shall use the following performance descriptors.

Grade Descriptor	Score	Domain
Advanced	4	Academic
Proficient	3	Academic
Basic	2	Academic
Minimal	1	Academic
No Mark	NM	Academic
Secure	S	Personal Development
Developing	D	Personal Development
Emerging	E	Personal Development

GRADES IN MIDDLE AND HIGH SCHOOL COURSES

The following is the District's standard letter-based grading scale and grade point average (GPA) conversion chart for high school courses:

Grade	GPA
A+	4.3
A	4.000
A-	3.7
B+	3.3
B	3.000
B-	2.7
C+	2.3
C	2.000
C-	1.7
D+	1.333
D	1.000

HIGH SCHOOL GRADING SCALE, GRADE POINT AVERAGE, AND CLASS RANK

Policy 345.11

Sample Policy 2

Page 2 of 4

D-	0.7
F	0.000 (No credit earned)
PASS	Credit earned; not factored into GPA
FAIL	No credit earned; not factored into GPA
I	Incomplete
NM	Not Graded
WP	Withdrawn w/ school approval. Present status satisfactory.
WF	Withdrawn w/ school approval. Present status unsatisfactory.

No courses eligible for inclusion in the calculation of a GPA receive weighted treatment when the letter grade is converted to the numerical scale.

HIGH SCHOOL GRADE POINT AVERAGES

Semester Grade Point Average. The District uses the end-of-semester composite grade that a student earns in each course for purposes of calculating a grade point average for each individual semester.

Cumulative Grade Point Average. A student's cumulative high school grade point average is a calculation derived using each end-of-course final grade.

Courses and course grades are either included in or excluded from the District's GPA calculations as follows:

1. Courses that the District offers for high school credit are included in the student's GPA whenever a high school student takes the course in the District and receives a grade that has a numerical GPA equivalent. This includes online courses offered by the District that are taken without applying to or attending another educational institution.
2. Provided that the administration determines that the grade awarded can be adequately converted to the District's high school grading scale, grades received in the following courses are included in the student's GPA:
 - Courses taken at or through a Wisconsin technical college or college/university in an attempt to earn high school credit (whether for dual credit or only for high school credit).
 - Courses taken at another public high school or accredited private high school for which the District would award high school credit for a passing grade.
 - Courses for which the District would award high school credit for a passing grade and which the student has taken in either a District alternative education program or a District program for students with exceptional educational interests, needs, or requirements.

HIGH SCHOOL GRADING SCALE, GRADE POINT AVERAGE, AND CLASS RANK

Policy 345.11

Sample Policy 2

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3. A course taken by an 8th grade student for credit toward high school graduation in the area of health education is not included in the student's cumulative high school grade point average.
4. Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit or GPA. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.
5. Courses taken on a Pass/Fail basis with District approval (i.e., no letter grade is recorded) are not used in determining GPA.
6. In cases of transfers from alternate grading systems such as Pass/Fail and students from home-based private educational programs, foreign countries, including study abroad or any other non-accredited private educational programs, the high school principal in consultation with school counseling staff shall evaluate the student's records at the time of enrollment and determine a grade for purposes of computing a GPA. Pass/Fail courses may be removed from the computation at the discretion of the principal.

AVAILABILITY OF CLASS RANK

School-wide class rankings will not be reported on high school transcripts or made generally available to students and their families. Rank information will only be generated if needed for college admissions, scholarships, and recruitment eligibility and will be communicated to such requesting organizations upon receipt by the school counseling office of a request from a student and their parent or guardian.

NONDISCRIMINATION STATEMENT

The District shall not unlawfully discriminate in the methods, practices and materials used for evaluating students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special testing materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

[Section 118.33](#) [high school graduation requirements]

Wisconsin Administrative Code

[HEA 9.05\(2\)](#) [high school grading policy required]

[PI 9.03\(1\)\(f\)](#) [student nondiscrimination in student evaluation/testing policies]

HIGH SCHOOL GRADING SCALE, GRADE POINT AVERAGE, AND CLASS RANK

Policy 345.11

Sample Policy 2

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[PI 18](#) [high school graduation requirements]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

STUDENT ASSESSMENT

Policy 346

Waukegan Community School District

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(This sample policy outlines general expectations for student assessments in the district and for the use and reporting of assessment data. State regulations require districts to adopt a policy that expressly affirms the district's commitment to nondiscrimination in student testing and evaluation. The final paragraph of this sample addresses that policy mandate. See the exhibits included with this topic for samples that address specific state and federal notice obligations that relate to student assessments.)

Ongoing assessment is essential to the District's mission of providing an education appropriate to each student. Systematic collection, interpretation, and application of assessment data are necessary to determine student learning and progress, to allow for accountability in teaching and learning, and to facilitate appropriate program review.

In addition to standardized achievement tests, District assessment plans and procedures may involve the use of a variety of formal and informal assessment techniques. Examples of such techniques include the following: teacher-designed assessments, direct observations of student performance, instruments supplied by companies that create instructional materials, diagnostic assessments, tests of learning aptitude, career awareness and career aptitude/attitude assessments, portfolios, and any assessments required by state and federal laws.

The District expects student assessments to arise from established instructional goals and achievement expectations, to serve an instructionally-relevant purpose, to utilize a reasonable and appropriate methodology, and to reasonably control for sources of bias and distortion that can lead to inaccurate assessment.

Decisions regarding the assessment of students with disabilities and English Learners shall be made on an individualized basis to the extent required by law and in accordance with established District policies and procedures.

Summary District assessment data will be available to administrators and the School Board. Appropriate summary assessment reports, as well as information about the assessments administered to students, will also be provided to the public as required by law. Summary data will be used for curriculum development and evaluation, program development and evaluation, establishing District goals, making budgetary decisions, and developing remediation plans at the classroom, building, and District level when needed. Summary data will also be used to monitor the effectiveness of curriculum, materials, and instruction, to identify relevant trends with respect to groups of students, to provide accountability to parents and guardians, and to determine areas for staff development and study.

When maintained by the District, scores, grades, and other assessment data that are personally identifiable to an individual student are legally-protected student records that will not be disclosed except as otherwise permitted or required by applicable law and by the District's student records policies.

In connection with any of the methods, practices, or materials used for testing and evaluating students, the District shall not unlawfully discriminate on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special testing or counseling materials or

STUDENT ASSESSMENT

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techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

- [Section 115.415](#) [educator effectiveness evaluation requirements; include use of student assessment results]
- [Section 115.77\(1m\)\(bg\)](#) [assessments; students with disabilities]
- [Section 118.016](#) [reading readiness assessments]
- [Section 118.13](#) [student nondiscrimination]
- [Section 118.30](#) [state required student assessments]
- [Section 118.301](#) [alternative student assessments]
- [Section 118.33\(1m\)\(a\)](#) [civics test requirement for high school graduation]
- [Section 118.33\(6\)](#) [use of state student assessment scores in promotion decisions]
- [Section 121.02\(1\)\(r\)](#) [school district standard; 3rd grade reading tests]
- [Section 121.02\(1\)\(s\)](#) [school district standard; state-required examinations]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(r\)](#) [3rd grade reading tests]
- [PI 8.01\(2\)\(s\)](#) [achievement tests]
- [PI 9.03\(1\)](#) [student nondiscrimination in testing/evaluation policies]
- [PI 13](#) [assessments; limited English proficient students]

Federal Laws

- [Elementary and Secondary Education Act \[Part A - Subpart 1\]](#)
- [20 U.S.C. §6311\(b\)2](#) [ESEA federal testing requirements]
- [20 U.S.C. §6312\(e\)2](#) [Title I requirements to give notice of and publicize assessment-related-information]

Cross References:

- [346-Exhibit, Student Assessment Program](#)
- [346-Rule, Testing Program Guidelines](#)
- [346.1, Nondiscriminatory Testing](#)
- [411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures](#)
- [345.4, Promotion/Retention of Students](#)
- [345.5, Graduation Requirements/Procedures](#)
- WASB PRG 346 Sample Policy 1

Adoption Date: 11/8/82

Revised: 9/8/86
9/14/87
March 1994
September 1994

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STUDENT ASSESSMENT

Waunakee Community School District

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Page 3 of 3

January 2002

July 2002

June 2018

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TESTING PROGRAM GUIDELINES

346-Rule

1) Children With Disabilities (CWD)

The Board may determine not to test a student enrolled in a special education program or may modify the format and/or administration of the tests for students with disabilities.

When an individualized education program (IEP) team has determined that a student has an disability and is unable to benefit from the general educational offering in a specific area, and the team has planned an individual educational program for the student according to state and federal laws and regulations, then the student will not be required to take the grade level test I those areas in which his/her disability may limit academic development. The student will, however, be required to take a standardized achievement test annually to determine the level of competency and to plan educational goals to improve that competency.

If the Children with Disabilities team determines that grade level testing is appropriate for an student with disabilities, modifications in the format and/or administration of the test must be explicitly stated in the Individual Educational Program. If no such modifications are referenced it is understood that the student is exempted from the grade level testing in his/her areas of disability.

2) Limited-English Proficiency (LEP) Students

If limited-English speaking students are enrolled in the Waunakee Community School District, the District is required to identify those students and assess individually their levels of proficiency in English. After determining each student's level of proficiency in English and whether the student has been given the opportunity to acquire the competencies for which he/she is being tested, the District may choose among the following testing options:

- a) Exempt the limited-English speaking student from the test or any subtest; or
- b) Permit the limited--English speaking student to be tested in the mathematics portion of the examination in his/her native language; or
- c) Modify the format and/or administration of the test or any subtest; or
- d) A combination of options (b) and (c) as appropriate.

If the District chooses the second or third option or a combination thereof, the District will consult with the DPI for further guidelines.

The Board will also comply with the following notification process:

- a) Notify the student's parent(s) or guardian in writing regarding the student's inclusion in or exemption from the competency testing program student assessment program. The notice shall be provided in English and in the native language. The Board shall use whatever other means of communication is necessary to ensure that the parent/guardian understands.
- b) Provide notice of at least 30 days prior to the administration of the test, or upon the student's arrival in the District if the results of the test are used in determining grade promotion.
- c) Provide a written report of each student's test results to the student's parent(s)/guardian. The report shall be provided in English and in the native language. The Board shall use whatever means of communication is necessary to ensure that the parent/guardian understands.
- d) Decisions regarding testing will be made on an individual basis and will be documented in the students IEP for each child with disability or will be documented on an individual basis for each LEP student.
- e) Test results will not be used as the sole criterion in determining grade promotion, eligibility for courses or program eligibility for graduation for participation in post-secondary opportunities or LEP students from exiting from a bilingual-bicultural program.

Legal Ref.: Section PI 8.01(2) (r)
Section PI 16 Wisconsin Administrative Rules
Section 118.30(3)(b)2 Wisconsin Statutes
Section 115.787 (2) (e) Wisconsin Statutes
Section 121.02 (1) (r) & (s) Wisconsin Statutes

Adopted: 4/11/88

Revised: March 1994
February 2002

Waunakee Community School District

Assessment	Grades Tested	Test Window	Type	Purpose
PALS	4K Universal screener	FALL-Oct. 3-21, 2022 WINTER-Jan. 30-Feb 10, 2023 SPRING-May 1-12, 2023	District selected to meet state requirement	PALS is an early literacy screening tool that provides useful information to improve the reading skills of students. It is particularly sensitive to students who are delayed in acquiring reading skills. PALS meets the requirements of the state mandate for an assessment of reading readiness.
Fountas and Pinnell BAS	K-6 Universal screener, diagnostic	<u>K-4</u> Sep. 1-30, Nov. 1-22, Jan. 3-Mar. 3, Apr. 24-May 19 <u>5-6</u> Sep. 1-30, Jan 3-Mar. 3, Apr. 24-May 19 <i>(Note: May required for all 5th and basic/minimal for 6th)</i>	District selected	F&P BAS is a running record used to screen all students to determine independent and instructional levels in literacy. The BAS provides valuable diagnostic information and instruction is aligned to each individual student's readiness. ⁴¹
AimsWeb & StarCBM	K-10	September 2022-May 2023	Progress monitor	Aimsworld Plus is a progress monitor used to determine student progress if they are receiving an academic intervention.

Assessment	Grades Tested	Test Window	Type	Purpose
STAR Early Literacy	K-2 Universal screener	FALL-Sep. 13-October 8, 2022 WINTER-Jan. 4-Jan. 18, 2023 SPRING-Apr. 25-May 13, 2023		STAR assessment data is a computer adaptive universal screener that can be used for instructional planning, standards benchmarking and progress monitoring. Educators have immediate access to data to inform instruction and practice and identify students for intervention and advanced programming.
STAR – Math	1-2 Universal screener, Achievement, Growth, Progress Monitor	FALL-Sep. 13-27, 2022 WINTER-Jan. 4-Jan. 18, 2023 SPRING-April 25-May 12, 2023		
STAR Reading and Math	1-6 Universal screener, Achievement, Growth, Progress Monitor	FALL-Sep. 13-27, 2022 WINTER-Jan. 4-Jan. 18, 2023 SPRING-April 25-May 12, 2023		

Assessment	Grades Tested	Test Window	Type	Purpose
Wisconsin Forward Exam	3-8 10 (social studies) All students	WI test window March 20-April 28, 2023	State selected	The WI Forward Exam is a computer based assessment that provides in depth information on students achievement on the state standards. Students in grades 3-8 are assessed in English Language Arts and Math. Students in grades 4 and 8 will also be assessed in Science and Social Studies. Students in grade 10 are tested in Social Studies only. Forward Exam data is received in July and provide useful information on student achievement and also year-to-year growth. It is a significant data source for state and federal accountability. The Forward Exam is also used to identify students for intervention and advanced programming. 43
iReady (ELA and Math)	7-8 Universal screener, achievement	FALL-Sep. 12-23, 2022 WINTER-Jan. 3-13, 2023 SPRING-May 1-12, 2023	District selected	

Assessment	Grades Tested	Test Window	Type	Purpose
Gates/McGinnity	7-8 Achievement placement for AE9	Late winter 2023		
WI PreACT	9 Proficiency and College Readiness 10 Achievement	WI test windows for standard and accommodated testing. March 20-24 & March 27-31 Window 1 April 3-7 & April 10-14 Window 2 April 17-21 & April 24-28 Window 3		44
PSAT/NMSQT	11 College Prep, Scholarship	October 12, 2022	Student selected	The PSAT/NMSQT is a standardized test that provides first-hand practice for the SAT. It also provides juniors an opportunity to enter National Merit scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills.

Assessment	Grades Tested	Test Window	Type	Purpose
WI ACT	11 Proficiency and College Entrance All students	March 7, 2023 Make up April 11, 2023	State selected	The ACT Plus Writing consists of four multiple-choice tests: English, Mathematics, Reading, and Science; and a 40-minute essay test that measures writing skills. It provides important and well-recognized information on the state standards, ACT College Readiness Standards and Benchmarks. Students receive their individual scores within 3-6 weeks following the exam, but we receive our summary data in July. ACT data plays an important role in college admissions and the state and federal accountability system. We also use it as an important measure of academic performance for our school district.
AP	11-12 College Entrance	May 1-12, 2023	Student selected	Capstone assessment for College Board Advanced Placement Courses. AP Exams allow students to earn college placement and sometimes credit. Most students in AP classes take the exam, but students have a choice not to take the exam. In addition to college use, AP data is used to evaluate improvement opportunities for the delivery of our AP courses.

POLICY ON NON-DISCRIMINATORY TESTING

346.1

In order that the Waunakee Community School District will be in compliance with state and federal requirements the following policy guidelines are established.

1. Evaluation materials will be validated for the specific purposes for which they are being used.
2. When standardized tests are administered and interpreted in the evaluation of ethnic or minority students, care shall be taken to assure that there is no discrimination due to culturally weighted items.
3. Where ethnic differences preclude valid assessment due to language, social patterns or cultural variation, the special education evaluation shall be made using instruments or procedures which minimize cultural or linguistic bias. These shall include:
 - A. Behavioral rating scales
 - B. Adaptive or developmental scales
 - C. Locally based criterion reference devices
 - D. Cultural compensatory testing
 - E. Observations
 - F. Individually designed testing procedures
4. Tests and other evaluation materials that are used are tailored to assess specific areas of educational need and not merely to provide a single general intelligence quotient.
5. When a student is being evaluated for a possible disability and is suspected of having a disability or handicap which either may invalidate a given test result, or which discriminates against the student because of his/her handicapping condition or disability, care shall be taken to employ evaluation devices which are minimally subject to the influences of such a handicapping condition or disability.
6. Information obtained from all sources will be documented.
7. Evaluation materials will be administered by trained personnel in conformance with the instructions provided by their producer.

8. In the event that the student being evaluated for possible disabilities is of an ethnic heritage in which the primary language is not English, efforts will be made to secure an interpreter in the appropriate language not only during the test administration, but also for the interpretation of the test results.

Legal Ref.: Sections 118.13 Wisconsin Statutes
Chapter 115, Subchapter V
IDEA

Cross Ref.: 346, Student Assessment Program
411 Equal Educational Opportunities
Special Education Handbook

Adopted: 9/10/84

Revised: March 1994
January 2002

Waunakee Community School District

STUDENT PORTFOLIOS

346.3

The Waunakee Community School District Board of Education encourages the use of various approaches to assess student progress and success in the academic setting. Student portfolios are one form of assessment that may be utilized but they may not be utilized as the sole form of assessment nor shall they replace the student report card. They should be seen as a complement to report cards, criterion referenced tests, standardized tests, and other assessment procedures.

A student portfolio is defined as a purposeful collection of a student's work that exhibits to the student, the student's parent(s)/guardian(s), and school personnel the student's efforts, progress and achievement over time. Portfolios may contain written work, photos of projects, video tape or audio tape recordings of performances/reports, computer CD;s, records or reproductions as well as other sources or means of recording or storing student work. A student portfolio shall be established with the mutual participation of the student and teacher(s) and shall contain the following:

- 1) the criterion for selection and judging merit;
- 2) evidence of the student's rationale for selecting the work and what it demonstrates; and
- 3) the student's evaluation of the works' merit or quality.

Two types of portfolios may be maintained in the district: working portfolios and pass on portfolios. A working portfolio is a collection of student's work in progress. A pass on portfolio includes those selected items which are characteristic of the student's performance for a school year.

Items may be removed or deleted from a student's portfolio with the mutual consent of the student and his/her teacher(s) at any time during the student's career in the district.

Pass on portfolios will be considered a part of the student's record and will be subject to the Board's policy regarding the confidentiality of student records. These will be open to students and parents/guardians and will be released to them upon the students' graduation or leaving the school system.

Adopted: March 1996

Waunakee Community School District

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.

Legal References:

Wisconsin Statutes

Section 19.65	[rules of conduct; employee training; and security regarding personally-identifiable information]
Section 48.396	[law enforcement officer records]
Section 115.812(2)	[reporting information regarding specified students with disabilities to appropriate county departments]
Section 118.125	[state student records law; policies required]
Section 118.126	[privileged communications related to student alcohol and drug use]
Section 118.127	[law enforcement agency record information]
Section 118.51(8)	[full-time open enrollment; disciplinary and special education records]
Section 118.52(10)	[part-time open enrollment; disciplinary records]
Section 146.82	[confidentiality of patient health care records]
Section 146.83	[access to patient health care records]
Section 252.15	[access to HIV test results]
Section 767.41(7)	[custody and physical placement; parent access to records]
Section 938.396	[access to records; law enforcement and court records]
Section 950.08(2w)	[information provided by district attorney to schools in criminal cases]

Federal Laws

20 U.S.C. §1232(g)	[Family Educational Rights and Privacy Act, the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]
34 C.F.R. part 300, subpart F	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
20 U.S.C. §7908	[providing high school students' contact information to military recruiters and institutions of higher education]
10 U.S.C. §503(c)	[providing high school students' contact information to military recruiters]
42 U.S.C. §1758(b)(6)	[heightened privacy rules for students' eligibility status and other National School Lunch Program records; see also 7 C.F.R. §245.6]

STUDENT RECORDS

Waunakee Community School District

Policy 347

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Cross References:

WASB PRG 347 Sample Policy 1

Adoption Date: December 2003

Revised: June 2005
July 2011

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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(This sample rule outlines procedures for the general maintenance and confidentiality of student records. It assumes that specific recordkeeping requirements related to particular types of records (e.g., child abuse and neglect reports, free and reduced-price meal application records and information) are addressed in district policies and/or rules related to those topics.)

- A. **CONTENT OF RECORDS** - Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, records necessary for and available only to persons involved in the psychological treatment of a student, records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, and law enforcement unit records.
- {Editor's Note: Do law enforcement unit records, as further defined below, exist in your district or do you anticipate having them? If not, you may want to delete their reference within this definition and the references to them from throughout this rule.}*
1. **Progress records** maintained by the school include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's extracurricular activities and the student's attendance record.
 2. **Behavioral records** maintained by the school include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his/her immunization records, law enforcement agency records and any other student records which are not progress records.
 - a. **"Law enforcement agency records"** include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
 - b. **"Court records"** include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by

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an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

- c. "Physical health records" include basic health information about a student, including the student's immunization records, the student's emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
 - d. "Patient health care records" include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above. Any record that is required to be treated as a patient health care record is subject to different disclosure and confidentiality requirements than other behavioral records.
3. **Directory data** are those student records designated in the District's student directory data policy *[insert applicable policy code—e.g., 347.1]. [Editor's Note: If the district chooses to include the specific directory data definition, disclosure and notice information within this rule, rather than in a separate student directory data policy, the directory data information should be added to this item (Section A-3) and Section B-5 as appropriate. Refer to the 347.1 Sample Policies in the PRG for sample directory data language.] 347.1*¹
4. **Law enforcement unit records** include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the School Board to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district; and/or (2) maintain the physical security and safety of a public school. Law enforcement unit records relating to juveniles must be treated according to the same limitations on use and disclosure that apply to a law enforcement agency's treatment of any juvenile's records. *[Editor's Note: Do such law enforcement units exist in your district or do you anticipate having them? If not, you may want to delete this*

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¹ This edit and the inclusion of 347.1 Directory Data policy presumes that WCS D defines some records as directory data. The current WCS D rule says that the district has elected not to designate any pupil records as directory data. Current WCS D policy 347.1 suggests that the district defines some student records relating to pupil participation in sports and other extracurricular activities as directory data. I sent an email to Randy on 8/18/22 seeking a clarification.

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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~~definition and the references to it from throughout this rule.~~

- B. CONFIDENTIALITY** - All student records are confidential, subject to (1) the following exceptions, (2) any other disclosures of student records that may be mandated by state or federal law, and (3) any more specific restrictions on disclosure that are imposed by a state or federal law that protects specific records to a greater extent than provided under these procedures:
1. **Release of Student Records to Students and Parents or Guardians**
 - a. A student or the parent or guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
 - b. To the extent authorized by state and federal law, an adult student or the parent or guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
 - c. To the extent authorized by state and federal law, a parent shall have access to a student's school records regardless of whether the parent has legal custody of the child, unless the parent has been denied periods of physical placement with the child as ordered by the court.
 - d. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s) or guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian(s) under the Internal Revenue Code. However, disclosure under this paragraph shall not be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 2. **Access to Student Records (Other than Patient Health Care Records) by School Officials**
 - a. School officials shall have access to a student's records only if they have a legitimate educational interest, including safety interest, in the record. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a law enforcement officer(s) who is individually designated by the Board and assigned to the District, a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a

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student record in order to fulfill his/her professional or District responsibility.

- b. Law enforcement agency record information received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the District's athletic/activity code.
 - c. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information. ***(Editor's Note: As noted above, you should delete this statement if law enforcement units as defined in Section A-4 above do not exist in your district.)***
 - d. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the District's athletic/activity code.
 - e. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under special education laws.
3. **Release of Student Progress and Behavioral Records (Other Than Patient Health Care Records) to Others**
- a. Student records shall be disclosed at the request or order of a court. The District will make a reasonable effort to notify a parent or guardian of a court order for disclosure of student records prior to complying with the order except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the order is issued in the context of such a proceeding; (2) the court order itself prohibits such notice; (3) or any applicable law prohibits disclosure of the order to the parent or guardian.
 - b. If school attendance is a condition of a student's court dispositional order under state law, the District shall notify the court or, if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.

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- c. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent or guardian shall be notified of that disclosure as soon as practicable after the disclosure.
- d. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson; (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation; and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- e. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: (1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and (2) the parties to whom the District disclosed the information.
- f. For any purpose concerning the juvenile justice system and the system's ability to effectively serve a student, prior to adjudication:
 - (1) The District shall disclose pertinent student records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the student, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.
 - ~~(2)~~ The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise

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authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.

(2)

- g. On request, the District may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the Department of Children and Families, a county department under sections 46.215, 46.22 or 46.23 of the state statutes, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by the department, county department, or tribal organization to access the student's case plan. ~~*(Editor's Note: Section 118.125(2)(g) of the state statutes authorizes the limited disclosure of student records to representatives of certain social service agencies and tribal organizations, as identified in this paragraph. However, the relevant statutes are ambiguous concerning whether a school board must first enter into a memorandum of understanding, as described in section 115.298(1)(b), in order to use this authority. Therefore, school districts may wish to seek legal advice on the implementation of this exception to student record confidentiality, including the advisability of executing such a memorandum of understanding with at least those social service agencies with which the district has regular contact.)*~~

- h. The District, when reporting a crime that may have been committed by a student with a disability, is required to ensure that copies of the student's special education and disciplinary records are provided to the law enforcement authorities to whom the District has reported the crime. However, such disclosures must be pursuant to an applicable provision for disclosure under state and federal student records law. In general, the District will consider the following: (1) whether disclosure of the records is appropriate due to the existence of a health and safety emergency; and (2) if no imminent emergency exists, whether parent or guardian consent has been obtained for the disclosure or whether some other basis exists under the state and federal student records laws.
- i. The District shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Children and Families, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under Chapter 980 of the state statutes (related to commitment of sexually violent persons), if the student records involve or relate to an individual who is the subject of the proceeding or

² I highlighted this paragraph to call attention to the editor's note. If you do not have a memorandum of understanding with social service agencies that the district regularly has contact with, we should discuss further or you should seek advice of legal counsel.

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evaluation.

j. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written request.

i.

- k. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The District will make a reasonable effort to notify a parent or guardian of the subpoena prior to complying with the subpoena except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the subpoena is issued in the context of such a proceeding; (2) the subpoena itself prohibits such notice; (3) or any applicable law prohibits disclosure of the subpoena to the parent or guardian.
- l. Under conditions where the disclosure is permitted under both state and federal law, the District shall provide to the DPI, or another authorized federal, state, or local agency, or such an agency's authorized representative, any student record information that relates to an audit, evaluation, or any compliance or enforcement activity, that is associated with a federal or state-supported education program. In the case of disclosures to DPI, the District shall provide student records needed by the department to determine compliance with requirements under Chapters 115 to 121 of the state statutes. Student records may also be provided to the DPI for other purposes consistent with both state and federal law.
- m. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements. Summary student immunization data shall be reported. Individual student information for those students out of compliance with school immunization laws shall not be reported to the local health department or to the District Attorney without specific written parental consent for the reporting.
- n. Upon request and after obtaining written consent to the extent required by federal law, the names of students who have withdrawn from school prior to graduation to participate in a program leading to high school graduation or an equivalency diploma shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health Services, the Department of Children and Families or a county department under section 46.215, 46.22 or 46.23 of the state statutes.

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- o. Annually, on or before August 15, the District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under section 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s) or guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- p. The District shall provide student records necessary for purposes of open enrollment in another public school district to the extent required by law. These records may include copies of any individualized education program (IEP) that has been developed for a student with a disability and the following student discipline-related records:
 - (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - (3) The length of the term of the expulsion or the possible outcomes of the pending proceedings.

4. **Release of Patient Health Care Records**

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome—AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

5. **Release of Directory Data**

Student directory data may be disclosed only as outlined in the District's student

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PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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directory data policy – ~~insert applicable policy code – e.g., 347.11~~. (Editor's Note: If the district chooses to include the specific student directory data definition, disclosure, and notice information within this rule, rather than in a separate student directory data policy, the directory data information should be added to this item (Section B-5) and Section A-3 as appropriate. Refer to the 347.1 Sample Policies in the PRG for sample directory data language.)³

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When reviewing student directory data requests, as well as when implementing other provisions of these procedures, consideration shall be given to applicable provisions of the public records law and the District's policy and procedures dealing with public records.

6. Transfer of Records

The District shall transfer to another school (including private schools and out-of-state schools) or school district all student records relating to a specific student (including disciplinary and other behavioral records; and not including records treated as patient health care records or certain treatment records for which informed consent for disclosure has not been obtained) if it has received written notice:

- a. from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district;
- b. from the other school or school district that the student has enrolled; or
- c. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.

The District forwards student records as requested so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student records shall be transferred no later than the next working day of receiving the records transfer request.

C. MAINTENANCE, DISCLOSURE, AND DESTRUCTION OF STUDENT RECORDS

- 1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. Patient health care records, law enforcement agency and law enforcement unit records shall be maintained separately from a student's other records.
- 2. The ~~identify the appropriate position – e.g., Director of Student Services, Director of Special Education~~ shall provide each building principal with procedural and other

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³ See footnote 1 above.

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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technical assistance for the purpose of ensuring the confidentiality of all student records kept at the principal's school. Except as otherwise provided, all requests for inspection or for transfer to another school or school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. The building principal or his/her qualified designee shall be present to interpret behavioral records when such a request has been made by the parent, guardian, or adult student. Upon transfer of student records to the central administrative office, the District Administrator or his/her qualified designee shall assume these duties.

3. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such

student's records, except when the request is from or the disclosure is to the following person/party:

- the parent or guardian or adult student;
- a school official;
- a party with written consent from the parent or guardian or adult student;
- a party seeking directory data; or
- a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

- 4.3. When a student ceases to be enrolled in a school operated by the District, the student's remaining student records shall be maintained as follows:

- a. Behavioral records that are identifiable to the student will be maintained for no longer than one year after the student graduated from or last attended the school unless the student or his/her parent or guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time.
- The District will normally request consent to maintain the behavioral records of such former students (such as students with disabilities) for the period of time that such records may be needed for program audit purposes. If the District does not obtain such consent, the District will arrange to maintain records needed for audit purposes in a manner that is not identifiable to the individual student.

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- b. Student progress records shall be maintained for a minimum of 5 years after the student graduates or ceases to be enrolled in the District ~~insert if high school transcripts are routinely retained longer than 5 years: " except that a student's high school transcript shall be maintained insert time period that reflects local practice!"~~.
- c. Any request for the "directory data" of a former student will be treated according to the District's policy on "directory data," and, to the extent applicable, the District will continue to honor any valid request to opt out of the disclosure of directory information (e.g., such as the opt-out decision that was in effect when the student was last in attendance), unless such opt-out decision is appropriately rescinded.⁴

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5-4. The ~~identify the appropriate position – e.g., Director of Student Services, Director of Special Education]~~ shall oversee the management of the records of students with disabilities.

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- a. The District shall inform the parent(s) or guardian of a student with disabilities, or the adult student if applicable, when personally-identifiable information that was collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA) is no longer needed to provide educational services to the child. Except for a record of a student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed, such personally identifiable information must be destroyed at the request of the parent(s), guardian, or adult student. By submitting a timely written request, the parent, guardian, or student may elect to take possession of the personally-identifiable records in lieu of having the records destroyed.
- b. Such a notice that certain records are no longer needed to provide a child with educational services will normally be given at the time the child graduates or otherwise ceases to be enrolled in the District. As further described above, the District will also normally, at the same time, request consent to maintain particular records for the additional time period that they are needed for program audit purposes.

D. PARENT/GUARDIAN/STUDENT REQUESTS FOR AMENDMENTS OF STUDENT RECORDS

- 1. A parent or guardian or adult student who believes that information contained in the student's records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent or guardian or adult student of the decision.

⁴ See footnote 1 above regarding directory data. If WCSD does not define any student records as directory data, this paragraph may need editing or to be deleted.

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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2. If the person having custody of the records refuses to amend the records, he/she shall inform the parent or guardian or adult student of the refusal and advise him/her of the right to a hearing. The request for the hearing shall be filed in writing with the District

Administrator or designee. The parent or guardian or adult student shall be given notice of the date, place and time of the hearing reasonably in advance of the hearing.

- a. The hearing shall be conducted by the District Administrator or designee, who must be someone who does not have a direct interest in the outcome of the hearing.
- b. The parent or guardian or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
- c. The decision of the hearing officer shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.
- d. The hearing shall be held and the parent(s) or guardian or adult student informed of the hearing officer's decision in writing within a reasonable period of time after the hearing.
- e. If the hearing officer decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.
- f. If the hearing officer decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the District shall inform the parent or guardian or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing officer.

E. COMPLAINTS REGARDING ALLEGED NONCOMPLIANCE WITH FEDERAL REQUIREMENTS

Adult students or parents or guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

F. ANNUAL NOTICE

Parents, guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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authorizes disclosure without consent; and (4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The notice shall be distributed to parents and guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s) or guardian shall receive a copy of the notice at the time and place of enrollment.

G. OTHER NOTICES

In a manner consistent with the requirements of applicable law, the District shall provide parents, guardians, and adult students with notice of the District's student directory data designations and their right to opt-out of the release of such information as student directory data.⁵

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~~Include the following only if the school district receives funds under the Elementary and Secondary Education Act and operates a high school: "With respect to high school students, the District shall also provide parents, guardians, and adult students with notice of the rights of parents, guardians, and eligible students to direct the District not to release certain student contact information to military recruiters or institutions of higher education without first obtaining prior written consent from the parent or guardian of a minor student or (if applicable) the adult student. Unless a parent, guardian, or eligible student has affirmatively opted out of such disclosures of student contact information, federal law requires the District (1) to provide the names, addresses, and phone numbers of high school students to military recruiters and to institutions of higher education upon request; and (2) to additionally provide high school students' electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available) to a military recruiter upon request."~~

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Cross References:

WASB PRG 347 Sample Rule 1

Adoption Date: July 2011

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⁵ See Footnote 1 above regarding directory data.

**DIRECTORY INFORMATION
PUPIL DATA FIELDS IDENTIFIED
FOR DISCLOSURE/NON-DISCLOSURE**

347.1

I. ~~The Except as otherwise provided in this policy, the~~ Waunakee Community School District will not disclose any of the following directory data information (per 118.125 and FERPA) without written consent of parents/guardians or adult students:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Dates of attendance
6. Records
- ~~7. Major field of study~~
8. Name of the school most recently previously attended

II. The Waunakee Community ~~school~~ School District designates the following data elements as directory data¹ and will disclose the following directory data information (per 118.125 and FERPA) upon request unless the parents/guardian or adult student notifies the school to not disclose within (14) fourteen days of receiving the district's annual pupil record notification, or 14 days after first receiving the annual pupil record notification:

1. Name as part of their participation in officially recognized activities/programs and/or sports
2. Weight and height, if a member of an athletic team
3. Photographs and associated name
4. Degrees and awards received and associated name
5. **Major field of study and associated name²**

III. Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students **unless** an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):

- a. To institutions of higher education: a high school student's name, address, and telephone number.

¹ The policy needs to define directory data. Section I which describes information you will not release is not a definition of directory data.

² I do not think it possible to disclose information about degrees and awards and major fields of study without there being an associated name. I imagine it is possible to release photos without an associated name, but it is likely that the photo will often include the associated name.

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- b. To military recruiters: a high school student's name, address, telephone number, and electronic mail address.

The District shall notify parents and guardians of high school students (or, if applicable, an adult student) of the option to opt out of such disclosures, and the administration shall implement appropriate procedures for submitting an opt-out decision to the District.

~~The Waunakee Community School District will disclose the following pupil information (per No Child Left Behind Act of 2001 and the national Defense Authorization Act for Fiscal Year 2002) to military recruiters and higher education institutions upon request unless the parents/guardian or adult student notifies the school district to not disclose after receiving the annual pupil record notification, or after first receiving the annual pupil record notification:~~

- ~~1. Student names~~
- ~~2. Student addresses~~
- ~~3. Student telephone numbers~~

IV. The Waunakee Community School District will disclose the following pupil and family information, with active parent consent, to parents in a child's classroom/school as part of a student directory list, created at the direction of the building principal. The building principal will create a process to allow parents to opt in to the specific directory data, from below, that they are willing to disclose.

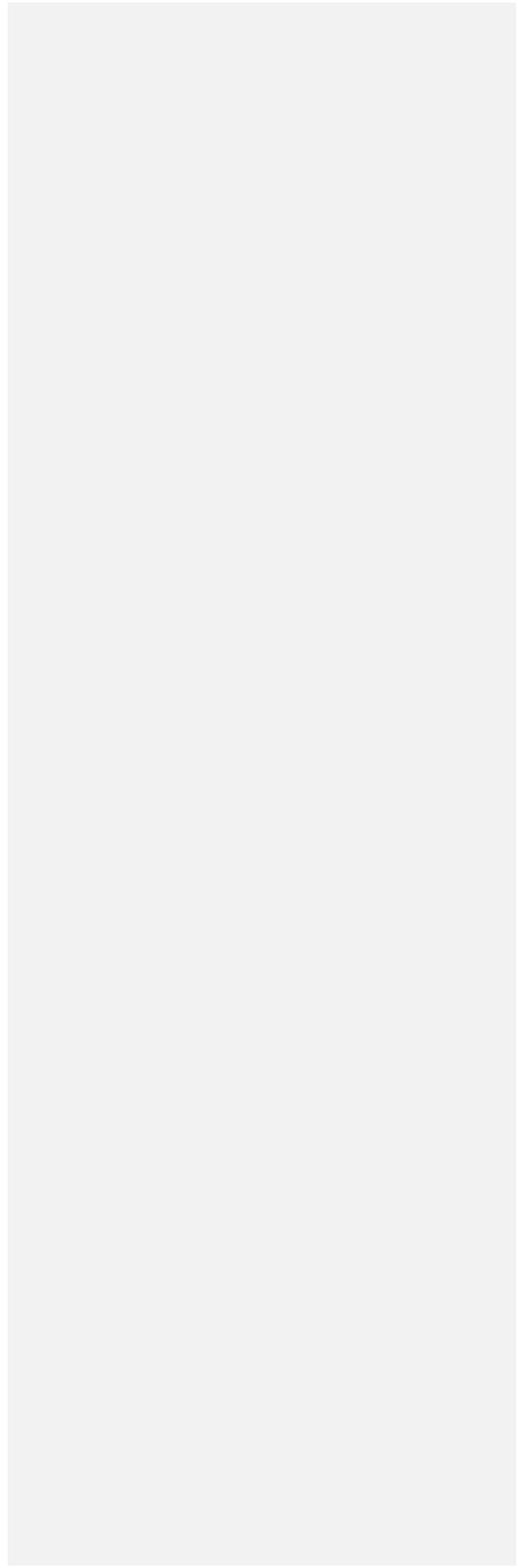
- 1. Student's Name**
- 2. Parent's Name**
- 3. Student's Address**
- 4. Parents' Phone Number**
- 5. Parent's Email**

Legal Ref.:	Sections	48.396 Wisconsin Statutes
		115.812
		118.125
		118.126
		118.127
		118.51 (8)
		118.52 (10)
		120.13(1)(f)
		146.81 – 146.84
		252.15
		767.24(4)
		938.396
		Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Sec.99)
		No Child Left Behind Act of 2001 (Section 9528)
		Protection of Pupil Rights Provision of General Education Provisions Act (20 USC 1232h)
		U.S.A. Patriot's Act

Cross Ref.: 347-Procedures Rule (1)
347-Procedures Rule (2)

Adopted: December 2003
Revised: June 2005

Waunakee Community School District



**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION CURRICULUM COMMITTEE MEETING**

Thursday, March 2, 2023

7:30 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

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 or 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 greeted in the lobby of the building, 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.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. TEXTBOOK AND INSTRUCTIONAL MATERIALS REQUESTS-FIRST LOOK

VI. SUMMER CURRICULUM PROJECT REQUESTS-FIRST LOOK

VII. UPDATE ON CURRICULUM GUIDE WORK

VIII. ITEMS FOR FUTURE MEETINGS

IX. 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 Budget Committee Meeting

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

Chairperson Heinemann called the meeting to order at 7:29AM

II. ROLL CALL

Present: Heinemann, Hetzel, Ensign

Also Present: Guttenberg, Summers, Dye, Grabarski, Dan Navin from Symmetry Energy

III. APPROVAL OF AGENDA

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

IV. PUBLIC COMMENTS

Public comments received via email were read by the committee members and are posted on the Extras section of the agenda. Email public comments were received from the following: Brian Malich

There were no in person public comments.

V. 2022-2023 BUDGET UPDATE

A. End of the Year Balance Projection

Summers shared the projected end of the year balance. Summers introduced Dan Navin from Symmetry Energy, the district supplier of natural gas. Dan Navin shared information regarding natural gas purchasing options, per the committee request. The committee requested for the next meeting to see an example of what hedging natural gas at 50% of anticipated usage would look like.

VI. 2023-2024 BUDGET PLANNING

A. Timeline

Summers reviewed the budget planning timeline with the committee. The next step in the timeline is to request School Board approval of the budget planning process.

B. State Budget Proposal

Summers explained and answered questions regarding differences between the budget planning process and what the Governor is proposing for the 2023-25 state budget. The two most significant differences are the per student increase in the revenue limit formula and the increase in the state special education categorical aid. After some discussion, the committee preference is to continue planning for the 23-24 budget based on a \$200/student increase in the revenue limit formula, and a 2.5 percent increase in the state special education categorical aid.

C. Review Budget Planning Process

Summers explained and answered questions regarding the budget planning process. A motion was made by Hetzel, second by Ensign, to recommend for the full board to approve this draft of the budget planning process as presented. Motion carried 3-0.

D. 2023-24 Employee Benefit Programs

Summers explained that the 2023-24 employee health insurance benefit program has been discussed with the Budget committee, the HR committee, the insurance committee, and the entire School Board. The March meeting of the HR committee and the insurance committee will review the dental, voluntary vision, and life insurance benefits. The School Board will be asked to approve the 2023-24 employee benefits at the March School Board meeting. Grabarski was also available to answer any questions.

VII. DISTRICTWIDE MAINTENANCE PLANNING

Summers presented and answered questions regarding the district's funding strategy for districtwide maintenance. The options moving forward include Fund 10 or Fund 49, or a combination of the two funds. The committee preferred the concept of building up a capital maintenance balance within Fund 10 while funding capital maintenance projects through Fund 49. The Facility Committee will also discuss this funding strategy at the meeting on March 8th.

VIII. DISCUSSION/ACTION ON PROPOSALS -NA

IX. OTHER ITEMS FOR DISCUSSION-NA

X. FUTURE AGENDA ITEMS-NA

XI. ADJOURN

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



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**Preliminary
Budget Planning
2023-24 School Year**

DRAFT

Budget Committee Meeting
February 8, 2023

I. 2023-2024 BUDGET TIMELINE

December 6	Review enrollment projection scenarios with the Budget Committee Review budget planning process with the Budget Committee
December 13	Review budget planning process with the Administrative Cabinet
January 3-6	Review expenditure projection scenarios with the Budget Committee
January 10	Review budget planning process with the Administrative Cabinet
January 11	Open budget planning process to Administrative Cabinet
January 27	Budget planning requests due
February 6-10	Present first draft of the budget planning process to the Budget Committee
March 6-10	Present second draft of the budget planning process to the Budget Committee
March 13	Present budget planning process to the School Board for approval
March 14	Distribute approved budget planning process to the administrative cabinet
March 15 – Apr. 15	Building/department level budget development
April 3-21	Preparation of the first draft of the budget Budget meetings with administrators as necessary
April 24-28	Special School Board/Leadership Team meeting to review 2023-24 budget process
May 1-5	First draft of the budget to the Budget Committee
May 8	First draft of the budget to the School Board School Board approves 2023-24 student fees School Board approves 2023-24 insurance benefits
May 9-26	Staff presentations on the budget process
June 5-9	Second draft of the budget to the Budget Committee
June 12	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 5-7	Third draft of the budget to the Budget Committee
July 10	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
September 15	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 16	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 17-20	Present budget changes and tax levy changes to the Budget Committee
October 23	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk

II. ENROLLMENT HISTORY

History

Grade	2018-19	2019-20	2020-21	2021-22	2022-23
EC	15	12	4	12	15
4K	274	240	268	270	249
K	290	283	256	295	292
1	280	298	272	278	303
2	298	278	298	297	285
3	288	315	270	304	310
4	340	303	310	285	311
TOTAL	1785	1729	1678	1741	1765
ELEM					
5	289	349	309	326	294
6	288	299	342	318	342
TOTAL	577	648	651	644	636
INTER.					
7	328	304	295	349	330
8	328	341	305	303	354
TOTAL	656	645	600	652	684
MIDDLE					
9	346	339	343	316	314
10	345	347	338	348	318
11	311	342	343	341	347
12	320	326	353	349	350
TOTAL	1322	1354	1377	1354	1329
HIGH					
TOTAL	4340	4376	4306	4391	4414
DISTRICT					

Enrollment History is from the Third Friday in September Count (Residents plus Open Enrollment-In)

Enrollment Increase “New” Students

- 2018-19 1.5%
- 2019-20 1.2%
- 2020-21 -1.9%
- 2021-22 1.1%
- 2022-23 2.4%
- Five year average is 0.86 %

Enrollment increase is calculated by removing the 12th grade students, adding in K students, and adding in 20 students in 7th grade (St. John’s students). The difference between years is the increase in “new” students.

III. STAFFING

Staffing Classrooms K-6 – Ratios

2022-23 School Year

Grade	Total Dec 2022 enrolled	Sections				Student/Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	289	14	4	5	5	20.6	20	20.3	19.6	22.0
1	305	15	4	6	5	20.3	20	22.0	18.5	21.2
2	282	14	4	5	5	20.1	20	21.3	17.8	21.6
3	310	15	4	6	5	20.7	23	22.0	20.7	19.6
4	309	14	4	5	5	22.1	23	22.3	21.4	22.6
5	294	14				21.0	23			
6	344	15				22.9	23			
Total K-6	2133		20	27	25					

*The optimum class size is per Board Policy.

2022-23 Staffing Ratios

<u>School</u>	<u>Staff</u>	<u>Students</u>	<u>Ratio</u>
Arboretum	30.00	435 *	14.50
Prairie	38.00	533 *	14.03
Heritage	37.50	548 *	14.61
Intermediate	45.69	636	13.92
Middle School	50.00	684	13.68
High School	90.17	1329	14.74
Students with Disabilities	77.00	4414 **	57.32

* Does not include Early Childhood and 4K

**Students with Disabilities ratio is based on total enrollment

Historical Staffing Ratios

<u>School</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Arboretum	15.66	15.55	14.55	14.50	14.50
Prairie	15.48	14.44	14.44	13.45	14.03
Heritage	16.14	15.97	14.47	14.38	14.61
Intermediate	13.42	14.24	13.64	14.09	13.92
Middle School	14.58	13.72	13.72	12.99	13.68
High School	15.74	15.87	15.33	15.02	14.74
Students with Disabilities	65.21	63.85	63.84	60.99	57.32

K-4 ratios do not include Early Childhood and 4K

SWD ratio is based on total enrollment

IV. BUDGET FORECAST

Benefits of a Budget Forecast

- Recognize enrollment trends and the budgetary and facility impact
- Understand revenue trends including the property tax impact
- Understand expenditure trends
- Realize the future impact of current fiscal decisions
- Explore the outcomes of different data scenarios

Steps in the Budget Forecast

- Use enrollment projections to predict future enrollment scenarios
- Estimate revenue increases based on enrollment scenarios
- Estimate expenditure increases
- Analyze the outcomes and plan accordingly

Assumptions Made

- Current school finance system continues (revenue caps and per pupil aid)
- Enrollment projection scenarios are close to actual
- Salary costs increase at 7.5% in 23-24, 6% in 24-25, and 5% thereafter
- Health costs increase at 3% per year
- Dental costs increase at 0%
- 2 additional FTE per fiscal year
- Non-personnel costs do not increase except transportation (5%) and utilities (5%)
- 23-24 Revenues are based on a \$200 per student increase in the revenue limit formula and state special education categorical aid increased to 32.5% for 23-24 and 35% in 24-25.
 - Please note that in September of 2022, the governor proposed a \$350 per student increase in 23-24 and \$300 additional in 24-25. In addition, the proposal included state special education categorical aid increasing to 45% for 23-24 and 60% in 24-25.
- Savings from staff retirements is not included

Five Year Enrollment Projections

Grade	5-Year Average			
	Residents	OE In	Total Students	OE Out
EC	15	0	15	0
4K	227	22	249	7
K	252	16	268	3
1st	286	14	300	1
2nd	292	22	314	1
3rd	272	19	291	1
4th	302	18	320	2
5th	306	14	320	2
6th	282	20	302	1
7th	341	11	352	2
8th	315	21	336	5
9th	345	20	365	3
10th	300	15	315	4
11th	300	17	317	11
12th	337	22	359	7
Totals	4172	251	4423	50

Change in Enrollment

9

Waunakee Community School District

V. 2023-24 PLANNING

Enrollment Information/Projection

Grade	September 2022			December 2022			5-Year Average		
	Residents	OE In	Total Students	Residents	OE In	Total Students	Residents	OE In	Total Students
EC	15	0	15	15	0	15	15	0	15
4K	227	22	249	236	23	259	227	22	249
K	277	15	292	274	15	289	252	16	268
1st	282	21	303	284	21	305	286	14	300
2nd	266	19	285	263	19	282	292	22	314
3rd	291	19	310	291	19	310	272	19	291
4th	297	14	311	294	15	309	302	18	320
5th	277	17	294	277	17	294	306	14	320
6th	331	11	342	333	11	344	282	20	302
7th	310	20	330	310	20	330	341	11	352
8th	337	17	354	340	17	357	315	21	336
9th	301	13	314	303	13	316	345	20	365
10th	304	14	318	304	14	318	300	15	315
11th	329	18	347	329	17	346	300	17	317
12th	332	18	350	333	18	351	337	22	359
Totals	4176	238	4414	4186	239	4425	4172	251	4423

- OE is open enrollment students attending WCSD

Staffing Classrooms K-12 – Ratios

PRELIMINARY PROJECTIONS 2023-24

<u>K</u>	-	268	14 Sections [no change]	19.1 to 1	(20)
<u>1</u>	-	300	16 Sections [no change]	18.8 to 1	(20)
<u>2</u>	-	314	15 Sections [+1 Section]	20.9 to 1	(20)
<u>3</u>	-	291	14 Sections [-1 Section]	20.8 to 1	(23)
<u>4</u>	-	320	14 Sections [no change]	22.9 to 1	(23)
<u>5</u>	-	320	14 Sections [no change]	22.9 to 1	(23)
<u>6</u>	-	302	15 Sections [no change]	20.1 to 1	(23)

Our headcount indicates +1 in sections for grades K-6.

7 th – 8 th grade	Sept 22	684 students/13.68 = 50.0 FTE
	Dec 22	687 students/13.68 = 50.2 FTE
	Sept 23	688 students/13.68 = 50.3 FTE

9 th – 12 th grade	Sept 22	1,329 students/14.74 = 90.1 FTE
	Dec 22	1,331 students/14.74 = 90.3 FTE
	Sept 23	1,355 students/14.74 = 91.9 FTE

7th – 12th grade +2.1 FTE

The actual increase for grades 7-12 will be evaluated during the student registration process.

Staffing/Student Classrooms K-6 – Ratios

Projections 2023-24/Compared to 2022-23 Actual

<u>K</u>	-	<u>14 Sections- (no change)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>1</u>	-	<u>14 Sections- (-1 section at Heritage and +1 section at Prairie)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	6
<u>2</u>	-	<u>15 Sections- (+ 1 section at Heritage)</u>	
		Arboretum-	4
		Heritage-	6
		Prairie-	6
<u>3</u>	-	<u>14 Sections- (- 1 section at Heritage)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>4</u>	-	<u>15 Sections- (+ 1 section at Heritage)</u>	
		Arboretum-	4
		Heritage-	6
		Prairie-	5
<u>K-4</u>	-	<u>Total (estimates indicate a +1.0 FTE in grades K-4)</u>	
		Arboretum-	20
		Heritage-	27
		Prairie-	26

Intermediate

5 - **14 Sections**

6 - **15 Sections**



(estimates indicate a 0 FTE at grades 5-6)

Staffing Classrooms K-6 – Ratios

2023-24 School Year

Grade	December 22 Enrollment Roll- Forward	Sections				Student/ Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	268	14	4	5	5	19.1	20	18.8	19.4	19.2
1	289	15	4	5	6	19.3	20	20.3	19.6	18.3
2	305	15	4	6	5	20.3	20	22.0	18.5	21.2
3	282	14	4	5	5	20.1	23	21.3	17.8	21.6
4	310	15	4	6	5	20.7	23	22.0	20.7	19.6
5	309	14				22.1	23			
6	294	15				19.6	23			
Total K-6	2057		20	27	26					

*The optimum class size is per Board Policy.

Fund 10 –“Big Picture Overview”

Current Scenario	Prior Years		Current Year	2023-24	2024-25
	2020-21	2021-22	2022-23		
Enrollment Growth	-2.2%	1.9%	0.9%	0.0%	-0.1%
Eq. Valuation Growth		8.0%	15.8%	3.0%	3.0%
Rev. Limit/Member Incr.	179	0	0	200	200
Referendum	2,127,502	2,127,502	3,127,502	5,127,502	8,127,502
Fund 10 Revenues	54,001,480	56,513,086	57,382,866	60,817,742	63,252,478
Fund 10 Expenditures	52,934,810	55,312,394	57,382,866	60,756,943	63,619,305
Surplus (Deficit)	1,066,670	1,200,692	0	60,799	(366,827)
Fund Balance	7,494,823	8,695,515	8,695,515	8,756,314	8,389,487
Fund Balance %	14.2%	15.7%	15.2%	14.4%	13.2%
Operating Expenses	55,813,949	58,456,116	61,041,192	64,769,291	68,053,045
Equalization Aid	20,532,274	22,688,840	23,888,515	25,235,122	25,297,398
Total Tax Levy	34,648,262	37,434,390	38,555,555	40,459,662	44,761,178
Mill Rate	\$10.89	\$10.89	\$9.69	\$9.87	\$10.60

Waunakee Community School District

Sample Scenario

Assumption	Prior Years		Current Year	2023-24	2024-25
	2020-21	2021-22	2022-23		
Revenue Limit FTE	4,026	4,084	4,120	4,120	4,115
Headcount	4,306	4,391	4,414	4,414	4,414
OE In	233	242	238	251	261
OE Out	<u>52</u>	<u>38</u>	<u>45</u>	<u>50</u>	<u>55</u>
OE margin	181	204	193	202	206
<hr/>					
Per pupil Increase	179	0	0	200	200
PPCA	742	742	742	742	742
Operating Referenda	2,127,502	2,127,502	3,127,502	5,127,502	8,127,502
Vouchers	52,449	25,654	47,989	47,989	47,989
<hr/>					
All Funds Salaries	32,503,668	35,293,454	37,991,077	40,980,408	43,589,343
All Funds Benefits	12,254,742	12,593,607	12,798,267	13,385,679	13,926,082
<hr/>					
Fund 10 revenues	54,001,480	56,513,086	57,382,866	60,817,742	63,252,478
Fund 10 expenses	<u>52,934,810</u>	<u>55,312,394</u>	<u>57,382,866</u>	<u>60,756,943</u>	<u>63,619,305</u>
Margin	1,066,670	1,200,692	0	60,799	(366,827)
Fund Balance	7,494,823	8,695,515	8,695,515	8,756,314	8,389,487
Fund Balance %	14.2%	15.7%	15.2%	14.4%	13.2%
<hr/>					
Fund 10 Levy	26,294,430	24,956,316	24,818,251	26,718,393	30,606,384
Fund 38 Levy	0	0	0	0	0
Fund 39 Levy	7,394,445	12,017,000	13,342,804	13,741,269	14,154,794
Fund 41 Levy	509,296	0	0	0	0
Fund 80 Levy	<u>450,091</u>	<u>450,091</u>	<u>394,500</u>	<u>0</u>	<u>0</u>
Total Levy	34,648,262	37,423,407	38,555,555	40,459,662	44,761,178
Prop Value	3,181,517,136	3,437,359,073	3,980,468,177	4,099,882,222	4,222,878,689
Mill Rate	\$10.89	\$10.89	\$9.69	\$9.87	\$10.60

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 Wednesday, March 8, 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: Ensign, Frey, Hoefler (in place of Heinemann)

Also Present: Guttenberg, Dye, Cramer (virtual) Roxanne Johnson (Civil Engineer), Rob Thole (Softball Boosters)

III. APPROVE AGENDA

A motion was made by Frey, second by Hoefler, to approve the agenda with the change to go over softball items, then track item first. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. CONSIDERATION OF HERITAGE ELEMENTARY SCHOOL BIDS

Guttenberg reviewed and answered questions regarding the bids related to the new Heritage Elementary School project.

A. Fire Protection

A motion was made by Hoefler, second by Frey to recommend to the full board to consider the bid from 1901 for the fire protection. Motion carried 3-0.

B. Elevators

A motion was made by Hoefler, second by Frey to recommend to the full board to consider the bid from Otis for the elevators. Motion carried 3-0.

VI. ATHLETIC FIELD PROJECTS

A. Consideration of Warrior Stadium Project

Guttenberg presented this project and answered questions. Roxanne Johnson explained the status to-date of the project and the tight timeline, if this project is to be completed this summer. Guttenberg explained the request of administration for the board to give the administration permission to complete an alternate process with a do not exceed cost instead of going through the traditional bid process. This will allow the project to fit into the timeline for completion this summer.

After much discussion a motion was made by Frey, seconded by Hoefler, to recommend to the full board to consider proceeding with the Warrior Stadium track replacement, bleacher expansion and related improvements at a cost not to exceed \$1.2 million. Motion carried 3-0.

B. Softball Lighting Project Update

Guttenberg presented and answered questions on the update on the varsity softball field lighting project and consideration of moving the varsity field to the junior varsity field and putting lights on that field. Rob Thole from the Softball Boosters explained the reasoning for the request to the district to consider this move. Taking time to review and evaluate these options and fields should not change the schedule and the additional cost for the review would be minimal. As they are reviewing the fields it would also be beneficial to review the current soccer concession building and the discussion of a team center that would be on the soccer field but adjacent to the softball fields.

A motion was made by Frey, second by Ensign, to recommend to the full board to review the Varsity and JV softball fields to determine the best use and lights as well as the adjacent building on the soccer field to see if utilizing that building would be helpful for all areas.

Motion carried 3-0.

C. Softball Boosters Indoor Batting Cage Donation

Guttenberg explained and answered questions regarding the softball booster club's request to consider donating an indoor batting cage for the softball program to be used at the Middle School or the Intermediate School. Rob Thole from the Softball boosters was available for more details.

The committee was agreeable to have this process started. Guttenberg asked Mr. Thole to work with Aaron May and John Cramer to figure out the best location, all equipment necessary, and any safety or facility protection that would be required. Once the details are known, Aaron May will work with the business office on any financial details or approvals that may be required. Aaron May will lead this review process.

VII. DISTRICTWIDE MAINTENANCE PLANNING

Guttenberg presented and answered questions regarding a new strategy for funding districtwide maintenance projects.

The committee is comfortable with the funding strategy as presented.

VIII. FUTURE MEETINGS

Administration will be requesting several meetings over the next several months to continue the various steps with the November referendum planning process.

IX. ADJOURN

A motion was made by Frey, second by Hoefer to adjourn the meeting at 8:13am. Motion carried 3-0.

VOGEL										3/7/2023	
BROS. BUILDING CO.											
WCSD - Heritage Elementary School											
Fire Protection - Bid Tabulation											
	Company	1901	Absolute Fire	Hooper	Laser Fire Protection	Ahern	Vogel Bros Building Co (Budget)	Potential Savings			
	Date	23-Feb	24-Feb	22-Feb	23-Feb	22-Feb					
	Contact	Sean Wright	John Ginsberg	Clayton Tibbetts	David Bartolerio	Phil Prochaska					
	Phone #	(608) 206-5640	(815) 397-6500	(60) 851-6553	(608) 205-7219	(608) 216-0283					
	BID	\$ 375,550	\$ 399,370	\$ 450,000	\$ 496,720	\$ 540,000	\$ 456,120				
	BIM	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -				
	Bid pack contingency	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000					
	CONTRACT TOTAL	\$ 421,550	\$ 439,370	\$ 490,000	\$ 536,720	\$ 580,000	\$ 456,120	\$ 34,570			



3/7/2023

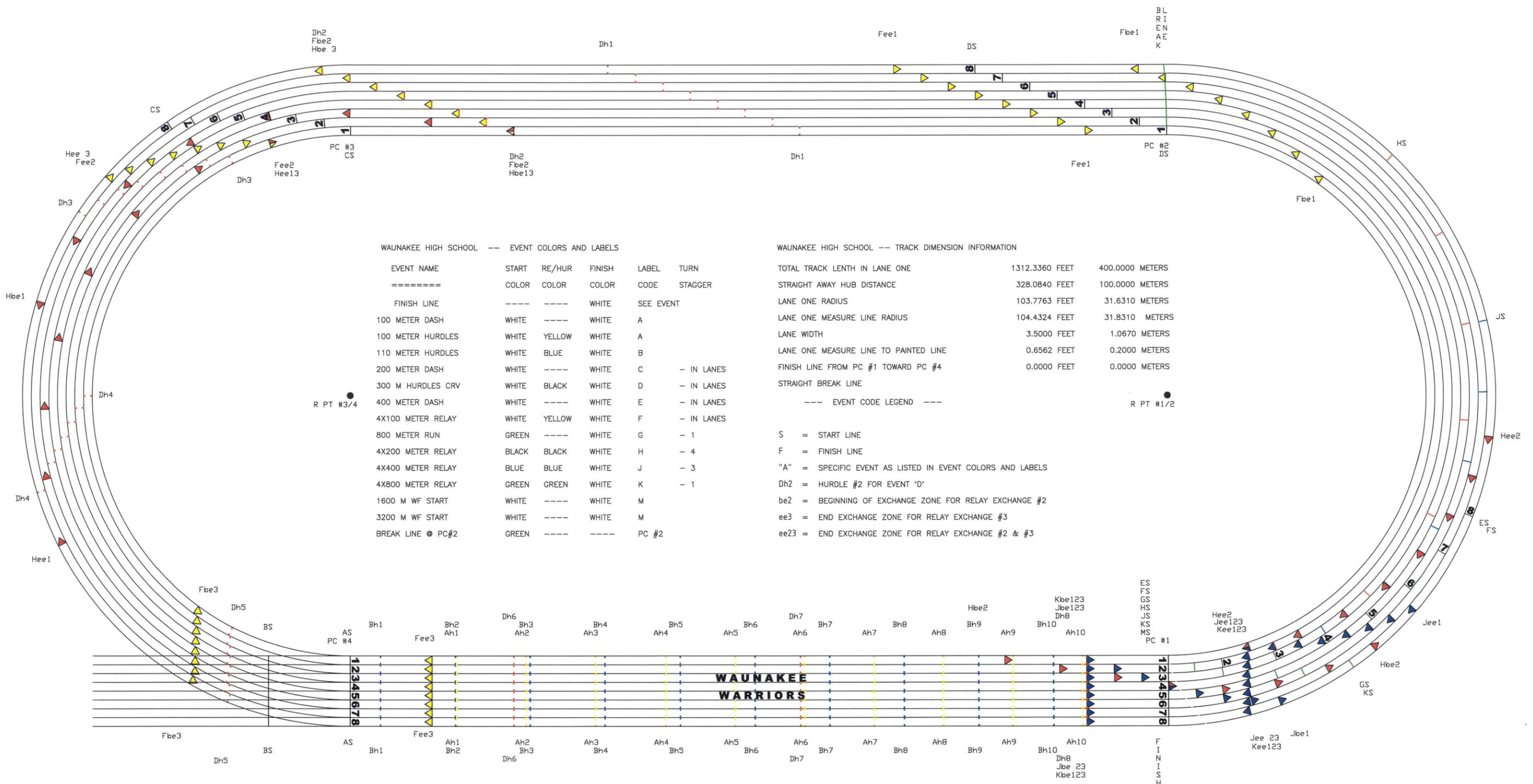
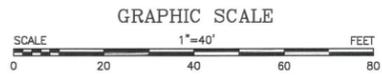
WCSD - Heritage Elementary School

Hydraulic Elevator - Bid Tabulation

	Company	Otis	Schindler	Thyssen Krupp	Kone	Vogel Bros Building Co (Budget)	Potential Savings
	Date						
	Contact						
	Phone #						
	BID	\$ 225,000	\$ 226,000	\$ 283,600	\$ 284,000	\$ 240,000	
	Elevator 1	\$ -	\$ 121,000	\$ 138,200	\$ 157,500	\$ -	
	Elevator 2	\$ -	\$ 105,000	\$ 153,200	\$ 126,500	\$ -	
	BP2 Allowance	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	
	Tax			\$ (7,800)			
	CONTRACT TOTAL	\$ 240,000	\$ 241,000	\$ 298,600	\$ 299,000	\$ 240,000	\$ -

WAUNAKEE HIGH SCHOOL

WAUNAKEE, WI



WAUNAKEE HIGH SCHOOL --- EVENT COLORS AND LABELS

EVENT NAME	START	RE/HUR	FINISH	LABEL	TURN
=====	COLOR	COLOR	COLOR	CODE	STAGGER
FINISH LINE	----	----	WHITE	SEE EVENT	
100 METER DASH	WHITE	----	WHITE	A	
100 METER HURDLES	WHITE	YELLOW	WHITE	A	
110 METER HURDLES	WHITE	BLUE	WHITE	B	
200 METER DASH	WHITE	----	WHITE	C	- IN LANES
300 M HURDLES CRV	WHITE	BLACK	WHITE	D	- IN LANES
400 METER DASH	WHITE	----	WHITE	E	- IN LANES
4X100 METER RELAY	WHITE	YELLOW	WHITE	F	- IN LANES
800 METER RUN	GREEN	----	WHITE	G	- 1
4X200 METER RELAY	BLACK	BLACK	WHITE	H	- 4
4X400 METER RELAY	BLUE	BLUE	WHITE	J	- 3
4X800 METER RELAY	GREEN	GREEN	WHITE	K	- 1
1600 M WF START	WHITE	----	WHITE	M	
3200 M WF START	WHITE	----	WHITE	M	
BREAK LINE @ PC#2	GREEN	----	----	PC #2	

WAUNAKEE HIGH SCHOOL --- TRACK DIMENSION INFORMATION

TOTAL TRACK LENGTH IN LANE ONE	1312.3360 FEET	400.0000 METERS
STRAIGHT AWAY HUB DISTANCE	328.0840 FEET	100.0000 METERS
LANE ONE RADIUS	103.7763 FEET	31.6310 METERS
LANE ONE MEASURE LINE RADIUS	104.4324 FEET	31.8310 METERS
LANE WIDTH	3.5000 FEET	1.0670 METERS
LANE ONE MEASURE LINE TO PAINTED LINE	0.6562 FEET	0.2000 METERS
FINISH LINE FROM PC #1 TOWARD PC #4	0.0000 FEET	0.0000 METERS

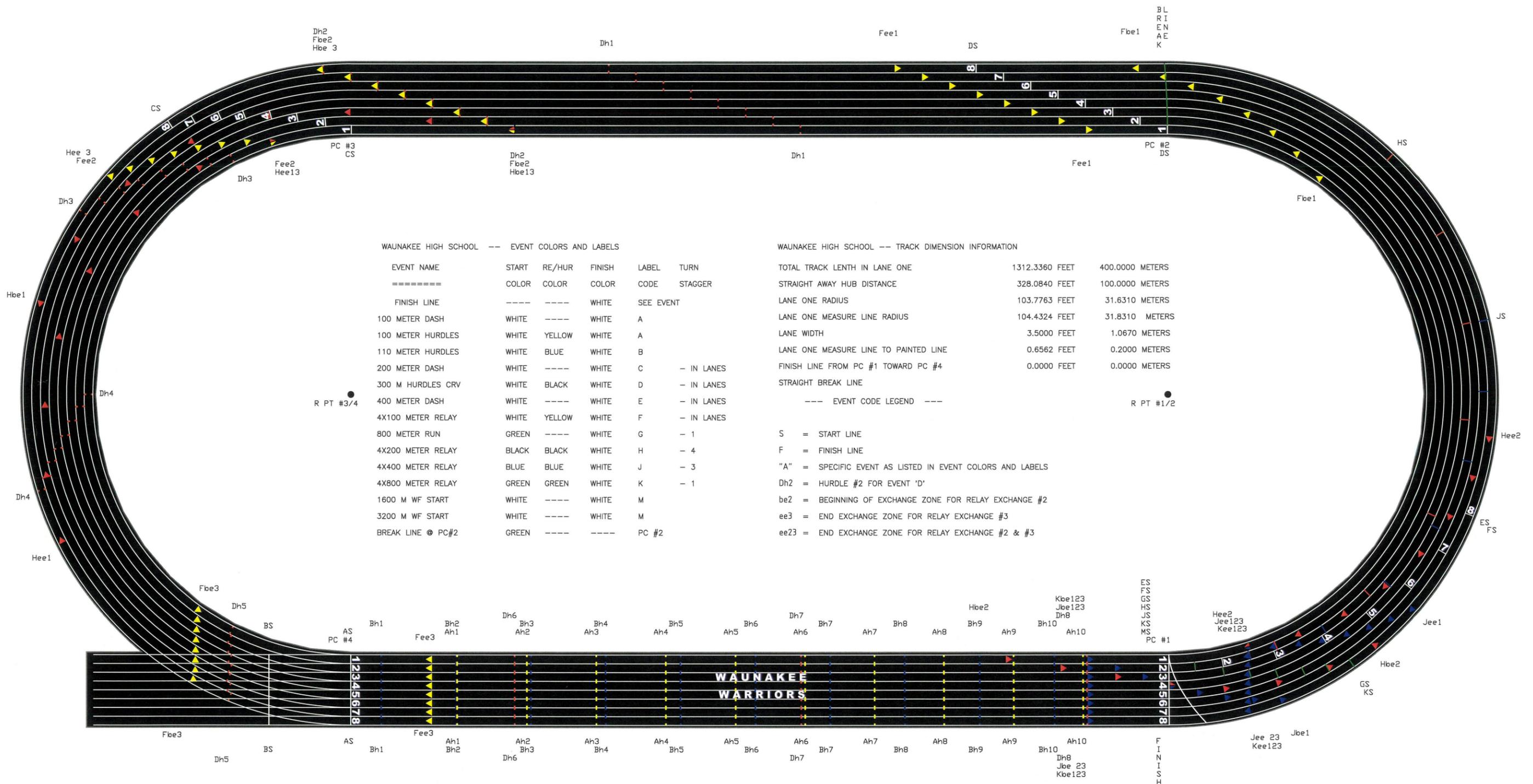
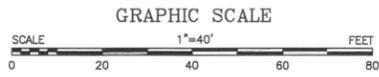
--- EVENT CODE LEGEND ---

- S = START LINE
- F = FINISH LINE
- "A" = SPECIFIC EVENT AS LISTED IN EVENT COLORS AND LABELS
- Dh2 = HURDLE #2 FOR EVENT 'D'
- be2 = BEGINNING OF EXCHANGE ZONE FOR RELAY EXCHANGE #2
- ee3 = END EXCHANGE ZONE FOR RELAY EXCHANGE #3
- ee23 = END EXCHANGE ZONE FOR RELAY EXCHANGE #2 & #3

**WAUNAKEE
WARRIORS**

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WAUNAKEE HIGH SCHOOL WAUNAKEE, WI



WAUNAKEE HIGH SCHOOL --- EVENT COLORS AND LABELS

EVENT NAME	START	RE/HUR	FINISH	LABEL	TURN
=====	COLOR	COLOR	COLOR	CODE	STAGGER
FINISH LINE	----	----	WHITE	SEE EVENT	
100 METER DASH	WHITE	----	WHITE	A	
100 METER HURDLES	WHITE	YELLOW	WHITE	A	
110 METER HURDLES	WHITE	BLUE	WHITE	B	
200 METER DASH	WHITE	----	WHITE	C	- IN LANES
300 M HURDLES CRV	WHITE	BLACK	WHITE	D	- IN LANES
400 METER DASH	WHITE	----	WHITE	E	- IN LANES
4X100 METER RELAY	WHITE	YELLOW	WHITE	F	- IN LANES
800 METER RUN	GREEN	----	WHITE	G	- 1
4X200 METER RELAY	BLACK	BLACK	WHITE	H	- 4
4X400 METER RELAY	BLUE	BLUE	WHITE	J	- 3
4X800 METER RELAY	GREEN	GREEN	WHITE	K	- 1
1600 M WF START	WHITE	----	WHITE	M	
3200 M WF START	WHITE	----	WHITE	M	
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- ee3 = END EXCHANGE ZONE FOR RELAY EXCHANGE #3
- ee23 = END EXCHANGE ZONE FOR RELAY EXCHANGE #2 & #3

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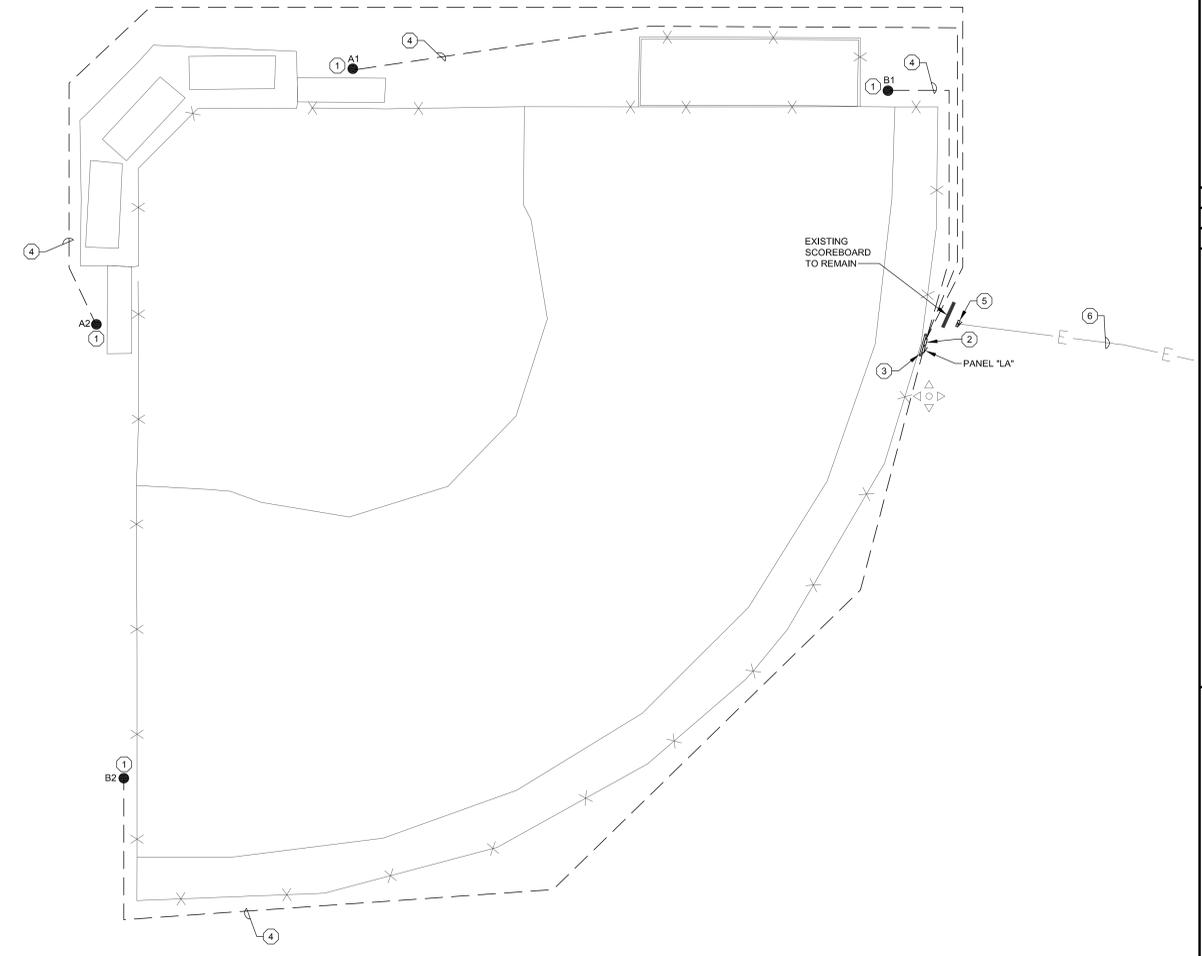
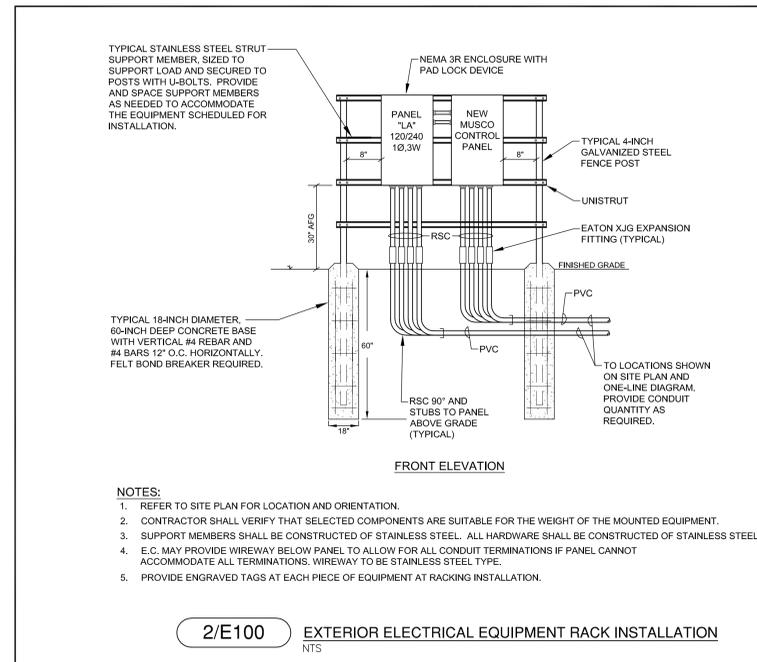
CONSTRUCTION ESTIMATE

PROJECT: Waunakee Stadium Track Reconstruction
 AGENCY: Waunakee High School
 PROJECT #: 1447

Date: February 28, 2023
 By: Roxanne Johnson

No.	Description of Items	Qty	Unit	Unit Price	Total
1	Mobilization	1	LS	\$ 20,000.00	\$ 20,000.00
2	Surveying and Staking	1	LS	\$ 7,500.00	\$ 7,500.00
3	Remove Existing Asphalt Track	4,790	SY	\$ 7.78	\$ 37,266.20
4	Remove Existing Track Surfacing Over D-zone, high jump and runway concrete surfaces	1,237	SY	\$ 3.96	\$ 4,898.52
5	Remove Existing Track Surfacing Over Curb	1,300	LF	\$ 0.45	\$ 578.50
6	Undercut/Excavation Below Subgrade for Unsuitable Soils	400	CY	\$ 65.00	\$ 26,000.00
7	Install 3" of 1 1/4" Compacted Dense Graded Base	4,790	SY	\$ 8.36	\$ 40,044.40
8	Fine Grading	4,790	SY	\$ 5.56	\$ 26,632.40
9	Install 3 1/2" Asphalt Pavement. Surface layer Mix Design May Not Contain Recycled Material.	4,790	SY	\$ 40.19	\$ 192,510.10
10	Install Base Mat and Structural Spray Track System To the New Track, D-Zone, High Jump and Runways. Include for a black track and Track Line and Event Location Markings per NFHS Standards. Include school lettering.	1	LS	\$ 199,583.00	\$ 199,583.00
11	Chainlink Fence Removal	1,610	LF	\$ 10.00	\$ 16,100.00
12	Remove Existing Asphalt Under Bleachers	185	SY	\$ 7.00	\$ 1,295.00
13	New 4' Chain Link Fencing (Includes gates and footings)	1,610	LF	\$ 45.00	\$ 72,450.00
14	Bleacher Expansion (514 Additional Seats and ADA Ramp)	1	LS	\$ 325,000.00	\$ 325,000.00
15	Concrete Flatwork at Bleachers	3,925	SF	\$ 14.00	\$ 54,950.00
TOTAL ESTIMATED PROJECT COST					\$ 1,024,808.12

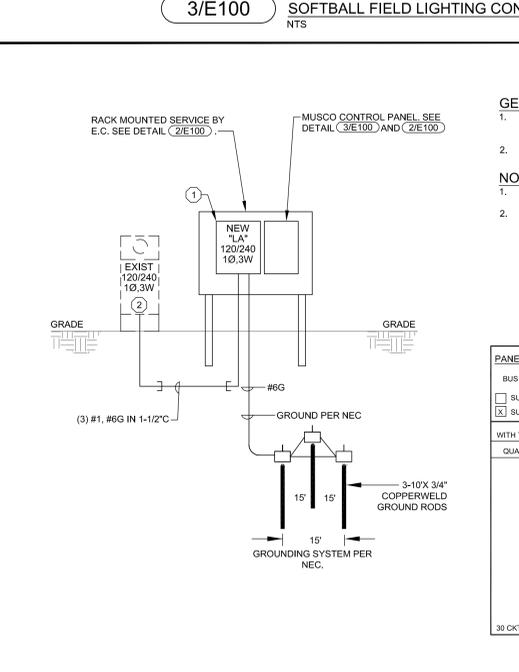
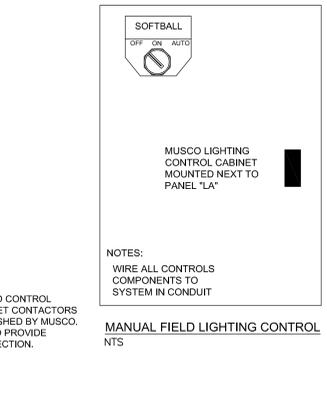
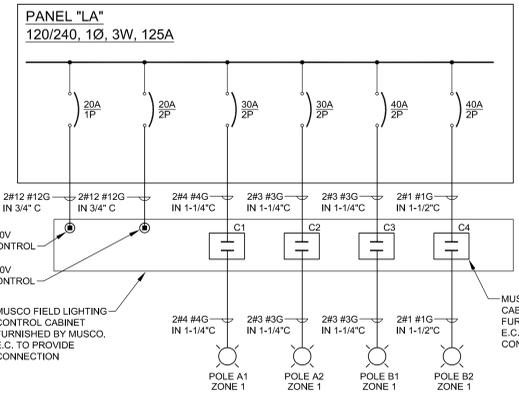
90



ELECTRICAL SYMBOLS AND ABBREVIATIONS

THIS IS A COMPREHENSIVE SYMBOL AND ABBREVIATION LIST. NOT ALL SYMBOLS ARE APPLICABLE TO THESE DRAWINGS.

- DUPLEX RECEPTACLE C=CEILING MOUNTED
- J=BOX
- HEAVY DUTY DISCONNECT F=FUSIBLE WP=WEATHERPROOF FURNISHED BY E.C.
- NEW SURFACE MOUNTED PANEL. SEE PLANS.
- EXISTING SURFACE MOUNTED PANEL. SEE PLANS.
- REFERS TO NOTE NUMBER
- REFERS TO DETAIL NUMBER
- CIRCUIT HOMERUN TO BREAKER
- SPORTS LIGHT POLE
- REFERS TO DETAIL
- SHEET NO. WHERE DETAIL IS LOCATED



GENERAL NOTES ONE-LINE:

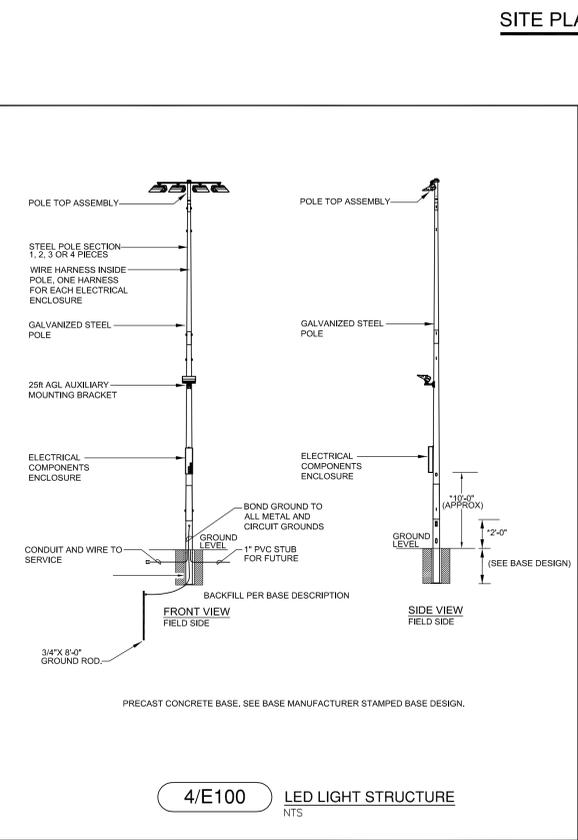
- PROVIDE GALVANIZED RIGID STEEL CONDUIT ABOVE GRADE & ALL 90° ELBOWS.
- ALL WIRING TO BE COPPER.

NOTES ONE-LINE: (X)

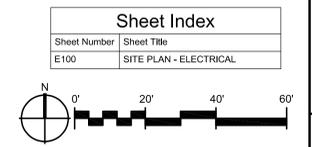
- DO NOT BOND NEUTRAL AT THIS LOCATION.
- EXISTING MILBANK METER MAIN PEDESTAL TO REMAIN, REMOVE AND SITE CLEAR EXISTING 20A/1P TANDEM CIRCUIT BREAKER. RELOCATE CIRCUITS FROM REMOVED BREAKER TO NEW PANEL 'LA'. PROVIDE NEW 125A/2P BREAKER IN EXISTING METER MAIN PEDESTAL PANEL TO MATCH EXISTING TO FEED NEW PANEL 'LA'.

PANEL SCHEDULE - PANEL "LA" VOLT 120/240 Ø 1 WIRE 3			
BUS SIZE	225	MAIN LUGS	MAIN CIRCUIT BKR SIZE
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		SIZE	AMPS AC 22,000
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
WITH THE FOLLOWING BREAKERS:			
QUANTITY	POLE	AMPS	LOAD SERVED
6	1	20	GENERAL USE & SPARES
1	2	20	MUSCO CONTROL PANEL
2	2	30	MUSCO LIGHTING
2	2	40	MUSCO LIGHTING SPACE
14	1	-	-

30 CKT TUB - NEMA 3R ENCLOSURE



- GENERAL NOTES:**
- UNLESS SHOWN OTHERWISE, ALL CONDUITS BURIED 2'-6" BELOW FINISHED GRADE.
 - E.C. IS RESPONSIBLE FOR ALL WORK REQUIRED TO BRING SITE EXCAVATION AND TOPPING BACK TO ORIGINAL CONDITION IF TRENCHING IS DONE ON COMPACTED SURFACES.
 - VERIFY ALL EXISTING UNDERGROUND UTILITIES WITH EXISTING CONDITIONS. E.C. TO SITE SURVEY PRIOR TO WORK. COORDINATE EXACT POLE BASE LOCATIONS BASED ON ACTUAL SITE CONDITIONS AND MODIFY IF REQUIRED. PLACEMENT OF POLES IS FOR REFERENCE ONLY.
 - VERIFY EXACT DIMENSIONS AND LOCATIONS OF FIELD WITH SPORTS LIGHTING SUPPLIER PRIOR TO INSTALLATION OF SPORTS FIELD LIGHTING.
 - INSTALL PULL CORD IN ALL EMPTY CONDUITS.
- PLAN NOTES: (X)**
- SOFTBALL FIELD LIGHT POLE LOCATIONS FOR REFERENCE ONLY. COORDINATE EXACT POLE LOCATIONS WITH SPORTS LIGHTING VENDOR. SEE DETAIL (4/E100).
 - NEW MUSCO SOFTBALL FIELD LIGHTING CONTROL PANEL MOUNTED TO NEW UNISTRUT RACK. SEE DETAILS (2/E100) AND (3/E100).
 - MOUNT NEW PANELBOARD AND MUSCO CONTROLS TO NEW UNISTRUT RACK. SEE DETAIL (2/E100).
 - FEED NEW SOFTBALL FIELD LIGHTING POLES FROM NEW MUSCO LIGHTING CONTROL PANEL MOUNTED TO UNISTRUT RACK. VERIFY ROUTING OF ALL UNDERGROUND FEEDERS WITH ON SITE CIVIL. SEE DETAIL (3/E100).
 - EXISTING METER MAIN PEDESTAL TO REMAIN, REMOVE AND SITE CLEAR EXISTING TANDEM 20A/1P BREAKER FEEDING EXISTING SCOREBOARD CIRCUITS FROM METER MAIN PANEL. EXTEND EXISTING SCOREBOARD CIRCUITS TO NEW PANEL 'LA'. SEE DETAIL (1/E100). NEW SITE ELECTRICAL PLAN AND PANEL SCHEDULES.
 - EXISTING UTILITY FEEDER TO REMAIN.



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1 **SECTION 26 05 00 - ELECTRICAL CONTRACT REQUIREMENTS**
2
3

4 **PART ONE - GENERAL**
5

6 **APPLICABLE PROVISIONS**

7 Drawings and general provisions of contract, including general and supplemental conditions and
8 Division 01 specification sections, apply to work under this Section.
9

10 **APPLICABLE PUBLICATIONS**

11 Publications, standards and listing requirements called out in the Sections of this Division of
12 Labor shall form a part of these specifications as if contained herein.
13

14 The requirements of the Contract Documents, including the General Conditions, and
15 Supplementary Conditions, and Division 01 - General Requirements, apply to this section except
16 as modified herein.
17

18 **DESCRIPTION OF WORK**

19 Sections Included:

- 20 Section 26 05 00 - ELECTRICAL CONTRACT REQUIREMENTS
- 21 Section 26 05 04 - DOCUMENTATION
- 22 Section 26 05 19 - WIRE AND CABLE
- 23 Section 26 05 26 - GROUNDING
- 24 Section 26 05 29 - SUPPORTING DEVICES
- 25 Section 26 05 34 - RACEWAYS
- 26 Section 26 05 35 - ELECTRICAL BOXES
- 27 Section 26 05 53 - ELECTRICAL IDENTIFICATION
- 28 Section 26 24 16 - PANELBOARDS
- 29 Section 26 27 26 - WIRING DEVICES
- 30 Section 26 56 00 - ATHLETIC FIELD LIGHTING

31
32 Work Included:

33 The work covered by this Division of the specifications includes the furnishing of all labor,
34 materials, tools, equipment, permits, certificates and temporary protection necessary for
35 or incidental to executing and completing the electrical work, communications work, and
36 work on related systems.
37

38 All work shall be as specified and indicated on the drawings unless specifically excepted
39 on the drawings or herein.
40

41 Read all other Divisions of the Specifications which are applicable to this work, including
42 the General Conditions section applicable to all bidders.
43

44 The Electrical Contract Requirements section is a supplement to and not a replacement
45 for the project General Conditions section.
46

47 In cases of conflict with information in the General Conditions, the more stringent of the
48 contract requirements shall be considered applicable.
49

50 Prior to submitting bid, call to the attention of the Electrical Engineer any material or
51 apparatus believed to be inadequate or any necessary items or work omitted.
52

53 Address any questions regarding the interpretation of the plans and/or specifications at
54 least 12 days before the bid opening.

1
2 The Electrical Engineer reserves the right to interpret his own specifications and plans
3 after bids are received, and to demand that the installation conform to his intent.
4

5 Failure to become acquainted with existing conditions at the site shall in no way relieve
6 the responsibility for making installation in conformance with plans and specifications
7 without additional cost to the owner.
8

9 **Examination of Plans, Specifications and Site:**

10 Before submitting a bid, the bidder shall familiarize himself with all features of the
11 building and site which may affect the execution of his work.
12

13 No extra payment will be allowed for the failure to obtain this information.
14

15 If there are omissions or errors in the plans or specifications, they shall be clarified with
16 the architect prior to submitting bid.
17

18 For all remodeling projects, a site visit to the premises, for the purpose of the noting of all
19 existing conditions which may affect work is required.
20

21 Knowledge of all existing conditions, which may affect work in a renovation project, shall
22 be included in the preparation of bid.
23

24 Lack of information on existing conditions shall not be allowed for a valid cause for
25 additional compensation.
26

27 **Codes, Permits, and Inspection Fees:**

28 All work and materials shall conform in every respect to the current rules and
29 requirements of the National Fire Protection Association, National and State Electrical
30 Codes, Local Codes and Ordinances, Local Utility Regulations and OSHA.
31

32 Give to the proper authorities all required notices relating to the project, obtain all official
33 permits and licenses required, pay all fees incidental thereto, deliver upon completion of
34 the work and without cost to the Owner all required certificates of inspection and
35 approval.
36

37 **RELATED WORK ELSEWHERE**

38 Applicable provisions of Division 01: General Conditions shall govern work in this section.
39

40 All other Divisions of the Specifications which are applicable to or interface with work in Division
41 26 05 00.
42

43 **SHOP DRAWINGS**

44 Submit shop drawings in accordance with Section 26 05 04.
45

46 Submit shop drawings following Section specific Shop drawing submittal guidelines.
47

48 **OPERATION & MAINTENANCE MANUALS**

49 Submit operation and maintenance manuals in accordance with Section 26 05 04.
50

51 Submit operation and maintenance manuals following Section specific shop drawing submittal
52 guidelines.
53

54 **QUALITY ASSURANCE**

1 Provide quality assurance in accordance with Section 26 05 04.
2
3 All materials, equipment and parts are to be new, undamaged and unused of current
4 manufacture.
5
6 Acknowledge acquaintance with the plans and specifications and their respective requirements.
7
8 Guarantee that the electrical system has been installed strictly in accordance with the electrical
9 plans and specifications using only the best of materials available, installed in a substantial
10 manner by experienced labor.
11
12 Various components of the electrical system shall be placed in service prior to completion date as
13 instructed by Owner. This shall not change the guarantee period which shall be one year after
14 acceptance by Owner.
15
16 Replace and/or repair any items failing from causes of faulty workmanship, materials or design
17 without cost to Owner at any time within one year from date of final acceptance.
18

19 **WARRANTY**

20 Equipment shall be warranted for a period of not less than 1 year from the date of commissioning
21 against defects in material and workmanship.
22
23 The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service
24 hours, repair parts cost, etc.
25

26
27 **PART TWO - PRODUCTS**

28
29 **GENERAL**

30 It is the intent of these specifications that all the necessary material, apparatus, and devices to
31 complete the installation as specified herein, except such parts as are specifically excepted, shall
32 be provided.
33

34 If an item is either shown on the plan or called for in these specifications, it shall be considered
35 sufficient of said item in this contract.
36

37 All sizes given are as minimum.
38

39 Material and labor shall be first class and workmanlike and to the satisfaction of the Electrical
40 Engineer and shall be subject to inspection test and approval at all times from commencement
41 until acceptance of completed work.
42

43 Manufacturers shall be responsible for providing material listed by U.L. or other approved
44 agencies, and all governing codes and ordinances.
45

46 All material must bear U.L. and/or other approved labels where possible.
47

48 Items specified by catalog number or brand name and approval of shop drawings will not relieve
49 the manufacturer of this responsibility.
50

51 **MATERIALS: ALTERNATE MATERIALS**

52 Where materials, equipment apparatus, or other products are specified by manufacturer, brand
53 name, and type of catalog number such designation is to establish standards of desired quality
54 and style and shall be the basis of the bid.

1
2 Substitutions shall not be made unless there are "equals" listed in the specifications or on the
3 plan.

4
5 Substitutions may be bid as alternates.

6
7 Burden of proof that materials are equal shall be upon bidder requesting their use; therefore,
8 bidder shall furnish, with their request for approval all supporting data.

9
10 Assume responsibility for substituted material and state name of manufacturer, type or brand or
11 equipment and addition to or deduction from base bid.

12
13 Materials and equipment must meet all requirements as to type, quality, function, appearance and
14 physical dimensions shown.

15
16 Assume responsibility for any costs to other Divisions as a result of the use of alternate materials.

17
18 Submit supporting data to Architect/Electrical Engineer within 15 days after the bid date.

19
20
21 **PART THREE - EXECUTION**

22
23 **EXAMINATION**

24 Equipment Submittal Drawings:

25 Within 45 days after a notice to proceed and prior to ordering equipment, furnish to the
26 Electrical Engineer submittal drawings for review (see section 26 05 04).

27
28 Review of any submittal drawings does not waive any condition of the specifications
29 unless specifically noted thereon.

30
31 No fabrication or ordering of equipment shall be started until reviewed drawings are
32 returned.

33
34 **FIELD MEASUREMENTS**

35 Job Drawings:

36 Maintain, at the job site, one (1) complete set of up-to-date plans and written
37 specifications, complete with all addenda items.

38
39 This complete plan and specification set shall be reserved for all field markings to show
40 minor revisions and detailed construction notes.

41
42 These marked plans shall be returned to the Electrical Engineer prior to contract
43 completion and final payment.

44
45 Assist the Electrical Engineer in transferring applicable field notes to the project drawings
46 for record purposes.

47
48 **DELIVERY, STORAGE AND HANDLING**

49 Material on Site and Storage:

50 Maintain proper care and storage of material and equipment on site.

51
52 Any material damaged by rust corrosion, warping, breakage, finish damage, etc. shall be
53 replaced by the Contractor to the satisfaction of the Engineer.

1 **INSTALLATION**

2 Field Change Orders:

3 No revisions to the contract price shall be allowed unless such revisions have been
4 authorized in writing by both Owner and the change order submitter.

5
6 All work completed prior to completion of a written contract change order will not be
7 compensated for by the Owner.

8
9 Any work item that is proposed to perform, on the basis of a proposed contract adder,
10 must be announced in advance such that time is available for the Architect, Owner and
11 the Electrical Engineer to determine if a change in contract price is allowable.

12
13 Change Orders:

14 Change orders may be requested as a part of this project.

15
16 Assume the following in regards to change orders:

17 Work and equipment associated with change orders shall be installed per the
18 specified equipment on this project.

19
20 All change orders shall be accounted for on as-built drawings.

21
22 Change order additions to special systems where riser diagrams have been
23 furnished, shall be included as a part of the riser diagram.

24
25 A breakdown of all costs associated with the change order is required.
26 The cost breakdown shall be as follows:

27 Itemized list of all materials.

28
29 Materials shall be priced at Best Column in a national pricing service
30 book.

31
32 Cost for subcontractor services.

33
34 Subcontractor services shall be shown as actual costs from
35 subcontractor.

36
37 Material mark-up.

38
39 Maximum allowed is 8%.

40
41 Number of hours of labor at standard charge out rate.

42
43 Tax on material.

44
45 Total change order cost.

46
47 If equipment or materials are deducted as a part of this change order, credit shall also be
48 shown on change order.

49
50 Installation: General

51 Connections to Equipment Furnished By Others.

52 Included in Division 26 are electrical connections to equipment provided by
53 others.

1 Refer to final shop drawings for equipment provided by other divisions for exact
2 location of electrical outlets and the connections required.

3
4 Provide energization to the equipment furnished by other Divisions only at the
5 request of the providing party.

6
7 Assume that once the equipment has been started up, that it shall be shut off
8 unless it is requested that it be left on by the providing party.

9
10 Only start up and turn on equipment if requested so by the party providing said
11 equipment.

12
13 If required, power shall not be activated to the equipment until qualified starting
14 personnel are on site.

15
16 After making a permanent power connection, the breaker shall be left in an off
17 position and a "hold" tag or some other device be utilized to keep the power
18 turned off to the equipment.

19
20 **Equipment Access & Location.**

21 All equipment, junction and pull boxes, and accessories shall be installed to
22 permit access to equipment for maintenance.

23
24 Any relocation of conduits, equipment, or accessories required to provide
25 maintenance access shall be accomplished at no additional cost.

26
27 Equipment shall be installed with ample space allowed for removal, repair or
28 changes to the equipment.

29
30 Ready accessibility to equipment and wiring shall be provided without moving
31 other equipment which is to be installed or which is already in place.

32
33 Locate electrical outlets and equipment to fit the details, panels, decorating or
34 finish at the space.

35
36 The Architect shall reserve the right to make minor position changes up to 10' of
37 the outlets before the work has been installed.

38
39 Verify door swings before installing room lighting switch boxes and install boxes
40 on the latch side of door unless noted otherwise.

41
42 Furnish information as to exact location and size of sleeves for openings for new
43 construction.

44
45 Provide and set in place all required sleeves, inserts, forms, etc. and coordinate
46 this work with all other divisions of work.

47
48 **Cutting and patching.**

49 Beams or columns shall not be pierced without permission of the Architect and
50 then only as directed.

51
52 If any openings are required through walls or floors where no sleeve has been
53 provided, the hole for the sleeve shall be core drilled to avoid all unnecessary
54 damage and structural weakening.

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Provide all cutting and patching required for complete installation of systems unless specifically noted elsewhere.

All new or existing work cut or damaged shall be patched and restored to its original condition.

Coordinate the location of sleeves, openings, chases, furred spaces, etc.

Provide during the progress of construction all sleeves, hangers and inserts that are to be built into the structure.

Provide sleeves for cables passing through masonry, concrete or other similar construction.

Sleeves shall be of metal conduit and shall extend completely through the construction.

Conduits or cables penetrating smoke or fire barriers must not destroy the barrier's integrity.

Grout openings between sleeves and concrete or masonry walls and floors.

Pack annular space between sleeves and conduits with fiberglass.

Where penetrations occur through fire rated walls or floors, fill space with fire resistive caulk.

Wherever cables must pass through fire or smoke rated walls or floors, provide approved, sleeved, foam filled fire stops around cables as manufactured by O.Z., Dow, Square D, or equal.

Provide all materials required for patching unless otherwise noted.

Where alterations disturb lawns, paving, walks, etc., the surfaces shall be repaired, refinished and left in the condition existing prior to commencement of work.

Excavation and backfill.

Lines passing under foundation walls shall have a minimum of 1 1/2 inch clearance.

Care shall be taken to insure no disturbance of bearing soil under foundations.

Attachments and supports.

Be responsible for proper fittings and support for each item of equipment and materials installed under Division 26.

Be responsible for the proper application, installation and location of all necessary and required inserts, supports and anchor bolts.

Where same are to be installed by other Divisions of work, supply same to the contractor in whose work they occur with instructions for placement and proper installation.

1 Establish the method and nature and select accessories necessary for proper
2 support appropriate to item and point of attachment with due consideration given
3 to ambient/environmental conditions and service duty.

4
5 Attachments, supporting devices and accessories shall be specifically designed
6 for the application, suitable for the duty imposed in service and acceptable to the
7 Architect.

8
9 Attachments shall be made to structural components of the structure in such
10 manner not to jeopardize the integrity of the structure and otherwise consistent
11 with trade practices.

12
13 Generally, anchors shall be concrete insert type in poured concrete and drilled
14 expansion type in precast concrete.

15
16 Powder actuated anchors shall not be used in concrete work.

17
18 Provide all mounting backboards as required to mount electrical and electronic
19 equipment.

20
21 That equipment which is normally assumed to be mounted on some type of a
22 backboard shall be mounted on backboards provided by Division 26.

23
24 All mounting backboards used by the contractor shall be 3/4" AC grade marine
25 duty plywood.

26
27 All plywood shall be painted on both sides and edges with two coats of fire
28 resistant gray enamel paint.

29
30 Provide back mounting panels to meet this specification.

31
32 Steel channel interior to be painted or galvanized.

33
34 Exterior conduit mounting channel shall be stainless steel.

35
36 All sleeves to be furnished and installed by Division 26.

37
38 Installation: Electrical Service

39 Provide a new three phase, four wire electric service as shown on the contract drawings.
40 The ELECTRICAL CONTRACTOR shall consult with the utility and provide metering
41 equipment, transformer pad, conduit and wiring as required by the utility.

42
43
44 Installation: Temporary Electric Distribution

45 All power consumption costs will be paid for by others

46
47 All single phase receptacle outlet circuits shall have approved ground fault circuit
48 interrupter protection or other OSHA approved protection systems.

49
50 Provide temporary service to one Job Trailer in addition to job site temporary power.
51 Service to be 60 amp single phase.

52
53 Installation: Trial Usage of Electrical Systems

1 The Electrical Engineer has the privilege of the trial usage of electrical systems or parts
2 thereof for the purpose of testing under load the new installation and learning the
3 operational procedures.

4
5 The trial usage shall be continued for a length of time as deemed reasonable by the
6 Electrical Engineer and all related costs shall be included in the bid, with the exception of
7 the electrical power cost which will be paid by the Owner.

8
9 The operations shall be carried out only with the express knowledge and under
10 supervision of the responsible sub-trade who shall not waive any responsibility because
11 of trial usage.

12
13 While trial usage will be kept to a minimum, it shall not be construed as acceptance by
14 the Electrical Engineer.

15
16 Installation: Cooperation/Coordination

17 Coordinate and cooperate with other Divisions of work and Owner by scheduling and
18 installing work to facilitate the construction progresses and the Owners use of the
19 building.

20
21 Any deviation from contract plans shall be approved by the Electrical Engineer before
22 proceeding.

23
24 Study the plans of other trade divisions of work and to fit work into the work of others in a
25 coordinated manner.

26
27 Lay out work and be responsible for measurements.

28
29 Check facilities provided by others which require electrical connections and provide
30 outlets suitably located for them.

31
32 Take such measurements as may be necessary to assure approved fitting and proper
33 installation of his work and all other work depending thereon.

34
35 Cooperate with other contractors to avoid complications between the installation of
36 electrical equipment and equipment installed by others.

37
38 Installation: Finish and Painting

39 Equipment and materials such as transformers, panels and switches, shall be furnished
40 with the manufacturer's standard finishes, consisting of a prime coat and baked enamel
41 finish coat, unless otherwise noted.

42
43 Roof mounted equipment and other exterior materials including support hardware shall
44 have a factory or field applied prime coat and finish coat of color selected by the Owner's
45 Representative.

46
47 In general painting will be done by other trades. Assume responsibility to coordinate work
48 with the painters so that all equipment is installed prior to painting.

49
50 Assume responsibility for additional expense required to paint support channels, panel
51 trims, flush junction box covers, fixture hangers and other electrical devices not in place
52 prior to normal routine painting.

53
54 An undamaged finish is required on all equipment.

1
2 If finish becomes rusted, corroded, scratched, or flaked during storage or installation, be
3 responsible for refinishing the equipment to the satisfaction of the Architect.

4
5 Finish painting on the job site is not required by the electrical contractor, except where
6 noted.

7
8 Refer to other areas of this Division 26 for painting of equipment furnished by the Division
9 26.

10
11 Where painting is required to be done by the electrical contractor, the painting shall be
12 done in accordance with the painting portion of the general specification.

13
14 Installation: Damage to Other Work

15 Assume responsibility for all damages resulting from the execution of work under Section
16 26 05 00.

17
18 Assume responsibility to adequately protect Division 26 work at all times.

19
20 All damages resulting from their operations shall be repaired, or the damaged portions
21 replaced by the party originally performing the work (to the entire satisfaction of the
22 Architect), and all cost thereof shall be borne by those responsible for the damage.

23
24 Installation: Clean-Up

25 At all times, keep the premises free from excessive accumulation of waste materials or
26 rubbish resulting from work, including tools, scaffolding, and surplus materials and leave
27 work room or its equivalent, clean.

28
29 In case of dispute, the Architect may order the removal of such rubbish and charge the
30 cost to the responsible Division of work as determined by the Architect.

31
32 At the time of final clean-up, all fixtures and equipment shall be thoroughly cleaned and
33 left in proper conditions for their intended use.

34
35 Installation: Drawing Schedules and Details

36 The electrical drawings include a number of standard and job specific details.

37
38 These details may or may not be specifically referenced on the drawings and in the
39 specification.

40
41 Assume that even if the detail is not specifically referenced, that it shall apply to this
42 project. (As an example, if a detail is shown for the exterior mounted receptacles, but the
43 detail is not referenced from the plan sheets, the contractor shall assume that all exterior
44 mounted receptacles shall be installed per the detail.)

45
46 Details and schedules are shown as a means to aid the electrical contractor and are not
47 meant to be all inclusive of all devices.

48
49 Assume responsibility for making takeoff of equipment required, (i.e., additional circuit
50 breakers, motor connections, etc.) and ancillary equipment and appurtenances for a
51 complete connection or circuit.

52
53 Verify all sizes of electrical equipment with shop drawings and nameplate rating of the
54 equipment it serves.

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Installation: Coordination Drawings

Prepare coordination drawings to a scale of ¼" = 1'0 or larger; detailing major elements, components, and systems of electrical equipment and materials in relationship with other systems, installations, and building components.

Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are of importance to the efficient flow of the work, including, (but not limited to) the following:

Indicate the proposed locations of major raceway systems, equipment, and materials. Include the following:

Clearances for servicing equipment, including space for equipment disassembly required for periodic maintenance.

Exterior wall and foundation penetrations.

Fire-rated wall and floor penetrations.

Equipment connections and support details.

Sizes and location of required concrete pads and bases.

Prepare floor plans, elevations, and details to indicate penetrations in floors, walls, and ceilings and their relationship to other penetrations and installations.

Locations include, but are not limited to, electrical rooms and other specialty electrical and communication rooms where equipment is being provided.

Installation: Bid Drawings

It must be understood that electrical drawings and details bid drawings are diagrammatic.

Electrical drawings and details bid drawings are not intended to be shop drawings.

It is expected that it may be necessary to move conduit, outlets and/or equipment in some cases to get coordinated installation and such changes are considered a part of the Contract obligation without cost to the Owner.

No outlets or equipment shall be located where the usefulness and/or operation will be affected by the work of other trades, door swing, counter, equipment, etc.

Installation: Contract Termination Requirements

Furnish Owner with service manuals for all items furnished under this Contract.

Service manuals shall be complete with drawings, diagrams, operations and installation instructions and parts lists.

OWNER TRAINING

Provide as outlined per section.

SPARE EQUIPMENT

Provide as outlined per section.

End of Section

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1	ITEM	SUPPLIED TO:	CHECK OFF
2			
3	Accounting of all cash allowances	ENGINEER	_____
4	as detailed in spec section 26 05 01.		
5	Submit invoices from utilities.		
6			
7	Letter stating all specified spare	ENGINEER	_____
8	equipment was delivered to		
9	owner. The letter should list		
10	the equipment supplied.		
11			
12	O&M Manual	ENGINEER	_____
13			
14	Certificate from systems	ENGINEER	_____
15	suppliers stating that the		
16	system was started up, tested		
17	and owner's instructions were		
18	given. Certificate shall have		
19	date of instructions and test		
20	and shall have the owner's		
21	representative's signature.		
22			
23	Copy of marked up record drawing.	ENGINEER	_____
24			
25	Provide warranty for all	ENGINEER	_____
26	equipment.		
27			
28			
29	End of Section		

1 **WARRANTY**

2 Wire and cable shall be warranted for a period of not less than 1 year from the date of
3 commissioning against defects in material and workmanship.

4
5 The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service
6 hours, repair parts cost, etc.

7
8 The warranty shall not deprive the Owner of other rights the Owner may have under other
9 provisions of the Contract Documents and will be in addition to and run concurrent with other
10 warranties made by the Contractor under the requirements of the Contract Documents.

11
12
13 **PART TWO - PRODUCTS**

14
15 **GENERAL**

16 Approved manufacturer:
17 Contractor's option.

18
19 All materials and equipment furnished shall be current production of manufacturers regularly
20 engaged in the manufacture of such items, and for which replacement parts are available. All
21 materials and equipment shall be new (less than 1 year old when turned over to the Owner).

22
23 **WIRE AND CABLE – GENERAL PURPOSE (600V)**

24 General:

25 THWN or THHN general purpose building wire insulated with polyvinyl chloride (PVC)
26 and covered with protective sheath of nylon intended for lighting and power circuits at
27 600 volts or less, in residential, commercial, and industrial buildings.

28
29 The wire shall be suitable for 90°C maximum continuous conductor temperature in dry
30 locations and 75°C in wet locations and listed by Underwriters Laboratories for use in
31 accordance with Article 310 of the National Electrical Code.

32
33 Conductors:

34 Class B or Class C stranded, annealed uncoated copper per UL Standard 83 or 1063.

35
36 Insulation:

37 Each conductor shall be insulated with PVC and sheathed with nylon complying with the
38 requirements of UL Standard 83 for Types THHN or THWN and UL Standard 1063 for
39 Type MTW and CSA C22.2 No. 75 for T90 Nylon.

40
41 Types THWN or THHN shall comply with the optional Gasoline and Oil Resistance rating
42 of UL Standard 83. The insulation shall also comply with UL requirements for 105°C
43 Appliance Wiring Material.

44
45 The average thickness of PVC insulation, for a given conductor size, shall be as specified
46 in UL Standard 83 for THWN or THHN. The minimum thickness at any point, of the PVC
47 insulation, shall be not less than 90 percent of the specified average thickness.

48
49 The minimum thickness at any point of the nylon sheath shall be as specified in UL
50 Standard 83 for Types THWN or THHN.

51
52 The PVC insulation shall be applied tightly to the conductor and shall be free-stripping
53

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Identification:

The wire shall be identified by surface marking indicating manufacturer's identification, conductor size and metal, voltage rating, UL Symbol, type designations, and optional ratings. The wire shall also be identified as C (UL) Type T90 Nylon or TWN 75, FT1.

Tests:

Wire shall be tested in accordance with the requirements of UL Standard 83 for Types THWN or THHN wire and for the optional Gasoline and Oil Resistance listing; as Type MTW to UL Standard 1063 (stranded items); as AWM to UL Standard 758 (stranded items); and as C(UL) Type T90 Nylon or TWN75.

Usage:

General use power wiring, minimum size No. 12 AWG.
General use control wiring, minimum size No. 14 AWG.

WIRE AND CABLE – UNDERGROUND (600V)

General:

USE-2 or XHHW-2, cross linked, polyethylene insulated cables for use in circuits; not exceeding 600 volts. Cables listed by UL as Type USE-2 and recognized for underground use in wet locations at a maximum continuous conductor temperature of 90°C in accordance with Article 338 of the National Electric Code.

Installed in air, conduit, or other recognized raceways in accordance with Article 310 of the National Electric Code.

Conductors:

Conductors shall be Class B stranded annealed uncoated copper per UL Standard 854 and 44.

A suitable separator over the conductor may be used at the option of the manufacturer.

Insulation:

Each conductor shall be insulated by surface marking indicating manufacturer's identification, conductor size and metal, voltage rating, UL Symbol, and type designations.

Tests:

Wire shall be tested in accordance with the requirements of UL Standard 8654 for Type USE-2, UL Standard 44 for Types XHHW-2.

Usage:

Underground power wiring, minimum size No. 12 AWG.

WIRING CONNECTORS

Polaris Type Mechanical Connectors:

8 AWG and larger wire for all motor connections.

Spring Wire Connectors:

10 AWG and smaller wire.

Compression Connectors (T&B Sta-Kon or equal):

For those devices that are not rated to accept stranded wire.

1
2
3 **PART THREE - EXECUTION**
4

5 **EXAMINATION**

6 Verify that wire is in compliance with specifications.
7

8 Verify that interior of building has been protected from weather.
9

10 Verify that mechanical work likely to damage wire and cable has been completed.
11

12 Inspect wire for physical damage and proper connection.
13

14 Measure tightness of bolted connections and compare torque measurements with manufacturer's
15 recommended values.
16

17 Verify continuity of each conductor.
18

19 Feeder or branch circuits with ampacity greater than 100 amperes shall be tested after installation
20 to measure insulation resistance of each conductor.

21 All equipment shall be disconnected and the wire ends shall be cleaned and dried.
22

23 Connect Megohmmeter between conductor and a grounded point in the enclosure and
24 energize until the reading stabilizes.
25

26 The Megohmmeter reading for each conductor shall not be less than 10,000 Megohms.
27

28 **FIELD MEASUREMENTS**

29 Field verify all measurements. Do not base on contract drawings.
30

31 Identify conflicts with the work of other trades prior to installation of work.
32

33 Adjust system to satisfy field requirements.
34

35 **DELIVERY, STORAGE AND HANDLING**

36 Receive, sign for and store all equipment in this section.
37

38 Maintain original quality and condition of wire while it is in storage.
39

40 **INSTALLATION**

41 General:

42 The complete installation shall be done in a neat, workmanlike manner in accordance
43 with all applicable codes and the manufacturer's recommendations.
44

45 Install all materials, assemblies and equipment in strict accordance with manufacturer's
46 recommendations and instructions. Consult manufacturer for all wiring diagrams,
47 schematics, sizes, outlets, etc. before installing.
48

49 Pre-Installation:

50 Verify that interior of building has been protected from weather.
51

52 Verify that mechanical work likely to damage wire has been completed.
53

54 Completely and thoroughly swab raceway prior to installation.

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Verify that field measurements are as shown on drawings.

Wire and cable routing shown on drawings is approximate unless dimensioned. Route wire and cable to satisfy project conditions.

Where wire and cable routing is not shown, and destination only is indicated, determine exact routing and lengths required.

Determine required separation between cable and other work.

Determine cable routing to avoid interference with other work.

Conductor Sizing:

Conductor sizes are based on copper.

Use conductor not smaller than No.12 AWG for power and lighting circuits.

Use No.10 AWG conductors for 20 ampere, 120-volt branch circuits longer than 75 feet.

Use No. 10 AWG conductors for 20 ampere, 277-volt branch circuits longer than 200 feet.

Where circuit wiring length exceeds 100 feet, increase wire size as needed to maintain a maximum voltage drop of three percent.

Use conductor not smaller than No.14 AWG for control circuits.

Wire and cable size shall be increased from size indicated or required by code to meet the following voltage drop requirements:

3% drop for branch circuits.

5% drop for motor circuits.

Wire Pulling:

Pull all conductors into raceway at same time.

No.4 AWG and larger wire and power cables shall be lubricated with pulling lubricant to reduce pulling tension and abrasion damage. The lubricant shall be water or wax based containing no oils or greases that may adversely affect cable jackets.

The minimum bend radius and maximum pulling tension ratings of the wire and cable shall not be exceeded.

Splices and Terminations:

Splices and terminations shall not be made within raceways.

Clean conductor surfaces before splicing or terminating.

Make splices, taps, and terminations to carry full amp capacity of conductors with no perceptible temperature rise.

Wire nuts, "ScotchLocks", and similar devices may be used to splice 120V power circuits.

1 Control, communication, and data transmission wire and cable shall not be spliced.

2
3 Support cables above accessible ceiling, using spring metal clips or plastic cable ties to
4 support cables from structure. Do not rest cable on ceiling panels or support for the
5 ceiling suspension system per NEC.

6
7 Neatly train and lace wiring inside boxes, equipment, and panelboards.

8
9 Clean conductor surfaces before installing lugs and connectors.

10
11 Make splices, taps, and terminations to carry full ampacity of conductors with no
12 perceptible temperature rise.

13
14 Use polaris type mechanical connectors for copper conductor splices and taps, 8 AWG
15 and larger. Tape uninsulated conductors and connector with electrical tape to 150
16 percent of insulation rating of conductor.

17
18 Use insulated spring wire connectors with plastic caps for copper conductor splices and
19 taps, 10 AWG and smaller.

20
21 **Motors:**

22 Motor wiring to motors less than 10 horsepower shall be spliced and terminated with fully
23 insulated crimp-on end cap with a layer of self-vulcanizing rubber tape, followed by five
24 layers of vinyl electrical tape. "ScotchLocks" and similar devices shall not be used.

25
26 Motor wiring to motors 10 horsepower or larger shall be spliced and terminated with
27 crimp-on ring terminal lugs, brass nuts, bolts and washers with a layer of self-vulcanizing
28 rubber tape, followed by five layers of vinyl electrical tape. "ScotchLocks" and similar
29 devices shall not be used.

30
31 **Wire Marking:**

32 The ends of each conductor shall be marked with circuit number, motor number, wire or
33 terminal number.

34
35 Labels shall be typed in black lettering with indelible ribbons on a white, heat shrink
36 sleeve. Markers shall be shrunk around the wire to provide a tight, non-slip bond with a
37 compatible heat gun.

38
39 Heat shrink wire markers shall be Brady Bradysleeve Type B-321 or B-322

40
41 **Ground Wire Color Coding:**

42 Provide green insulated ground wire for #8 and smaller. #6 wire shall have green band
43 per code.

44
45
46 End of Section

1 Provide a complete and fully functional grounding system using materials and equipment of
2 types, sizes, and rating as required to meet performance requirements. Use materials and
3 equipment that comply with referenced standards and manufacturer's standard design and
4 construction, in accordance with published product information. Coordinate the features of all
5 materials and equipment so they form an integrated system, with components and
6 interconnections matched for optimum performance of specified functions. Provide all
7 accessories necessary for a fully functioning system.

9 **GROUND RODS**

10 Material: Copper-clad steel.

12 Diameter: 3/4" minimum.

14 Length: 10' minimum. Rod shall be driven at least 9'5" deep.

16 **MECHANICAL CONNECTORS**

17 The mechanical connector bodies shall be manufactured from high strength, high conductivity
18 cast copper alloy material. Bolts, nuts, washers, and lockwashers shall be made of silicon bronze
19 and supplied as a part of the connector body and shall be of the two bolt type.

21 Split bolt connector types are not allowed.

23 The connectors shall meet or exceed UL 467 and be clearly marked with the catalog number,
24 conductor size and manufacturer.

26 **COMPRESSION CONNECTORS**

27 The compression connectors shall be manufactured from pure wrought copper. The conductivity
28 of this material shall be no less than 99 percent.

30 The connectors shall meet or exceed the performance requirements of IEEE 837, latest revision.

32 The installation of the connectors shall be made with a compression, tool and die system, as
33 recommended by the manufacturer of the connectors.

35 The connectors shall be clearly marked with the manufacturer, catalog number, conductor size,
36 and the required compression tool settings.

38 Each connector shall be factory filled with an oxide-inhibiting compound.

40 **EXOTHERMIC CONNECTIONS**

41 Select the appropriate kit for specific types, sizes, and combinations of conductors and other
42 items to be connected. Field personnel shall be trained in execution of welds.

44 **WIRE**

45 Material: Stranded copper

47 Grounding Electrode Conductor: Size as shown on drawings, specifications, or required by NFPA
48 70, whichever is larger.

51 **PART THREE - EXECUTION**

1 **EXAMINATION**
2 Inspect grounding and bonding system conductors and connections for tightness and proper
3 installation.

4
5 **FIELD MEASUREMENTS**
6 Field verify exact routing of all backbone cable.

7
8 Adjust grounding system installation to satisfy field requirements.

9
10 **DELIVERY, STORAGE AND HANDLING**
11 Receive, sign for and store all equipment in this section.

12
13 **INSTALLATION**

14 General:

15 Provide a separate, insulated equipment grounding conductor in all raceways.

16

17 Receptacle grounding:

18 For all receptacle circuits, provide separate green ground wire in raceway
19 system.

20

21 Standard receptacles may be used and green wire shall be directly connected to
22 receptacle or to pigtail.

23

24 Provide #12 pigtail to ground all metal boxes.

25

26 Stranded wire twisted on ground terminal on device is not allowed.

27

28 Ground Rod Installation:

29 Install ground rods to be 10'6" deep.

30

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End of Section

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PART TWO - PRODUCTS

GENERAL

All materials and equipment furnished shall be current production of manufacturers regularly engaged in the manufacture of such items, and for which replacement parts are available. All materials and equipment shall be new (less than 1 year old when turned over to the Owner).

SUPPORTING STRUCTURES

Rack supports of galvanized steel channel sections with adequate feet to allow secure mounting.

Weld sections, do not use bolts.

CONDUIT SUPPORTS

1- hole galvanized steel straps for EMT, 2-hole galvanized steel straps for all other conduits. Do not use perforated hanger iron.

PART THREE - EXECUTION

EXAMINATION

Verify locations prior to rough in.

Verify mounting details

FIELD MEASUREMENTS

Verify that field measurements are as shown on Drawings.

DELIVERY, STORAGE AND HANDLING

Receive, sign for and store all equipment in this section.

Accept equipment on site. Inspect for damage.

Protect equipment from corrosion and entrance of debris by storing above grade. Provide appropriate covering.

INSTALLATION

General:

The complete installation shall be done in a neat, workmanlike manner in accordance with all applicable codes and the manufacturer's recommendations.

Install all materials, assemblies and equipment in strict accordance with manufacturer's recommendations and instructions. Consult manufacturer for all wiring diagrams, schematics, sizes, outlets, etc. before installing.

Provide anchors, fasteners, and supports in accordance with NECA "Standard of Installation".

Do not fasten supports to pipes, ducts, mechanical equipment, or other conduit.

Do not use spring steel clips on ceiling support wires.

Do not use powder actuated anchors.

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SECTION 26 05 34 - RACEWAYS

PART ONE - GENERAL

APPLICABLE PROVISIONS

Drawings and general provisions of contract, including general and supplemental conditions and Division 01 specification sections, apply to work of this section.

APPLICABLE PUBLICATIONS

- Conform to requirements of current ANSI/NFPA 70 - National Electric Code.
- Conform to current National Electrical Manufacturers Association (NEMA) Standards.
- Conform to current Underwriters Laboratories (UL) Specifications and Standards.
- Conform to current Telecommunication Industry Association (TIA/EIA).
- Conform to current American National Standards Institute (ANSI) standards.
- Conform to National Electrical Contractors Association (NECA) "Standards of Installation".
- Product specific standards and requirements are included in Product Specifications.

DESCRIPTION OF WORK

Furnish and install a complete and operable conduit/raceway system as indicated on the drawings and as specified herein.

All wire shall be in conduit or surface raceway.

Materials Included:

- Metal conduit.
- Flexible metal conduit.
- Liquidtight flexible metal conduit.
- Electrical metallic tubing.
- Nonmetallic conduit.

RELATED WORK ELSEWHERE

Division 26: Electrical

SHOP DRAWINGS

Submit shop drawings in accordance with Section 26 05 04.

OPERATION & MAINTENANCE MANUALS

Submit Operations & Maintenance Manuals in accordance with Section 26 05 04.

QUALITY ASSURANCE

Provide quality assurance in accordance with Section 26 05 04.

1 All materials, equipment and parts are to be new, undamaged and unused of current
2 manufacture.

3
4 **WARRANTY**

5 Equipment shall be warranted for a period of not less than 1 year from the date of commissioning
6 against defects in material and workmanship.

7
8 The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service
9 hours, repair parts cost, etc.

10
11 The warranty shall not deprive the Owner of other rights the Owner may have under other
12 provisions of the Contract Documents and will be in addition to and run concurrent with other
13 warranties made by the Contractor under the requirements of the Contract Documents.

14
15
16 **PART TWO - PRODUCTS**

17
18 **GENERAL**

19 All materials and equipment furnished shall be current production of manufacturers regularly
20 engaged in the manufacture of such items, and for which replacement parts are available. All
21 materials and equipment shall be new (less than 1 year old when turned over to the Owner).

22
23 **CONDUIT GENERAL REQUIREMENTS**

24 Minimum Size: 1/2 inch.

25
26 Conduit types not listed below are prohibited.

27
28 Rigid heavy wall galvanized steel conduits:

29 Are to be used in the following locations:

30 Outdoors.

31
32 Underground, unless PVC is shown on drawings or called out in other portions of
33 this specification.

34
35 In and under ALL concrete slabs, except for where PVC is allowed as stated in
36 nonmetallic conduit portion of this specification.

37
38 In areas having moisture, dust or gases.

39
40 Exposed conditions where such mechanical protection is required.

41
42 Manufacturer:

43 CONTRACTOR option.

44
45 Conduit:

46 Impact and crush resistant mild steel tube with an accurate circular cross section,
47 a uniform wall thickness, a defect free interior surface, and a continuous welded
48 seam.

49
50 Interior and exterior surfaces thoroughly and evenly coated with zinc using the
51 hot-dip galvanizing process.

52
53 Top-coated with a compatible organic layer to inhibit white rust and increase
54 corrosion resistance.

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Factory cut threads, 0.75-inch taper per foot, protected after cutting with an application of molten zinc.

Conduit Bodies:

Ferrous metal construction electro-galvanized inside and out and coated with aluminum acrylic paint.

Tapered, threaded hubs with integral bushing.

Stainless steel hardware.

Cover constructed of same material with solid gasket.

Fittings:

Ferrous metal construction electro-galvanized inside and out.

Components critical to performance such as set screws, split rings, and locknuts constructed of hardened steel or adequately designed to insure positive bonds.

Liquid Tight Flexible Metal Conduit:

Use in areas where environment is damp or could become damp or wet.

To contain an equipment grounding conductor with phase conductors. Bond grounding conductor to equipment served and nearest conduit system junction box.

Manufacturer:

CONTRACTOR option.

Usage:

Use in conjunction with galvanized rigid metal conduit.

Use in conjunction with PVC coated galvanized rigid metal conduit.

Conduit:

Single strip, helically wound, galvanized steel core inside and outside with smooth interior surface with sunlight resistant thermoplastic jacket suitable for ambient environmental conditions conforming to applicable UL Standards.

Jacket shall be positively locked to core to prevent sleeving.

All runs of flexible conduit shall be as short as practicable, of the same size as the conduit it extends and with enough slack to reduce the effects of expansion and vibration.

Fittings:

Where used in conjunction with galvanized rigid metal conduit, connectors shall be malleable iron or steel, electro zinc plated, with insulated throat and taper threaded hub.

Where used in conjunction with PVC coated galvanized rigid metal or rigid aluminum conduit connectors shall be malleable iron or steel, electro zinc plated and PVC coated, with insulated throat and taper threaded hub.

1 Particular attention shall be given to maintaining ground bond and firm support
2 through flexible connections.

3
4 All fittings shall be liquid tight.

5
6 **Nonmetallic Conduit (PVC):**

7 Where indicated on drawings.

8
9 **Underground**

10
11 Where PVC conduit penetrates floor, it must be installed per conduit installation detail.

12
13 **Manufacturer:**

14 Carlon.

15
16 Or equal.

17
18 **Conduit:**

19 Made from polyvinyl chloride compound (recognized by UL), which includes inert
20 modifiers to improve weatherability and heat distortion.

21
22 Rated for use with 90 degree C conductors. Material shall comply with NEMA
23 Specification TC-2.

24
25 The conduit and fittings shall be homogeneous plastic material free from visible
26 cracks, holes or foreign inclusions. The conduit bore shall be smooth and free of
27 blisters, nicks or other imperfections, which could mar conductors or cables.

28
29 Conduit, fittings and cement shall be produced by the same manufacturer to
30 assure system integrity.

31
32 **Conduit Bodies:**

33 Made from polyvinyl chloride compound (recognized by UL), which includes inert
34 modifiers to improve weatherability and heat distortion.

35
36 Rated for use with 90 degree C conductors. Material shall comply with NEMA
37 Specification TC-3.

38
39 Stainless steel hardware.

40
41 Cover constructed of same material with solid gasket.

42
43 **Fittings:**

44 Made from polyvinyl chloride compound (recognized by UL), which includes inert
45 modifiers to improve weatherability and heat distortion.

46
47 Rated for use with 90 degree C conductors. Material shall comply with NEMA
48 Specification TC-3.

49
50 **METAL CONDUIT**

51 **Rigid Steel Conduit:** ANSI C80.1.

52
53 **Intermediate Metal Conduit (IMC):** Rigid steel.

1 Fittings and Conduit Bodies: ANSI/NEMA FB 1; material to match conduit all steel fittings.

2

3 **FLEXIBLE METAL CONDUIT**

4 Description: Interlocked steel construction.

5

6 Fittings: ANSI/NEMA FB 1.

7

8 **LIQUIDTIGHT FLEXIBLE METAL CONDUIT**

9 Description: Interlocked steel construction with PVC jacket.

10

11 Fittings: ANSI/NEMA FB 1 with insulated throats.

12

13 **ELECTRICAL METALLIC TUBING (EMT)**

14 Description: ANSI C80.3; galvanized tubing.

15

16 Fittings and Conduit Bodies: ANSI/NEMA FB 1; steel or malleable iron, insulated throat
17 connectors.

18

19 **NONMETALLIC CONDUIT**

20 Description: NEMA TC 2; Schedule 40 PVC.

21

22 Fittings and Conduit Bodies: NEMA TC 3.

23

24

25 **PART THREE - EXECUTION**

26

27 **EXAMINATION**

28 Verify routing and termination locations of conduit prior to rough in.

29

30 Verify conduit routing. Routing as shown on Drawings is in approximate locations unless
31 dimensioned. Route as required to complete wiring system.

32

33 **FIELD MEASUREMENTS**

34 Field verify all measurements. Do not base conduit rough-in or equipment locations on
35 dimensions obtained from the contract drawings.

36

37 Identify conflicts with the work of other trades prior to installation of electrical equipment and
38 conduit work.

39

40 Adjust conduit system installation to satisfy field requirements.

41

42 **DELIVERY, STORAGE AND HANDLING**

43 Receive, sign for and store all equipment in this section.

44

45 Accept conduit on site. Inspect for damage.

46

47 Protect conduit from corrosion and entrance of debris by storing above grade. Provide
48 appropriate covering.

49

50 Protect PVC conduit from sunlight.

51

52 **INSTALLATION**

53 General:

1 The complete installation shall be done in a neat, workmanlike manner in accordance
2 with all applicable codes and the manufacturer's recommendations.
3
4 Install all materials, assemblies and equipment in strict accordance with manufacturer's
5 recommendations and instructions. Consult manufacturer for all wiring diagrams,
6 schematics, sizes, outlets, etc. before installing.
7
8 All conduit shall be installed in building unless indicated otherwise.
9
10 All conduits stubbed into ceiling shall have end bushings.
11
12 Install conduit in accordance with NECA "Standard of Installation."
13
14 Install nonmetallic conduit in accordance with manufacturer's instructions.
15
16 Arrange supports to prevent misalignment during wiring installation.
17
18 Support conduit using coated steel or malleable iron straps, lay in adjustable hangers,
19 clevis hangers, and split hangers.
20
21 Group related conduits: support using conduit rack. Construct rack using steel channel;
22 provide space on each for 25 percent additional conduits.
23
24 Fasten conduit supports to building structure and surface under provisions of Section 26
25 05 29.
26
27 Do not support conduit with wire or perforated pipe straps. Remove wire used for
28 temporary supports.
29
30 Do not attach conduit to ceiling support wires.
31
32 Arrange conduit to maintain headroom and present neat appearance.
33
34 Route exposed conduit parallel and perpendicular to walls.
35
36 Route conduit in and under slab from point to point.
37
38 Do not cross conduits in slab.
39
40 Maintain adequate clearance between conduit and piping.
41
42 Maintain 12 inch clearance between conduit and surfaces with temperatures exceeding
43 104 degrees F.
44
45 Cut conduit square using saw or pipecutter; de burr cut ends.
46
47 Bring conduit to shoulder of fittings; fasten securely.
48
49 Join nonmetallic conduit using cement as recommended by manufacturer. Wipe
50 nonmetallic conduit dry and clean before joining. Apply full even coat of cleaner and
51 cement to entire area inserted in fitting. Allow joint to cure for 20 minutes, minimum.
52
53 Use conduit hubs to fasten conduit to sheet metal boxes in damp and wet locations and
54 to cast boxes.

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Install no more than equivalent of three 90 degree bends between boxes. Use conduit bodies to make sharp changes in direction, as around beams. Hydraulic one-shot bender may be used to fabricate factory elbows.

Avoid moisture traps; provide junction box with drain fitting at low points in conduit system.

Provide suitable fittings to accommodate expansion and deflection where conduit crosses control and expansion joints.

Provide suitable pull string in each empty conduit, except sleeves and nipples.

Use suitable caps to protect installed conduit against entrance of dirt and moisture.

Ground and bond conduit under provisions of Section 26 05 26.

Identify conduit under provisions of Section 26 05 53.

Flexible metal conduit shall be used for connection to equipment subject to vibration and light fixture drops in all removable tile ceilings. Length shall not exceed 36" for equipment connections and 72" for light fixture connections. Minimum size 1/2", except 3/8" may be used for fixture drops. Install flexible conduit drops from independent junction box mounted above ceiling and accessible from below ceiling to recess ceiling mounted equipment. Allow for positioning of equipment to next tile increment.

Seal conduit with oakum or duct seal where they leave heated areas and enter unheated areas.

Surface raceway shall be installed to run parallel of all existing surfaces. Where raceway is used on ceiling, raceway shall be mounted at ceiling wall junction and extended from the junction box out to ceiling mounted device. Raceway shall be routed in corners and along moldings to be as least obtrusive as possible.

Exterior cable and conduit installation.

Layout in trench may be started at either end unless the drawings indicate that it is to pitch for drainage. In which case the layout should be started at the lowest end. The cable and conduit shall be pitched 1" per 100 feet.

Include all excavation and backfill.

Cable and conduit shall be a minimum of 30" deep.

Cable and conduit shall be laid in a 6" sand bed and covered with another 6" of sand before backfilling with earth.

Provide Brady identotape 12" above all buried conduits and cables.

Provide #12 pull wire in all empty or spare conduits.

Restore existing surface back to its original condition.

1 For all excavation, maintain erosion protection per Federal, State, and municipal
2 requirements. All work associated with erosion control for excavation shall be
3 done as per Federal, State and municipal requirements, as well as any plans,
4 meetings, and other special conditions.
5

6 For all trenching that is under paved surfaces, backfill with structural material.
7 Material shall be tamped in layers up to the point of the surface paving material.
8

9 For on-grade slabs, the conduit may be run in or under the slab. Verify with concrete
10 installation prior to running conduits in slab to determine if that conduit coordinates with
11 the slab reinforcing.
12

13 Exterior Wall Penetrations:

14 For all exterior wall penetrations, patch the wall with material to match the existing wall
15 finish. The openings shall be as small as possible to minimize the impact on the existing
16 wall finish. Install duct seal within the conduit to prevent air flow.
17

18 When conduits are rising from the ground to penetrate the walls, furnish rigid steel
19 conduit where conduit is exposed, and deep-back LB's condulettes or NEMA 4X stainless
20 steel junction box.
21

22 Interface with Other Products:

23 Install conduit to preserve fire resistance rating of partitions and other elements.
24

25 Route conduit through roof openings for piping and ductwork or through suitable roof
26 jack. Coordinate location with roofing installation.
27

28
29 End of Section

1 **PART TWO - PRODUCTS**

2
3 **GENERAL**

4 All materials and equipment furnished shall be current production of manufacturers regularly
5 engaged in the manufacture of such items, and for which replacement parts are available. All
6 materials and equipment shall be new (less than 1 year old when turned over to the Owner).

7
8 **BOXES**

9 Pull boxes and junction boxes: Metal construction, conforming to National Electrical Code, with
10 screw on or hinged cover.

11
12 Flush mounted pull boxes: Provide overlapping covers with flush head cover retaining screws,
13 prime coated.

14
15 Small surface type junction boxes to be used in dry locations only for general purpose lighting
16 and outlets shall conform to the following standard sizes and spec's:

17 All boxes and covers shall be made of stamped steel. (No sectional boxes allowed).

18
19 Minimum sizes:

20 Handy boxes	4 x 2-1/8 x 2-1/8
21 Octagon boxes	4 x 1-1/2
22 4" sq. boxes	4 x 1-1/2 or 4 x 2-1/8
23 4-11/16" sq. boxes	4-11/16 x 2-1/8

24
25 Flush mounted outlet boxes used in dry locations shall conform to the following standards:

26 All boxes and covers shall be made of stamped steel. No sectional boxes allowed.

27
28 Minimum sizes:

29 Note special requirements for flush boxes for outside receptacles. These boxes
30 shall be 4-hole type or other type to properly patch the surface weather tight
31 covers.

32
33 Junction and Splice Boxes:

34 Screw covers, galvanized after fabrication and not less than code dimensions.

35
36 Entry openings in boxes shall be made with knock-out punches or hole saws.

37
38 Burning of entry openings with a torch will not be acceptable.

39
40 Paint exposed ferrous surfaces, 2 coats rust resisting paint.

41
42 Flush interior devices shall utilize 4" square box with raised covers or deep masonry boxes as
43 appropriate.

44
45 Raised covers to have square cut corners.

46 Where existing boxes are reused, provide add-a-depth device rings to devices installed without
47 proper box depth to finish surface.

48
49 Box extensions will not be allowed.

50
51 Junction boxes and pull boxes shall not have knockouts. Enclosure type, material, and
52 dimensions shall be as indicated on the drawings and as stated in these specifications. Where
53 no type or size is indicated for junction boxes and pull boxes, they shall be one size larger than
54 required by NEC.

1
2 For exterior outlets, such as receptacles, use FS type outlet box flush mounted.

3
4 Large junction boxes shall be constructed from steel in the following gauges:

5	6 Box Size	7	8 Minimum Steel Gauge
8	9 Up to 24" x 30" x 12"	10	11 14
11	12 24" x 36" x 8" to 36" x 36" x 16"	13	14 12
14	15 36" x 42" x 8" and larger	16	17 11

18
19 **PART THREE - EXECUTION**

20
21 **EXAMINATION**

22 Verify routing and termination locations of conduit prior to rough in.

23
24 **FIELD MEASUREMENTS**

25 Verify that field measurements are as shown on Drawings.

26
27 Mounting heights:

28 As shown on drawings and details.

29
30 Coordinate exact heights with specific manufacturer's recommendations.

31
32 All mounting heights of keypads and pushbuttons to be ADA compliant.

33
34 **DELIVERY, STORAGE AND HANDLING**

35 Receive, sign for and store all equipment in this section.

36
37 Maintain original quality and condition of equipment while it is in storage.

38
39 **INSTALLATION**

40 General:

41 The complete installation shall be done in a neat, workmanlike manner in accordance with all applicable codes and the manufacturer's recommendations.

42
43 Install all materials, assemblies and equipment in strict accordance with manufacturer's recommendations and instructions. Consult manufacturer for all wiring diagrams, schematics, sizes, outlets, etc. before installing.

44
45 Boxes that are being installed in rough masonry surfaces (such as split face block) shall be installed in such a manner to allow the wiring device or light fixture and the associated device plate to be seated squarely. Have the masonry opening cut to the size of the plate and then box grouted in, or the rough masonry around the box shall be chiseled away and mortar installed around the box to provide a flat finish.

46
47 Coordinate with the masonry installation all details of installation on rough masonry surfaces. Without coordination assume responsibility for all costs to provide the flat surface, which will require chiseling the surface of the rough masonry away and providing mortar to obtain this smooth finish.

48
49 Install electrical boxes as shown on Drawings, and as required for splices, taps, wire pulling, equipment connections and compliance with regulatory requirements.

- 1
2 Install electrical boxes to maintain headroom and to present neat mechanical appearance.
3
4 Install boxes to preserve fire resistance rating of partitions and other elements, using materials
5 and methods compatible with NFPA.
6
7 Align adjacent wall mounted outlet boxes for switches, thermostats, and similar devices with each
8 other.
9
10 Use flush mounting outlet boxes in finished areas.
11
12 Support boxes independently of conduit.
13
14 Use gang box where more than one device is mounted together. Do not use sectional box.
15
16 Use cast outlet box in exterior locations exposed to the weather and wet locations.
17
18 Large Pull Boxes: Boxes larger than 100 cubic inches in volume or 12 inches in any dimension.
19 Interior Dry Locations: Use hinged enclosure.
20
21 Other Locations: Use surface mounted cast metal box.
22
23 Grounding:
24 All equipment shall be grounded in accordance with NEC, these specifications and
25 drawings, and the equipment supplier's recommendations.
26
27 Interface with Other Products:
28 Coordinate masonry cutting to achieve neat opening.
29
30 Coordinate mounting heights and locations of outlets mounted above counters, benches
31 and backsplashes.
32
33 Position outlet boxes to locate luminaires as shown on reflected ceiling plan.
34
35
36

End of Section

1 **ENGRAVED LABELS**

2 Where the words "provide engraved label" appears on the drawings or in the specifications, it
3 shall mean that the label shall be an engraved 3-layer phenolic label with black letters on white
4 material, unless other colors are called out on the drawings or details.
5

6 The label size shall be a minimum of 3/4" high and be 3" long. Labels may be attached with
7 double backed adhesive tape unless indicated otherwise.
8

9 Where references are made on the drawings to provide engraved labels, engraved nameplate or
10 engraved plates, these should be engraved phenolic labels.
11

12 **ENGRAVED PLATES**

13 Where references are made to engraved plates, this shall mean that the normal device plate shall
14 have an engraving on it with black letters so as to indicate what this switch or device is used for.
15

16 **BRANCH CIRCUIT OUTLETS: LABELING**

17 Each branch circuit outlet, receptacles, lighting, and any other device requiring 120/240 volt
18 power, the contractor shall:

19 Provide circuit, written in pencil or non-washable ink, inside of outlet box in an area that
20 can be easily viewed when removing outlet faceplate.
21

22 Write circuit number in ink on device between receptacles under plate.
23

24 Optional: Provide typed label (not dyno label) for each circuit attached to device plate.
25

26 Label each junction box outlet cover in non-washable marker as to circuit number routed
27 through junction box.
28

29 **PANELBOARDS: LABELING**

30 Panelboard Directory:

31 Prepare and affix a typewritten directory to the inside cover of each panelboard indicating
32 loads controlled by each circuit.
33

34 Each distribution and lighting panelboard shall be equipped with a typewritten directory
35 accurately indicating rooms and/or equipment being served.
36

37 Assume that originally directories will have to be developed based on the room numbers
38 on the project drawings.
39

40 Near project completion, all directories will have to be changed to reflect actual room
41 numbers as designated by the building occupant.
42

43 Include the cost of doing the original handwritten directory and revisions to the directory
44 based on occupant room numbers.
45

46 Each existing panelboard that is revised, modified or has had circuits deleted or added to,
47 shall have its directories retyped to reflect existing circuits and all modified circuits.
48

49 Each changed circuit on existing panelboards shall have an asterisk next to the revised
50 or modified circuits.
51

52 Panelboard Identification:

53 Label per NEC 210.5.
54

1 Identify each panel with a suitably engraved nameplate mounted at the top of the front
2 cover.

3
4 The nameplates shall be made of laminated black and white plastic with white on the
5 outside.

6
7 The lettering shall be 1/4 inch high (minimum), engraved by cutting through the white
8 outside layer so that the letters appear black.

9
10 Fasten nameplates with brass or stainless steel panhead screws.

11
12 Nameplate engraving shall match the numbers or letters shown on the drawings or
13 assigned by the Owner's Representative.

14
15 Labels shall be engraved as to the function of the circuit breaker.

16
17 Labels shall also be engraved to indicate the load served by the circuit breaker.

18
19 Identify the source of the feeder circuit serving the panelboard.

20 21 **DISCONNECTS**

22 Each disconnect furnished by this section or furnished by other sections but installed by this
23 section shall have an engraved laminated label indicating which piece of equipment it controls.

24
25 This requirement is waived if the disconnect or starter is attached directly to the piece of
26 equipment that it is controlling or operating.

27 28 **MISCELLANEOUS**

29 Branch Circuits:

30 On branch circuits, use shall be made of all standard wire insulation colors available.

31
32 Where wires of different systems junction in a common box, each cable shall be grouped
33 with its own system and identified using tags or identification strips.

34 35 36 **PART THREE - EXECUTION**

37 38 **EXAMINATION**

39 Verify surfaces are cleaned and ready to receive labels.

40
41 Verify labels are correct.

42
43 Verify that labels are installed as specified, level and plumb.

44 45 **DELIVERY, STORAGE AND HANDLING**

46 Receive, sign for and store all equipment in this section.

47 48 **INSTALLATION**

49 General:

50 Degrease and clean surface prior to installing labels.

51
52 Install nameplate and label parallel to equipment lines.

53

- 1 Secure nameplates to equipment fronts using screws, if so specified on drawings.
- 2
- 3
- 4 End of Section

1 **DESCRIPTION OF WORK**

2 Furnish and install complete and operable Distribution and Branch Circuit Panelboards system as
3 indicated on the drawings and as specified herein.

4
5 **RELATED WORK ELSEWHERE**

6 Division 26, and 27: Electrical

7
8 **SHOP DRAWINGS**

9 Submit shop drawings in accordance with Section 26 05 04.

10
11 The following information shall be submitted in addition to the above:

12 Manufacturer literature sufficient in scope to demonstrate compliance with the
13 requirements of this specification.

14
15 Overall panelboard dimensions, interior mounting dimensions, and wiring gutter
16 dimensions. The location of the main, branches, and solid neutral shall be clearly shown.
17 Illustrate one line diagrams with applicable voltage systems.

18
19 **OPERATION & MAINTENANCE MANUALS**

20 Submit Operations & Maintenance Manuals in accordance with Section 26 05 04.

21
22 **QUALITY ASSURANCE**

23 Provide quality assurance in accordance with Section 26 05 04.

24
25 The panelboard manufacturer shall be certified to ISO 9001 International Quality Standard and
26 shall have third party certification verifying quality assurance in design/development, production,
27 installation, and service, in accordance with ISO 9001.

28
29 All panelboards provided under this section shall be the products of a single manufacturer
30 specializing in manufacture of panelboard products with a minimum of fifty years documented
31 experience.

32
33 Provide all necessary accessories required for a complete and operable system.

34
35 **WARRANTY**

36 Panelboards shall be warranted for a period of not less than 1 year from the date of
37 commissioning against defects in material and workmanship.

38
39 The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service
40 hours, repair parts cost, etc.

41
42 The warranty shall not deprive the Owner of other rights the Owner may have under other
43 provisions of the Contract Documents and will be in addition to and run concurrent with other
44 warranties made by the Contractor under the requirements of the Contract Documents.

45
46
47 **PART TWO - PRODUCTS**

48
49 **GENERAL**

50 All materials and equipment furnished shall be current production of manufacturers regularly
51 engaged in the manufacture of such items, and for which replacement parts are available. All
52 materials and equipment shall be new (less than 1 year old when turned over to the Owner).

1 Provide a complete and fully functional distribution system using materials and equipment of
2 types, sizes, and rating as required to meet performance requirements. Use materials and
3 equipment that comply with referenced standards and manufacturer's standard design and
4 construction, in accordance with published product information. Coordinate the features of all
5 materials and equipment so they form an integrated system, with components and
6 interconnections matched for optimum performance of specified functions.

7 8 **LIGHTING AND APPLIANCE PANELBOARDS**

9 Manufacturers:

10 Schneider Square D NQ
11 No Equals
12

13 Interior:

14 Rated 120/240 VAC maximum. Continuous main current ratings, as indicated on
15 drawings, not to exceed 600 amperes maximum for main breaker panelboards and not to
16 exceed 800 amperes for main lug panelboards.

17
18 UL Listed short circuit current ratings as indicated on the drawings with a maximum of
19 200,000 RMS symmetrical amperes.
20

21 Provide one continuous bus bar per phase. Each bus bar shall have sequentially phased
22 branch circuit connectors limited to bolt-on branch circuit breakers. The bussing shall be
23 fully rated. Panelboard bus current ratings shall be determined by heat-rise tests
24 conducted in accordance with UL 67. Bussing shall be plated copper. Bus bar plating
25 shall run the entire length of the bus bar.
26

27 All current-carrying parts shall be insulated from ground and phase-to-phase by high
28 dielectric strength thermoplastic.
29

30 A solidly bonded copper equipment ground bar shall be provided. An additional copper
31 isolated/insulated ground bar shall also be provided where indicated on the drawings.
32

33 Split solid neutral shall be plated and located in the mains compartment up to 250
34 amperes so all incoming neutral cable may be of the same length. UL Listed
35 panelboards with 200 percent rated solid neutrals shall have plated copper neutral bus
36 for non-linear load applications where indicated on the drawings.
37

38 Interior trim shall be of dead-front construction to shield user from energized parts.
39 Dead-front trim shall have pre-formed twist-outs covering unused mounting space.
40

41 Nameplates shall contain system information and catalog number or factory order
42 number. Interior wiring diagram, neutral wiring diagram, UL Listed label and short circuit
43 current rating shall be displayed on the interior or in a booklet format.
44

45 Interiors shall be field convertible for top or bottom incoming feed. Main circuit breakers
46 shall be vertically mounted. Sub-feed circuit breakers shall be vertically mounted.
47 Interior leveling provisions shall be provided for flush mounted applications.
48

49 Interior phase bus shall be pre-drilled to accommodate field installable options such as
50 sub-feed lugs, sub-feed breakers, thru-feed lugs.
51

52 Interiors shall accept 125 ampere breakers in group mounted branch construction.
53

1 Main Circuit Breaker:

2 Main circuit breakers shall have an overcenter, trip-free, toggle mechanism which will
3 provide quick-make, quick-break contact action. Circuit breakers shall have a permanent
4 trip unit with thermal and magnetic trip elements in each pole. Each thermal element
5 shall be true rms sensing and be factory calibrated to operate in a 40 degrees C ambient
6 environment. Thermal elements shall be ambient compensating above 40 degrees C.

7
8 Two- and three-pole circuit breakers shall have common tripping of all poles. Circuit
9 breakers frame sizes above 100 amperes shall have a single magnetic trip adjustment
10 located on the front of the breaker that allows the user to simultaneously select the
11 desired trip level of all poles. Circuit breakers shall have a push-to-trip button for
12 maintenance and testing purposes.

13
14 Circuit breaker handle and faceplate shall indicate rated ampacity. Standard construction
15 circuit breakers shall be UL Listed for reverse connection without restrictive line or load
16 markings.

17
18 Circuit breaker escutcheon shall have international I/O markings, in addition to standard
19 ON/OFF markings. Circuit breaker handle accessories shall provide provisions for
20 locking handle in the ON or OFF position where indicated on the drawings.

21
22 Lugs shall be UL Listed to accept solid or stranded copper and aluminum conductors.
23 Lugs shall be suitable for 75 degree C rated wire or 90 degree C rated wire as required
24 by the application. Lug body shall be bolted in place; snap-in designs are not acceptable.

25
26 The circuit breakers shall be UL Listed for use with and provided with the following
27 accessories where indicated on the drawings: Shunt Trip, Under Voltage Trip, Ground
28 Fault Shunt Trip, Auxiliary Switch, Alarm Switch, Mechanical Lug Kits, and Compression
29 Lug Kits.

30
31 Branch Circuit Breakers:

32 Circuit breakers shall be UL Listed with amperage ratings, interrupting ratings, and
33 number of poles as indicated on the drawings.

34
35 Molded case branch circuit breakers shall have bolt-on type bus connectors.

36
37 Circuit breakers shall have an overcenter toggle mechanism which will provide quick-
38 make, quick-break contact action. Circuit breakers shall have thermal and magnetic trip
39 elements in each pole. Two- and three-pole circuit breakers shall have common tripping
40 of all poles.

41
42 There shall be two forms of visible trip indication. The circuit breaker handle shall reside
43 in a position between ON and OFF. In addition, there shall be a red indicator appearing
44 in the clear window of the circuit breaker housing.

45
46 The exposed faceplates of all branch circuit breakers shall be flush with one another.

47
48 Lugs shall be UL Listed to accept solid or stranded copper and aluminum conductors.
49 Lugs shall be suitable for 75 degree C rated wire or 90 degree C rated wire as required
50 by the application.

51
52 Breakers shall be UL Listed for use with and provided with the following accessories
53 where indicated on the drawings: Shunt Trip, Auxiliary Switch, and Alarm Switch.

1 Circuit breakers shall be UL Listed with the following ratings where indicated on the
2 drawings: (15-125A) Heating, Air Conditioning, and Refrigeration (HACR), (15-30A)
3 High Intensity Discharge (HID), and (15-20A) Switch Duty (SWD)
4

5 Enclosures:

6 Type 1:

7 Boxes shall be galvanized steel constructed in accordance with UL 50
8 requirements. Galvannealed steel will not be acceptable.
9

10 Boxes shall have removable endwalls with knockouts located on one end. Boxes
11 shall have welded interior mounting studs. Interior mounting brackets are not
12 required.
13

14 Box width shall not exceed 26-inches wide.
15

16 Type 1 Fronts:

17 Front shall meet strength and rigidity requirements per UL 50 standards.
18 Shall have ANSI 49 gray enamel electrodeposited over cleaned
19 phosphatized steel.
20

21 Fronts shall be hinged 1-piece with door. Mounting shall be flush or
22 surface as indicated on the drawings.
23

24 Panelboards rated 250 amperes and below shall have fronts with
25 concealed door hinges and trim screws. Front shall not be removable
26 with the door locked. Panelboards rated above 250 amperes shall have
27 vented fronts with concealed door hinges. Doors on front shall have
28 rounded corners; edges shall be free of burrs.
29

30 Front shall have flat latch type lock with catch and spring loaded
31 stainless steel door pull. All lock assemblies shall be keyed alike. One
32 (1) key shall be provided with each lock. A clear plastic directory card
33 holder shall be mounted on the inside of door.
34

35 Nema 3R where noted on plans
36

37
38 **PART THREE - EXECUTION**
39

40 **EXAMINATION**

41 Verify equipment is in compliance with approved submittal drawings.
42

43 Examine area to receive panelboard to assure adequate clearance for panelboard installation.
44

45 Start work only after unsatisfactory conditions are corrected.
46

47 Inspect completed installation for physical damage, anchorage, and grounding.
48

49 Perform tests according to panelboard manufacturer's instructions.
50

51 Tighten bus connections and mechanical fasteners.
52

53 Touch-up scratched or marred surfaces to match original finish.
54

1 **FIELD MEASUREMENTS**

2 Field verify locations of panelboards with other trades. Adjust as required to meet field conditions
3 and code requirements. Do not base exact panelboard locations on the contract drawings.
4

5 Identify conflicts with the work of other trades prior to installation of electrical equipment.
6

7 Adjust panelboard installation to satisfy field requirements.
8

9 **DELIVERY, STORAGE AND HANDLING**

10 Receive, sign for and store all equipment in this section.
11

12 Do not store exposed to weather.
13

14 Physically protect against damage from work of other trades.
15

16 **INSTALLATION**

17 General:

18 The complete installation shall be done in a neat, workmanlike manner in accordance
19 with all applicable codes and the manufacturer's recommendations.
20

21 Start of installation shall not begin until areas are broom clean, properly lighted, exterior
22 enclosing walls in place, exterior windows glazed, roof completely installed to prevent
23 weather damage to equipment.
24

25 Cleaning:

26 Prior to turning the system over to the Owner, the system shall be physically cleaned.
27

28 All appearance defects shall be carefully and professionally touched up so that the
29 equipment is in "factory new" condition.
30

31 At the completion of the work, remove from the building and the premises all rubbish and
32 debris resulting from the work.
33

34 Grounding:

35 All equipment shall be grounded in accordance with NEC, these specifications and
36 drawings, and the equipment supplier's recommendations.
37

38 Install panelboards so that circuit breakers are not more than 6 feet above the finished floor or
39 grade.
40

41 Selectively connect branch circuits to equally balance currents in the panelboard busses.
42

43 See Section 26 05 29 for equipment mounting.
44

45 Install panelboards plumb and flush with wall finishes.
46

47 Install panelboards such that top of panel is located at an elevation of 6-feet above finished floor
48 elevation.
49

50 Provide filler plates for unused spaces in panelboards.
51

52 Provide typed circuit directory for each branch circuit panelboard. Revise directory to reflect
53 circuiting changes required to balance phase loads. See Section 26 05 53.
54

1 Measure steady state load currents at each panelboard feeder. Should the difference at any
2 panelboard between phases exceed 10 percent, rearrange circuits in the panelboard to balance
3 the phase loads within 10 percent. Take care to maintain proper phasing for multi wire branch
4 circuits.

5
6 Inspect for physical damage, proper alignment, anchorage, and grounding. Check proper
7 installation and tightness of connections for circuit breakers, fusible switches, and fuses.

8
9 Verify that bonding jumper is properly installed in service entrance rated panels.

10
11 Thoroughly clean and remove construction debris from panelboard interior and exterior.

12
13 **OWNER TRAINING**

14 Provide complete operator training for the Owner's personnel.

15
16 Use submitted Operations & Maintenance manuals as reference during this demonstration and
17 tour.

18
19 **SPARE EQUIPMENT**

20 As shown on panel schedules.

21
22 All spare breakers listed on panel schedules to be mounted in panelboards.

23
24
25

End of Section

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1 **GENERAL**

2 All materials and equipment furnished shall be current production of manufacturers regularly
3 engaged in the manufacture of such items, and for which replacement parts are available. All
4 materials and equipment shall be new (less than 1 year old when turned over to the Owner).

5
6 **RECEPTACLES**

7 Receptacles shall be:

8 UL listed for current, uses and voltages indicated.

9
10 Shall comply with NEMA standard publication WD-1 and WD-6 standards.

11
12 Receptacles shall be specification grade unless noted.

13
14 Receptacles (with the exception of GFCI) shall have one piece brass strap.

15
16 Receptacles shall have provisions for back and side wiring, screw clamp type suitable for solid or
17 stranded wire with separate green ground screw.

18
19 Receptacles shall be ivory unless noted.

20
21 Modular receptacles with pigtailed terminals are allowed.

22
23 Receptacles shall be made of nylon or high impact resistant material.

24
25 Receptacles installed in wet or damp locations shall be weather resistant.

26
27 Receptacles shall be supplied with non-breakable face plate.

28 Supply the following:

29 Weather Resistant GFCI Duplex NEMA 5-20R receptacles with:
30 20 ampere, 125 volt rating.

31
32 Standard GFCI face.

33
34 GFCI compatible face plate.

35
36 2-pole, 3-wire grounding.

37
38 Color ivory.

39
40 Approved vendors are: Cooper, Hubbell Wiring, Leviton, Pass &
41 Seymour.

42
43 **PLATE COVERS**

44 All plate covers shall be ivory (unless noted) smooth lexan or nylon.

45
46 Cast metal plates: Die cast profile, ribbed for strength, flash removed, primed with gray enamel,
47 furnished complete with four mounting screws.

48
49 Steel plates: Hot dip galvanized 1.25 oz /sq. ft. minimum.

1 Weatherproof receptacle plate shall be heavy duty type, cast aluminum with a deep cover hood to
2 provide weatherproof protection while an attachment plug cap is inserted. Plate shall be code
3 approved as "suitable for wet locations while in use". Weatherproof cover shall be provided with
4 ¼"padlock hole. Plate must meet OSHA lockout/tagout requirements. Provide a padlock for each
5 weatherproof receptacle cover installed on the project. All padlocks shall be keyed alike. Provide
6 twenty spare keys for Owner's use.

7
8 Surface box plates: Beveled, steel, pressure formed for smooth edge to fit box.

9
10 Where two-gang boxes are required for single gang devices, provide special plates with device
11 opening in one gang and second gang blank.

12
13 Approved vendors are: Cooper, Hubbell Wiring, Leviton, and Pass & Seymour.

14 15 16 **PART THREE - EXECUTION**

17 18 **EXAMINATION**

19 Verify outlet boxes are installed at proper height.

20
21 Verify wall openings are neatly cut and will be completely covered by wall plates.

22
23 Verify branch circuit wiring installation is completed, tested, and ready for connection to wiring
24 devices.

25
26 Inspect each wiring device for defects.

27
28 Verify that each receptacle device is energized.

29
30 Test each receptacle device for proper polarity.

31
32 Test each GFCI receptacle device for proper operation.

33
34 Test that each receptacle is properly grounded.

35 36 **FIELD MEASUREMENTS**

37 Field verify proper location of all wiring devices with field conditions and adjust accordingly.

38 39 **DELIVERY, STORAGE AND HANDLING**

40 Receive, sign for and store all equipment in this section.

41
42 Maintain original quality and condition of equipment while it is in storage.

43 44 **INSTALLATION**

45 General:

46 The complete installation shall be done in a neat, workmanlike manner in accordance
47 with all applicable codes and the manufacturer's recommendations.

48
49 Install all materials, assemblies and equipment in strict accordance with manufacturer's
50 recommendations and instructions. Consult manufacturer for all wiring diagrams,
51 schematics, sizes, outlets, etc. before installing.

- 1 Start of installation shall not begin until areas are broom clean, properly lighted, exterior
- 2 enclosing walls in place, exterior windows glazed, roof completely installed to prevent
- 3 weather damage to equipment.
- 4
- 5 Install products in accordance with manufacturer's instructions.
- 6
- 7 Install devices plumb and level.
- 8
- 9 Install vertical receptacles with grounding pole on top and horizontal receptacles with grounding
- 10 pole to left.
- 11
- 12 Connect wiring device grounding terminal to outlet box with bonding jumper.
- 13
- 14 Connect wiring devices by wrapping solid conductor around screw terminal, or inserting into wire
- 15 clamp. Wrapping conductor not allowed for stranded wire.
- 16
- 17 Install galvanized steel plates on outlet boxes and junction boxes in unfinished areas, above
- 18 accessible ceilings, and on surface mounted outlets.
- 19
- 20
- 21 End of Section

Pole design: Pole shaft, base plate (if used), and anchor bolts (if used), and concrete base shall be designed to withstand an isotach wind velocity of 90 MPH ASCE x a 1.3 gust factor with total affected projected area (EPA) and weight of fixtures and cross arm. Manufacturer may use either cast in place concrete base or precast concrete base. Contractor assumes responsibility for design.

The design stresses shall include the additional stresses resulting from eccentricity caused by deflections of all design loads including deflections caused by eccentricity of these loads. Drawings and structural calculations shall be submitted to the engineer for acceptance of design. The calculations shall include pole, base plate (if used), and embedded foundation analysis (precast or cast in place). The pole calculation shall be analyzed at the base of the pole, at every 5' interval up the pole and at the points above and beyond each slip joint splice. At each of these intervals of the pole, the following information shall be given:

The poles diameter, thickness, section modulus, moment of inertia, cross sectional area of each elevation.

The centroid, weight, projected area, drag coefficient, velocity pressure and the wind force of each trapezoid pole segment.

The axial, shear force, primary moment, total moment, axial stress, bending stress, allowable axial stress, allowable bending stress, and the combined stress ratio (CSR) at each elevation.

The poles angular and linear deflection at each elevation.

Cross arms: Cross arms shall be pre-wired. The wires shall be terminated at each fixture with a watertight fitting.

Provide additional hand holes in pole and mounting brackets for speakers where indicated on the plans on home side of field.

Drivers:

Drivers shall be remote mounted from the fixture in a remote mounted enclosure mounted on the pole. Enclosure shall be mounted to pole at distance up from the ground as determined in the field per project to coordinate with stadium seating (approximately 10').

Each Driver shall be individually fused.

LIGHTING PERFORMANCE

Performance Requirements: Playing surfaces shall be lit to an average constant light level and uniformity as specified in the chart below. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified below.

Aiming Requirements:

Area of Lighting	Average Constant Light Levels	Max to Min Uniformity Ratio	No. of Grid Points	Grid Spacing	Mounting Height
Field	49/24 footcandles	2.11/4.07	25/71	30'x30'	60'

1 Aiming diagram: The manufacturer of the luminaries shall provide a computer derived point-by-
2 point and aiming diagram showing the aiming point on the field to facilitate the aiming of fixtures,
3 showing the fixture arrangement as viewed from the rear, facing the playing field and aiming
4 coordinates.
5

6 7 **PART TWO - PRODUCTS**

8 9 **SYSTEM DESCRIPTION**

10 Lighting system shall consist of the following:

11 Galvanized steel poles and crossarm assembly.
12

13 Pre-stressed concrete base embedded in concrete backfill. Alternate base may be a
14 concrete anchor bolt foundation designed such that the steel pole and any exposed steel
15 portion of the foundation be located a minimum of 18 inches above final grade. The
16 concrete shall be allowed to harden for a minimum of 28 days before the pole stress is
17 applied.
18

19 The contractor and his supplier assume all responsibility for providing appropriate
20 concrete base design and burial depth. The contractor shall employ the services of a
21 structural professional engineer and shall provide stamped base drawings to the
22 electrical engineer for review prior to installation.
23

24 Soil boring geo-tech report will be provided for this vendors base design calculations.
25

26 All luminaires shall be constructed with a die-cast aluminum housing or hail shroud to
27 protect the luminaire reflector system.
28

29 Manufacturer will remote all drivers and supporting electrical equipment in aluminum
30 enclosures mounted approximately 10' above grade. The enclosures shall include
31 drivers, and fusing for each luminaire. Safety disconnect per circuit for each pole
32 structure will be located in the enclosure.
33

34 Wire harness complete with an abrasion protection sleeve, strain relief and plug-in
35 connections for fast, trouble-free installation.
36

37 Controls Cabinet to provide on-off control of the lighting system constructed of NEMA
38 Type 4 aluminum. Communication method shall be provided by manufacturer. Cabinet
39 shall contain contactor labeled to match field diagrams and electrical design. Manual Off-
40 On-Auto selector switches shall be provided.
41

42 Manufacturing Requirements: All components shall be designed and manufactured as a system.
43 All luminaires, wire harnesses, drivers and other enclosures shall be factory assembled, aimed,
44 wired and tested.
45

46 Durability: All exposed components shall be constructed of corrosion resistant material and/or
47 coated to help prevent corrosion. All exposed steel shall be hot dip galvanized per ASTM A123.
48 All exposed hardware and fasteners shall be stainless steel of at least 18-8 grade, passivated
49 and polymer coated to prevent possible galvanic corrosion to adjoining metals. All exposed
50 aluminum shall be powder coated with high performance polyester. All exterior reflective inserts
51 shall be anodized, coated with a clear, high gloss, durable fluorocarbon, and protected from direct
52 environmental exposure to prevent reflective degradation or corrosion. All wiring shall be
53 enclosed within the cross arm's, pole, or electrical components enclosure.
54

1 Lightning Protection: All structures shall be equipped with lightning protection meeting NFPA 780
2 standards. Contractor shall supply and install a ground rod of not less than 5/8" in diameter and 8'
3 in length, with a minimum of 10' embedment. Ground rod should be connected to the structure by
4 a copper main down conductor with a minimum size of #2 for poles with less than 75' mounting
5 height and 2/0 for poles with more than 75' mounting height.

6
7 Safety: All system components shall be UL Listed for the appropriate application.
8

9 Electric Power Requirements for the Sports Lighting Equipment:

10 Maximum total voltage drop: Voltage drop to the disconnect switch located on the poles
11 shall not exceed three (3) percent of the rated voltage.
12

13 Structural Parameters:

14 Support Structure Wind Load Strength: Pole and other support structures, brackets,
15 arms, bases, anchorages and foundations shall be determined based on the 2009 IBC
16 Building Code or applicable Wisconsin Code, whichever is more strict. Design for wind
17 speed of 90 mph, exposure category C and an importance factor of 1.0. Luminaire, visor,
18 and crossarm shall withstand 150 mph winds and maintain luminaire aiming alignment.
19

20 Structural Design: The stress analysis and safety factor of the poles shall confirm to
21 AASHTO 2009 (LTS-5) Standard Specifications for Structural Supports for Highway
22 Signs, Luminaires and Traffic Signals.
23

24 Soil Conditions: The design criteria for these specifications are based on soil design
25 parameters as outlined in the geotechnical report. If a geotechnical report is not provided
26 by the owner, the foundation design shall be based on soils that meet or exceed those of
27 a Class 5 material as defined by 2009 IBC.
28

29 The fixture manufacturer shall provide certification from a registered engineer showing
30 complete lighting and structural calculations and verifying the lighting structure with base
31 complies with all National, State and local codes and meets the minimum wind load
32 requirements.
33

34 **WARRANTY AND GUARANTEE**

35 25-Year Warranty: Each manufacturer shall supply a signed warranty covering parts and labor
36 for the entire system for 25 years OR for the maximum hours of coverage based on the estimated
37 annual usage, whichever occurs first. Warranty shall guarantee light levels set in the Lighting
38 Performance section; HID replacements; system energy consumption; maintenance and control
39 services, spill light control, and structural integrity. Manufacturer shall maintain specifically-
40 funded financial reserves to assure fulfillment of the warranty for the full term. Warranty may
41 exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations.
42

43 **DELIVERY TIMING**

44 Equipment On-Site: The equipment must be on-site 4-6 weeks from receipt of approved
45 submittals and receipt of complete order information. Contractor to note – this is a tight
46 construction schedule. In an effort to keep on schedule, multiple shipping's of system parts
47 (anchor bolts, etc.), may be necessary in an effort to meet the construction deadline.
48
49

50 **PART THREE - EXECUTION**

51 **INSTALLATION**

52 Install per manufacturer's recommendations.
53
54

1 Coordination with manufacturers: Prior to bid, the electrical contractor shall coordinate the
2 installation requirements with the fixture manufacturers. He shall determine which equipment
3 comes pre-mounted and aimed and which work the contractor will be responsible for.
4
5 Aiming requirements: The aiming shall be done by marking the field with a dimensional grid as
6 indicated in the lighting level chart using a convenient marking system in order to location the
7 fixture aiming points on the playing surface. The grid size shall be the same as shown on the
8 aiming diagram. The aiming point target shall be within a 5' location shown on the aiming diagram
9 to assure acceptable uniformity.
10
11 Verify the aiming of the light fixtures to the grid layout after installation. If any variation exists, re-
12 aim fixtures to their proper locations by adjustment of the aiming hardware.
13
14 Fixture manufacturer may provide pre-aimed fixtures. However, each group of fixtures aiming
15 location shall be as described above in order to comply with IES recommendations.
16
17 Light level confirmation: The manufacturer and contractor shall perform an at-night, on site survey
18 taking foot candle readings taken at 36" above grade at each grid point indicated in lighting
19 performance spec.
20
21 The measured average constant light levels must be within 3% of submitted shop drawing light
22 levels after a 100 hour lamp burn-in period. Contractor shall be fully responsible for any
23 adjustments or additional equipment necessary to meet the light levels listed in these
24 specifications without any additional cost to the owner.

25
26
27

End of Section

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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 Wednesday, March 8, 2023, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Ensign called the meeting to order at 8:29am

II. ROLL CALL

Present: Ensign, Hetzel (in for Engebretson), Hoefler

Also present: Guttenberg, Grabarski, Dye

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. DISCUSS THE PLANNING PROCESS FOR WAGE INCREASES

Grabarski presented and answered questions regarding the proposed draft timeline for wage increases. The committee was appreciative of the work on moving this forward in a timely fashion.

VI. DENTAL PLAN CHANGES FOR 23/24

Grabarski presented and answered questions on the district's self-funded dental plan and proposed changes for 2023/24. A motion was made by Hoefler, second by Hetzel, to recommend to the full board to approve the changes in the dental plan for 2023/2024 as presented. Motion carried 3-0.

VII. TERM LIFE INSURANCE CHANGES FOR 23/24

Grabarski presented and answered questions regarding the 100% employer-funded term life insurance policy and the recommended changes for the 2023-2024 school year. The District Insurance Committee recommended an amended insurance package from that included in the agenda, so their request was forwarded to NIS underwriting for a quote. Final costing numbers are still being calculated by the underwriters of NIS. Grabarski was able to share the goal of three tiers of coverage at \$35,000 for school year employees, \$85,000 for teachers, custodial and maintenance, and administrative assistants, and \$200,000 for administration support and administration. The budgetary impact will be shared on Monday

night. A motion was made by Hoefler, second by Hetzel, to recommend to the full board to approve the changes as presented, with final budgetary numbers being brought to the full board. Motion carried 3-0.

VIII. VOLUNTARY VISION INSURANCE CHANGES FOR 23/24

Grabarski presented and answered questions regarding the recommended change of provider and plan to MetLife Option 2. A motion was made by Hetzel, second by Hoefler, to recommend to the full board to approve this change as presented. Motion carried 3-0.

IX. ADJOURN

A motion was made by Hoefler, second by Hetzel, to adjourn the meeting at 8:59PM. 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

VOLUNTARY VISION OPTIONS

Effective: 07/01/2023

Carrier	DeltaVision		MetLife		MetLife	
	Current		Option 1		Option 2	
	Participating Providers	Out of Network Reimbursement	Participating Providers	Out of Network Reimbursement	Participating Providers	Non-Participating Providers
Copays						
Exam Retinal Imaging	N/A		\$0 Up to \$39 copay	\$45 allowance Applied to exam allowance	\$0 Up to \$39 copay	\$45 allowance Applied to exam allowance
Frame			\$250 allowance	\$70 allowance	\$250 allowance (2nd Pair Rider added)	\$70 allowance
Lenses (Clear Glass or Plastic) Single Vision Bifocal Trifocal	\$250 allowance, then 20% off balance	Up to \$125	\$20 copay	\$30 allowance \$50 allowance \$65 allowance	\$20 copay	\$30 allowance \$50 allowance \$65 allowance
Contact Lenses (Including related diagnostic, fitting and evaluation services)			Contact Lens Fitting: \$25		Contact Lens Fitting: \$25	
Conventional	\$250 allowance, then 15% off balance	Up to \$200	\$250 allowance	\$105 allowance	\$250 allowance (2nd Pair Rider added)	\$105 allowance
Disposable	\$250 allowance	Up to \$200				
Frequency						
Vision Examination Frame Lenses & Contact Lenses	Once every 12 months Once every 12 months Once every 12 months		Once every 12 months Once every 12 months Once every 12 months		Once every 12 months Once every 12 months Once every 12 months	
					2nd Pair Rider: Allows each member to get: - 2 pair of glasses - 1 pair of glasses and an allowance toward contact lenses - Double the contact lens allowance *Purchases must be separate; allowances cannot be combined for a single purchase.	
Value Add	20% off items not covered by the plan, 40% off complete eyeglass purchases after your plan benefits have been used, 15% off conventional contact lenses after you plan benefits have been used		40%-50% off national average price of traditional Lasik, 20% off additional pair of prescription glasses and nonprescription sunglasses, 30% on additional exams		40%-50% off national average price of traditional Lasik, 20% off additional pair of prescription glasses and nonprescription sunglasses, 30% on additional exams	
Rates	<i>Current</i>	<i>Rates Guaranteed until 7/1/26</i>	<i>Rates Guaranteed until 7/1/27</i>		<i>Rates Guaranteed until 7/1/27</i>	
EE	\$9.23	\$9.23	\$9.54		\$10.56	
Family	\$22.97	\$22.97	\$23.76		\$26.30	

NOTE: Company logos are for information purposes only. Agents are independent and are not affiliated with the company.

Our standard of care and legal duty to the insured in providing insurance products and services is to follow the instructions of the insured in good faith.

This constitutes only a summary of the vision plan involved. The actual contract or plan document must be consulted to determine the governing contractual provisions, limitations, or exclusions. There is no guarantee, expressed or implied by USI Insurance Services, Inc. or vendors of plan provisions or level of payments.

2022-2023 Staff Work Calendar

Teacher Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July			
Q1= 43	Q2=43	Q3= 42	Q4= 46
Semester 1=86		Semester 2= 88	
Tri1=58	Tri2=56	Tri3=60	

192 New Teacher Days
188 Teacher Days

August-New Tea 8 days | Returning 4 days

- 19-24 New Teachers Report (F, M, T, W)
- 25 Department Chairs only Report
- 26 All Teachers Report
- 29-30 Staff Development Days
- 31 Staff Work Day

September-22 Days

- 1 First Day Students Report
- 5 Labor Day-Paid Holiday

October-20 Days

- 10 PT Conf. 4-8pm for G 7-12
- 11 PT Conf. 4:00--8:00pm for G 5-6
- 13 PT Conf.3:30-7:30pm for G K-4
- 14 No School - PT Conf. for G K-12 a.m. only
- 27 Fall Break -Staff Development Day
- 28 Fall Break-No School

November-20 Days

- 4 First Quarter Ends
- 23 No School
- 24 Thanksgiving-Paid Holiday
- 25 No School- Day after Thanksgiving
- 30 First Trimester Ends (G K-6)

December-15 Days

- 22-30 Winter Break

 Holiday-Paid	 No School
 PT Conferences	 Quarter Dates
 Staff Work Day	 Trimester Dates
 Staff Development Day	

Student Days= 174

[Snow Days](#)

1- 4 not made up

5-make up 6/09/23

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January-21 Days

- 2 Winter Break
- 16 No School-Staff Development Day
- 20 First Semester Ends (G 7-12)
- 23 No School-Staff Work Day

February-20 Days

- 24 No School-Staff Development Day

March-18 Days

- 3 Second Trimester Ends (G K-6)
- 13 PT Conf. 4-8pm for G 7-12
- 14 PT Conf. 4:00--8:00pm for G 5-6
- 16 PT Conf.3:30-7:30pm for G K-4
- 17 No School - PT Conf. for G K-12 a.m. only
- 20-24 Spring Break
- 31 Third Quarter Ends

April-19 Days

- 7 No School

May-23 Days

- 22 No School-Staff Development Day
- 29 Memorial Day-Paid Holiday

June-6 Days

- 8 Third Trimester Ends (G K-6)
- 8 Second Semester Ends (G 7-12)
- 8 Last Day for Students
- 9 Snow Make Up Day

2022-23 Budget Status Report - February 28, 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	17,573,635.40	0.00	60.35%	11,545,213.60
Personnel Costs: Benefits	9,790,434	9,790,434	6,759,819.86	0.00	69.05%	3,030,614.14
Total	38,909,283	38,909,283	24,333,455.26	0.00	62.54%	14,575,827.74
Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	65,623.36	8,256.94	82.24%	15,949.70
Prairie School CSF	19,266	25,811	15,236.42	1,203.44	63.69%	9,371.46
Heritage School	92,060	92,060	79,246.70	7,806.81	94.56%	5,006.49
Heritage School CSF	18,633	24,963	12,568.30	6,293.69	75.56%	6,101.29
Arboretum School	74,035	74,035	61,103.49	4,298.60	88.34%	8,632.91
Arboretum School CSF	17,090	22,896	15,980.46	2,972.86	82.78%	3,942.80
Intermediate School	152,470	152,470	83,062.10	17,902.17	66.22%	51,505.73
Intermediate School CSF	24,804	33,191	22,420.41	9,148.43	95.11%	1,621.78
Middle School	163,790	163,790	79,766.92	25,520.00	64.28%	58,503.08
Middle School CSF	25,040	33,494	28,123.71	1,133.66	87.35%	4,236.45
High School	476,918	476,918	277,008.50	52,601.91	69.11%	147,307.59
High School CSF	51,705	69,016	31,554.37	1,145.09	47.38%	36,316.38
Athletics	414,477	414,477	202,212.09	105,437.25	74.23%	106,827.66
Departments						
Utilities	1,073,260	1,073,260	934,041.41	382,562.59	122.67%	-243,344.00
Maintenance	723,990	723,990	607,196.76	270,886.64	121.28%	-154,093.40
Capital Projects	150,000	150,000	16,052.98	0.00	10.70%	133,947.02
Contingency Fund	100,000	100,000	51,577.66	10,850.00	62.43%	37,572.34
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	1,188,402.46	879,310.85	162.36%	-794,185.31
Technology	718,079	718,079	695,807.17	168,953.42	120.43%	-146,681.59
Technology Erate/Fees	53,600	53,600	0.00	95,852.78	178.83%	-42,252.78
Curriculum-Secondary	366,529	366,529	294,040.35	6,862.67	82.10%	65,625.98
Curriculum-Elementary Operations	277,882	277,882	96,939.51	27,029.98	44.61%	153,912.51
Curriculum-4K District	889,200	889,200	668,084.45	209,477.20	98.69%	11,638.35
Human Resources	33,650	33,650	33,921.26	119.59	101.16%	-390.85
Superintendent	84,600	84,600	121,943.24	4,473.06	149.43%	-41,816.30
Student Services-Operations	71,250	71,250	30,407.96	3,892.04	48.14%	36,950.00
Student Services-District	92,500	92,500	64,806.59	0.00	70.06%	27,693.41
Business Office	444,673	444,673	327,313.74	65,943.41	88.44%	51,415.85
District Wide	1,256,378	1,256,378	696,616.94	56,398.03	59.94%	503,363.03
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	48,055.84	160.91	56.20%	37,581.25
Title 1 Grant (Private)	6,429	6,429	2,486.75	0.00	38.68%	3,942.25
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	16,452.90	4,400.00	126.63%	-4,384.90
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	28,079.43	0.00	38.12%	45,574.57
CEIS Federal Flo-Through	0	0	55,846.73	0.00	---	-55,846.73
Ed. Effectiveness Grant	30,080	30,960	0.00	0.00	0.00%	30,960.00
ESSER2	11,172	11,172	11,172.00	0.00	100.00%	0.00
ESSER3	2,049,766	2,049,766	1,398,772.03	71,517.50	71.73%	579,476.47
Peer Mentor Grant	0	0	10,230.79	0.00	---	-10,230.79
Perkins Grant	18,182	22,801	11,984.74	0.00	52.56%	10,816.26
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	144,731.00	94,483.72	98.75%	3,035.28
Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,909,283	38,909,283	24,333,455.26	0.00	62.54%	14,575,827.74
Building Totals	1,620,118	1,672,951	973,906.83	243,720.85	72.78%	455,323.32
Department Totals	7,679,059	7,679,059	5,894,361.00	2,182,612.26	105.18%	-397,914.26
Grant Totals	2,516,099	2,521,598	1,644,790.26	135,638.41	70.61%	741,169.33
Other Program Totals	6,658,307	6,658,307	144,731.00	94,483.72	3.59%	6,419,092.28
Total Fund 10 Expenditures	57,382,866	57,441,198	32,991,244.35	2,656,455.24	62.06%	21,793,498.41

2022-23 Budget Status Report - February 28, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	4,398.50	0.00	95.62%	201.50
Heritage School	4,900	4,900	3,531.00	0.00	72.06%	1,369.00
Arboretum School	4,000	4,000	5,844.44	0.00	146.11%	-1,844.44
Intermediate School	35,650	35,650	20,380.71	0.00	57.17%	15,269.29
Middle School	22,300	22,300	18,496.45	0.00	82.94%	3,803.55
High School	91,400	91,400	99,350.52	0.00	108.70%	-7,950.52
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	8,800	8,800	3,952.71	0.00	44.92%	4,847.29
Maintenance	6,000	6,000	2,987.70	0.00	49.80%	3,012.30
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	4,691.72	0.00	170.61%	-1,941.72
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	54,436,330	38,356,861.19	0.00	70.46%	16,079,468.81

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	30,960	0.00	0.00	0.00%	30,960.00
ESSER2	11,172	11,172	198,548.17	0.00	1777.19%	-187,376.17
ESSER3	2,049,766	2,049,766	565,616.39	0.00	27.59%	1,484,149.61
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	47,307.00	0.00	33.87%	92,363.00
SAODA	0	0	0.00	0.00	---%	0.00
Early College Credit						
Total Fund 10 Revenues	57,382,866	57,441,198	39,352,336.02	1,200.00	68.51%	18,087,661.98

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	4,936,112.40	0.00	56.00%	3,878,366.60
Departments						
Special Ed-Operations	28,839	28,839	4,616.18	10,679.60	53.04%	13,543.22
Special Ed-District	126,557	126,557	77,918.05	56,607.94	106.30%	-7,968.99
Transportation	173,008	173,008	77,179.79	123,277.05	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	550,436.35	109,436.02	72.91%	245,227.63
IDEA PreSchool Grant	17,400	17,400	14,236.48	0.00	81.82%	3,163.52
Total Fund 27 Expenditures	10,074,383	10,074,383	5,669,973.79	300,000.61	59.26%	4,104,408.60

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	905,100	905,100	378,271.54	0.00	41.79%	526,828.46
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	610.00	0.00	---%	-610.00
Other Fund 27 Revenues	9,151,883	9,151,883	1,225,583.28	0.00	13.39%	7,926,299.72
Total Fund 27 Revenues	10,074,383	10,074,383	1,612,015.02	0.00	16.00%	8,462,367.98

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,768,640	1,976,481.15	759,231.18	98.81%	32,927.67

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	1,785,088.89	0.00	62.93%	1,051,718.11

2022-23 Budget Status Report - February 28, 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	4,398.50	201.50	89,830	73,880.30	15,949.70	15,748.20	41,492.13
Heritage School	18,658.69	4,900.00	3,531.00	1,369.00	92,060	87,053.51	5,006.49	3,637.49	22,296.18
Arboretum School	21,718.99	4,000.00	5,844.44	-1,844.44	74,035	65,402.09	8,632.91	10,477.35	32,196.34
Intermediate School	64,889.99	35,650.00	20,380.71	15,269.29	152,470	100,964.27	51,505.73	36,236.44	101,126.43
Middle School	44,460.64	22,300.00	18,496.45	3,803.55	163,790	105,286.92	58,503.08	54,699.53	99,160.17
High School	123,019.12	91,400.00	99,350.52	-7,950.52	476,918	329,610.41	147,307.59	155,258.11	278,277.23
Athletic Dept	60,229.50	38,000.00	4,054.14	33,945.86	414,477	307,649.34	106,827.66	72,881.80	133,111.30
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	277,882	123,969.49	153,912.51	153,912.51	266,204.74
Curriculum-Secondary	20,932.26	8,800.00	3,952.71	4,847.29	366,529	300,903.02	65,625.98	60,778.69	81,710.95
CTE Grant	37,711.34	73,654.00	0.00	73,654.00	73,654	28,079.43	45,574.57	-28,079.43	9,631.91
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	34,040.85	-390.85	-390.85	3,249.02
Maintenance	311,049.57	6,000.00	2,987.70	3,012.30	723,990	878,083.40	-154,093.40	-157,105.70	153,943.87
Special Education-Operations	19,227.32	0.00	610.00	-610.00	28,839	15,295.78	13,543.22	14,153.22	33,380.54
Student Services-Operations	75,977.25	0.00	610.00	-610.00	71,250	34,300.00	36,950.00	37,560.00	113,537.25
Superintendent	35,998.23	0.00	0.00	0.00	84,600	126,416.30	-41,816.30	-41,816.30	-5,818.07
Technology	498,345.83	58,250.00	4,691.72	53,558.28	771,679	960,613.37	-188,934.37	-242,492.65	255,853.18
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							140,430.96	1,625,120.63

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF January 2023

	OCB	OCB	OCB	OCB	LGIP	LGIP	WISC	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT Checking (Fund 49)	GENERAL ACCOUNT	DENTAL ACCT	CAPITAL PROJECTS ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum 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)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING 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	0.00	965,775.97	17,291,649.09
REVENUES:														
+ DEPOSITS	4,396,898.89	26,851,832.01	11,742,355.19	2,000,000.00	1,861,344.15	66,007.70	0.00	0.00	0.00	0.00	0.00	1,980,000.00	10,000,000.00	58,898,437.94
+ INTEREST	1,415.38	22,833.87	2,375.03	774.10	3,619.25	2,105.58	0.00	2,138.89	2,005.80	1,464.62	31,369.70	5,132.86	14,301.56	89,536.64
TOTAL REVENUES	4,398,314.27	26,874,665.88	11,744,730.22	2,000,774.10	1,864,963.40	68,113.28	0.00	2,138.89	2,005.80	1,464.62	31,369.70	1,985,132.86	10,014,301.56	58,987,974.58
EXPENSES:														
ACCOUNTS PAYABLE	0.00	11,200,425.61	11,735,827.26	1,271,602.03	484,991.36	51,270.83	0.00	0.00	750.00	0.00	2,000,000.00		\$10,000,000.00	36,744,867.09
PAYROLL	4,455,320.45	3,703,256.65			0.00	0.00	0.00	0.00	367.13	0.00	0.00		693,642.24	8,852,586.47
TOTAL EXPENSES	4,455,320.45	14,903,682.26	11,735,827.26	1,271,602.03	484,991.36	51,270.83	0.00	0.00	1,117.13	0.00	2,000,000.00	0.00	10,693,642.24	45,597,453.56
ENDING BALANCE	36,528.23	14,215,465.42	190,952.05	729,172.07	1,864,963.40	627,171.25	8.71	1,856,413.87	554,856.77	320,308.79	8,014,761.40	1,985,132.86	286,435.29	30,682,170.11
BANK BALANCES														
ENDING BANK BALANCE	36,528.23	14,215,465.42	197,337.55	729,172.07	1,864,963.40	627,171.25	8.71	1,856,413.87	554,856.77	320,308.79	8,014,761.40	1,985,132.86	286,435.29	30,688,555.61
OUTSTANDING ACH	428,225.56	0.00	6,385.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	434,611.06
ACTUAL BALANCE	-391,697.33	14,215,465.42	190,952.05	729,172.07	1,864,963.40	627,171.25	8.71	1,856,413.87	554,856.77	320,308.79	8,014,761.40	1,985,132.86	286,435.29	30,253,944.55
J. TOPEL QUICK VOID 8/30 PR - HRA G	258.55													
	-391,438.78													
Addtl WDC pymt (J. Zielicke) paid/applied 1/30 PR - Correction to clear on Feb bank stmt	-100.00													
	-391,338.78													

No Change January 23

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

Waunakee High School

School to Career Coordinator

301 Community Drive

Waunakee, WI 53597

Early College Credit Program (ECCP) and Start College Now (SCN) Applications

Due: March 1, 2023

School Board Consideration

Term: Fall 2023

Student	Additional Information
Ish Patel	<p>Ish has exhausted our Math curriculum by completing AP Calc BC by the end of junior year. He will choose ONE of these options after seeing which options are most feasible once each college releases their fall catalog with times/dates. After meeting with Mr. Borowski, building principal, to determine comparable high school courses, the following courses were determined to not be comparable to any WHS course and eligible for credit if approved by the BOE (student will also have to meet prerequisites, determined by their admissions office, in order to enroll):</p> <ul style="list-style-type: none">• Calculus 3 (Madison College)• Finite Math (Madison College)• Calc - Functions of Several Variables (UW Madison)
Colin Grommon	<p>Colin has exhausted our Math curriculum by completing AP Calc BC by the end of junior year. He will choose ONE of these options after seeing which options are most feasible once the college releases their fall catalog with times/dates. After meeting with Mr. Borowski, building principal, to determine comparable high school courses, the following courses were determined to not be comparable to any WHS course and eligible for credit if approved by the BOE (student will also have to meet prerequisites, determined by their admissions office, in order to enroll):</p> <ul style="list-style-type: none">• Calculus 3 (Madison College)• Finite Math (Madison College)• Calculus & Analytical Geometry 1 (Madison College)
Vincent Chou	<p>Vincent has exhausted our Math curriculum by completing AP Calc BC by the end of junior year. He will choose one math class out of these options after seeing which options are most feasible once the college releases their fall catalog with times/dates. In addition, Vincent has also exhausted our CompSci curriculum by completing AP Computer Science at the end of junior year. After meeting with Mr. Borowski, building principal, to determine comparable high school courses, the following courses were determined to not be comparable to any WHS course and eligible for credit if approved by the BOE (student will also have to meet prerequisites, determined by their admissions office, in order to enroll):</p> <ul style="list-style-type: none">• Calculus 3 (Madison College)• Finite Math (Madison College)• Java Programming (Madison College)• Linus Server 1 (Madison College)• Python Scripting (Madison College)

Student	Additional Information
Camryn Krueger	<p>Ava is hoping to enroll in one or more Madison College courses to expand her health science interests and career pathway. After meeting with Mr. Borowski, building principal, to determine comparable high school courses, the following courses were determined to not be comparable to any WHS course and eligible for credit if approved by the BOE (student will also have to meet Madison College prerequisites, determined by their admissions office, in order to enroll):</p> <ul style="list-style-type: none"> ● Emergency Medical Responder (Madison College)
Alexis Lingard	<p>Lexi is one of our students who has exhausted our French curriculum (currently in French V). She is looking to continue in the language at UW Madison. After meeting with Mr. Borowski, building principal, to determine comparable high school courses, the following courses were determined to not be comparable to any WHS course and eligible for credit if approved by the BOE (student will also have to meet UW Madison placement and/or prerequisites, determined by their admissions office, in order to enroll):</p> <ul style="list-style-type: none"> ● Intermediate Language and Culture (UW Madison)



**UNIVERSITY OF WISCONSIN SYSTEM
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a University of Wisconsin (UW) System institution before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each UW System institution and for each term you wish to enroll.

SECTION I – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)

Applying to: University of Wisconsin- Madison (use a separate form for each institution)
 Applying for: Fall Semester 20 23 Spring Semester 20 _____ Summer Session 20 _____
 Applying as (check all that apply): Early College Credit (school determines tuition payment) High School Special (student pays tuition)
 First Name: Ish Middle Initial: J Last Name: PATEL
 Date of Birth (mm/dd/yyyy): 06/01/2006 Email: Jashvapatel@gmail.com Phone: 2174196443
 High School: Waunakee High School Anticipated Year of Graduation: 2024

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in the UW System, I will abide by all regulations, policies and procedures. I also understand that courses taken at any UW System institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the UW System to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Ish P. 3-1-23 Student Applicant Signature & Date
Jashv Patel 3-1-23 Parent/Guardian/Foster Parent Signature & Date
 Parent/Guardian/Foster Parent Printed Name

SECTION II – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special	Online Course
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		X
Calculus-Functions of Several Vars	Math 234	4	X	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course: <u>Calculus BC in progress, no further math classes offered at High School.</u>						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course: <u>Calculus BC in progress, no further math classes offered at High School.</u>						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated UW System institution.

Michelle A. McGlynn 3/2/23
 School District Approval Authority & Date High School Counselor/Staff Advisor Signature & Date
Michelle McGlynn michellemcglynn@waunakee.k12.wi.us 608-849-2100
 Printed Name (Counselor/Advisor) School Email Address (Counselor/Advisor) Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i> Ish, Patel	Student's Birthdate <i>Mo./Day/Yr.</i> 06/01/2006	Gender M <input checked="" type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name *First, Last*
Jashvant, Patel

Address *Street, City, State, Zip, County*
514 N Ridge Dr, Waunakee, WI, 53597 USA / Dane

Student Phone <i>Area/No.</i> 608-448-1769	Student Email 24patelis@waunakeecsd.org
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Parent/Guardian Phone <i>Area/No.</i> 217-419-6443	Parent/Guardian Email jashvapatel@gmail.com
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High School Student Attends & Projected Graduation Year Waunakee High School 2024	School District in Which Student Resides Waunakee Community School District
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Technical College to Which You Are Applying to Madison College	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	Number of College Credits Earned to Date 0
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Semester for which applying: Spring Fall Year 20XX **23**

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>	Calculus 3	20804233	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.25
<input checked="" type="checkbox"/>	Finite Math	20804220	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <i>Required</i> Ish P.	Date Signed <i>Mo./Day/Yr.</i> 2/28/23
--	--

PARENT/GUARDIAN SIGNATURE—*Required if student is under 18.*

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <i>Required</i> Jashvant Patel	Date Signed <i>Mo./Day/Yr.</i> 2/28/23
--	--

IV. STUDENT NAME
This section completed by student / parent

Student Name First, Middle, Last

Ish, Patel

V. HIGH SCHOOL BOARD APPROVAL
This section completed by district

Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. If no, indicate reason for denial:

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone Area/No.
High School Board Approval Authority Signature	Date Signed Mo./Day/Yr.

VI. TECHNICAL COLLEGE APPROVAL
This section completed by college

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Eligible to enroll **I CERTIFY** that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll **I CERTIFY** that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title	Phone Area/No.	Email
Technical College Representative Signature		Date Signed Mo./Day/Yr.

VII. APPEALS

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i> Colin Michael Grommon	Student's Birthdate <i>Mo./Day/Yr.</i> 9/5/2005	Gender M <input checked="" type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name *First, Last*
Jason Grommon

Address *Street, City, State, Zip, County*
5852 Cobblestone Ln, Waunakee, WI, 53597, Dane

Student Phone <i>Area/No.</i> 872-222-1310	Student Email colin.grommon@gmail.com
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Parent/Guardian Phone <i>Area/No.</i> 608-234-2900	Parent/Guardian Email jason.grommon@gmail.com
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High School Student Attends & Projected Graduation Year Waunakee High School - 2024	School District in Which Student Resides Waunakee Community School District
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Technical College to Which You Are Applying to Madison	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	Number of College Credits Earned to Date 0
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Semester for which applying: Spring Fall Year **20XX23**

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number if avail.	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>	Calculus 3	20804233	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.25
<input type="checkbox"/>	Finite Math	20804220	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>	Calculus & Analytic Geometry I	20804231	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.25
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <i>Required</i> Colin Grommon	Date Signed <i>Mo./Day/Yr.</i> 1/27/23
---	--

PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <i>Required</i> [Signature]	Date Signed <i>Mo./Day/Yr.</i> 1/27/23
---	--

IV. STUDENT NAME

This section completed by student / parent

Student Name First, Middle, Last

Colin Michael Grommon

V. HIGH SCHOOL BOARD APPROVAL

This section completed by district

Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. If no, indicate reason for denial:

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority

Phone Area/No.

High School Board Approval Authority Signature

Date Signed Mo./Day/Yr.

VI. TECHNICAL COLLEGE APPROVAL

This section completed by college

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Eligible to enroll

I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll

I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title

Phone Area/No.

Email

Technical College Representative Signature

Date Signed Mo./Day/Yr.

VII. APPEALS

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i> Vincent Wei-Sheng Chou	Student's Birthdate <i>Mo./Day/Yr.</i> 11/16/2006	Gender M <input checked="" type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name *First, Last*
Ka Ying, Tsang

Address *Street, City, State, Zip, County*
1321 Gile Dr Waunakee WI 53597

Student Phone <i>Area/No.</i> 6082864318	Student Email bluedog104819@gmail.com
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Parent/Guardian Phone <i>Area/No.</i> 6089576266	Parent/Guardian Email tsangk03@hotmail.com
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High School Student Attends & Projected Graduation Year Waunakee High School 2024	School District in Which Student Resides Waunakee
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Technical College to Which You Are Applying to Madison College	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	Number of College Credits Earned to Date 0
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Semester for which applying: Spring Fall Year 20XX **23**

Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>	Madison College			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Madison College			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Finite Math	20-804-220	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>	Calculus 3	20-804-233	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.25
<input type="checkbox"/>	Java Programming	10-152-111	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>	Linux Server I	10-154-140	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>	Python Scripting	10-152-109	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. BOARD ACTION

Completed by HS district

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <i>Required</i> Vincent Chou	Date Signed <i>Mo./Day/Yr.</i> 2/15/23
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <i>Required</i> Ka Ying Tsang	Date Signed <i>Mo./Day/Yr.</i> 2/3/23
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IV. STUDENT NAME
This section completed by student / parent

Student Name *First, Middle, Last*

Vincent Wei-Sheng Chou

V. HIGH SCHOOL BOARD APPROVAL
This section completed by district

Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. *If no, indicate reason for denial:*

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone Area/No.
High School Board Approval Authority Signature	Date Signed Mo./Day/Yr.

VI. TECHNICAL COLLEGE APPROVAL
This section completed by college

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Eligible to enroll	I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).
<input type="checkbox"/> Not eligible to enroll	I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title	Phone Area/No.	Email
Technical College Representative Signature		Date Signed Mo./Day/Yr.

VII. APPEALS

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i> Camryn Elizabeth Krueger		Student's Birthdate <i>Mo./Day/Yr.</i> 7/12/2006	Gender M <input type="checkbox"/> F <input checked="" type="checkbox"/> Other <input type="checkbox"/>
Parent/Guardian Name <i>First, Last</i> Lisa Acker			
Address <i>Street, City, State, Zip, County</i> 6628 County Road K Wauwakee, WI 53597 Dane County			
Student Phone <i>Area/No.</i> 608-720-9070	Student Email camrynkrueger@gmail.com		
Parent/Guardian Phone <i>Area/No.</i> 608-347-5401	Parent/Guardian Email lendres@me.com		

High School Student Attends & Projected Graduation Year Wauwakee Community High School 2024	School District in Which Student Resides Middleton School District
Technical College to Which You Are Applying to Madison College	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
	Number of College Credits Earned to Date 5

Semester for which applying: <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall Year 2023					II. BOARD ACTION <i>Completed by HS district</i>		
Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>	Start college now emergency medical responder	30-531-382	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.75
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <i>Required</i> Camryn Krueger	Date Signed <i>Mo./Day/Yr.</i> 1/3/2023
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <i>Required</i> Lisa Acker	Date Signed <i>Mo./Day/Yr.</i> 1/3/2023
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IV. STUDENT NAME
This section completed by student / parent

Student Name First, Middle, Last

Camryn Knueger

V. HIGH SCHOOL BOARD APPROVAL
This section completed by district

Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. If no, indicate reason for denial:

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone Area/No.
High School Board Approval Authority Signature ➤	Date Signed Mo./Day/Yr.

VI. TECHNICAL COLLEGE APPROVAL
This section completed by college

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Eligible to enroll **I CERTIFY** that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll **I CERTIFY** that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title	Phone Area/No.	Email
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Technical College Representative Signature ➤	Date Signed Mo./Day/Yr.
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VII. APPEALS

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.



**UNIVERSITY OF WISCONSIN SYSTEM
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a University of Wisconsin (UW) System institution before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each UW System institution and for each term you wish to enroll.

SECTION I – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)

Applying to: University of Wisconsin-Madison (use a separate form for each institution)
 Applying for: Fall Semester 2023 Spring Semester 2024 Summer Session 20_____
 Applying as (check all that apply): Early College Credit (school determines tuition payment) High School Special (student pays tuition)
 First Name: Alexis Middle Initial: C Last Name: Lingard
 Date of Birth (mm/dd/yyyy): 08/09/2006 Email: Z4lingard1@waunakeecsd.org Phone: (608)850-9590
 High School: Waunakee Community High School Anticipated Year of Graduation: 2024

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in the UW System, I will abide by all regulations, policies and procedures. I also understand that courses taken at any UW System institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the UW System to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Alexis Lingard 3/1/23 Student Applicant Signature & Date
Mary Pak 3/1/23 Parent/Guardian/Foster Parent Signature & Date
Mary Pak 3/1/23 Parent/Guardian/Foster Parent Printed Name

SECTION II – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special	Online Course
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		X
<u>Intermediate Language and Culture</u>	<u>FR 228</u>	<u>3</u>	<u>X</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course: <u>CAPP credits through UW-Oshkosh are equivalent to French 204</u>						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate how you meet the prerequisites and your academic need for this course:						

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated UW System institution.

Michelle A McGlynn 3/2/23 School District Approval Authority & Date
Michelle A McGlynn 3/2/23 High School Counselor/Staff Advisor Signature & Date
Michelle McGlynn Printed Name (Counselor/Advisor) michellemcglynn@waunaker.k12.wi.us School Email Address (Counselor/Advisor) 608-849-2100 Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.



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 February 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	Fire	02/12/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	Fire	02/13/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	Fire	02/07/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	ALICE	02/15/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597		
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	Fire	02/28/2023

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	2/15/2023
Type of Drill/Exercise	Lock Down	Drill Supervisor	Tim Mommaerts
Number of Students Present	592	Number of Staff Present	92
Duration of Drill	6 Minutes	Assisting Staff	Lindsey Laufenberg, Cassie Stoeger, 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



ADMINISTRATION OFFICE

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

Superintendent's Office

February 10, 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.