

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

Monday, April 10, 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 March 13, 2023 meeting
 - B. Review Individual Teacher/Administrator Contract Recommendations, Leave Requests, Resignations and Retirements
 - C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
 - D. Review Individual Co-Curricular Contract Recommendations and Individual Coaches Performance Evaluations
 - E. Review Summer School Contract Recommendations
 - F. Review and Take Action on Student Discipline/Expulsion Recommendation
- The administrative recommendation will be brought to the Board on Monday night.

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

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time allows between the Closed Session and the start of the Regular Meeting Agenda, the Board may use this time for Board Development. The topics that may be discussed include student and staff listening sessions, the state budget process, and a report from Brian Grabarski on a staff engagement survey.

VI. APPROVAL OF MINUTES

A. Review Minutes of March 13, 2023 Regular Meeting. 8

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/RECOMMENDATIONS/ACTION ITEMS

A. Staff Report

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

B. Student Report

Isabelle Hahn and Kaden Cerdena 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

2. National Teacher Appreciation Week Board Correspondence 19
National Teacher Appreciation Week is May 8-12, 2023. Mark Hetzel has been working with Communication Specialist, Anne Blackburn, on a draft correspondence they would like consideration from the Board on sending to all staff during the week of May 8th. Please see the attached draft correspondence. They are seeking board feedback and consideration.

3. Spring Election Update 21

The Canvass of the April 4th School Board Election Results will take place on Monday April 10th, with an additional date set for Tuesday, April 11th, to be used if necessary. Rebecca McDonough will announce the final results to the Board and to the candidates once the canvass is complete.

4. Update on the Superintendent Search Process

Brian Grabarski, Director of Human Resources, will update the Board and

community on the next steps in the Superintendent Search Process.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee

1. Review the minutes from the 3/16/23 & 4/6/23 meetings 22

2. Policies for Discussion, Review & Consideration 28

Attached please find the policy summary grid that highlights the input and discussions related to each policy that is on the agenda for the April 10th Board Meeting. The policies up for consideration at the meeting have been through a review by the administration, the committee chair, and the Policy Committee. The administration will provide highlights of the policies being brought forward to the board for consideration, and will answer questions related to the items on the agenda.

a. 352 Field Trips and Excursions 34

b. 352 Rule 1 Field Trip Guidelines 36

c. 352 Rule 2 Extended Field Trip or Foreign Study Tour 38

Procedures

d. 352 Rule 3 Overnight Accommodations on Field Trips. 41

e. 352 Exhibit Overnight and Extended Trip - Parental Permission 42

Waiver

f. 353 Community Resource Person 44

g. 353.1 School Volunteers 45

h. 353.1 Rule Volunteer Coaches and Activity 48

Advisors/Supervisors

i. 361 Selection of Textbooks and other Classroom Instructional 50

Materials and Resources

361.1 Exhibit

j. 362 Library Material Selection 56

k. 362.1 Use of Rated Films and A-V Materials. 68

l. 363 Special Interest Materials 70

m. 362 Library Media Services 72

n. 364 LMTC Access 75

o. 364 Rule Departmental Guidelines to Ensure Access to IMC 76

B. Curriculum Committee

1. Review the minutes of the 4/4/23 meeting. 78

2. Textbook and Instructional Materials Final Consideration 80

Attached please find the list of new textbooks and instructional materials for 2023-2024. This list has been reviewed by the Curriculum Committee and is being recommended to the full board on a 3-0 vote.

3. Summer Curriculum Project Requests - Final Consideration 83

Attached please find the Summer Curriculum Writing Project Requests. This list of

proposed curriculum work was reviewed by the Curriculum Committee and is being recommended on a 3-0 vote to the full board for consideration.

C. Facility Committee Meeting

- 1. Review the minutes from the 4/5/23 Meeting 92
- 2. 2023-2024 Capital Projects 94

The purpose of this agenda item is to review the 2023-24 capital maintenance projects. The Budget and Facility Committees reviewed this topic last month, and indicated a preference to fund capital maintenance projects from Fund 49 (referendum fund), while building up a capital maintenance fund in Fund 10 (general fund). Previously, all capital maintenance projects were funded through Fund 41.

Attached please find a list of 2023-24 capital maintenance projects. Please note that we are still working on obtaining quotes for some of the projects, and we will bring these quotes back to the May committee meeting. The total anticipated requests for 2023-24 will be approximately \$525,000, which is the typical annual expenditure for capital maintenance projects. The facility committee is recommending approval of the TLC roofing project and the HS elevator security project on a 3-0 motion. The remaining projects will be brought back to the May meeting after quotes have been received on all projects.

- 3. Heritage Elementary School Bids 96

The purpose of this agenda item is to review the concrete reinforcing steel bids. Attached please find a summary of the bids received. Vogel is recommending the bid from Badgerland. The facility committee is recommending the bid from Badgerland for approval on 3-0 motion.

- 4. Middle School Roofing Project 97

The purpose of this agenda item is to request School Board approval of a Middle School roof project. The School Board previously approved a planning process for this project, but the bids have to be brought back to a future meeting for approval. Attached please find the bids that were received.

The bids that were presented to the Facility Committee included a full roof replacement for the middle school, including the portions built during the 2005 referendum. Any damaged insulation found during the roof replacement process will have to be replaced as well. The Vogel maintenance list only included the 1992 portion of the roof under the first \$6 million of projects. The administration will have to prioritize other projects on the list based on the larger scope of this middle school roof replacement project. The Facility Committee is recommending approval of the project on a 3-0 motion.

D. Human Resources Committee Meeting	
1. Review the minutes from the 4/5/23 meeting.	98
2. Proposed Modifications to Employee Guidelines Related to Insurance Changes	100

The proposed handbook language changes are being presented earlier than the typical handbook timeline in order for rate sheets to be finalized for employee open enrollment and education to occur in the typical annual timeline.

For purposes of aligning benefits to ACA and industry standards, consider changing handbook language to deem only those employees that work 30 or more hours per week eligible for insurance. Current employees working less than 30 hours would be grandfathered with their current level of coverage.

For purposes of making hourly employee contributions to insurance more understandable and uniform, decrease the number of contribution levels to three. Employees will be able to receive at least the current employer contribution percentage level for their current insurance coverage within the proposed changes.

Structure and costing information is attached.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administration Reports/Action Items

1. Referendum Projects Update	
a. Presentation on Proposed Heritage Interiors.	110
<p>On Monday, the administration along with members of the EUA team, will present to the Board the interior finishing plans for the new Heritage Elementary. Also, sample materials for the new school are currently available for your review in the boardroom at Bethel Circle, and they will be available to you through Monday's Board Meeting.</p>	

2. Presentation on EduClimber
The collection, accessibility, and use of student data is important to our work. eduClimber is a data visualization tool that we use to manage and work with our student data.

At Monday's Board Meeting, we will provide a presentation to the Board on what eduClimber is and how we use it. The purpose of the presentation is to share with the Board how instructional decisions are data focused, and how we use data on a daily basis.

3. Announcements

XII. CONSENT AGENDA

A. Approval of Checks

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

B. Finance

1. Monthly Finance Reports 132

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

C. Safety Drills Report 136

D. Consideration of Part Time Open Enrollment application

E. 2023-2024 Dane County New Teacher Project Shared Service Contract 141

F. Consideration of the 2023-2024 CESA 2 Contract 146

G. Gifts and Field Trips

1. Gifts 150

Meffert Oil - Pride Pump Campaign - \$1000.00

2. Field Trips

a. Middle School DC Trip Approvals 151

In an effort to streamline the request and approval process for the 8th Grade DC Trip, please find three requests for your consideration.

- Final Approval for 2023
- Initial Approval for 2024
- Initial Approval for 2025

The administration would like to bring all of the DC trip requests to the Board at one time on an annual basis. Moving forward, you will see an Initial and a Final Approval coming to the Board in April. This year you are seeing three proposals in April in an effort to reset the cycle and get caught up with the trip requests.

b. Choir New York Trip March 2024 155

c. Pathways Career Conference to Chicago Il. April 11, 2023 158

d. WHS Science Club - Chicago Il 4/29/23 159

e. DECA Orlando FL April 21-26, 2023 161

f. Proposed France Trip Summer 2024 163

g. Physics Lab Trip to Great America May 19, 2023 165

h. Physics II to EMDC Championships Anoka, Minnesota April 20-21, 2023 169

3. Consideration of the 2023-2024 CESA 5 Contract 175

H. Approve Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements 178

I. Approve Summer School Contract Recommendations 181

XIII. BOARD BUSINESS

A. Board Reorganization

For the Board Reorganization, Rebecca will provide all Board Members with a document to choose their committee preferences.

B. Correspondence

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Meetings

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facilities Committee

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee

J. DEI Committee

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

XVI. RETURN TO OPEN SESSION

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

XVIII. ADJOURN

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

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, March 13, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

II. President Ensign called the meeting to order. A motion was made by Heinemann, second by Engebretson, 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 7-0 on a roll call vote. Time 6:00PM

III. ROLL CALL

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

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers

IV. 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

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

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

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.

V. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Heinemann, second by Frey, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 6:41PM

VI. BOARD DEVELOPMENT WORKSHOP

There was not time for board development at this meeting.

Ensign welcomed all in attendance and called the open session of the meeting to order at 7:00PM.

VII. APPROVAL OF MINUTES

A. Review minutes of February 13, 2023 Regular meeting

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

Motion carried 7-0.

VIII. APPROVAL OF AGENDA AND ADDITIONS

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

A request was made to pull the CESA 5 contract from consent agenda because it was not received. A motion was made by Engebretson, second by Dotzler, to approve the agenda as posted with eliminating the CESA 5 contract from consent agenda. Motion carried 7-0.

IX. PUBLIC COMMENTS

There were no public comments for this meeting.

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

A. Teacher Report

Teacher representatives Connie Frey and Anne Dahlie provided an update from the teachers. They discussed the candidate forum on March 1, 2023 and that the WTA is supporting Ensign and Hendrichs. The WTA Scholarship is due April 6, 2023. The Annual Friends of Education nominations are due soon. They appreciate the work done by the Insurance Committee and the HR committee regarding the insurance benefits. They ask that the Insurance cash in lieu amount be reviewed. They also noted that they have not seen a DEI committee meeting since January.

B. Student Reports

Student Representatives Kaden Cerdana and Isabelle Hahn reported from the high school. They discussed the successful Winter Formal, the successful fundraisers of the Valentines Day Roses and the basket raffle, the Orchestra San Diego Trip, Winter sports ending and Spring sports starting, Spring break, Juniors completion of the ACT and Seniors excited for graduation and the next steps in their lives.

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. Dotzler reported that she walked around Heritage last week with Mr. Carter and found that time to be awesome.

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

The board decided to hold spring listening sessions. They discussed having specific topics of discussion. They will discuss this more in April.

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

After some discussion the board was in agreement to hire a search firm. They also decided they wanted the full board to be involved. Grabarski will bring a request for proposal for the board to approve in April, interview the firms in May, and hopefully bring to the June meeting a firm to hire. There may need to be a special board meeting for the interviews. The board will be meeting for evaluations on April 6, 2023. They asked Grabarski to bring the RFQ to that meeting for approval.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee

1. The February 16, 2023 Meeting Minutes were reviewed/

2. Policies for Discussion, Review, and Consideration

Attached please find the policy summary grid that will be the working document for the policy committee meeting.

Frey presented the work that the policy committee had been doing and explained that the board could act on all the policies as presented in the attached spreadsheet, with the exception of the Directory Data policy which Guttenberg wanted to have more discussion on.

A motion was made by Dotzler, second by Engebretson, to approve all the policies as presented on the attached spreadsheet with the exception of the Directory Data policy. Motion carried 7-0.

Guttenberg presented and answered questions regarding the Directory Data policy. A motion was made by Dotzler, second by Hetzel, to approve the Directory Data policy as presented. Motion carried 7-0

- a. 343.6 Instrumental Music Lessons
- b. 345.1 Grading Systems
- c. 345.1 Rule Specific Grading System
- d. 346 Student Assessment
- e. 346 Rule Testing Program guidelines
- f. 346 Exhibit Annual Notice of Student Assessment Information
- g. 346.1 Policy on Non-discriminatory Testing
- h. 346.3 Student Portfolios
- i. 347 Student Records
- j. 347 Rule Confidentiality of Student Records
- k. 347.1 Directory Information

B. Curriculum Committee

1. The March 2, 2023 Meeting Minutes were reviewed

Dotzler updated the board on what the curriculum committee is working on and also notified the board that textbook request will be coming to the April meeting for consideration.

C. Budget Committee

1. The March 6, 2023 Meeting Minutes were reviewed.

2. Consideration of the 2023-24 Budget Planning Process

Summers presented and answered questions regarding the budget planning process.

A motion was made by Hoefler, second by Hetzel, to approve the budget process as

presented. Motion carried 7-0.

D. Facility Committee

1. The Minutes of March 8, 2023 Meeting were reviewed.

2. Consideration of Heritage Elementary School Bids

A motion was made by Heinemann, second by Dotzler, to award 1901 with the Fire Protection bid and Otis with the elevator bid as presented. Motion carried 7-0.

a. Fire Protection

b. Elevators

3. Athletic Field Projects

a. Consideration of Warrior Stadium Project

Guttenberg introduced Roxanne Johnson who presented on the planning for the Warrior stadium projects that include the track renovation and the addition to the bleachers. In an effort to complete this during the small window of opportunity, administration is asking the board to approve the project not to exceed \$1.3 million. A motion was made by Dotzler, second by Frey, to approve administration moving forward with this project with the presented timeline and not to exceed \$1.3 million in costs. Motion carried 7-0.

b. Softball Lighting Project Update

Guttenberg presented an update on the varsity softball field lighting project.

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 and the Facility Committee are recommending 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.

A motion was made by Hetzel, second by Heinemann to move forward with the assessments as presented. Motion carried 7-0. .

4. Consideration to Hire an Additional Maintenance Staff Member

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

A motion was made by Heinemann, second by Dotzler, to approve hiring an additional maintenance person as presented. Motion carried 7-0.

E. Human Resources Committee

1. Review March 8, 2023 Meeting Minutes

2. Consideration of 2023 - 24 Employee Benefits Plan

a. Health Insurance

Grabarski was available to answer questions regarding 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.

A motion was made by Hetzel, second by Dotzler, to approve the health plan changes as presented. Motion carried 6-0. (Heinemann stepped out prior to this motion).

b. Dental Insurance

Grabarski was available to answer questions regarding the proposed 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)

A motion was made by Engebretson, second by Hoefer, to approve the proposed Dental plan adjustments as presented. Motion carried 7-0.

c. Term Life Insurance

Grabarski was available to answer questions regarding the 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

A motion was made by Hoefer, second by Hetzel to accept the life insurance coverage amounts as presented. Motion carried 7-0.

d. Voluntary Vision Insurance

Grabarski was available to answer questions regarding the proposed change to the voluntary vision insurance to Met Life, specifically option 2.

A motion was made by Dotzler, second by Frey to approve the proposed change as presented to the voluntary vision insurance. Motion carried 7-0.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

**Before the board moves on to administrative reports, Hetzel made a statement regarding the DEI Committee. The DEI committee has made a slight pause while waiting for other committees to finish a review of the DEI recommendations. They also are waiting for the Student Summit to be completed and reported upon. They will resume once these are completed, hopefully sometime in April.

A. Administration Report/Action Items

1. Update on Referendum Projects

Guttenberg updated the board on items related to the referendum. Many of the action items are being addressed through committee reports. Additional updates that the administration would like to share with the Board and the community are the following:

- 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.

- The board asked Guttenberg if there would be a real time camera on the site so the community could see what is happening. – administration will look into that.

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

Guttenberg presented and answered questions regarding the plan should there be any other snow days.

3. Correspondence

Guttenberg updated that board that next month there will be a request for Pathways to take students to the career conference in Chicago – The date of this trip is the day after the board meeting so the group has been advised to move forward with the planning and the details will be brought to the April meeting.

XIII. CONSENT AGENDA

The board acknowledged Meffert Oil Company for the Pride Pump Donation. A motion was made by Dotzler, second by Engebretson, 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 February 2023.

B. Finance

1. Monthly Finance Reports

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

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

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

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

New Administrative Staff

Nick Conrad, Athletic Director

New Support Staff

Halie Brown, Guidance Administrative Assistant, HS

Bertha Madison, Weekend Custodian, HS

Kyle Tomlinson, Para Educator Special Education, AES

Resignations

Melanie Hass, Attendance Administrative Assistant, MS
Sarah Jansen, Special Education Teacher, HS
Jennifer Johnson, English Teacher, HS
Whitney Nichols, 4th Grade Teacher, HES
Jennifer Schmalz, 1st Grade Teacher, PES
Katie Swank, Music Teacher, IS
Christian Young, Custodian, HS

Retirements

Ellen Grunder, Spanish Teacher, HS
Cindy Howard, Cross Categorical Teacher, HS
Sharon Lipp, LMTC Assistant, HES
Monique Mobley, ELL Para Educator, HS
Dawn Otto, Para Educator Special Education, HES

One Year Unpaid Leave

Sue Pasinato, 1st Grade Teacher, PES
Rebecca Cassel, Technology Integration Specialist, HS

Special Leave Request

Courtney O'Brien, School Psychologist, Middle School
Co-Curricular Staff updates are posted on the agenda in the Extras section.

H. Approve Summer School Contract Recommendations

Summer school Staff updates are posted on the agenda in the Extras section.

I. Consideration of proposed Juul settlement

XIV. BOARD BUSINESS

A. Legislative Update NA

XV. 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 –April 5th @ 7:30AM

H. Insurance Committee

I. Human Resources Committee – April 5th @ 8:30AM

J. Policy Committee

K. DEI Committee

XVI. RETURN TO CLOSED SESSION - NA

XVII. RETURN TO OPEN SESSION - NA

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

BH MH 8:30

XIX. ADJOURN

The board of Education adjourned at 8:30PM on a motion by Hoefler, second by Hetzel, 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]

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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

National Teacher Appreciation Week is Monday May 8 - Friday May 12. What a great time for us as a community to celebrate and thank all of those involved in teaching our students.

Whether your children's educators are in our public schools, community private schools, or in our community preschools, National Teacher Appreciation Week is a wonderful time to share your support and appreciation for the commitment, dedication, and hard work of all teachers.

As the Waunakee Community District Board of Education, we are especially appreciative for the extraordinary effort, leadership and commitment to our students by our outstanding staff:

- our administrators - district and building level
- classroom teachers and interventionists
- administrative support staff (psychologists, social workers, counselors, instructional coaches)
- administrative assistants
- co-curricular coaches and advisors
- para-educators
- substitute teachers
- custodians and maintenance staff
- IT staff, food service staff, bus drivers, and crossing guards

Thank you for generously sharing your professional expertise, skills, passion for kids, and commitment to excellence and education. What difference makers you are!

This National Teacher Appreciation Week, we celebrate and honor all of our fantastic teachers, educators, and staff.

The Waunakee Community School District Board of Education

Monday, May 8 - Friday, May 12, 2023

To our outstanding Waunakee Community School District staff:

This National Teacher Appreciation Week, we celebrate the phenomenal professionals and fantastic employees you all are. We thank you all for generously sharing your many talents and skills to meet the educational needs of our students. Skillfully collaborating with one another, you ensure that students and staff have the opportunity to reach their full potential.

To our teachers, para educators, building administrators, central administrators, social workers, counselors, psychologists, specialists, instructional coaches, interventionists, and co-curricular coaches and advisors, we celebrate your passionate commitment to our students and for all you do to make each student matter. We are grateful for your exceptional leadership, professional expertise, and skills. We value your dedication to excellence and what's best for our kids.

To our IT staff, office staff, maintenance and custodial staff, food service staff, bus drivers and crossing guards, thank you for helping provide outstanding support to our administrators, teachers, and students. Through your dedicated efforts, skill, and hard work, you help create a welcoming and enriching learning environment that allows our students and staff to be their best.

We thank all of you for helping make the Waunakee Community School District a great place to learn, work, and grow.

Celebrating all of you this week and throughout the school year, your Waunakee Community School District Board of Education,

Katie Dotzler
Judy Engebretson
Joan Ensign
Ted Frey
Jack Heinemann
Mark Hetzel
Brian Hoefler

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
STATEMENT OF THE BOARD OF CANVASSERS**

We, the undersigned members of the Board of Canvassers of the Waunakee Community School District, certify that the annexed and within tabular statement is true and correct as compiled by us from the original returns made to the school district clerk by the several towns, villages, and election districts in said school district of the spring general election held on Tuesday, the 4th day of April, 2023. The number of votes given for the election of candidates for school board are as follows:

For the Board position representing the Town of Westport, City of Middleton, City of Madison

Name : Joan Ensign 5644

For the Board position representing the Village of Waunakee

Name : Dawn Heinrichs 4472

Board of Canvassers

(Signed) 1. Judith Engstrom April 10, 2023
2. Sharon H. Stark April 10, 2023
3. James L. Stow April 10, 2023

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, March 16, 2023, beginning at 9:30 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 9:35am

II. ROLL CALL

Present: Frey, Engebretson, Dotzler

Also Present: Guttenberg, Johnson, Schell

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 presented each policy separately and the recommendation from the administration as outlined on the summary table that is attached to the agenda. Schell and Johnson were also available to explain and answer questions.

A. 352 Field Trips and Excursions

A motion was made by Dotzler, second by Engebretson to recommend that the full board consider adopting the PRG Version of policy 352 with administrative comments. Motion carried 3-0.

B. 352 Rule 1 Field Trip Guidelines

The recommendation for this policy is to keep the current policy as it. No action is necessary.

C. 352 Rule 2 Extended Field Trip or Foreign Study Tour Procedures

The recommendation is to keep the current policy and add the language that outlines the 2 part approval process. A motion was made by Dotzler, second by Engebretson to recommend that the full board consider the changes in policy 352 Rule 2 as presented.

Motion carried 3-0.

D. 352 Rule 3 Overnight Accommodations on Field Trips.

The recommendation is to keep the existing policy. The committee discussed points on this policy. The committee asked the administration to include a bullet that would indicate any special circumstances or arrangements should be discussed and worked out on an individual basis with administration. A motion was made by Dotzler, second by Engebretson, to recommend that the full board consider this policy with the added bullet point as discussed.

Motion carried 3-0.

E. 352 Exhibit Overnight and Extended Trip - Parental Permission Waiver

The administration recommendation is that there is not a consistent waiver that is used for these trips. There is always a permission waiver included. Do we want/need this exhibit in policy. After much discussion, the committee asked administration if language could be added to one of the policies requiring a permission waiver and what would be included in that waiver. Administration will add it to 352 Rule 2. A motion was made by Dotzler, second by Engebretson to recommend to the full board to repeal this exhibit and to add language to policy 352 Rule 2 regarding a waiver. Motion carried 3-0.

F. 353 Community Resource Person

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.

G. 353.1 School Volunteers

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

H. 353.1 Rule Volunteer Coaches and Activity Advisors/Supervisors

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

I. 361 Selection of Textbooks and other Classroom Instructional Materials and Resources

A motion was made by Engebretson, second by Dotzler, to recommend that the full board consider approving this policy and exhibit and to renumber as presented, knowing the process will be brought to the curriculum committee annual to review. motion carried 3-0.

J. 362 Library Material Selection

A motion was by Engebretson, second by Dotzler, to recommend to the full board to consider approving this policy and rule and to renumber as presented. Motion Carried 3-0.

K. 362.1 Use of Rated Films and A-V Materials.

A motion was made by Dotzler, second by Engebretson, to recommend to the full board to consider keeping this policy as it is written and renumbering as presented. Motion carried 3-0.

L. 363 Special Interest Materials

A motion was made by Engebretson, second by Dotzler, to recommend to the full board to consider keeping this policy as it is written and renumbering as presented. Motion carried 3-0.

M. 362 Library Media Services

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

N. 364 LMTC Access

A motion was made by Engebretson, second by Dotzler, to recommend to the full board to consider keeping this policy as it is written and renumbering as presented. Motion carried 3-0.

O. 364 Rule Departmental Guidelines to Ensure Access to IMC

A motion was made by Engebretson, second by Dotzler, to recommend to the full board to consider keeping this policy as it is written and renumbering as presented. Motion carried 3-0.

VI. FUTURE MEETINGS

Upcoming meetings:

April 6 @ 7:30am

May 18 @ 7:30am

VII. ADJOURN

A motion was made by Engebretson, second by Dotzler to adjourn the meeting at 10:27AM.

Motion carried 3-0.

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, April 6, 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 7:30 AM

II. ROLL CALL

Present: Frey, Dotzler, Engebretson

Also present: Guttenberg, Franz, May

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 explained to the committee that these policies will go to the full board at the May 8, 2023 meeting. The committee decided to go through all the policies, making notes and pulling any that may need more explanation and to take action on them at the end.

Franz and May were available to answer questions regarding the IT or Co-Curricular polices

A. Old Policy 365 to New Policy 363.2 Internet Safety and Acceptable Use

The committee agreed as presented.

B. Old Policy 365 Rule 1 renumbered to 363.2 Rule

The committee agreed as presented.

C. Old Policy 365 Rule 1 recoded to 363.2 Rule 2

The committee agreed as presented.

D. Repeal 365 Exhibit

Repeal

The committee agreed as presented.

E. Policy 365.1 District Website

The committee agreed as presented.

F. Old Policy 365.2 to New Policy 363.3

The committee agreed as presented.

G. Old Policy 366 to New Policy 364

The committee agreed as presented.

H. Policy 370 Extra-curricular Activities and Programs

The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board

- I. Policy 370 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios
The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- J. 370 Rule 2 Co-Curricular Activity Program Eligibility
The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- K. 370 Rule 3 Co-Curricular Offerings
The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- L. 370 Rule 4 Co-Curricular Education/Addition Guidelines
The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- M. 370.1 National (Non-Athletic) Competitions
The committee agreed as presented, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- N. Old Policy 371 recode to New policy 371.1
The committee agreed as presented.
- O. Policy 372 Student Publications
The committee agreed as presented
- P. Policy 373 Student Social Events
The committee agreed as presented
- Q. Policy 374 Student Fund-Raising Activities
The committee agreed as presented
- R. Policy 375 Student Activities Fund Management
The committee agreed as presented
- S. Policy 377 - repeal or renumber to 370 Rule 5
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board.
- T. Old Policy 377 Rule 1 Renumber to 370 Rule 6
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- U. Old Policy 377 Rule 2 Renumber to 370 Rule 7 and/or Handbook language
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board.
- V. Policy 377.1 State Tournament Attendance
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board.
- W. Policy 377.2 Random Drug Tests and Co-Curricular Participation
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- X. Policy 377.2 Rule Randum Drug Tests
The committee would like this to be part of the 370 policies, per discussion this will be reviewed by the co-curricular committee before being brought to the full board
- Y. Policy 378 Student Performances
The committee agreed as presented
- Z. Policy 379/831 Out of Season Athletic Clinics/Leagues

The committee agreed as presented

AA. Policy 381 Teaching about Controversial Issues

The committee asked the administration blend the current policy with the PRG version and to align with the staff handbook and other tools. The committee would like to review this policy prior to the full board meeting.

BB. Policy 381.1 Teaching about Religion

The committee agreed as presented

CC. Repeal Policy 382 Class Interruptions

The committee agreed to repeal as presented.

DD. Policy 383.1 Service Animals in the School

The committee agreed as presented.

EE. Policy 383.1 Exhibit Service Animal Request and Agreement

The committee agreed as presented.

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

VI. **FUTURE MEETINGS**

Upcoming meetings:

May 1st @ 8:30am

May 18 @ 7:30am

VII. **ADJOURN**

A motion was made by Engebretson, second by Dotzler, to adjourn the meeting at 9:12am.

Proposed Code	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
352	Field Trips and Excursions	352	Replace with PRG 352 Sample Policy 1	<p>Your current policy is acceptable and is replaced by the PRG sample to align your policies with the PRG. I edited the sample to remove exclusions of scheduled extracurricular and sports trips and overnight trips. This policy requires administrative rules and exhibits and your current administrative rules and exhibits are acceptable - those should be reviewed and edited to align with current practice if needed.</p> <p>Note that the PRG has a sample (352.1) covering long distance and overnight travel. I chose not to use that sample to avoid multiple policies covering field trips - your current rules along with PRG 352 sample policy 1 cover most of the relevant policy questions. One matter not covered is ethical consideration with regard to staff personally benefiting from promotion of a field trip. See WASB PRG 352.11 Sample Policy 1 at the bottom of page 3 for sample language covering that policy question.</p>	<p>Agree with WASB. On Page 2 Paragraph after #10 communicate to all students and parents. Take out non payment. Bldg principal for highlight area.</p> <p>X</p>	Agree with First review
352 Rule 1	Field Trip Guidelines	352 Rule 1	Keep current rule		Keep as is X	Agree with First review

352 Rule 2	Extended Field Trip or Foreign Study Tour Procedures	352 Rule 2	Keep current rule		Add the 2 part approval process for long distance trips Need to work on language for 2 part process	Agree with First review
352 Rule 3	Overnight Accommodations on Field Trips	352 Rule 3	Keep current rule		Keep as is X	Agree with First review Discuss #4
352 Exhibit	Overnight and Extended Trip - Parental Permission Waiver	352 Exhibit	Keep current exhibit		Keep as exhibit but rewrite a form. Ask AP to Update	Agree with First review
353	Community Resource Person	353	Keep current policy	The PRG does not have a sample policy on guest speakers. You might consider renumbering this policy 353.2 to align with WASB Policy Coding.	Repeal X	Repeal

353.1	School Volunteers	353.1	Replace with PRG 353.1 Sample Policy 1	<p>Your current policy is acceptable and is replaced by the PRG sample to align your policies with the PRG.</p> <p>Note that your current policy cross-references policies and exhibits that do not appear on your website - I imagine those were repealed and your current policy was not updated to reflect that change.</p> <p>Note that the PRG includes 3 sample exhibits under policy 353.1 relating with volunteer consent for background checks, sample letters of appointment as volunteer coach and sample letters of appointment for a board member being appointed volunteer coach.</p>	<p>Agree with WASB. Review to make sure Volunteers Driving students are the same as far as having a paid person transporting students. Make sure the steps to qualify as an alternate driver is accurate. Para 4</p> <p>Yellow part reimburse - mileage and meals pre approved.</p> <p>No exhibits needed because of HR process</p> <p>Business office reviewing the policy for alignment with current transporting student practice and expense reimbursement practice.X</p>	Agree with first review
353.1 rule	Volunteer Coaches and Activity Advisors/Supervisors	353.1 rule	Replace with PRG 353.1 Sample Rule 2		<p>Agree with WASB. #1 is Athletic Director - & make sure it includes going through the hiring process delete #2</p> <p>Made edits per HR Dir Suggestion</p>	Agree with First review

361.1	Selection of Textbooks and other Classroom Instructional Materials and Resources	361	Replace and recode WCSD 361, 871, 871 Rule and 871 Exhibit with PRG 361.1, 361.1 Rule and 361.1 Exhibit	<p>The PRG includes complaint procedures regarding both instructional and library resource materials into PRG 361.1 and 361.2. Updates to the complaint procedure will be coded 361.1 and 361.2.</p> <p>Note this policy and rule and the 361.2 Library Material Selection policy and rule include similar material complaint procedures - the local choices made for each policy should be aligned.</p> <p>Note 361.1 Exhibit is a complaint form for complaints about textbooks and instructional materials - it can also be used as an exhibit for 361.2 for complaints about library materials.</p>	<p>Agree with WASB - End after personnel in highlighted sentence. Do not use the rule . C&I Will create admin process for material selection and will present annually during text book selection. Keep the exhibit</p> <p>X</p>	Agree with First review
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361.2	Library Material Selection	362	Replace and recode WCSD 362 and 362 Rule with PRG 361.2 and 361.2 Rule.	See comment for 361.1 above.	<p>Will receive language to add to first paragraph from Am. Library Assoc. From the C& I Department</p> <p>Make sure all references are to the LMTC</p> <p>Rule - concerns see notes remove #2 from Paragraph A. #4. How much documentation is required. NO CHG</p> <p>Director of Technology in highlighted area</p> <p>Combine 2 & 3 with new language From C&I</p> <p>Section F - see notes get rid of 1 and rewrite #2</p> <p>Add and review Library note from C&I.</p> <p>Forward to Tim S. for edits</p>	Agree with First review
361.3	Use of Rated Films and A-V Materials	362.1	Keep current policy and recode to 361.1	This policy is acceptable as written. Recode the policy to avoid confusion with PRG policy 362.1 Interlibrary Loans. School districts are not required to have an interlibrary loan policy - if your board chose to have such a policy, the PRG code for it is 362.1.	<p>Agree with WASB</p> <p>Renumber to 361.1</p>	Agree with First review

361.4	Special Interest Materials	363	Keep current policy and recode to 361.4	This policy is acceptable as written. Note that this policy cross references other policies (WCSD 362.1, 871) that I have recommended be recoded to match WASB coding system.	Agree with WASB Renumber 361.4	Agree with First review
362	Library Media Services	None	Adopt PRG 362	I considered replacing your current 364 with PRG 362, but your current policy has content regarding parental rights not included in the PRG sample.	Agree with WASB Highlighted area should be Directors of C&I no H, no #8 adopt X	Agree with First review
362.2	LMTC Access	364	Keep current policy and recode to 362.2		Agree with WASB 1st sentence as indicated LMTC X	Agree with First review
362.2 Rule	Departmental Guidelines to Ensure Access to IMC	364 Rule	Keep current rule and recode to 362.2	This rule addresses interlibrary loans being available to students. I do not see a policy addressing the districts participation in the interlibrary loan program. Note there is a PRG sample 362.1.	Agree with WASB Update IMC to LMTC X	Agree with First review

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity.¹

The School Board may establish limited funding for fields trips within the District's annual budget. The administration is responsible for monitoring the allocation of any such funding and for developing and implementing guidelines and procedures that address:

1. The number and type(s) of field trips that are planned for specific schools, classes/grade levels within schools, and, if applicable, among District-sponsored co-curricular groups/activities. Such guidelines shall be developed, implemented, and monitored with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities) and avoiding undue repetition in destinations/activities for the same group of students.
2. Requirements for field trip requests/proposals.
3. Field trip approval authority.
4. Requirements for obtaining permission for participation from a parent or guardian.
5. Fees that may be assessed to students who participate in a field trip and the District's approval of such fees.
6. Health and safety considerations, such as:
 - a. Adequate and appropriately-authorized supervision;
 - b. Medication administration and other individual health needs; and
 - c. Emergency preparedness, including possible medical emergencies.
7. Planning for student transportation.
8. Planning for meals/food (if applicable).
9. Accessibility of field trips for students with disabilities.
10. Planning for the supervision of and alternative educational activities for students who do not participate in the field trip but who are in the relevant class, activity, or group and attend school on the day of the field trip.

Field trips under this policy are normally offered to students as a privilege that enhances or supplements the District's core instructional activities and curriculum. With the approval of an administrator, the District may deny a student the opportunity to participate in a field trip as a

¹ I removed the definitions of student trips excluded from coverage by this policy. The current WCSB policy and rules cover sports and extracurricular trips and allows for overnight trips.

consequence for misconduct, including for violations of school rules or violations of other District expectations that were communicated to the student **and the parents/guardians**. ~~Nonpayment of trip related fees or~~ the lack of required permission or other necessary information are examples of other reasons that a student may not be permitted to participate in a field trip.

The ***[insert appropriate position(s) – e.g., District Administrator, the Director of Curriculum and Instruction, or the appropriate school principal or assistant principal]*** may approve a student field trip that otherwise complies with this policy and any related administrative guidelines and procedures. The District Administrator, at his/her discretion, may also elect to refer a particular field trip proposal to the Board for review and possible approval.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student nondiscrimination]
- [Section 121.54\(7\)](#) [transportation for extracurricular activities, including field trips]

Wisconsin Administrative Code

- [PI 9](#) [student nondiscrimination]

Cross References:

- 110, Educational Mission Statement
- 352-Rule (1), Field Trip Guidelines
- 352-Rule (2), Extend Field Trip for Foreign Study Tour Procedures
- 352-Rule (3), Overnight Accommodations on Field Trips
- 352-Exhibit, Overnight and Extended Trip – Parental Permission Waiver
- WASB PRG 352 Sample Policy 1

Adoption Date: 1/15/1990

Revised: March 1994
January 2002
XX/XX2023

FIELD TRIPS GUIDELINES

352-Rule (1)

The following guidelines are set to implement the planning of field trips:

1. Written parental permission is required for each student on any trip which requires transportation.
2. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
3. Adequate supervision must be provided at all times while on a field trip.
4. All local or co-curricular trips taken during normal school hours must be within the budgetary allotments for such purpose and be approved by the principal.
5. The arrangements for trips must be approved by the principal.
6. For co-curricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip will be charged.
7. School buses or commercial buses will be used for field trips. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.

Field Trip Permission:

1. Field trips, other than local or co-curricular trips, must be approved by the superintendent.
2. Field trips and co-curricular trips requiring travel outside the State of Wisconsin shall require the Board's authorization.
3. Field trips and co-curricular trips requiring in State overnight accommodations shall require the district administrator's authorization.

Other Points of Consideration:

The Board recognizes that not all educational opportunities can be provided within the boundaries of our school district and field trips are a vital part of our educational program. However, the Board also believes that measures need to be taken to minimize time missed from school and instruction.

The following parameters will guide decisions regarding student travel, but unique and unanticipated opportunities that do not particularly fit these parameters can be reviewed for consideration by the superintendent and the Board of Education on a case by case basis.

- Students who qualify for a regional/national competition through co-curricular programs will be allowed the opportunity to travel and compete in these events.
- The band/choir/orchestra trips to cultural centers (ie. New York City, etc.) will be considered in an effort to provide a cultural and arts related experience that is an extension of the school music program that cannot be easily replicated by staying local. Attendance on these trips must be voluntary.
- Trips planned during a break from school are acceptable as long as they do not consume the majority of a spring or holiday break.
- The Board places a preference for all athletic activities to remain in Wisconsin and to seek competition within our own borders.
- Athletic teams or co-curricular groups shall be allowed to travel to states that border Wisconsin as part of higher levels of competition or unique opportunities such as high level invitation only activities.
- Athletic teams may stay overnight to alleviate early morning or late night travel.

Legal Ref.: Section 121.54(7) Wisconsin Statutes

Adopted: 11/8/82

Revised: 1/15/90
March 1994
January 2002
September 2010
December 2012

Reviewed XX/2023

Waunakee Community School District

EXTENDED FIELD TRIP OR FOREIGN STUDY TOUR PROCEDURES

352-Rule (2)

The Board of Education may approve extended field trips or foreign study tours within the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
2. Any individual or group requesting an extended field trip or foreign study tour shall follow a two-step process to get pre-approval and the final approval for the requested field trip . Each step shall be submitted a submit a detailed plan to the building principal, who shall review it with present it, with a supporting memo, to the superintendent and the Board of Education. The plan shall include at least the following information:
 - a. ~~An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.~~
 - ~~b. The cost of the trip per participant and what is NOT included in the price.~~
 - ~~c. The length of time for travel including departure and return times, dates, distances and modes of travel.~~
 - ~~1) Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.~~
 - ~~2) All transportation must be by bonded carrier. Assurances shall be required.~~
 - ~~3) All accommodations shall be obtained through an approved travel service or agent.~~
 - ~~d. A count of the number of free transports, if they are furnished, and to whom they will be granted.~~
 - ~~e. A list of names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.~~

f. ~~The instructional purposes of each trip or tour.~~

~~—Rule (2) continued~~

g. ~~Evidences of insurance coverage.~~

3. The two step process for trip approval includes Pre approval and Final Approval
Pre Approval includes:

- Location
- Draft Itinerary
- The length of time for travel including departure and return times, dates, distances and modes of travel.
 - Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
 - All transportation must be by bonded carrier. Assurances shall be required.
 - All accommodations shall be obtained through an approved travel service or agent
- An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
- The cost of the trip per participant and what is NOT included in the price
- Number of anticipated students
- The numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
- The instructional purposes of each trip or tour.

The principal, if in support of the trip, will send a memo and the above information to the Superintendent, who will bring to the Board of Education for approval.

Final Approval includes:

- Final location including lodging location
- Final Itinerary
- Travel information
- The final cost of the trip per participant and what is NOT included in the price
- Actual number of students attending
- A list of names of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.

The board will consider the final details and give their final approval for the trip.

- 3 4. The Board shall use discretion when considering details for a specific trip. However, it is expected that:
 - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperon on the extended field trip or foreign study tour shall not, without approval, exceed 10 to 1.
- 4 5. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
- 5 6. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip or foreign study tour.
- 6 7. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action.
- 7 8. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.
9. All Trips under this policy should have a parent permission waiver that (at a minimum) includes the following:
 - o Emergency medical attention permission and insurance information
 - o Medical disabilities, allergies, requirements listed
 - o Swimming permission
 - o Consent for student to participate in trip with knowledge of financial arrangements, itinerary, and guidelines/rules of conduct for this trip
 - o Understanding of financial responsibility for any expense due to early termination or infraction of rules.

Approved: March 1994

Revised: January 2002
XXXX, 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OVERNIGHT ACCOMODATIONS ON FIELD TRIPS

352-Rule (3)

The Board of Education establishes the following guidelines for school field trips that require overnight accommodations:

1. Reasonable times will be established by staff for lights to be out and for there to be quiet to provide students with appropriate sleep time.
2. Staff will periodically check rooms/tents to assure that student behavior is within established guidelines.
3. Students will not share rooms/tents with staff or chaperones.
4. Students will share rooms/tents with students of the same gender.
5. Students will not share beds with other students unless the student and his/her parents/guardians agree to do so to reduce the individual cost of the accommodations.
6. Student room assignments will be shared with parents/guardians at least 14 days prior to departure, exceptions may be made in the timeline for short-notice events such as qualifying for a competition.
7. Special circumstances will be determined by School Administration on an individual basis
8. All rules and regulations established by Board policy, school handbooks, and administrative procedures and guidelines shall be adhered to by students/staff/chaperones at all times, including time spent in individual rooms/tents on school sponsored trips.

Adopted: 8/10/98
XXX, 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OVERNIGHT AND EXTENDED TRIP - PARENTAL PERMISSION WAIVER

352-Exhibit

1. If emergency medical attention is necessary, I agree to have my son/daughter taken to the nearest medical facility and to have medical attention rendered as deemed necessary by the attending physician.

INSURANCE GROUP AND SUBSCRIBER NUMBERS

2. If your son/daughter has any medical disability, allergies, medication requirements, etc., please list them below. PLEASE BE COMPLETE AND SPECIFIC

3. My son/daughter does _____, does not _____ have my permission to swim on this trip.
NOTE: Supervision of the pool area may not be provided.

4. I have read the financial arrangements, the itinerary, and guidelines for rules of conduct for this trip and to hereby give my consent for the student named to participate on this trip.

GROUP TAKING TRIP

DATE(S) OF TRIP

5. I, therefore, understand that I may be held financially responsible for any additional expense as a result of early termination or any infraction of the rules.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

ADDRESS

(Street)

(City)

(State)

(Zip)

FIELD TRIP - STUDENT AGREEMENT

I have read and fully understand the rules and regulations for this trip. I agree to adhere to all of them. I understand that failure to abide by any of these rules could result in expulsion from the tour and the organization.

STUDENT'S SIGNATURE:

THIS FORM IS TO BE RETURNED TO THE INSTRUCTOR

Adopted: March 1994

Revised:

Waunakee Community School District

COMMUNITY RESOURCE PERSONS

353

The Board of Education recognizes that one of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. The Board, therefore, encourages the use of community resources and citizens to assist in furthering the educational program. Each principal should study the needs of his/her individual school, survey the resources available in the school community, weight their probable usefulness, and then present to the superintendent for approval, any plans that the principal may develop for using those community resources.

The superintendent should consider all such plans, both on their merit and their implications as if they were to be carried out throughout the District. Use of outside personnel and resources would be under regulations approved by the superintendent.

Staff members utilizing the services of resource persons shall insure that these people are properly thanked for their contribution, either by means of student's letters or a note from the teacher.

Cross Ref: 353.1, School Volunteers

Adopted: 11/8/82

Revised: March 1994
October 2001
January 2002

Waunakee Community School District

The School Board encourages and recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations. The Board also encourages District efforts to highlight and express appreciation for the many important contributions made by volunteers.

The District Administrator and his/her administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. The degree to which the District examines a potential volunteer's background and qualifications shall take into account the nature of the proposed volunteer role. For example, if an individual seeks authorization to serve as a volunteer head coach, that proposed role involves the substantial and generally independent supervision of students; significant responsibilities related to student health and safety, student learning, and student conduct; and the application of many important District policies (e.g., student record confidentiality and the student and co-curricular codes of conduct). In such a situation, the Board's expectation is that the District will examine the potential volunteer's background and qualifications in a manner that is similar to the process that would apply to an applicant for employment in a similar role.
2. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of his/her role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
3. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.
4. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) **or a district vehicle** unless the individual has taken the steps to qualify as an alternative vehicle driver ~~and an appropriate District official has expressly authorized the individual to provide such student transportation in writing.~~
5. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless an appropriate District official has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.

6. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of his/her duties as a District-authorized volunteer.
7. A School Board member will not be approved to serve as a volunteer coach or volunteer activity advisor except by approval of the Board and in compliance with applicable state statutes that regulate such a volunteer role for Board members.
8. Any individual who wishes to provide volunteer service to the district excluding current district employees will need to complete a volunteer application form, and a criminal background check will be completed on them. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips. Criminal background checks will be repeated every 3 school years.¹

At its discretion, the District may reimburse an authorized volunteer for all or a portion of his/her reasonable and necessary expenses that are actually incurred in the course of performing his/her volunteer role. Any such expense reimbursement shall normally be arranged and authorized in advance of incurring the expense and shall follow appropriate ~~substantiation~~ **reimbursement** procedures. Any reimbursement for a volunteer's mileage shall be ~~[insert if desired: "limited to mileage related to approved out-of-district travel and"]~~ paid at the federal rate applicable to deductible miles driven in the service of charitable organizations.² **Any reimbursement shall reference policy 671.2.**

Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, an individual who chooses to serve as a volunteer generally does so at his/her own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless he/she is separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.

This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

Legal References:

Wisconsin Statutes

[Section 118.29](#)

[administration of medication to students; written designation required]

[Section 118.29\(3\)](#)

[limited immunity for school volunteers who render emergency care in good faith to a student]

[Section 118.295](#)

[suicide intervention; limited civil liability exemption]

¹ This paragraph is from the current WBSD 353.1.

² Your current policy does not address expense reimbursement. That is a local policy decision and this paragraph may be deleted.

SCHOOL VOLUNTEERS

Policy 353.1

Waunakee Community School District

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Section 120.20	[school board members serving as a volunteer coach or activity supervisor]
Section 121.555	[providing student transportation via alternative vehicles; driver and vehicle requirements]
Section 893.80	[claims against governmental bodies or officers, agents or employees; limitations on damages and suits]
Section 895.46	[judgments against political subdivisions; indemnification of agents]
Section 895.48(1m)	[limited immunity for certain health care providers and emergency responders who render voluntary health care to a participant in an athletic event sponsored by a school]

Federal Law

42 U.S.C. §14501 et seq.	[the federal Volunteer Protection Act; limited immunity from certain negligence claims for qualified volunteers]
29 C.F.R. Part 553, Subpart B	[volunteers under the Fair Labor Standards Act]

Cross References:

WASB PRG Sample Policy 1

Adoption Date: June 2000

Revised: July 2002
August 2004
August 2009
August 2010
XXXX, 2023

VOLUNTEER COACHES AND ACTIVITY ADVISORS/SUPERVISORS

Waunakee Community School District

353.1-Rule

Page 1 of 2

The following guidelines apply to the creation, selection, and implementation of volunteer roles where a community volunteer may serve as a volunteer coach or volunteer activity or club advisor/supervisor (including assistants).

1. Teachers, coaches, and activity advisors are not permitted to unilaterally create volunteer coaching or volunteer advisor positions (including assistants). Teachers, coaches, and activity advisors are also not permitted to unilaterally select, offer, or approve individuals to fill such volunteer positions. Instead, the creation of the role and the evaluation and selection of a volunteer to potentially fill the role shall be coordinated with the **insert position(s), such as- Athletic Director and/or Building Principal and an administrator who is authorized to direct follows the hiring process for coaching and advising positions as per the Human Resources practice"**.
2. ~~The District Administrator or his/her administrative-level designee shall be involved in the decision to potentially fill a coaching or advising position with a volunteer if there is a certified staff member who has expressed interest in the position and the position is normally funded with a monetary stipend.~~
3. Individuals interested in serving as a volunteer coach or volunteer activity advisor must submit any application materials that the District may require.
4. The District will conduct a personal interview of candidate(s) for a volunteer coaching or advising role.
5. The District will conduct a criminal background **and personal reference** check that is substantially similar to the background checks that the District conducts for applicants for employment.¹
6. Volunteer coaches and volunteer advisors may be required to complete specific orientation, training, or certification-related activities to the extent required by the Wisconsin Interscholastic Athletic Association (WIAA), or other applicable activity organization, and/or by the District.
7. The Athletic Director or an administrative-level designee will notify the individual, and, if applicable, the head coach or lead advisor of the applicable activity, when such individual has been approved as a District-authorized volunteer. The District may require the individual to satisfy other contingencies (such as returning a signed letter of appointment or other signed acknowledgements). The individual shall not commence service in the proposed volunteer role until such approval has been issued and any such contingencies have been satisfied.
8. An authorized volunteer coach or activity advisor/supervisor must adhere to all applicable District policies and procedures, exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and reasonably adhere to directives and expectations provided by the District and its authorized representatives.

¹ The personal reference check is a local policy decision and can be deleted.

VOLUNTEER COACHES AND ACTIVITY ADVISORS/SUPERVISORS

353.1-Rule

Waunakee Community School District

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9. The District's general policy regarding school volunteers applies in full force to a volunteer coach or volunteer activity advisor/supervisor.
10. [Insert any other guidelines or expectations that may be applicable. For example, some district procedures address matters similar to the following:

"If a volunteer is authorized to serve in an assistant role, the head coach or lead advisor and the Activities Director will meet to discuss and further define the boundaries of the assistant role. Issues that may be covered include authority to access the facilities, authority to conduct activities with students in the absence of the head coach/lead advisor, issuance and use of a District email account (if applicable), the appropriate process to use for addressing student conduct concerns, etc.]

Adoption Date:

Cross References:

WASB PRG Sample Rule 2

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

Policy 361.1

Waunakee Community School District

Page 1 of 3

Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

The School Board delegates the general review and selection of textbooks and other instructional materials and resources to the District's administrative and instructional staff. The process shall involve obtaining input from at least one or more members of the instructional staff who will be using the materials, and may involve consultation with other personnel, such as a school library media specialist and/or the District's Technology Coordinator.¹ As a general rule, the Board's expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory evaluation process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricular sequences.

Textbook selection recommendations shall be submitted to the Board for review and adoption as required by law. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;
- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- the effect of the selection decision on the District's legal obligation under state law to provide adequate instructional materials, texts and library services which reflect the

¹ Edit as needed if you use different position titles.

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

Policy 361.1

Waunakee Community School District

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- cultural diversity and pluralistic nature of American society, including an evaluation of the materials for any improper or discriminatory bias, misinformation, or stereotyping;
- the extent to which the materials are likely to actively engage students and encourage their interest in learning;
- the extent to which the materials facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials can help members of the instructional staff accommodate different learning targets and learning styles;
- the current capacity of staff members to make productive use of the resource, or planning for the staff development that would be needed to build that capacity;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English language learners), recognizing that the District has certain legal obligations to provide instructional materials and resources that will enable students with special needs to obtain applicable educational opportunities and benefits in a manner that is as timely, effective, and integrated as it is for other District students; and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

The Board recognizes that occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of instructional materials or resources 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. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

Section 115.77	[local education agency duties related to students with disabilities]
Section 115.787(3)	[development of individualized education programs for students with disabilities; duty to consider need for assistive technology]
Section 118.03	[textbook adoption]
Section 118.13	[student nondiscrimination]

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

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[Section 120.13\(5\)](#) [school board power to purchase necessary books, equipment and materials for use in the schools]

[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

[20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs, services, and other rights for students with disabilities, including the National Instructional Materials Accessibility Standard and the provision of assistive technology devices and services for students with disabilities; implementing regulations at [34 C.F.R. Part 300](#)]

[29 U.S.C. §794 et seq.](#) [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability by recipients of federal funds; implementing regulations at [34 C.F.R. Part 104](#), [28 C.F.R. Part 42, Subpart G](#), and [29 C.F.R. Part 1640](#)]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

Cross References:

110, Educational Materials Selection

310, Instructional Goals

361.2 Library Materials Selection

WASB PRG 361.1 Sample Policy 1

Adoption Date: 11/8/82

Revised: 9/14/87
March 1994
October 2001
January 2002
XXXX, 2023

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

Waunakee Community School District

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~~(This sample form is intended to be used for filing a written complaint about any instructional or library media material used in the schools. It can be used in conjunction with 361.1 Sample Policy 1 or 361.2 Sample Policy in the PRG.)~~

To prevent misunderstanding of your complaint, please fill in the following information.

Request initiated by:

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

Representing:

STUDENT'S NAME _____

ORGANIZATION'S NAME _____

OTHER _____

Type of Instructional or Library Media Material: _____

Title: _____

Author/Publisher/Producer: _____

Library Media Technology Center _____ Class Name _____ Other _____

What action would you like to see taken:

- Send back to originating department/school for re-evaluation
- Substitute alternate material or media
- Deny the use of the material or media by my child
- Deny use of the material or media by all students
- Other _____

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? _____

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

Waunakee Community School District

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2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) _____

3. What do you feel may result from the use of this material or media? _____

4. What do you believe is the theme of this material or media? _____

5. For what age group would you recommend this material or media? _____
6. What do you find valuable about this material or media? _____

7. Are you aware of the judgments of this work by literary or other critics? _____

8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the building principal and school library media specialist, who will review its contents and will notify you of the next step in the complaint process.

Cross References:

WASB PRG 361.1 Sample Rule 1

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

Waunakee Community School District

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Adoption Date:

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waukegan Community School District

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{This sample rule is intended to coordinate with 361.2 Sample Policy 1 in the PRG. This rule outlines procedures for (1) the selection of library media center (LMC) materials; (2) the renewal of subscription-based materials and services; (3) gifts of LMC materials; (4) the relocation of LMC materials; (5) the reconsideration of LMC materials; and (6) the removal of LMC materials. If desired, a district could separate the reconsideration/complaint procedure (section "E") from the remainder of this sample and adopt the reconsideration/complaint procedure as a separate rule. It is also possible to substitute a different reconsideration/complaint procedure for the procedure provided in this sample.}

A. Selection of Library Media Technology Center Materials

No single standard can be applied to all library media technology center (LMTC) materials selection and acquisition decisions. As guidelines for such decisions:

1. The District staff members who are involved in a specific review and selection decision will refer to and consider the selection criteria and factors expressly identified in Board policy.
2. A recommendation to acquire a particular LMTC item or resource shall be supported by at least one of the following:
 - a. as a preferred benchmark, a direct and substantive review of the item/resource by a member of the District's LMTC or instructional staff;
 - b. a recommendation or review found in a professional journal or in a reputable education-industry publication; or
 - c. a recommendation or review from another reputable source that is reflective of the concerns and interests of a public school library.
3. It is the District's goal, and in some situations it is the District's legal obligation, to make LMTC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMTC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMTC. Accordingly, when selecting LMTC materials and resources for use in the schools, including digital materials, consideration shall be given to the accessibility of the materials or resources for students with disabilities and other students who may require special formats (e.g., English language learners). Every effort, including consideration of state and national resource centers, will be made to acquire a variety of materials that provide access for all students. Accessibility considerations are likely to be particularly relevant when the District is purchasing multiple copies of an item or resource, in connection with the selection/acquisition of

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waukeek Community School District

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digital resources, when multiple comparable resources are under consideration, or when multiple formats of the same resource are available.

4. *Editor's Note: While technology coordination is a significant issue for many districts, the consultation and approval required by this paragraph are NOT requirements of state or federal law. Ensure that the stated requirements are consistent with intended district practices. A district that chooses to include this paragraph may modify the list of reasons/criteria that trigger the consultation requirement.* Library media specialists and other District personnel involved in evaluating and selecting LMC resources shall consult with the Director of Technology **and** obtain an administrator's approval prior to selecting, recommending the purchase of, or purposefully making available to staff or students any computer-based media or other digital resource (including any Internet-based application) that requires one or more of the following:

Formatted: Highlight

- a. Active acceptance by an agent of the District or by student users of specific licensing terms, contractual terms of service, or a subscription agreement (including via a "click-through" agreement).
- b. The installation of any new software or plug-in application on a District network or on District devices.
- c. The creation/use of individual student accounts or logins for the resource.
- d. The submission of any personally-identifiable information of any student(s) (e.g., for purposes of assessment or tracking individual progress).

B. Renewal/Nonrenewal of Subscription-Based Materials and Services

The decision to continue or terminate a subscription-based item or service upon its renewal date should generally be viewed as a standard selection and acquisition decision relative to all other acquisition priorities, subject to the following:

1. The District employee(s) responsible for making a recommendation or decision regarding the discretionary renewal of a library/media subscription:
 - a. May rely on a previous evaluation of the item/service to support a renewal recommendation/decision.

¹ I highlighted significant editor's notes in green to point out local policy choices.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

361.2-RULE

Waunakee Community School District

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- b. Shall additionally evaluate and consider (1) the extent to which the item or service is in active instructional use, and (2) any instructional consequences of allowing the subscription to expire.
- c. Shall follow standard District procurement procedures to process a renewal.
2. If a decision is made to allow a subscription to expire and the decision affects only one school, then notice of the decision shall be given, at a minimum, to the relevant school principal. If desired, the principal may initiate a further review of the decision.
3. If a recommendation is formulated to allow a subscription to expire and the resource has been available on a District-wide basis or the recommendation would affect multiple schools, then notice of the recommendation shall be given, at a minimum, to the Director of Technology, the level Director(s) of Curriculum and Instruction, and to the principals of the affected schools. The Director of Technology and the level Director(s) of Curriculum and Instruction are authorized to make the decision to approve, reject, or modify the recommendation.

C. Gifts of Library Media Materials

The District welcomes gifts of LMC materials/resources and any monetary donations that are intended to benefit the school LMCs, with the understanding that they are subject to the District's general public gifts to the school's policy and that donated materials/resources will be evaluated using the same review and selection criteria (aside from budgetary considerations) that are applied to purchased materials. If the gifts do not meet these criteria and the items are not recommended for acquisition, the District generally reserves the right to reject the gift or, if impractical to return the gift to the donor, to dispose of the gifted materials in a manner consistent with established procedures.

D. Relocation of Library Media Technology Center Materials

Relocation means changing the LMTC in which a District LMTC item or resource is maintained, or converting a LMTC item/resource into a classroom or program resource (or vice versa) within the District. Provided that the decision is appropriately reflected in inventory records, the library media specialist for the building in which a resource is presently located may approve the relocation of a District LMTC resource based on a determination that the proposed new location for the resource would be an appropriate and at least equally effective use of the resource.

{Editor's Note: Section "E" of this sample rule could be separated and adopted as a stand-alone procedure to govern the reconsideration process. It is also possible to replace the sample reconsideration/complaint procedure offered below with a different reconsideration procedure.}

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

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E. Reconsideration of Library Media Technology Center Materials

Reconsideration is a process for reevaluating an acquisition, access/use, or placement decision of a LMTC item or resource in response to a written complaint. Prior to filing a written complaint, a concerned person is encouraged to discuss and attempt to resolve their concerns with the relevant school principal and the library media specialist.

District personnel who evaluate materials during the reconsideration process shall, at a minimum, assess the materials and the basis for the complaint relative to any applicable content-focused criteria that the District would apply to the selection of the specific challenged materials. The overriding question the reconsideration process is intended to answer is whether retaining the challenged item/resource as part of the District's LMTC materials (either with or without changes to location, access, or other usage) continues to be lawful, reasonable, and sufficiently consistent with the District's curricular standards and instructional and programmatic goals.

The reconsideration process established in these procedures is intended to normally be concluded within 90 days of receipt of a written complaint, with each main decision-making stage of the process (the initial administrative determination, the Materials Review Committee process, and any final appeal) normally occurring within 30 days. The District shall communicate with the complainant regarding any material delays and the reason(s) for any such delay.

1. Submitting a Written Complaint.

- a. A complaint may be filed by the parent/guardian of a student, a student, a District employee, or a District resident. Other persons seeking to file a complaint must demonstrate that they have a sufficient connection to the District to qualify as an aggrieved person, and the District reserves discretion to decline to process and dismiss the complaint of a person who the District determines lacks such a connection.
- b. The written complaint must (1) identify the complainant, the specific resource being challenged, and the basis for the challenge, and (2) request removal of the item or some other school-wide or District-wide relief other than an individualized accommodation or modification. (See below regarding separate processing of any such individualized requests.)
- c. A written complaint seeking reconsideration of LMTC materials shall be submitted to one or more of the following:
 - i. The principal of the school at which the challenged materials are located or being used.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

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- ii. The Director of Curriculum and Instruction for that level.
 - iii. The Director of Student Services when a complainant intends to allege that materials may constitute a form of unlawful discrimination (including unlawful harassment) based on a legally-protected status (such as race, national origin, sex, disability, religion, etc.).
 - iv. *[Insert any other applicable position(s)].*
2. Initial Processing of a Complaint.
- a. The District official who initially receives a written complaint shall promptly:
 - i. Provide the complainant with documented acknowledgement that the complaint has been received. An electronic mail message is sufficient.
 - ii. Notify, at a minimum, the District Administrator and all individuals identified in E.1.c of this policy that a formal LMC reconsideration complaint has been filed.
 - b. If a written complaint requests an individualized accommodation or modification for one or more specific students, that aspect of the complaint shall be processed separately (i.e., outside of these procedures) as a request for a program or curriculum modification or other type of accommodation under applicable District policies.
 - c. The use/circulation of LMC materials will not be restricted during the reconsideration. However, a program or curriculum modification or other accommodation may be approved for one or more individual students separate from the reconsideration decision.
 - d. If required or permitted by law due to the specific basis of a particular complaint (e.g., for a complaint that alleges unlawful sex discrimination under Title IX), the District may redirect a complaint seeking reconsideration of LMTC materials to a different District process for resolution.
 - e. Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately appeal the decision under the final intra-District appeal step, as identified below.
3. Materials Review Committee.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

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- a. Upon receipt and initial processing of the complaint a Materials Review Committee will be convened. The Committee will normally be comprised of the following:
 - i. The Director of Curriculum and Instruction for that level, or both if the material is present in LMTC's at both levels.
 - ii. a Library Media Specialist from a different school
 - iii. two educators from the school with the complaint.
 - iv. a principal from the school.
 - v. a school district resident
 - vi. a student representative (if high school)
 - vii. a parent of a student attending the school using the challenged material
- b. However, the membership of the Committee is subject to the following:
 - i. The District Administrator will select members based on the above criteria.
 - ii. The District Administrator may include additional personnel as he/she deems appropriate (e.g., including a technology director/coordinator in connection with the review of an electronic resource).
 - iii. The District Administrator shall designate one person as the chairperson and presiding officer of the Committee.
- c. As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings. Minutes will be kept of the Committee's proceedings.
- d. The members of the Committee shall assess the challenged materials and the basis for the complaint and formulate and provide a recommendation regarding the resolution of the complaint. Committee members must read the entire work before voting.
- e. The committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

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- f. The complainant will be given an opportunity to present a brief statement in support of the complaint to the Committee, which statement may be made in person at a meeting of the Committee or submitted in writing.
 - g. The chairperson of the Committee or his/her designee shall communicate the recommendation and any supporting rationale that was approved by the Committee (which may include identification of any dissenting position) to the District Administrator and to the complainant.
 - h. If the resolution at this stage includes the permanent removal of a resource from the District, the District Administrator shall notify the Board of the removal decision.
4. Final Intra-District Appeal.
- a. If the complainant is dissatisfied with the decision reached at the previous step, then within 14 calendar days of the date the District sends notice of the decision to the complainant, the complainant may submit a written request to the Office of the District Administrator for a final review of the decision by the Board of Education. The request shall identify the reasons the complainant disagrees with the decision.
 - b. Upon an appeal, the School Board shall review the Committee's decision and other information relevant to the complaint and the appeal at a Board meeting. The Board may decide the appeal with or without requesting additional information and with or without requesting/permitting appearances by the complainant or by District personnel. The Board's decision is the final District decision.
 - c. The District Administrator shall ensure that the complainant and relevant District personnel are notified of the final District decision. To the extent the complaint had alleged that the challenged LMTC materials violate the state student nondiscrimination laws, this reconsideration process may serve as the applicable District complaint procedure, and the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal.

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F. Removal of Library Media Center Materials from the Collection (Weeding)

The following may be removed in connection with routine maintenance of the District's LMTC collections under the direction and supervision of school library media specialist:

- Materials that are excessively worn/damaged;
- Materials that are obsolete (such as any outdated or superseded editions);

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- Materials that are unnecessarily duplicative of other resources (such as excess copies of a book no longer in significant demand);
- Materials that are unused for lengthy periods of time and that have minimal current educational value; and
- Materials that are negatively affecting either the usability of the LMTC or the efficiency of LMTC operations.

To the extent space availability is an issue within any facility, items may be removed giving priority to items that would be subject to removal through routine maintenance of the District's collections and, if space remains constrained, to any items identified through a District-initiated evaluation process under the direction of the Director of Curriculum and Instruction for that level.

Decisions to remove or relocate LMTC materials are to be based on the District's policies, standards, and instructional/program goals. District personnel shall **not** remove/relocate or recommend the removal or relocation of any LMTC resource based upon their personal disagreement with or personal objection to the ideas, opinions, or perspectives presented in the resource or due to any preferences of non-District persons or groups.

To alleviate concerns that removal decisions could reflect a form of censorship:

1. Prior to the final removal and disposal of LMTC resources and materials under this section of these procedures, the library media staff making such evaluations shall provide a list of items that have been identified for removal that briefly identifies each item and the basis for the decision to another library media specialist in the district for consideration and feedback.
2. Items in usable condition that are removed from a LMTC (and not relocated) should be donated to charitable organization in an effort to preserve public access to the materials to the extent such a procedure is otherwise consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Cross References:

WASB PRG 361.2 Sample Policy 1

**PROCEDURES FOR THE SELECTION,
MANAGEMENT AND
RECONSIDERATION OF LIBRARY
MEDIA TECHNOLOGY CENTER
MATERIALS**

361.2-RULE

Waunakee Community School District

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Adoption Date: 11/8/82

Revised: March 1994
November 2003

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

Policy 361.2

Waukegan Community School District

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(This sample policy provides general guidance on the selection of library media center materials and the review and reconsideration of challenged materials. It is intended to coordinate with 361.2 Sample Rule 1 in the PRG.)

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning. In our free society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's library media staff. The District also welcomes purchase and acquisition suggestions from school staff, parents, students, and others. Within Board-approved budgetary allocations of the district's annual Common School Fund distribution from the state of Wisconsin for acquisitions and subscriptions, and other funds as available, specific acquisitions/subscriptions may be submitted as purchases using the established District purchasing procedures for items that meet the selection criteria listed below.

Offers to donate LMTC materials (not including donated equipment that includes no content elements) shall go through the selection and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMTC materials in accordance with this policy.

LMTC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMTC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- enrich and support the curriculum, taking into consideration classroom and course needs and the varied interests, abilities, and maturity levels of the students served with the input of instructional staff;
- stimulate growth in factual knowledge, literary appreciation, and ethical standards;
- enable students to make intelligent judgments in their daily life;

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

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- include opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
- represent the diverse backgrounds present in our community and also in the global society that students will encounter beyond our community;
- budgetary and facilities considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMTC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel. Libraries serve the school community as a whole and no parent has the right to determine the reading material for students other than their own.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources 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. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

Section 115.77	[local education agency duties related to students with disabilities]
Section 118.13	[student nondiscrimination]
Section 121.02(1)(h)	[school district standard; selection of instructional and library media materials]

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

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Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

Cross References:

[110. Educational Mission Statement](#)

[310. Instructional Goals](#)

[353. Special Interest Materials](#)

[361.1 Selection of Textbooks and Other Classroom Instructional Materials and Resources](#)

[361.2-Rule. Criteria for Selection of Instructional Materials](#)

[362.1. Use of Rated Films and A-V Materials](#)

[364. IMC Access](#)

[381. Teaching About Controversial Issues](#)

[411-Rule \(1\). Student Discrimination/Harassment Complaint Procedures](#)

[741. Maintenance and Control of Instructional Materials](#)

WASB PRG 361.2 Sample Policy 1

Adoption Date: 11/8/82

Revised: March 1994

January 2002

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USE OF RATED FILMS AND A-V MATERIALS

361.3-362.1

Generally, commercial films produced for entertainment are not to be shown in schools during instructional time. Films or videotapes having obvious educational value may be shown when appropriate for the content, district curriculum, and level of the subject being taught. Commercial films may be shown for entertainment as part of co-curricular or after school event or as a reward for a class achieving a major goal.

In addition to a film’s content being appropriate for the subject taught, films will have to meet certain rating requirements or have prior administrative or parent/guardian approval for a student to view the film. These are as follows:

- “G” Rating These films may be shown at any grade level with the principal’s approval.

- “PG” Rating These films may be shown at any grade level with parent/guardian and principal approval.

- “PG 13” Rating These films may be shown at grades 7-12 with parent/guardian and principal approval.

- “R” Rating These films may be shown at grades 11-12 after a review and approval of the Superintendent. Parent/guardian approval will also be necessary. The film’s content and message must be integral to the subject taught and no other material would provide students with the information, knowledge or understanding that the film provides.

- “Unrated”,
“NC17” and
“X” Rating Under no circumstances will “NC 17” or “X” rated films be shown in the school setting. “Unrated” films may be shown if approved by the principal after a preview of the film. Parent/guardian permission will be necessary.

Staff members requesting a film approval are responsible to give the principal an accurate description of the film's content.

Staff members making film or video selections for classroom use should determine that the material is part of face-to-face teaching as part of an organized curriculum to meet provisions of copyright law (PL 94-553, Section 110(1)). Staff members are encouraged not to show students videotapes of network or cable television performances which the students have probably already seen at home.

Legal Ref.: Section 120.13 Wisconsin Statutes

Cross Ref.: 110, Educational Mission Statement
310, Instructional Goals
362, Selection of Instructional Materials
771, Printing and Duplicating Services (Copyright)
851, Advertising in the Schools

Adopted: 1/10/96

Revised: January 2002
November 2003
May 2008

Reviewed: March, 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

SPECIAL INTEREST MATERIALS

361.4-363

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other non-school sources, should have the approval of the principals in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, which are timely and up to date, and which promote American democratic ideals and moral values.

Teachers may use special aids (non-printed materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

The District shall not discriminate in the selection and evaluation of instructional materials or media on the basis of sex, race, national origin, religion, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

Legal Ref.: Sections 118.13 Wisconsin Statutes
120.13
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code

Cross Ref.: 110, Educational Mission Statement
362.1, Use of Rated Films and AV Materials
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
840, Public Gifts to the Schools
851, Advertising in the Schools
381, Teaching About controversial Issues
381.1, Teaching About Religion
871, Public Complaints About Instructional Materials

Adopted: 11/8/82

Revised: March 1994
January 2002

Reviewed: March, 2023

Waunakee Community School District

The District Administrator shall ensure that the District's staffing plan, whether via employment or via contracted services, includes a licensed library media person who is designated to direct and coordinate the District's library media program. Under the administrative direction and supervision of the insert relevant position title(s)—e.g., "District Administrator and Directors of Curriculum and Instruction," the licensed individual shall:

1. Coordinate the formulation and periodic review and updating of the District's written, long-range plan for library services.
2. Work with supervising administrators to ensure that any proposed substantive revisions to the long-range plan are presented to the School Board for approval. Data documented in the plan may be updated without any additional Board approval.

At a minimum, the District's long-range plan for library services development shall:

*{Editor's Note: The following list provides examples of some minimum requirements that a school board might wish to establish for the district's long-range library services plan. The examples in the list should be modified to reflect the district's overall strategic plan and other local goals, expectations, and preferences. The district's existing plan may also include content that the board wishes to ensure is included in future revisions. Additionally, the Department of Public Instruction has several available resources that identify potentially useful content ideas for inclusion in a library services plan. For more information, refer to the DPI's "[Future Ready Librarians](#)" web page and the WISELearn Resources [School Library Planning Group](#), which includes several different samples of school district library program plans. Finally, if the board does not wish to establish any minimum expectations for the content of the plan, this entire list and its introductory sentence could be deleted from this sample policy.}*¹

1. Align with applicable District-level goals and priorities and draw on the results of any applicable needs assessment related to library services.
2. Incorporate goals and related action steps to guide the future direction of the District's library and media services, including goals that address at least one or more of the following priority areas:

{Editor's Note: Again, all of these examples of areas in which goals might be developed are discretionary and may be modified by the district.}

- a. Developing and implementing the District's student curriculum through instruction relating to areas such as literacy, research and inquiry, critical thinking, and effective and responsible use of technology.
- b. Providing effective and equitable access to resources, including technology resources that facilitate successful learning.
- c. Developing and maintaining the District's collection of library media resources, across multiple formats and different types of content, in a manner that facilitates the District's compliance with its statutory and regulatory obligations to make available

¹ Review editors notes in green and edit to align with district long-range library services plan.

- to students a current, balanced collection of resources which, in an unbiased manner, reflects the cultural diversity and pluralistic nature of American society.
- d. Strengthening instructional partnerships and collaboration among the District's classroom teachers and the District's licensed library staff, including leveraging the contributions of non-licensed paraprofessionals.
 - e. The role of the library media specialist(s) in planning, providing, or otherwise facilitating staff professional development.
 - f. Creating and improving the physical and virtual spaces that promote inquiry, creativity, collaboration, and community.
 - g. Cultivating community connections to promote engagement, access, and lifelong learning.
 - h. *Insert any other priority areas which may be covered by a goal and related action steps within the plan.*
3. Incorporate the District's library media materials selection policies and procedures, including the procedures for submitting and addressing complaints that request reconsideration of any such materials.
 4. Document examples of policies, procedures, services, or resources that reflect efforts directed at legal compliance, including at least in the areas of copyright, student data privacy, and Internet safety.
 5. Include data, or a summary analysis of data, that is deemed relevant to assessing progress on goals and to performing an ongoing needs analysis related to library services.
 6. Include a statement of any relevant budgetary information, such as any future-oriented budget projections or budget requests, with respect to the District budget components that support the services and goals of the library program.
 7. Establish a procedure and timeline for the periodic evaluation and future development and revision of the plan.
 8. *Insert any other minimum requirements that the board deems significant enough to establish as a locally required element of the district's library services plan.*

Legal References:

Wisconsin Statutes

Section 43.72	[library exchanges]
Section 120.12(1)	[board duty; care, control and management of school property]
Section 121.02(1)(h)	[school district standard; requirement to provide adequate library services]

Wisconsin Administrative Code

LIBRARY MEDIA SERVICES

Policy 362

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[PI 8.01\(2\)\(h\)](#)

[detail of the state library media services standard; includes the mandate to maintain a written and board-approved long-range plan for library services]

Cross References:

WASB PRG Sample Policy 1

Adoption Date:

March, 2023

Policies of the Board of Education

Series 300: Instruction

LMTC ACCESS

362.2-364

The Waunakee Board of Education recognizes the right of students, teachers, staff and administration to reasonable access to school **LMTC (Learning Materials and Technology Center)**, equipment, time, facilities and staff to achieve optimum benefits whether for academic or nonacademic purposes. To that end, it directs its media professionals to plan and implement methods by which greatest access is ensured.

Upon the request of the custodial parent or guardian of a child under the age of 16 the district will disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by the child.

Legal Ref.: Sections 120.13 Wisconsin Statutes
121.02 (1)(h)
PI8.01(2)(h), Wisconsin Administrative Code

Cross Ref.: 364-Rule, Departmental Guidelines to Ensure Access to IMC
362, Selection of Instructional Materials
741, Control and Management of Instructional Materials
871, Public Complaints About Instructional Materials

Adopted: 4/1/88

Revised: March, 1994
January 2002
August 2004
March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

DEPARTMENTAL GUIDELINES TO ENSURE ACCESS TO IMC-LMTC

362.2-364 - Rule

To ensure easy access to the IMC LMTC, these district-wide guidelines shall be followed:

- 1) Collections of print and non-print materials to support the Waunakee Community School District (“District”) curriculum and to provide for District student recreational interests shall be provided in sufficient amounts, subject to the discretion of the District.
- 2) Duplicate copies of titles may be made available if patron demand requires it, and titles will be placed on reserve.
- 3) Interlibrary loans shall be provided for all students and staff members.
 - a. District media centers will participate in inter-library loan and other resource-sharing operations with other school districts and public libraries (via DPI's Wisconsin Reference & Loan Library) to the extent feasible.
 - b. The decision to loan material is at the discretion of the lending library media center. Prior to deciding to loan materials, the lending library media center shall first consider the interests of its primary clientele.
 - c. The lending media center retains the privilege of deciding in each case whether a particular item is available for loan, and ordinarily will not loan licensed software, equipment, reference materials, and materials for which there is a recurring high demand.
 - d. In cases where the District is the borrowing media center, the District shall make every effort to exhaust its own resources before requesting an inter-library loan; maintain accurate records of those using borrowed materials; and make every effort to return borrowed materials promptly.
- 4) Basic reference materials, such as dictionaries, shall be provided for District classrooms on a permanent loan basis.
- 5) Classroom collections to support units of study and reserve books may be furnished to District classrooms upon request.
- 6) Special collections such as professional materials for teachers and high interest/low vocabulary materials for students with reading problems may be supplied upon request.
- 7) Equipment necessary to utilize non-print materials shall be furnished in sufficient amounts to allow reasonable access to such materials in District facilities.
- 8) Circulation regulations shall allow District students and staff to readily obtain materials for use throughout the District and at home.

- 9) Loan regulations shall allow designated materials to circulate for reasonable periods of time with provision for easy material renewal, and District students shall be permitted to exchange materials.
- 10) Subject to copyright guidelines, single photocopies of information shall be provided to District students for purposes of study or research at no cost.
- 11) The quantity of materials borrowed shall not be limited for District students in grades 6 through 12. Reasonable quantity restrictions may be placed on District students in grades K through 5.
- 12) Subject to reasonable limitations established by the District, the District media centers shall be open during the entire school day, as well as before school, after school, and during the noon hour.
- 13) The District media centers shall not be used for activities which interfere with their use by District students, unless approved by the Board of Education.
- 14) District students shall have access to a District media center through study halls as well as scheduled class visits. In addition, an open and flexible schedule for all media centers shall be administered to provide an opportunity for use by District classes and by individual District students when that use is appropriate, timely, and educationally significant.
- 15) Subject to reasonable limitations established by the District, the District media center staff shall be available whenever needed by District students and teachers.
- 16) Subject to reasonable limitations established by the District, the District media centers shall be accessible and usable by all District students.

Cross Ref.: 771, Printing and Duplicating Services (Copyright)

Adopted: 4/11/88

Revised: March 1994
January 2002
July 2005
March 2023

Waunakee Community School District

Minutes of Curriculum Committee

The Board of Education Waunakee Community School District

A Curriculum Committee of the Board of Education of Waunakee Community School District was held Tuesday, April 4, 2023, beginning at 1:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Dotzler called the meeting to order at 1:01PM

II. ROLL CALL

Present: Dotzler, Engebretson, Hetzel

Also Present: Schell, Johnson

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. TEXTBOOK AND INSTRUCTIONAL MATERIALS FINAL CONSIDERATION

Schell introduced the textbook and instructional materials list that are being brought for consideration.

Schell explained what criteria is used for choosing books.

The committee asked that the staff leadership come in to discuss how they chose items for specific grade areas/ course (i.e. English 10)

Johnson answered questions regarding the choices for the Elementary ELA Bookroom texts.

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

VI. SUMMER CURRICULUM PROJECT REQUESTS-FINAL CONSIDERATION

Schell introduced and answered questions regarding the summer curriculum project requests.

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

VII. STUDENT ACHIEVEMENT REPORT

Schell and Johnson walked through the student achievement report and answered questions from the committee.

The committee expressed concern about what action items the district is doing to bring students to a level to be career/college ready. What is being done for those that are falling into this gap. After much discussion the committee asked that each level or area are brought in to discuss what is being done in the classroom to help narrow the gap shown in this data.

Per the suggestion of the administration, the committee also requested that this information be brought earlier in the school year, in the fall.

VIII. ITEMS FOR FUTURE MEETINGS

Committee requested data regarding reading

Math Course Proposal
Bilingual Biology

The next meeting will be scheduled after the reorganizational meeting.

IX. **ADJOURN**

A motion was made by Hetzel, second by Engebretson, to adjourn the meeting at 2:25PM.
Motion carried 3-0.

To: Board of Education

From: Tim Schell

Subject: 2023 Textbook Requests

Date: March 31, 2023

The following items on this year's Textbook Request list are new titles or resources.

Course/Content Area	Textbook/Resource	Discussion
Ecology	Braiding Sweetgrass (Kimmerer)	Braiding Sweetgrass is a critically acclaimed set of essays integrating indigenous and western approaches to ecology.
Global Business	Global Business (Peng) 5th Edition	Updated edition of the textbook used with this course.
Video Editing and Digital Design	Adobe Pro (Learn Key)	Updated edition of the textbook used with this course.
AP European History	AMSCO AP European History (Perfection Learning)	This is a change from one approved textbook for AP European History to another.
AP United States History	AMSCO AP United States History (Perfection Learning)	Updated edition of the textbook currently used with this course. Changing over to annual student purchase for annotation.
Modern Literature	Various Titles	The design of our Modern Literature course is for the reading to have copyright dates that are more recent

		than the students' date of births. This is an update to newer titles.
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All other items on this year's Textbook Request list are for mixed choice titles, subscriptions, or continuing materials that have been previously adopted.

Updated 2023 Textbook Adoption Requests

Dept. Submitting Proposal	Recommended textbook for class/subject area	Book or Resource Title and Publisher	Book/Resource type:	Copyright Date	Cost per book/subscription and how many (incl shipping charges) Example 125 @ \$14.27 per, plus 8% shipping	Total Cost
Todd Shucha, HS Science	Braiding Sweetgrass for Young Adults	Zest Books (through Ingram (vendor))	Traditional Paper Textbook	2022	55 @ 12.38 per (+ shipping?)	\$748.99
Steven Erato, HS Business Ed	Global Business	Global Business Peng 5th Edition Cengage	Traditional Paper Textbook	2023	30 * 217.50 + 652.50 = 7,177.50	\$7,177.50
Gina Holmes, HS Business Ed	Adobe Pro - Learn Key Ecourse	Learn Key by Certiport	Digital Resource		\$1,575 for a 30 seat / 300 user Annual License	\$1,575.00
Catie Anderson, HS World Language	Yearly subscriptions for the K-12 World Language Department	https://docs.google.com/spreadsheets/d/1QcsTw4KXaG5Wr1EoTTNLHsvnv_pz7LXn9iu8cbUk4iY/edit#gid=0	Digital Resource		\$4800 for multiple yearly subscriptions for the entire department (see spreadsheet)	\$4,800.00
Catie Anderson, HS World Language	World Language (Spanish) 5th/6th grade textbook requests one time only	Jim Wooly	Hybrid (both paper and digital)	2022	https://docs.google.com/spreadsheets/d/1aWQbuLICJpZi0VgKug84zUn70pAhu_C8d-1BxgJgus/edit?usp=sharing	\$2,372.43
Catie Anderson, HS World Language	Spanish 3/4 and French (all levels)	Magazine subscription	Hybrid (both paper and digital)		https://docs.google.com/spreadsheets/d/1aWQbuLICJpZi0VgKug84zUn70pAhu_C8d-1BxgJgus/edit?usp=sharing	\$512.00
Maxwell Tramburg, HS Social Studies	AMSCO AP European History SoftCover/ AP European History	Title: AMSCO ADVANCED PLACEMENT 2nd EDITION: EUROPEAN HISTORY/ Publisher: Perfection Learning	Traditional Paper Textbook	July 1, 2022	50 @ \$21.95 per, plus \$131.70 Shipping	\$1,229.20
Jackson Gabriel, HS Social Studies	AP US History workbook	Perfection Learning T168801 Advanced Placement United States History, 4th Edition - Student Edition Softcover and T1689 Teacher Resource Softcover (free)	Traditional Paper Textbook		150 @ \$21.95 + \$395.10 shipping	82 \$3,687.60
Lisa Carothers, HS ELA	See attached list at: https://tinyurl.com/4ehr6ejt	Various	Traditional Paper Textbook	Various	10 each of 18 different titles, total cost from Amazon: \$2,172.40	\$2,172.40
HS ELL/Math	Foundations of Algebra	Placeholder				\$12,000.00
Middle School ELA	Placeholder for possible pilot purchase					\$25,000.00
Elementary Social Studies	Studies Weekly	https://www.studiesweekly.com/	Hybrid (both paper and digital)	2023	\$8.95 per student, shipping \$724.95, training \$750.00 = \$7,000.00	\$7,000.00
Elementary ELA	bookroom texts	Pioneer Valley Press	paper	varies		\$33,405.00
Elementary Bilingual	student texts to support bilingual program	varies	Hybrid (both paper and digital)			\$10,000.00
Elementary ELA	bookroom texts	Scholastic	paper	2022		\$21,009.86
Elementary ELA	book room texts, replacement copies & additional titles	Varies	paper	varies		\$6,500.00
Elementary math	place holder for possible pilot purchase					\$25,000.00
					Total	\$164,189.98

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
7-12 ELA	ELA8 Nonfiction Reading & Information Writing	Stephanie Boegh	Kate Peterson, Martha Rocco, Jason Kaltenberg, Lynn Stenroos	Major course revision	ELA8 does not currently have an expository/information writing unit and we would like to weave this into a more current nonfiction reading unit. We are needing to build this unit from the ground up with help from our coach, new instructional materials, and new texts and could use the time this summer to create an engaging and rigorous unit that better meets the needs of our students. 20 hours for redesign x2 because of size of team.	Department project, 1 School Only	40	\$1,200.00
7-12 ELA	Dig. Comm. Curriculum Writing	Jason McConnell	Jason McConnell	Major course revision	Daktronics and other tech suppliers have created new software and tech that replaces the previous tech. This has resulted in several of the units, projects, etc. needing to undergo major restructuring to stay aligned with the learning outcomes, student goals, etc. The overhaul affects both semesters of Dig. Comm as each are different in what they target. 20 hours each semester.	1 School Only	40	\$1,200.00
7-12 ELA	Modern Literature Revision	Lisa Carothers	Lisa Carothers, Kristen Thomason	Major course revision	While the class will still maintain the teaching of literary theory at its core, we will be shifting more of our Modern Literature curriculum to include more student choice reading and reading workshop procedures as opposed to whole-class novel reads. We will also be revising our assessment and grading practices. This will involve researching practices to supplement the research both instructors have already done.	1 School Only	25	\$750.00
7-12 ELA	Middle School ELA Materials Review	Tim Schell	Stephanie Boegh, Lynn Stenroos, additional Middle School staff.	Review of materials to pilot in the 2023-2024 school year.	We will be conducting a review of our Middle School ELA materials needs and available options leading into a pilot in the 2023-2024 school year. This is the first stage toward implementing new ELA materials in 2024-2025.	1 School Only	48	\$1,440.00
Art	Maya Software Update	Kayla Proctor	Kayla Proctor	Major course revision	Maya has changed their software and their rendering engine. In order to teach the course next year I will need to revamp the entire curriculum and basically learn a new software.	1 School Only	20	\$600.00
Art	IDEA Software Updates	Kayla Proctor	Kayla Proctor	Major course revision	There are 7 software taught in IDEA, and there have been many changes for the next year's versions. I will need to redo all of the handouts and videos, and projects in order to go forward with the curriculum.	1 School Only	30	\$900.00
Art	Updating Intermediate Curriculum	Melanie Trainor-Burton	Melanie Burton, Mandy Longtin, Chris Madden	Other	We need to adapt the current 5th & 6th grade curriculum to better serve students, and three art teachers.	1 School Only	15	\$450.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
Art	Finish up Grade 3&4 Standards Revision	Jessica Stortz	Renee Gavigan - Prairie Art Teacher Jessica Stortz - Heritage Art Teacher Chris Madden - Arboretum Art Teacher	Other	We have revised our K-2 Curriculum to align with the new Wisconsin Art & Design Standards. Our work has been looking for gaps and overlaps and updating language to reflect the new standards. We still have to finish our Grade 3/4 curriculum.	Multi-schools	24	\$720.00
Bus. Ed.	Career Workshop Teacher Change-Over	Rhonda Knapp		Other	There has been change-over in who teaches Career Workshop. Since this a required course, it would be great for all those teachers to have time to make it consistent and allow all of the new members a chance to have input and ask questions.	Department project, 1 School Only	24	\$720.00
CTE	Global Business Curriculum	Steve Erato	Steve Erato	Major course revision	I am ordering new, updated textbooks for Global Business and I need to update my curriculum with the textbook and new materials.	Department project, 1 School Only	20	\$600.00
CTE	Video Editing New Textbook Revisions	Gina Holmes		Other	The project would be to detail the learning objectives, lessons, projects and assessments for the Video Editing course using the new Learn Key ECourse. The course is going to work towards Certiport certification in Adobe Premiere Pro so this will help align the curriculum to allow the students to achieve that.	Department project	20	\$600.00
ELA	Curriculum Revision based on New CC ELA Standards	Kristin McKenna/Lea Zwettler	Stacy Starin, Bob Gracia , Lori Ketter, Kerry Lozano, Maggie Gulvik, Kristin McKenna, Andrea Fitzpatrick, Bryant Ward, Lea Zwettler		Upon completing the standard revision documents in the 2022-2023 school year, we will re-examine our curriculum units and revise according to the focus areas of the new standards. We will also consider if a new curriculum should be piloted in the 2023-2024 school year.	Single School Project (work is specific to one building)	72	\$2,160.00
English Learners	Heritage Biology 1 (Bilingual)	Briana Boodry	Lisa Jondle (??)	New course	Heritage Biology 1 will be a bilingual course taught in Spanish. The scope sequence, materials, curriculum, etc. all need to be created.	1 School Only	80	\$2,400.00
English Learners	Bilingual Science Curriculum	Kelly Pertzborn	Kelly Pertzborn and Elena Fernandez	Other	Elena and I will be starting to teach Science in Spanish next year. We will need to look at the Mystery Science curriculum in each grade level and align it to a Mystery Science - Spanish scope and sequence. Through our Science lessons, we will also be teaching Spanish literacy. We then need time to look at the Spanish ELA standards and embed them within the Science curriculum. We will need to analyze where we can incorporate opportunities for reading and writing in Spanish within these lessons. We may also need to search for resources in Spanish that we could include in these lessons.	1 School Only	20	\$600.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
ESL/Bilingual	Selecting Optimal Books to Support EL's	Pam Emmerich	Pam Emmerich Ashely Taylor		We are interested in previewing, selecting and ultimately purchasing texts in English for our EL's who are emergent readers. Currently our bookroom does not contain books at these lower levels, and we believe they are necessary in order to better support the literacy skills of our students. While we have catalogs and vendors to select these materials from, we would like to be thoughtful in this process as we would like them to be culturally relevant and connected to 5th and 6th grade genres and units. Given our current schedules and the short amount of time available for us to meet, we are finding it challenging for us to do this work during the school year.	Single School Project (work is specific to one building)	16	\$480.00
English Learners/Mathematics	Foundations of Algebra	Tim Schell	Caitlynn Hoff, Mark Natzke, Yelena Walther	New Course	Foundations of Algebra will be a pre-Algebra course designed to serve newcomer multilingual students who are still developing the prerequisite skills and concepts for success in Algebra, primarily due interruptions in their education.	1 School Only	80	\$2,400.00
K-6 Ed Tech Specialists	Vertical Alignment of Tech Curriculum	Amy Frank	Amy Frank, Jacob Swance, Cassandra Roberts, Meaghan Nelson		Since this is the first year of each of us implementing our created tech curriculum, each year for several years, we will need to meet during the summer to re-evaluate align the tech curriculum, since students will come to the higher grades with a better tech skill set. It is important we provide rigorous curriculum at each grade level that meets the ITL standards for each grade level. For that reason, we will need to create new curriculum for the higher grade levels.	Multi-School Project (work spans grades levels and/or buildings as well as staff)	32	\$960.00
K-6 ELA	5th Grade ELA Standards Adjustment	Margaret Martin/Lea Zwettler	Mandy Rice, Nick Saeger, Lea Zwettler, Mandy Trudell, Margaret Martin, Erin McNary, Gretchen Kestler		We will be making adjustments to the teacher created lesson plans and assessments to accommodate changes required by the new state standards for ELA. We will also be revising opportunities to write about reading based on the most recent Forward Exam data.	Single School Project (work is specific to one building)	56	\$1,680.00
K-6 ELA	Prairie Book Room	Dawn Peters	Karen Staeger	Other	This time will be used to inventory, organize, and purchase materials for the Prairie book room.	1 School Only	40	\$1,200.00
K-6 ELA	Book Room	Heather May	Heather May, Lori Armstrong	Other	Inventory the books, organize bins, make copies of lesson plans, comprehension sheet, phonics cards, comprehension cards, repair damaged books and update online inventory	1 School Only	40	\$1,200.00
K-6 ELA	Heritage Book Room Work	Pam Smith	Pam Smith, Heather Siedschlag, Megan Steeger, Jamie Long	Other	Adding in new books /Putting away / organizing / adding to / filing / weeding book room books	1 School Only	40	\$1,200.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
K-6 Special Education	Sensory Room set-up	Rebecca Connolly	Tammy Tierney, Amy Williams, Cathi Mecham, Danielle Myhro , Becky Connolly	Other	We plan to set up our sensory space with a structured check-in, check-out system. A menu of sensory tools, details on how the tools work. Also, create a tracking system of how the sensory tools are benefitting students, as well as providing other resources for self-regulation and conflict resolution.	1 School Only	50	\$1,500.00
LMTC & Computer Resources	Future Ready Library Planning	Melissa Hill	Melissa Hill, Brittany Phelps, Meg Quella, Sarah Wendorf, Chris Schiemann	Other	WCSD librarians will meet to draft a Future Ready Library Plan, as required by state statute. The Future Ready Library Framework outlines 8 areas for library planning. During the spring of 2023, librarians will meet to discuss at least 2 areas, using the DPI question template as a springboard. Librarians participating in the summer drafting process will continue discussion and create a document that describes current practices in each of these 2 areas and that lists goals for the future. This document will become part of the long-range Library Plan we will complete over the next few years.	Multi-schools	20	\$600.00
Math	Finding Whiteboard Tasks that Meet 7th Grade Standards	Sara Koppes	Gina Pokrass, Zach Holler, Brianna Thibo, and Sara Koppes		We are all starting to implement ideas from Building Thinking Classrooms. We would use this time to dig through resources (YouCubed, Mindset Mathematics, Inquiry Maths, etc.) to find tasks that meet our grade level standards. We would get these tasks ready to use in the classroom starting in September.	Multi-School Project (work spans grades levels and/or buildings as well as staff)	8	\$240.00
Math	6th and 7th grade alignment	Micah Thingvold	Aimee Spahos, Paige Haldeman, Spencer Lee, Dan Gage, Tammy Miller, Heather Parsons, Amanda Hoffman, Micah Thingvold, Zach Holler, John Ehle, Gina Pokrass, Brianna Thibo		Ensure we have aligned curriculum, discuss if there needs to be adjustment to the curriculum, and align tests. Making sure we are covering all of the content and not overlapping instruction.	Multi-School Project (work spans grades levels and/or buildings as well as staff)	24	\$720.00
Math	6th Grade Streamline content	Micah Thingvold	Micah Thingvold, Dan Gage, Tammy Miller, Spencer Lee, Aimee Spahos, Heather Parsons, Paige Haldeman, Amanda Hoffman, Sara Koppes		With the compacting of standards the past year we feel like we can eliminate parts, combine parts, and enhance some of the units we had this year.	Single School Project (work is specific to one building)	18	\$540.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
Math	Vocabulary and Language acquisition planning	Stacy Hankins	Stacy Hankins	Other	<p>I would like to create supplemental visuals and activities to incorporate into one science and one math unit. I will use my Project GLAD training knowledge to choose focus vocabulary words and develop lessons that provided scaffolded academic language experiences for EL students, but that benefit all students. This aligns with our January 15th DPI training. Robin, the K-2 trainer, said that Project GLAD and Be GLAD would be an excellent program to incorporate into our future bilingual program.</p> <p>Math end product: Written lesson plans for my team to use to teach geometry concepts. This may include an introductory lesson with visuals for students to write about, a poem to chant and brainstorm actions to assign to vocabulary words, and another potential lesson. I would produce all of the physical materials for my team</p> <p>Science end product would be similar, I haven't decided which standards will be the focus.</p>	1 School Only	10	\$300.00
Math	HS AP Pre-Calculus	Erin Schroeder	Erin Schroeder, Courtney Lovell, Justin Acker	New course	We'd like to look at the scope and sequence of the course, compare it to our current FST and pre-Calculus courses, and see if this is a course we'd like to pursue in the future		21	\$630.00
Music	Music Department Self Study	Molly Petroff	Deciding in May '23 dept mtg				50	\$1,500.00
Pathways	Advanced English Revision - Defensible Courses	Janell Dorn	Sallie Piotrowski, Kelly Braatz, Jason Kaltenberg, Mike Dreyer, Walter Stenz, Molly Swanhorst, Andy Moll, Janell Dorn, and possibly Lynn Stenroos	Major course revision	Revised/updated Advanced English classes for grades 7-10. Our Advanced English classes are currently not sequential - the level of rigor does not follow a gradual progression through the grades, but rather jumps to much more rigorous courses in high school after middle school classes that are not defensible and not appropriately challenging for our advanced students' needs. While we do not anticipate a full revision will occur in this first year, our plans are to make progress towards the creation of more defensible, sequenced, and appropriately challenging AE classes for advanced ELA students in grades 7-10.	Multi-schools	192	\$5,760.00
Science	Common Lab Assessments	Aimee Spahos	Tammy Miller, Paige Haldeman, Heather Parsons, Micah Thingvold, Spencer Lee, Dan Gage, Bryant Ward	Other	Working together to make common lab assessments for science units to ensure that all 6th grade students are tested on the same standards.	1 School Only	20	\$600.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
Science	MS grade band NGSS Breakdown Update	Jess North	Jess North, Erica Schauf, Aimee Spahos	Other	It has been 10 years since we adopted NGSS. At that time, we divided the standards from the MS grade band across grades 6th, 7th, and 8th, as well as determined activities/units that meet each standards to identify where we have gaps. This breakdown of standards hasn't been updated since then - we need to revisit and revise to ensure each standard is covered in 6th, 7th, and 8th, as well as minimize or eliminate areas where we find the standards unnecessarily repeated. We also need to update the matching unit(s)/activity that meets each NGSS performance expectation, as we've made significant progress in creating 3D lessons and/or assessments.	Department project, Multi-schools	24	\$720.00
							88	
Science	8th grade science - Unit Phenomena with CCC Lens	Jess North	Jess North, Rebecca Cullen	Other	The science dept multi year goal states: By the end of each year through 2023-2024, K-12 science teachers will fully redesign one 3 dimensional unit by using a Cross Cutting Concept as a lens on a phenomena for a specific NGSS performance expectation. While we have lesson phenomena, our units do not have unit-level phenomena to connect all NGSS performance expectations within that unit. Each "unit" contains multiple performance expectations. After using dept time to explore resources, we realized we need to create our own phenomena to match our specific set of standards - not just a single standard. This will include writing a unit-level phenomena, gathering supplies as needed, and determining which CCCs will be used as a lens (and how to make this lens visible to students). Then, the phenomena needs to be written/woven into each of the lessons within that unit - as well as each of the performance expectations and as part of a 3D assessment. We'll start with our matter unit, which spans 2.5 months and includes 5 different NGSS performance expectations. If time, we'll move on to an additional unit (geology or astronomy).	1 School Only	24	\$720.00
Science	Braiding Sweetgrass for Young Adults curriculum writing	Todd Shucha	Todd Shucha	Major course revision	If the Braiding Sweetgrass for Young Adults text adoption is approved, the project would be focused on curriculum revisions for WCHS Ecology classes to incorporate use of the text	1 School Only	20	\$600.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
Science	Physics Homework Assignments ReWrite	Andrew Nelson	Andrew Nelson, Tammy Rademacher	Major course revision	Rewriting/Rebuilding all worksheets to better fit modeling teaching strategy adopted by both Mr. Nelson and Ms. Rademacher, incorporating graphic organizer to support students at all learning levels directly into worksheet problems, analyze formative work for appropriate overlap with summative assessments.	Department project	16	\$480.00
Social Studies	4th grade Social Studies Planning	Dawn Peters	Melissa Lund, Gretchen Kestler, 4th grade teacher reps TBD	Major course revision	Align 4th grade Social Studies instruction with revised standards and consider resources to use along with best practice.	Multi-schools	48	\$1,440.00
Social Studies	5th grade Social Studies	Gretchen Kestler	Gretchen Kestler, Erin McNary, Margaret Martin, Mandy Rice, Mandy Trudell, Nick Saeger, Ali Reimer		Review assessments and exit slips for each unit, make revisions as needed. Mini inquiry research project ideas. Act 31 with culturally responsive teaching.	1 School	56	\$1,680.00
Social Studies	6th grade Social Studies Summer Work: Unit Revisions	Andrea Fitzpatrick	Stacy Starin, Robert Gracia, Lori Ketter, Kerry Lozano, Maggie Gulvik, Kristin McKenna, Andrea Fitzpatrick	Other	Review all current 6th grade unit assessments and exit slips, revise if necessary, look at more inquiry mini research projects and active learning ideas, continue to incorporate Act 31 (WI Native studies) and Act 30 (Holocaust/genocide) to be more culturally responsive	1 School	56	\$1,680.00
World Language	Creating Daily Lesson using an EL Lens	Jill Statz	Mandy Rice and Pam Emmerich	Other	Our goal is to take our first unit in each of the disciplinary areas and rewrite these using an EL lens so that our lessons can be more inclusive.	1 School Only	20	89 \$600.00
World Language	French Scope and Sequence 7-12 / 1-5	Alissa Bratz	Claudia Bright, Beth Stachour, Alissa Bratz, Shari Thompson	Major course revision	Between Covid and recent staff changes, the French scope and sequence is in need of recalibration & redesign. By the end of our work we will have a fully articulated scope and sequence for French 1-5 / grades 7-12.	Department project, Multi-schools	80	\$2,400.00
World Language	Spanish 1 - 6 Realignment (Grades 7-12)	Catie Anderson	Catie Anderson, Ellen Grunder, Ellen Willrett, Tiffany Simandl, Jenni Balcázar, Elaine Simmons, Samantha Pilsner	Other	In the spirit of recombobulation post-Covid, we would like go over what has been added and taken away from the curriculum based on our experience during the virtual learning year and now a "normal" year under our belts. We have been going back and forth over the past few years trying to figure out what our students need to know in the language (grammar-wise) and where they should be performing (proficiency). Even though our department has had success working as a PLC, the time to work together in a 7-12 setting is impossible during school hours. Much of our curriculum is based on both proficiency and grammar, two worlds that are seemingly cohesive and intertwined, yet due to how they are taught, they are treated separately in our curriculum. We will also look at general language standards (ACTFL and/or Wisconsin) and how they apply to each level.	Multi-schools	25	\$750.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
World Language	Heritage Course Revision and Direction	Catie Anderson	Catie Anderson Elaine Simmons Jenni Balcázar	Major course revision	The Heritage course started in 2019. Since that time the course development has been interrupted by COVID and lack of a consistent instructor. Looking ahead to the future of the program, we are committed to creating a foundation for the sequencing for this course. We would like to spend time researching best practices in Heritage language instruction. Through that research we will come up with a plan that best fits the needs of our heritage students based on the population that was served during the 2022-2023 school year. Since this is a very diverse population, we know that the structure of the course will be open-ended due to the various needs of the students who are in the course.	1 School Only	60	\$1,800.00
World Language	K-4 WL Assessment Review & Curriculum Revision	Gina Pagel	Hailee Hamer, Mary Keenan, Gina Pagel, and Barb Shultz-Becker	Other	We need time to assess/revise the current curriculum and its assessments. Since we teach all students, we need to meet the needs of students with different levels of ability, special needs, and different learning styles. In particular, we will work to increase engagement for all students. We will work to include more cooperative learning rather than teacher-lead instruction. We will incorporate more hands-on activities within the curriculum. We will review current assessments and remove those that are non-essential to make time for updates in our curriculum that meet the above goals.	Multi-schools	100	\$3,000.00
World Language	Mandarin Chinese V Curriculum Writing	Xiuping Zhu only	Xiuping Zhu only	New course	Chineses V aims to further develop students' Chinese proficiency through: (1) consolidating the foundation built in students' beginning modern Chinese courses; (2) introducing them to more complex grammatical structures, varieties of language styles, and background cultural information. Upon the satisfactory completion of the course, students are expected to be able to handle various types of more complex daily conversational situations and short passages on familiar topics. This 90-minute class meets every other day. Successful completion of CHINESE IV will satisfy this foreign language requirement.	1 School Only	40	\$1,200.00
Elem Curric	LLT	Amy Johnson	varies	other	LLT will work as needed to update literacy documents and materials	Multi-schools	100	\$3,000.00
Elem Curric	HGD	Amy Johnson	varies	other	Continue work on unpacking scope and sequence and aligning lessons to standards	Multi-schools	100	\$3,000.00
Elem Curric	Curriculum Guides	Amy Johnson	varies	other	Work on materials to align with policy 330	Multi-schools	100	\$3,000.00

2023 Summer Curriculum Writing Requests

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/hour	Amount
TOTAL							2,064	\$61,920.00

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, April 5, 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 7:31 AM.

II. ROLL CALL

Present: Ensign, Frey, Heinemann

Also Present: Guttenberg, Summers, Cramer, Dye, Weisman, Bauer, and Pete Rothering from NAMI

III. APPROVE AGENDA

A motion was made by Frey, second by Heinemann, to approve the agenda with the addition of Middle School Roof Bids under District Wide Maintenance Planning. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. CONSIDERATION OF HERITAGE ELEMENTARY SCHOOL BIDS

A. CONCRETE REINFORCING STEEL

Summers presented and answered questions regarding the concrete reinforcing steel bids. Vogel is recommending the bid from Badgerland. A motion was made by Frey, second by Heinemann, to recommend that the full board consider the bid by Badgerland as presented. Motion carried 3-0.

B. STRUCTURAL STEEL INSTALL

Summers explained that Vogel would like to look further into the structural steel install bids. There will still be time for these bids if approved in May.

VI. REFERENDUM PROJECTS FURNITURE VENDOR SELECTION PROCESS

Summers updated and answered question of the committee on the furniture vendor selection process. Three vendors will be interviewed on Thursday, April 6th. These vendors are Demco, Duet, and Atmosphere. The intention of the interview team is to provide a recommendation for the April 10th School Board meeting.

VII. DISTRICTWIDE MAINTENANCE PLANNING

Summers presented and answered questions on the districtwide maintenance planning process. The list of projects identified and the total budget amount was referenced for the committee's consideration.

A. HVAC PROJECTS

Summers presented and answered questions regarding the HVAC portion of the districtwide

maintenance projects. Pete Rothering from NAMI presented the HVAC prioritization and the projects identified as high priority. The high priority projects on the NAMI list were different than the highest priority projects on the Vogel maintenance list.

The committee asked for the NAMI list to align with the Vogel list to make sure they are both current and reflective of the other. Summers will make sure this updated list is brought to the May meeting. No action was taken on this agenda item.

B. MIDDLE SCHOOL ROOF BIDS

This project was on Vogel list and was discussed last month. The School Board approved a planning process for this project, but the bids had to be brought back to a future meeting. Cramer presented the bids. Cramer and Scott Bauer (WCSD Maintenance) answered questions about the roof and the bids received. The bids that were presented included a full roof replacement for the middle school, including the portions building during the 2005 referendum. Any damaged insulation found during the roof replacement process will have to be replaced as well. A motion was made by Heinemann, seconded by Frey, to recommend that the full board consider the low bid to have the full roof replaced this summer. Motion carried 3-0.

VIII. 2023-24 CAPITAL MAINTENANCE PROJECTS

Summers presented and answered questions regarding the 2023-24 capital maintenance projects. Both the Budget Committee and the Facility Committee agreed to fund all capital maintenance projects from the Fund 49 referendum fund, while building up a fund for future capital maintenance projects in Fund 10.

Cramer engaged in discussions with administrative staff from each school building to create a list of requested projects for next school year. The requested projects exceeded the typical annual budget allocation of \$525,000 for capital projects. A number of projects were removed from the list, and Cramer is still gathering quotes for a number of the projects that have been identified as priorities.

After much discussion, a motion was made by Heinemann, second by Frey, to recommend to the full board to consider approving the projects for the TLC Roof and the High School elevator security project. All other projects will be considered by the committee in May when all the quotes for all the projects are completed. Motion carried 3-0.

IX. FUTURE MEETINGS

The next Facility committee meeting will be May 1, 2023 at 7:30AM.

X. ADJOURN

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 8:21AM. Motion carried 3-0.

Location	ITEM #	Possible 2023-24 Projects	Original Funds Requested	Referendum
District		Emergency Roof Repairs (NORTHERN)	\$40,000	
		Emergency HVAC Repairs (NAMI)	\$25,000	
		Emergency Plumbing Repairs (HOOPER)	\$25,000	
		Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	\$25,000	
		Replace Walking Path near Century Avenue and Community Drive	\$20,000	
		Safety Film on all doors	NO QUOTE YET	
Prairie Elementary				
		Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	NO QUOTE YET	
		Concrete work on Sidewalks *	NO QUOTE YET	
		LED Hallway Lighting	NO QUOTE YET	
Arboretum Elementary				
		Asphalt Under Gaga Pits * (WOLF PAVING)	\$20,000	
		Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	\$7,000	
		3 Card Readers & at Double Doors by Office * (GLOBALCOM)	\$12,000	
		Magnetic Door Holders to isolate sections of building during lockdown *	NO QUOTE YET	
		Garage Extension (Referendum)		\$250,000.00
Intermediate School				
		Repair or Replace PA Amps for outdoor announcements	NO QUOTE YET	
		Magnetic Door Holders for securing pods during lockdown *	NO QUOTE YET	
		Gymnasium Window Guard	NO QUOTE YET	
Middle School				
		Classroom 131 Window *	\$5,000	
		LED Lights in Cafeteria *	\$30,000	
		LED Lights in LMTC	NO QUOTE YET	
		Door 1 Entrance Stair Treads *	\$18,000	

		Dust Collector Reconfigure (Insurance carrier recommendation) *	NO QUOTE YET	
		Sidewalk Repair * (Confirmed split cost with Village)	NO QUOTE YET	
High School				
		Redo TLC Roof*	\$46,300	
		Freight Elevator Security *	\$10,132	
		Pool Parking Lot Resurface*		\$125,000
		Lockable Restrooms *	NO QUOTE YET	
		Room 1433, 1411, 1501 Carpet	\$13,500	
		4 Card Readers at front office, other locations	\$16,000	
		Repair dust collector in Woodshop	NO QUOTE YET	
		HVAC Medium and High Priority Items (Referendum)		\$2,183,000.00
Bethel				
		Front Door Canopy		\$6,000
		Replace HVAC Unit 3 & 4		\$12,000
		Parking Resurface and Expansion		\$200,000
		TOTAL	\$312,932	

WCSD - New Heritage Elementary School
 Install of Concrete Reinforcing Steel

	Badgerland	Capital Steel Erectos, Inc	Chilstrom	MIKE	VBBC Budget (DD Budget)	Difference
Company						
Date	24-Mar	24-Mar	24-Mar	24-Mar	20-Mar	
Contact	Scott Nelson	Aaron Hellenbrand			Rich Stoffels	
Phone #	608.849.7710	(608) 767-3300				
BID (\$/Ton)	\$ 1,025	\$ 1,920	Decline to bid	Decline to bid	\$ 1,300	\$ -
tons	76.5	76.5			76.5	0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Negotiated credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACT TOTAL	\$ 78,413	\$ 146,880	\$ -	\$ -	\$ 99,450	\$ 21,038

Middle School Roof Bids - March 2023

Contractor	Overall Bid
Northern Metal & Roofing	\$631,000
Nations Roof	\$661,250

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, April 5, 2023, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 8:28AM.

II. ROLL CALL

Present: Engebretson, Ensign, Hoefler

Also present: Guttenberg, Grabarski, Summers

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. CONSIDERATION OF EMPLOYEE HANDBOOK CHANGES IN THE AREA OF INSURANCE ELIGIBILITY AND EMPLOYEE CONTRIBUTION LEVELS TO INSURANCE.

Grabarski presented and answered questions regarding the proposed handbook language changes regarding insurance eligibility and employee contribution levels. These changes are being presented earlier than the typical handbook timeline in order for rate sheets to be finalized for employee education and open enrollment to occur in the typical annual timeline.

A motion was made by Ensign, second by Hoefler, to recommend that the full board consider these handbook changes as presented. Motion carried 3-0.

VI. DISCUSS THE PLANNING PROCESS FOR WAGE INCREASES

Grabarski continued the conversation from last month with the committee regarding the district budget planning process incorporating wage increases for all employee groups. Grabarski asked specifically if the hourly employee wage increases could be considered in May so that the wage increase would start on July 1. Summers discussed with the committee how the information shared works with the district budget planning process to date and also aligns with the state budget release. The committee was agreeable to considering hourly wage increases in May with further discussion to occur as more budget information becomes available.

VII. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e))

A motion was made by Ensign, second by Hoefler to move to closed session at 9:06AM. Motion carried 3-0 on a roll call vote.

Roll Call: Ensign – Yes, Hoefler – Yes, Engebretson – Yes.

A. Negotiation Preparation with the committee in response to the Waunakee Teachers Association request for negotiations.

VIII. RETURN TO OPEN SESSION

A motion was made by Ensign, second by Hoefler, to return to open session (9:35AM)

Motion carried 3-0.

IX. ADJOURN

A motion was made by Hoefler, second by Ensign, to adjourn the meeting at 9:35am. Motion carried 3-0.

Administrative Assistant Classified Staff Custodial and Maintenance Employment Guidelines

BOE Adopted: 6/13/22

Updated: 9/16/22

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7.0 BENEFITS

7.1 HEALTH INSURANCE

Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

~~Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide eighty-five percent (85%) of the premium of the lowest-cost health insurance plan. If the employee completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

~~Family Coverage: For eligible full-time employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee and their spouse (if their spouse is covered under the plan) complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

~~Family Coverage both Spouses employed by the District and both eligible for health insurance benefits: For eligible employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide ninety-seven percent (97%) of the premium of one family insurance policy unless one of spouses is eligible and elects to take the Alternative Benefit Plan as set forth below. If both employees complete the annual wellness assessment, including any online portions, as directed, the district shall pay 100% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook. The rates in the chart below represent no health assessment participation.

HMO and HDHP health insurance employer percent paid based on an employee's daily work hours over a 5 day work week.

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	85%	85%
7+ hours	80%	80%
6+ hours	75%	75%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	85%	67%
7+ hours	80%	63%
6+ hours	75%	55%

Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This chart is based on the employee who carries the health insurance, works 8 hours per day with no participation in the health assessment	11 or 12-Month Hourly Staff Family Rate	School Year Only Hourly Staff Family Rate
Neither spouse eligible ABP	95%	77%
One spouse eligible & elects enrollment in ABP	85%	67%

When an employee resigns or retires, his or her health ~~and dental~~ insurance coverage will end on the last day of the final month of employment with the district. ~~No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.~~ **<<New-->>** See Appendix G for health insurance grandfathered language. ~~Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.~~

~~Premiums for employees who do not work full time will be pro-rated as indicated below:~~

The following rate charts will be deleted out

Health Insurance (Percentages Paid by The District)				Single Coverage						Family Coverage					
11 to 12 Month Employees				Hours		With Participation	Without Participation in health assessment	Hours		With Participation	Without Participation in health assessment	Hours		With Participation	Without Participation in health assessment
Single Coverage		Family Coverage													
With Participation	Without Participation in health assessment	With Participation	Without Participation in health assessment	40 (8)	88%	85%	82%	40 (8)	70%	68%	67%	38.75 (7.75)	85%	82%	80%
88% - 40 Hours (8)	85% - 40 Hours (8)	88% - 40 Hours (8)	85% - 40 Hours (8)	37.5 (7.5)	83%	80%	77%	38.75 (7.75)	69%	66%	64%	35 (7)	77%	74%	71%
9 to 10 Month Employees				36.25 (7.25)	80%	77%	74%	35 (7)	62%	60%	58%	32.5 (6.5)	71%	69%	64%
				30 (6)	66%	64%	61%	30 (6)	53%	51%	51%				

7.2 ANNUAL HEALTH ASSESSMENT INCENTIVE WHO IS REQUIRED TO PARTICIPATE?

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of this handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.

3% rate savings. The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the individual is required to be current or have completed all recommended age / gender appropriate screenings.

Human Resources will provide individuals with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individuals meet with the Nurse Practitioner, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

7.2 7.3 ALTERNATIVE BENEFIT PLAN (ABP) in LIEU OF HEALTH INSURANCE

Custodial & Maintenance Employee Group Only - See Appendix G F → THIS SHOULD BE F

7.3 7.4 DENTAL INSURANCE

Employees who work ~~20~~ 30 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below. ~~A.~~ If both spouses ~~husband and wife~~ are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% of the lowest

~~cost (WHY DID THIS SAY LCP???) family plan for family dental insurance. B. ——— If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. E. ——— When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws. See Appendix G for dental insurance grandfathered language.~~

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	88%
7+ hours	83%	83%
6+ hours	78%	78%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	70%
7+ hours	83%	66%
6+ hours	78%	58%

The following rate charts will be deleted out

Dental Insurance (Percentages Paid By The District)			
11 to 12 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)		88% - 40 Hours (8)	
9 to 10 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)	66% - 30 Hours (6)	70% - 40 Hours (8)	53% - 30 Hours (6)
85% - 38.75 Hours (7.75)	61% - 27.5 Hours (5.5)	69% - 38.75 Hrs (7.75)	48% - 27.5 Hours (5.5)
83% - 37.5 Hours (7.5)	55% - 25 Hours (5)	66% - 37.5 Hours (7.5)	44% - 25 Hours (5)
80% - 36.25 Hours (7.25)	49% - 22.5 Hours (4.5)	64% - 36.25 Hrs (7.25)	40% - 22.5 Hours (4.5)
77% - 35 Hours (7)	44% - 20 Hours (4)	62% - 35 Hours (7)	35% - 20 Hours (4)
71% - 32.5 Hours (6.5)		57% - 32.5 Hours (6.5)	

~~7.7~~ **7.5 VISION INSURANCE**

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

7.6 COBRA LAW INSURANCE CONTINUATION

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The district follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s). ~~The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws.~~

~~7.4~~ **7.7 LIFE INSURANCE**

The district shall provide a 100% employer premium paid life insurance policy ~~shall be provided for to~~ employees working ~~twenty 20~~ 30 or more hours per week. ~~The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's annual earnings rounded to the nearest one thousand dollars (\$1000).~~

- \$35,000 - Hourly school year only staff
- \$85,000 - 11 and 12 month year-round staff

See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day ~~worked of employment~~ with the district. See Appendix G for life insurance grandfathered language.

~~7.5~~ **7.8 LONG-TERM DISABILITY (LTD)**

The employer shall pay for a disability insurance plan for all employees working ~~20~~ 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. When an employee resigns or retires, his or her long-term disability

insurance ends on the last day worked of employment with the district. See Appendix G for disability insurance grandfathered language.

7-6-7.9 SHORT-TERM DISABILITY

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working ~~20~~ 30 or more hours per week. When an employee resigns or retires, his or her short-term disability insurance ends on the last day worked of employment with the district. See Appendix G for disability insurance grandfathered language.

8.0 OTHER BENEFITS

8.1 FLEXIBLE SPENDING PLAN

The district maintains medical and dependent care flexible spending plans (FSA) under ~~cafeteria plan regulation~~ IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit for medical and dependent care FSA, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

~~-elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:~~

~~A.—Payment of Health Insurance Premiums.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.~~

~~B.—Payment of Dental Insurance Premiums.—Employees who work 20 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.~~

~~C.—Medical Care Expenses.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.~~

~~D.—Day Care Expenses.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129~~

~~E.—Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.~~

8.2 HEALTH SAVINGS ACCOUNT

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not

exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

Appendix F

Alternative Benefit Plan [ABP] in Lieu of Health Insurance

Custodial & Maintenance Employee Group

A. Employees who are eligible for insurance as defined by the District's health insurance carrier and their Employment Guidelines may elect through the flexible reimbursement/cafeteria plan, as set forth in Article 12.6, either to be provided with the District's health insurance coverage as described above in Article 12.1 or to receive additional payment of cash compensation as set forth below. Where the District employs both spouses, one spouse will be eligible for participation in the ABP.

B. Employees eligible for insurance may annually choose, consistent with the terms of the District's flexible reimbursement/cafeteria plan as set forth in Article 12.6, between:

1. Participation in the District's health plan, with the premium payment specified in Article 12.1 or
2. A cash payment of \$300 per month

Part-time employees who are employed 30 hours per week or more who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

C. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.

D. Where the employee chooses cash, the District shall facilitate the deferral of cash to a 403(b) plan.

1. An employee electing taxable cash in lieu of health insurance is deemed to request the District to pay the employee cash unless the employee requests in writing to have the cash paid to a 403(b) vendor. The employee shall be permitted to change the 403(b) amount or vendor pursuant to Article 12.12, Salary Deferral Contributions to Tax Sheltered Annuities.

2. The District shall pay the cash to the 403(b) vendor over twenty-four (24) pay periods. Amounts received as additional compensation, and deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including FICA and Medicare.

Any employee whose 403(b) salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the 403(b). The amount, which would have been contributed to the 403(b) except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.

E. Beginning Eligibility Date for Alternative Benefit Plan Payments:

1. New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of

each cafeteria plan benefit year. The plan year shall be ~~January July 1 —December 31st~~ **June 30**. However, the district shall use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no ABP contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees. Current employees changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the second payroll of any month. Absent a mid-year cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each ~~January July 1st~~ to permit the election of the cash option in the next cafeteria plan year. The plan year shall be ~~January July 1 —December 31st~~ **June 30**. ~~In the 2020/2021 school year, WCSD will transition to a synchronous plan year for all insurances. As a result, the plan year of January 1, 2021 to June 30, 2021 will be shortened. Subsequent plan years will run July 1 to June 30. After that time, Employees must make a written election prior to July 1 to permit the election of the cash option.~~ Once the employee is eligible to begin ABP status, contributions will begin in that month.

F. Any employee who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date, pursuant to the late enrollment terms, timelines and conditions set forth in the group health insurance contract and the plan's cafeteria rules. The cash compensation payments shall cease effective with the month in which the employee commences participation in the group health insurance plan.

Appendix G

Benefits and Insurance Grandfathering Language

Health Insurance

Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.

Health rates just on rate sheet, not here?

Dental, Life, Short-Term Disability and Long-Term Disability Insurances

Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be grandfathered in, as long as allowable by applicable employment law.

Dental rates just on rate sheet, not here?

Life Insurance policy values

LTD policy values

Old chart - delete

11 & 12 Month Hourly Staff % Paid Health			
	8 hours	7+ hours	6+ hours
Single Coverage	85%		
Family Coverage	85%		

School Year Only Hourly Staff % Paid Health			
	8 hours	7+ hours	6+ hours
Single Coverage			
Family Coverage			

3/13/2023		DENTAL INSURANCE		***Follow same percentages selected for Health Insurance																																																																																																																																							
				Annual																																																																																																																																							
Compacting the Tiers				Difference to District																																																																																																																																							
**	Single Tiers to 88% / 83% / 78%		\$43	Costs	**No Grandfathered Staff																																																																																																																																						
	Single Tiers to 88% / 82% / 76%		\$36	Savings																																																																																																																																							
Compacting the Tiers																																																																																																																																											
	Family Tiers to 70% / 66% / 58%		\$335	Costs	**No Grandfathered Staff																																																																																																																																						
	Family Tiers to 70% / 64% / 58%		\$591	Savings	**25 Staff Enrolled Grandfathered																																																																																																																																						
Grandfathered - 4.00 hours to 5.99 hours per day - 7 Staff enrolled - 50% Paid			\$96	Costs																																																																																																																																							
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3/13/2023

HEALTH INSURANCE

Annual

Removing the Federal Poverty Level/Compacting the Tiers

Difference to District

**	Single Tiers to 88% / 83% / 78%	\$2,156	Savings	**No Grandfathered Staff
	Single Tiers to 88% / 82% / 76%	\$3,802	Savings	**12 Staff Enrolled Grandfathered

Compacting the Tiers

	Family Tiers to 70% / 66% / 58%	\$5,065	Costs	**No Grandfathered Staff
	Family Tiers to 70% / 64% / 58%	\$4,286	Savings	**20 Staff Enrolled Grandfathered

	HOURS	TOTAL STAFF ELIGIBLE HEALTH INS	TOTAL STAFF ENROLLED SINGLE HEALTH INS	TOTAL STAFF ENROLLED FAMILY HEALTH INS	Total Enrolled		
12	8.00	12	2	8	10	10	83%
		1	0	0	0		
		54	12	20	32		
		3	0	0	0		
64	7.00-7.99	6	1	4	5	37	58%
		0	0	0	0		
		2	0	0	0		
5	6.00-6.99	3	0	2	2	2	40%
81		81	15	34	49	49	60%

Question: Currently Enrolled Staff are Grandfathered. Or all Eligible Staff Grandfathered?

EXAMPLE OF NEW PREMIUM CHARTS

HOURS	Single Plan Employee Paid	Single Plan Employer Paid
8.00	12%	88%
7.00-7.99	17%	83%
6.00-6.99	22%	78%

HOURS	Family Plan Employee Paid	Family Plan Employer Paid
8.00	30%	70%
7.00-7.99	36%	66%
6.00-6.99	42%	58%

**Note: Add the columns for the assessment, etc. 88% would have 85% 88% 90% Columns can be added for the amounts each year.

HERITAGE ELEMENTARY SCHOOL

INTERIOR DESIGN + MATERIALS







GUIDING PRINCIPLES

FUTURE-FOCUSED

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

WELCOMING AND SAFE

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

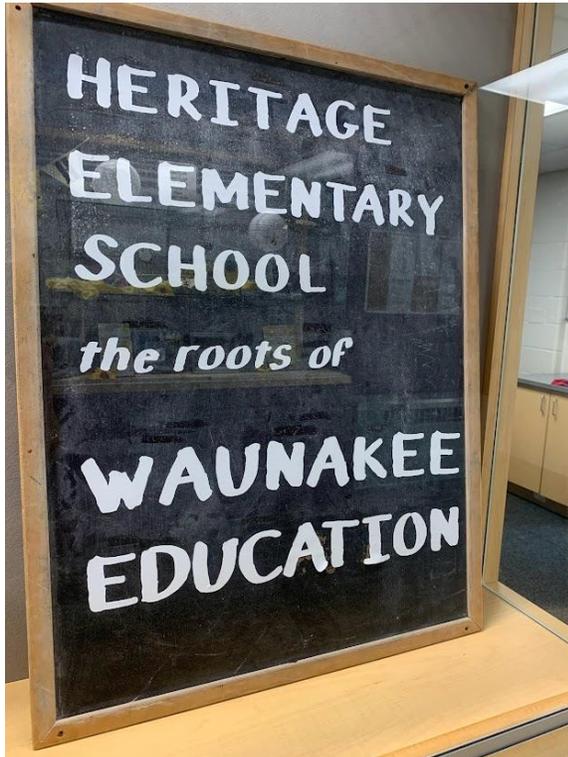
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IMMERSIVE AND INSPIRING

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

ROOT and GROW

ORIGIN : POSSIBILITY : GROWTH



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ROOT and GROW

ORIGIN : POSSIBILITY : GROWTH

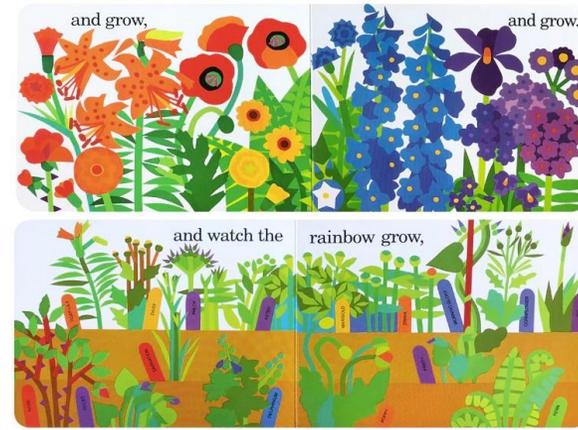
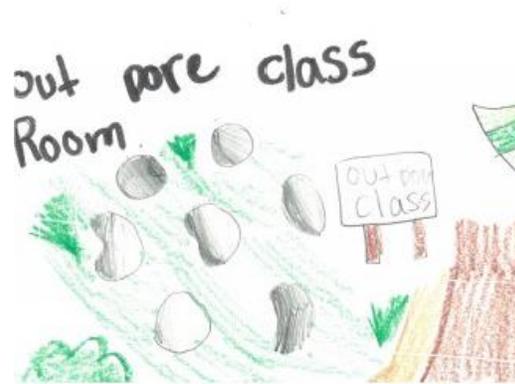
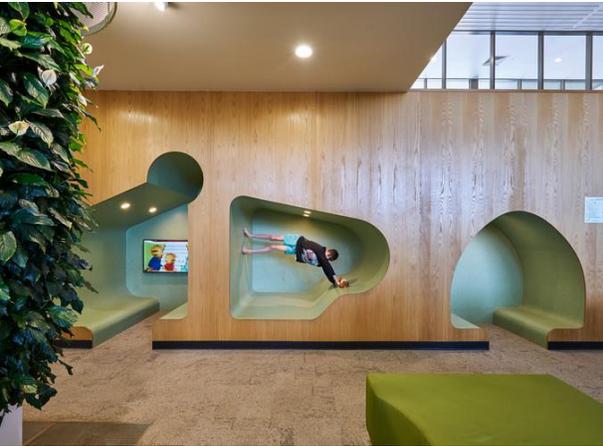


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ROOT and GROW

ORIGIN : POSSIBILITY : GROWTH



“Of all the paths you take in life, make sure a few of them are dirt.” *John Muir*

ROOT and GROW

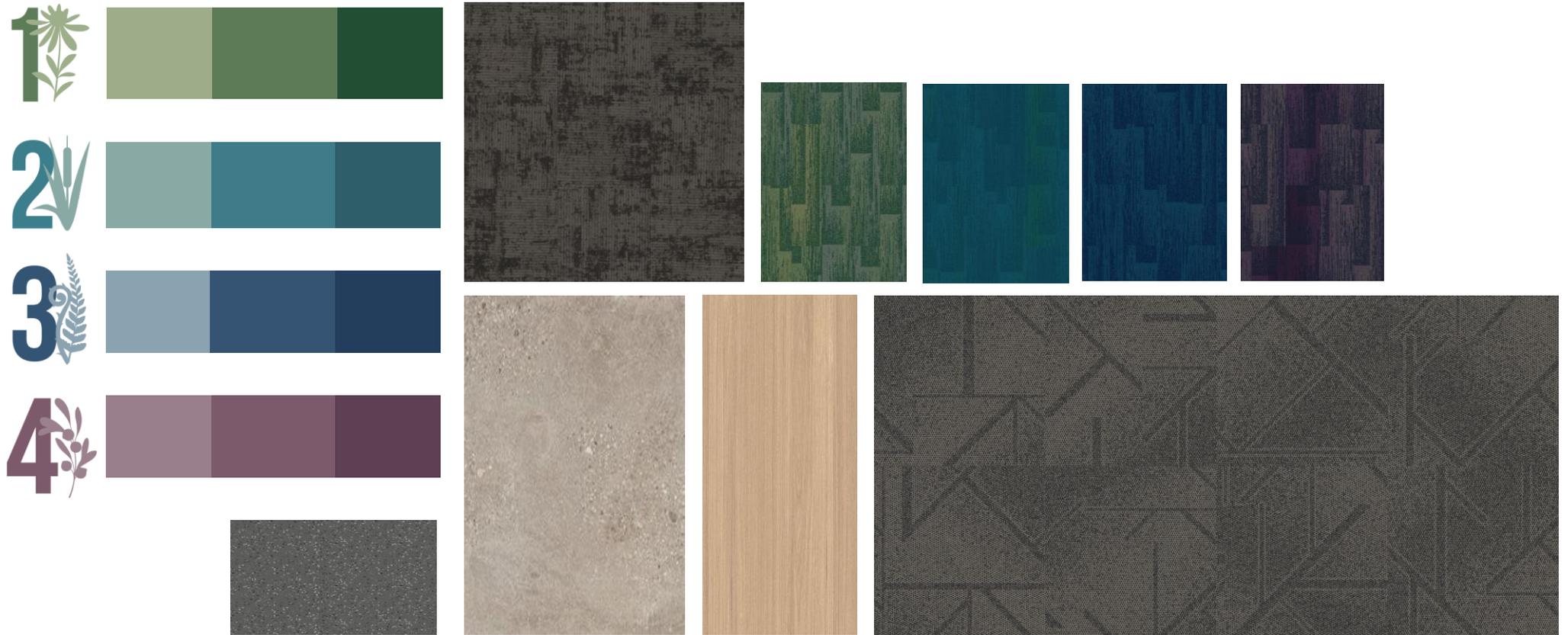
MATERIAL PALETTE



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ROOT and GROW

MATERIAL PALETTE – 1ST, 2ND, 3RD, 4TH GRADE

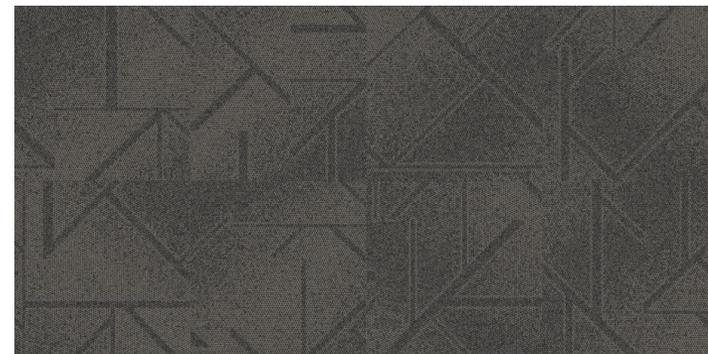


ROOT and GROW

MATERIAL PALETTE – KINDERGARTEN + EARLY CHILDHOOD



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DO THE
RIGHT THING,
EVEN WHEN
NO ONE IS
WATCHING.





de KIND, de BRAVE



be STRONG, be KIND, be BRAVE











2022-23 Budget Status Report - March 31, 2023

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	29,118,849	29,118,849	20,019,547.32	0.00	68.75%	9,099,301.68
Personnel Costs: Benefits	9,790,434	9,790,434	7,614,370.09	0.00	77.77%	2,176,063.91
Total	38,909,283	38,909,283	27,633,917.41	0.00	71.02%	11,275,365.59

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	76,684.98	8,430.72	94.75%	4,714.30
Prairie School CSF	19,266	25,811	18,034.06	942.58	73.52%	6,834.68
Heritage School	92,060	92,060	88,352.15	12,253.85	109.28%	-8,546.00
Heritage School CSF	18,633	24,963	13,303.18	6,186.08	78.07%	5,474.02
Arboretum School	74,035	74,035	67,081.55	7,308.68	100.48%	-355.23
Arboretum School CSF	17,090	22,896	18,123.98	2,911.05	91.87%	1,861.09
Intermediate School	152,470	152,470	92,745.16	20,691.90	74.40%	39,032.94
Intermediate School CSF	24,804	33,191	25,914.78	5,833.56	95.65%	1,442.28
Middle School	163,790	163,790	106,297.85	15,332.11	74.26%	42,160.04
Middle School CSF	25,040	33,494	32,384.91	713.45	98.82%	395.46
High School	476,918	476,918	327,197.26	17,165.47	72.21%	132,555.27
High School CSF	51,705	69,016	34,652.73	1,090.45	51.79%	33,272.66
Athletics	414,477	414,477	266,722.65	83,867.94	84.59%	63,886.41

Departments						
Utilities	1,073,260	1,073,260	1,039,227.58	277,376.42	122.67%	-243,344.00
Maintenance	723,990	723,990	683,093.18	223,608.84	125.24%	-182,712.02
Capital Projects	150,000	150,000	16,052.98	0.00	10.70%	133,947.02
Contingency Fund	100,000	100,000	57,632.38	5,000.00	62.63%	37,367.62
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	1,466,679.82	618,154.29	163.71%	-811,306.11
Technology	718,079	718,079	721,296.14	147,235.28	120.95%	-150,452.42
Technology Erate/Fees	53,600	53,600	0.00	93,324.71	174.11%	-39,724.71
Curriculum-Secondary	366,529	366,529	296,955.54	8,109.01	83.23%	61,464.45
Curriculum-Elementary Operations	277,882	277,882	136,187.06	21,382.46	56.70%	120,312.48
Curriculum-4K District	889,200	889,200	674,197.79	209,163.86	99.34%	5,838.35
Human Resources	33,650	33,650	35,193.29	119.80	104.94%	-1,663.09
Superintendent	84,600	84,600	144,574.30	3,815.13	175.40%	-63,789.43
Student Services-Operations	71,250	71,250	34,998.86	6,065.33	57.63%	30,185.81
Student Services-District	92,500	92,500	64,850.04	0.00	70.11%	27,649.96
Business Office	444,673	444,673	353,780.02	52,190.39	91.30%	38,702.59
District Wide	1,256,378	1,256,378	719,089.91	76,638.16	63.34%	460,649.93
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	69,940	69,940	67,978.21	0.00	97.20%	1,961.79

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	54,172.18	26.13	63.17%	31,599.69
Title 1 Grant (Private)	6,429	6,429	2,946.96	0.00	45.84%	3,482.04
Title 2 Grant (Public)	45,675	45,675	38,514.84	0.00	84.32%	7,160.16
Title 2 Grant (Private)	6,519	6,519	0.00	0.00	---	6,519.00
Title 3 Grant	16,468	16,468	16,479.62	0.00	100.07%	-11.62
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	28,346.20	0.00	38.49%	45,307.80
CEIS Federal Flo-Through	0	0	64,459.23	0.00	---	-64,459.23
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	1,544,997.62	71,517.50	78.86%	433,250.88
Peer Mentor Grant	0	0	11,889.86	0.00	---	-11,889.86
Perkins Grant	18,182	22,801	12,616.05	0.00	55.33%	10,184.95
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	167,843.81	71,370.91	98.75%	3,035.28

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,909,283	38,909,283	27,633,917.41	0.00	71.02%	11,275,365.59
Building Totals	1,620,118	1,672,951	1,167,495.24	182,727.84	80.71%	322,727.92
Department Totals	7,679,059	7,679,059	6,511,787.10	1,742,183.68	107.49%	-574,911.78
Grant Totals	2,516,099	2,521,598	1,847,303.61	131,103.63	78.46%	543,190.76
Other Program Totals	6,658,307	6,658,307	167,843.81	71,370.91	3.59%	6,419,092.28
Total Fund 10 Expenditures	57,382,866	57,441,198	37,328,347.17	2,127,386.06	68.69%	17,985,464.77

2022-23 Budget Status Report - March 31, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	4,643.50	0.00	100.95%	-43.50
Heritage School	4,900	4,900	4,105.00	0.00	83.78%	795.00
Arboretum School	4,000	4,000	6,278.19	0.00	156.95%	-2,278.19
Intermediate School	35,650	35,650	21,916.71	0.00	61.48%	13,733.29
Middle School	22,300	22,300	19,106.45	0.00	85.68%	3,193.55
High School	91,400	91,400	102,703.51	0.00	112.37%	-11,303.51
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	8,800	8,800	4,901.97	0.00	55.70%	3,898.03
Maintenance	6,000	6,000	3,053.30	0.00	50.89%	2,946.70
Energy Conservation	0	0	5,907.00	0.00	---%	-5,907.00
Athletic Dept	38,000	38,000	11,554.14	0.00	30.41%	26,445.86
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	2,750	2,750	5,857.72	0.00	213.01%	-3,107.72
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	54,436,330	38,630,383.10	0.00	70.96%	15,805,946.90

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	10,913.94	0.00	47.87%	11,887.06
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	39,653,204.47	1,200.00	69.03%	17,786,793.53

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	5,696,462.83	0.00	64.63%	3,118,016.17
Departments						
Special Ed-Operations	28,839	28,839	10,977.18	4,360.00	53.18%	13,501.82
Special Ed-District	126,557	126,557	92,607.18	45,064.20	108.78%	-11,114.38
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	618,278.41	97,083.99	79.04%	189,737.60
IDEA PreSchool Grant	17,400	17,400	14,450.15	772.46	87.49%	2,177.39
Total Fund 27 Expenditures	10,074,383	10,074,383	6,519,430.08	270,557.70	67.40%	3,284,395.22

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	1,675,142.84	0.00	18.30%	7,476,740.16
Total Fund 27 Revenues	10,074,383	10,074,383	2,061,574.58	0.00	20.46%	8,012,808.42

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,768,640	2,290,446.75	452,545.82	99.07%	25,647.43

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	2,038,024.88	0.00	71.84%	798,782.12

2022-23 Budget Status Report - March 31, 2023

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES									
Building/Department	21-22 Carryover	22-23 Revenue Budget	22-23 Rec'd	22-23 Revenue Balance	22-23 Expense Budget	22-23 Spent / Encumbered	22-23 Expense Balance	22-23 Balance	Funds Available
Prairie School	25,743.93	4,600.00	4,643.50	-43.50	89,830	85,115.70	4,714.30	4,757.80	30,501.73
Heritage School	18,658.69	4,900.00	4,105.00	795.00	92,060	100,606.00	-8,546.00	-9,341.00	9,317.69
Arboretum School	21,718.99	4,000.00	6,278.19	-2,278.19	74,035	74,390.23	-355.23	1,922.96	23,641.95
Intermediate School	64,889.99	35,650.00	21,916.71	13,733.29	152,470	113,437.06	39,032.94	25,299.65	90,189.64
Middle School	44,460.64	22,300.00	19,106.45	3,193.55	163,790	121,629.96	42,160.04	38,966.49	83,427.13
High School	123,019.12	91,400.00	102,703.51	-11,303.51	476,918	344,362.73	132,555.27	143,858.78	266,877.90
Athletic Dept	60,229.50	38,000.00	11,554.14	26,445.86	414,477	350,590.59	63,886.41	37,440.55	97,670.05
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	277,882	157,569.52	120,312.48	120,312.48	232,604.71
Curriculum-Secondary	20,932.26	8,800.00	4,901.97	3,898.03	366,529	305,064.55	61,464.45	57,566.42	78,498.68
CTE Grant	37,711.34	73,654.00	0.00	73,654.00	73,654	28,346.20	45,307.80	-28,346.20	9,365.14
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	35,313.09	-1,663.09	-1,663.09	1,976.78
Maintenance	311,049.57	6,000.00	3,053.30	2,946.70	723,990	906,702.02	-182,712.02	-185,658.72	125,390.85
Special Education-Operations	19,227.32	0.00	610.00	-610.00	28,839	15,337.18	13,501.82	14,111.82	33,339.14
Student Services-Operations	75,977.25	0.00	610.00	-610.00	71,250	41,064.19	30,185.81	30,795.81	106,773.06
Superintendent	35,998.23	0.00	0.00	0.00	84,600	148,389.43	-63,789.43	-63,789.43	-27,791.20
Technology	498,345.83	58,250.00	5,857.72	52,392.28	771,679	961,856.13	-190,177.13	-242,569.41	255,776.42
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							-61,362.54	1,423,327.13

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF February 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	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)	Checking (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	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
REVENUES:														
+ DEPOSITS	4,393,674.45	10,761,084.46	1,413,588.80	7,036,292.90	633,953.32	65,874.60	0.00	0.00	69,030.00	0.00	0.00	333,867,975.39	0.00	358,241,473.92
+ INTEREST	813.08	56,757.46	880.01	12,421.01	7,272.51	2,061.36	0.00	1,978.60	2,175.72	331.13	28,048.60	211,779.05	964.19	325,482.72
TOTAL REVENUES	4,394,487.53	10,817,841.92	1,414,468.81	7,048,713.91	641,225.83	67,935.96	0.00	1,978.60	71,205.72	331.13	28,048.60	334,079,754.44	964.19	358,566,956.64
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,365,450.05	1,441,424.79	600,288.99	0.00	48,215.30	0.00	0.00	0.00	0.00	0.00	244,027,036.10	\$0.00	247,482,415.23
PAYROLL	4,364,389.09	4,393,674.45			0.00	0.00	0.00	0.00	400.00	0.00	0.00		0.00	8,758,463.54
TOTAL EXPENSES	4,364,389.09	5,759,124.50	1,441,424.79	600,288.99	0.00	48,215.30	0.00	0.00	400.00	0.00	0.00	244,027,036.10	0.00	256,240,878.77
ENDING BALANCE	66,626.67	19,274,182.84	163,996.07	7,177,596.99	2,506,189.23	646,891.91	8.71	1,858,392.47	625,662.49	320,639.92	8,042,810.00	92,037,851.20	287,399.48	133,008,247.98
BANK BALANCES														
ENDING BANK BALANCE	66,626.67	19,274,182.84	194,121.96	7,177,596.99	2,506,189.23	646,891.91	8.71	1,858,392.47	625,662.49	320,639.92	8,042,810.00	92,037,851.20	287,399.48	133,038,373.87
OUTSTANDING ACH	451,774.86	0.00	1,370.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	453,145.12
ACTUAL BALANCE	-385,148.19	19,274,182.84	192,751.70	7,177,596.99	2,506,189.23	646,891.91	8.71	1,858,392.47	625,662.49	320,639.92	8,042,810.00	92,037,851.20	287,399.48	132,585,228.75
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55													
	-384,889.64													

No Change February 23

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



ADMINISTRATION OFFICE

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

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of January 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	Hold	03/30/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	Fire	03/28/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	Hold	03/31/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	Fire	03/08/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	ALICE	03/07/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	Fire	03/02/2023

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
Safety Coordinator for submission to Board of Education

School Site and Address	Arboretum Elementary	Date	March 30, 2023
Type of Drill/Exercise	Hold Procedures	Drill Supervisor	Miranda Moe Sheila Weihert
Number of Students Present	413	Number of Staff Present	63
Duration of Drill	8:05-8:08 a.m.	Assisting Staff	All Staff Miranda Moe Sheila Weihert Bob Homan Denise Mehlhoff Noelle Wozniak Lori Armstrong Kimberly Kennedy

<i>Pre-Planning</i>	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	
<i>During</i>	Yes	No	N/A
Was plain language used to initiate the drill?	x		
Were any code words used during the drill?		x	
Was the announcement/alert heard in every location occupied by students?		X	
Were there any problems during the drill(Explain in narrative section)		x	
<i>After</i>	Yes	No	N/A
Was a debrief held with the School Safety Team?		x	
Were police, fire and other included in the debrief?		x	
Will staff and students be debriefed?		x	

Will parents be informed of the drill results?		x	
--	--	---	--

Narrative - Description of the drill, problems encountered, lessons learned

**On Staff Email and Morning Announcements
Hold Drill on Thursday, March 30 at 8:05 a.m.**

We are doing a very short hold drill on Thursday, March 30 at 8:05 a.m.

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

All staff should have a bright yellow WCSD Staff Emergency/Crisis Response Action Plan 2022-2023. Please let

Karen know if you need one.

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

Announcement: "Immediately Implement Hold Procedure"

Close Doors, closed doors should then be locked.

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

Continue classroom activities

Take Attendance – present and absent

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

Do NOT call Office UNLESS you have vital information.

Wait patiently and listen for directions from building administration.

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

All doors should be locked upon closing the door.

Please let Karen know if you need a lock block for your door.

An announcement will be made on morning announcements.

Report Prepared by: Sheila Weihert/Miranda Moe/Karen Rundhaug Date:03/30/2023
(digitally signed and dated)

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

School Site and Address	Waunakee Community Middle School 1001 South Street Waunakee, WI 53597	Drill Date	March 7th, 2023
Type of Drill/Exercise	Emergency Lockdown	Drill Supervisor	Mike Zibell
Number of Students Present	700 students	3/7/23	90 staff
Duration of Drill	10 Minutes	Assisting Staff	Jeff Kenas, Mitch Flora, Ron Esser, Scott Bauer, Rick Franz, Ty Jury, Jeff Breunig

<i>Pre-Drill Planning</i>	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 (SRO)		
<i>During the Drill</i>	Yes	No	N/A
Was plain language used to initiate the drill?	X		
Were any code words used during the drill?		X	
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)	X		
<i>After the Drill</i>	Yes	No	N/A

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

Narrative - Description of the drill, problems encountered, lessons learned
<p>We participated in a planned Lockdown Drill on March 7th at 2:10pm. The announcement was made over the PA, we gave staff/students about 3-4 minutes to set up their barricades. We walked around the building to check doors and barricades. The following were the classrooms that will need some follow up from administration:</p> <p>Special Ed room 137A, was not barricaded. (Some of this had to do with high need students in that classroom).</p> <p>231 - student could be seen holding tables on the other side of the door.</p> <p>235 - noisy classroom (substitute teacher)</p> <p>237 and 238 - door could be opened slightly</p> <p>Portable 1 - students were very loud (noisy) and still setting up barricade.</p> <p>110 and 127 - lights were on in the classroom.</p> <p>Double doors at the front closed, but didn't shut all the way, so someone could just pull them open even though they are supposed to lock that section of building off.</p>

Report Prepared by: Mike Zibell Date: 3/7/23

Date submitted to Superintendent Office: 3/7/23

**2023-2024 School Year
SHARED SERVICE CONTRACT
Dane County New Teacher Project
(SEC. 66:0301)**

Parties to a resolution adopted by each of the following school districts:

- 1) Baraboo School District
- 2) Cambridge School District
- 3) Columbus School District
- 4) DeForest School District
- 5) Hartland Lakeside School District – Remote membership
- 6) Kimberly School District – Remote membership
- 7) Lake Geneva Schools – Remote membership
- 8) Madison Metropolitan School District
- 9) Marshall School District
- 10) McFarland School District
- 11) Mequon-Thiensville School District – Remote membership
- 12) Middleton-Cross Plains Area School District
- 13) Monona Grove School District
- 14) Oregon School District
- 15) Shorewood School District-Remote membership
- 16) Stoughton Area School District
- 17) Sun Prairie Area School District
- 18) Verona Area School District
- 19) Waunakee Community School District
- 20) Wisconsin Evangelical Lutheran Synod (WELS) – Remote membership

Said school districts hereby mutually agree, pursuant to the provisions of s.66:0301 Wis. Stats., to the following conditions:

1. That said above parties agree and contract for the operation of a **66:0301** program as hereinafter set forth;
2. Hereinafter the Waunakee Community School District is to be the operator and fiscal agent;
3. That said fiscal agent will account for all financial transactions in Fund 99;
4. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
5. That variation from the budget will require prior approval of all school district parties hereto;
6. That Exhibit A attached hereto and incorporated herein by reference includes the plan for operation, and plan of payments to said operator or fiscal agent by each school district

Please return the signed signature page (electronic ~~scan~~ only) by May 15, 2023 to Heather Lott: heatherlott@waunakee.k12.wi.us or Dan Eckhardt: daneckhardt@waunakee.k12.wi.us

Baraboo School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Cambridge School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Columbus School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

DeForest School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Hartland Lakeside School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Kimberly School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Lake Geneva Schools

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Madison Metropolitan School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Marshall School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

McFarland School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Mequon-Thiensville School District

Dated this ___ day of _____, 2022

_____, President

_____, Clerk

Middleton-Cross Plains Area School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Monona Grove School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Oregon School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Shorewood School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Stoughton Area School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Sun Prairie Area School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Verona Area School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Waunakee Community School District

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Wisconsin Evangelical Lutheran Synod (WELS)

Dated this ___ day of _____, 2023

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

EXHIBIT A

As an addendum to the shared services contract (Sec. 66:0301) for the Dane County New Teacher Project.

BUDGET AND PLAN OF OPERATION

A.

Required for Programming	2023-2024 Budget
Beginning Teacher Seminars	\$3,000.00
Nine 3-hour /coach Forums	\$4,000.00
Nine 3-hour Release Mentor Forums	\$2,000.00
Four District Program Leaders Breakfasts	\$500.00
Induction Team Retreat	\$1,900.00
Four District Council Meetings	\$200.00
Six DCNTP Board Meetings	\$350.00
Project Manager (includes all salary and benefits)	\$34,646.00
DCNTP Chair -190 days \$474 per diem (includes all salary and benefits)	\$116,531.00
Tom Howe Executive Coaching and Consultation (10 days)	\$11,100.00
NPLN Team transportation and meals (3 people, 3 days)	\$8,000.00
Office Rent	\$3,600.00
Office Expenditures	\$1,589.00
Total Budget	\$187,416.00

Six-tier system of membership costs:

Tier	Enrollment	Number of Tier Districts	Percentage of even split and cost per district	Total
1	8000 and up	Two: Madison, Sun Prairie	150%--\$16,440	\$32,880
2	6601-7800	One: Middleton-Cross Plains	125%--\$13,700	\$13,700
3	4501-6600	One: Verona	100%--\$10,960	\$10,960
4	3701-4500	Three: DeForest, Oregon, Waunakee	95%--\$10,412	\$31,236
5	2001-3700	Four: Baraboo, McFarland, Monona Grove, Stoughton	90%--\$9,864	\$39,456
6	800-2000	Three: Cambridge, Columbus, Marshall	60%--\$6,576	\$19,728
	Remote	Six: Hartland Lakeside, Kimberly, Lake Geneva, Mequon-Thiensville, Shorewood, WELS	60%--\$6,576	\$39,456
TOTAL:				\$187,416

B. Invoiced July 1 on an annual basis. Payment due on September 15, 2023

Some districts may prefer to pay their 2023-24 consortium fee with remaining dollars in this fiscal year, encumbering that amount prior to July 1. DCNTP will accept checks, but cannot cash or deposit payments until after July 1 for the 2023-2024 consortium fee.

Please make payable to: Waunakee Community School District

Mail to: **Dane County New Teacher Project**
Heritage Elementary School
501 South Street
Waunakee, WI 53597

Questions: Heather Lott, Chair: heatherlott@waunakee.k12.wi.us or
Dan Eckhardt, Project Manager: daneckhardt@waunakee.k12.wi.us



Please indicate the services the district would like to renew or add by placing a check in the column.

2023-2024 Annual Service Contract				
Service	Fee	2022-2023 Services	Check to Renew	Check to Add
Membership in CESA 2	\$5,796.80			
Dialogue with Attorney	\$850.00			
Professional Resource Center (PRC) (The AT Library is not a separate library, but is instead a group of materials that exist within the PRC, you are able to access with your PRC membership.)	\$6,000.00	X		
Assistive Technology Services - add on to the PRC Includes: 1. Access to a resource video library that includes tutorials on how to use PRC materials effectively for Assistive Tech. 2. Quarterly half day AT Academy Network and Resource Sharing meetings 3. Email and phone consult around Assistive Technology questions and needs	\$450.00			
Title III Consortium	Based on allocation			
Transition Advisory Network	\$3,500.00			
Educational Audiology	IEP Based			
Occupational Therapy	IEP Based			
Orientation & Mobility	IEP Based			
Physical Therapy	IEP Based			
School Psychology	Based on need			
School Social Work	Based on need			
Services for Students who are Blind or Visually Impaired	IEP Based			
Services for Students who are Deaf or Hard of Hearing	IEP Based			
Speech-Language Pathology	IEP Based			
Additional service(s) (indicate page # from Catalog of Services)				
	146			

Pre-purchased Professional Development Retainer*				
Total (space provided to write-in total amount of services requested)				

***Pre-Purchased Professional Development Retainer**

Please indicate the number of days you would like to pre-purchase on retainer, the general focus of the professional development you would like and the contact person at the district for coordination. The number of retainer days used will be a combination of consultant delivery and consultant design time for the customized professional developed for your district. Discounted days on retainer are available for pre-purchase at \$1,000/day for four days or \$900/day for ten or more days. Additional retainer days must be purchased via annual contract or individual service agreement prior to June 1st.

District Administrator or designée's signature

Date

Purchase order number

Please return to: marlene.gerstner@cesa2.org or fax: 262.472.2269



Innovative Thinking. Tailored Delivery.

Snapshot of services, new offerings, and updates for this year. Your 2023-24 contract follows.

Professional Development Packages

Pre-purchase in-district consulting days for significant savings. Discounts begin at four days with deeper discounts when you purchase ten or more days. Districts may customize these days to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams.

1-3 Days \$1,050	4-9 Days \$1,000	10+ Days \$900
----------------------------	----------------------------	--------------------------

New & Expanded Offerings

[Role-Specific Networks](#) - Join your colleagues from around the region for learning and networking at one of our many network series. Network opportunities include Literacy, Library Media Specialists, Curriculum, HR, Communications/PR, EdTech Specialists, and more!

[CESA 2 Licensure Academy for School Staff \(CLASS\)](#) - We continue to expand our CLASS offerings by adding **Early Childhood** and **Spanish** over the past year. Educators can enroll in these licensure programs in an online, flexible format. All of these programs have been approved by the Wisconsin Department of Public Instruction (DPI).

[FLEXible Professional Development](#) - More FLEX shorts, modules, and courses are added throughout the school year. FLEX is an innovative professional development portal that enables users to access anytime, anywhere professional development. New FLEX offerings include *WI Science Standards and 3 Dimensional Learning*, *Supporting and Advocating for Multilingual Learners*, and more!

Returning Annual Contracts

Services purchased in 2022-23 are indicated on the contract. Please check under the renew column to continue the service. To add a service, place a check in the add column.

We will send out a case list and the installment amount of your current projected case load for services listed under the Specialized Services & Staffing Center of Excellence later this spring.



2023-2024 Contract

This contract is made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

*for staffing services under Specialized Services and Staffing, in monthly installments based on the contract amount.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual cost of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year).

Transportation of children, if any, will be furnished by each school district.

The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.


Marian Viney, Chairperson, CESA 2 Board of Control


Dan Hanrahan, Secretary, CESA 2 Board of Control

School District of _____

_____, 2023

Authorized Signature for School District



ADMINISTRATION OFFICE

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

Superintendent's Office

March 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.

Waunakee Middle School Social Studies Department
Jason LaFlash jasonlaflash@waunakee.k12.wi.us

Educational Goals/Objectives

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

Student Needs

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

Places To Visit

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

Travel Dates

Leave Sunday, June 11th, 2023 Approx 3:30 am –Arrive home Saturday, June 17 Approx 10:30 pm from the Middle School.

Participants

102 students on 3 buses

9 Teacher chaperones: Jason LaFlash, Shad Fanta, Alissa Walter, Sophie Wagner-Marx, Kyle Miller, Hailey Bond, Camryn Booms, Erica Schauf, Jessica North (tentative)

Trip Itinerary (See attached detailed itinerary):

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

Itinerary Highlights:

Philadelphia: American Revolution Museum, A Soldiers Life-Live Performance, Christ Church and Burial Ground, Independence Hall, Liberty Bell and Presidents House, Elfreth's Alley, "Rocky Steps", Carpenters Hall.

Washington DC: Smithsonian Museums-American History, Natural History, African American, and Holocaust. Arlington National Cemetery, National Archives, Ford's Theater, White House (picture stop), Vietnam Memorial, Korean Memorial, Lincoln Memorial, Jefferson Memorial, MLK Jr. Memorial, WW2 Memorial.

On the way to VA-Mt. Vernon Tour, USMC Museum.

VA: Williamsburg Historic Village Tour, Jamestown/Powhatan Village Tour, Merchants Square, Busch Gardens-Williamsburg

On the way home: stopping at the flight 93 memorial in PA.

Meals: Meals on the way there and back will be at Travel Plaza's in Ohio and Pennsylvania. The rest will be restaurants or food courts set up by our tour company. Some of the confirmed restaurants are: Hard Rock Cafe, Reagan International Center Food Court, Pentagon Mall Food Court, Mt. Vernon Food Court, Bahama Breeze, Great Wolf Lodge.

Hotels: Philly-TBD 60 days before departure-1 night, DC-Holiday Inn Downtown-3 nights, VA-Great Wolf Lodge, Williamsburg VA-2 nights

Costs

To be paid by families and concessions sales at M.S. events (April 17 and May 1st Track Meets, a May M.S. School Dance (tentative), and M.S. Fundraiser at Lone Girl on May 21st (tentative). \$1829 per person for quad occupancy.

TO: Mr. Guttenberg
Board of Education Members

FROM: Jeffrey Kenas

RE: Middle School Washington DC Trip - Summer 2024

DATE: April 10th, 2023

Dear Waunakee BOE and Mr. Guttenberg,

The Waunakee Middle School social studies department and principal are asking for permission to allow our 8th grade students the opportunity of an optional end-of-year educational trip to Washington D.C., Philadelphia, PA, and Williamsburg, VA., for the 2023-24 school year.

For a number of years, our 8th grade social studies staff, with Jason LaFlash taking the lead, have been organizing this trip as an opportunity for our 8th grade students to experience our rich history in a more personal way. We have had many students take advantage of this opportunity, and this trip has been successful in giving our students exposure to museums, monuments, re-enactments, and national landmarks the commemorate and memorialize the history of the United States, while also developing a greater appreciation and understanding of the sacrifices that have been made over the course of American History.

Jason LaFlash has been in contact with an agency that specializes in trips of this nature, and has provided detailed information regarding this trip in a separate document. He has undertaken the responsibilities of coordinating a trip of this magnitude and traveling with large numbers of students on numerous previous occasions. He has shown that he is well versed in the process and navigating the details to ensure a safe and educational experience for our students. Our district can feel confident that Jason will ensure all necessary health, insurance, and safety requirements will be attended to and communicated with families.

We are aware that the BOE policy 352-Rule (2) allows for students at the middle school level to attend field trips out of state, with your approval. As such, we are asking for permission to allow our 8th grade students the opportunity to travel to Washington D.C., and Williamsburg, VA., at the end of the 2023-24 school year. This trip is an excellent learning opportunity and allows students a real world experience we cannot offer in the classroom.

Thank you for all that you do on behalf of our students. We ask for your continued support for our middle school staff and students and we look to provide opportunities for enrichment and learning that extend beyond the classroom.

Thank you again for your time and consideration.

Sincerely,

Jeff Kenas – middle school principal

TO: Mr. Guttenberg
Board of Education Members

FROM: Jeffrey Kenas

RE: Middle School Washington DC Trip Summer 2025

DATE: April 10th, 2023

Dear Waunakee BOE and Mr. Guttenberg,

The Waunakee Middle School social studies department and principal are asking for permission to allow our 8th grade students the opportunity of an optional end-of-year educational trip to Boston, New York, Philadelphia, Washington DC, for the 2024-25 school year.

For a number of years, our 8th grade social studies staff, with Jason LaFlash taking the lead, have been organizing this trip as an opportunity for our 8th grade students to experience our rich history in a more personal way. We have had many students take advantage of this opportunity, and this trip has been successful in giving our students exposure to museums, monuments, re-enactments, and national landmarks that commemorate and memorialize the history of the United States, while also developing a greater appreciation and understanding of the sacrifices that have been made over the course of American History.

Jason LaFlash has been in contact with an agency that specializes in trips of this nature, and has provided detailed information regarding this trip in a separate document. He has undertaken the responsibilities of coordinating a trip of this magnitude and traveling with large numbers of students on numerous previous occasions. He has shown that he is well versed in the process and navigating the details to ensure a safe and educational experience for our students. Our district can feel confident that Jason will ensure all necessary health, insurance, and safety requirements will be attended to and communicated with families.

We are aware that the BOE policy 352-Rule (2) allows for students at the middle school level to attend field trips out of state, with your approval. As such, we are asking for permission to allow our 8th grade students the opportunity to travel to Boston, New York, Philadelphia, Washington DC, at the end of the 2023-24 school year. This trip is an excellent learning opportunity and allows students a real world experience we cannot offer in the classroom.

Thank you for all that you do on behalf of our students. We ask for your continued support for our middle school staff and students and we look to provide opportunities for enrichment and learning that extend beyond the classroom.

Thank you again for your time and consideration.

Sincerely,

Jeff Kenas – middle school principal

Waunakee Community High School

*Request for Out-of-State
Overnight Travel*

March 22, 2023

To: Mr. Randy Guttenberg
Board of Education

From: Mr. Brian Borowski

RE: Vocal Music 2024 Trip Proposal
New York City, NY

Mrs. Molly Petroff, High School Vocal Instructor requested permission to plan for a High School Vocal Music trip to **New York City, NY in 2024**. Trip details are noted in the proposal provided by Mrs. Petroff.

The purpose of this request is to obtain permission to begin the process of meeting with students, parents, and guardians to research potential trip dates, costs, performance opportunities, and trip vendors. If initial Board approval to proceed with planning the trip is granted, Mrs. Petroff will provide a detailed trip agenda to review at a future Board of Education Meeting.

Mrs. Petroff feels New York City to be an excellent choice that would offer musical, historical, and cultural opportunities for the students to experience. It will also provide an opportunity for students to represent the school and community as positive musical ambassadors. Therefore, I am respectfully requesting that approval be given to Mrs. Petroff to begin the trip planning process.

Feel free to contact me or Mrs. Petroff with questions related to the trip proposal and itinerary.

Waunakee High School Vocal Music Department 2024 Trip Proposal – New York City

Educational Goals/Objectives

1. To share our music with a captive audience in a different acoustical environment like a cathedral or concert hall.
2. To educate students regarding careers in music performance or musical theater with a performance and talk-back by a Broadway performer or a dance/movement workshop.
3. To broaden cultural and historical perspectives of our students.
4. To provide our students with a high quality musical performance.
5. To foster camaraderie, pride and a sense of family/team within our ensemble.
6. To provide an opportunity to hear and dialogue with excellent professional musicians and actors/actresses.
7. To provide an opportunity to represent the school and community as positive musical ambassadors.

Student Needs

1. To provide a performance and travel opportunity for all choir students despite financial obligations.
2. To provide a reward for participation in music at least once in four years of membership.

Performances(s)

Two performances at retirement facility, veterans home, children's hospital, cathedral, concert hall or other venue with a captive audience. Possibly an exchange experience with another high school or a clinic experience with a collegiate director.

Proposed Travel Date

Leave Wednesday, March 13th, 2024 afternoon or early Thursday, March 14th
Arrive home Sunday, March 17th (Time TBD)

Participants

42 junior/senior students
1 Directors, 3 chaperones

Timelines

First payment will be made by check and returned to Ms. Petroff:

- Friday, September 15: \$300.00 deposit due/medical release form

Future Payments will be collected via INFINITE CAMPUS as follows:

- Monday, October 16: \$400.00 payment due
- Tuesday, November 21: \$400.00 payment due
- Wednesday, January 10: final payment due (Approx. \$200.00-\$500.00)

Trip Itinerary Possibilities

1. 5 days /4 night tour via motor coach round trip from Waunakee, WI to New York, NY.
2. OR 4 days/3 night tour via airplane round trip from Madison, WI to New York, NY.
3. Two performances at retirement facility, veterans home, homeless shelter, cathedral, concert hall or other venue with a captive audience. One Broadway talkback or workshop to connect students with professional musicians/performers.
4. Tour stops/visits to be taken from the following: Broadway musical performance, Liberty Island, Ellis Island, Central Park, Metropolitan Museum of Art or the Guggenheim, Rockefeller Center, Top of the Rock or Empire State Building, The Cathedral of St. John the Divine, tour Lincoln Centre and 911 museum.
5. Breakfast and one meal per day at appropriate restaurants provided by the vendor as part of the package to be determined.
6. Meals on our own at Times Square, 5th Avenue, Garment District, or the like.
7. New York City local tour guides.
8. Liability Insurance Coverage for the tour and motorcoaches if applicable.

Waunakee High School Vocal Music Department
2024 Trip Proposal – New York City
301 Community Dr.
Waunakee, Wisconsin 53597
Molly Petroff mollypetroff@waunakee.k12.wi.us

Educational Goals/Objectives

1. To share our music with a captive audience in a different acoustical environment like a cathedral or concert hall.
2. To educate students regarding careers in music performance or musical theatre with a performance and talk-back by a Broadway performer or a dance/movement workshop.
3. To broaden cultural and historical perspectives of our students.
4. To provide our students with a high quality musical performance.
5. To foster camaraderie, pride and a sense of family/team within our ensemble.
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Student Needs

1. To provide a performance and travel opportunity for all choir students despite financial obligations.
2. To provide a reward for participation in music at least once in four years of membership.

Performances(s)

Two performances at retirement facility, veterans home, children's hospital, cathedral, concert hall or other venue with a captive audience. Possibly an exchange experience with another high school or a clinic experience with a collegiate director.

Proposed Travel Date

Leave Wednesday, March 13th, 2017 afternoon or early Thursday, March 14th –Arrive home Sunday, March 17 (Time TBD)

Participants

42 junior/senior students
1 Directors, 3 chaperones

Timelines

First payment will be made by check and returned to Ms. Petroff:

Friday, September 14: \$300.00 deposit due/medical release form

Future Payments will be collected via INFINITE CAMPUS as follows:

Monday, October 19: \$400.00 payment due

Tuesday, November 20: \$400.00 payment due

Wednesday, January 7: final payment due (Approx. \$200.00-\$500.00)

Trip Itinerary Possibilities

1. 5 days /4 night tour via motor coach roundtrip from Waunakee, WI to New York, NY.
2. OR 4 days/3 night tour via airplane roundtrip from Madison, WI to New York, NY.
3. Two performances at retirement facility, veterans home, homeless shelter, cathedral, concert hall or other venue with a captive audience. One Broadway talkback or workshop to connect students with professional musicians/performers.
4. Tour stops/visits to be taken from the following: Broadway musical performance, Liberty Island, Ellis Island, Central Park, Metropolitan Museum of Art or the Guggenheim, Rockefeller Center, Top of the Rock or Empire State Building, The Cathedral of St. John the Divine, tour Lincoln Centre and 911 museum.
5. Breakfast and one meal per day at appropriate restaurants provided by the vendor as part of the package to be determined.
6. Meals on our own at Times Square, 5th Avenue, Garment District, or the like.
7. New York City local tour guides.
8. Liability Insurance Coverage for the tour and motorcoaches if applicable.

To: Board of Education, Mr. Guttenberg

From: Tim Schell

Subject: 2023 Science Careers in Search of Women Field Trip

Date: March 31, 2023

Janell Dorn and I are requesting permission for her to take five students from our High School to the Argonne National Laboratory in Lemont, IL for Argonne's "Science Careers in Search of Women Conference" on Tuesday, April 11. We shared this information verbally with you at your March 13 meeting as Argonne had just completed the selection process and our timelines were compressed. If approved, Mrs. Dorn would transport the students by school van, leaving at 5:30 am and returning between 6:30 and 7:15 pm. This would be a day trip and needs Board of Education approval as it involves out of state travel.

This free in-person event provides female high school students with an extraordinary opportunity to explore careers in science, technology, engineering, and mathematics (STEM) by interacting with Argonne's world-class scientists and engineers. Over the course of the day, students will gain exposure and information about STEM opportunities through meeting leading women scientists and engineers; mingling with other female students interested in STEM careers; attending career focused panel discussions; and touring Argonne Laboratory research facilities.

Mrs. Dorn, along with chaperones from other high schools, will participate in many of the student events and have their own breakout session specifically designed for high school educators.

This program has been offered by Argonne for many years, but this is our first year participating in it and we are pleased to support this learning opportunity for the participating students. I fully expect that the students who participate will represent themselves, the Waunakee Community High School, and the Waunakee Community School District in a positive manner. Thank you for your support of this request.

cc: Mr. Borowski, Mrs. Dorn

Waunakee Community High School
Request for Out-of-State Travel

March 13, 2023

To: Mr. Randy Guttenberg

From: Mr. Brian Borowski

Re: High School Science Club
Science and Industry Museum, Chicago, IL

Mr. Andrew West, High School Science Club Advisor, is requesting to take 10-12 students on a day trip to the Science and Industry Museum in Chicago, IL, **Saturday, April 29th**. The group would leave the High School at 5:45 a.m. and return at 6:00 p.m.

The cost per student is approximately \$30-\$50. The cost includes transportation, admittance to the museum, and any separate food purchases the student makes.

I approve Mr. West's request as it will offer our students hands-on experiences and the opportunity to explore. Please consider approving this request as well.

Thank you.

To: Mr. Borowski

From: Andrew West

Date: Feb. 20, 2023

RE: Science Club Chicago Trip

Science Club is interested in taking a trip to Chicago on Saturday, April 29th to visit the Science and Industry Museum. This trip would provide a unique experience for students to explore this one-of-a-kind museum. We are hoping to bring up to 12 students along.

The trip would leave WHS early in the morning (5:45) in the school vans to arrive at the museum at 9:30am. We would spend the day at the museum, and plan on leaving the museum to arrive home around 6pm. For lunch, students would have the option of bringing food from home or purchasing food at the café. The trip will cost around \$30 (~\$50 if purchasing food).

Thank you for supporting this trip.

Sincerely,
Andrew West

Waunakee Community High School

*Request for Out-of-State
Overnight Travel*

March 13, 2023

TO: Mr. Guttenberg
Board of Education

FROM: Mr. Brian Borowski

RE: DECA ICDC Field Trip
Orlando, FL

Ms. Maggie Heck, High School DECA Advisor is requesting permission to plan an overnight trip for approximately five (5) DECA students who have qualified for the DECA International Career Development Conference in Orlando, FL, **April 21-26, 2023**.

The estimated cost is \$1,300 per student. However, to help offset the cost, DECA will provide fundraising opportunities as well as rely on funds from past DECA fundraisers. Trip and food expenses are the responsibility of the participant (\$600 est.).

In previous years, the students represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner. I do support Ms. Heck in her request and ask that you do so as well. This request needs your approval as it would involve overnight accommodations.

Thank you for considering this request for our Waunakee High School DECA qualifiers! Please feel free to contact me or Ms. Heck with any questions about this trip.

TO: Brian Borowski
FROM: Maggie Heck
RE: **2023 DECA ICDC Field Trip Approval Request**

Hello!

Five students from Waunakee High School DECA have qualified to attend the DECA International Career Development Conference (ICDC) in Orlando, FL. The conference begins April 22 and wraps up on April 25, 2023. We will be traveling via plane, so will leave April 21 in the morning and return April 26 in the afternoon.

We will be staying at the Hilton Lake Buena Vista - Disney Springs. We will be renting a van to help with transportation while in Orlando. We are flying from Madison to Orlando, with a layover in Dallas. While at ICDC, there are a variety of leadership seminars for students to attend, as well as the competitive events that they will be participating in. The trip also allows us to explore all that Orlando has to offer. We will be spending a day at Universal Studios, an afternoon at Hollywood Studios, a trip to Cocoa Beach, and more. Due to the size of our group, we will be doing all things together and students should always be with the group.

Students are responsible for all homework that is missed and will be required to communicate with teachers before leaving for the trip. The trip will cost about \$1,300 per student, but we are working to get fundraising opportunities prepared to offset the cost. Waunakee DECA will be offsetting the cost with some of the funds raised from the Bucky Book campaign from this past fall. Families should plan to spend \$600ish for the trip plus money for food.

If you have any clarifying questions or concerns, please let me know. You can email me at maggieheck@waunakee.k12.wi.us

Thank you for your consideration! This is going to be a great experience for our students!

Staff Chaperoning:
Maggie Heck

March 28, 2023

Dear Brian,

I am officially requesting permission to begin planning a summer June 2024 French language & culture student trip. In my previous position at Milton High School, I have led multiple successful student trips focused around language, culture, and SEL skills development. I would like to offer this same opportunity to WHS students.

Students will have the opportunity to apply all of the Essential Learning Outcomes of the WHS French program in a real-world, culturally-authentic setting via guided tours and a one-week family stay with a French peer. Students will interact with native French speakers and experience significant cultural products, practices, and perspectives.

Students will also gain practical life skills such as map reading, using public transportation, appreciating artistic and historical monuments, budgeting, shopping and dining in another country, and basic travel skills. The focus of the trip preparation meetings is on fostering independence, problem-solving skills, collaboration, and the cultivation of empathy.

Students not only develop language skills, cultural competence, and independence on this trip, but they also cultivate the four pillars of Global Competence: Investigating the World, Recognizing Perspectives, Communicating Ideas, and Taking Action.

I intend to work with Language and Friendship to organize this trip. L&F has been in business for over 30 years, and they were the organization responsible for setting up our successful spring hosting program, when we welcomed 3 French students to stay with Waunakee families. There are 2 more French students coming to our community this summer for short-term hosting, also through L&F. For student travel, I have traveled exclusively with L&F since I began teaching in 2003.

The itineraries I would like to offer for parents and students to choose from are linked below. I chose these itineraries based on the current themes and learning objectives in our curriculum, price per day, safety, and the experiences I have had with L&F and the trip locations on prior student trips.

While L&F is still working out the specifics for a WHS trip, I have included sample itineraries for the time being, for the purposes of planning & comparison.

[Paris, Loire, & Normandy](#)

[Provence & Côte d'Azur](#)

If approved, I will conduct a student/parent meeting to choose an itinerary and establish norms and expectations for the trip. The trip will run on or after June 12, 2024. All trips will be at a maximum of 8 students/1 adult ratio and will include a family stay.

After students and parents have chosen an itinerary, I will seek permission from the board to continue to plan the June 2024 trip in accordance with district trip abroad regulations. As I would like to begin getting information out to parents and students this spring, being added to the **BOE April meeting agenda** would be appreciated.

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

Sincerely,

Alissa J. Bratz

Waunakee Community High School
301 Community Drive, Waunakee W 53597

March 30, 2023

TO: Mr. Guttenberg
Board of Education Members

FROM: Brian Borowski

RE: **France Trip Abroad - Summer 2024**

Ms. Alissa Bratz, High School French Instructor is requesting permission to begin the process of organizing a trip abroad to France for summer of 2024. She would like to meet with parents and students to determine the trip and trip itineraries as well as the trip outline (including student costs, final student behavioral guidelines, and a sample of the student application, etc.).

Students that have participated in previous trips abroad have represented themselves, Waunakee Community High School and the Waunakee School District in a positive manner. Therefore, I support Ms. Bratz's request that she be allowed to plan for a trip abroad. If this trip follows previously established guidelines, a maximum of 36 students would take part in this trip with a student to chaperone ratio of 6/1 being maintained.

Please join me in granting permission for Ms. Bratz to begin planning this trip. A second request will be submitted by Ms. Bratz as plans are more established. Chaperones will also be identified once a firm commitment from students is obtained.

Thank you for your consideration to this request.

Waunakee Community High School

TO: Mr. Guttenberg
FROM: Brian Borowski
DATE: March 30, 2023
RE: Physics Lab Trip to Great America
Mrs. Tammy Rademacher, HS Science Instructor
Mr. Andrew Nelson, HS Science Instructor

Mrs. Rademacher and Mr. Nelson are once again requesting permission to take students enrolled in Physics classes at Waunakee Community High School to Great America Amusement Park in Gurnee, IL to participate in Physics Day. This year, the Physics Day is being held on Friday, May 19, 2023. The purpose of Physics Day is to provide students with an opportunity to conduct experiments developed by physics teachers and engineers that help the students learn about physics by experiencing physics in action. Attached is the request from Mrs. Rademacher and Mr. Nelson which provides a general overview of what students who participate in Physics Day will be involved in if this request is approved.

I am respectfully requesting that you review the request from Mrs. Rademacher and Mr. Nelson and support this field trip. In previous years, Physics Day field trips to Great American have proven to be very educational for the students that have participated. In addition, the students represented themselves, Waunakee High School and the Waunakee School district in a positive manner. Therefore, I approve their request to repeat this trip and would ask that you do so as well.

The cost of this trip is approximately \$75.00 per student that includes admission to Great America and bus services. Students needing financial assistance to participate in the trip will be accommodated.

Thank you.

TO: MR. BOROWSKI

FROM: DREW NELSON & TAMMY RADEMACHER

DATE: March 28, 2023

RE: PHYSICS LAB TRIP TO GREAT AMERICA

We would like our students to have the opportunity to go to Great America for Physics Day on Friday, May 19, 2023. We would leave Waunakee High School at 8:00 a.m. and return to Waunakee by approximately 6:00 p.m. In previous years over 24,000 students had the opportunity to "experience physics" at Great America. As you realize, physics is used everywhere, but at Great America physics teachers and engineers have developed numerous practical experiments for the students to conduct. The students meet with engineers and experience behind-the-scenes activities that no one else can experience. Our students take lab materials along to conduct experiments on that day---on no other day will the park allow this to be done. Students get very excited about this opportunity. This is physics in action and is a highly motivated activity that ties together many of the areas of their physics learning.

The total cost to students is approximately \$75 depending on the number of students who attend. The price includes the tickets to get into Great America and the per student portion to rent a bus to get there. If some of the students elect NOT to go for various reasons, then they stay in school and watch a video on the "Physics of Roller Coasters" plus complete some activities at a playground area with a swings, merry-go-round, etc.

This is an EXTREMELY EDUCATIONAL EXPERIENCE for our students, not just a fun day for them. There are numerous experiments that students must do while there, other activities on the bus going & coming back, and there are write-ups to be done when students get back to Waunakee High School. If you have any questions please do not hesitate to contact us.

Physics I – Amusement Park Physics Project

SAMPLE

Objectives:

- 1) Students will plan their own investigation and assessment to be used at 6 Flags Great America.
- 2) Students will examine physics at least one roller coaster at 6 Flags Great America.
- 3) Students will compare their results and calculations to known values.

Timeline:

	Requirement
5/7 (A) or 5/8 (B)	Students will learn about and apply the law of sines and triangulation in order to find the height of a distant object.
5/15(A) or 5/16(B)	Students will have checked their completed assessments with their instructors and shared them via google docs.
5/16(B) or 5/17(A)	Students will put together an Amusement Park resource bag that includes a paper copy of their assessment as well as any tools that they will need in order to make measurements at the park.

Requirement Descriptions and Examples

1. *Number of Calculations* – Students will calculate at least 8 different pieces of Physics information to receive full credit.
 - a. Maximums (v, a, force, energy, p, etc.)
 - b. Values at specific points of interest/note (v, a, force, energy, p, etc.)
2. *Measurements Made at the Park* – Students will make at least 4 measurements to receive full credit.
 - a. Time, Height, and Angle are going to be the primary measurements all calculations are made from.
3. *Compare Results to Known Values* – Students will compare at least 2 of their calculated results to the know values provided by Park Resources in to receive full credit.
4. *Number of Different Equations Used* – Students will use at least 5 different Physics equations to make calculations to receive full credit.
 - a. Constant Velocity Equation
 - b. The Big Four
 - c. Law of Sines
 - d. Rotational Motion Equations (provided during project work time.)
5. *The Correct Units are Included on all Numbers* – Students will label all numbers with the appropriate units to receive credit.
6. *A Reasonable Number of Significant Digits are Used* – The students will answer all questions with a reasonable number of significant digits to receive credit.
7. *All Assumptions are Clearly Declared* – The students will declare any assumptions they are making about the roller coaster and/or its passengers. These assumptions will be clearly declared prior to the solving of that equation to receive credit.
 - a. Ex. Mass of the contents of the cart, starting speed, etc.
8. *All Work is Shown* – Students will show all algebraic work that is done in order to solve an equation to receive credit.
9. *All Work is Accurate* – The students will produce their own work in an accurate manner to receive credit.
10. *All Work is Legible* – The students will present their work in a neat and easily legible manner to receive credit.
11. *All work is Easily Followed* – The students will organize all of their work in a logical, easy to follow manner to receive credit.
12. *The Final Answer is Accurate* – The students will provide a final answer that is logical and accurate based on the measurements they made while at the park to receive credit.

SAMPLE

6 Flags Assessment Rubric		Names							
Pre-Flags	1	2	3	4	5	6	7	8	9
Number of Calculations	At least 8 pieces of Physics information are calculated at 6 Flags	7 pieces of Physics information are calculated at 6 Flags	6 pieces of Physics information are calculated at 6 Flags	5 pieces of Physics information are calculated at 6 Flags	4 pieces of Physics information are calculated at 6 Flags	3 or less pieces of Physics information are calculated at 6 Flags			
Measurements Made at the Park	At least 4 measurements are made while at 6 Flags	3 measurements are made while at 6 Flags	2 measurements are made while at 6 Flags	1 measurement is made while at 6 Flags	No measurements are made while at 6 Flags				
Compare Results to Known Values	At least 2 calculated values are compared to their known values	One calculated value is compared to its known value				No calculated values are compared to their known values.			
Number of Different Equations Used	At least 5 different Physics equations are used in order to calculate all values.	4 different Physics equations are used in order to calculate all values.	3 different Physics equations are used in order to calculate all values.	2 different Physics equations are used in order to calculate all values.	1 Physics equation is used in order to calculate all values.	No Physics equations are used in order to calculate all values.			
The correct units are included in the answer		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
A reasonable number of Significant Digits are used		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
All Assumptions are Clearly Declared		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
All work is shown		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
All work is Accurate		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
All work is legible		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
All work is Easily Followed		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1
The final answer is accurate		Problem 8	Problem 7	Problem 6	Problem 5	Problem 4	Problem 3	Problem 2	Problem 1

Waunakee Community High School

Request for Out-of-State/Overnight Travel

March 30, 2023

To: Randy Guttenberg

From: Brian Borowski
Board of Education

RE: Physics II to EMDC Championships
Anoka, Minnesota

Waunakee High School Physics Instructor, Mrs. Tammy Rademacher, is requesting permission to take the students who qualified to participate in the EMDC Championships to Anoka, MN on April 20-21, 2023.

The cost per student is minimal as lodging and meals will be provided by funds from recent competitions. A Classcommunity Fundraiser will also be established to help with any other travel expenses.

I support Mrs. Rademacher and respectfully ask for you to do the same as this is an excellent opportunity for our Physics II students.

Thank you.

SLC 2023

HOW TO REGISTER: Registrations are due by midnight on February 25, 2023 through the HOSA Conference Management System. As the advisor, I will register each participant. Please have completed forms and Payment turned in **prior to February 24, 2023**. Checks should be made out to the Waunakee Community School District. No refunds will be issued after registration closes.

FEES: \$185/person (includes conference registration, transportation, and two hotel nights) The conference registration includes 2 meals, sessions, events, expo, entertainment, and a t-shirt.

Optional Add-ons:

Wisconsin HOSA pins are \$1.50 each [LINK TO HOSA TRADING PIN FORM](#) If you plan to pre-order pins, please include the additional cost to your conference fees. You may purchase on site as well until they are sold out.

Each secondary division HOSA member will receive ONE (1) Academic Testing Center (ATC) exam included as part of their State Leadership Conference (SLC) registration. **Members may choose to add ONE (1) additional ATC exam to their SLC registration for a \$5 non-refundable fee.** The ATC exams will be considered as state level recognition opportunities. Students taking ATC exams will need to bring a fully charged tablet, Chromebook, or laptop to take their exam through the online HOSA testing system. All ATC Exams will be offered. For a full listing of ATC Exams guidelines, [click HERE](#).

Scholarships or payment plans are available to any student who has been approved for the free/reduced meal program and may be available to any student whose families have a financial need due to unique circumstances. Please contact Teri Reible at 608-849-2000 to learn more about these opportunities. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000, option 2.

HOTEL LODGING AND RESERVATIONS: It is the expectation of Wisconsin HOSA that all conference attendees stay at the SLC-approved venue (Chula Vista Resort, Wisconsin Dells, WI) for the duration of the conference. If your child needs alternate transportation, you need to fill out the Waunakee Community School District Alternate Transportation Form. The form must be completed and signed by the parent/guardian as well as the principal.

CODE OF CONDUCT AND PARTICIPANT AUTHORIZATION FORMS: Every attendee is required to have read the Code of Conduct and have a Participant Authorization Form on file, including Chapter Advisors and Chaperones. Please turn this in with registration payment. [LINK TO CODE OF CONDUCT AND PARTICIPANT AUTHORIZATION FORM](#) (downloadable form)

DRESS CODE AND PHOTO ID: All competitors must present a photo ID and appropriate dress attire upon check-in for their competitive event. Acceptable forms of photo ID include student school ID, driver's license, or refer [Appendix G](#). A 5-point deduction to the overall score will occur if a competitor does not present a photo ID. A separate 5-point deduction to the overall score will occur for improper competitive event attire. Refer to [Appendix D](#) for the Dress Code and [Dress Code Poster](#). Wisconsin HOSA requires that all delegates be dressed in business attire for all general sessions, the expo, breakout sessions, and the business meeting. Business attire apparel is listed under the competitive events dress code section of Appendix D. Jeans, sweat pants, shorts, athletic clothes, pajamas, flip flops, and revealing clothing will not be accepted and delegates will be asked to return to their rooms to change. Wet hair and pool clothing is also not acceptable. Approved dance and HOSA games attire on Monday night will be the conference or a chapter t-shirt and jeans/casual pants – no skirts or shorts.

www.waunakee.k12.wi.us

ANATOMAGE ANATOMY TOURNAMENT: Wisconsin HOSA is excited to partner with Anatomage once again to provide an Anatomy Tournament for both members and advisors as part of this year's State Leadership Conference!

Member participants: will compete in a LIVE *preliminary round* on **April 2-3, 2023**. The *Top 4 teams* will advance to a LIVE round on **April 3, 2023** at SLC for a chance to claim the championship. More information can be found on the [Anatomy Tournament](#) webpage.

COURTESY CORPS: Select members to serve as **courtesy corps volunteers** at the conference. These leaders may be asked to help with competitive events, the Expo, deliver lunches, assist with general sessions, etc. Students will receive their assignment upon conference check-in on Sunday. Students will receive a special name badge ribbon, certificate, and be acknowledged at the Recognition Session. Courtesy Corps students can also compete.

BASKET RAFFLE HOSA SERVICE PROJECT AT SLC (Be The Match) – PLEASE DONATE!

A chapter-donated basket raffle will occur on Monday and all proceeds will go to Be The Match.

Chapters are encouraged to donate a basket of themed items totaling \$15.00 or more.

Chapters will turn-in baskets at check-in on Sunday. Tickets will be sold at the HOSA Information Desk through Monday 3:00 pm - \$5 for 10 tickets and \$10 for 25 tickets. Please bring cash to purchase tickets. During the SLC Expo, baskets will be on display with containers to enter tickets for a chance to win a basket. On Monday evening, winners will be announced. The target audience is HOSA members, advisors, and chaperones. Thanks in advance for helping support Be The Match!

SLC EDUCATIONAL SYMPOSIUM: BREAKOUT SESSIONS are scheduled to provide knowledge on health careers, leadership training, certifications, and service opportunities. Sessions will run concurrent with competitive events on Sunday night and Monday morning. There will also be Advisor sessions offered both days. Members are required to attend at least one breakout session to be admitted to the dance on Monday evening.

STUDENT SPECIAL TRAINING OFFERED: First Aid for Severe Trauma Training will be available for HOSA student members free of charge. Sign-up for these sessions can be selected under Options/Activity during the conference registration process.

ADVISOR TRAINING OFFERED: ARC Adult & Pediatric CPR/FA Training will be available for an additional registration fee of \$40.00 for advisors only. First Aid for Severe Trauma Training will also be available for a fee of \$30.00. Sign-up for these sessions can be selected under Options/Activity during the conference registration process.

SLC EXPO: The Expo offers an interactive experience for members, advisors, and chaperones to engage with exhibitors and HOSA partners. Attendees will get a passport to be signed as they network through the Expo. Passports can be turned in for door prizes. The Expo runs from 9:00-11:30 and 12:30-3:00 PM. The Wisconsin HOSA Partnership Council will have a luncheon on April 3rd. Partners will get to see first-hand the exceptional student members, advisors, and programming that HOSA represents throughout Wisconsin! The Wisconsin HOSA Partnership Council is made up of healthcare, academic, and community partners from across the Midwest that believe in and care about the mission of HOSA. **It is expected that delegates attend the SLC Expo and wear proper general session dress attire.**

EVENT RESULTS: On Tuesday morning, the Awards Session will acknowledge Secondary Division students who competed in competitive events. The top five finalists will be called to the stage in random order. Medals will be presented to the top three finalists, qualifying them for the International Leadership Conference. If any of the top three finalists do not plan to attend ILC and the State Office is notified, the 4th and 5th place alternates will be invited to compete at ILC. Judge rating sheets will not be returned to chapter advisors, instead a judge's feedback card will be provided to each competitor or team following their event that requires judging. For each competitive event, SLC overall rankings will be published following SLC.

COMPETITIVE AND RECOGNITION EVENT SCHEDULE

MS = Middle School Division **SS** = Secondary School

April 2 - Sunday SS Division Round 1 Tests (12:00-2:00 PM, 4:30-5:45 PM)

Biomedical Debate Rd. 1	CPR/First Aid Rd. 1	Clinical Laboratory Science Rd. 1
Creative Problem Solving Rd. 1	Emergency Medical Technician Rd. 1	Forensic Science Rd. 1
Healthy Lifestyle Rd. 1	Home Health Aide Rd. 1	HOSA Bowl Rd. 1
Medical Assisting Rd. 1	Medical Spelling Rd. 1	Nursing Assisting Rd. 1
Science Rd. 1	Physical Therapy Rd. 1	Pharmacy
Science Rd. 1		Sports Medicine Rd. 1
		Veterinary

April 2 - Sunday SS Division Events (6:00-9:00 PM)

ATC Exams - rolling	Clinical Laboratory Science Rd. 2	Community Awareness
Creative Problem Solving Rd. 2	Cultural Diversity & Disparities in HC	Emerg. Medical Technician Rd. 2
Extemporaneous Writing	Forensic Science Rd. 2	Healthcare Issues Exam - rolling
Health Career Display	Health Career Photography	Human Growth & Development
HOSA Bowl Rd. 2	Interviewing Skills*	Job Seeking Skills
Mental Health Promotion	Medical Assisting Rd. 2	Medical Law & Ethics
Medical Reading	Nutrition	Pathophysiology
Pharmacology	Pharmacy Science Rd. 2	Public Health Rd. 2
Res. Pers. Writing & Speaking	Veterinary Science Rd. 2	

April 3 - Monday SS Division Events (9:00 AM - 1:00 PM)

ATC Exams - rolling	Biomedical Debate Rd. 2	CPR/First Aid Rd. 2
Dental Terminology	Epidemiology	Healthcare Issues Exam - rolling
Health Education	Healthy Lifestyle Rd. 2	Home Health Aide Rd. 2
Life Support Skills*	Medical Innovation Rd. 2	Medical Spelling Rd. 2
Medical Terminology	Nursing Assisting Rd. 2	Physical Therapy Rd. 2
Prepared Speaking	Public Service Announcement	Research Poster
Speaking Skills*	Sports Medicine Rd. 2	

April 3 - Monday Middle School Events (9:00 AM - 2:00 PM)

Health Education (MS)	Dynamic Decisions (MS)
Extemporaneous Health Poster (MS)	Exploring Medical Innovations (MS)
Health Career Display (MS)	Health Career Preparation (MS)
Health Education (MS)	Healthy Lifestyle (MS)
Healthy Lifestyle (MS)	Life Threatening Situations (MS)
Prepared Speaking & Speaking Skills (MS)	Public Health (MS)

STATE LEADERSHIP CONFERENCE SCHEDULE

Sunday, April 2

11:30 – 2:00	Conference Registration (please do not arrive before 11:30 AM)
11:30 – 4:00	Luggage Storage
12:00 - 2:00	HOSA Online Testing Center - Round 1 Tests (competitors check-in upon arrival)
1:30 – 2:00	State Officer Candidate Session (by invitation only)
2:30 – 3:30	Grand Opening Session
3:30 - 4:00	Check into hotel rooms
4:00 - 5:45	HOSA Online Testing Center - Round 1 Tests (competitors check-in no later than 4:30PM)
4:30 - 5:00	HOSA Wellness Club - Run/Walk
6:00 - 9:00	HOSA Online Testing Center Open (competitors check-in no later than 8:00 PM)
4:30 – 6:00	Event Personnel Dinner Meeting & Event Prep
4:00 - 8:00	Anatomy Tournament - Prelims Round by Appointment Time
6:00 - 9:00	Competitive Events & HOSA Online Testing Center
6:15 - 7:00	Breakout Session A
7:15 – 8:00	Breakout Session B
8:30 - 9:30	Wisconsin HOSA Business Meeting (Voting Delegates)
9:00 PM	Waterpark Closes
11:00 PM	Curfew

Monday, April 3

6:00 - 6:30	HOSA Wellness Club Run/Walk
6:45 - 7:30	HOSA Wellness Club Yoga/Meditation
8:00 – 8:45	HOSA Wellness Club Zumba
7:30 - 9:00	Event Personnel Breakfast Meeting & Event Prep
9:00 - 1:00	Anatomy Tournament - Prelims Round by Appointment Time
9:00 – 1:00	Competitive Events & HOSA Online Testing Center (check-in no later than 12:00 PM)
9:00 – 3:00	SLC Expo & Service Project Basket Raffle
9:00 - 9:45	Breakout Session C
10:00 - 10:45	Breakout Session D
11:00 - 11:45	Breakout Session E
11:30 – 12:30	Expo Closed - HOSA Partnership Council Lunch & Break
11:00 - 12:30	Lunch Provided to all Attendees - Grab & Go
12:30 - 1:15	Breakout Session F
2:30 - 3:30	Wisconsin HOSA Board of Directors Meeting
3:00 – 4:30	Anatomy Tournament - Final 4
4:00 - 5:00	Anatomy Tournament - Advisor/Teacher Tournament
5:00 - 7:00	Recognition Dinner – 3 Groups Sit Down
7:00 – 8:30	Recognition Session
8:30 - 9:00	Basket Raffle Winners & Expo Prize Winners Pick-up
9:00 - 11:00	Dance (conference t-shirts and jeans/pants)
11:15	Curfew

Tuesday, April 4

8:00 – 11:00	Luggage Storage
7:30 – 8:30	Advisor Recognition Breakfast
9:00 – 10:15	Grand Awards Session - Secondary Division
10:15 – 10:30	ILC Qualifiers Meeting
10:30 – 11:15	Checkout
11:15 – 11:30	Depart

INTERNATIONAL LEADERSHIP CONFERENCE (ILC): There will be an ILC Qualifiers Meeting following the Awards Session on Tuesday, April 4, 2023. It is strongly encouraged that all chapters attend with students advancing to ILC. If you qualify, you will need to make a decision about ILC **by April 30, 2023**. Please be proactive.

June 21-24, 2023: International Leadership Conference – Dallas Convention Center, Dallas, Texas

QUESTIONS? If you have questions, please email christinagascho@waunakee.k12.wi.us

I give _____ permission to attend the HOSA SLC Sunday, April 2, 2023 - Tuesday, April 4th, 2023 at Chula Vista Resort and Conference Center in Wisconsin Dells, WI.

Please complete the following information and return this page to Ms. Gascho with payment prior to February 24, 2023.

	T-shirt size (S, M, L, XL)
	Note (if any) ATC tests you wish to complete at SLC
	Courtesy Corps Volunteer
	Note (if any) special dietary needs



**CESA 5 Contract for the 2023-2024 School Year
Waunakee Community School District**

**SUMMARY OF AGREEMENTS FOR SERVICE BETWEEN
THE SCHOOL DISTRICT AND COOPERATIVE EDUCATIONAL SERVICE AGENCY 5**

*Amounts listed are based on current information & projected services to special education students in your district.
Adjustments will be made when final information is available.*

		2023-2024		
		Quantity	Projected Cost	
General Services	GS01 - District Membership Fee		0.00	
	GS02 - Driver's Education	Student FTE	0.00	
Instructional Services	<i>School Improvement Services (SI)</i>			
	SI01 - School Improvement Services (Curr. & Instr.)		0.00	
	SI02 - Curriculum Specialist	Days	0.00	
	SI03 - Coaching and Mentoring Consortium		0.00	
	SI04 - Title III Consortium		0.00	
	<i>Career and Technical Education (CT)</i>			
	CT01 - Career and Technical Education Council		0.00	
	CT02 - Career and Technical Education Leadership		0.00	
	<i>Safe and Healthy Schools (SH)</i>			
	SH01 - Safe and Healthy Schools Consortium		0.00	
	Education Technology	ET01 - Instructional Technology Support Service (ITSS)		0.00
	Technical Support	TS01 - Managed IT Services (Technology Support)	Days	0.00
Business Services	SB01 - School Business Administration and Support	0	0.00	
Other Services	LS01 - Librarian Services	Days	0.00	
			0.00	
			0.00	

Comments:

Key: FTE = Full Time Equivalent, UOS = Unit of Service

See Page 2 for Special Education & Alternative Education Services

If you need clarification or additional information, please contact us at (608) 745-5400.



**CESA 5 Contract for the 2023-2024 School Year
Waunakee Community School District**

**Special
Education**

SP01 - Assistive Technology Specialist
SP02 - Special Ed. Instructional Materials Center (SEIMC)
SP03 - Audiology
SP04 - Virtual Speech Services
SP05 - Classroom for the Intellectually Disabled

2023-2024		
Quantity		Projected Cost
		0.00
		0.00
	UOS	0.00
		0.00
	Student FTE	0.00

SP06 - Early Childhood Classroom
SP07 - Educational Sign Language Interpreter
SP08 - Classroom for the Deaf & Hard of Hearing
SP09 - Teacher for the Deaf & Hard of Hearing
SP10 - Occupational Therapy

	Days	0.00
	FTE	0.00
	Student FTE	0.00
429	Units	23,166.00
	Units	0.00

SP11 - Orientation & Mobility
SP12 - Physical Therapy
SP13 - School Psychology Services
SP14 - SEEDS4Schools Software Support
SP15A - Special Education Leadership
SP15B - Special Education Fiscal Management
SP15C - Special Education Leadership Mentoring

	UOS	0.00
	Units	0.00
	Days	0.00
		0.00
	Days per week	0.00
		0.00
		0.00

SP16 - Speech and Language Therapy
SP17 - Virtual Special Education Secretary
SP18 - Classroom of the Visually Impaired
SP19 - Teacher of the Visually Impaired

	Days	0.00
	Days	0.00
	Student FTE	0.00
	Units	0.00

**Alternative
Education**

AE01 - Reach Academy for Elementary
AE02 - Columbia/Marquette Adolescent Needs (COMAN)
AE03 - Juneau County Alternative Programs (JCAP)
AE04 - Sauk County Adolescent Needs (SCAN)
AE05 - Wood County Alternative School (WCAS)
AE06 - Waupaca County Alternative Program (WCAP)
AE07 - Waupaca County Alt. Program - Elem (WCAP-E)
AE08 - Project SEARCH at Kalahari

	Student FTE	0.00

**Other
Related
Services**

SN01 - School Nursing Services

	Days	0.00
		0.00
		0.00
		0.00

<i>Page One Subtotals</i>
<i>Page Two Subtotals</i>
TOTAL PROJECTED COST

		0.00
		23,166.00
		\$23,166.00

Comments:

Key: FTE = Full Time Equivalent, UOS = Unit of Service



CONTRACT FOR COOPERATIVE EDUCATIONAL SERVICES

This agreement is made between the Board of Control of Cooperative Educational Service Agency 5 (CESA 5) and the Local Education Agency (LEA)/School District.

CESA 5 has been authorized to provide services to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors, and other cooperative educational service agencies as provided in Chapter 116, Wisconsin Statutes.

CESA 5 hereby agrees to provide the LEA services performed by legally qualified personnel for the school year or portions thereof as follows:

2023-2024 SCHOOL YEAR (JULY 1, 2023 - JUNE 30, 2024)

Services and estimated costs for services are provided as listed on the Summary of Agreements for Service.

CESA 5 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

Some billings from CESA 5 will be based on estimated costs. If billing is based on estimated costs, the last billing shall reflect the final cost of the service.

The LEA agrees to reimburse CESA 5 for its proportionate share of costs of the services provided under this contract including, but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining, and monetary awards by courts and agencies as per Section 116.03(4).

Unless the LEA gives written notice to CESA 5, no later than ninety days prior to the end of this contract term, that this contract is not to be renewed as to one or more of the above listed services, CESA 5 shall have the option to renew the LEA's current contract for the following school year.

For the District of:

School District Name

Superintendent or Authorized Signature

Date: _____

For CESA 5:

Secretary - CESA 5 Board of Control

Date: February 2, 2023

2022/23 Co Curriculars
 Waunakee Community School District
April 10, 2023 Board of Education Approval

Activity	First Name	Last Name	Position Title	FTE	Location
STAFF					
GOLF - GIRLS	JACKSON	GABRIEL	ASSISTANT COACH	0.25	HIGH SCHOOL
SPECIAL OLYMPICS BOCCE BALL	SAMANTHA	YOZAMP	HEAD COACH	1.00	HIGH SCHOOL
SPECIAL OLYMPICS TRACK	JENNIFER	RYNIAK	ASSISTANT COACH	1.00	HIGH SCHOOL
NON STAFF					
SOFTBALL - GIRLS	DANA	FARRELL	ASSISTANT COACH	1.00	HIGH SCHOOL
SOFTBALL - GIRLS	AZALEIGH	STEINER	ASSISTANT COACH	1.00	HIGH SCHOOL
SPECIAL OLYMPICS TRACK	MAGGIE	FRAWLEY	HEAD COACH	1.00	HIGH SCHOOL
SPECIAL OLYMPICS TRACK	ELLEN	DOTZLER	VOLUNTEER COACH	1.00	HIGH SCHOOL
SPECIAL OLYMPICS TRACK	KATHERINE	DOTZLER	VOLUNTEER COACH	1.00	HIGH SCHOOL
TRACK	GAVIN	HARDEN	VOLUNTEER COACH	1.00	HIGH SCHOOL

23/24 SEASON



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

UPDATED Staff Changes for April 10, 2023 BOE Meeting

1 message

Manzetti, Amy <amymanzetti@waunakee.k12.wi.us>

Mon, Apr 10, 2023 at 3:22 PM

To: Rebecca McDonough <rebeccamcdonough@waunakee.k12.wi.us>

Cc: "Grabarski, Brian" <BrianGrabarski@waunakee.k12.wi.us>, Jenny Endres <jennyendres@waunakee.k12.wi.us>, Ronelle Aime <ronelleaime@waunakee.k12.wi.us>, "Blackburn, Anne" <anneblackburn@waunakee.k12.wi.us>

New Administrative Support Staff

Paige Raymond, 1-Year School Psychologist, MS (replaces Courtney O'Brien)

- Is a current school psychology practicum student at Chicago Public Schools
- Has a Master's degree from The Chicago School of Professional Psychology

New Teacher Staff

Kaitlyn Friedrich, 1st Grade Teacher, PES (New)

- Is a current student teacher at Stevens Point School District
- Will graduate from UW Stevens Point with a degree in Elementary and Special Education

Claire Little, 5th Grade Teacher, IS (replaces Alexandra Reimer)

- Has 9 years teaching experience at Reedsburg School District
- Graduated from Winona State University with a degree in Elementary Education

Emily Thomas, 1-Year 1st Grade Teacher, PES (replaces Sue Pasinato)

- Has 9 years teaching experience most recently at Madison School District
- Has a Master's degree from UW Madison

Internal Staff Changes - No Action

Erin Bibby - from 1-Year 1st Grade Teacher, PES, to regular contract 1st Grade Teacher, PES (replaces Jennifer Schmalz)

Mandy Trudell - from 1-Year 5th Grade Teacher, IS, to regular contract 5th Grade Teacher, IS (replaces Lindsey Laufenberg)

Elizabeth Zinger - from 69% Music Teacher, IS, to 100% Music Teacher, IS (replaces Katie Swank)

New Support Staff

Cory Jennerjohn, Para Educator Special Education, PES (replaces Mackenzie Kopp)

Lynn Miller, Attendance Administrative Assistant, MS (replaces Melanie Hass)

Deb Strick, Para Educator Special Education, IS (replaces Janine Jaster)

Resignations

Leah Ament, Human Resources Administrative Assistant

Ryan Coenen, Custodian, HS

Eric Huttenburg, Associate Principal, HS

Kate Peterson, 8th Grade Teacher, MS

Terminations - No Action

Shannon Hosely, Custodian, AES/Bethel

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Amy Manzetti

Waunakee Community School District
Human Resources Administrative Assistant
608-849-2000 ext. 8168
www.waunakee.k12.wi.us
905 Bethel Circle, Waunakee, WI 53597
Office Hours: 7:30 - 4:00 M-F

Not sure who to contact in Human Resources?

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

2023 Summer School Staff April Hires for BOE Approval				
Position	Assignment	Building	Staff Last Name	Staff First Name
SUMMER SCHOOL TEACHER	SPECIAL EDUCATION TEACHER- HS	HIGH SCHOOL	Boyd	Jerod
SUMMER SCHOOL TEACHER	SUMMER ART	MIDDLE SCHOOL	Buzoianu	Cynthia
SUMMER SCHOOL TEACHER	GET READY TO BABYSIT	INTERMEDIATE	Koppes	Sara
SUMMER SCHOOL CLASS COORDINATOR	BAND- SUMMER SCHOOL	INTERMEDIATE	Sercombe	James
SUMMER SCHOOL TEACHER	SPECIAL EDUCATION TEACHER - HES	HERITAGE	Serum	Scott
SUMMER SCHOOL CLASS COORDINATOR	REMEDIAL COORDINATOR- SUMMER SCHOOL	HIGH SCHOOL	Stimart	Sarah
SUMMER SCHOOL TEACHER	MUSIC LESSONS TEACHER	DW	Zinger	Elizabeth