

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

Monday, May 8, 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) (e)(f) and (g)**

- A. Review Minutes of the April 10,2023 regular meeting and April 6, 2023 evaluations meeting.
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. To discuss an administrative evaluation report concerning an employment matter, confidential pupil information, and available courses of action. If appropriate, consider action related to future employment with the school district. The Board may take action in closed session.
- G. Review and Take Action on Student Discipline/Expulsion Recommendation

H. Update on Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

A. Follow-up Discussion Regarding Board of Education Listening Sessions with Staff

VI. APPROVAL OF MINUTES

A. Review Minutes of April 10, 2023 regular meeting, and the April 6, 2023 Evaluations meeting 10

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS 19

Individuals may use this time to comment on any 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

Kaden Cerdena and Isabelle Hahn are the student representative 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. CESA 2 Delegate Convention June 20, 2023 - 22
Attached please find correspondence from CESA2 regarding the delegate convention on June 20th.

3. 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.

D. Report from the Village of Waunakee on Village of Waunakee TID #3 32

The purpose of this agenda item is to provide an update on Village of Waunakee TID #3. Tim Semmann from the Village of Waunakee will attend the meeting and share information on the attachment. Tim will also review the process for closing TID #3.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Human Resources Committee Meeting

1. Review May 1, 2023 Meeting Minutes 33

2. Consideration of Summer Office Schedule

The purpose of this agenda item is to request of office personnel in both school and district offices to consider closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August.

These weeks are a historically very low to non-existent volume of public visitors. Administration would not have any adjustments to their work calendars. Administrative Assistants would continue to be paid only for hours worked. Administrative Assistants could adjust their weekly summer schedules with the permission of their supervisors to maintain their hours or continue to work as normally scheduled. The HR committee is recommending approval along with the flexibility of custodial/maintenance staff.

B. Policy Committee

1. Review Minutes of 5/1/23 policy meeting.	35
2. Policies for Discussion, Review And Consideration	36
Attached please find the policy summary grids for the policies being considered by the Board on Monday night. These working documents provide background on the policy review process used by the policy committee for the policies that are being recommended to the Board for consideration.	
a. Old Policy 365 to New Policy 363.2 Internet Safety and Acceptable Use	42
b. Old Policy 365 Rule 1 renumbered to 363.2 Rule !	45
c. Old Policy 365 Rule 1 recoded to 363.2 Rule 2	51
d. Repeal 365 Exhibit	59
e. Policy 365.1 District Website	61
f. Old Policy 365.2 to New Policy 363.3	62
g. Old Policy 366 to New Policy 364	64
h. Old Policy 371 recode to New policy 371.1	67
i. Policy 372 Student Publications	69
j. Policy 373 Student Social Events	70
k. Policy 374 Student Fund-Raising Activities	71
l. Policy 375 Student Activities Fund Management	74
m. Policy 378 Student Performances	75
n. Policy 379/831 Out of Season Athletic Clinics/Leagues	76
o. Policy 381 Teaching about Controversial Issues	78
p. Policy 381.1 Teaching about Religion	87
q. Repeal Policy 382 Class Interruptions	88
r. Policy 383.1 Service Animals in the School	89
s. Policy 383.1 Exhibit Service Animal Request and Agreement	92

C. Facility Committee

1. Review the minutes of the May 1, 2023 meeting.	94
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2. Heritage Elementary School Bids -- Structural Steel 96

The purpose of this agenda item is to request school board approval of the structural steel install bids. Attached please find a bid summary and a document identifying the scope of work. The facility committee is recommending approval of the bid from Badgerland on a 3-0 motion.

3. Consideration of Referendum Furniture Vendor

The purpose of this agenda item is to request approval of the furniture vendor. The Facility Committee previously recommended approving the furniture selection process proposal from EUA. The School Board approved this proposal and EUA has been working through the vendor selection process. A request for quote was submitted to seven furniture vendors. These furniture vendors were selected jointly between the district and EUA. We received six responses, and these responses were jointly evaluated by the district and EUA. Based on the evaluations, three vendors were interviewed on Thursday, April 6th. These vendors are Demco, Duet, and Atmosphere. The building level administrative staff completed the process of evaluating vendors through site visits/reference checks. The administration is recommending approval of the furniture vendor, Atmosphere. In the extras section, please find the request for proposal response from Atmosphere.

4. 2023-2024 Capital Projects 98

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

Administration shared information with the Facility Committee last month regarding high priority HVAC projects and annual capital maintenance projects. Several of the capital maintenance projects were still awaiting quotes, so the Facility Committee decided to recommend the HS elevator project and the TLF roof project for approval at the April 10th School Board meeting.

The Facility Committee requested that administration consolidate all projects lists into a single, comprehensive list for easier tracking. Attached please find our work in this area. The project summary page provides a high level overview of the budget information, projects approved to date, pending projects, and projects that administration is requesting review by the Facility Committee this month. Please know that there is a much larger project list that has not been included that identifies all of the long-term capital maintenance projects, and this larger project list will continue to be prioritized throughout the timeframe of this referendum project.

For the May 8th School Board meeting, administration is requesting approval of the projects with quotes on this list, which totals \$1,476,365. The \$1,476,365 includes HVAC projects of \$1,015,000 and \$461,365 of annual capital maintenance projects. The total 2023-24 annual capital maintenance projects (including the 2 projects approved last month) would be \$517,000 of the typical \$525,000 annual expenditure for capital maintenance projects.

Also attached you will find supporting information on the HVAC projects. These three HVAC projects are the highest priority HVAC related projects from the long-term capital maintenance plan. The facility committee is recommending approval of the attached projects on a 3-0 motion.

5. Approval Process for Referendum Project Contingency Use

The purpose of this agenda item is to request approval of the process for use of contingency funds. The existing School Board policy on Purchasing Approvals (<https://resources.finalsite.net/images/v1651837029/waunakeek12wius/viyrjwvjlsmyd6ohde6b/6721PurchasingApprovals080718c.pdf>) provides Superintendent approval authority for expenses between \$10,000 and \$24,999 and School Board approval for expenses required at \$25,000 and above. There are exceptions to the policy, but this is the general requirement.

Administration is requesting a discussion regarding the approval process for the use of the contingency funds during the project. The approval process could follow existing School Board policy, or the approval process could be modified with another process. Here is an example:

\$1 to \$49,999 Superintendent Approval (or Designee)

\$50,000 to \$99,000 Facility Committee Approval

\$100,000 + School Board Approval

The facility committee is requesting approval on a 3-0 motion.

D. Budget Committee

1. Review Minutes of the Budget Committee Meeting on 5/3/23 100

2. Review and Consider the First Draft of 2023-2024 Budget 103

The purpose of this agenda item is to request approval of the first draft of the budget for the 23-24 school year. Attached the first draft of the budget, the food service budget proposal, and the special education memo. Please note that the first draft of the budget is based on the following:

1. The \$0/student increase in the per pupil categorical aid, with a \$200/student increase in the revenue limit formula

2. An increase in the percentage of State Special Education Categorical Aid to

32.5% (from 30%)

3. The personnel cost line includes an inflationary salary increase of 7.5%, implementation of the teacher and classified staff compensation systems, a 0% increase in dental insurance rates, and a 3% increase for health insurance rates.
4. The capital maintenance projects are funded from Fund 49
5. The first draft includes an increase of 10 FTE, as outlined on page 13 of the document.
6. The debt service fund includes the new debt issued for the \$175 million referendum.
7. All of the remaining budget requests have been placed on hold at this time.

The second draft of the budget in June will include:

1. Grant allocations, if available
2. Staffing updates based on additional schedule changes, reallocation proposals or new positions
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to the gift fund (Fund 21)
5. Updates to the community service fund (Fund 80)
6. Updates to building/department revenue accounts and corresponding expense accounts

Administration would like to discuss property tax levy goals for the fall of 2023. The first draft of the budget is developed with the concept of a property tax increase of 3% that is connected to a corresponding net new construction increase of 3%. This approach would keep a consistent school property tax rate for existing property tax payers. We will learn about the net new construction increase information during the month of August. The budget committee is recommending approval on a 3-0 motion.

The budget committee also recommended approval of the special education positions, the fund 50 food service budget, and the fund 80 community education budget. The special education memo outlines the position requests and includes a description of the funding approaches being utilized. The business office works collaboratively with the special education department to maximize resources between federal, state, and local sources. The position of special education coordinator would be new to the district. Attached please find a job description for this position. If you have questions specific to the new positions, please reach out to Tiffany Loken at tiffanyloken@waunakee.k12.wi.us

3. Review and Consider Student Fees for 2023-2024 133
 Attached please find the proposed student fees for the 2023-2024 school year. Please note that the school fee for the high school has increased in conjunction with the elimination of the transcript fee. There is a new fee at the high school connected to course approved curriculum. The food service fee increases are in response to the significant increases in food costs and for labor associated with the food service program. The budget committee is recommending approval on a 3-0 motion.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Visioning Team Update -- New Middle School Planning 136
 On Monday night, the administration along with district partners from EUA will provide an update on the work of the New Middle School Visioning Committee. Part of this report will illustrate the DRAFT floorplan for the New Middle School, which we are excited to share with the Board and hear your feedback. See attached.

Since this is a large middle school, one of the concepts we are embracing, which was part of our long-range plan from 2013, is to create smaller learning environments within the larger school. We will illustrate that part of the plan when we present it to you on Monday.

2. Presentation on the Middle School Daily Schedule

Jeff Kenas, Middle School Principal, will be in attendance at Monday's Board Meeting to share with you his assessment of and desire to reimagine the daily instructional schedule at the middle school. This presentation will be for informational purposes and to serve as a preamble to work that we will be undertaking this summer and next year.

3. 2024-2025 School Year Calendar 146
 The Calendar Committee met on May 1st and reviewed the calendar for the 2024-2025 school year. Please see attached.

4. Announcements/Correspondence

XII. CONSENT AGENDA

A. Approval of Checks

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

1. Monthly Financial Reports 147
 Attached you will find the 2022-23 Budget Status report as of April 30th, 2023 and the Cash Reconciliation report for March 2023.

B. Waunakee Rotary Exchange Student 2023-2024 151
 Randy Guttenberg can answer any questions regarding this request. The high school

administration is supportive of approval of this student to attend Waunakee Community High School for the 2023-2024 school year.

C. Cooper and Tweed Scholarships 152

The purpose of this agenda item is for the Board to approve the allocation of the dollars out of this scholarship fund, per the agreement with the donors of these awards.

D. Safety Drills Report 153

E. Gifts and Field Trips

1. Gifts 154

Pride Pump Donation - Meffert Oil \$1000

Kathie Wagner in Memory of Ken Wagner - \$100 to SFAF

Calvin Kruschek - \$500 to SFAF

2. Field Trips

a. Future Problem Solvers - International Competition - Amherst Mass. June 7-11, 2023 157

b. FBLA National Leadership Conf. - Atlanta GA June 26-July 1, 2023 162

c. Skills USA National Leadership Conf. June 19-23, 2023 Atlanta GA 163

F. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.

G. Summer School Recommendations

H. Consideration of Open Enrollment Applications for 2023-2024 207

The purpose of this agenda item is to request school board action on the open enrollment applications received for the 2023-2024 school year. As a reminder, state law requires the school board to identify the number of available open enrollment spaces at the January 2023 meeting. Attached please find a memorandum regarding these applications, a list of applications into our district, and a list of applications out of our district. The student lists are not available for public view. We are recommending approval of all of the open enrollment out applications and the recommendations for the open enrollment in requests are aligned with the school board decision from January 2023.

XIII. BOARD BUSINESS

A. Correspondence 209

B. Upcoming Meetings

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

1. Professional Learning Communities Update and Data Review

2. Booster Club Handbook Review and Consideration

B. Special Meeting

C. Budget Committee

- D. Co-Curricular Committee
- E. Curriculum Committee
- F. Facility Committee
- G. Goals Committee
- H. Human Resources Committee
- I. Policy Committee

XV. RETURN TO CLOSED SESSION--ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c) (e)(f) and (g) - (if necessary) to complete agenda as listed under agenda item III

A. To discuss an administrative evaluation report concerning an employment matter, confidential pupil information, and available courses of action. If appropriate, consider action related to future employment with the school district. The Board may take action in closed session.

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, April 10, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Hetzel, 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

I. ROLL CALL

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

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

II. 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.

A motion was made by Engebretson, second by Dotzler, to approve the student discipline 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

III. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Frey, second by Dotzler, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 6:45PM

IV. BOARD DEVELOPMENT WORKSHOP

Brian Grabarski presented information regarding the staff engagement survey. The Board used this time to ask questions and discuss the staff survey.

Ensign welcomed all in attendance and called the open session of the meeting to order at 6:59PM.

V. APPROVAL OF MINUTES

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

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

VI. APPROVAL OF AGENDA AND ADDITIONS

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

A recommendation was made that when the team from EUA arrives to move directly to their presentation. A motion was made by Hetzel, second by Engebretson, to approve the agenda as posted, with moving the presentation from the EUA team up when they arrive. Motion carried 7-0.

VII. PUBLIC COMMENTS

Public comments sent via email.were reviewed by the full board and are posted on the Extras section of the 4/10/23 agenda. Email Public comments were from the following:

David Boetcher

Laura Deppen

Rebecca Gottwald

Phiiip Keegan, PhD

Amanda Taylor-Tennent

Gina Wright Moffett

Public comments made in person at the meeting were from the following:

Sivia Guerin – GSA-Pride week

Nichole McLaughlin – Pride week

Shannon Reed – Creating a more inclusive culture in our public schools.

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

A. Staff Report

Teacher representative Molly Grupe provided an update from the teachers. She shared the WTA support to the GSA and LGBTQ+ community during the harm from what occurred as a result to the postponement of Pride week, and appreciation to the administration and board to share support to this group, thank you for being able to speak tonight, thank you for allowing Intermediate school time for grading, congratulations to new board member Dawn Heinrichs, thank you to those who participated in the WTA forum and also participated in the elections.

B. Student Report

Student representative, Isabelle Hahn reported from the High School. She shared about spring sports are under way, prom and the guest speaker during the week of prom, Student council teacher appreciation events, and Sophomore Forward testing.

C. Board Reports/Action Items

President Ensign thanked Brian Hoefler and presented him with a plaque and certificate for his time as a WCSD Board member. His brave voice, time and contributions helped lead the board through the pandemic.

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

2. National Teacher Appreciation Week Board Correspondence
National Teacher Appreciation Week is May 8-12, 2023. The Board was in agreement with the documents drafted by Mark Hetzel and Communications Specialist Anne Blackburn. These messages will be shared with the staff the week of May 8th.
3. Spring Election Update
The April 10th canvass was successful. The board of canvassers confirmed the election results of Joan Ensign being awarded the WCSD Board of Education Westport Seat and Dawn Heinrichs being awarded the WCSD Board of Education Village of Waunakee Seat. The Canvassers report is attached to the Canvassing meeting agenda.
4. Update on the Superintendent Search Process
Brian Grabarski, Director of Human Resources, updated the Board and community on the next steps in the Superintendent Search Process. The RFP went out 4/10/23 and responses are due May 5th. The board will review the following week with interviews by the end of May.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee

1. The minutes from the 3/16/23 & 4/6/23 meetings were reviewed.
2. Policies for Discussion, Review & Consideration
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 board asked for some clarity on policies related to book adoption, specifically library books. Tim Schell was able to present the library selection process and answer questions.

A motion was made by Hetzel, second by Hoefer, to approve the action to the policies as presented on the spreadsheet included in the 4/10/23 agenda. Motion carried 7-0.

- a. 352 Field Trips and Excursions
 - b. 352 Rule 1 Field Trip Guidelines
 - c. 352 Rule 2 Extended Field Trip or Foreign Study Tour Procedures
 - d. 352 Rule 3 Overnight Accommodations on Field Trips.
 - e. 352 Exhibit Overnight and Extended Trip - Parental Permission Waiver
 - f. 353 Community Resource Person
 - g. 353.1 School Volunteers
 - h. 353.1 Rule Volunteer Coaches and Activity Advisors/Supervisors
 - i. 361 Selection of Textbooks and other Classroom Instructional Materials and Resources
361.1 Exhibit
 - j. 362 Library Material Selection
 - k. 362.1 Use of Rated Films and A-V Materials.
 - l. 363 Special Interest Materials
 - m. 362 Library Media Services
 - n. 364 LMTC Access
 - o. 364 Rule Departmental Guidelines to Ensure Access to IMC
- ### **B. Curriculum Committee**
1. The minutes of the 4/4/23 meeting were reviewed

2. Textbook and Instructional Materials Final Consideration

Dotzler and Schell presented and answered questions regarding the list of new textbooks and instructional materials for 2023-2024.

A motion was made by Heinemann, second by Hoefer, to approve the 2023-2024 list of new textbooks and instructional materials as presented. Motion carried 7-0.

3. Summer Curriculum Project Requests - Final Consideration

Dotzler and Schell presented and answered questions regarding the Summer Curriculum Writing Project Requests.

A motion was made by Hetzel, second by Hoefer, to approve the summer curriculum writing projects as presented. Motion Carried 7-0.

C. Facility Committee Meeting

1. The minutes from the 4/5/23 Meeting were reviewed.

2. 2023-2024 Capital Projects

Summers and Cramer presented and answered questions regarding the review the 2023-24 capital maintenance projects. The administration and facility committee is recommending approval of the TLC roofing project and the HS elevator security project. The remaining projects will be brought back to the May meeting after quotes have been received on all projects.

A motion was made by Heinemann, second by Dotzler, to approve the TLC Roofing project and the HS elevator security project as presented. Motion carried 7-0.

3. Heritage Elementary School Bids

Summers and Cramer presented and answered questions regarding the review of the concrete reinforcing steel bids. Vogel, the administration and the facility committee is recommending the bid from Badgerland..

A motion was made from Hetzel, second by Heinemann, to award the bid for the concrete reinforcing steel to Badgerland. Motion carried 7-0.

4. Middle School Roofing Project

Summers and Cramer presented and answered questions regarding the request for approval of a Middle School roof project for the complete roof instead of in sections. A motion was made by Hetzel, second by Hoefer, to move forward with the Middle School roof project for the full roof. Motion Carried 7-0.

D. Human Resources Committee Meeting

1. The minutes from the 4/5/23 meeting were reviewed

2. Proposed Modifications to Employee Guidelines Related to Insurance Changes

Grabarski presented and answered questions regarding the proposed handbook language changes that 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.

A motion was made by Engebretson, second by Hetzel, to approve the handbook changes at this time as presented. Motion carried 7-0.

X. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administration Reports/Action Items

1. Referendum Projects Update

a. Presentation on Proposed Heritage Interiors.

Megan Walker and Robin Savola from the EUA team, presented the interior finishing plans for the new Heritage Elementary. Sample materials for the new school were available for your review in the boardroom.

2. Presentation on EduClimber

Tim Schell, Deanne Lensert,(HS AP) and Rick Franz (IT) provided a presentation and answered questions on what eduClimber is and how we use it. 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.

The board asked for an elementary level presentation on eduClimber.

3. Announcements

The board reviewed the letter from the NAACP - letter

XI. CONSENT AGENDA

The board acknowledged Meffert Oil Company for the Pride Pump Donation.

There was a request to pull the Co-Curricular Staff update list.

A motion was made by Dotzler, second by Hetzel, to approve the full consent agenda with the Co-Curricular Staff update list pulled out separately. Motion carried 7-0.

A motion was made by Hetzel, second by Frey to approve the Co-Curricular Staff list 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 March 2023.

B. Finance

1. Monthly Finance Reports

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

D. Consideration of Part Time Open Enrollment application

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

F. Consideration of the 2023-2024 CESA 2 Contract

G. Gifts and Field Trips

1. Gifts

Meffert Oil - Pride Pump Campaign - \$1000.00

2. Field Trips

a. Middle School DC Trip Approvals

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
 - c. Pathways Career Conference to Chicago Il. April 11, 2023
 - d. WHS Science Club - Chicago Il 4/29/23
 - e. DECA Orlando FL April 21-26, 2023
 - f. Proposed France Trip Summer 2024
 - g. Physics Lab Trip to Great America May 19, 2023
 - h. Physics II to EMDC Championships Anoka, Minnesota April 20-21, 2023
3. Consideration of the 2023-2024 CESA 5 Contract
- H. Approve Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

New Administrative Support Staff

Paige Raymond, 1-Year School Psychologist, MS

New Teacher Staff

Kaitlyn Friedrich, 1st Grade Teacher, PES

Claire Little, 5th Grade Teacher, IS

Emily Thomas, 1-Year 1st Grade Teacher, PES

Internal Staff Changes - No Action

Erin Bibby - from 1-Year 1st Grade Teacher, PES, to regular contract 1st Grade Teacher, PES

Mandy Trudell - from 1-Year 5th Grade Teacher, IS, to regular contract 5th Grade Teacher, IS

Elizabeth Zinger - from 69% Music Teacher, IS, to 100% Music Teacher, IS

New Support Staff

Cory Jennerjohn, Para Educator Special Education, PES

Lynn Miller, Attendance Administrative Assistant, MS

Deb Strick, Para Educator Special Education, IS

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

Co-Curricular Staff updates posted in the extra section of the agenda.

I. Approve Summer School Contract Recommendations – posted in the agenda.

XII. BOARD BUSINESS

A. Board Reorganization

A motion was made by Hetzel, second by Dotzler, to hold the Board Reorganizational

meeting on May8, 2023 at 5:30PM. Motion carried 7-0.

Please complete your preferences for offices and committees prior to this meeting.

B. Correspondence - NA

XIII. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Meetings – ReOrg – 5/8/23 5:30PM

C. Budget Committee 5/3/23 7:30AM Frey subbing for Hetzel

D. Co-Curricular Committee

E. Curriculum Committee

F. Facilities Committee – 5/1/23 @ 7:30AM

G. Insurance Committee

H. Human Resources Committee – 5/1/23 9:30AM

I. Policy Committee – 5/1/23 8:30AM

J. DEI Committee – 5/11/23 @ 5:30PM

XIV. RETURN TO CLOSED SESSION - NA

XV. RETURN TO OPEN SESSION - NA

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

XVII. ADJOURN

The board of Education adjourned at 9:42PM on a motion by Hoefler, second by Dotzler, and passed unanimously by a voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Board and Superintendent Evaluation Meeting

OPEN

The Board of Education

Waunakee Community School District

A Board and Superintendent Evaluation Meeting of the Board of Education of Waunakee Community School District was held Thursday, April 6, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Frey, second by Dotzler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c). Motion carried 7-0 on a roll call vote. Time 5:37 PM

II. ROLL CALL

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

Also present: Guttenberg, Grabarski (open session only), Summers (open session only)

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

A. Superintendent Evaluation

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Engebretson, second by Hetzel to leave closed session at 5:54PM and reconvene in open session at 5:57PM.

V. APPROVE THE AGENDA

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

VI. PUBLIC COMMENTS

There were no public comments for this meeting.

VII. REVIEW REQUEST FOR PROPOSAL DOCUMENT FOR SUPERINTENDENT SEARCH FIRMS

Grabarski presented and answered questions regarding the RFP for Superintendent Search Firms. A motion was made by Dotzler, second by Hetzel, to accept the RFP as written. Motion carried 7-0.

VIII. DISCUSS SCHOOL BOARD LISTENING SESSIONS

The board discussed topics they would like to hear about at the spring listening sessions.

They will welcome/listen to all comments and concerns but would like to hear specifically on the following:

Reaction of Employee Handbook concerns - update and accept

Compensation benefits for next year

Effective lines of communication in the employee voice in their system. How do Employees voice concerns.

IX. BOARD OF EDUCATION SELF-EVALUATION AND PRIORITIES

School Perception Tool – The board discussed looking at another tool. They discussed reviewing this evaluation together during board development. They would also like to see

this early so they may set goals toward it.

Open questions to comment on – Per these comments, the board works well together, respect each other, and collaborate making the meetings more efficient.

Board and Superintendent Priorities

#1 – Maintain Excellence and Foster High Student Achievement – The board felt they are doing well with staff compensation and benefits. They would like to recognize the staff. Mention the quarterly staff winners at a board meeting and putting their pictures on the screen. They would also like to recognize when a staff member has excelled at something. Perhaps administration could bring these monthly to board meetings. The board would like to focus on student achievement and use the curriculum data to set performance goals. This should be a priority.

#2 – Diversity, Equity, and Inclusion. This has been worked on and will remain as a priority.

#3 – Referendum Planning – The referendum passed.

#4 - Policy Review – Lots of work has been completed and will continue through next year.

The board would like to set a priority setting meeting. The board appreciated the board retreat workshop where they were able to discuss more openly with each other. The board would like an outline of plans to stay focus and set priorities toward.

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

XI. RETURN TO OPEN SESSION NA

XII. ADJOURN

A motion was made by Dotzler, second by Heinemann, to adjourn the meeting at 6:36 PM
Motion carried 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date
JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

Page 1 of 3

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

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

Cross References:

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

Adoption/Revision Date(s):

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



April 18, 2023

Dear District Administrators,

The CESA 2 Delegate Convention has been scheduled for Tuesday, June 20th, 2023 at 7 pm. The Delegate Convention will be held at the CESA 2 offices at 1221 Innovation Drive, Whitewater, WI 53190.

Enclosed please find the Appointment of 2023 CESA Convention Representatives notification from Jill Underly, State Superintendent; the CESA 2 Delegate Convention Notice from Marian Viney, CESA 2 Board of Control Chairperson; and two copies of the form to notify CESA 2 of the delegate from your district.

Please return one copy of the form to notify CESA 2 of the delegate from your district in the enclosed self-addressed stamped envelope or via email to kayla.barr@cesa2.org. Please keep the second copy for your records.

We will send out information regarding the CESA 2 Delegate Convention to the delegate for your district via email once we receive the form.

The CESA 2 Board of Control is made up of a representative from each of the 11 geographic clusters. The following clusters will need to elect a representative to the Board of Control at the 2023 Delegate Convention:

- Cluster C: Deerfield, Madison, McFarland and Monona Grove
- Cluster E: Beloit, Beloit-Turner, Brodhead, Juda and Parkview
- Cluster F: Clinton, Delavan-Darien, Janesville and Big Foot UHS
- Cluster G: Elkhorn, Fort Atkinson, Milton, Palmyra-Eagle and Whitewater
- Cluster H: Cambridge, Jefferson, Johnson Creek, Lake Mills and Watertown
- Cluster I: Edgerton, Evansville, Oregon and Stoughton

We very much appreciate your district's involvement in the CESA 2 Delegate Convention!

Please feel free to contact me at 262.473.1473 or kayla.barr@cesa2.org if you have any questions.

All the best,

Kayla Barr
Executive Administrative Assistant

cesa2.org 

262-473-1473 

info@cesa2.org 

1221 Innovation Drive, Whitewater, WI 53190 



Jill K. Underly, PhD, State Superintendent

Date: April 11, 2023

To: CESA Administrators
CESA Board of Control Chairpersons
School Board Clerks

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2023 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

Section 116.02, Wis. Stats., in its entirety, reads as follows:

116.02 Board of control; membership (1)(a) Each agency shall be governed by a board of control composed of members of school boards of school districts within the agency. Annually on or after the 4th Monday in April, the school board of each school district in the agency shall appoint one of its members as its representative for the purpose of determining the composition of the board of control. For the purpose of determining membership on the board of control, a school district operating elementary grades only and lying in more than one union high school district shall be considered part of the union high school territory in which the major portion of its equalized valuation lies. The board of control shall hold an annual organizational meeting on or after the 2nd Monday in May. No annual organizational meeting may be held after the 2nd Monday in August.

(c) The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district. The convention may direct the board of control to determine a different date for the annual organizational meeting.

(2) The annual convention shall establish bylaws for governing the agency, including bylaws for all of the following:

(a) Subject to sub.(1)(a), setting the date of the annual convention and establishing procedures for calling a special meeting.

(b) Providing for regular meetings of the board of control.

(c) Establishing an initial plan of representation for the agency and specifying how the plan may be amended.

(d) Specifying the number of members on the board of control.

(e) Specifying what constitutes a vacancy on the board of control and establishing procedures for filling a vacancy on the board of control.

(f) Specifying the officers on the board of control, establishing procedures for choosing those officers, specifying their terms of office and their duties and establishing procedures for removing them from office.

(g) Providing for the establishment of fiscal control, responsibility and accountability requirements.

(h) Designating a public depository.

**FORM FOR NOTIFYING SCHOOL BOARD OF
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Dr. Jill K. Underly's request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Marian Viney is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the p.m. in the conference room of the Whitewater Innovation Center in the City, Town, or Village of Whitewater on Tuesday, June 20th, 2023.

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: Marian Viney
Chairperson, CESA Board of Control

Date: April 18 2023

**FORM FOR NOTIFYING THE
SECRETARY (ADMINISTRATOR) OF CESA NO. _____
OF A SCHOOL DISTRICT 'S REPRESENTATIVE
TO AN AGENCY CONVENTION**

TO: The Administrator of CESA No. _____

At a meeting of the School Board on _____*, the school board
month day year
whose name appears below was appointed representative of the _____
_____ School District to the Cooperative Educational Service Agency
annual convention.

Name of Board Member _____

Address of Board Member _____

E-mail _____

The convention is to be held on _____, at the time and place certified to
me by the chairperson of CESA No. _____. The representative of this school board
named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no
alternates or substitutes).

Signed: _____
School Clerk

School District

Address

Date: _____

**NOTE: Mail one copy to the CESA Administrator of your agency. Retain one copy
for school district's file.**

* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4th Monday in
April.**

**FORM FOR NOTIFYING THE
SECRETARY (ADMINISTRATOR) OF CESA NO. _____
OF A SCHOOL DISTRICT 'S REPRESENTATIVE
TO AN AGENCY CONVENTION**

TO: The Administrator of CESA No. _____

At a meeting of the School Board on _____*, the school board
month day year
whose name appears below was appointed representative of the _____
_____ School District to the Cooperative Educational Service Agency
annual convention.

Name of Board Member _____

Address of Board Member _____

E-mail _____

The convention is to be held on _____, at the time and place certified to me by the chairperson of CESA No. _____. The representative of this school board named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no alternates or substitutes).

Signed: _____

School Clerk

School District

Address

Date: _____

NOTE: Mail one copy to the CESA Administrator of your agency. Retain one copy for school district's file.

* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4th Monday in April.**

TID #3	
Projected cumulative balance at 12/31/23:	\$767,153
Projected state aids in 2024:	\$27,016
The projected increment for 2023 tax roll, payable in 2024:	\$1,347,760
Projected amount needed to fulfill TID 3 obligations:	\$1,366,875
Projected remaining balance:	\$775,054

Estimates if the remaining balance were refunded to overlying districts:	
Dane County	\$114,398
Village of Waunakee	\$222,208
Waunakee SD	\$407,988
MATC	30,460
Total	\$775,054

Waunakee Housing Fund	
Current balance as of 3/31/23 (approximately):	\$157,000
Possible new total:	\$932,054 [157,000 + 775,054]

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 Monday, May 1, 2023, beginning at 9:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Engbreston called the meeting to order at 9:32AM.

II. ROLL CALL

Present: Engbreston, Ensign, Dotzler (substituting for Hoefler)

Also Present: Guttenberg, Summers, Grabarski

III. APPROVE AGENDA

A motion was made by Ensign, 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. DISCUSS THE CONCEPT OF ADJUSTED SCHOOL DISTRICT OFFICE HOURS DURING THE SUMMER MONTHS.

Grabarski presented and answered questions regarding consideration of closing public access to offices in the district on Fridays for the last two weeks of June through the first two weeks of August. Administrative assistants would continue to be paid only for those hours worked and Administration would not have their work calendars changed.

After some discussion, specifically regarding a review of other employee groups, a motion was made by Ensign, seconded by Dotzler to recommend that the full board consider approving the adjustment of office hours during summer months as presented. Motion carried 3-0.

VI. DISCUSS THE PLANNING PROCESS FOR WAGE INCREASES

Grabarski presented and answered questions regarding the continued advancement of the planning process for employee wage increases for all employee groups. Grabarski also reviewed the adjusted timeline for the wage increase approvals as the district awaits more information on the state budget.

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

A motion was made by Ensign, second by Dotzler to adjourn into closed session at 9:43AM. Motion carried 3-0 on a roll call vote

Dotzler – Yes, Engbreston – Yes, Ensign – Yes.

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

Discuss the timing of negotiations, potential offer strategies and review historical wage

comparisons to peer districts.

VIII. ADJOURN

A motion was made by Dotzler, second by Ensign to adjourn the meeting in closed session at 10:30AM 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 Monday, May 1, 2023, beginning at 8:30 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 8:30AM.

II. ROLL CALL

Present: Dotzler, Engebretson, Frey.

Also Present: Guttenberg, Schell, Johnson

III. APPROVE AGENDA

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

Motion carried

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

A. Policy 381 Teaching about Controversial Issues

Guttenberg explained the revision that the administration made to policy 381 as per the request of the committee.

After much discussion, a motion was made by Engebretson, seconded by Dotzler, to recommend that the full board approve the revised policy 381 with edits to 2 sentences as discussed and with the supplemental documents as exhibits as presented. Motion Carried 3-0.

VI. FUTURE MEETINGS

The meeting scheduled for May 18th will be postponed at this time.

JDy KD 8:58 adjourn

VII. ADJOURN

A motion was made by Engebretson, second by Dotzler, to adjourn the meeting at 8:58AM.

Motion carried 3-0.

Proposed Code	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
363.2	Internet Safety and Acceptable Use	365	Recode and replace with PRG 363.2 Sample Policy 1	I replaced and recoded your current policy with PRG 363.2 Sample policy 1 to align your policy with the PRG. I opted to keep your current rules rather than using the PRG rule. Your current rules were updated in 2018. There are separate rules for staff and for students and both cover significant local policy choices. You should review both to make sure these continue to align with practices in the district.	Agree with WASB use Dir of IT for contact second one Bldg Principal OR Dir of IT as is X	Agree with revisions
363.2 Rule 1	Staff Internet Safety and Acceptable Use Policy	365 Rule 1	Keep current rule, recode	Review and align with current practice if needed.	Agree with WASB IT Dir. will share updates based on practice	Agree with revisions
363.2 Rule 2	Student Internet Safety and Acceptable Use Policy	365 Rule 1	Keep current rule, recode	Review and align with current practice if needed.	Agree with WASB IT Dir. will share updates based on practice	Agree with revisions

363.2 Exhibit	Objection to the Use of the Internet	365	Review and keep, amend or repeal	The exhibit is a form allowing parents to object to their child's use of the internet for any purpose. Review and amend or repeal to align with current practice in the district.	Repeal	Agree with revisions
365.1	District website	365.1	Keep current policy, consider recoding	WASB would code this policy 821.4. The PRG does not have a sample. This policy is acceptable as written.	Agree with WASB #1 change to communications dir. 35 stop after accomplishment	Agree with revisions
363.3	Technology for Students with Special Needs	365.2	Replace and recode with PRG 363.3 Sample Policy 1		Agree with WASB	Agree with revisions
364	School Counseling Program	366	Replace and recode with PRG 364 Sample Policy 1		Agree. Do not Add Highlighted portions. 2nd Paragraph. Take out Involve X	Agree with revisions

371.1	Noncurricular Student Organizations	371	Recode and replace with PRG 371.1 Sample Policy 1	Note that your current policy includes several criteria not directly addressed in the policy sample that you might choose to incorporate into the policy or into a separate rule.	Agree but make sure it says Secondary instead of High School X	Agree with revisions
372	Student Publications	372	Keep current policy.	The PRG has two sample policies addressing student publications. Sample policy 1 is written to avoid creating a forum for student expression. Sample policy 2 allows students more freedom of expression but is more restrictive than current WCSD policy which grants students a limited forum to express views in student publications. The PRG samples are designed to not create a forum or to create a more limited forum than is suggested by your current policy. To use either would be a substantial change from your current policy, so I chose to recommend that you keep your current policy.	Keep Current Policy X	Agree with revisions
373	Student Social Events	373	Keep current policy.	The PRG does not include a sample on this topic.	Keep Current Policy X	Agree with revisions

374	Student Fund-Raising Activities	374	Amend current policy	The PRG has a sample 374, but that sample makes different policy choices than your current sample (which was recently revised) and it is easier to incorporate 2 paragraphs from the PRG sample into your policy. I added a paragraph addressing minimum nutrition standards for funding-raising involving the sale of food during the school day. The other added paragraph addresses management of funds raised by student groups.	Agree with WASB but No Food service see notes X	Agree with revisions
662.1	Student Activities Fund Management	375	Recode and replace with PRG 662.1	Note there are significant policy choices that should be made locally.	375/662.1 keep old version X	Keep Current version
378	Student Performances	378	Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB X	Keep Current version
379/831	Out-of-season Athletic Clinics/Leagues	379/831	Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB and Change #3 from 8 to 9:00 & 9:30 - 10 #5 off X	Keep Current version
381.1	Teaching about Religion	381.1	Keep current policy	The PRG does not include a sample on this topic.	Keep Current Policy X	Keep Current version
382	Class Interruptions	382	Keep current policy	The PRG does not include a sample on this topic.	Repeal X	Repeal

383.1	Service Animals in the School	383.1	Keep current policy	While the PRG has a sample 383.1, your current policy covers the same material and is closely tied to the ADA Title II regulations. You adopted the policy in February 2022 and it appears to be up to date. Conversion to a PRG sample is a low priority given the other policy work your board needs to do.	Keep Current Policy X	Keep Current version
383.1 Exhibit	Service Animal Request and Agreement	383.1 Exhibit	Keep current exhibit		Keep Current Policy X	Keep Current version

381	Teaching about Controversial Issues	381	Either keep current policy or replace with PRG 381	<p>Your current policy 381 is acceptable. Teaching about controversial issues is a curriculum question and primarily a local policy decision. There is a PRG sample that I included in the proposed policies, but that sample makes some different policy choices than those reflected in your current policy 381. You and your board will need to decide if you wish to keep your current policy or edit the PRG policy sample. Note there is also a PRG 381 Rule 1 that you might wish to consider.</p>	<p>Keep Current Policy</p> <p>X</p>	<p>Keep Current version</p>
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SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

Waunakee Community School District

Page 1 of 3

Consistent with applicable federal laws, the School Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction. The District's comprehensive approach to student Internet/technology safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the [insert appropriate administrative/staff positions Director of Information Technology] to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are:
 - a. obscene;
 - b. pornographic; or
 - c. as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors.

Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications, other than visual depictions, that are inappropriate for students. Recognizing that there will always be room for possible improvement in connection with the District's efforts at prevention, all employees, parents and guardians, and students are encouraged to report to [identify the appropriate administrative/staff position(s) – e.g., District technology director, building principal] any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel, but the Board recognizes that constant, direct supervision is not a practical expectation.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication (such as e-mail, instant messaging, and similar technologies); (b) interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's rules regarding students' acceptable and responsible use of technology while at school.
4. Maintain, revise and enforce rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related

SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

Waunakee Community School District

Page 2 of 3

District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and systemic supports that are implemented to further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources. To the extent appropriate to various groups of users, and with all such additions as the administration deems necessary or appropriate, those rules and procedures shall:

- a. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;
- b. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records;
- c. Prohibit unauthorized user access to systems, networks and data;
- d. Prohibit the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
- e. Provide notice to users that there is no District-created expectation of privacy in their use of District technology resources. Accordingly, except where prohibited by state or federal law: (1) the District reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers or other equipment; and (2) all aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, may be monitored and tracked by District officials; and
- f. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

~~[Identify the appropriate staff position(s) – e.g., Building principals and their designees]~~ shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources. ~~[A building principal or his/her designee]~~, in consultation with ~~[the District's technology director]~~ as needed, may approve modified levels of Internet filtering/blocking for an individual user account provided that there is a legitimate educational purpose and any changes in access will not compromise the overall adequacy of protections that are in place for student users.

Legal References:

SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

Waunakee Community School District

Page 3 of 3

Wisconsin Statutes

Section 120.12(1)	[school board duty; care, control and management of school property and affairs of district]
Section 120.13(1)	[school board power to adopt conduct rules and discipline students]
Section 120.18(1)(i)	[report on technology used in the district]
Section 943.70	[computer crimes]
Section 947.0125	[unlawful use of computerized communication systems]
Section 995.55	[access to personal Internet accounts]

Wisconsin Administrative Code

PI 8.01(2)(k)	[integration of technology literacy and skills in curriculum]
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Federal Laws and Regulations

Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA)	[policy and other requirements related to Internet safety]
Protecting Children in the 21st Century Act	[Internet safety policy requirement; education of students regarding appropriate online behavior]
Children's Online Privacy Protection Act (COPPA)	[parent control over personal information collected by websites from their children]
E-rate funding requirements	[technology plan and other requirements]

Cross References:

WASB PRG 363.2 Sample Policy 1

Adoption Date: 1/10/96

Revised: August 2004
XXXX, 2023

Policies of the Board of Education

Series 300: Instruction

STAFF INTERNET SAFETY AND ACCEPTABLE USE POLICY

for Network Access

in the Waunakee Community School District

~~365 - Rule 1~~
363.2 Rule 1

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Intent

The Waunakee Community School District will provide ~~teachers~~ all staff access to technology resources including mobile devices and the Internet to support educational excellence in all our schools. The concept of internet safety and technology use has fundamentally changed and will continue to change in the future. It has become clear that safety is not just an exercise in protecting staff from online dangers or reducing risk for the district population; internet safety also means our staff are good digital citizens.

Staff should use the district's computer network in a way that is consistent with applicable district policies. Whoever uses the Waunakee Community School District computer network and other instructional technology is expected to behave ethically and to comply with District policy and administrative guidelines. Each employee is expected to understand and comply with the following rules and guidelines. Violation of the rules and guidelines in this policy will result in disciplinary action up to and including termination and legal action, if warranted.

Available Resources

~~Below is a list of the resources that will be made available to all staff. This list serves as base level of resources for our technology related work.~~

- ~~• Internet access~~
- ~~• News and library databases~~
- ~~• Software and other sources for school use~~
- ~~• Electronic file storage~~
- ~~• Network account~~
- ~~• Depending upon grade level: desktop computer, ipad, and/or chromebook~~

Digital Citizenship

The Waunakee School District expects all users to demonstrate good digital citizenship. They are expected to:

1. Use digital tools, the network, and the internet appropriately for their position's needs.
2. Use only their own accounts.
3. Follow international copyright laws.
- ~~4. Use digital tools in a manner that does not distract others.~~

- ~~5-4~~ Be ~~polite and productive~~ professional and courteous in their online communications as a representative of the district.
- ~~6-5~~ Treat all equipment with care.
- ~~7-6~~ Respect the work and privacy of others.
- ~~8-7~~ Keep passwords and login information private.
- ~~9-8~~ Alert ~~a staff member~~ an administrator if they receive or learn of threatening or inappropriate online communication, or activity.
- ~~10-~~ ~~Tell an administrator or IT staff member if they read something on the internet that makes them feel uncomfortable.~~
- ~~11-9~~ Use only district authorized software and browsers.
- ~~12-10~~ Refrain from sharing personal information on the internet.
- ~~13-11~~ Record or take pictures of others only after obtaining their permission.
- ~~14-12~~ Remember that all your network activities are monitored and retained, ~~cyberbullying will not be tolerated.~~

Responsibility

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Therefore, acceptable use behaviors and safety policies are outlined below. The District staff and parents and guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, the staff is also responsible for monitoring student use of the Internet while in their classrooms. Although it is unlikely, individual users might gain access to inappropriate materials despite supervision and technology protection measures. Any observed intended, or unintended access to inappropriate material should be immediately reported to an administrator.

The individual user, student and staff alike, is ultimately accountable for all activities conducted while using the Internet, network, or other district instructional technology resources. The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. ~~If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.~~

Terms and Conditions of Use

The following guidelines were written to correspond with federal and state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996, Children’s Internet Protection Act, 2000).

1. Acceptable Use

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- a. The Waunakee Community School District has established the computer network and other instructional technologies for a “limited educational purpose,” which includes classroom activities, career development and teacher-approved self-discovery activities.
- b. The use of these resources must be in support of education and research and consistent with the educational objectives of the Waunakee Community School District.
- c. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- d. Use any social media application with caution, please be aware that all social media related to staff may be subject to district policies regarding public records. Refrain from communication with students using social media.
- e. Staff may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fund-raising for political activities may not be conducted using the network.
- f. The computer network is not for commercial purposes.

~~g.-f.~~ Staff may not use the network to offer or provide products and services of a commercial nature.

~~h. g.~~ The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

3. Technology Protection Measure

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- ~~▪ —obscene, as defined by the Miller test. Any material that satisfies this test may be found obscene.~~
- child pornography, as defined in Section 2256 of Title 18, United States Code; or
- harmful to minors.

a.- The Waunakee Community School District employs technology protection measures to protect students and other individual users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to our network.

b. One of these technology protection measures shall be an Internet management application, or filter.

- The District shall filter websites that contain obscenity, child pornography, materials harmful to minors, and may filter sites that interfere with the educational objectives of the school or make excessive demands on network resources.

- The filter’s database shall automatically download updates frequently to keep the protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.

- Filtering shall be effective throughout the entire network.

c The District shall utilize firewall technologies to assist in preventing unauthorized access.

d The District has the capability to monitor Internet access and may check an individual’s record of access.

5. E-mail and other electronic communication

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a. All network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not write messages that will harass, offend, or insult anyone.
- Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly forbidden.
- Users may not knowingly receive e-mail containing pornographic material or other inappropriate information and data. Please report all inappropriate materials to administration.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Exercise caution if you receive an unexpected attachment. Contact the system administrator, a technician, or a lab assistant if you suspect a virus.
- E-mail attachments that you create or forward should be consistent with the educational mission of the school district.

b For your personal protection, do not give out your address or phone number.

c Note that e-mail and other electronic communication is not private, privileged, or confidential. People who operate the system have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.

d E-mail may be subject to district policies regarding public records.

6. Security

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a. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, or lab assistant

b. Do not use another individual’s account or password.

c. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

d. Any user identified as a security risk or having a history of problems with other computer systems may be restricted or denied network access.

7. Network Resources

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a. Network resources, including but not limited to storage and connectivity, are limited. Avoid excessive demands on network resources.

b. Excessive demands on network resources are subject to restriction by the system administrator. Repeated excess demand on network resources will result in termination of access and possible administrative action.

8. Vandalism

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a. Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.

b. This includes, but is not limited to, the loading or creation of computer viruses and any attempt to bypass network security.

9. Consequences for Violations of the Acceptable Use Policy

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a. Violation of any provision of the Acceptable Use Policy may lead to termination of access. School administrators will determine consequences for inappropriate use.

b. An administrator of the school may request the system manager to suspend specific staff user accounts until the incident is reviewed. The district may temporarily deny access to maintain network function or prevent a criminal act pending the disciplinary process.

c. Staff will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.

d. First time violations of a minor nature may be addressed through administrative counseling.

e. Individuals may be subject to action under existing Board of Education Policies, school rules, and contractual agreements.

f. Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.

▲ Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, staff dismissal.

▲ The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state, or federal officials in any investigation concerning illegal activities conducted through the District's network.

10. Privacy

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a. Files in individual, unshared, staff folders should not be viewed by other staff, with the exception of the system administrator, technical personnel, and supervisors.

b. Files in shared folders are not private.

c. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Communication with commercial website operators will be governed by the Children’s Online Privacy Protection Act.

d. The system administrator and technical personnel have the ability to access personal files, including e-mail.

e. Regular network maintenance and monitoring may detect violations of the acceptable use policy.

f. The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.

g. The district retains control of all data stored on all district-owned servers and devices and may exercise this control to monitor compliance with this policy.

11. **Warranties of Service**

a. The Waunakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

b. The WCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

c. The WCSD is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

d. Use of any information obtained via the Internet is at your own risk.

e. The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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Adopted: 1/10/96

Revised: 6/8/98

February 2002

February 2009

August 2018

March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

STUDENT INTERNET SAFETY AND ACCEPTABLE USE POLICY

for Network Access

in the Waunakee Community School District

~~363.2 Rule 2 365 Rule 2 – Students~~

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Intent

The Waunakee Community School District will provide students access to technology resources including mobile devices and the Internet to support educational excellence in all our schools. The concept of internet safety and technology use has fundamentally changed and will continue to change in the future. It has become clear that safety is not just an exercise in protecting students from online dangers or reducing risk for the district population; internet safety also means our students are good digital citizens.

The purpose of public education is to prepare students for life and work. In the world of work, students will encounter many different situations and technologies. As part of the educational process, students will learn that with access to technology comes responsibility. Whoever uses the Waunakee Community School District computer network and other instructional technology is expected to behave ethically and to comply with District policy and administrative guidelines.

The Waunakee Community School District has revised this policy in accordance with the Children’s Internet Protection Act to comply with all federal requirements. This includes an Internet safety policy and a description of the technology protection measure in place. The district’s student safety program will educate students about appropriate behavior, on social media and chat rooms and generate awareness regarding cyberbullying and how to respond to it. In addition, the policy addresses general network acceptable use.

Available Resources

~~Below is a list of the resources that will be made available to all students. This list serves as base level of resources for our technology related work.~~

- ~~• Internet access~~
- ~~• News and library databases~~
- ~~• Software and other sources for school use~~
- ~~• Electronic file storage~~
- ~~• Network account~~
- ~~• Depending on educational project and grade level each student will have a desktop computer, ipad, or chromebook available.~~

Digital Citizenship

The Waunakee School District expects all users to demonstrate good digital citizenship. They are expected to:

1. Use digital tools, the network, and the internet for class assignments as directed by teachers.
2. Use only their own accounts.
3. Follow international copyright laws.
4. Use digital tools in a manner that does not distract others.
5. Be polite and productive in their online communications.
6. Treat all equipment with care.
7. Respect the work and privacy of others.
8. Keep passwords and login information private.
9. Alert a staff member if they receive or learn of threatening or inappropriate online communication, or activity.
10. Tell an adult if they read something on the internet that makes them feel uncomfortable.
11. Use only district authorized software and browsers.
12. Refrain from sharing personal information on the internet.
13. Record or take pictures of others only after obtaining their permission.
14. Remember that all your activities are monitored and retained; cyberbullying will not be tolerated.

Responsibility

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Therefore, acceptable use behaviors and safety policies are outlined below. The District staff and parents and guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, the staff is also responsible for monitoring student use of the Internet while in their classrooms. Although it is unlikely, individual users might gain access to inappropriate materials despite supervision and technology protection measures. Any access to inappropriate materials (intended or unintended) should be immediately reported to a staff member.

The individual user, student and staff alike, is ultimately accountable for all activities conducted while using the Internet, network, or other district instructional technology resources. The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.

Terms and Conditions of Use

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The following guidelines were written to correspond with federal and state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996, Children’s Internet Protection Act, 2000).

1. Acceptable Use

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- a. The Waunakee Community School District has established the computer network and other instructional technologies for a “limited educational purpose,” which includes classroom activities, career development and teacher-approved self-discovery activities.
- b. The use of these resources must be in support of education and research and consistent with the educational objectives of the Waunakee Community School District.
- c. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- d. Use any social media application with caution, please be aware that all social media related to student may be subject to district policies regarding public records. Refrain from communication with students using social media.
- e. Students may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fund-raising for political activities may not be conducted using the network.
- f. The computer network is not for commercial purposes.
- g. Students may not purchase products or services via the network without the permission of their principal.
- h. The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

2. Student Use of Mobile Devices

~~For~~Students who are supplied a district issued mobile device (iPad or Chromebook), this device is for the students use for their education. Students should treat devices as if it is their own. Students are responsible for the care of their district device. The district has provided these devices for educational use, instruction, research, and the facilitation of communication, collaboration, and other district-related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace. The district reserves the right to prioritize who uses the network resources and can access all other computers systems. The ultimate responsibility for acceptable use is the sole responsibility of the individual user.

- a. Devices may be used in class only with permission of the teacher.
- b. During unscheduled time, devices may be used in the hallways, computer labs, study halls, and LMTC’s unless otherwise directed by the classroom teacher or area supervisor.

- c. Devices should not be heard at any time. They must always be in silent mode, or used with headphones.
- d. Due to the camera capabilities, devices are never allowed to be in sight or in use in bathrooms or locker rooms.
- e. Inappropriate content may not reside on the device. This includes, but is not limited to, obscene material, material that depicts illegal or violent actions, material that may be used to threaten the safety and wellbeing of others, and software that is used to facilitate breaking security systems.
- f. Students should have no expectation of privacy in regard to device use.
- g. WCSD reserves the right to examine files and materials stored on a student's device as needed to monitor acceptable use under the Districts Internet Safety and Acceptable Use Policy.

3. **Technology Protection Measure**

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- ~~obscene, as defined by the Miller test. Any material that satisfies this test may be found obscene.~~
- child pornography, as defined in Section 2256 of Title 18, United States Code; or
- harmful to minors.

a.- The Waunakee Community School District employs technology protection measures to protect students and other individual users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to our network.

b. One of these technology protection measures shall be an Internet management application, or filter.

- The District shall filter websites that contain obscenity, child pornography, materials harmful to minors, and may filter sites that interfere with the educational objectives of the school or make excessive demands on network resources.

- The filter's database shall automatically download updates frequently to keep the protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.

- Filtering shall be effective throughout the entire network.

c. The District shall utilize firewall technologies to assist in preventing unauthorized access.

d The District has the capability to monitor Internet access and may check an individual's record of access.

4. **Privileges**

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- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.
- b. The district provides information and training in proper use of the network. That instruction may include additional guidelines not mentioned in this policy.
- c. Students may bring personal laptop and handheld computers or other devices to school under certain conditions, ~~and, in some instances, formal agreements.~~ Personal devices will only be allowed to connect to the Guest WiFi.
 - The District may examine computers and other electronic devices and search their contents, if there is a reason to believe that school policies, rules, or regulations have been violated. Individuals should have no expectation of privacy in the use of the district network.
 - While the student's laptop, handheld computer, or other electronic device is at school, it is an instructional tool and must be used for school curriculum only. It may not be used as an entertainment system.
 - Student-owned digital tools at school are to be used in compliance with the policies, rules, and regulations of the District. The Parent/Guardian and the Student will be bound by all policies and regulations of the District applicable to the use of instructional technology and access to the Internet. Any violation of such policies, rules and regulations may result in the exclusion of the device from school.

5. **E-mail and other electronic communication**

- a. All network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not write messages that will harass, offend, or insult anyone.
 - Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly forbidden.
 - Users may not knowingly receive e-mail containing pornographic material or other inappropriate information and data. Please report all inappropriate materials to administration.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - Exercise caution if you receive an unexpected attachment. Contact the system administrator, a technician, or a lab assistant if you suspect a virus.
 - E-mail attachments that you create or forward should be consistent with the educational mission of the school district.
- b. ~~Electronic mail (e-mail) privileges or accounts may be given to students for specific assignments.~~ Any e-mail, chat, or other direct electronic communication for instructional purposes will be closely supervised.
- c. E-mail, chat, or instant messaging via the Waunakee School District Network is not to be used for the personal use of the student.

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- d. For your personal protection, do not give out your address or phone number.
- e. Note that e-mail and other electronic communication is not private, privileged, or confidential. People who operate the system have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.
- f. E-mail may be subject to district policies regarding public records.

6. **Security**

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- a. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, or lab assistant. Students should report security issues to a building administrator, teacher, or lab assistant. Do not demonstrate the problem to other users.
- b. Do not use another individual's account or password.
- c. Attempts to logon to the network as a system administrator, or with another user's account will result in cancellation of user privileges.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be restricted or denied network access.

7. **Network Resources**

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- a. Network resources, including but not limited to storage and connectivity, are limited. Avoid excessive demands on network resources.
- b. Excessive demands on network resources are subject to restriction by the system administrator. Repeated excess demand on network resources will result in termination of access and possible administrative action.

8. **Vandalism**

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- a. Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.
- b. This includes, but is not limited to, the loading or creation of computer viruses.

9. **Consequences for Violations of the Acceptable Use Policy**

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- a. Violation of any provision of the Acceptable Use Policy may lead to termination of access. School administrators will determine consequences for inappropriate use.
- b. An administrator, teacher, or other staff member of the school may request the system manager to suspend specific student user accounts until the incident is reviewed. The district may temporarily deny access to maintain network function or prevent a criminal act pending the disciplinary process.
- c. Students will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.

d. First time violations of a minor nature may be addressed through teacher or administrative counseling.

e. Individuals may be subject to action under existing Board of Education Policies, school rules, and contractual agreements.

f. Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.

- Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, student expulsion

- The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state, or federal officials in any investigation concerning illegal activities conducted through the District's network.

10. Privacy

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a. Files in individual, unshared, student folders should not be viewed by other students.

b. Files in shared folders are not private.

c. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Communication with commercial website operators will be governed by the Children's Online Privacy Protection Act.

d. The system administrator and technical personnel have the ability to access personal files, including e-mail.

e. Regular network maintenance and monitoring may detect violations of the acceptable use policy.

f. The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.

g. The district retains control of all data stored on all district-owned servers and devices and may exercise this control to monitor compliance with this policy.

11. Warranties of Service

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a. The Waunakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

b. The WCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

c. The WCSD is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

d. Use of any information obtained via the Internet is at your own risk.

e. The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted: 1/10/96

Revised: 6/8/98

February 2002

February 2009

August 2018

March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OBJECTION TO THE USE OF INTERNET

365-Exhibit

This objection applies to the _____ school year, and must be specifically renewed at the beginning of each school year.

Student's Name (please print):

Student's Grade:

I object to my child/student, _____, using the Internet during the _____ school year.

Parent's (or Guardian's Signature:

Date Signed:

RETURN MAIL OR BRING THIS FORM TO CHILD'S SCHOOL:

Waunakee High School LMTC
Attn: Director
100 School Drive
Waunakee, WI 53597

Waunakee Middle School LMTC
Attn: Director
1001 South Street
Waunakee, WI 53597

Waunakee Intermediate School LMTC
Attn: Director
303 South Street
Waunakee, WI 53597

Prairie Elementary School LMTC
Attn: Director
700 N. Madison Street
Waunakee, WI 53597

Heritage Elementary School LMTC
Attn: Director
501 South Street
Waunakee, WI 53597

Adopted: 1/10/96

Revised:

Waunakee Community School District

DISTRICT WEBSITE

365.1

The Waunakee Community School District provides the public, staff, and student information through web sites on the internet. Web pages are also used for instructional purposes.

1. The district web page shall be developed and controlled under the supervision of designated staff. No one else is authorized to add, change, or alter district web pages. Building principals shall appoint and supervise the building site coordinator. ~~The central office coordinator shall be the Assistant Director of Instruction.~~
2. District web pages will meet the same criteria established under district acceptable use policies and rules for content (i.e., no information that is inappropriate, obscene, racist, sexist, contains obscenities or inflammatory/abusive language). District sites shall not be linked to sites that do not meet the same criteria.
3. District web pages provide identification consistent with the District policies and rules on student directory data.
4. District web pages shall be maintained and updated on a regular basis.
5. Staff members are encouraged to utilize district web pages to provide information to the public on school events, curriculum, programs, staff vacancies, budget, policies, and staff/student accomplishments. ~~Teachers are encouraged to develop their own pages to support their instructional program subject to these guidelines. However, district web sites are not to be used as “personal web space” as the sites are seen as official publications of the District.~~

Legal Ref.: Section 118.125 Wisconsin Statutes
Children’s Internet Protection Act
Neighborhood Children’s Internet Protection Act
Children’s Online Privacy Act

Cross Ref.: 365-Rule, Internet Acceptable Use Rules
347, Pupil Records
347-Rule (1), Student Record Procedures
823, Access to Public Records

Adopted: 6/8/98
Revised: January 2002
July 2005
XXX, 2023

Waunakee Community School District

TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS (Assistive Technology)

Policy 363.3

Waunakee Community School District

Page 1 of 2

The District recognizes that students with disabilities and other students with special needs may require assistive technology devices and/or services to help them access and benefit from their educational program and achieve related standards and goals.

The District shall provide students with disabilities under the Individuals with Disabilities Education Act (IDEA) with special education and related services, based on their individualized education programs (IEP), as required by law. A student's need for assistive technology shall be determined on a case-by-case basis. If the student's IEP team determines that a particular assistive technology device and/or service is needed in order for the student to benefit from his/her education program, it will be included in the student's IEP.

For purposes of this policy and its implementation with respect to students with disabilities under the IDEA, an "assistive technology device" means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device.

Those students with disabilities or other special needs but not requiring a formal IEP under the IDEA (for example, students with disabilities under Section 504 or under the Americans with Disabilities Act, migrant students, homeless students, students living with poverty and English language learners), will also be considered for assistive technology devices and/or services on a case-by-case basis. In situations where the potential use of such a device or the provision of such a service is unrelated to a disability, the District will consider the device and/or service in relation to the student's identified special need(s).

Legal References:

Wisconsin Statutes

[Section 115.787\(3\)\(b\)5](#) [IEP development; required to consider assistive technology needs]

Federal Laws

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

[Enhancing Education Through Technology Act of 2001](#) (Title II, Part D) [educational technology plans, including state-required policies addressing technology concerns for students with special needs]

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

[Americans with Disabilities Act](#) [disability discrimination; reasonable accommodations]

Cross References:

342.1 Programs for Students with Exceptional Educational Needs

TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS (Assistive Technology)

Policy 363.3

Waunakee Community School District

Page 2 of 2

365 Access to Internet and Other Computer Networks
365-Rule Acceptable Use Policy
411 Equal Educational Opportunities
WASB PRG Sample Policy 1

Adoption Date: July 2005

SCHOOL COUNSELING PROGRAM

Policy 364

Waukegan Community School District

Page 1 of 3

~~(This sample policy is intended primarily to (1) satisfy the requirement that each district develop a policy on guidance and counseling services that includes an express student nondiscrimination statement, and (2) connect the school counseling program to a district's academic and career planning services as outlined in PI 26 of the Wisconsin Administrative Code. Much of the remainder of the sample is intended to reflect the state standards for guidance and counseling as found in PI 8.01(2)(e) of the Wisconsin Administrative Code and the general structure of the Wisconsin Comprehensive School Counseling Model (WCSCM).)~~

A comprehensive and sequential program of developmentally-based school counseling services shall be maintained in grades kindergarten through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services (e.g., planned opportunities for professional development, consultation, and collaboration).

School counseling services shall be planned and provided by District school counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall ~~involve and seek~~ the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

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The school counseling program and services shall be integrated with the District's Academic and Career Planning services at all appropriate grade levels. School counselors shall have an integral role in delivering Academic and Career Planning services and be represented on District-level and building level Academic and Career Planning leadership teams.

The general goals and functions of the District's school counseling program, which shall be reflected in a Board-approved plan for such services, shall be:

~~(Editor's Note: The lists of general goals and functions found below can be adapted to more closely align the sample with local points of emphasis in relation to PI 8.01(2)(e) and the WCSCM.)~~

1. Personal and social development, including the following:
 - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and weaknesses, aptitudes, needs, interests and worth as unique individuals.
 - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
 - c. Assist students in developing problem-solving and decision-making skills.
 - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.

SCHOOL COUNSELING PROGRAM

Policy 364

Waukegan Community School District

Page 2 of 3

~~e. Insert any additional local goals/functions, such as "Assist students in incorporating personal and social self-knowledge into exploration and establishment of personal academic and career goals."~~

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2. Academic development and planning, including the following:

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- a. Assist students in understanding educational requirements and options.
- b. Assist students in understanding and resolving educational difficulties.
- c. Assist students in accepting increased responsibility for their educational and life-planning goals.

~~d. Insert any additional local goals/functions, such as "Assist students in understanding the connections between the exploration and establishment of personal academic goals and various career options."~~

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3. Career development and planning, including the following:

- a. Assist students by helping them develop positive work traits.
- b. Assist students in exploring various career options.
- c. Assist students in identifying and developing career interests.
- d. Assist students in learning career decision-making and goal-setting skills.

~~e. Insert any additional local goals/functions, such as "Assist students in understanding the connections among the exploration and establishment of personal career goals, academic planning and personal/social skills."~~

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Staff members who provide school counseling services and other staff who work collaboratively with school counselors are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

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

SCHOOL COUNSELING PROGRAM

Policy 364

Waukegan Community School District

Page 3 of 3

Legal References:

Wisconsin Statutes

- [Section 115.28\(59\)](#) [academic and career planning]
- [Section 118.01\(2\)\(d\)](#) [educational program goals related to personal development]
- [Section 118.125](#) [maintenance and confidentiality of student records]
- [Section 118.126](#) [privileged communication about student alcohol and other drug problems]
- [Section 118.295](#) [liability exemption for suicide intervention]
- [Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]
- [PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]
- [PI 26](#) [education for employment regulations, including academic and career planning requirements]

Federal Laws and Regulations

- [20 U.S.C. §1232\(g\)](#) [Family Educational Rights and Privacy Act; the federal student records law]
- [34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]
- [34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

Cross References:

- [411-Rule \(1\), Student Discrimination Complaint/Harassment Procedures](#)
 - [346, Student Assessment Program](#)
 - [457, Positive Emotional Development of Students](#)
- WASB PRG Sample Policy 1

Adoption Date: 11/8/82

Revised: 9/14/87

March 1994

January 2002

XXXX, 2023

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STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

Waukegan Community School District

Policy 371.1

Page 1 of 2

(This sample policy presents an approach to the recognition and general oversight of student-initiated, noncurricular clubs and similar groups/organizations. The sample is intended to be consistent with requirements of the federal Equal Access Act, as it applies to public schools that provide secondary education. As written, this sample assumes that the district has at least one high school~~Secondary~~.)

The District permits the formation of voluntary, noncurricular student organizations at the ~~high school~~~~Secondary~~ level. ~~insert, adjust, or remove, as applicable: "and, unless no such organizations are permitted in the applicable school, in grades 6, 7, and 8".~~ **~~(Editor's Note: Districts should consider seeking legal advice regarding the application of the federal Equal Access Act below the high school~~Secondary~~ level. Grades 6, 7, and 8 are listed in the sample text because some schools have middle schools or junior high school~~Secondaries~~ that combine those grades, that offer at least some secondary education opportunities, and that permit the creation of student clubs/organizations.)~~** Such organizations are generally interest-based groups whose meetings and activities are planned and run by current students whose primary school of enrollment and attendance is a District school. While noncurricular student organizations are subject to regulation by the District, they are not District-sponsored and are not District-directed co-curricular or extracurricular activities. A District staff member or other agent of the District may be assigned to qualified noncurricular student organizations for general custodial purposes, including serving as an initial point-of-contact for the group's operational questions.

Third-party individuals or organizations who are not affiliated with the District may not create, be members of, regularly attend, or direct or control the activities of a noncurricular student organization. ~~insert if desired or if necessary to accommodate current practices: "However, students who are residents of the District but who are currently enrolled in and attending a private school, homeschool, or tribal school may be permitted to join a noncurricular student organization if the student meets the organization's membership criteria (insert if desired: ", if the student attends at least one class in the District during the relevant school year,") and if the administration determines that such membership is feasible in light of the meetings and activities of the organization."~~ **~~(Editor's Note: Many districts do not extend the privilege of participation to resident students whose primary school program is not within the public schools of the district.)~~**

To take advantage of access to school facilities (e.g., for meeting time/space) and any other benefits that may be offered to noncurricular student organizations at a particular school, such an organization must be registered through a process that shall be administratively defined.

1. The administration is authorized to establish lawful criteria and procedures for the registration, recognition, operation, and possible discontinuation of noncurricular student organizations, which may include, for example, a requirement for a showing of interest and/or a requirement to hold regular meetings or other activities at school. Such criteria and other rules may vary by school, subject to final oversight by the District Administrator or his/her administrative-level designee.¹

¹ You might choose to incorporate some of the conditions specified for non-curriculum related groups in your current policy 371 here. Note that some of those conditions are addressed in other parts of this policy sample.

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STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

Policy 371.1

Waukeek Community School District

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- The registration and operation of a noncurricular student organization may be denied for lawful reasons, such as that the group intends to engage in or advocate criminal conduct or engage in or advocate activities that pose an unreasonable risk to health and safety.
- Noncurricular student organizations may not discriminate in their membership or in their activities in a manner that would violate the District's student nondiscrimination policies. However, the District also acknowledges its obligation to avoid engaging in any unlawful discrimination against any proposed or active student organization, or participating student, on the basis of, for example, the religious, political, or philosophical content or viewpoint of such an organization or its activities or speech.
- ~~4. Insert if desired: "A noncurricular student organization must be able to identify its regular/official members to the District. No secret society/organization is eligible to be recognized as a noncurricular student organization."~~

The District reserves all lawful power and authority to maintain order and discipline on District premises, to prevent disruption of instructional time and activities, and to protect the well-being of students and staff. If the District determines that a student's conduct inappropriately disrupts the meetings or activities of a noncurricular student group, or that any student's conduct violates other District policies, rules, or directives, the District may deny the student permission to continue to participate in the group and the student may be subject to other District-imposed disciplinary consequences.

Legal References:

Wisconsin Statutes
[Section 118.13](#) [student nondiscrimination]

Wisconsin Administrative Code
[PL 9](#) [student nondiscrimination]

Federal Laws
[20 U.S.C. §§4071-4074](#) [Equal Access Act; denial of equal access prohibited]

Cross References:

[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures](#)
[830, Public Use of School Facilities](#)
[WASB PRG 371.1 Sample Policy 1](#)

Adoption Date: 4/22/91

Revised: March 1994
January 2002

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STUDENT PUBLICATIONS

The Board of Education encourages the use of school-sponsored publications to express students' points of view. They shall be free from all policy restrictions except those identified in the district's policy on student expression activities (the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice). Student publications shall provide as much opportunity as possible for the sincere expression of student opinion. The student editorial staff and faculty advisor shall establish editorial policy which promotes responsible journalism. Continuation of student publications is subject to budget considerations and student interest.

Legal Ref.: Sections 120.12(2) Wisconsin Statutes
120.13
Hazelwood School District v. Kuhlmeier 56 U.S.L.W. 4079 (1988)

Cross Ref.: 440 Student Expressions-Activities
851, Advertising in the Schools

Adopted: 11/8/82

Revised: March 1994

Waukegan Community School District

STUDENT SOCIAL EVENTS

The Board of Education believes that social activities in school life assist students in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore, school groups and classes may use school facilities to hold social events for their membership.

Well-conceived and well-managed social events are vital to the healthy growth of young people. Parties, dances, banquets, and comparable social events have an important place in a well-rounded school program. The staff is encouraged to use such events intelligently and in the best interests of students, parents/guardians, and the school.

The building principal shall have the authority to regulate all student social events.

Proper chaperoning shall be provided under direction of the principal.

Legal Ref.: Section 120.12(2) Wisconsin Statutes

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

STUDENT FUNDRAISING ACTIVITIES

374

The Board of Education will allow student fund-raising activities for school-related projects only on a limited basis and only if each case can be defended on the merit of the program. The activity must be approved by the faculty advisor and the building principal through the District’s fundraising procedures.

No material shall be used which advertises any particular brand of goods and the students will not solicit business going door-to-door without Board approval. Competition between District businesses and the Waunakee Community School District shall be avoided whenever possible.

The Board prohibits any door-to-door fundraising activities by students below grade nine (9) for any school activities or school-related activities. (PTO, Booster Clubs, etc.) Door to door sales must be done by a minimum of two or more students together. Safety rules shall be reviewed by the supervising director with all students going door to door.

Booster Clubs shall consult with the district’s Activities Director on specific fundraising activities as-well-as the use of students in these activities. PTO’s shall consult with the building principals on specific fundraising activities as-well-as the use of students in these activities. Questions of the appropriateness of Booster Clubs or PTO fundraising activities shall be brought to the attention of the superintendent.

The Board discourages fundraising by students age twelve (12) or younger and will approve this activity only for special or unique reasons.

Individual and/or family incentives shall not be utilized at the elementary or middle school level. Group rewards (party or program) to celebrate a successful sale are allowable at the elementary and/or middle school level. Participation in fundraising activities is to be voluntary on the part of students and families.

Student groups and booster groups are encouraged to raise funds through service projects and by using local vendors for resale of products. However, should a fundraising company or fundraising organization be considered for involvement in a project, they must provide a disclosure statement to the school principal that outlines the per unit cost of the product to the company, other per unit costs for the fundraising company, the per unit “profit” for the school group sponsoring the fundraising, and the per unit profit for the company. Any outside fund raising companies or organizations shall not utilize individual/family incentives or prizes for students at the elementary or middle school level.

374 continued

~~Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA) and (2) meet other applicable District-established nutrition guidelines. The building principal may allow a limited number of fundraisers by student groups involving the sale~~

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~~of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).~~

Student fundraising activities shall be approved, through the District’s fundraising procedures, as follows:

FUNDRAISING GOAL	REVIEW & APPROVAL REQUIREMENTS
Up to \$9,999	Building Principal* – Review & Approve
\$10,000 to \$24,999	Building Principal* – Review & Recommend Approval to District Administrator District Administrator – Final Approval
\$25,000 +	District Administrator – Review and Recommend Approval to Board of Education Board of Education – Final Approval

*The Activities Director shall follow the review/approval process for any/all booster club fundraising activities.

~~Funds raised by student groups under this policy will be held by the District on behalf of the applicable organization, club, or other student group and shall be managed in accordance with sound business practices and applicable District policies and procedures, including the District’s policy on student activity funds management.~~

Administration will provide an annual report to the Board of Education in July.

Wisconsin Statutes

~~Section 103.23(2) [minors under 12 participating in fundraising activities]~~

~~Section 118.12 [sale of goods and services at schools]~~

~~Section 120.16(2) [board treasurer duty; account for extracurricular activities funds]~~

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Federal Laws and Regulations

~~Healthy, Hunger Free Kids Act of 2010 [school wellness policy requirements, including requirements related to food sold during the school day]~~

~~“Smart Snacks” Rule [minimum nutrition standards for all foods sold outside of the school meal program during the school day]~~

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~~Legal Ref.: Section 103.23 Wisconsin Statutes~~
~~103.67~~
~~118.12~~

Cross Ref.: 375, Student Activity Funds Management
850, Public Sales and Solicitations on School Property
851, Advertising in the Schools
881.1-Exhibit Parent Organization/Booster Club Relations and Information
Guidelines
[WASB PRG 374 Sample Policy 1](#)

Adopted: November 1982

Revised: April 1991
March 1994
December 1996
January 1998
October 1998
March 2000
May 2000
January 2002
March 2006
July 2010
August 2018
Xxxx, 2023

Waunakee Community School District

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STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education encourages fund-raising activities to support student clubs, organizations, class functions, and other activities. However, funds raised for school-sponsored activities must be turned over to the District treasurer, as required by law, and accounted for by the Board.

To help the Board fulfill this obligation, the principal will:

1. Assign a faculty advisor to each student group that wishes to raise funds for its activities.
2. Inform the advisor that each fund-raising activity and each disbursement of funds must be approved in advance by the building principal.
3. Inform the advisor of his/her responsibility to document the collection and disbursement of all funds.

Funds raised by students and deposited in the District's accounts may earn interest which will be credited to the student group which raised the funds. No account shall be allowed to operate with a negative balance. Exceptions may be made by the Principal if there is reasonable expectation that a negative balance is temporary and will be corrected with the collection or raising of funds. Any funds left in the account at the end of a school year may be carried over to support activities in the next school year, with the exception of funds raised by the senior class. Senior class officers, after covering the expenses and activities of their class, may designate, with principal approval, how remaining funds will be spent. However, the funds unspent or undesignated for certain expenditures when the class graduates will become part of the District's general fund or transferred to other activity accounts. Periodically the Principal shall take action to assign funds from inactive accounts to designated active accounts.

Annually, the Board of Education shall review and approve all student activity accounts based off a report generated from the district's financial accounting software.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes
120.16(2)(5)
66.042
21 OP Atty. Gen. 376.1932

Cross Ref.: 652, Revenues from Investments
661, Depository of Funds
680, Fiscal Accounting and Reporting
684, Audits

Adopted: 11/8/82
Revised: March 1994
January 2002
March 2011
XXXX, 2023

STUDENT PERFORMANCES

Teachers shall be encouraged to make students available for public performances when such performances contribute to the educational process and do not excessively interfere with other scheduled activities or classes.

1. All performances involving the use of students shall be approved by the building principal.
2. The extended use of one particular group of students shall be discouraged.
3. Students participating in a performance shall conduct themselves in a manner appropriate for their ages and in such a way as to bring credit to their school.
4. Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited.
5. Student organizations or groups shall not be paid for participating or performing when they represent the school, but donations may be accepted.

Legal Ref.: Sections 118.13 Wisconsin Statutes
120.13
PI 9, Wisconsin Administrative Code

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedures
411, Equal Educational Opportunities

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

OUT OF SEASON ATHLETIC CLINICS/LEAGUES

379/831

The Waunakee Community School District Board of Education recognizes the interest and positive aspects of the young people of the community being involved in organized sports leagues and clinics. However, there are concerns about the impact these programs, if not regulated, will have on the time young people, especially below the high school age, have to complete school work and be involved in school activities. Additionally, these programs, if not properly structured and operated, could jeopardize the athletic eligibility of student athletes in WIAA sanctioned sports in the middle and high school.

Therefore, the Board of Education has adopted the following policy and procedures to guide administration, staff, and community members on the use of school facilities for these activities and to allow for a review of activities that may endanger a student's eligibility to participate in district sponsored athletic programs.

1. Any requests for facility use for the purpose of conducting an athletic clinic (or similar activity), practice, or competition for students in grades 7 through 12 will be sent to the ~~activities~~ athletic director for review before granting permission for the use of the facility. The ~~activities~~ athletic director will determine if the activity is in compliance with WIAA rules and regulations. Use will be denied if there is a probable violation of these rules and regulations.
2. Individuals applying for facility use for clinics, practice or competition shall be provided a copy of the WIAA regulations on "out-of-season" clinics.
3. The district shall not grant permission to use school district facilities for athletic clinics, practice or competition to programs for participants in sixth grade or younger that will conclude after 9:00 p.m. on an evening preceding a day school is scheduled.

Facilities will not be scheduled for non-school athletic clinics, practice or competition that will conclude after 10:00 9:30 p.m on any evening.

4. District varsity coaches in cooperation with the ~~activities~~ athletic director, shall develop and publish a statement of their "philosophy" on out of season clinics/competitions. This shall be shared with parents/guardians and booster club members. The intent is to provide support for having student-athletes involved in as many different athletic opportunities as reasonably possible without it negatively impacting academic excellence, family life, or future athletic opportunities.

~~5. The Board of Education or designee, on an annual basis, may approve the use of district owned school uniforms, equipment or apparel. No out of season, non school use of school uniforms, equipment or other athletic apparel can be used without approval by the Board of Education or designee.~~

Legal Ref.: Sections 120.13(17) Wisconsin Statutes
120.13

Cross Ref.: 830, Public Use of School Facilities
WIAA Handbook

Adopted: 6/8/98

Revised: January 2002
May 2005
August 2013
XXX, 2023

Waunakee Community School District

TEACHING ABOUT CONTROVERSIAL ISSUES

The consideration of controversial questions shall have a legitimate place in the work of the Waunakee Schools. Young people must meet and face such questions in order to gain experience in handling them under circumstances that promote consideration of all pertinent factors.

The decision as to whether a controversial question shall become a part of school curriculum shall be based on such considerations as the timeliness of the question, the maturity of the students, the needs of the students, and the philosophy and goals of the Waunakee Community School District.

Questions regarding controversial issues should be addressed to the building principal. Questions not resolved by the building principal should be submitted to the superintendent in writing who shall act upon the question and report his/her actions to the Board of Education. The Board shall have final authority regarding questions arising from teaching about controversial issues.

Legal Ref.: Sections 118.01(2)(d) Wisconsin Statutes
118.019

Cross Ref.: 110, Educational Mission Statement
381.1, Teaching About Religion
310, Instructional Goals
341.3-Rule, Health Education Parental Objection
341.31, Family Life Education (Human Growth and Development)
411.1, Equal Educational Opportunities
871, Public Complaints About the Curriculum or Instructional Materials

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Waukeek Community School District

Policy 381

Page 1 of 4

~~(This sample policy affirms that the exploration of controversial issues by and with students serves a number of valid and important educational objectives, while also recognizing that the appropriate approach to a controversial topic or issue will be highly context sensitive. This sample sets forth an expectation that district employees will exercise sound professional judgment in a manner that applies general guidelines in specific contexts.)~~

On both a planned and unplanned basis, the education process sometimes encounters topics that are considered controversial, such as when a topic:

1. Can reasonably be expected to make individuals in a class or other group feel uncomfortable, distressed, or even threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional, disagreement regarding the appropriate solution; and/or
6. May cause some parents and guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable.

Controversial topics and issues, as addressed by this policy, generally touch on matters of significant social, moral, and/or ethical consequence and can include sensitive matters dealing with race, sexuality, religion, politics, social violence, or a recent tragedy, but controversial topics can also be encountered in areas such as science, history, literature, and art.

The appropriate and acceptable approaches to the presentation, discussion, and analysis of potentially controversial topics by educators within a class or other school activity will vary depending on factors such as the specific topic, the context in which the topic arises (who, how, when, etc.), and the age of the students involved in the instruction or discussion. While the exploration of controversial topics can serve a number of valid and important educational objectives, in some situations the appropriate decision will be for a teacher or other educator to not engage students on the topic or issue.

When considering how to approach controversial topics and issues, District employees are expected to exercise sound professional judgment in a manner that is consistent with the specific context and with the following general guidelines and any additional administrative guidelines that may be implemented:

~~Editor's Note: The general guidelines listed below are presented as examples. The list can be modified to better reflect local expectations. In addition, some districts may prefer to adjust the~~

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ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

Waukeek Community School District

Page 2 of 4

wording of the sample so that all of the guidelines that appear in the list below can be converted into an administrative rule.)

1. When a controversial topic is an inherent part of a prescribed curriculum *insert example, if applicable: "(e.g., human growth and development)"*, the employees who are responsible for implementing the curriculum are expected to teach about the topic in a manner that adheres to and that is consistent with the prescribed curriculum.
2. When either the approved curriculum or a supervising administrator directs an employee to avoid teaching or addressing a controversial topic/issue with students in a particular context, the employee is expected to adhere to such directives. The employee should address any concerns about such a directive to a supervising administrator.
3. Teachers are generally expected to avoid the pursuit of controversial topics that have no substantial connection to the curriculum the teacher is charged with delivering. For example, in a math class, a math teacher should not direct a learning activity about religion and religious controversies. An exception to this general rule may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-parent communication is normally appropriate when such an exceptional situation arises unexpectedly.
4. District employees may not use their position to attempt to indoctrinate or convince students to adopt the employee's personal beliefs or personal world view with respect to controversial subjects/issues. District employees also shall not demonstrate any improper favoritism toward students who may share or who express support for beliefs, positions, or opinions on controversial issues that are consistent with those held by the employee.
5. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic or issue, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other positions/responses.
6. Within a class or other school-sponsored activity that explores a controversial issue, the District's expectation is that the educator who is responsible for the class or activity will serve as a facilitator who does not exhibit bias and who strives to conduct the learning activity and direct the related discussion in a manner that is respectful, non-threatening, productive (e.g., focusing on inquiry, analysis, and synthesis of information), and developmentally appropriate.
7. Teachers and other staff members are expected to proceed with particular caution with younger students, as such students generally are less able to understand and process the complexities that underlie many controversial issues and can be more susceptible to being

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¹ Note that the paragraph above and everything below this editor's note are local policy choices – the board and administration should carefully review this entire policy and determine if it works for your district.

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

Waukeek Community School District

Page 3 of 4

unduly influenced and/or believing they are expected to adopt a particular position or belief, even when that is not the intent.

8. Prior to introducing a lesson, unit, or activity that will involve a controversial topic or issue, educators are expected to determine whether any applicable law or District policy or procedure requires staff to take steps such as obtaining advance administrative approval, providing advance parent and guardian notice, obtaining parental consent, or providing an opportunity for a parent or guardian (or adult student) to opt-out of participation. For example, federal law and related District policies require, at a minimum, parent notice and an opt-out opportunity prior to the administration of certain "protected information" surveys to students (i.e., surveys that address certain controversial or otherwise-sensitive topics).
9. Even when there is no law or District policy or procedure that expressly requires such steps, when an educator plans or is required to introduce or cover controversial issues with students, the educator should consider the extent to which it may be appropriate to (a) communicate with parents and guardians about the topic and the activities that will be taking place (whether in advance and/or after the fact), and/or (b) offer and respond to individual requests for alternative materials, lessons, or other accommodations. In making such determinations, educators are encouraged to discuss the matter with a supervising administrator and to evaluate any previous experiences with similar circumstances.
10. Educators are expected to follow established District procedures that apply to the selection and approval of guest speakers and to supplemental media or other similar supplemental content that they specifically assign or present to students. Appropriate advance review and screening of such materials will help to identify and evaluate potentially controversial content.
11. Instructional activities and discussions within a class or other school activity that address controversial issues will be most appropriate when there is a clear curricular connection, a defined and developmentally-appropriate educational purpose/goal, an intentional structure for the activity, and appropriate communication about the activity.
12. Educators who are unsure whether or how to approach a controversial issue in a class or other school activity are expected to communicate such concerns to a supervising administrator who has curricular responsibilities.
13. Educators are expected to notify a supervising administrator if a parent or guardian complains that the teacher or other representative of the school improperly handled a controversial issue or topic.

The guidelines and expectations listed above do not prevent District employees from addressing and requiring students to identify a District-prescribed curricular position, even if some individuals would assert that the curricular position is controversial or incorrect.

Parents and guardians should be aware that, consistent with this policy, the Board's position is that it is neither necessary nor desirable for District educators to attempt to avoid addressing all controversial issues and topics with students. Further, it is not practical for District educators to

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

Waukeek Community School District

Page 4 of 4

provide advance notice of every topic or issue that will be covered or discussed in a class or other school activity.

When a student has encountered, or when it is known that a student will soon encounter, a controversial issue or topic in a school setting, parents and guardians are encouraged to contact District staff to identify concerns or provide feedback and to directly discuss the issue or topic with their child in the context of the family's values and beliefs.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student nondiscrimination]
- [Section 118.01\(2\)\(d\)2c](#) [student exemption from certain health education activities]
- [Section 118.019](#) [human growth and development instruction]

Wisconsin Administrative Code

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

Federal Laws

- [20 U.S.C. §1232\(h\)](#) [Protection of Pupil Rights Provision of General Education Provisions; various privacy and parent's rights mandates]

Cross References:

- [110, Educational Mission Statement](#)
 - [381.1, Teaching About Religion](#)
 - [310, Instructional Goals](#)
 - [341.3-Rule, Health Education Parental Objection](#)
 - [341.31, Family Life Education \(Human Growth and Development\)](#)
 - [411.1, Equal Educational Opportunities](#)
 - [871, Public Complaints About the Curriculum or Instructional Materials](#)
- WASB PRG Sample Policy 1

Adoption Date: ~~11/8/82~~

Revised: ~~March 1994~~

January 2002

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TEACHING ABOUT CONTROVERSIAL ISSUES

381

The consideration of controversial questions shall have a legitimate place in the work of the Waunakee Schools. Young people must meet and face such questions in order to gain experience in handling them under circumstances that promote consideration of all pertinent factors.

Teachers are generally expected to avoid the pursuit of controversial topics that have no substantial connection to the curriculum the teacher is charged with delivering. For example, in a math class, a math teacher should not direct a learning activity about religion and religious controversies. An exception to this general rule may apply when, for example, a school administrator or leadership team directs or approve the examination of an issue of immediate concern that students are having to process.

The decision as to whether a controversial question shall become a part of school curriculum shall be based on such considerations as the timeliness of the question, the maturity of the students, the needs of the students, and the philosophy and goals of the Waunakee Community School District.

District employees may not use their position to attempt to indoctrinate or convince students to adopt the employee's personal beliefs or personal world view with respect to controversial subjects/issues. District employees also shall not demonstrate any improper favoritism toward students who may share or who express support for beliefs, positions, or opinions on controversial issues that are consistent with those held by the employee.

Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic or issue, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other positions/responses.

Educators who are unsure whether or how to approach a controversial issue in a class or other school activity are expected to communicate such concerns to the building principal. Educators are expected to notify a supervising administrator if a parent or guardian complains that the teacher or other representative of the school improperly handled a controversial issue or topic.

Questions regarding controversial issues should be addressed to the building principal. Questions not resolved by the building principal should be submitted to the superintendent in writing who shall act upon the question and report his/her actions to the Board of Education. The Board shall have final authority regarding questions arising from teaching about controversial issues.

118.019

Cross Ref.: 110, Educational Mission Statement

381.1, Teaching About Religion

310, Instructional Goals

341.3-Rule, Health Education Parental Objection

341.31, Family Life Education (Human Growth and Development)

411.1, Equal Educational Opportunities

871, Public Complaints About the Curriculum or Instructional Materials

Adopted: 11/8/82

Revised: March 1994

January 2002

2023

Waunakee Community School District

Sensitive Topics in the Learning Community WCSD Guide to Lesson Planning and Resource Selection

WCSD Policies

[330](#), [361](#),

Careful planning is paramount in our efforts to create inclusive teaching and learning environments [362](#), [362.1](#), [381](#), [871](#)

WCSD lessons and resources MUST:

- Support the grade level standards
- Be appropriate for the age and developmental level of the students
- Be accurate, current, and research-based
- Reflect sensitivity with regard to gender, race/ethnicity, religion, socio-economic status, social or geographical environment, intellectual and physical abilities

IF your lesson or resource includes sensitive and controversial topics like these:

- | | | | |
|---------------|----------------------|-------------------------------|---------------------------------------|
| Slavery | Rape or sexual abuse | Political affiliation | Violence and physical abuse |
| Genocide | Gender expression | Religious affiliation | Oppressive power structures |
| Abortion | Economic hardships | Sexual orientation | Legalization of controlled substances |
| Death penalty | Immigration policy | Racial slurs & trigger speech | |

THAT IS OKAY because students deserve true and accurate history.

BUT we must

- Create an environment that honors feelings and
- Ease students into these conversations

AND ANALYZE the lesson or resource ahead of time by answering:

1. Whose voices, perspectives, or experiences are **heard and centered** in this resource?
2. What **identities** are included in this resource? Consider all facets of identity: race, religion, gender, gender identity, ability, socio-economic status, ethnicity, sexual orientation, family structure, language, citizenship, age, political viewpoint or affiliation, etc.
3. Are hierarchies and power structures shown through this resource? **Who is benefitting** from the hierarchies and structures?
4. Who is shown to be **harmed** from these hierarchies and power structures? What consequences or forms of oppression are shown or explained?

AND REFLECT using [Readiness Indicators for Sensitive Topics](#)

ALSO

IF the lesson or resource asks students to simulate a situation where one group has power over another...

DON'T USE IT.

This could harm a student.

IF the lesson or resource includes stereotypes of a marginalized group...

ALSO SHOW that these stereotypes are harmful and aid in racist/bigoted thinking.

AND CONSULT your PLC, instructional coach, or administrator. This resource includes hard history, and you need to carefully plan trauma informed talking points.

IF the lesson or resource shows people harmed by systems of power...

ALSO SHOW their resistance and personal agency.

WHAT IF?

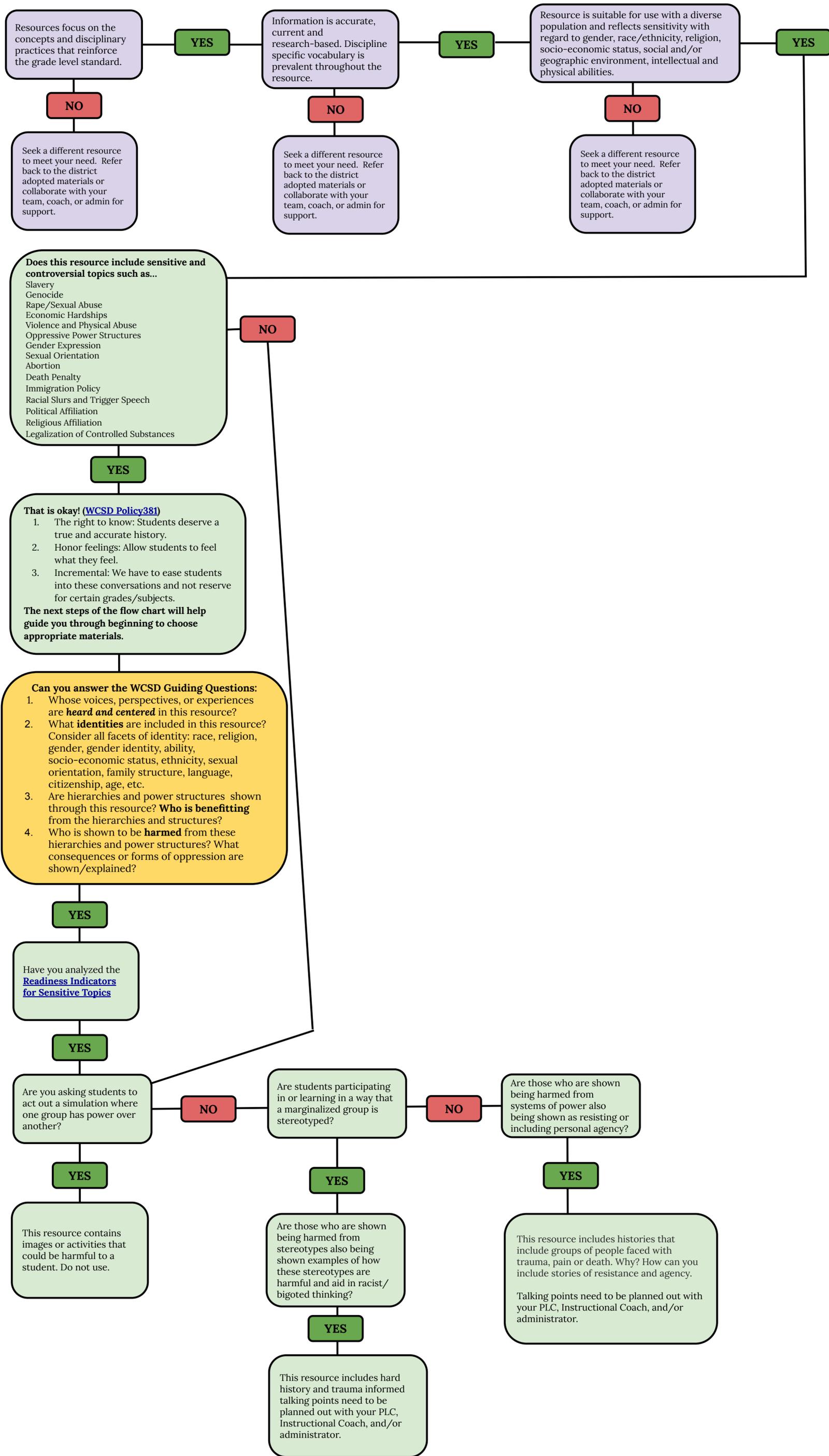
Even with thoughtful consideration, we may cause harm without intending to do so. Should anyone raise a concern related to a topic, resource, or lesson that may be causing trauma, curriculum endorsed prejudice, or any aspect of harm, staff should immediately do the following.

1. **Stop.**
2. **Apologize** for the harm you caused.
3. **Listen** empathetically to those harmed.
4. **Ask** what is needed to repair the harm.
5. **Take action** to follow through.
6. **Alert** your supervisor to the incident.
7. **Seek advice and support** from administrators, instructional coaches, and peers as needed.

WCSD Supplementary Instructional Resource Flow Chart

In accordance with WCSD Policies [361](#), [362](#), [362.1](#), [381](#), [871](#).

Originally created by: D. Fogarty & K.Lundquist 2021
Adapted from: the Sun Prairie Area School District and [The Great Lakes Equity Center](#)



Careful planning and attention to sensitive topics is paramount in our efforts to create inclusive teaching and learning environments. Even with thoughtful consideration, we may cause harm without intending to do so.

Should a concern be raised related to a topic/lesson that may be causing trauma, curriculum endorsed prejudice, or any aspect of harm, staff should immediately do the following.

1. Stop.
2. Apologize for the harm you caused.
3. Empathetically listen to the person(s) who was/were harmed.
4. Ask the person what is needed to repair the harm, and take action to follow through on their response.
5. Alert your supervisor to the incident that transpired.
6. Seek advice and support from administrators, instructional coaches, and peers as needed.

Policies of the Board of Education

Series 300: Instruction

TEACHING ABOUT RELIGION

381.1

The First Amendment to the U.S. Constitution provides both freedom of religion and prohibition against the establishment of religion by the government. The Waunakee Community School District, as an agency of the government, will be neutral with respect to religion and will not engage in any activity that advocates or disparages religion. The Waunakee Community School District will treat the values of all religions -- within the education context -- in an open, forthright way, without advocating or disparaging any religious belief. For policy purposes, the term "religion" includes **other belief systems such as** humanism and atheism as ~~beliefs~~.

This policy is designed to achieve the following objectives:

1. To follow the spirit and letter of the First Amendment regarding individual freedom of expression for students and teachers, while maintaining neutrality toward all religions.
2. To avoid causing uncomfortable feelings on the part of children.

Legal Ref.: First Amendment, U. S. Constitution
Wisconsin Constitution, Article X - Section 3

Cross Ref.: 411, Equal Educational Opportunities
371, Student Equal Access to School Facilities

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CLASS INTERRUPTIONS

382

It shall be the responsibility of the principals to reduce the clerical duties of classroom teachers as much as possible and to reduce to a minimum, interruptions of classroom programs. Teachers should not be called out of their classroom for telephone calls, salesmen, or visitors unless it is an emergency. Secretaries should not interrupt the classroom setting by the use of the "all call" or interschool communication system unless authorized by the building principal.

Cross Ref.: 672.4, Sales/Vendor Relations

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

Service Animals in the School

The Waunakee Community School District recognizes its responsibility to permit students and staff with disabilities to be accompanied by a “service animal” in its buildings, classrooms and at school functions as required by Title II of the Americans with Disabilities Act, its accompanying regulations, and any other applicable laws and/or regulations.

Procedures and a request form to allow a student’s service animal to accompany them at school may be found on the School District’s policy and procedure web page or by contacting the Director of Special Education.

Definitions

Service Animal:

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. For the purpose of this definition, other species of animals, whether wild or domestic, trained or untrained, are not service animals. See 28C.F.R §35.104.

Work or tasks performed:

The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of the work or tasks that can be provided by a service animal may include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, pulling a wheelchair, alerting a person who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition. See 28 C.F.R §35.104.

The animal must be individually trained to do work or a task for the individual with a disability. A “therapy animal” is not a service animal for the purposes of these policies and procedures.

Guidelines

Appropriate questions about the service animal:

If an individual requires the assistance of a service animal in order to effectively participate in the educational programs of the Waunakee Community School District, the school staff may ask:

1. If the animal is required because of a disability; and
2. What work or task(s) the animal has been trained to perform

School staff should not ask about the nature or extent of the person's disability. In addition, school staff should not make additional inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform task(s) for an individual with a disability. (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability.) See 28 C.F.R §35.136

Documentation:

School staff shall require documentation of vaccination status for the animal and additional information required in the Service Animal Request Form, such as proof that the animal has been certified, trained or licensed as a service animal.

Access to areas of the school:

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities or invitees, as relevant, are allowed to go.

Surcharges:

The District shall not require an individual to pay a surcharge to permit the service animal to accompany the person with the disability, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. An individual may be charged the ordinary charges assessed for participation in a program or activity, e.g., tickets to an event. If the District normally charges individuals for the damage they cause, an individual with a disability may be charged for damages caused by his or her service animal.

Animal under handler's control:

A service animal shall be under the control of its handler at all times. A service animal shall have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is controlled with a harness, leash or other tether, the service animal must otherwise be under the handler's control (e.g., voice control, signals or other effective means.).

The owner/handler must ensure that the service animal is not aggressive towards others. The owner and/or handler, shall be liable for any harm or injury caused by the service animal.

Care or supervision:

The District is not responsible for the care or supervision of a service animal, including walking the service animal or responding to the animal's need to relieve itself. The District will provide a location for the animal to relieve itself. The owner/handler of a service animal is responsible for anticipating and identifying when the animal needs to relieve itself to avoid accidents in classrooms, but should be equipped to clean up an in classroom accident promptly. The owner/handler is responsible for cleaning up after the animal in a sanitary manner.

The owner/handler is responsible to keep the service animal from disrupting the educational environment. For example, the service animal is to remain quiet and should generally stay within 24 inches of the handler unless needed to go further to perform work or a task and does not block aisles or doorways.

**Waunakee Community School District
Service Animals in the School**

Request for Service Animal and Service Animal Agreement

Parent/Guardian/Caregiver Name: _____

Student's Name: _____

Grade: _____

What specific work or task(s) has the animal been trained to perform?

What academic, or access need, is served by having the animal perform this work or task(s)?

What specific training has the dog had to perform the tasks outlined above?

Please attach documentation of proper vaccination.

I have read and understand Board Policy 383.1, Service Animals in the School and:

- I agree to provide annual evidence that the service animal’s vaccinations are current.
- I understand that an individual’s service animal shall be under the control of its handler at all times and that the District is not responsible for the care or supervision of an individual’s service animal.
- The District may ask an individual to remove a service animal from the premises if it is not unlawful to do so and if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken or if the animal has an accident (urine or bowel); (3) the service animal “whose behavior or history evidences” a direct threat to the health and safety of those present; or (4) the animal’s presence would “fundamentally alter” the nature of the program, service or activity. Examples may include, but are not limited to, science labs, areas requiring protective clothing, technical education shops with power tools, and food preparation areas.

Parent/Guardian: _____
Signature

Date

Received by: _____
Name and Title

Date

Adopted: February 14, 2022

Waunakee Community School District

Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, May 1, 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 7:30AM.

II. ROLL CALL

Present: Ensign, Frey, Heinemann

Also Present: Guttenberg, Summers, Cramer, Dye, Bauer, Henn, and Rich Stoffels from Vogel Brothers.

III. APPROVE AGENDA

A motion was made by Frey, second by Heineman to approve the agenda as posted.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. HERITAGE ELEMENTARY SCHOOL

A. Structural Steel Install Bids

Summers introduced the agenda item and Rich Stoffels from Vogel Brothers presented and answered questions regarding the structural steel install bids. The committee discussed the topic of local businesses in the bidding process. The low bidder on this portion of the project is JP Cullen with Badgerland having the second lowest bid. Vogel has vetted the scope of the bids and indicated that both bidders have met the requirements of the scope of work.

A motion was made by Heinemann, second by Frey, to recommend that the full board accept the bid for structural steel from Badgerland. Motion carried 3-0.

B. Timeline for Remaining Bids/Guaranteed Maximum Price

Summers introduced this agenda item and Rich Stoffels from Vogel Brothers presented and answered questions regarding the timeline for the bidding/guaranteed maximum price process over the next several months. The committee will be requested to meet before each of the next three School Board meetings to keep the bidding process moving forward.

Discussion took place about a potential Special Board meeting for the masonry scope of the project. Administration will work with Vogel Brothers regarding the timing of bringing future bids to the Facility Committee, followed by the School Board.

C. Approval Process for Contingency Use

Summers presented and answered questions regarding the approval process for contingency funds. The approval process could follow existing School Board policy, or the approval process could be modified with another process. An example of this approval process for the referendum only could be as follows:

\$1 to \$49,999 Superintendent Approval (or Designee)
\$50,000 to \$99,000 Facility Committee Approval
\$100,000 + School Board Approval

A motion was made by Heinemann, second by Frey, to recommend that the full board consider the approval process for the referendum to be as presented. Motion carried 3-0.

VI. REFERENDUM PROJECTS FURNITURE VENDOR SELECTION PROCESS

Summers presented and answered questions regarding an update on the furniture vendor selection process. The Middle School and Heritage Elementary School building level administrative staff both recommended the vendor Atmosphere. The committee requested that information on the process, the administrative recommendation and specific criteria from the chosen vendor be shared with the full board as part of the May 8th agenda packet.

VII. 2023-24 CAPITAL MAINTENANCE PROJECTS

Summers presented and answered questions regarding the review of the 2023-24 capital maintenance projects. The Facility Committee requested that administration consolidate all projects lists into a single, comprehensive list for easier tracking.

For the May 8th School Board meeting, administration is requesting approval of the projects with quotes on this list, which totals \$1,476,365. The \$1,476,365 includes HVAC projects of \$1,015,000 and \$461,365 of annual capital maintenance projects. The total 2023-24 annual capital maintenance projects (including the 2 projects approved last month) would be \$517,000 of the typical \$525,000 annual expenditure for capital maintenance projects.

The committee discussed the awning for the front of the District Administration building. Administration shared that the intent is to lock the front door to the building, similar to all school buildings, and the awning would provide a temporary solution to allow for our building to be more secure until a more permanent solution may be addressed during the referendum work on this building.

A motion was made by Heinemann, second by Frey to recommend that the full board consider approving this list of projects as presented. Motion carried 3-0.

VIII. FUTURE MEETINGS

There was discussion on the need for a facility meeting over the next several months. This will be determined at the full board meeting on May 8th.

IX. ADJOURN

A motion was made by Frey, second by Heinemann, to adjourn this meeting at 8:25AM.

WCSD - New Heritage Elementary School									1-May-23
Structural Steel Erection									
Company	JP Cullen	Badgerland	Cary	Capital Steel Erectors, Inc	SPE	Red Cedar	VBBC Budget	Difference	
Date	1-May	1-May	1-May	1-May	1-May	1-May	1-May	1-May	
Contact	Adam Mentnik/Nathan Kane	Scott Nelson	Andy Clements	Aaron Hellenbrand	Brian Haupt	Dan Wengel	Rich Stoffels	96	
Phone #	(414) 988-0075	(608) 849-7710	(608) 790-0327	(608) 767-3300	(920) 687-1441	(715) 235-0618			
BID									
Structural/Misc Steel	\$ 826,714	\$ 838,000	\$ 878,800	\$ 920,100	\$ 1,084,600	\$ 1,164,400	\$ 850,000	\$ -	
CONTRACT TOTAL	\$ 826,714	\$ 838,000	\$ 878,800	\$ 920,100	\$ 1,084,600	\$ 1,164,400	\$ 850,000	\$ 23,286	

Clarification 1 to Bid Package 02

Wauwaukee Community School District – New Heritage Elementary School

Steel Erection Scope

NOTE: Steel Fabrication has already been awarded to Endres Manufacturing.

NOTE: If bidding both rebar installation and steel erection, provide separate proposals.

- A. Subcontractor to install only metal fabrications as indicated on drawings and specifications. Includes, but not limited to: installation of stub columns at low windows, clips and bent plate at fire walls, steel columns, steel beams, acoustical decking (loose acoustical insulation installed by roofer) and regular metal decking, joists and deck (including all bridging and bracing), edge angles for topping pours, railings and stairs, entrance canopies, columns at planter walls, miscellaneous steel for overhead doors and swings, elevator pit ladders, and roof access ladder.
- B. All welding and anchoring of steel should be included as part of this scope. Includes joist and deck.
- C. Steel moment connections will be the responsibility of this subcontractor. Inspection of these connections is by others.
- D. Subcontractor specifically includes all steel framing and miscellaneous metals installation for all roof hatches, vents, penetrations, etc.
- E. Subcontractor specifically includes coordination with architectural, elevator, mechanical, electrical, plumbing and fire protection contractors during installation. No changes shall be permitted without written approval by the structural engineer.
- F. Subcontractor agrees to install stairs in separate mobilizations if necessary, to allow access to the second floor areas after the adjacent topping has been poured.
- G. Installation of 5 interior stairs should be included.
- H. Subcontractor shall include temporary safety railing and cable system on upper decks and at temporary stair and ladder access installation and removal at construction managers request.
- I. Subcontractor to install elevator hoist beam furnished by and as required by the elevator contractor.
- J. Subcontractor shall include all unloading of steel materials at the project site and all necessary equipment for erection including lulls, cranes, etc.
- K. Subcontractor will acknowledge receipt of delivered materials as checked in by Vogel Bros Building Co.
- L. Steel inspection costs will be by others. This subcontractor will coordinate in the scheduling of inspections with Vogel Bros Building Co.
- M. Work will be sequenced from South to North.
- N. The schedule provided as part of this clarification is for general timing. Steel sequencing, by area, will be done in conjunction with the awarded subcontractor.

2. Labor Rates:

Iron Worker Foremen =

Iron Worker Journeyman =

Iron Worker Apprentice =

Approximate crew size =

Approximate duration =

April 26, 2023

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

Project Description: First (3) HVAC Projects for Referendum Maintenance Budget

Project #1: Replace AHU-5 at the High School

Equipment Price for Initial PO: \$119,000

Total Budget for Project Including Equipment: \$300,000

Lead Time for Equipment: 45 weeks

Notes: Price includes electrical and general construction of doorways to get new equipment in for complete turnkey installation.

Project #2: Replace Chiller at Arboretum Elementary

Equipment Price for Initial PO: \$133,000

Total Budget for Project Including Equipment: \$200,000

Lead Time for Equipment: 43 weeks

Notes: Price includes electrical reconnect and crane for complete turnkey installation.

Project #3: Replace Chiller #2 at the High School

Equipment Price for Initial PO: \$328,000

Budget for Project Including Equipment: \$515,000

Lead Time for Equipment: 47 weeks

Notes: This project includes upgrading from 250-tons to 350-tons. This will include engineering to select the new chiller, pumps, piping, etc. That design is included in the equipment PO price. The overall budget includes an allowance for electrical, roofing, a stand and all the materials and labor for complete installation. The only thing excluded is structural modifications if needed to support the new, larger unit. This will be determined after design.

Thank you for your consideration on this project. Should you have any questions, please feel free to contact me by phone at (608) 842-3932 or by email at prothering@naminc.com.

Sincerely,



Pete Rothering
North American Mechanical, Inc.

Approval:

Signature: _____

Date: _____



WCSO Maintenance Work Tracking Summary



MAINTENANCE BUDGET

11/4/2022	Total amount budgeted in referendum	\$ 6,395,000
4/20/2023	Approved projects amount to date	\$ (1,987,432)
11/4/2022	Bleacher Extension Referendum Amount	\$ 500,000
TBD	Funds allocated from contingency or interest	\$ -
	TOTAL FUNDS AVAILABLE	\$ 4,907,568

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	\$ 1,300,000
4/10/2023	Roof replacement - entire roof	Middle	\$ 631,000
4/10/2023	Redo TLC Roof*	High	\$ 46,300
4/10/2023	Freight Elevator Security *	High	\$ 10,132
			\$ -
		Subtotal	\$ 1,987,432

PENDING PROJECTS

3/13/2023	Softball Lights/Field Evaluation	High	\$ -
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PROPOSED (NOT APPROVED) PROJECTS

5/1/2023	Emergency Roof Repairs (NORTHERN)	District	\$ 40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	\$ 25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	\$ 25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	\$ 25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	\$ 33,453
5/1/2023	Safety Film on all doors	District	\$ 46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	\$ 2,842
5/1/2023	(2) Card Readers	Prairie	\$ 13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	\$ 13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	\$ 19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	\$ 7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	\$ 13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	\$ 26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	\$ 26,539
5/1/2023	Classroom 131 Window *	Middle	\$ 10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	\$ 21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	\$ 29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	\$ 20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	\$ 4,950
5/1/2023	16 Lockable Restrooms *	High	\$ 6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	\$ 13,290
5/1/2023	4 Card Readers at front office, other locations	High	\$ 16,000
5/1/2023	Repair dust collector in Woodshop	High	\$ 4,711
5/1/2023	High School CO2 Tank Pad and Fencing	High	\$ 9,902
5/1/2023	Front Door Canopy	District Office	\$ 6,303
5/1/2023	Air Handling Unit 05 Replacement	High	\$ 300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	\$ 515,000
5/1/2023	Replacement of Chiller CH001	High	\$ 200,000
		Subtotal	\$ 1,476,365

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Wednesday, May 3, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Ensign, Heinemann, Frey (substituting for Hetzel)

Also Present: Dye, Guttenberg, Summers, Grabarski, Loken

III. APPROVAL OF AGENDA

A motion was made by Ensign, second by Frey, to approve the agenda as posted.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. 2022-2023 BUDGET UPDATE

A. End of the Year Balance Projection

Summers presented and answered questions regarding the projected end of the year balance. Summers brought to the committee's attention the deficit to the transportation budget due to 2021/22 invoices carried over to 22/23 and the utility budget that is trending at a negative balance due to increases in both rates and usage. The only contingency expense approved in 22-23 is the special education teacher at Heritage Elementary School.

B. Budget Revision for June School Board Meeting

Summers presented and answered questions regarding the budget revision for the June 12th school board meeting. Summers also shared information on a concept for base contract adjustments for specific teachers based on the years of experience that were awarded to them upon hire. Grabarski will include this topic on the agenda for the June Human Resources committee agenda.

Summers presented and asked for the committee's input on the fund 73 post-employment benefit contribution. The committee asked for more details so they would have a complete picture of Fund 73 and will make a decision on the amount of contribution at that time. A final decision on this contribution is not required until July.

VI. 2023-2024 BUDGET PLANNING

A. Timeline

Dye presented and answered questions regarding the 2023-2024 budget timeline.

B. State Budget Proposal

Dye presented and answered questions regarding the public school district state budget proposal from Governor Evers and the Legislative Fiscal Bureau memorandum on the revenue limit per pupil adjustments compared to inflation. Dye shared the key differences between this budget proposal and what has been included in the 2023-24 budget planning

process.

C. Review First Draft of 2023-24 Budget

Dye reviewed and answered questions regarding the first draft of the budget for the 23-24 school year. Dye and Summers included information regarding property tax levy goals for the fall of 2023 corresponding to a net new construction increase. The goal would be to have a consistent school property tax levy for existing property taxpayers. The Budget Committee was supportive of this concept.

A motion was made by Ensign, second by Frey, to recommend that the full board consider the first draft of the budget as presented. Motion carried 3-0. (This motion was made after the following agenda items were reviewed with the committee).

1. Review Student Fees

Dye explained and answered questions regarding the proposed student fees for the 2023-2024 school year. The food service fee increases are connected to the Taher Fund 50 budget proposal included in agenda item 4.

A motion was made by Frey, second by Ensign, to recommend that the full board consider the student fees as presented. Motion carried 3-0.

2. Review Facility Use Fees

Dye shared the attachment regarding the proposed facility use fees for the 2023-2024 school year from Athletic Director, Aaron May. The committee asked Administration for more clarity on the changes regarding the facility use fees. The committee asked that this agenda item be brought back to the next budget committee meeting.

3. Review Fund 27

Dye and Loken presented and answered questions regarding the request for additional special education staff for the 2023-24 school year. The business office and special education department collaborate to maximize the resources available between federal, state, and local sources. Loken reviewed the job description for the Special Education Coordinator with the committee. A motion was made by Ensign, second by Frey, to recommend that the full board consider these positions as presented. Motion carried 3-0.

4. Review Fund 50

Dye presented and answered questions regarding the Taher prepared budget proposal. Summers shared that administration is monitoring the state budget proposal that would provide free meals to all students. A motion was made by Frey, second by Ensign to recommend to the full board to consider this budget proposal as presented. Motion carried 3-0.

5. Review Fund 80

Summers and Dye presented and answered questions regarding the two changes to the Fund 80 budget. The first change is to increase the maintenance expenditures to fund a software upgrade to the community facility management system. The second change is to fund the increased scope of the Warrior Media program. Administration is recommending funding the increased costs through the fund balance in Fund 80, and not the property tax levy.

A motion was made by Frey, second by Ensign, to recommend that the full board consider Fund 80 as presented. Motion carried 3-0.

D. 2023-24 Employee Wage Increases

Grabarski presented and answered questions on the 2023-24 wage increase discussion that is taking place with the Human Resource committee. Administration will be presenting the hourly staff wages as an action item for the June Human Resource committee meeting, and

the June School Board meeting.

VII. **DISCUSSION/ACTION ON PROPOSALS** N/A

VIII. **OTHER ITEMS FOR DISCUSSION** NA

IX. **FUTURE AGENDA ITEMS** - Facility Use Fees will be brought back to the June Budget committee meeting.

X. **ADJOURN**

A motion was made by Frey, second by Ensign, to adjourn at 8:34AM. Motion carried 3-0.

May 1, 2023

Mr. Steve Summers
Business Manager
Waunakee Community School District
101 School Drive
Waunakee, WI 53597



Dear Steve,

Enclosed is our proposed food service budget for the 2023-2024 school year. We have revised it based on decisions made during our last meeting concerning meal prices, and have planned to allow students approved for free meals to choose from all lunch stations.

All indications are that food prices will remain high through 2023 and into next year without any relief. We have experienced an average of 14% price increase coupled with food shortages that result in us paying even higher prices for brands we don't usually purchase. We appreciate your partnership and the opportunity to work together to find solutions to get to a fiscally responsible projection for 2023-2024.

This proposed budget is based on the following:

Elementary students will continue to pay a set price for a complete breakfast or lunch. The meal will continue to include an entrée plus the fruit and vegetables, milk, and side items listed on the monthly menu. Version A is based on an Elementary lunch price of \$4.00. Elementary Breakfast is priced at \$1.50. Secondary breakfast is priced at \$1.75.

We will continue to offer the "meal deal" that allows middle and high school students to choose a customized meal made up of an entrée, two sides and a carton of milk or bottled water for a set price. Students approved for free meals can also choose from the meal deal menu. On Version A The Meal Deal is budgeted at \$5.00.

We have included the planned Premium Meal stations including the Creation Station and Chef Station as meals on the budget. A Price of \$6.00 for those stations is planned, and we'll now offer free students those options as well. At the Intermediate School, those stations are scaled to their age group, and will be sold for \$5.00 next year.

We have planned to provide 52 breakfasts and 243 lunches per day to students who qualify for free or reduced priced meals. With the elimination of charging reduced price students, it may be less confusing to just consider any student below the reduced threshold to be entered as free students and eliminate the reduced classification altogether.

Version A projects Ala Carte sales of \$1,307,822 over 170 school days. Ala Carte Sales will include snacks, beverages and entrees sold as ala carte.

Adults will still have the option to purchase lunch for \$4.25 at the elementary schools. Adults at the Middle or High School can purchase any meal or item sold to students at the same prices.

Steve Summers
May 1, 2023
Page 2

We have included \$66,913 in revenue from cartons of milk served for the morning milk break. This includes a price increase to \$.50 per carton.

Catering Sales are projected at \$72,537 for the year. We appreciate the district's support by using food service for their catering needs.

Revenue of \$157,383 is included for meals sold to Madison Country Day School based on current participation. The billed meal price is planned to remain at the current rate of \$6.70.

Your partnership in serving Westside Christian School will generate additional revenues of \$66,913 based on the billed meal price of \$4.05.

Sales of \$139,822 are included from serving the Waunakee Senior Center year-round. This includes a higher rate to cover the cost of paper trays used for home delivered meals.

We have budgeted Taher labor including our Food Service Director, Unit Chef, Catering Manager, Driver, Office Support, and Hourly employees with projected wages and benefits.

We have adjusted client paid expenses to \$125,000.

Our G & A and Management Fees have been increased by 3.0%, although DPI has determined the CPI for food away from home to be 8.8%

Version A, using meal prices as we discussed, has a planned surplus of \$23,064.

If you have any questions or need additional information after you have reviewed the budgets, please let me know. We appreciate the support and partnership with you and the Waunakee School District and are looking forward to working with you in 2022-23.

Sincerely,
TAHER INC.



Jim Madden
Regional Vice President of Operations

Cc. Alexandra Dye

WAUNAKEE

PROJECTED OPERATING BUDGET--FOOD SERVICE

2023-2024

Version: VERSION A

Days of Service:

170 days

		Prices
	Elementary Breakfast	\$ 1.50
	Secondary Breakfast	\$ 1.75
	Elementary Lunch	\$ 4.00
	Intermediate Chef-Creation	\$ 5.00
	Meal Deal 7-12	\$ 5.00
	7-12 Creation, Chef	\$ 6.00
	Free Meals	\$ -
	Reduced Priced Meals	\$ -
	Adult Lunch:	\$ 4.25
	Milk:	\$ 0.50
REVENUE		
CASH:	Breakfast	\$ 15,597.50
	Lunch	\$ 1,069,130.00
	Adult Lunch	\$ 5,780.00
	A La Carte	\$ 1,307,821.90
	Milk Service	\$ 78,558.00
	Catering	\$ 72,537.30
	MCDS	\$ 157,383.00
	Westide Christian	\$ 83,867.40
	Senior Dining	\$ 139,825.00
 GRAND TOTAL REVENUE		 <u>\$ 2,930,500.10</u>
EXPENSES		
	Food and Milk	\$ 1,464,560.43
	Payroll/Related-Taher	\$ 1,115,118.35
	Management Fee	\$ 30,726.72
	General & Admin. Fee	\$ 54,092.77
	Other Supplies	\$ 117,937.68
	SUBTOTAL	\$ 2,782,435.94
CLIENT EXPENSES		
	Custodial	\$ 40,000.00
	Equipment	\$ 25,000.00
	Software	\$ 20,000.00
	Technology	\$ 40,000.00
	SUBTOTAL	\$ 125,000.00
 TOTAL ALL EXPENSES		 <u>\$ 2,907,435.94</u>
 NET REVENUE LESS EXPENSES		 <u>\$ 23,064.16</u>

TO: Budget Committee

**FROM: Tiffany Loken, Director of Special Education
Allie Dye, Director of Business Services**

RE: Budget Planning for 2023-2024

DATE: April 28, 2023

As our District continues to grow, we encounter the challenge of trying to plan effectively for new students as they arrive with existing Individual Education Plans (IEPs). Of course when new students join our District, we are required to provide special education services for them, so we often need to add staff in order to provide the appropriate services for our new students. Transfer of Service is a funding source that we can access in order to hire new staff when we have new students join the District. Transfer of Service results in a permanent increase in the revenue limit formula. In year one of the Transfer of Service, the local property tax levy is increased. In year two and beyond, the district receives state special education categorical aid and state equalization aid on the expenditures. The district did not submit 2022-23 Transfer of Service requests due to a larger fiscal goal of keeping the property tax levy consistent with the information that was shared during the referendum process. The chart below shows which new positions that were already approved in 2022-23 and positions not approved yet for 2023-24 that will be funded through Transfer of Service.

A second funding source we can access for new special education positions is our federal Flow Through grant that is specifically designed to support special education personnel, as well as supplies and contracted services that are required to support our students with special education needs. As the chart below shows, I am proposing the addition of a Special Education Coordinator position as well as the addition of a support staff position that will be funded out of our federal Flow Through grant. As our District grows, we have over 600 students with IEPs and/or Section 504 plans, which means that we need to process the paperwork for 600 plans and review all 600 plans for compliance and accuracy, so having only one person, and one support staff, to do all of this work is simply unrealistic based on the size of the District and the needs of our students. As we continue to watch as the state budget is developed, a request for a second Special Education Coordinator position may be proposed if the state budget increases special education funding significantly. Having a coordinator position for EC-6 and 7-12 would allow us to have a significant impact on both students and teachers by providing more support.

Another component of the Federal Flow-Through funding is the 10% fund 10 funding for either coordinated early intervening services (CEIS) or comprehensive coordinated intervening

services (CCEIS). The Department of Public Instruction makes the determination between these two options based on student data. For 2022-23, our district is spending the 10% for CEIS on a staff member at Arboretum. For 2023-24, our district will be required to spend the 10% for CCEIS activities. We will transfer costs between local district dollars and CCEIS funding to pull the staff member out of the grant and instead fund CCEIS activities.

As we continue to identify new students within our District boundaries that require special education services, we need to add positions to address this growth across the District. The final request outlined below is for a special education teacher position at Prairie Elementary School due to the need for fewer paraeducators and more teachers because the skill set of a teacher is needed as we service more and more high need students.

Position	Location	Funding Source
Adapted PE	District-Wide (BOE approved 22-23, not filled)	Transfer of Service (1 student)
Special Education Teacher	Heritage Elementary (BOE approved 22-23)	Transfer of Service (Students TBD)
Special Education Teacher	Intermediate School (MC) (BOE Approved 22-23)	Transfer of Service (5 students)
Special Education Teacher	High School (MH) (BOE Approved 22-23)	Transfer of Service (3 students)
Special Education Teacher	High School (New) (Not approved yet 23-24)	Transfer of Service (3 students)
Speech/Language Pathologist	Early Childhood/HES (Not approved yet 23-24)	Transfer of Service (5 students)
Special Ed Coordinator	District-Wide (Not approved yet 23-24)	Flow Through Grant/Federal
Special Education Support Staff	District-Wide (Not approved yet 23-24)	Flow Through Grant/Federal
Special Education Teacher	Prairie Elementary (Not approved yet 23-24)	Transfer of Service (Students TBD)

The highest priority for Flow-Through grant funding is the special education coordinator. The support staff position will be evaluated only after the coordinator role has been filled. The district will also continue to monitor the state budget and the proposals regarding state special education categorical aid. Additional funding changes may be recommended based on the state budget process. The business office and special education office work together closely to maximize special education funding from federal, state, and local sources. We will continue to monitor the legislative process and make recommendations as warranted.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**2023-2024 Budget
FIRST DRAFT**

The first draft of the budget is based on the budget planning process as recommended by the Budget Committee. This budget draft is more conservative than what is included in Governor Evers' Budget Proposal.

Prepared by Allie Dye, Director of Business Services

May 8, 2023

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Board of Education

<u>Name</u>	<u>Municipality</u>	<u>Term Expires</u>
Joan Ensign	Town of Westport, City of Middleton, City of Madison	Spring 2026
Ted Frey	Town of Westport, City of Middleton, City of Madison	Spring 2024
Jack Heinemann	Village of Waunakee	Spring 2025
Judy Engebretson	Towns of Dane/Springfield	Spring 2025
Katie Dotzler	Village of Waunakee	Spring 2025
Dawn Heinrichs	Village of Waunakee	Spring 2026
Mark Hetzel	Town of Vienna	Spring 2024

Budget Committee Members

To be updated for the second draft of the budget in June.

Waunakee Community School District

Introduction

A budget is a financial plan designed to achieve the educational objectives of the Waunakee Community School District. The budget needs to be accountable to meet these educational objectives within the financial constraints that exist. The budget needs to be understandable to the Board of Education, administration, staff, parents, and the district taxpayers. The budget was developed with significant staff input regarding needs and priorities. The budget was developed based on principals of long-term fiscal planning.

Timeline

The budget process for the 2023-2024 fiscal year began in December 2022 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 4th. All staffing budget requests were due to the Executive Director of Operations by January 27th. A draft of the budget planning process document was presented at a Budget Committee meeting in February. Building/department level budget planning took place between March/April. Administrative review of the budget took place in April. The first draft of the budget will be presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. A public hearing on the budget will take place in July. The preliminary budget will be presented at the Annual Meeting in October with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 23rd.

Executive Summary

A school district's budget is divided into many "funds". These "funds" are used to account for specific school district programs. The different "funds" and their descriptions are presented below:

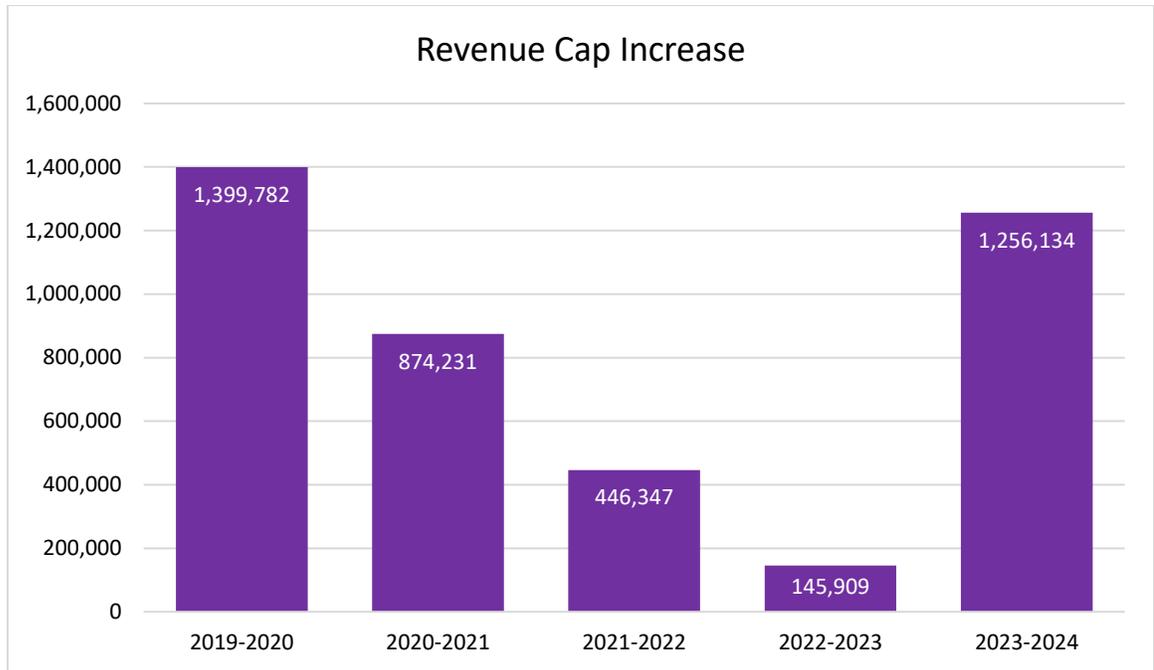
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* Currently not being utilized

Waunakee Community School District

A state revenue cap formula is a significant factor in the development of the budget. The revenue cap limits the amount of revenue available to school districts from the two main sources- property taxes and state equalization aid. The revenue cap directly affects Funds 10, 38, and 41, and indirectly affects Fund 27. Fund 27 is primarily funded from a transfer from Fund 10.

The 2023-24 Waunakee state budget planning process increases the revenue cap per student amount by \$200.00. The budget includes a \$0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the estimated increase for 2023-24 is shown below:



Please note: The 2020-21 through 2024-25 revenue caps will be increased by \$3,127,502 in 2022-23, \$5,127,502 in 2023-24, and \$8,127,502 in 2024-25 due to a November 2020 and November 2022 non-recurring operational referendum question. This amount is not included in the graph above.

Waunakee Community School District

Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimates for September 2023 numbers are shown below:

Grade	2019-20	2020-21	2021-22	2022-23	2023-24
EC	12	4	12	15	15
4K	240	268	270	249	249
K	283	256	295	292	268
1	298	272	278	303	300
2	278	298	297	285	314
3	315	270	304	310	291
4	303	310	285	311	320
TOTAL	1729	1678	1741	1765	1757
ELEM					
5	349	309	326	294	320
6	299	342	318	342	302
TOTAL	648	651	644	636	622
INTER.					
7	304	295	349	330	352
8	341	305	303	354	336
TOTAL	645	600	652	684	688
MIDDLE					
9	339	343	316	314	365
10	347	338	348	318	315
11	342	343	341	347	317
12	326	353	349	350	359
TOTAL	1354	1377	1354	1329	1356
HIGH					
TOTAL	4376	4306	4391	4414	4423
DISTRICT					

The historical student count shows an increasing enrollment. The estimated September 2023 enrollment shows an increase of 9 students. Enrollment increases result in additional revenues being available through the revenue cap formula.

The 2023-2024 revenue cap limit increases to \$53,073,033 or \$4,072,102 higher than 2022-23. This increase equates to an 8.3% increase. The 2023-2024 state equalization aid is estimated to increase to \$25,160,728 or \$1,272,213 higher than 2022-23. This change equates to a 5.3% increase. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2023-2024 tax levy increases to \$39,712,221 or \$1,156,666 higher than 2022-2023. This increase equates to a 3.0% increase. Two years of historical information and the proposed tax levy for this year is shown below.

Proposed Property Tax Levy			
FUND	Audited	Unaudited	Proposed
	2021-22	2022-23	2023-24
General Fund	24,967,299.00	23,818,251.00	27,618,140.00
Referendum Debt Service Fund	12,017,000.00	14,342,804.00	11,699,581.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	450,091.00	394,500.00	394,500.00
TOTAL SCHOOL LEVY	37,434,390.00	38,555,555.00	39,712,221.00
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	8.0%	3.0%	3.0%

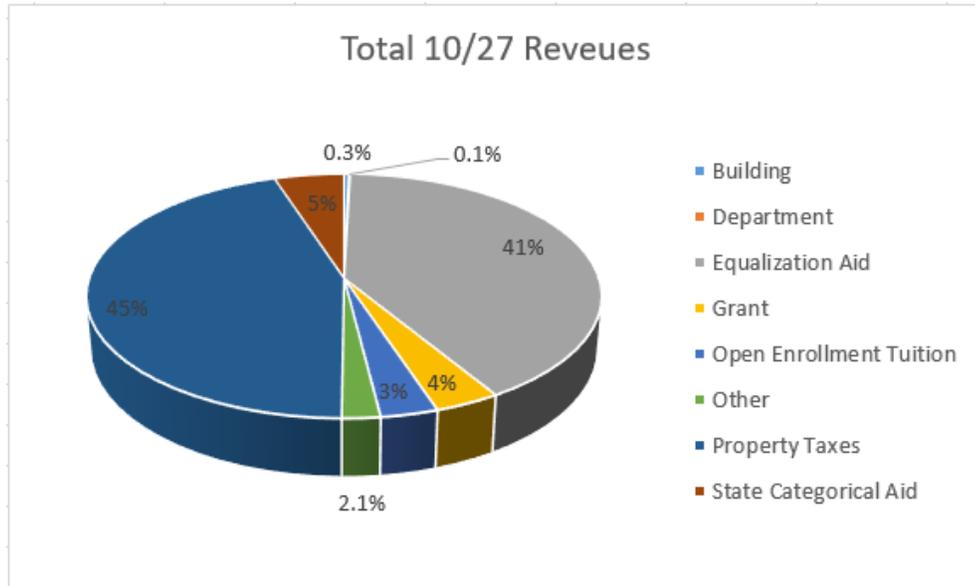
The 2023-2024 tax base is estimated to increase to \$4,099,882,222 or \$119,414,045 higher than 2022-2023. This change equates to a 3% increase. The 2023-2024 tax rate (tax levy/tax base) remains the same at \$9.69. The school tax on a \$360,000 home remains at \$3,488 (assuming new property growth of 3%).

A summary of the expenditures showing two years of historical information and the proposed 2023-2024 budget is shown below. Fund 73 is not included in the summary below.

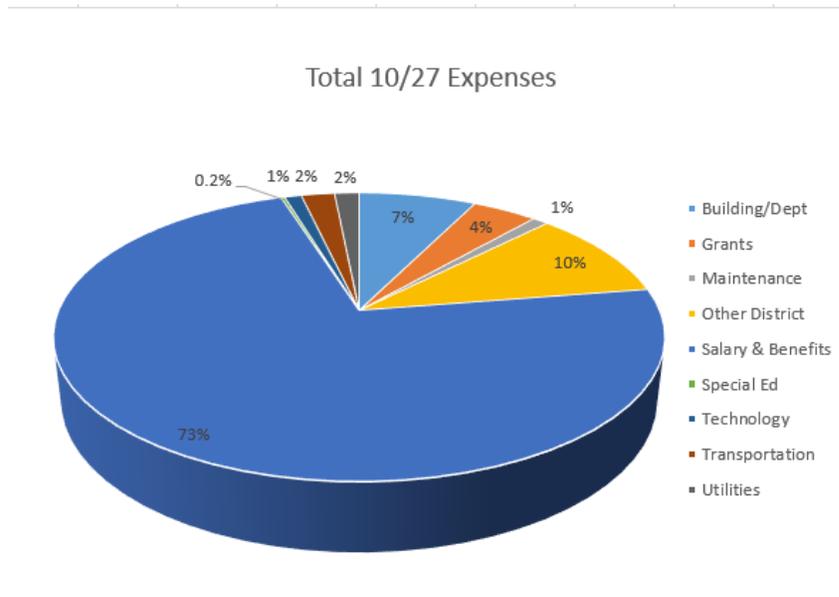
ALL FUNDS	Audited	Unaudited	Proposed
	2021-22	2022-23	2023-24
GROSS TOTAL EXPENDITURES--ALL FUNDS	82,755,449.00	86,764,295.00	151,041,571.00
Interfund Transfers (Source 100) - ALL FUNDS	6,406,644.00	6,416,057.00	7,032,821.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	76,348,805.00	80,348,238.00	144,008,750.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	5.5%	5.24%	79.23%

Waunakee Community School District

Where do the revenues come from? (Funds 10 and 27)



What are the expenditures spent on? (Funds 10 and 27)



Each fund is presented in more detail on the following pages.

Waunakee Community School District

General Fund 10

Purpose of Fund: The purpose of the general fund 10 is to account for the educational programs and operations of the school district, excluding special education programs.

The 2023-24 grant budgets are not available at this time. The 2023-24 open enrollment budgets will be adjusted based on actual student attendance in the fall of 2023. The state equalization aid/property tax budgets will be revised based on the aid estimate amounts from the Department of Public Instruction in July. The interest earnings/interest expenses for borrowings will be revised in the fall of 2023 based on market conditions.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Prairie School Bldg Fees	\$4,600	\$4,600	\$0	0%
Heritage School Bldg Fees	\$4,900	\$4,900	\$0	0%
Arboretum School Bldg Fees	\$4,000	\$4,000	\$0	0%
Intermediate School Bldg Fees	\$35,650	\$35,650	\$0	0%
Middle School Bldg Fees	\$22,300	\$22,300	\$0	0%
High School Bldg Fees	\$91,400	\$91,400	\$0	0%
Athletics Fees	\$38,000	\$38,000	\$0	--
Building Revenues	\$200,850	\$200,850	\$0	0.00%
Curriculum Dept Revenues	\$8,800	\$8,800	\$0	0%
Human Resouces Revenues	\$0	\$0	\$0	0%
Maintenance Revenues	\$6,000	\$6,000	\$0	---
Technology Erate/Fees	\$55,500	\$55,500	\$0	0%
Technology Revenues	\$2,750	\$2,750	\$0	0%
Department Revenues	\$73,050	\$73,050	\$0	0.00%
Common School Funds	\$162,337	\$162,337	\$0	0%
Title 1 Public Grant	\$85,798	\$85,798	\$0	0%
Title 1 Private Grant	\$6,429	\$6,429	\$0	0%
Title 2 Grant (Public)	\$45,675	\$45,675	\$0	0%
Title 2 Grant (Private)	\$6,519	\$6,519	\$0	0%
Title 3 Grant	\$16,468	\$16,468	\$0	0%
Title 4A Grant (Public)	\$8,822	\$8,822	\$0	0%
Title 4A Grant (Private)	\$1,178	\$1,178	\$0	--
Peer Mentor	\$0	\$0	\$0	0%
Perkins Grant	\$18,182	\$18,182	\$0	0%
Federal Flo-Through	\$0	\$0	\$0	100%
ESSER2	\$11,172	\$0	-\$11,172	100%
ESSER3	\$2,049,766	\$1,600,766	-\$449,000	-28%
State Safety Grant - 2	\$0	\$0	\$0	100%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$30,080	\$30,080	\$0	0%
School-Based Mental Health	\$139,670	\$139,670	\$0	100%
Mental Health Wellness Grant	\$8,511	\$8,511	\$0	0%
Grant Revenues	\$2,672,636	\$2,212,464	(\$460,172)	-20.80%

Waunakee Community School District

Fund 10 Revenues (continued)

District Fees-Prairie	\$26,785	\$26,785	\$0	0%
District Fees-Heritage	\$22,960	\$22,960	\$0	0%
District Fees-Arboretum	\$23,280	\$23,280	\$0	0%
District Fees-Intermediate	\$31,700	\$31,700	\$0	0%
District Fees-Middle School	\$38,950	\$38,950	\$0	0%
District Fees-High School	\$75,000	\$75,000	\$0	0%
District Fees-Athletics	\$190,000	\$190,000	\$0	0%
Summer School Fees	\$0	\$0	\$0	0%
District Student Fees	\$20,000	\$20,000	\$0	0%
Property Taxes	\$23,818,251	\$27,618,140	\$3,799,889	14%
Interest	\$10,000	\$10,000	\$0	0%
Tuition – OE	\$1,999,177	\$1,934,635	-\$64,542	-3%
Transportation Aid	\$75,000	\$75,000	\$0	0%
Equalization Aid	\$23,888,515	\$25,160,728	\$1,272,213	5%
Computer Aid	\$60,921	\$60,921	\$0	0%
Misc	\$25,000	\$25,000	\$0	0%
Insurance Payments Received	\$0	\$0	\$0	100%
Transportation	\$16,000	\$16,000	\$0	0%
Tuition Payments	\$8,000	\$8,000	\$0	0%
Property/Non-Capital Sales	\$7,500	\$7,500	\$0	0%
Gifts	\$0	\$0	\$0	0%
Rentals	\$40,000	\$40,000	\$0	0%
Aid for School Mental Health	\$118,000	\$118,000	\$0	0%
Payment Lieu Taxes	\$33,000	\$33,000	\$0	0%
Personal Property Aid	\$233,244	\$233,244	\$0	0%
State Categorical Aid	\$3,068,912	\$3,096,861	\$27,949	1%
Governor's Federal Funding	\$376,632	\$0	-\$376,632	100%
Medicaid	\$130,000	\$130,000	\$0	0%
Premium	\$49,503	\$49,503	\$0	0%
Aidable Refund	\$50,000	\$50,000	\$0	0%
District Revenues	54,436,330	59,095,207	\$4,658,877	7.88%
Total Revenues	57,382,866	61,581,571	4,198,705	6.82%

Waunakee Community School District

Fund 10 Expenditures

	2022-2023	2023-2024	\$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	\$29,118,854	\$32,219,744	\$3,100,890	11%
Personnel Costs: Benefits	\$9,790,434	\$10,679,950	\$889,516	9%
Salary & Benefits Totals	38,909,288	42,899,694	3,990,406	10%
Prairie School	\$85,230	\$85,230	\$0	0%
Prairie School Common School Funds	\$19,266	\$19,266	\$0	0%
Prairie School Bldg Fees	\$4,600	\$4,600	\$0	0%
Heritage School	\$87,160	\$87,160	\$0	0%
Heritage School Common School Funds	\$18,633	\$18,633	\$0	0%
Heritage School Bldg Fees	\$4,900	\$4,900	\$0	0%
Arboretum School	\$70,035	\$70,035	\$0	0%
Arboretum School Common School Funds	\$17,090	\$17,090	\$0	0%
Arboretum School Bldg Fees	\$4,000	\$4,000	\$0	0%
Intermediate School	\$116,820	\$116,820	\$0	0%
Intermediate School Common School Funds	\$24,804	\$24,804	\$0	0%
Intermediate School Bldg Fees	\$35,650	\$35,650	\$0	0%
Middle School	\$141,490	\$141,490	\$0	0%
Middle School Common School Funds	\$25,040	\$25,040	\$0	0%
Middle School Bldg Fees	\$22,300	\$22,300	\$0	0%
High School	\$385,518	\$385,518	\$0	0%
High School Common School Funds	\$51,705	\$51,705	\$0	0%
High School Bldg Fees	\$91,400	\$91,400	\$0	0%
Athletics	\$376,477	\$376,477	\$0	0%
Athletics Fees	\$38,000	\$38,000	\$0	0%
Building Totals	1,620,118	1,620,118	-	0%
Utilities	\$1,073,260	\$1,126,923	\$53,663	5%
Maintenance	\$717,990	\$717,990	\$0	0%
Maintenance Fees	\$6,000	\$6,000	\$0	100%
Capital Projects	\$150,000	\$150,000	\$0	0%
Contingency Fund	\$100,000	\$100,000	\$0	0%
Energy Conservation	\$0	\$0	\$0	#DIV/0!
Transportation	\$1,273,528	\$1,344,196	\$70,668	6%
Technology	\$713,429	\$713,429	\$0	0%
Technology Fees	\$4,650	\$4,650	\$0	0%
Technology Erate	\$53,600	\$53,600	\$0	0%
Curriculum-Elementary Operations	\$295,582	\$295,582	\$0	0%
Curriculum-4K Program	\$871,500	\$871,500	\$0	0%
Curriculum-Secondary	\$357,729	\$357,729	\$0	0%
Curriculum-Secondary Fees	\$8,800	\$8,800	\$0	0%
Human Resources	\$33,650	\$33,650	\$0	0%
Human Resources Fees	\$0	\$0	\$0	0%
Superintendent	\$84,600	\$84,600	\$0	0%
Student Services-Operations	\$71,250	\$71,250	\$0	0%
Student Services-District	\$92,500	\$92,500	\$0	100%
Business Office	\$444,673	\$444,673	\$0	0%
District Wide	1,256,373	1,367,239	\$110,866	9%
Operational Referendum Funds	-	-	\$0	0%
Summer School	\$69,940	\$69,940	\$0	0%
Department Totals	7,679,054	7,914,251	235,197	3%

Waunakee Community School District

Fund 10 Expenditures (continued)

Common School Fund-District	\$5,800	\$5,800	\$0	0%
Title 1 Public Grant	\$85,798	\$85,798	\$0	0%
Title 1 Private Grant	\$6,429	\$6,429	\$0	0%
Title 2 Grant (Public)	\$45,675	\$45,675	\$0	0%
Title 2 Grant (Private)	\$6,519	\$6,519	\$0	0%
Title 3 Grant	\$16,468	\$16,468	\$0	0%
Title 4A Grant (Public)	\$8,822	\$8,822	\$0	0%
Title 4A Grant (Private)	\$1,178	\$1,178	\$0	0%
Peer Mentor Grant	\$0	\$0	\$0	--
Perkins Grant	\$18,182	\$18,182	\$0	0%
Federal Flo-Through	\$0	\$0	\$0	0%
Governor's Aid	\$0	\$0	\$0	100%
ESSER2	\$11,172	\$0	-\$11,172	100%
ESSER3	\$2,049,766	\$1,600,766	-\$449,000	100%
State Safety Grant - 2	\$0	\$0	\$0	100%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$30,080	\$30,080	\$0	0%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
School-Based Mental Health	\$139,670	\$139,670	\$0	0%
Mental Health Wellness Grant	\$8,511	\$8,511	\$0	0%
Grant Totals	\$2,516,099	\$2,055,927	(460,172)	-18%
Transfer to Fund 27	\$6,416,057	\$7,032,821	\$616,764	10%
Wellness Clinic	\$242,250	\$242,250	\$0	--
Other Program Totals	\$6,658,307	\$7,275,071	616,764	9%
Total Expenditures	\$57,382,866	\$61,765,061	\$4,382,195	8%
Rev-Exp	\$0	(\$183,490)	(\$183,490)	#DIV/0!
Beg Fund Balance	\$6,428,153	\$8,695,445	\$2,267,292	35%
End Fund Balance	\$8,695,445	\$8,511,955	(\$183,490)	-2%

Overall considerations for Fund 10:

- The budget has a \$183,490 planning deficit for 2023-24.
- The budget will continue to reserve \$11,875 for parking lot/band uniform fees and \$60,000 for Warrior Stadium and the Soccer Stadium turf replacement.
- The revenue cap increase is based on an estimated September 2023 student count and an estimated \$200/student increase.
- The per pupil aid increase of \$0/student.
- The state equalization aid estimate will be provided by the DPI in July.
- A general contingency of \$100,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 7.5%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be approved at the June/July board meeting.
- The 4K program budget was adjusted based on actual enrollment in the fall of 2023.

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie	1st Grade	1.00
Heritage	Bilingual Program	2.00
Arboretum		
Intermediate		
Middle School	Business Ed- MS	0.50
High School	English - HS	1.50
Special Ed	High School Teacher	1.00
	Speech/Language Pathologist	1.00
	Special Ed Coordinator	1.00
	Special Ed Support Staff	1.00
	Prairie Elementary Teacher	1.00
Shared Staffing		
District		
Restructuring		
Other Budget Requests	To Be Determined	
Total Additional Staffing		10.00
(Fund 10)		5.00
(Fund 27)		5.00
(Fund 80)		

Waunakee Community School District

Fund 21

Purpose of Fund: The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes. Effective with the 19-20 school year, this fund includes all student activity groups as well that were previously accounted for in Fund 60.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Arboretum School	\$20,000	\$20,000	\$0	100%
Heritage School	\$22,100	\$22,100	\$0	0%
Prairie School	\$24,800	\$24,800	\$0	0%
Intermediate School	\$6,500	\$6,500	\$0	0%
Joint Elementary PTO	\$0	\$0	\$0	100%
Middle School	\$30,940	\$30,940	\$0	0%
High School-Scholarships				
High School	\$167,630	\$167,630	\$0	0%
Athletics	\$365,100	\$365,100	\$0	0%
Superintendent	\$0	\$0	\$0	0%
Business Office	\$20,000	\$20,000	\$0	0%
Maintenance	\$0	\$0	\$0	0%
Mentor	\$93,250	\$93,250	\$0	0%
Student Services	\$5,000	\$5,000	\$0	0%
Special Education	\$44,000	\$44,000	\$0	0%
Total Revenues	\$799,320	\$799,320	\$0	0%
Expenditures:				
Arboretum School	\$32,000	\$32,000	\$0	0%
Heritage School	\$17,700	\$17,700	\$0	0%
Prairie School	\$61,425	\$61,425	\$0	0%
Intermediate School	\$6,500	\$6,500	\$0	0%
Joint Elementary PTO	\$300	\$300	\$0	100%
Middle School	\$29,940	\$29,940	\$0	0%
High School - Scholarships				
High School	\$133,560	\$133,560	\$0	0%
Athletics	\$383,650	\$383,650	\$0	0%
Superintendent	\$0	\$0	\$0	--
Business Office	\$20,000	\$20,000	\$0	0%
Maintenance	\$0	\$0	\$0	100%
Mentor	\$122,464	\$122,464	\$0	100%
Student Services	\$5,000	\$5,000	\$0	0%
Special Education	\$44,000	\$44,000	\$0	0%
Total Expenditures	\$856,539	\$856,539	\$0	0%
Rev – Exp:	\$0	(\$57,219)	(\$57,219)	--
Beg Fund Balance	\$282,872	\$178,971	(\$103,901)	-37%
End Fund Balance	\$178,971	\$121,752	(\$57,219)	-32%

Waunakee Community School District

Special Education Fund 27

Purpose of Fund: The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Federal Grant PS	\$10,614	\$10,614	\$0	0%
Federal Grant PS--ESSER3	\$6,786	\$6,786	\$0	0%
Federal Grant FT	\$796,488	\$796,488	\$0	0%
Federal Grant FT--	\$108,612	\$108,612	\$0	0%
Grand Totals	\$922,500	\$922,500	\$0	0%
State Aid	\$2,572,826	\$2,926,848	\$354,022	14%
Transfer In Fund 10	\$6,416,057	\$7,032,821	\$616,764	9.6%
Medicaid	\$155,000	\$155,000	\$0	0%
Transit of State Aid	\$8,000	\$8,000	\$0	0%
Open Enrollment Tuition	\$0	\$0	\$0	0%
Aid for School Mental Health	\$0	\$0	\$0	---
Other Revenue	\$9,151,883	\$10,122,669	\$970,786	11%
Total Revenues	\$10,074,383	\$11,045,169	\$970,786	10%
Expenditures:				
Federal Grant PS	\$10,614	\$10,614	\$0	0%
Federal Grant PS--ESSER3	\$6,786	\$6,786	\$0	0%
Federal Grant FT	\$796,488	\$796,488	\$0	0%
Federal Grant FT--	\$108,612	\$108,612	\$0	0%
Grant Totals	\$922,500	\$922,500	\$0	0%
Personnel Costs: Salaries	\$6,449,498	\$7,151,709	\$702,211	11%
Personnel Costs: Benefits	\$2,364,981	\$2,620,731	\$255,750	11%
Salary & Benefits	\$8,814,479	\$9,772,440	\$957,961	11%
Special Ed-Operations	\$28,839	\$28,839	\$0	0%
Special Ed-District	\$126,557	\$126,557	\$0	0%
Transportation	\$173,008	\$185,833	\$12,825	7%
Medicaid	\$9,000	\$9,000	\$0	0%
Program Totals	\$337,404	\$350,229	\$12,825	4%
Total Expenditures	\$10,074,383	\$11,045,169	\$970,786	10%
Rev - Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The personnel budget includes an inflationary salary increase of 7.5%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on page 13. Final decisions on salary increases will be approved at the June/July board meeting.

Waunakee Community School District

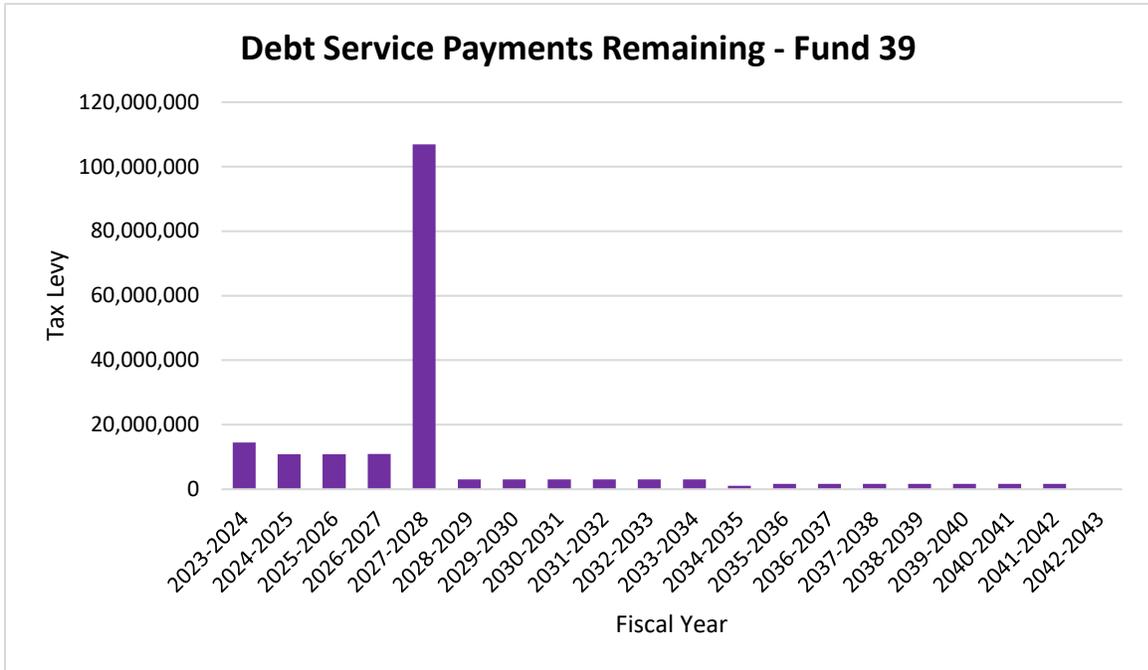
Debt Service Fund 39

Purpose of Fund: The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Premium	\$0	\$0	\$0	--
Refinancing	\$0	\$0	\$0	--
Interest Earned	\$1,000	\$5,000	\$4,000	400%
Property Taxes	\$13,342,804	\$11,699,581	(\$1,643,223)	-12%
Interest Rebate	\$0	\$0	\$0	--
Total Revenues:	\$13,343,804	\$11,704,581	(\$1,639,223)	-12%
Expenditures:				
Refinancing	\$5,980,673	\$0	(\$5,980,673)	-100%
Interest Owed	\$1,917,131	\$6,004,106	\$4,086,975	213%
Principal Owed	\$5,445,000	\$8,700,000	\$3,255,000	60%
Other Debts	\$6,000	\$6,000	\$0	0%
Total Expenditures	\$13,348,804	\$14,710,106	\$1,361,302	10%
Rev – Exp:	\$7,897,804	(\$3,005,525)	(\$10,903,329)	-138%
Beg Fund Balance	\$2,265,023	\$2,339,080	\$74,057	3%
End Fund Balance	\$2,339,080	(\$666,445)	(\$3,005,525)	-128%

The following graph and table reflects the future tax levies (10 borrowings) in this fund. The school board has approved two bond issues related to the November 2022 referendum. Additional bond issues will be approved as the project continues.

Waunakee Community School District



FISCAL YEAR	AMOUNT DUE
2023-2024	14,573,781
2024-2025	10,814,619
2025-2026	10,839,744
2026-2027	10,926,344
2027-2028	106,930,444
2028-2029	3,073,544
2029-2030	3,039,950
2030-2031	3,037,475
2031-2032	3,039,850
2032-2033	3,037,500
2033-2034	3,037,713
2034-2035	1,070,325
2035-2036	1,659,200
2036-2037	1,658,800
2037-2038	1,661,400
2038-2039	1,661,800
2039-2040	1,665,000
2040-2041	1,665,800
2041-2042	1,669,200
2042-2043	0
TOTAL DUE	\$185,062,489

Waunakee Community School District

Capital Expansion Fund 41

Purpose of Fund: The purpose of the capital expansion fund 41 is to account for capital expenditures related to buildings and sites.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Property Taxes	\$0	\$0	\$0	0%
Interest	\$1,000	\$0	(\$1,000)	100%
Total Revenues	\$1,000	\$0	(\$1,000)	-100%
Expenditures:				
Maintenance Projects	\$492,007	\$0	(\$492,007)	-100%
Total Expenditures	\$492,007	\$0	(\$492,007)	--
Rev – Exp:	(491,007.00)	0.00	491,007	-100%
Beg Fund Balance	1,173,399	807,447	(365,952)	-31%
End Fund Balance	\$807,447	\$807,447	\$125,055	0%

Capital expansion fund 41 will no longer be utilized, starting with the 2023-24 school year. The facility committee approved the final fund 41 projects in early 2023.

Waunakee Community School District

Capital Projects Fund 49

Purpose of Fund: The purpose of the capital projects fund 49 is to account for referendum approved capital expenditures related to buildings and sites. The November 2022 capital referendum question of \$175 million is accounted for in this fund.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Bond Proceeds	\$0	\$0	\$0	0%
Interest	\$1,000	\$3,000,000	\$2,999,000	299900%
Total Revenues	\$1,000	\$3,000,000	\$2,999,000	299900%
Expenditures:				
Heritage Elementary	\$0	\$50,000,000	\$50,000,000	100%
Middle School	\$0	\$5,000,000	\$5,000,000	100%
HS/TLC/District	\$0	\$1,000,000	\$1,000,000	100%
Districtwide Maintenance	\$0	\$3,000,000	\$3,000,000	100%
Total Expenditures	\$0	\$59,000,000	\$59,000,000	--
Rev – Exp:	1,000.00	(56,000,000)	(56,001,000)	-5600100%
Beg Fund Balance	1,173,399	807,447	(365,952)	-31%
End Fund Balance	\$807,447	(\$55,192,553)	(\$56,366,952)	-6935%

Waunakee Community School District

Food Service Fund 50

Purpose of Fund: The purpose of the food service fund 50 is to account for the food service program.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Milk Sales	\$79,590	\$79,590	\$0	0%
Ala-Carte Sales	\$1,533,401	\$1,533,401	\$0	0%
Lunch Sales-Students	\$829,124	\$829,124	\$0	0%
Lunch Sales-Adults	\$4,463	\$4,463	\$0	0%
Lunch-Dane County	\$104,928	\$104,928	\$0	0%
Catering	\$89,000	\$89,000	\$0	0%
Breakfast Sales	\$6,860	\$6,860	\$0	0%
Madison Country Day	\$116,580	\$116,580	\$0	100%
Westside Christian	\$72,863	\$72,863	\$0	200%
Total Revenues	\$2,836,809	\$2,836,809	\$0	0%
Expenditures:				
Contracted Services	\$1,088,180	\$1,088,180	\$0	0%
Food Purchase	\$1,400,446	\$1,400,446	\$0	0%
Other Supplies	\$103,137	\$103,137	\$0	0%
Equipment Purchase	\$25,000	\$25,000	\$0	0%
Software/Tech Costs	\$70,000	\$70,000	\$0	0%
Personnel Costs	\$81,877	\$81,877	\$0	0%
Total Expenditures	\$2,768,640	\$2,768,640	\$0	0%
Rev-Exp:	\$68,169	\$68,169	\$0	--
Beg Fund Balance	\$0	\$138,416	\$138,416	--
End Fund Balance	\$138,416	\$206,585	\$68,169	--

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. The Madison Country Day/Westside Christian School programs provide meals to private schools.

This budget will be updated for the second draft of the budget in June after School Board approval of the 2023-24 fees at the May Board meeting.

Waunakee Community School District

Employee Benefit Trust Fund 73

Purpose of Fund: The purpose of the employee benefit trust fund 73 is to account for formally established benefit pension plans, defined contribution plans, or employee benefit plans.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Interest – AUL Trust	\$28,000	\$28,000	\$0	0%
Interest – HRA Trust	\$50,000	\$50,000	\$0	0%
Employer Contributions - AUL	\$0	\$0	\$0	100%
Employee Contributions – AUL	\$8,000	\$8,000	\$0	0%
Employer Contributions – HRA	\$455,000	\$455,000	\$0	0%
Employee Contributions – HRA	\$0	\$0	\$0	--
Total Revenues	\$541,000	\$541,000	\$0	0%
Expenditures:				
Disbursements – AUL	\$8,000	\$8,000	\$0	0%
Disbursements – HRA	\$300,000	\$300,000	\$0	--
Disbursements - Implicit Rate	\$70,000	\$70,000	\$0	0%
Total Expenditures	\$378,000	\$378,000	\$0	0%
Rev – Exp:	\$163,000	\$163,000	\$0	0%
Beg Fund	\$7,634,984	\$7,889,765	\$254,781	3%
End Fund	\$7,889,765	\$8,052,765	\$163,000	2%

This budget will be updated in the final draft of the budget based on the final retirement benefits for the 2022-2023 retirees. The annual district contribution to the Fund 73 trust fund will be placed on hold until further discussion with the budget committee.

Waunakee Community School District

Community Service Fund 80

Purpose of Fund: The purpose of the community service fund 80 is to account for community activities such as adult education, recreation, athletic camps, and other related community programs.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
Property Taxes	\$394,500	\$394,500	\$0	0%
Athletic Camps	\$0	\$0	\$0	--
Community Ed	\$12,000	\$12,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Middle School Athletics	\$15,500	\$15,500	\$0	0%
Community Ed/Swim	\$30,000	\$30,000	\$0	0%
WCCC Grant	\$175,000	\$175,000	\$0	0%
Warrior Media	\$5,000	\$5,000	\$0	100%
Total Revenues	\$633,200	\$633,200	\$0	0%
Expenditures:				
Community Education	\$70,000	\$70,000	\$0	0%
Athletic Camps	\$0	\$0	\$0	--
Middle School Athletics	\$130,000	\$130,000	\$0	0%
Community Ed/Swim	\$120,000	\$120,000	\$0	0%
Maintenance	\$5,000	\$10,000	\$5,000	100%
Public Safety	\$85,000	\$85,000	\$0	0%
Police Liaison Officer	\$40,000	\$40,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Workers Compensation	\$2,000	\$2,000	\$0	0%
WCCC Grant	\$175,000	\$175,000	\$0	0%
Warrior Media	\$50,000	\$100,000	\$50,000	100%
Total Expenditures	\$678,200	\$733,200	\$55,000	8%
Rev – Exp:	\$0	(\$100,000)	(\$100,000)	--
Beg Fund Balance	\$473,122	\$517,594	\$44,472	9%
End Fund Balance	\$517,594	\$417,594	(\$100,000)	-19%

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees.

The budget will be updated for the third draft of the budget in July.

Waunakee Community School District

Other Cooperative Fund 99

Purpose of Fund: The purpose of the other cooperative fund 99 is to account for cooperative fiscal agreements made between school districts.

	2022-2023	2023-2024	\$ Change	% Change
Revenues:				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Revenues	\$162,856	\$162,856	\$0	0%
Expenditures:				
DCNTP	\$162,856	\$162,856	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Expenditures	\$162,856	\$162,856	\$0	0%
Rev – Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The Dane County New Teacher project is accounted for in this fund. This project is the new teacher mentoring program with 14 participating districts. Each district pays a share of the total costs of this program. The budget will be updated for the third draft of the budget in July.

Waunakee Community School District

Position Description

Position Title: Special Education Coordinator (Full-Time: 210 Day Contract)
Administrative Support Contract

Department: Special Education

Reports to: Director of Special Education

Position Summary:

The Special Education Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families and community agencies that support students. This position provides leadership relative to special education policies and procedures, as well as effective practices relative to models of intervention for students who may be struggling academically and/or behaviorally.

Responsibilities:

This position description is not meant to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect essential job functions. Any combination of job functions below may be performed.

Essential Functions:

1. Provide direction and ensure compliance with the Individuals with Disabilities Education Act (IDEA), including assisting with program compliance, policy development, maintaining related student records, and investigating and resolving complaints.
2. Advise and monitor special education staff in the administration of student eligibility, placement, programming, dismissal, and follow-up in the area of special education.
3. Build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.
4. Assist with placement and enrollment of new students with disabilities.
5. Assist the Director of Special Education in coordinating specific projects, such as: review of IEPs and evaluations, Extended School Year services, monitoring compliance with IDEA timelines, including progress reporting.
6. Evaluate special education paraprofessionals.
7. Assist with the training and development of new special education staff.

Additional Job Duties:

1. Act as a resource to teachers, administrators, and parents in brainstorming and offering solutions to problems.
2. Facilitate IEP meeting as a local education agency (LEA) representative with parents, community members and instructional teams.
3. Perform other duties as assigned by the Director of Special Education.

Qualifications:

1. Master's Degree in Special Education, School Psychology, Educational Administration or related field required.
2. Minimum of 5 years in the educational setting.
3. Administrative license, or working toward a license, with Director of Special Education or Director of Student Services preferred.

4. Valid Wisconsin Driver's License Required.

Knowledge, Skills and Abilities:

1. Excellent verbal and written communication skills.
2. Ability to build effective relationships among parents, school staff, other school districts, community service providers, and state agencies in the area of special education.

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
STUDENT FEES 2023-2024 SCHOOL YEAR**

Elementary Schools			
	2022-23	2023-24	% Increase
Kindergarten	\$55.00	\$55.00	
1st-4th	\$55.00	\$55.00	
Milk	\$0.40	\$0.40	
Lunch	\$3.40	\$4.00	18%
Breakfast	\$1.25	\$1.50	20%
Recorders	\$7.00	\$7.00	
Intermediate School			
	2022-23	2023-24	% Increase
5th-6th	\$60.00	\$60.00	
Percussion	\$50.00	\$50.00	
Large Instrument	\$100.00	\$100.00	
Milk	\$0.40	\$0.40	
Lunch	\$3.40	\$4.00	18%
Breakfast	\$1.25	\$1.50	20%
Middle School			
	2022-23	2023-24	% Increase
7th-8th	\$70.00	\$70.00	
Art 7th-8th	\$5.00	\$5.00	
Tech. Ed–8th	\$5.00	\$5.00	
Gateway/Tech. – 8th	\$5.00	\$5.00	
F/CE – 8th	\$5.00	\$5.00	
Co-Curricular Fee	\$40.00	\$40.00	
Football Equip. Fee	\$20.00	\$20.00	
Locks	\$7.00	\$7.00	
Assignment Notebook	\$5.00	\$5.00	
Percussion	\$50.00 ¹³³	\$50.00	

Large Instrument	\$100.00	\$100.00	
Milk	\$0.40	\$0.40	
Breakfast	\$1.50	\$1.75	17%
Lunch Meal Deal	\$4.15	\$5.00	20%
High School	2022-23	2023-24	% Increase
9th-12th	\$50.00	\$60.00	20%
Elements of Art	\$5.00	\$5.00	
Principles of Design	\$5.00	\$5.00	
Band Uniform	\$10.00	\$10.00	
Ceramics	\$10.00	\$10.00	
Art Metals	\$10.00	\$10.00	
Drawing/Painting	\$10.00	\$10.00	
Advanced Art	\$10.00	\$10.00	
Photography	\$10.00	\$10.00	
Textiles	\$10.00	\$10.00	
Tech. Ed. Metals	\$20.00	\$20.00	
Tech. Ed. Home/Auto	\$10.00	\$10.00	
F/CE Foods Courses	\$40.00	\$40.00	
AP US History	\$0.00	\$21.95	
Innovation Center	\$25.00	\$25.00	
Lunch Meal Deal	\$4.15	\$5.00	20%
Milk	\$0.50	\$0.50	
Tech. Ed. Woods and F/CE individual project supplies provided by students			
Co-Curricular	\$75.00	\$75.00	
Football Equip. Fee	\$35.00	\$35.00	
HS Football Player Optional Helmet Purchase Program	\$295.00	\$295.00	
Driver's Education	(Fees set by CESA 2)	(Fees set by CESA 2)	

Parking Fee	\$50.00	\$50.00	
Locks	\$5.50	\$5.50	
Percussion	\$50.00	\$50.00	
Large Instruments	\$100.00	\$100.00	

Note: Students eligible for free/reduced meals are not charged any school district fees if the DPI waiver form is signed.

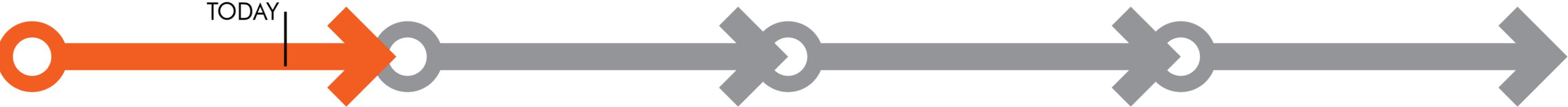


BOE DESIGN UPDATE

WCSD | WAUNAKEE MIDDLE SCHOOL

#03-19203 | 05.08.2023

TODAY



SCHEMATIC DESIGN

4 Month Duration

- Establish a Core Team who will oversee the project
- Establish a Visionary Team of staff representatives to develop the functional aspects of the design
- Develop exterior design options with the Core Team of designated representatives
- Coordinate expectations for zoning and state/city review
- Review preliminary interior designs and materials with core team or designated representatives
- Review layouts with ALL staff
- Begin furniture discussions if applicable
- Define mechanical, electrical and plumbing scopes
- Produce drawings for updated cost estimates

DESIGN DEVELOPMENT

4 Month Duration

- Refine design to ensure budget alignment
- Develop mechanical, electrical, and plumbing concepts to ensure architectural coordination
- Select building systems, materials and finish products
- Review interior designs, patterns, and locations with core team
- Review design with ALL staff for coordination of cabinetry, equipment, and details
- Refine furniture selections if applicable
- Develop typical construction details, sections, and elevations for more precise cost estimates

CONSTRUCTION DOCUMENTS

4 Month Duration

- Refine design to ensure budget alignment
- Final Design Review with ALL staff to ensure expectations are met
- Coordinate all aspects of mechanical, electrical, and plumbing
- Final selection of lighting and plumbing fixtures
- Finalize furniture selections if applicable
- Finish product specifications
- Develop final plans and all details needed for building construction

BUILDING CONSTRUCTION

18 Month Duration

- Process driven by Construction Manager
- Regular construction meetings to answer field related questions and verify that work is being constructed as designed ¹³⁷
- Coordination of shop drawings and submittals
- Final punch lists, substantial completion, and certificate of occupancy

PHASES OF THE PROJECT



SMALL LEARNING COMMUNITIES

- STEM should not be isolated from small learning communities
- Like classrooms and labs in same SLC
- Openness and visibility, Clear line of sight
- Movable walls for team teaching
- Connection to outdoor learning
- SGIs connected to classrooms
- Integrates Special Education



SHARED / PUBLIC SPACES

- Provide alternate areas in cafeteria (scale, calmer/quieter)
- Wider corridors
- Social stair



INFRASTRUCTURE

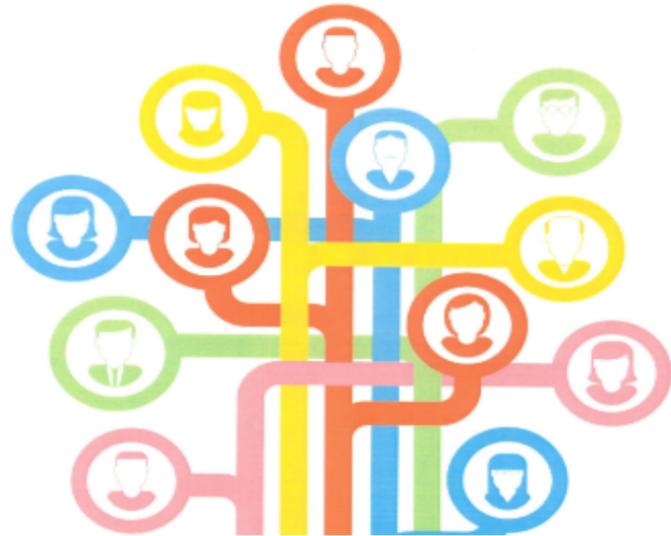
- Use of infrastructure for learning (ie Geothermal on display)
- Connectivity with garage doors and/or sliding doors
- Opportunities for outdoor learning
- Visibility and transparency
- Lockers are a waster of space
- Need All-Gender toilet rooms



CHARACTERISTICS

- Event entrance
- Natural light and daylighting
- More Nature
- Outdoor Patio
- Questions about noise transfer

SCHOOL TOUR RECAP



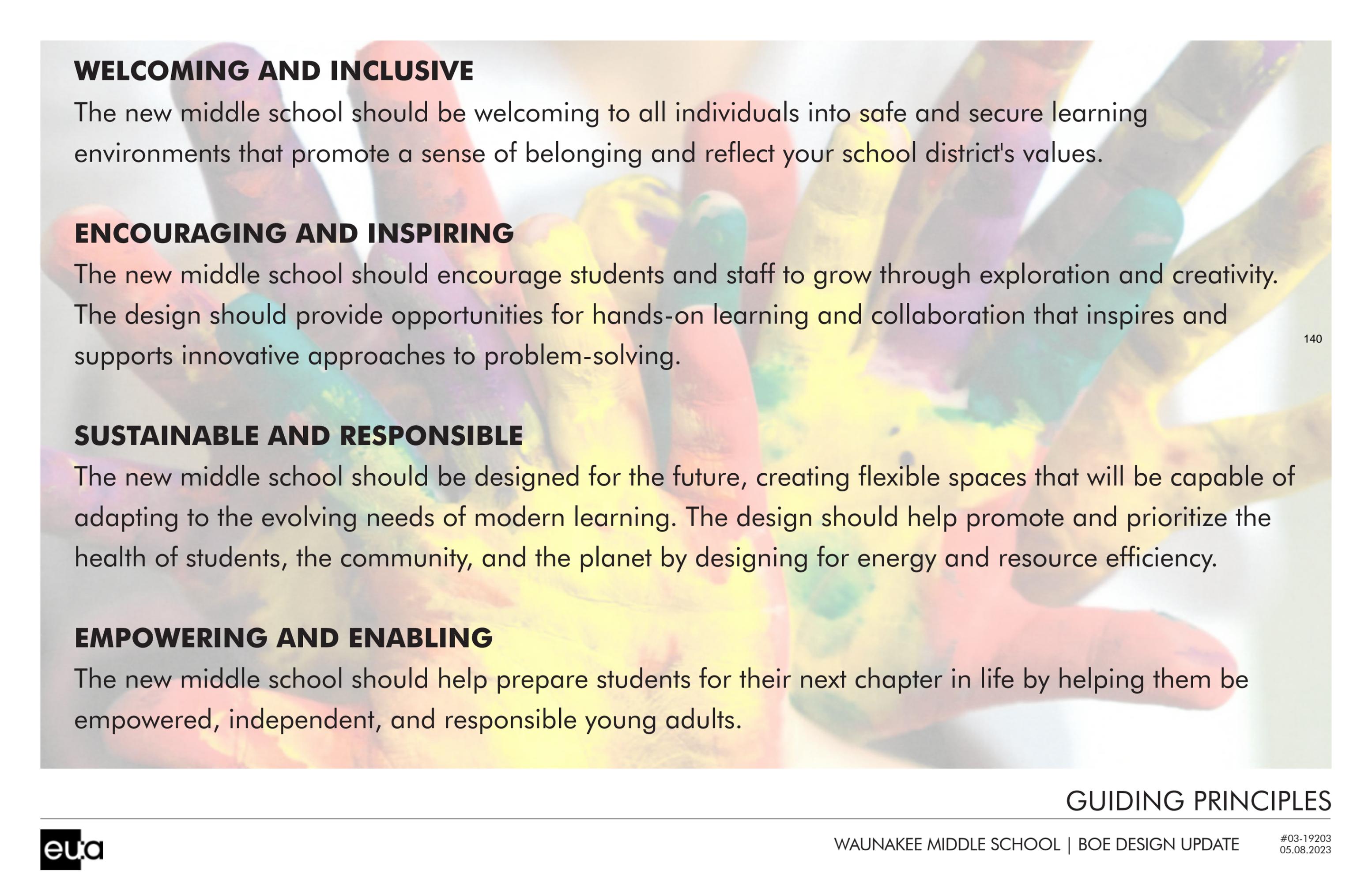
“TELL US ABOUT YOUR VISION FOR WHAT THE FUTURE OF LEARNING LOOKS LIKE IN WAUNAKEE”



- DIVERSITY, MINDFUL OF DIFFERENT CULTURES
- OPPORTUNITY TO GROW AND FLOURISH
- VISIONARY, THINK OUT OF THE BOX
- THE ONLY WAUNAKEE, STAND APART
- TIGHT-KNIT COMMUNITY, HOMEY CHARACTER
- EXPERIENCING, CREATING, SEEKING NEW THINGS
- NATURAL LIGHT, GREENERY, CONNECTION TO NATURE, OUTDOOR CLASSROOM
- RESTFUL, NEED A PAUSE

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VISIONARY TEAM



WELCOMING AND INCLUSIVE

The new middle school should be welcoming to all individuals into safe and secure learning environments that promote a sense of belonging and reflect your school district's values.

ENCOURAGING AND INSPIRING

The new middle school should encourage students and staff to grow through exploration and creativity. The design should provide opportunities for hands-on learning and collaboration that inspires and supports innovative approaches to problem-solving.

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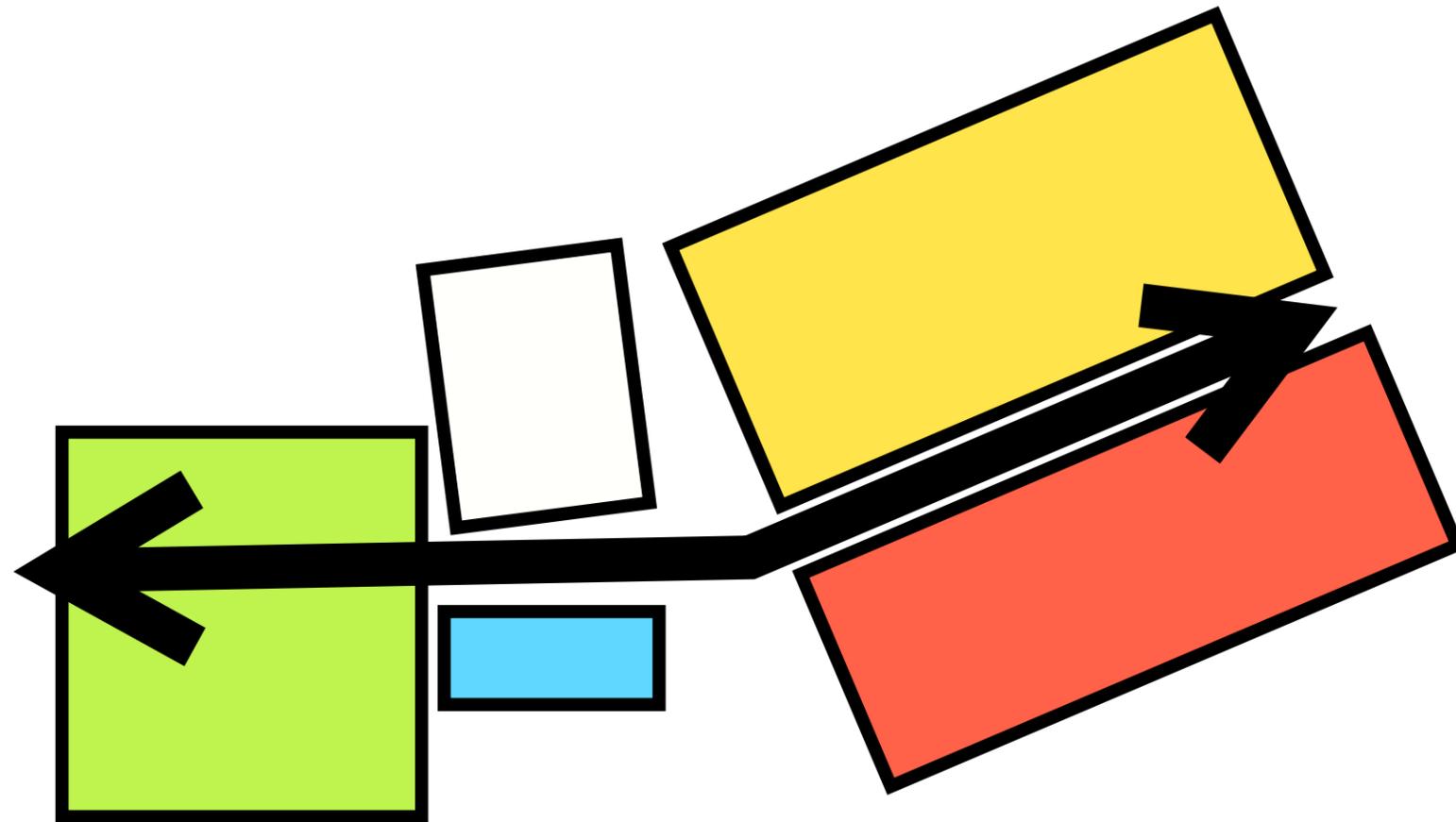
SUSTAINABLE AND RESPONSIBLE

The new middle school should be designed for the future, creating flexible spaces that will be capable of adapting to the evolving needs of modern learning. The design should help promote and prioritize the health of students, the community, and the planet by designing for energy and resource efficiency.

EMPOWERING AND ENABLING

The new middle school should help prepare students for their next chapter in life by helping them be empowered, independent, and responsible young adults.

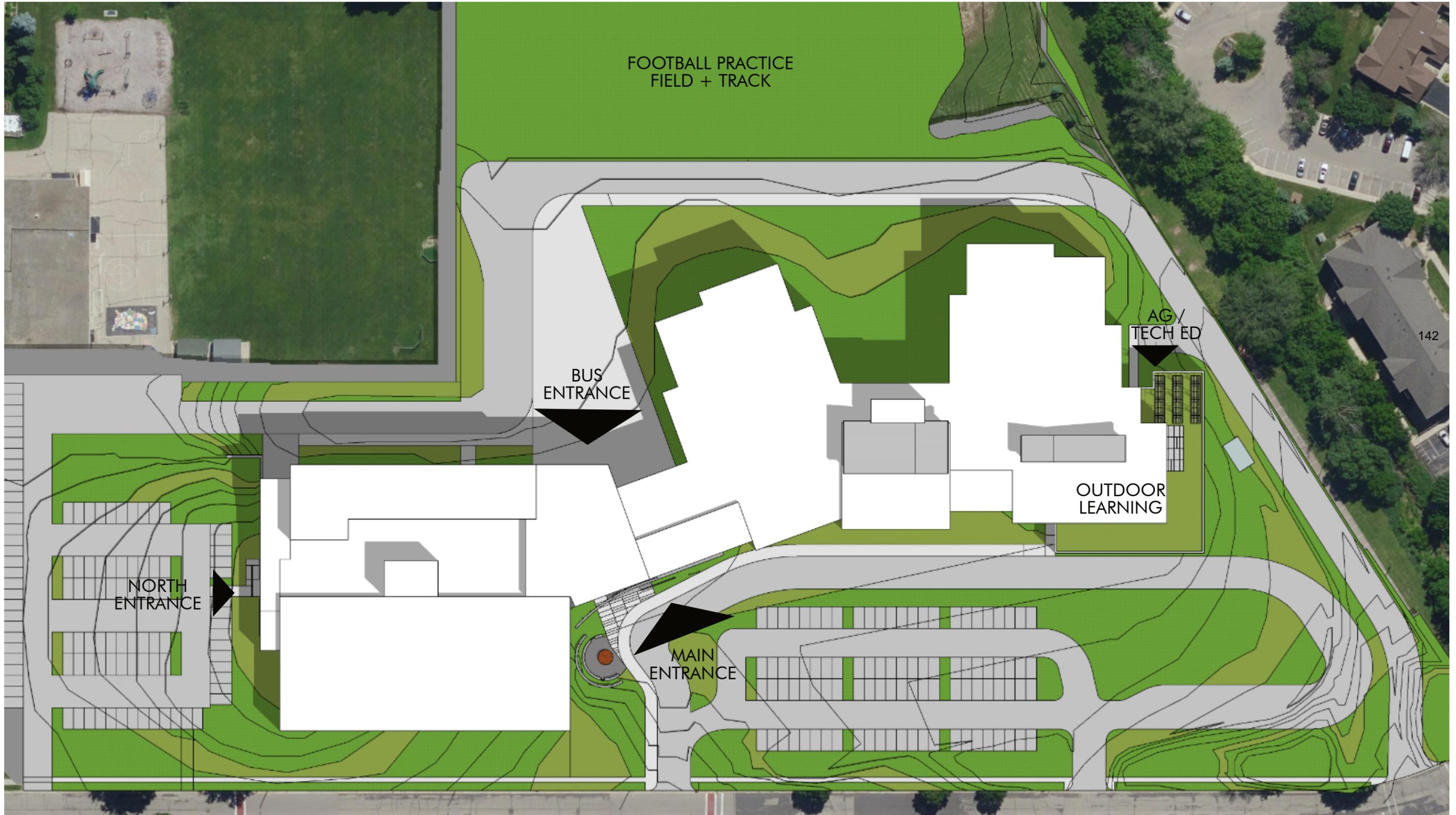
GUIDING PRINCIPLES



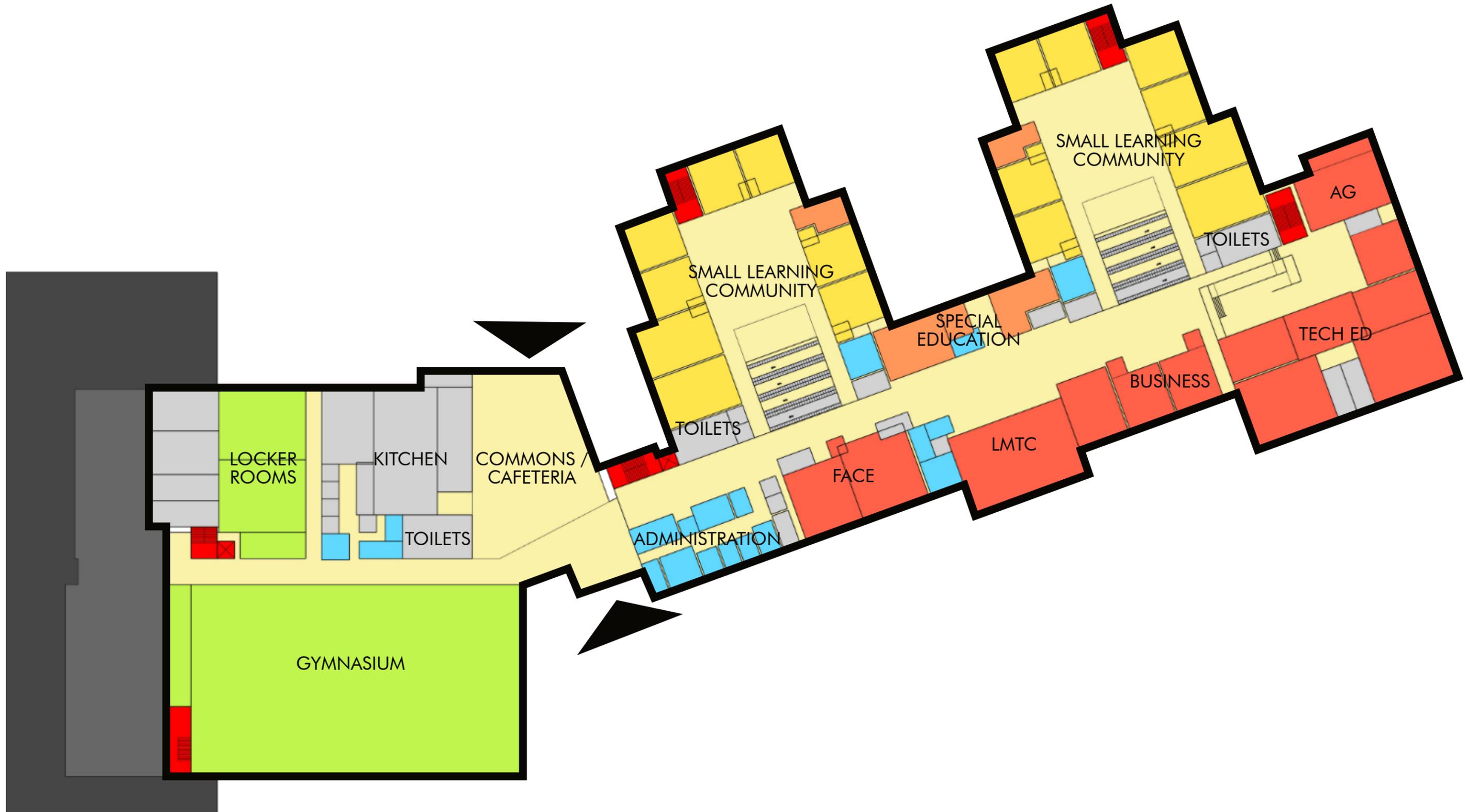
- **EQUITABLE ENTRY FOR STUDENTS AT BUS AND PARENT DROP-OFF**
- **ENCORES AND SPECIALS LOCATED CLOSE TO SLC'S**
- **ABILITY TO OPEN JUST GYMNASIUM FOR NIGHT AND WEEKEND USE**

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BUILDING ORGANIZATION DIAGRAM



SITE PLAN [DESIGN IN PROGRESS]



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LEVEL 1 [DESIGN IN PROGRESS]



LEVEL 2 [DESIGN IN PROGRESS]

QUESTIONS?

Waunakee Community School District

New Teacher Days= 192
Teacher Days= 188

Q1=44 Q2=45 Q3=42 Q4= 43
Semester 1=89 Semester 2= 85
Tri1= 58 Tri2= 59 Tri3= 57

No School	Holiday-Paid
Early Release	PT Conferences
Quarter Dates	Staff Work Day
Trimester Dates	Staff Development Day

DRAFT 2024-2025 TEACHER Calendar DRAFT

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July						
Su	M	Tu	W	Th	F	Sa

August-Days						
19-22	New Teachers Report (M, T, W, TH)					
22	Department Chairs Report					
26	All Teachers Report					
27-28	Staff Development Day					
29	Staff Work Day					

September-Days						
2	Labor Day-Paid Holiday					
3	First Day Students Report					

October-Days						
14	PT Conferences 4-8pm for grades 7-12					
15	PT Conferences 3:30-7:30pm for grades 5-6					
17	PT Conferences 4-8pm for grades K-4					
18	PT Conferences for grades K-12 a.m. only					
18	No School					
24	Fall Break - No School - Staff Develop					
25	Fall Break-No School					

November-Days						
6	First Quarter Ends					
26	First Trimester Ends (Grades K-6)					
27	No School					
28	Thanksgiving-Paid Holiday					
29	No School-Day after Thanksgiving					

December-Days						
23-31	Winter Break					

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January-Days		
1	Winter Break	
20	No School-StaffDevelopment Day	
24	First Semester Ends (grades 7-12)	
27	No School-Staff Work Day	

February-Days		
28	No School - Staff Development	

March-Days		
7	Second Trimester Ends (grades K-6)	
17	PT Conferences 4-8pm for grades 7-12	
18	PT Conferences 3:30-7:30pm for grades 5-6	
20	PT Conferences 4-8pm for grades K-4	
21	No School - PT Conferences for grades K-12 a.m. only	
24-28	Spring Break	

April-Days		
4	3rd Quarter Ends	
18	No School	
21	No School/Snow Day	

May-Days		
20	No School - Staff Development	
27	Memorial Day-Paid Holiday	

June-Days		
10	Third Trimester Ends (grades K-6)	
10	Second Semester Ends (grades 7-12)	
10	Last Day for Students	
11	Snow Make Up Day	

Snow Days	
1	not made up
2	not made up
3	not made up
4	not made up
5	make up 4/21/25

2022-23 Budget Status Report - April 30, 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	22,540,466.37	0.00	77.41%	6,578,382.63
Personnel Costs: Benefits	9,790,434	9,790,434	8,473,691.98	0.00	86.55%	1,316,742.02
Total	38,909,283	38,909,283	31,014,158.35	0.00	79.71%	7,895,124.65

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	82,289.85	4,258.11	96.35%	3,282.04
Prairie School CSF	19,266	25,811	18,386.74	4,586.85	89.01%	2,837.73
Heritage School	92,060	92,060	93,203.12	8,488.20	110.46%	-9,631.32
Heritage School CSF	18,633	24,963	14,756.99	4,732.27	78.07%	5,474.02
Arboretum School	74,035	74,035	73,786.15	5,274.54	106.79%	-5,025.69
Arboretum School CSF	17,090	22,896	18,175.71	2,859.32	91.87%	1,861.09
Intermediate School	152,470	152,470	99,166.57	22,411.05	79.74%	30,892.38
Intermediate School CSF	24,804	33,191	30,325.80	2,324.60	98.37%	540.22
Middle School	163,790	163,790	114,444.60	10,065.17	76.02%	39,280.23
Middle School CSF	25,040	33,494	33,469.88	67.45	100.13%	-43.51
High School	476,918	476,918	410,998.34	34,289.72	93.37%	31,629.94
High School CSF	51,705	69,016	45,433.30	16,661.32	89.97%	6,921.22
Athletics	414,477	414,477	284,167.25	80,397.65	87.96%	49,912.10

Departments						
Utilities	1,073,260	1,073,260	1,120,957.69	201,371.77	123.21%	-249,069.46
Maintenance	723,990	723,990	740,941.22	201,442.91	130.17%	-218,394.13
Capital Projects	150,000	150,000	16,052.98	0.00	10.70%	133,947.02
Contingency Fund	100,000	100,000	58,215.38	5,000.00	63.22%	36,784.62
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	1,506,452.62	584,612.89	164.19%	-817,537.51
Technology	718,079	718,079	736,956.49	191,573.08	129.31%	-210,450.57
Technology Erate/Fees	53,600	53,600	9,384.00	83,940.71	174.11%	-39,724.71
Curriculum-Secondary	366,529	416,529	314,466.16	6,000.00	76.94%	96,062.84
Curriculum-Elementary Operations	277,882	277,882	138,118.09	25,311.24	58.81%	114,452.67
Curriculum-4K District	889,200	889,200	899,539.79	63.81	101.17%	-10,403.60
Human Resources	33,650	33,650	35,340.56	340.66	106.04%	-2,031.22
Superintendent	84,600	84,600	145,802.75	5,451.08	178.79%	-66,653.83
Student Services-Operations	71,250	71,250	44,547.88	1,162.17	64.15%	25,539.95
Student Services-District	92,500	92,500	65,849.14	0.00	71.19%	26,650.86
Business Office	444,673	444,673	388,939.68	38,815.76	96.20%	16,917.56
District Wide	1,256,378	1,256,378	782,752.27	33,211.81	64.95%	440,413.92
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	60,370.15	193.00	70.59%	25,234.85
Title 1 Grant (Private)	6,429	6,429	3,923.89	0.00	61.03%	2,505.11
Title 2 Grant (Public)	45,675	45,675	42,342.40	0.00	92.70%	3,332.60
Title 2 Grant (Private)	6,519	6,519	0.00	0.00	---	6,519.00
Title 3 Grant	16,468	16,468	16,452.90	0.00	99.91%	15.10
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	28,616.82	0.00	38.85%	45,037.18
CEIS Federal Flo-Through	0	0	73,116.66	0.00	---	-73,116.66
Ed. Effectiveness Grant	30,080	30,960	30,960.00	0.00	100.00%	0.00
ESSER2	11,172	11,172	11,172.00	0.00	100.00%	0.00
ESSER3	2,049,766	2,049,766	1,692,839.75	71,517.50	86.08%	285,408.75
Peer Mentor Grant	0	0	14,649.00	0.00	---	-14,649.00
Perkins Grant	18,182	22,801	18,606.99	0.00	81.61%	4,194.01
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	194,081.69	45,133.03	98.75%	3,035.28

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,909,283	38,909,283	31,014,158.35	0.00	79.71%	7,895,124.65
Building Totals	1,620,118	1,672,951	1,318,604.30	196,416.25	90.56%	157,930.45
Department Totals	7,679,059	7,729,059	7,072,294.91	1,378,297.89	109.34%	-721,533.80
Grant Totals	2,516,099	2,521,598	2,054,759.61	131,270.50	86.69%	335,567.89
Other Program Totals	6,658,307	6,658,307	194,081.69	45,133.03	3.59%	6,419,092.28
Total Fund 10 Expenditures	57,382,866	57,491,198	41,653,898.86	1,751,117.67	75.50%	14,086,181.47

2022-23 Budget Status Report - April 30, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	4,825.50	0.00	104.90%	-225.50
Heritage School	4,900	4,900	4,270.00	0.00	87.14%	630.00
Arboretum School	4,000	4,000	6,078.19	0.00	151.95%	-2,078.19
Intermediate School	35,650	35,650	24,281.64	0.00	68.11%	11,368.36
Middle School	22,300	22,300	19,850.72	0.00	89.02%	2,449.28
High School	91,400	91,400	105,996.51	0.00	115.97%	-14,596.51
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	8,800	8,800	4,967.00	0.00	56.44%	3,833.00
Maintenance	6,000	6,000	3,133.30	0.00	52.22%	2,866.70
Energy Conservation	0	0	5,907.00	0.00	---%	-5,907.00
Athletic Dept	38,000	38,000	17,704.14	0.00	46.59%	20,295.86
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	2,750	2,750	6,952.72	0.00	252.83%	-4,202.72
E-Rate	55,500	55,500	0.00	1,200.00	2.16%	54,300.00
District	54,436,330	54,436,330	48,407,236.79	0.00	88.92%	6,029,093.21

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	49,052	1,674.56	0.00	3.41%	47,377.44
Title 2 Grant (Private)	6,519	65,472	0.00	0.00	0.00%	65,472.28
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	103,120	55,846.73	0.00	---%	47,273.27
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	11,984.74	0.00	52.56%	10,816.26
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	8,511	8,511	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	57,606,648	49,500,914.92	1,200.00	85.93%	8,104,533.36

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	6,461,124.00	0.00	73.30%	2,353,355.00
Departments						
Special Ed-Operations	28,839	28,839	11,145.78	4,360.00	53.77%	13,333.22
Special Ed-District	126,557	126,557	101,833.98	39,227.30	111.46%	-14,504.28
Transportation	173,008	173,008	82,824.11	117,632.73	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	682,990.29	76,085.37	83.87%	146,024.34
IDEA PreSchool Grant	17,400	17,400	14,193.74	772.46	86.01%	2,433.80
Total Fund 27 Expenditures	10,074,383	10,074,383	7,363,586.44	238,077.86	75.46%	2,472,718.70

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	905,100	982,669	378,271.54	0.00	38.49%	604,397.16
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---%	0.00
IDEA PreSchool Grant	17,400	30,500	7,550.20	0.00	---%	22,949.80
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	2,060,526.67	0.00	22.51%	7,091,356.33
Total Fund 27 Revenues	10,074,383	10,165,052	2,446,958.41	0.00	24.07%	7,718,093.29

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,768,640	2,552,860.94	196,333.23	99.30%	19,445.83

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	2,095,966.11	0.00	73.88%	740,840.89

2022-23 Budget Status Report - April 30, 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	4,825.50	-225.50	89,830	86,547.96	3,282.04	3,507.54	29,251.47
Heritage School	18,658.69	4,900.00	4,270.00	630.00	92,060	101,691.32	-9,631.32	-10,261.32	8,397.37
Arboretum School	21,718.99	4,000.00	6,078.19	-2,078.19	74,035	79,060.69	-5,025.69	-2,947.50	18,771.49
Intermediate School	64,889.99	35,650.00	24,281.64	11,368.36	152,470	121,577.62	30,892.38	19,524.02	84,414.01
Middle School	44,460.64	22,300.00	19,850.72	2,449.28	163,790	124,509.77	39,280.23	36,830.95	81,291.59
High School	123,019.12	91,400.00	105,996.51	-14,596.51	476,918	445,288.06	31,629.94	46,226.45	169,245.57
Athletic Dept	60,229.50	38,000.00	17,704.14	20,295.86	414,477	364,564.90	49,912.10	29,616.24	89,845.74
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	277,882	163,429.33	114,452.67	114,452.67	226,744.90
Curriculum-Secondary	20,932.26	8,800.00	4,967.00	3,833.00	416,529	320,466.16	96,062.84	92,229.84	113,162.10
CTE Grant	37,711.34	73,654.00	0.00	73,654.00	73,654	28,616.82	45,037.18	-28,616.82	9,094.52
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	35,681.22	-2,031.22	-2,031.22	1,608.65
Maintenance	311,049.57	6,000.00	3,133.30	2,866.70	723,990	942,384.13	-218,394.13	-221,260.83	89,788.74
Special Education-Operations	19,227.32	0.00	610.00	-610.00	28,839	15,505.78	13,333.22	13,943.22	33,170.54
Student Services-Operations	75,977.25	0.00	610.00	-610.00	71,250	45,710.05	25,539.95	26,149.95	102,127.20
Superintendent	35,998.23	0.00	0.00	0.00	84,600	151,253.83	-66,653.83	-66,653.83	-30,655.60
Technology	498,345.83	58,250.00	6,952.72	51,297.28	771,679	1,021,854.28	-250,175.28	-301,472.56	196,873.27
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							-255,790.65	1,228,899.02

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF March 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	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
REVENUES:														
+ DEPOSITS	6,847,701.87	2,981,829.28	1,417,588.78	2,500,000.00	9,546,714.53	65,475.30	0.00	0.00	5,900,000.00	0.00	2,015,257.80	83,215.00	0.00	31,357,782.56
+ INTEREST	1,458.26	80,412.03	934.35	32,728.11	6,377.29	2,451.46	0.00	2,190.58	2,398.35	2,064.04	36,921.25	78,720.94	1,105.31	247,761.97
TOTAL REVENUES	6,849,160.13	3,062,241.31	1,418,523.13	2,532,728.11	9,553,091.82	67,926.76	0.00	2,190.58	5,902,398.35	2,064.04	2,052,179.05	161,935.94	1,105.31	31,605,544.53
EXPENSES:														
ACCOUNTS PAYABLE	0.00	7,200,346.41	1,410,366.46	559,575.02	0.00	54,403.98	0.00	0.00	6,505,583.41	0.00	0.00	4,515,257.80	\$0.00	20,245,533.08
PAYROLL	6,876,950.25	4,348,785.15			2,498,916.72	0.00	0.00	0.00	750.00	0.00	0.00		0.00	13,725,402.12
TOTAL EXPENSES	6,876,950.25	11,549,131.56	1,410,366.46	559,575.02	2,498,916.72	54,403.98	0.00	0.00	6,506,333.41	0.00	0.00	4,515,257.80	0.00	33,970,935.20
ENDING BALANCE	38,836.55	10,787,292.59	172,152.74	9,150,750.08	9,560,364.33	660,414.69	8.71	1,860,583.05	21,727.43	322,703.96	10,094,989.05	87,684,529.34	288,504.79	130,642,857.31
BANK BALANCES														
ENDING BANK BALANCE	38,836.55	10,787,292.59	172,152.74	9,150,750.08	9,560,364.33	660,414.69	8.71	1,860,583.05	21,727.43	322,703.96	10,094,989.05	87,684,529.34	288,504.79	130,642,857.31
OUTSTANDING ACH	419,303.04	0.00	905.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	420,208.04
ACTUAL BALANCE	-380,466.49	10,787,292.59	171,247.74	9,150,750.08	9,560,364.33	660,414.69	8.71	1,860,583.05	21,727.43	322,703.96	10,094,989.05	87,684,529.34	288,504.79	130,222,649.27
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55													
	-380,207.94													

No Change March 23

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



Guttenberg, Randy <randyguttenberg@waunakee.k12.wi.us>

rotary exchange student request

1 message

David Bleifield <dfbleifield@yahoo.com>

Tue, May 2, 2023 at 1:13 PM

To: Randy Guttenberg <randyguttenberg@waunakee.k12.wi.us>

Randy Guttenberg and the Waunakee School Board of Education.

The Waunakee Rotary Club has requested an international exchange student for the 2023/24 school year. We have been assigned a female ,Brisa Hernandez Salome from Minatitlan, Mexico . If she is accepted by the Waunakee Schools, she will arrive in August of 2023 . Waunakee has located three host families for the school year. All of her records have been forwarded with this request. Please contact me if you have further questions or concerns.

Carol Bleifield YEO
608-695-2820
Sent from my iPhone

April 24, 2023

To: Brian Borowski & Cooper Scholarship Committee

From: HS Music Dept.

Re: 2022-23 Tweed Scholarship Report

1. Monies available for 2022-23
 - \$0 from the Cooper Trust Fund interest
 - \$2000 from Ted and Jan Tweed

2. Number of applicants: 10

3. Senior Scholarship
 - Tweed Winners
 - \$1000 Noah Stevens
 - \$1000 Sophia Komosa

The Tweed/Cooper Scholarship Committee consists of Brian Borowski, Steve Summers, Megan Bunkelman, Molly Petroff, Ryan Gill, Ryan Caloud & Elizabeth Heiks

Announcement of the Tweed scholarship recipients will be take place at the annual High School Senior Awards & Honors Program on May 17th.



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 April 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	Tornado	04/24/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	Tornado	04/21/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	Tornado	04/20/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	Tornado	04/19/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	Tornado	04/28/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	Tornado	04/21/2023

Board of Education Representative: _____
Joan Ensign, President



ADMINISTRATION OFFICE

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

Superintendent's Office

April 12, 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.



ADMINISTRATION OFFICE

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

Superintendent's Office

April 18, 2023

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Donation in Memory of Ken Wagner

Kathie Wagner, of W3250 Schafer Rd. in Bellville WI 53508, donated \$100 to the Student Financial Assistants Fund in memory of Ken Wagner. Ken loved all things related to sports especially high school football and volleyball when their children participated in those sports for Waunakee.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

April 18, 2023

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Donation from Calvin Kruschek

Calvin Kruschek, of 1422 Blue Ridge Trail, Waunakee WI 53597, donated \$500 to the Student Financial Assistants Fund.

To: Board of Education, Mr. Guttenberg

From: Tim Schell

Subject: 2023 Future Problem Solving Program International

Date: May 2, 2023

Janell Dorn and I are requesting permission for her to take three Intermediate School students and four High School students who have qualified from the Wisconsin Future Problem Solving (FPS) state competition to the FPS International competition at the University of Massachusetts-Amherst June 7-June 11. We are all tremendously proud of what our students have accomplished so far and are excited to support their opportunity to travel and compete at the highest level of competition for this program.

Full details are provided in the included memo from Janell Dorn. The tentative schedule for the FPS International competition is also enclosed for your information. This requires Board of Education approval as it involves out of state travel.

FPS is a dynamic and challenging international program involving thousands of students annually from the United States and many other countries around the world. Future Problem Solving (FPS) teaches a unique six-step problem solving process which can be applied in the real world, in local and global communities, as well as in future societies. This six-step model teaches critical and creative thinking, problem solving, and decision making. We offer FPS clubs at our Intermediate, Middle, and High Schools.

I fully expect that the students who participate will represent themselves, the Waunakee Intermediate School, Waunakee Community High School, and the Waunakee Community School District in a positive manner. We are proud of our students and our entire FPS family of programs, and look forward to what should be a meaningful and stimulating experience for our students. Thank you for your support of this request.

cc: Mr. Borowski, Mr. Mommaerts, Mrs. Dorn

TO: Randy Guttenberg and the WCSD School Board Members
FROM: Janell Dorn
RE: Overnight out of state field trip
DATE: April 27, 2023

In April, students from all over the state of Wisconsin competed at the Future Problem Solving (FPS) state competition. Twenty-eight students from grades six-twelve represented Waunakee at this event. Based on their outstanding performance at the state competition, seven of these students (three 6th grade students and four 12th grade students) have qualified to compete at the FPS Program International Competition taking place on June 7-11 at the University of Massachusetts - Amherst. This is an amazing accomplishment for all of these students and we are very proud of them. I am requesting approval for a five day/four-night overnight field trip in Amherst Massachusetts. These are details of the trip.

Event: Future Problem Solving Program International Competition
Dates: Wednesday, June 7-Sunday, June 11
Location: University of Massachusetts-Amherst
Competition Topic: Currency

Participants: 3 Intermediate School students and 4 High School students:
One Junior Division Team of 3 and One Senior Division team of 4

Chaperone: Janell Dorn will serve as chaperone and be with the students at all times when not traveling with parents to and from General Mitchell Airport

Travel: The group will travel by car with parents to and from General Mitchell Airport in Milwaukee, WI, by plane from Milwaukee, WI to Bradley International Airport in Hartford Connecticut, and by transfer bus between Bradley International Airport and the UMass-Amherst campus.
All activities associated with the event will take place on the campus and students will walk to all events once on campus.
Students will be seated on planes only next to Waunakee students or Ms. Dorn. No student will be seated next to strangers.
The shuttle between Bradley International Airport and the university campus is reserved for our group only.

Housing: Students will stay on the UMass-Amherst campus in a suite-style secured dorm. Students will be in suites with their teammates: 2 bedrooms, 1 living room and 1 bathroom to be shared with just their teammates. Janell Dorn will be in an adjacent room to the two teams.

Costs: Costs for the chaperone and teams' registrations will be paid by the district. Costs for the students' travel and room and board will be paid by the parents and through fundraising efforts. All parents are aware of the costs and have agreed to these costs.
Registration: \$300/person
Airfare: \$587.40/person
Transfers: \$112.50/person
Room & Board: \$436/person
Per person transportation, room & board total: \$1,135.90

I am confident if this is approved, the FPS team members will represent themselves, the Waunakee Community School District and the community of Waunakee in a positive manner. Please contact me with any questions or concerns related to this request.

Thank you,

Janell Dorn
Pathways Coordinator/FPS Coach

* Workshops open to all registered IC participants. May 5th-11th a survey will be open to count interested participants to prepare for rooms and materials. Watch for the March 1 release of info for complete descriptions of these events.

Wednesday, May 3	MIDNIGHT	IC Registration and Payments Due
Thursday, May 4	8:00 PM	CmPS Proposals, Written Reports, and Promo Video links due
Monday, May 8	9:00 AM - 10:00 AM	WORKSHOP: Building Topic Knowledge Using the RRR and Beyond (Optional Zoom session for GIPS Coaches)
Monday, May 15	4:00 PM - 5:00 PM	WORKSHOP: Developing Underlying Problem Ideas While Preparing for Competition (Optional Zoom session for GIPS Coaches)
Monday, May 22	9:00 AM - 10:00 AM	WORKSHOP: Enhancing a Future Perspective and Showing Research in Booklet Writing (Optional Zoom session for GIPS Coaches)
May 19-24		FPSOnline Practice Session (Global Issues Problem Solving (GIPS) only)
Wednesday, June 7	8:00 AM - 10:00 PM	Arrivals - All Participants and Evaluators
	NOON - 5:00 PM	Zippy Mart - shop for FPS souvenirs, clothing, and educational curriculum
		Dining hall is available for lunch for an additional cost; meals in conference package begin with dinner on Wednesday and end with breakfast on Sunday
	2:00 PM - 4:00 PM	FPS Connect Social for Participants
	3:00 PM - 4:30 PM	CmPS Coach Open House/Q&A - view display area
	6:00 PM - 8:00 PM	Scavenger Hunt
	8:00 PM - 8:45 PM	WORKSHOP: First Time to IC Coach connection *
Thursday, June 8	9:45 AM - 11:00 AM	Opening Ceremony (Livestream)
	12:30 PM - 4:30 PM	CmPS project set-up (as assigned in check-in materials)
	12:30 PM - 4:30 PM	Global Issues Problem Solving Team Competition (as assigned in check-in materials)
	12:30 PM - 4:30 PM	Global Issues Problem Solving Individual Competition (as assigned in check-in materials)
	12:30 PM - 4:30 PM	MAGIC Competition (as assigned in check-in materials)
	1:00 PM - 4:00 PM	Scenario Performance Competition (as assigned in check-in materials)
	2:00 PM - 3:30 PM	WORKSHOP: Parents' Meeting *
	3:00 PM - 6:00 PM	Zippy Mart Open
	4:00 PM - 5:30 PM	Choir Rehearsal
	6:30 PM - 8:30 PM	Memento Exchange
	7:00 PM - 9:00 PM	CmPS Interviews (as assigned in check-in materials)
8:30 PM - 9:45 PM	Choir Rehearsal	
Friday, June 9	8:00 AM - 3:30 PM	CmPS Interviews (as assigned in check-in materials)
	8:30 AM - NOON	FPS EXPERIENCE (non-competitors, registration required)
	8:30 AM - NOON	Scenario Writing Competition (as assigned check-in materials)
	8:30 AM - NOON	Scenario Performance Competition (as assigned check-in materials)
	9:00 AM -11:00 AM	WORKSHOP: Tips & Tools to Enhance CmPS *

Friday, June 9	10:00 AM - 5:00 PM	Zippy Mart Open
	by NOON	Prep for Presentation of Action Plans (PAP)
	10:30 AM - 4:30 PM	Emcee/Judge Meeting - Presentations
	1:00 PM - 4:00 PM	Presentation of Action Plan Competition (as assigned check-in materials)
	2:00 PM - 4:00 PM	WORKSHOP: DEIB to build Ethical Citizenship *
	2:00 PM - 4:00 PM	WORKSHOP: The Art of Storytelling *
	2:00 PM - 4:00 PM	WORKSHOP: Enhancing Creativity with Generating and Focusing Tools *
	4:30 PM - 6:30 PM	FPS Connect Activity during dinner
	5:30 PM - 7:00 PM	Choir Rehearsal
	7:00 PM - 9:00 PM	CmPS Showcase
	9:00 PM - 10:00 PM	WORKSHOP: Senior Division Forum *
Saturday, June 10	9:00 AM - 11:00 AM	WORKSHOP: Coach Q&A Session *
	9:00 AM - 11:00 AM	WORKSHOP: Enhancing Scenario Writing Skills *
	9:00 AM - 11:00 AM	WORKSHOP: VIEW Problem Solving Style *
	9:00 AM - 11:00 AM	Presentation of Action Plans Finals
	9:00 AM - NOON	Scenario Performance Competition Finals
	10:00 AM -3:00 PM	Zippy Mart
	10:30 AM -3:00 PM	Variety Show Auditions
	NOON - 1:30 PM	Choir Rehearsal
	2:00 PM - 4:00 PM	WORKSHOP: Improv Workshop *
	2:00 PM - 4:00 PM	WORKSHOP: Enhancing Problem Solving with Project Management *
	2:00 PM - 5:00 PM	WORKSHOP: MAGIC Collaborative EXPERIENCE *
	2:00 PM - 5:00 PM	WORKSHOP: Scenario Writing Team (non-competitive) *
	3:00 PM - 5:00 PM	Choir Rehearsal
	4:00 PM - 5:30 PM	FPS Connect - Cultural Tea
	5:00 PM - 5:30 PM	CmPS Project Removal
	6:45 PM - 8:45 PM	Variety Show (Livestream)
	9:00 PM - 11:00 PM	Game Night
	9:00 PM - 11:00 PM	Karaoke
	9:00 PM - MIDNIGHT	Dance
	9:00 PM - 11:00 PM	Adult Social
Sunday, June 11	8:45 AM - 11:30 AM	Award Ceremony (Livestream)
	by 1:00 PM	Housing Check-Out

TO: Randy Guttenberg and the WCSD School Board Members
FROM: Janell Dorn
RE: Overnight out of state field trip
DATE: April 27, 2023

In April, students from all over the state of Wisconsin competed at the Future Problem Solving (FPS) state competition. Twenty-eight students from grades six-twelve represented Waunakee at this event. Based on their outstanding performance at the state competition, seven of these students (three 6th grade students and four 12th grade students) have qualified to compete at the FPS Program International Competition taking place on June 7-11 at the University of Massachusetts - Amherst. This is an amazing accomplishment for all of these students and we are very proud of them. I am requesting approval for a five day/four-night overnight field trip in Amherst Massachusetts. These are details of the trip.

Event: Future Problem Solving Program International Competition
Dates: Wednesday, June 7-Sunday, June 11
Location: University of Massachusetts-Amherst
Competition Topic: Currency

Participants: 3 Intermediate School students and 4 High School students:
One Junior Division Team of 3 and One Senior Division team of 4

Chaperone: Janell Dorn will serve as chaperone and be with the students at all times when not traveling with parents to and from General Mitchell Airport

Travel: The group will travel by car with parents to and from General Mitchell Airport in Milwaukee, WI, by plane from Milwaukee, WI to Bradley International Airport in Hartford Connecticut, and by transfer bus between Bradley International Airport and the UMass-Amherst campus.
All activities associated with the event will take place on the campus and students will walk to all events once on campus.
Students will be seated on planes only next to Waunakee students or Ms. Dorn. No student will be seated next to strangers.
The shuttle between Bradley International Airport and the university campus is reserved for our group only.

Housing: Students will stay on the UMass-Amherst campus in a suite-style secured dorm. Students will be in suites with their teammates: 2 bedrooms, 1 living room and 1 bathroom to be shared with just their teammates. Janell Dorn will be in an adjacent room to the two teams.

Costs: Costs for the chaperone and teams' registrations will be paid by the district. Costs for the students' travel and room and board will be paid by the parents and through fundraising efforts. All parents are aware of the costs and have agreed to these costs.
Registration: \$300/person
Airfare: \$566/person
Transfers: \$112.50/person
Room & Board: \$436/person
Per person transportation, room & board total: \$1,114.50

I am confident if this is approved, the FPS team members will represent themselves, the Waunakee Community School District and the community of Waunakee in a positive manner. Please contact me with any questions or concerns related to this request.

Thank you,

Janell Dorn
Pathways Coordinator/FPS Coach

TO: Brian Borowski, Randy Guttenberg, & School Board

FROM: Gina Holmes

DATE: May 1, 2023

SUBJECT: FBLA National Leadership Conference (NLC) in Atlanta, GA

I am requesting approval to attend the FBLA National Leadership Conference (NLC) in Atlanta, GA on **Monday, June 26 to Saturday, July 1, 2023** as a chaperone for four Waunakee High School FBLA members. The four students, Anna Fisher, Meg Wagner, Noopur Patel, and Abigail Stringer, all qualified for the National Conference after competing at the State Leadership Conference in April.

We will be traveling to Atlanta, Georgia either by school van or by flying. Travel times and exact pick up/drop off locations are still being determined. We will depart on Monday, June 26th with an anticipated return date of Saturday, July 1st as our awards ceremony will not be complete until after 9pm on Friday evening. We will be staying at the Westin Peachtree Plaza which is a few miles from many of the attractions that Atlanta has to offer. The conference will be held at the Georgia World Congress Center. Depending on our final travel arrangements, we will utilize ride services and walk to locations around Atlanta.

The National Leadership Conference is a great opportunity for students to network with other FBLA members across the country, learn leadership skills from members of our National Officer Team and showcase their business/marketing skills through rigorous competitive events. While there, there are a variety of leadership workshops/seminars for students to attend in addition to their competitive events. The trip also allows us to explore all that Atlanta has to offer. We plan to purchase an [Atlanta City Pass](#) that allows us to visit the Georgia Aquarium, World of Coca-Cola, and Zoo Atlanta. In addition to those three locations, we also have the choice of admission into two of the following: Fernbank Museum of Natural History, College Football Hall of Fame, and National Center for Civil and Human Rights. We are considering an Atlanta Braves game depending on the conference schedule. Also we are looking into visiting Stone Mountain Park Laser Light Show.

If we drive to Atlanta in the school van, each student's estimated cost to attend the NLC will be around \$650 plus personal spending money.

If we fly to Atlanta, each student's estimated cost to attend the NLC will be around \$1200 plus personal spending money.

This price includes: transportation to and from Atlanta, lodging costs, transportation around Atlanta, Stone Mountain Laser Light Show and one Atlanta City Pass. Waunakee FBLA will also offset some costs with funds raised through Bucky Book sales and football concession stand shifts from the fall.

More information is available and can be made available upon request. Thank you for your consideration.

TO: Mr. Guttenberg, Board of Education Members
FROM: Jeff Kenas
RE: Proposed Skills USA Nationals Competition WMS June 2023
DATE: 5/8//23

Dave Burgard, a WCSD Technical Education Teacher, is requesting permission for the students who qualified to compete to attend the national competition in Atlanta. The trip will take place in June of the 2022-23 School Year, from Monday, June 19th – Friday, June 23th, 2023. The last such trip occurred in June of 2022 and the trip was an amazing experience for our students.

The purpose of this request is to seek permission for our students to attend this trip. If initial Board approval to proceed with planning and finalizing the trip is granted, Mr. Burgard will provide you with finalized plans at a future Board of Education Meeting.

This trip is an opportunity for our students to compete at the highest level, an honor they earned through their outstanding performances at the state level. This will be a great experience as our students meet and compete with students from all over the nation. Therefore, I request that approval be given for Mr. Burgard to plan and finalize trip details to ensure our students are able to participate in this outstanding opportunity.

Please feel free to contact Mr. Burgard or me with questions.

Jeff Kenas
Principal, Middle School



Dave Burgard
SkillsUSA Advisor
Phone: (608) 849-2100 Ext. 3113
davevurgard@waunakee.k12.wi.us

To: Mr. Kenas, Mr. Guttenberg, and Board of Education Members
From: Dave Burgard – Waunakee Middle School SkillsUSA Advisor
Date: April 30, 2023
Re: SkillsUSA National Leadership & Skills Conference (2023)

We, the SkillsUSA Organization of Waunakee Community Middle School, respectfully request permission to attend the SkillsUSA National Leadership and Skills Conference taking place from June 19th thru June 23th in Atlanta, Georgia at the Georgia World Congress Center and the State Farm Arena. By placing first at the Wisconsin State SkillsUSA Leadership and Skills Conference, the middle school SkillsUSA Team Engineering team of three students has been invited to compete at the SkillsUSA National Leadership and Skills Conference.

The Waunakee Middle School SkillsUSA students will be traveling to this event has not yet been coordinated. The students will either fly with parent, guardian or chaperone escort and or ride SkillsUSA charter bus with escort of chaperone or escort see attached busing cost break down. The registration and hotel costs associated with participating in the conference is estimated to be \$955 per participant. The \$295 registration fees for CTSO national qualifiers are typically covered by available funding sources within the district. The remaining fees will be paid for by the students. All students from the Wisconsin SkillsUSA Delegation will be staying at the Hilton Garden Inn, which is located in downtown Atlanta, Georgia.

Regards,

Dave Burgard

SkillsUSA Advisor
Waunakee Community Middle School
Phone: (608) 849-2100 Ext. 3113
E-mail: daveburgard@waunakee.k12.wi.us

COACH BUS TO ATLANTA

We are putting together a bus again this year to Nationals. Sit back and enjoy the ride, don't worry about the airport and getting to the hotel.

Tentative Schedule:

Sun, June 19

6:30 PM Load Bus - Dutch Mill Park and Ride, Madison, WI

7:00 PM Bus Departure

Mon, June 20

9:00 AM Breakfast Stop - Kimball, TN

12:00 PM Walmart Stop - Marietta, GA - pick up any supplies you need for the week

1:00 PM Arrive at Hotel

6:00 PM SkillsUSA Wisconsin Check-In

Fri, June 24

11:00 AM Load Bus - All luggage, Room Check-Out

9:30 PM Load Bus - All passengers

10:00 PM Bus Departure

Sat, June 25

2:00 PM Arrive at Dutch Mill Park and Ride, Madison, WI

Cost:

Pricing will be dependent on the total number of riders. We need a minimum of 30 riders to make this a viable option. You will be invoiced for this separate from hotel and conference registration.

# of Riders	Cost per Rider
30 - 34	\$450
35 - 39	\$425
40 - 44	\$400
45 - 49	\$375

RSVP:

All student riders must be accompanied by an advisor or designated adult (this could be another school's advisor). We would like to keep the ratio at 1 adult per 10 students.

RSVP must be made by May 11, 2023 to NANO ESPENES nespenes@madison.k12.wi.us 608 698-9779

Extra Luggage / Supplies:

Not riding the bus but need supplies transported? We have room to take your stuff with us, contact for pricing.

Registration Information

Registration Information

State Delegation Information

Conference Registration: \$295

- Conference Registration Fee includes all NLSC associated events, One Meal Voucher, One State T-shirt and One State Pin. New this year! Upon submission of your conference registration an invoice will be generated immediately for payment via check or ACH. Payment must be made by June 9th. Registration Instructions begin on page 32.

SkillsUSA Wisconsin Hotel Requirements:

- All people attending the SkillsUSA National Conference need to register and stay in the Wisconsin designated hotel (Hilton Garden Inn - see more information here: [Hotel Guide](#)). This includes contestants, advisors, observers, chaperones, and other guests. Every contestant must have a registered chaperone to monitor that student. New this year! Advisors will set up their own morning lists via the Passkey system in the registration site. See instructions beginning on page 35. Most people come in on Monday and depart on Friday after the Awards Ceremony or on Saturday morning. Contestants must be present Monday thru Friday and stay at our assigned hotel.
 - Hotel Fees per person:
 - 5 nights - 1 Occupant = \$955
 - 5 nights - 2 Occupants = \$477.50
 - 5 nights - 3 Occupants = \$320
 - 5 nights - 4 Occupants = \$240
 - 4 nights - 1 Occupant = \$764
 - 4 nights - 2 Occupants = \$382
 - 4 nights - 3 Occupants = \$256
 - 4 nights - 4 Occupants = \$192
 - If any other options are needed, reach out to the State Office.

Trading Pins:

- Our Wisconsin trading pins for the National Conference can be purchased by indicating how many you would like on the attached registration form. Each pin purchased costs \$2.50. Pins are incredibly popular trading items at NLSC!

Deadlines:

- May 2nd - deadline to email Jessa and Jen regarding your student's intent to attend
- May 11th at noon - deadline to register for NLSC.
 - Reminder: for team events you must register a full team

Mandatory Check-In:

- Advisors/Chaperones must check-in with the State Staff onsite at NLSC in order to receive badges, shirts, pins and general information for the conference. We will be available from 6pm-9pm on Monday, June 19th at the Hilton Garden Inn (Room TBA). If you will be arriving in GA after that time, you must coordinate with the State Office to receive your materials.



SkillsUSA®

NATIONAL LEADERSHIP & SKILLS CONFERENCE

JUNE 19–23, 2023



Wisconsin State NLSC Guide

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State Director Message

Dear Advisors,

Congratulations! Your chapter members have worked hard this year to attend the 2023 SkillsUSA National Leadership & Skills Conference (NLSC) in Atlanta. On behalf of our state association and board of directors, thank you for your continued work and dedication as an advisor to ensure our members develop around the SkillsUSA mission of empowering members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's workforce through the development of SkillsUSA Framework skills that include Personal, Workplace and Technical Skills grounded in academics.

June 19-23 we will enjoy an incredible and empowering week in Atlanta, the home of NLSC. The conference offers an opportunity for every student and teacher attending — supported by our business and industry partners — to ensure America has a future skilled workforce. Competitors in the SkillsUSA Championships will represent our state as the best of the best in their respective skill areas. Delegates will conduct the business of the organization and make decisions for the future of our organization. Chapter leaders will grow and develop in the skills outlined within the Framework. Advisors will grow their toolbox through professional development sessions and networking. And all attendees will be able to interact with the industry professionals who represent the careers your students are preparing to enter.

I know you and your students will make us proud with your professionalism to help ensure we are the best possible state delegation at NLSC. This NLSC guide outlines the upcoming conference including schedules, program overviews and how to prepare yourself and your students. Please review this document carefully and reach out with any questions. We look forward to being with you in Atlanta for the 2023 NLSC!

Sincerely,

Jessa Dahmes
SkillsUSA Wisconsin State Director

Conference Preparation

NLSC Microsite

SkillsUSA has launched a microsite specifically to help you prepare for your trip to Atlanta. Take on NLSC like a pro and learn more about attraction & airline discounts, conference programs, safety and security, and more! Visit nlsc.skillsusa.org for more information.

Advisor Town Hall Meetings

SkillsUSA Advisors! Whether this is your first trip to the SkillsUSA NLSC, or you are a veteran of the conference, we invite you to the Advisor Town Hall on June 7, 2023, at 12 p.m. ET or 7:30 p.m. ET. (choose one session as the content will be the same)

In the session we will review the NLSC schedule, what to expect, traveling tips, and best practices from experienced advisors. This Town Hall will solidify your preparations for Atlanta!

Please register for the 12 p.m. ET meeting here: [Meeting Registration - Zoom](#)

Please register for the 7:30 p.m. ET meeting here: [Meeting Registration - Zoom](#)

Road to Atlanta Emails

After NLSC conference registration closes, please check your email for our SkillsUSA Road to Atlanta email series that will be delivered to your inbox. Be sure your email is correct when registering for conference. The information shared by email will help you and your students prepare for conference with details about exciting conference programs and events, how to download the NLSC app, maps to navigate the area and much more. Additionally, there will be a post-conference survey to share your feedback.

Condensed Conference Agenda

Saturday, June 17

8:30 a.m. - 9:30 a.m.

Activate, Leverage and Engage Registration

9:30 a.m. - 4:00 p.m.

Activate, Leverage and Engage

Sunday, June 18

9 a.m. - 4 p.m.

Activate, Leverage and Engage

Monday, June 19

9 a.m. - 3 p.m.

Activate, Leverage and Engage

1 p.m. - 6 p.m.

SkillsUSA Store Grand Opening

6 p.m. - 9 p.m.

SkillsUSA WI Delegation Check-In/Materials Pick-Up

Tuesday, June 20

7:30 a.m. - 5 p.m.

SkillsUSA Store open

9:30 a.m. - 3:30 p.m.

Academy of Excellence

9:30 a.m. - 3:30 p.m.

SkillsUSA University

10 a.m. - 5 p.m.

SkillsUSA Championships

10 a.m. - 5 p.m.

SkillsUSA TECHSPO

7 p.m.

Opening Session

Wednesday, June 21

7:30 a.m. - 5 p.m.

SkillsUSA Store open

8 a.m. - 5 p.m.

SkillsUSA Championships

8 a.m. - 5 p.m.

SkillsUSA TECHSPO

9:30 a.m. - 4:30 p.m.

Academy of Excellence

9:30 a.m. - 4:30 p.m.

SkillsUSA University

Thursday, June 22

7:30 a.m. - 2 p.m.

SkillsUSA Store open

8 a.m. - 5 p.m.

SkillsUSA Championships

8 a.m. - 5 p.m.

SkillsUSA TECHSPO

9:30 a.m. - 4:30 p.m.

Academy of Excellence

9:30 a.m. - 4:30 p.m.

SkillsUSA University

6 p.m. - 9:30 p.m.

Champions' Festival

Friday, June 23

9 a.m. - 12 p.m.

Community Service Project

5 p.m. - 8:30 p.m.

Awards Session

8:45 p.m.

State Delegation Celebration

Welcome to Atlanta!

The SkillsUSA National Leadership & Skills Conference is the showcase of skilled trades. Quality career and technical education will be the centerpiece of the conference. Thousands of students, teachers, education leaders and representatives from hundreds of national corporations, trade associations, businesses and labor unions will join together to engage, prepare and celebrate America's future workforce. Atlanta is excited to be the new home of this event.

While Atlanta is sprawling with towering buildings made of glass and steel, it is truly a city in the forest, dotted with expansive green spaces. Everyone is buzzing about the destination, including Lonely Planet. The travel experts named Atlanta as the only U.S. city included in its Best in Travel list for 2022. This urban oasis is a multi-cultural haven for residents and visitors alike yet exudes Southern hospitality. Individuals from all walks of life add to the city's charm and personality.



Atlanta began as a railroad terminus and remains a transportation hub, but with a 21st-century, global approach. Hartsfield-Jackson Atlanta International Airport is the busiest airport in the world, and 80 percent of the U.S. population lives within a two-hour flight. Visitors can roll into downtown directly from the airport on Atlanta's public rail system, MARTA.

The recently refreshed Centennial Olympic Park is downtown's centerpiece and is anchored by the Fountain of Rings, an everlasting reminder of the 1996 Summer Olympic Games. Next door, attractions surround Pemberton Place such as Georgia Aquarium, World of Coca-Cola and The National Center for Civil and Human Rights. Atlanta Streetcar is the city's modern-day trolley, carrying passengers from the convention and entertainment district to the eastside of the city.



Sports fans have much to enjoy with a multitude of major league teams to see in action. At the state-of-the-art Mercedes-Benz Stadium, the NFL's Atlanta Falcons "Rise Up" and MLS Atlanta United FC, compete on the soccer pitch. At State Farm Arena, the NBA Hawks take the court. For more football action, collegiate fans congregate at Chick-fil-A College Football Hall of Fame.

Atlanta's rich history comes to life in Sweet Auburn Historic District, once the wealthiest black community in America. The area is a focal point for the civil rights movement, as the Martin Luther King Jr. National Historical Park and Ebenezer Baptist Church are located within the district.

Beyond the city's core, Atlanta's intown neighborhoods are packed with personality. Midtown mixes elegance with culture. The Westside has become a magnet for foodies, design enthusiasts and shoppers. Buckhead blends boutiques and galleries with fabulous dining, while Little Five Points keeps it funky through bohemian grunge paired with eclectic shops and music spots.



In Atlanta, chef-run restaurants dish up modern American cuisine in strikingly beautiful spaces. Among the cutting-edge eateries are cozy diners, cafes and bistros. The ethnic mom-and-pop restaurants along Buford Highway offer menus with lots of flavor.

Atlanta welcomes more than a million international visitors each year. Seventy-one countries have representation in Atlanta through a consulate or trade office, giving it a diverse economy. From arts and culture to music and cuisine, the city is full of multi-cultural opportunities for everyone.

Atlanta sits at the intersection of Southern charm, creativity and sophistication. It is easy to fall in love with this beautiful city – its world-class attractions, award-winning dining and hidden wonders – and be inspired by the city's endless possibilities. Downtown/Midtown is the city's vibrant downtown convention and entertainment district is home to world-class attractions, while the artsy Midtown neighborhood provides inspiration through food and culture.

Atlanta 360 Degree Virtual Tour

Fly through the airport or start your journey in Centennial Olympic Park, the heart of the convention and entertainment district. With 360ATL virtual tours, you can enjoy the beauty and excitement of Atlanta before you even arrive. Experience Atlanta with 360ATL: bit.ly/nlsc-360atl

Atlanta Information Directory

SkillsUSA has produced an Atlanta Information Directory that highlights medical services, pharmacies, grocery stores and other amenities near the conference venue and hotels. To view the directory [click here](#).



Safety and Security Information



NLSC Safety Tips



Download the NLSC 2023 App

The conference app contains important information about where and when events occur. It will also help you navigate the NLSC venues.



Always Remember Your Badge

NLSC venues use a secure badge system for all attendees. You will not be permitted to enter without your badge! Replacement badges area available in the registration hall.



Follow the Designated Walking Paths

SkillsUSA has outlined specific walking paths through Atlanta. These provide the safest path to and from the Georgia World Congress Center. You can find the walking paths in the NLSC 2023 app!



Use the Buddy System

Choose one other member in your chapter to be your "buddy" during NLSC. Do not go anywhere without your buddy! Make sure your advisor knows who your buddy is as well!



Be Observant At Your Hotel

Do not answer the door of your hotel without verifying who it is, and make sure to close the door securely once you enter the room. Always use the main entrance, especially if you're returning late at night!



Use the Atlanta Ambassadors

If you get separated from your group, need an escort, or simply have a question about where to go, give them a call or look for an Atlanta Ambassador! They are in red and blue uniforms and will be riding segways or bikes. They are trained in medical assistance and know every inch of downtown!



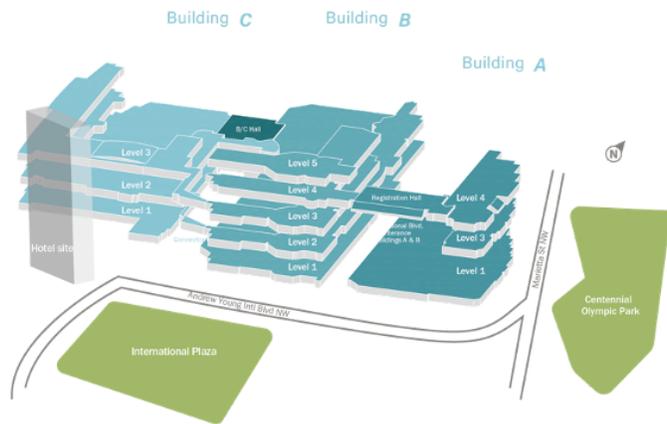
Know the Emergency Numbers

Emergency Assistance: 911
Police: (404) 614-6544
Fire: (404) 546-7000
Ambassadors: (404) 215-9600

Conference Venues

Georgia World Congress Center

The Georgia World Congress Center (GWCC), the new home of the National Leadership & Skills Conference, is one of the nation's premier destinations for conventions, trade shows, film production and more. Located in the heart of downtown Atlanta, GWCC offers 1.5 million square feet of prime exhibit space and is the world's largest LEED certified convention center. Consisting of three interconnected buildings, the GWCC offers a variety of flexible and dynamic spaces and hosts hundreds of world-class events each year. Steps from the convention center's doors, visitors will find 22-acre Centennial Olympic Park, state-of-the-art Mercedes-Benz Stadium (home to the Atlanta Falcons and Atlanta United), the Chick-fil-A College Football Hall of Fame, and the Atlanta Hawks' recently renovated nest, State Farm Arena.



While on-site directional signage at GWCC will be plentiful, you can get familiar with this venue using this virtual tour: bit.ly/nlsc-tourgwcc

State Farm Arena

State Farm Arena will host the Opening Session and Awards Session of NLSC. The venue is home to the Atlanta Hawks and has recently been named Best New Concert Venue in the United States by Pollstar and is currently the world's first arena to earn TRUE Platinum Certification for Zero Waste.



Airline Information and Discounts

Hartsfield-Jackson Atlanta international airport provides nonstop service to more than 150 domestic destinations.

Airport Facts

- More than 2,700 arrivals and departures daily
- Nonstop service to more than 150 domestic U.S. destinations
- World's most efficient airport since 2003 (Air Transport Research Society)
- 10 miles from downtown Atlanta

How to Get Around the Airport

- The plane train connects all concourses underground with the domestic and international terminals and consists of 11 trains operating every two minutes.
- Ground transportation at the domestic terminal starts at the west end of the domestic terminal and offers shuttle bus services; taxi, limo and sedan services; transportation to the rental car center; and MARTA.

Passenger Airlines Serving Atlanta

Alaska Airlines, American Airlines, Boutique Air, Delta Airlines, Frontier Airlines, Jet Blue, Southwest Airlines, Spirit Airlines and United Airlines.

Learn more at www.atl.com/passenger-information

Delta Airlines Discounts for NLSC Attendees

Delta Air Lines is offering special discounts for NLSC attendees. Go to bit.ly/nlsc-delta23 to book your flights. You may also call Delta Meeting Network at 1-800-328-1111* Monday–Friday, 7 a.m. to 5:30 p.m. (Central time) and refer to Meeting Event Code **NY25Q**.

**There is no service fee for reservations booked and ticketed via the reservation 800 number.*

United Airlines Discounts for NLSC Attendees

United Airlines is offering special discounts for NLSC attendees. Go to bit.ly/nlsc-united23 to book your flights. You may also call the United Meetings Reservation Desk at (800) 426-1122* Monday–Friday, 7:00 a.m. – 9:00 p.m. (Central time) and Saturday–Sunday, 7 a.m. – 5 p.m. (Central time) and refer to discount code **ZMUC944704**.

**Booking fees are waived for NLSC reservations.*

Airport Transportation Information

MARTA Atlanta's Rapid Transit

Riding MARTA, Atlanta's rapid transit system, from the airport to your downtown hotel is easy. Participants will go to the Domestic Terminal, between the North and South baggage claims. Take the Red and Gold lines to the Five Points or Peachtree Center, depending on your assigned hotel.

Tips for taking MARTA to and from Hartsfield-Jackson International Airport:

- MARTA's Airport Station is *inside* the Domestic Terminal. Travel to the Domestic Terminal, between the North and South baggage claims. Here is the domestic terminal directory: bit.ly/MARTA-TermMap
- **Take the Red or Gold lines.** They travel directly to and from the Airport Station.
- **Plan ahead (or on the go).** Use the MARTA On the Go (itsmarta.com/marta-on-the-go.aspx) or trip planner (itsmarta.com/planatrip.aspx) app to get directions and see real-time train schedules.
- **MARTA's fare system uses Breeze Cards.** Purchase cards at www.BreezeCard.com ahead of time, at the Breeze Vending Machines in any MARTA rail stations or in person at the Marta Ridestore in the Airport or Five Points stations.
 - A reloadable Breeze Card is \$2 and then \$2.50 per ride.
 - A Breeze ticket is \$1 plus the \$2.50 fare for a single ride.

Peachtree Center Station Hotels

- Atlanta Marriott Marquis
- Courtyard Atlanta Downtown
- Embassy Suites by Hilton at Olympic Park
- Hilton Atlanta
- Hilton Garden Inn Atlanta Downtown
- Holiday Inn Express and Suites Atlanta Downtown
- Hotel Indigo Atlanta Downtown
- Hyatt Regency Atlanta
- Sheraton Atlanta Hotel
- The American Hotel Atlanta Downtown
- The Westin Peachtree Plaza, Atlanta

Five Points Transit Station Hotels

- Home2Suites
- Omni Atlanta Hotel at CNN Center

Civic Center Station Hotels

- Springhill Suites

View and share this video: [Preparing for NLSC: Using MARTA from Airport to Downtown Atlanta](#)

DART Airport Hotel Shuttle

SkillsUSA has partnered with Dart Airport Transfers to offer a discounted rate for airport to hotel shuttle and private car services for SkillsUSA attendees. You will receive a discounted rate when you book online using promo code, “SKILLS23.” Visit the custom booking portal by clicking [Pick Me Up Dart](#). Please be sure to book in advance.

Airport Shuttle Service

Adults: \$20.00 each way (\$5.00 off)

Students: \$15.00 each way (\$5.00 off)

Airport Shuttle Operating Hours:

Arrival Shuttle Service – 9 a.m. – 9 p.m.

Departure Shuttle Service – 5 a.m. – 5 p.m.

For large group inquiries (40 or more passengers) or groups arriving outside of normal shuttle hours, complete a [Pick Me Up Dary Quick Quote Request Form](#) and provide details on your transportation needs and Dart will get back to you within 24-48 hours.

Conference Experience

Limited Bus Conference Transportation

SkillsUSA will provide very limited transportation during NLSC from some state association hotels to the Georgia World Congress Center (GWCC) Transportation Depot adjacent to State Farm Area. All conference hotels are within walking distance to GWCC and walking is encouraged.

Bus transportation is for participants with heavy toolboxes or equipment to carry from hotels to GWCC and for those with walking limitations. Additionally, there will be a new standby line option for those without wristbands who want to ride the bus when space is available.

Additional details about wristband usage, state allocations and the standby procedure will be shared closer to NLSC in the conference app.

Conference Experience

Atlanta Parking Information

Public parking is available throughout Downtown Atlanta. Visit the [Downtown Atlanta Public Parking Map](#) for more information.

Conference Experience

GWCC Parking Information

Car Parking

The Georgia World Congress Center (GWCC) offers convenient on-campus parking with two surface lots (Blue & Yellow) and three parking decks (Red, Orange & Green) for visitors, attendees, and staff for on-site events. There are thousands of parking spaces to make visiting the GWCC convenient. Look at the [GWCC Campus and Area Maps](#) for parking location details.

Daily Parking at the Red, Orange & Green Deck and Yellow & Blue Lot is

- \$10 pre-purchase
- \$15 day of

Multi-day parking passes available:

- 3 days parking pass – Tuesday – Thursday
- 5 days parking pass – Monday – Friday
- 7 days parking pas – Friday – Friday

Pre-purchase parking at this link: bit.ly/GWCC-Parking

Navigate to the SkillsUSA National Leadership & Skills Conference event and click ‘Reserve Parking’. Note if you are renting a vehicle and do not have the license plate number, type in 123456 to bypass this field.

**Parking services has agreed to make special accommodations for our group and allow in and out privileges. Please show your printed or electronic receipt or parking pass when reenter the parking deck.*

Bus and Trailer Parking

The Georgia World Congress Center (GWCC) operates an on-site, 540,000-square-foot Marshalling Yard on Ivan Allen Jr. Blvd. adjacent to the Yellow Lot. The GWCC Marshalling Yard sits just seconds away from the GWCC loading docks and is patrolled 24 hours a day by GWCCA Public Safety officers to ensure safe access to and from the facility during the show.

Daily parking at the Marshalling Yard is \$30 when pre-purchased.

Pre-purchase parking at this link: bit.ly/GWCC-Parking.

Navigate to the SkillsUSA National Leadership & Skills Conference event and click ‘Reserve Parking’.

Conference Experience
Conference Attire

Monday

Travel day and State Delegation Meeting

- School appropriate casual attire.

Tuesday

Career Competition Orientations/Competitions

- Competitors must wear official competition attire as outlined in the SkillsUSA Championships Technical Standards for their event to the contest orientation

SkillsUSA Academies of Excellence, Advisor Summit, SkillsUSA TECHSPO and SkillsUSA University

- Business casual attire

Opening Session

- SkillsUSA Official Attire is recommended. Business professional attire acceptable

Wednesday

Career Competitions

- Competitors must wear their official competition attire as outlined in the SkillsUSA Championships Technical Standards

SkillsUSA Academies of Excellence, Advisor Summit, SkillsUSA TECHSPO and SkillsUSA University

- Business casual attire

Thursday

Career Competitions

- Competitors must wear their official competition attire as outlined in the SkillsUSA Championships Technical Standards

SkillsUSA Academies of Excellence, Advisor Summit, SkillsUSA TECHSPO and SkillsUSA University

- Business casual attire

Champions Festival

- School appropriate casual attire

Friday

Career Competitions

- Competitors must wear their official competition attire as outlined in the SkillsUSA Championships Technical Standards

Awards Session

- SkillsUSA Official attire or career competition attire. Winners not wearing this will not be allowed on stage

Atlanta Attractions & Discounts

Georgia Aquarium

Experience over 11 million gallons of awe-inspiring wonders at Georgia Aquarium, the largest aquarium in the United States. Visit and learn about whale sharks, beluga whales, manta rays, penguins, sea lions, and their newest sharks. As a friend of Georgia Aquarium, SkillsUSA is offering an exclusive, online-only \$10 discount on Georgia Aquarium general admission.

SkillsUSA General Admission Discounted Price: \$32.99* (Regular price \$42.99) **Advance purchase only.*
georgiaaquarium.org/SkillsUSA

National Center for Human and Civil Rights

The National Center for Civil and Human Rights is a museum and cultural institution that connects the U.S. Civil Rights Movement to human rights challenges today. The center believes in justice and dignity for all — and the power of people to tap their own power to change the world around them.

SkillsUSA General Admission Discounted Price \$14 (Regular price \$19.99)
Show your SkillsUSA conference badge at the door and receive discounted general admission.

Chick-Fil-A College Football Hall of Fame

The Chick-Fil-A College Football is the home of all things college football. Throw, kick a field goal and experience 94,000 square feet of the storied tradition of college football. Enjoy more than 50 engaging and interactive exhibits. This is a shrine to the greatest to play or coach the game.

Student Ticket (with student ID: \$16.50 (Regular price \$23)

Adult Ticket: \$19.75 (Regular price \$30.25)
Show your SkillsUSA conference badge at the door and receive discounted general admission. One free adult chaperone is admitted for every 10 students

World of Coca-Cola

Journey through the storied history of the iconic beverage brand, interact with a variety of exhibits, and sample beverages from around the world. Visit The Vault where our legendary secret formula for Coca-Cola is secured. Oh, and chill with the world's bubbliest polar bear.

Regular price ticket - \$19

General Admission Ticket Purchase Link: worldofcoca-cola.com/plan-your-visit/ticket-information

If you are visiting as a group of 15 or more, please fill out the online reservation form at worldofcoca-cola.com/groups/form-group-reservation

Atlanta Braves Baseball Game

Watch the Atlanta Braves Major League Baseball team take on the Colorado Rockies on Sunday, June 18 at 1:30 p.m.

SkillsUSA Discounted Price \$13

General Admission Ticket Purchase Link: fevogm.com/Skillsusa

**Be sure to purchase tickets at this link by June 4, 2023 at 11:59 p.m.*

AmericasMart Atlanta Shopping

SkillsUSA groups now have access to AmericasMart Atlanta, the wholesale trade center. This is one of the largest permanent wholesale trade centers in the world where retail buyers shop for their stores and boutiques. No business license is necessary as you will be hosted by The Sweeney Zone with access to over 100 showrooms with reduced prices on merchandise in the Cash and Carry section of Building 3. You can shop until you drop! AmericasMart Atlanta is not open on Saturday or Sunday.

Regular price ticket - \$34

General Admission Ticket Purchase Link: skillsusa.egnyte.com/dl/5TgoRfAWwO

Price includes a \$12 voucher towards food and beverage.

Conference Experience

Atlanta Restaurants

With more than 300 restaurants in the downtown Atlanta area, there is something for everyone. Restaurants in downtown Atlanta range from fast-casual spots to a more formal affair. Not only are there options at every price point, but Downtown Atlanta restaurants also showcase a variety of cuisines and cooking styles. Learn more about Atlanta's walkable downtown restaurants by [clicking here](#).

Conference Programs and Events

National Courtesy Corp

The National Courtesy Corps is an elite group of high school students, college/postsecondary students, advisors and chaperones who are selected to represent their state delegation while assisting the national organization in conducting the NLSC. Courtesy Corps members work with and build a network of industry and educational experts while developing Framework skills, building friendships and having fun.

Learn more about the National Courtesy Corp, including eligibility requirements, by [clicking here](#).

National Education Team

The National Education Team (NET) assists the national technical committees in conducting and managing the SkillsUSA Championships and communicates to advisors the industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships. NET members may also be called upon throughout the year for their insights and expertise.

Learn more about the National Education Team, by [clicking here](#).

SkillsUSA TECHSPO

As a CTE destination, SkillsUSA TECHSPO showcases the latest technology and its application by our future workforce, teachers, and experts. Over 200 exhibitors at SkillsUSA TECHSPO are placed alongside national career competitions and leadership sessions that are shaping and celebrating our nation's career-ready students. Across three exhibition floors, interactive experiences inspire participants while industry connections are forged to enhance classrooms and develop the country's talent pipeline.

As a result of participating in the TECHSPO, the SkillsUSA mission is achieved by ensuring that participants are able to engage in meaningful, mutually beneficial exhibit booth experiences that teach students skills and knowledge related to their industry of interest and build their network of student and industry experts.

SkillsUSA TECHSPO Schedule

Tuesday, June 21 from 10 a.m. to 5 p.m.

Wednesday, June 22 from 8 a.m. to 5 p.m.

Thursday, June 23 from 8 a.m. to 5 p.m.

Activate, Leverage and Engage (Pre-NLSC Conferences)

General Information

Dates and Times

Saturday, June 17 – Monday, 19, 2023

Lunch provided daily.

Registration Information

\$165.00 per participant

Register through SkillsUSA Register

Activate for Chapter Leaders ([Additional Information](#))

Activate is a high-energy leadership conference that is open to all middle school and high school SkillsUSA student leaders. The conference focuses on developing the following SkillsUSA Framework skills for use in achieving the local program of work: Leadership, Planning, and Organization and Management and Teamwork.



Activate helps achieve the SkillsUSA mission by ensuring that chapter leaders can:

- Demonstrate Planning, Organizing and Management skills while engaging in a simulated Program of Work chapter activity.
- Demonstrate Leadership and Teamwork skills and dispositions while serving as a committee member/chair in a simulated Program of Work chapter activity.

Leverage for State Officers ([Additional Information](#))

Leverage is an intensive leadership conference for SkillsUSA state officers. The conference focuses on developing the following SkillsUSA Framework skills in preparation of the year of service: Leadership, Communication and Responsibility. At Leverage, state officers establish their role within their respective team, learn how to communicate effectively on behalf of SkillsUSA and dig deeper into the role of state officer.



- Leverage helps achieve the SkillsUSA mission by ensuring that state officers can:
- Communicate effectively about career and technical education and SkillsUSA through the development and articulation of a SkillsUSA Framework story.
- Engage SkillsUSA members in effectively learning about career and technical education and SkillsUSA Framework skills through high-quality facilitation skills.
- Fulfill individual and team responsibilities with an understanding of individual roles and abilities on the state officer team.

Engage for Advisors [*\(Additional Information\)*](#)

Engage is a professional development conference that assists teachers and SkillsUSA advisors in elevating their teaching skills to new levels. Experiential sessions connect educators with classroom and chapter knowledge to begin planning for their upcoming school year. Teacher lesson plans and chapter activities will be more engaging and intentional than ever after this conference.



Engage helps achieve the SkillsUSA mission by ensuring that advisors and teachers can:

- Implement SkillsUSA and the SkillsUSA Framework to build a high-quality CTE program that develops highly qualified employee candidates through their classroom instruction, work- based learning experiences and SkillsUSA chapter programming.
- Demonstrate the use of a variety of new and existing SkillsUSA educational resources and programs.
- Determine professional development growth needs and develop future professional development plans to improve the quality of their CTE program.

SkillsUSA Delegates

SkillsUSA is a student-led organization, where student members are charged with the responsibility of governing the affairs associated with the organization bylaws. The SkillsUSA Delegate Program engages state-identified delegates to represent their respective state association in introducing, debating, modifying and voting upon delegate items that may include organization bylaws, and the SkillsUSA national elections. Delegates receive training to develop their responsibility and decision-making skills while building their peer network throughout the delegate processes.

As a result of the SkillsUSA Delegate Program, the SkillsUSA mission is achieved by ensuring delegates are able to:

- Demonstrate Responsibility and Decision Making to make informed organizational decisions by engaging in training about parliamentary procedure and the decision-making process to execute the responsibilities of a delegate.
- Evaluate local and state needs related to career and technical education and SkillsUSA.
- Collaborate with peer delegates to analyze organizational goals, consider state-level needs and provide input that represents their state's student membership and contributes to the achievement of the national organization mission.

The Delegate Program will be held June 20-23, 2022.

Delegates can also be contestants, but schedules should not conflict.

Learn more about the SkillsUSA Delegates, by [clicking here](#).

National Officer Election Process

The SkillsUSA national officer election process facilitates the election of 10 high school representatives (five at-large positions and five regional vice presidents) and five at-large college/postsecondary representatives to serve as student leaders for SkillsUSA as national officers.

Candidates engage in multiple selection interview/demonstration rounds that may occur individually or in groups. In all rounds, candidates apply their knowledge and skills applicable to the responsibilities of a national officer.

As a result of the national officer election process, the SkillsUSA mission is achieved by ensuring that national officer candidates can:

- Engage in multiple election process interview/demonstration rounds in which they will apply their knowledge and skills in ways that are authentic to and replicate the experience and duties of a SkillsUSA national officer.
- Demonstrate their ability to apply the SkillsUSA Framework Essential Element knowledge and skills through a rigorous interview process.

The National Officer Election Process will be held throughout June 2023, including the application due by June 1 at 6 p.m. ET, pre-NLSC virtual events and in-person events during NLSC.

Please see the [2023-24 National Officer Program Guide](#) for further details on the election process.

SkillsUSA Academy of Excellence

The SkillsUSA Academy of Excellence is an initiative that offers NLSC educator attendees including advisors, teachers, administrators, and counselors an opportunity for a wide selection of professional development training. SkillsUSA will offer up to 30 75-minute sessions over three days to help participants develop in the areas such as:

- Comprehensive chapter management
- Educational psychology
- Mentorship
- Classroom management
- CTE
- Work-based learning
- Resource implementation
- SkillsUSA Framework

Dates: June 20-22, 2023

Tracks include:

Sessions: Up to 40 sessions to attend
Drop-in participation format

- New Teacher
- Experienced Teacher
- New Advisor
- Experienced Advisor
- School Administrator
- School Counselor

Fee: Included in NLSC Advisor registration.

- **Academy of Excellence is an opportunity to:**
- Gain and assess Framework skills
- Enhance your classroom instruction or build your instructional style
- Network with professionals in your field
- Get access to additional field-specific resources
- Receive a certificate of competition for the available skills
- Participate in raffles and price giveaways

[Additional Information](#)

SkillsUSA University

SkillsUSA University is an Academy of Excellence initiative which offers all registered NLSC attendees a chance to learn directly from industry expert practitioners and gain field-specific skills which they can later incorporate into their classroom instruction.

There is no charge to attend sessions, as this program is included in NLSC registration for advisors and students. Check the NLSC App for session dates, times and locations.

If you are a CTE educator or student, SkillsUSA University is an opportunity to:

- Gain technical skills through direct instruction provided by an industry expert in your field
- Network with others in your field
- Enhance your classroom instruction or educational experience
- Get access to additional field-specific resources
- Receive a certificate of competition for the session

If you are an industry expert, SkillsUSA University is an opportunity to:

- Share your expertise and network with other professionals in the field
- Help foster career readiness by way of developing job-specific skills in CTE classrooms
- Gain experience as a presenter during the SkillsUSA national conference
- Promote your brand

Dates

June 20-22, 2023 (Tuesday, Wednesday and Thursday)

[Additional Information](#)

For questions or more information, contact Karolina Belen at kbelen@skillsusa.org.

SkillsUSA Championships Information

The SkillsUSA Championships program assesses and recognizes career and technical education students. It engages students by testing their skills against standards for entry-level workers in the skilled trades through authentic skill demonstrations. Students are evaluated by expert representatives of business, industry and organized labor. The SkillsUSA Championships program connects the work done by students at the local level to the national level through programming offered at the district, regional and state levels.

Total Career Competitions: 110 Official Competitions: 104 Demonstration Competitions: 6

COD-#	Code - Number of Competitors
Demo	Demonstration Competition
MS	Middle school competition
MS only	Middle school only competitions
HS only	High school only
	Name change

- 3D Visualization and Animation **VA-2**
- Action Skills **AS-1**
- Additive Manufacturing **AMF -2**
- Advertising Design **ADV-1**
- American Spirit (MS) **AM-3**
- Architectural Drafting **AD-1**
- Audio/Radio Production **RAP-2**
- Automated Manufacturing Technology **MFG-3**
- Automobile Maintenance and Light Repair (High School only) **MLR-1**
- Automotive Refinishing Technology **ART-1**
- Automotive Service Technology **AST-1**
- Aviation Maintenance Technology **AMT-1**
- Baking and Pastry Arts **CB-1** (Formerly Commercial Baking)
- Barbering **BAR-1**
- Basic Health Care Skills (HS only) **CARE-1**
- Building Maintenance **BLMT-1**
- Cabinetmaking **CM-1**
- Career Pathways Showcase
- Arts and Communications: CPSA- 3*
- Arts, Audiovisual Technology and Communications
- Business, Management and Technology: CPSB- 3*
- Business Management and Administration, Finance Services, Information Technology, and Marketing, Sales and Services
- Health Services: CPSC-3*
- Health Science
- Human Services: CPSD- 3*
- Government and Public Administration; Law, Public Safety and Security; Education and Training Services; Human Services and Hospitality and Tourism
- Industrial and Engineering Technology: CPSE-3*
- Architecture and Construction; Manufacturing; Science, Technology and Math and Transportation, Distribution and Logistics
- Natural Resources/ Agriculture/Food: CPSE-3*
- Agricultural, Food and Natural Resources
- Carpentry **C-1**
- Chapter Business Procedure **CBP-6**

- Chapter Display **DIS-3**
- CNC 2-Axis Turning Programmer **CNCT-1** (Formerly CNC Turning Specialist)
- CNC 3-Axis Milling Programmer **CNCM-1** (Formerly CNC Milling Specialist)
- CNC 5-Axis Milling Programmer **CNCX-1** (Formerly CNC 5 Axis Milling)
- CNC Programmer **PMT-1** (Formerly CNC Technician)
- Collision Damage Appraisal **CDA-1**
- Collision Repair Technology **CRT-1**
- Commercial Roofing **ROOF-1**
- Commercial sUAS Drone **DT-2**
- Community Action Project **CAP-2**
- Community Service **CS-3**
- Computer Programming **CP-1**
- Cosmetology **CO-1**
- Crime Scene Investigation **CSI-3**
- Criminal Justice **CJ-1**
- Culinary Arts **CA-1**
- Customer Service **CUS-1**
- Cyber Security **CY- 2**
- Dental Assisting **DA-1**
- Diesel Equipment Technology **DET-1**
- Digital Cinema Production **VPD-2**
- Early Childhood Education **PRE-1**
- Electrical Construction Wiring **ECW-1**
- Electronics Technology **ET-1**
- Emergency Medical Technician **MMT-2**
- Employment Application Process **EAP-1**
- Engineering Technology/Design **ENG-3**
- Entrepreneurship **ENTR-4**
- Esthetics **EST-1**
- Extemporaneous Speaking (MS) **ES-1**
- Facilithon – Leadership in Facility Management **FM-1**
- Firefighting **FF-1**
- First Aid/CPR **CPR-1**
- Graphic Communications **GC-1**
- Graphics Imaging Sublimation **GIS-1**
- Health Knowledge Bowl **BOWL-4**
- Health Occupations
- Professional Portfolio **HOPP-1**
- Heating, Ventilation, Air Conditioning and Refrigeration **HVAC-1**
- Heavy Equipment Operation **HEO-1**
- Industrial Motor Control **MOTR-1**
- Information Technology Services **CMT-1**
- Interactive Application and Video Game Development **IAGD-2**
- Internet Of Things (IOT) Smart Home **RSI-1**
- Internetworking **WORK-1**
- Job Interview **JL-1**

- Job Skill Demonstration A (MS) **JSDA-1**
- Job Skill Demonstration Open (MS) **JSDO-1**
- Marine Service Technology **MT-1**
- Masonry **M-1**
- Mechatronics **MECH-2**
- Medical Assisting **MA-1**
- Medical Math **MM-1**
- Medical Terminology **MTM-1**
- Mobile Electronics Installation **MEI-1**
- Mobile Robotics Technology (MS) **MRT-2**
- Motorcycle Service Technology **MST-1**
- Nail Care **NAIL-1**
- Nurse Assisting **NA-1**
- Occupational Health and Safety: Multi. **OHSM-3**
- Occupational Health and Safety: Single **OHSS-3**
- Opening and Closing Ceremonies (MS) **OCC-7 up to 9**
- Outstanding Chapter (MS) **OUT-3**
- Photography **P-1**
- Pin Design (State Conference) (MS) **PIN-1**
- Plumbing **PLB-1**
- Power Equipment Technology **PET-1**
- Practical Nursing **PN-1**
- Prepared Speech **PS-1**
- Principles of Engineering/Technology **PT-1**
- Promotional Bulletin Board **BB-3**
- Quiz Bowl **QUIZ-5 up to 7**
- Related Technical Math **RTM-1**
- Residential Commercial and Appliance Technology **MAT-1**
- Restaurant Service **FBS-1**
- Robotics and Automation Technology **RAT-2**
- Robotics: Urban Search and Rescue (MS) **USR-2**
- Screen Printing Technology **SP-1**
- Sheet Metal **SM-1**
- T-shirt Design (State) (MS) **TSD-1**
- Team Engineering Challenge (MS only) **ETC-3**
- TeamWorks **TW-4**
- Technical Computer Applications **TECH-1**
- Technical Drafting **TD-1**
- Telecommunications Cabling **CAB-1**
- Television (Video) Production **TV-2**
- Video News Production **TVN-4** (Formerly Broadcast News Production)
- Web Design and Development **WEB-2**
- Welding **W-1**
- Welding Fabrication **WF-3**
- Welding Sculpture **WS-1**

Competition Updates

All competition updates will be posted on the national SkillsUSA website to provide members with the latest information about competitions, themes, contest clarifications, professional development test study guides, national competitor online submission and testing requirements and more. A competition update covers anything that is not listed in the official SkillsUSA Championships Technical Standards and that a competitor and/or advisor needs to be aware of and bring and/or complete for the national competition. State-specific competition updates are not published on the national website. [Competition Updates](#)

Request for Accommodation

SkillsUSA is committed to providing equal access during our national conference. Please use this form to request accommodation or assistance for national contestants at NLSC. Our staff will review each request and contact the requestor if additional information is needed to provide services. Please submit all requests by June 1, 2023.

This form should be used for national contestants or participants who:

- Require the assistance of another person at the orientation meeting and/or during the competition. (Submit this form along with the official contestant registration form)
- Have a disability that may require adaptations or accommodations
- Have hearing impairment and will need the support of a sign language specialist for the contest orientation, beginning of the contest and/or the debriefing. If a signer is needed for longer intervals or for the whole day, SkillsUSA will work with state SkillsUSA directors on an individual basis
- Have food allergies, diabetes or other health concerns or conditions
- Use a wheelchair, walker or crutches
- Require a translator due to a language barrier (note: state associations must cover the cost of translation services, if needed)

[National Competitor Request for Accommodation Form](#)

Deadline: Submit all requests for accommodation no later than June 1, 2023.

If you have questions, please contact Tracy Whitehead twhitehead@skillsusa.org.

Professional Development Testing

Professional development testing will be conducted pre-conference via the SkillsUSA Online Testing Platform.

Offering this as a pre-conference test alleviates test administration duties from state directors while also providing student competitors the opportunity to take the test at a time and location that is most productive for them. This national online testing process will be published on May 1 to the [Competition Updates](#) webpage. To avoid any potential confusion between state and national online testing requirements the competition updates currently notifies that the national online testing process will be updated on May 1.

Competitors registered by May 16 will receive testing credential information on how to access their exam(s) on or before **May 23**. Registered competitors will receive an email to the **email address affiliated with NLSC conference registration** with their assigned username, password and login URL. In addition to this information being emailed directly to competitors, user credentials for all registered competitors from your state association will be emailed to the state director. State directors are encouraged to disseminate this information to advisors to ensure that all competitors can access their online test. The SkillsUSA Customer Care Team can assist advisors and students with gaining access to testing accounts. The Customer Care Team can be contacted by email at customercare@skillsusa.org or by phone at (844) 875-4557.

Please encourage your competitors to take this assessment, as it is worth **2.5% of their total overall score**. For leadership and occupationally related competitions, the Professional Development test may be selected as a knowledge exam. If selected as a competition's knowledge exam, the number of points allowed will not exceed **15% of the total possible points** and will be determined by the technical committee.

All Professional Development Tests must be completed by 5 p.m. ET on Friday, June 9 to be scored. Failure to complete the test by this deadline will result in a score of zero for that portion of the competition scorecard.

As a reminder, Action Skills, Building Maintenance, Community Action Project, Employment Application Process, and all middle school competitors are not required to complete the Professional Development test and will thus not be enrolled in a test.

Limited Online Competition-Specific Written Knowledge Test

This year, SkillsUSA is excited to be running our second pilot program designed to assess the feasibility of online, pre-conference technical assessments. **This pilot program will be conducted with competitors from: Quiz Bowl, TeamWorks and Welding.**

In addition to their Professional Development assessment, competitors from these three competitions will also have a Technical Assessment for their competition loaded into their online testing account. These competition tests must also be completed by **Friday, June 9** to provide SkillsUSA and the national technical committees time to tabulate scores. SkillsUSA will communicate this deadline to all competitors in these competitions via email. **Competitors in the Baking and Pastry Arts and Culinary Arts will complete an online third-party assessment(s) and will receive instructions via email.**

Testing for students added/substituted

Please have all substitutions and additions ready for your on-site registration appointment at the Georgia World Congress Center. All substitutions and additions will be processed at this time. Following your appointment, any students who have been added to your registration should take the required online test(s) on **Wednesday June 21** between 4:30-6:30 p.m. ET. Anyone needing to test on Wednesday June 21 must **bring their own device** that can connect to an Internet web browser. (i.e., laptop, tablet, or cell phone) *Cell phone is allowed — but not recommended — due to the smaller screen.*

National Competitor Online Testing Timeline:

- **May 1:** National online testing process published on [Competition Updates](#) webpage
- **May 16:** NLSC registration closes
- **May 23:** National competitor test credential emails go out. Competitor email address entered in registration **MUST** be accessible year-round.
- **May 23 - June 9:** National competitor online testing window
- **June 9:** Deadline for national competitors to complete online test(s) 5 p.m. ET
- **June 21:** National competitor substitution testing 4:30 – 6:30 p.m. ET

Competition Material Shipping Resources

[Competition Materials Shipping Instructions](#)

[Competitions Materials Move-In/Move-Out Instructions](#)

General Sessions (Opening and Awards Sessions)

**The below session runs-of-show are tentative and subject to change as session schedules are finalized.*

Opening Session | Tuesday, June 20 at 7 p.m.

SkillsUSA Official attire or career competition attire is recommended. Business professional attire acceptable.

The Opening General Session is the kick-off event of the annual National Leadership & Skills Conference. This experience engages attendees with high-energy, participatory and recognition components that set the tone for the week-long conference.

- Pre-Session
 - CareerSafe Safety Video Presentation
- Opening Ceremony
- National Anthem
- National Officer Welcome
- Advisor of the Year
- Honorary Life Membership
- Hall of Champions Award
- Session Sponsor Welcome
- Courtesy Corps Recognition
- State of the Association Address
- NLSC Pin and T-Shirt Design Recognition
- Keynote Speaker

Awards Session | Friday, June 23 at 5 p.m.

SkillsUSA official attire or career competition attire. Winners not wearing approved attire will not be allowed on stage and will receive their medallion off-stage.

The culminating experience of the National Leadership & Skills Conference is the closing Awards Session which serves to recap the entire NLSC experience. This high-energy session will recognize the accomplishments of the attendees who participated in NLSC activities including the SkillsUSA Championships, National Officer Election Process and more. Attendees will leave the conference inspired to achieve greatness in their own leadership roles within the organization and with a spirit celebration for self and others.

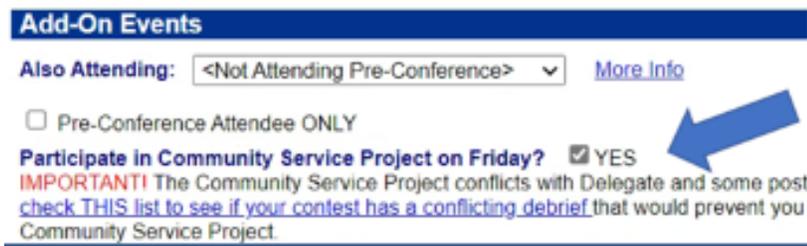
- Pre-Session
 - Red Carpet Event
- Session Welcome
- Session Sponsor Welcome
- SkillsUSA Championships Medal Presentations
- Models of Excellence Announcement
- Community Service Recognition
- NET/Technical Committee Recognition
- National Officer Tribute
- National Officer Election Announcement
- Conference Recap Video
- 2023-2024 Membership Theme Unveiling

Community Service Project

On Friday, June 23 at the National Leadership & Skills Conference, SkillsUSA students will apply their skills and provide service to the Atlanta community by participating in the SkillsUSA “Build Skills – Do Good – Complete the Cycle” community service project. The student participants will assemble bikes to be presented to local children.

The day of service will begin with a kickoff rally for attendees and business partners at 9 a.m. in the Georgia World Congress Center. From 9:30 a.m. to 12 p.m., students will work in teams to apply their skills and carefully construct two children’s bicycles. This will be a fantastic ending to conference week as 400 students, advisors and partners work to give back to the Atlanta community.

Students and advisors who want to register for the Community Service Project will do so in SkillsUSA Register. Under “Add-On Events,” users will click the “Yes” button next to the question “Participate in Community Service Project on Friday?”



State Directors can view the “Community Service” column on their NLSC exported spreadsheet to view all Community Service Participants.

Additional details about the service project will be provided before NLSC on the SkillsUSA website. We look forward to your state’s participation in the NLSC Community Service Project!

NLSC Community Service Sock Drive

The Need

Atlanta is an incredible city known for mouth-watering fried chicken, exciting museums and of course, southern hospitality. At the 2023 NLSC, we have an opportunity to showcase that hospitality to those who need it most: Atlanta's homeless population.

Socks are one of the most requested clothing items at homeless shelters. The reason for this is that socks are not often donated, and when they are, they are typically unable to be sanitized and used. NLSC attendees have an opportunity to provide a local Atlanta charity with a plethora of free, new socks to gift to people in need. The impact of this giving opportunity to showcase support for the homeless population in Atlanta will be immeasurable.

The Challenge

This is a SkillsUSA chapter vs. SkillsUSA chapter challenge! Throughout NLSC week, chapter members will have opportunities to drop packages of new socks into donation boxes stationed throughout the Georgia World Congress Center. Through a sock donation tracking system, we will follow the number of socks

donated by the chapter. At the end of the week, all socks will be collected and donated to a local Atlanta charity. The chapter that donated the most socks will be recognized on stage at the Awards Session!

Your Role

We need your help in encouraging chapter members to get excited about giving back! If each NLSC attendee brings a new pack of socks we could potentially donate over 12,000 pairs! Promotional material and further details regarding the NLSC Community Service Sock Drive will be heading your way in the coming months. Let's work together to leave a positive and lasting impact in our host city...one sock at a time!

Conference Programs and Events

NLSC Advisor Summit

The new NLSC Advisor Summit is an immersive Professional Development experience held concurrently with National Leadership & Skills Conference (NLSC) that is designed exclusively for SkillsUSA advisors. Learning events include Academy of Excellence and SkillsUSA University as well as a kick-off function, guided SkillsUSA Championships and SkillsUSA TECHSPO tours, educational resources and raffles as well as a continuum plan for learning after the conference is over. NLSC Advisor Summit is a unique way to experience NLSC for Professional members who do not prioritize accompanying students for career competitions and want to focus on their growth as CTE instructors and SkillsUSA leaders.

Program Objectives: As a result of attending the NLSC Advisor Summit, the SkillsUSA mission is achieved by ensuring that advisors and teachers can:

- Participate in Academy of Excellence and SkillsUSA University sessions specific to the advisor's career cluster
- Experience a guided tour of the SkillsUSA Championships and SkillsUSA TECHSPO
- Attend two exclusive Advisor Summit sessions that will assist in an orientation of NLSC and post-NLSC strategic planning
- Experience all other NLSC registration events and activities

Fees: The only cost is the NLSC Registration fee, there are no additional fees.

Dates

- Monday, June 12, 2023, at 2 p.m. ET: Know Before You Go: Virtual Introduction to NLSC Advisor Summit (calendar invite sent after registration closes)
- Dates of NLSC Advisor Summit: Tuesday, June 20 to Saturday, June 24, 2023

To Register: Attendees should register on the SkillsUSA registration site.

Additional Information: [NLSC Advisor Summit Promotional Video](#)

Stay informed! Fill out our interest form: [NLSC Advisors Summit 2023](#)

SkillsUSA Store



SEE YOU IN ATLANTA WITH AN
Exclusive On-Site Only
CONFERENCE COLLECTION!



STORE HOURS:

Monday, June 19, 2023 - SkillsUSA Store Grand Opening
1 - 6 p.m.

Tuesday, June 20, 2023
7:30 a.m. - 5 p.m.

Wednesday, June 21, 2023
7:30 a.m. - 5 p.m.

Thursday, June 22, 2023
7:30 a.m. - 2 p.m.



Get ready for an Exclusive Pin Trading Pop-Up Event on Tuesday, June 20th, 2 - 3 p.m.
Location: Near the Food Court in BC Hall.

Scholarships

Numerous college/post-secondary scholarships are available to active members of SkillsUSA through SkillsUSA and our partners. Financial assistance to attend national SkillsUSA events is also offered. SkillsUSA student eligibility varies by scholarship. Members can view detailed information about available scholarships and apply for scholarships by at the link below:

www.skillsusa.org/membership-resources/scholarships-financial-aid

State Directors, advisors and students are encouraged to contact Megan Flinn at mflinn@skillsusa.org for more information.

State Delegation Information

Conference Registration: \$295

- Conference Registration Fee includes all NLSC associated events, One Meal Voucher, One State T-shirt and One State Pin. New this year! Upon submission of your conference registration an invoice will be generated immediately for payment via check or ACH. **Payment must be made by June 9th.** Registration Instructions begin on page 32.

SkillsUSA Wisconsin Hotel Requirements:

- All people attending the SkillsUSA National Conference need to register and stay in the Wisconsin designated hotel (Hilton Garden Inn - see more information here: [Hotel Guide](#)). This includes contestants, advisors, observers, chaperones, and other guests. Every contestant must have a registered chaperone to monitor that student. **New this year!** Advisors will set up their own rooming lists via the Passkey system in the registration site. See instructions beginning on page 35. **Most people come in on Monday and depart on Friday after the Awards Ceremony or on Saturday morning. Contestants must be present Monday thru Friday and stay at our assigned hotel.**
 - Hotel Fees per person:
 - 5 nights - 1 Occupant = \$955
 - 5 nights - 2 Occupants = \$477.50
 - 5 nights - 3 Occupants = \$320
 - 5 nights - 4 Occupants = \$240
 - 4 nights - 1 Occupant = \$764
 - 4 nights - 2 Occupants = \$382
 - 4 nights - 3 Occupants = \$256
 - 4 nights - 4 Occupants = \$192
 - If any other options are needed, reach out to the State Office.

Trading Pins:

- Our Wisconsin trading pins for the National Conference can be purchased by indicating how many you would like on the attached registration form. **Each pin purchased costs \$2.50.** Pins are incredibly popular trading items at NLSC!

Deadlines:

- May 2nd - deadline to email Jessa and Jen regarding your student's intent to attend
- May 11th at noon - deadline to register for NLSC.
 - **Reminder: for team events you must register a full team**

Mandatory Check-In:

- Advisors/Chaperones must check-in with the State Staff onsite at NLSC in order to receive badges, shirts, pins and general information for the conference. **We will be available from 6pm-9pm on Monday, June 19th at the Hilton Garden Inn (Room TBA).** If you will be arriving in GA after that time, you must coordinate with the State Office to receive your materials.

Optional Event for SkillsUSA Wisconsin:

- Celebration following Awards Ceremony - Location TBD - either the GWCC or our hotel
- Cost \$25.00/person - if you would like to participate in this social event immediately following the Awards Ceremony, please select this option during your registration for Nationals.

Email Jessa jessa.dahmes@dpi.wi.gov and Jen jen.reese@skillsusa-wi.org with questions.

Advisor Registration Instructions

Register contestants, student participants, parents or anyone requiring a badge for entry to the general sessions including the Opening and Awards sessions, access to the SkillsUSA Conference floor, and educational workshops.

Log-on to the Conference Registration site using your advisor log-on credentials to register attendees for the National Leadership and Skills Conference (NLSC): www.skillsusa-register.org/Login.aspx. Only the advisor or school personnel should be registering attendees. Below is a short description of the registrant types.

Registrant Types

- **Contestants:** All students competing in a career competition should register in this category. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter
- **Advisors:** SkillsUSA advisors or educators attending conference.
 - National Education Team and Courtesy Corp Volunteers: Register on the volunteer site. An invitation with the link will be sent by the national Championships team. Do not register as an advisor or a student on the site that paid participants register on.
- **Administrator (NEW):** Principal, Assistant Principal, Counselor, Chancellor, Dean, President, Vice President, Director, Department Head, CTE Director or any other administrator
- **Participant:** Chapter members, state officers and delegates. Students who are models for Esthetics or Nail Care and who are back-ups to competitors should also register in this category.
- **Models of Excellence:** Participants who have been notified by the SkillsUSA national office that have achieved the highest honor of the Chapter Excellence Program should register in this category. These registrants will be interviewed as Models of Excellence at NLSC.
- **Guest:** Chaperones, family members and other attendee not listed above who wishes to attend the entire conference and State Farm Arena sessions.
- **Children:** Tickets for entertainment venues, or any event not mentioned in the children's registration descriptions below **are not** part of the child's registration. These admissions can be purchased separately onsite.
 - **Child — Free registration (age 10 and under)** Registration includes access to conference floor at Georgia World Congress Center. Admission to general sessions at State Farm Arena are not included. Purchase the Child Session Pass to include admission to the general sessions.
 - **Child Session Pass – Paid Registration (ages 10 and under)** Registration includes access to conference floor at Georgia World Congress Center, Champions Festival, and admission to the general sessions at State Farm Arena.

Children ages three and under may sit on an adult's lap at the State Farm Arena general sessions at no charge. A separate seat is not reserved. Purchase a Child Session Pass to reserve a seat for children ages three and under.

Register for Conference

Contestants must be registered SkillsUSA members by the state deadline or no later than the national deadline of March 1 to compete at nationals and school membership invoices must be paid before contestants can register.

- Log on to the registration site and click the tab Conference>My Registrations.
- Select the event SkillsUSA National Leadership and Skills Conference in the filter event drop-down menu.
- Participants previously registered for past conferences: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for NLSC. *NOTE: This feature will only work if all membership invoices are paid in full for your school.*
- Click the Add Registrant button at the top of the screen to manually register new attendees. Follow the prompts. Be sure to select registered members from the drop-down name list. Only manually type names of attendees who are not members at the school.

In individual registration records:

- If applicable, select a pre-conference or the Advisor Summit event in the Add-On Events section.
- Your state may be offering additional add-ons. In the Optional Fees section of each individual registration record click the button Add to display a list of possible options. Select the quantity and click Save.
- The Advisor is responsible for providing the Code of Conduct to students and other attendees they register. Read the agreement in the Attestation section and check the box I agree. See section Conference Registration Liability and Release Form section for instructions on how to display and print the Code of Conduct Agreement.
- Once names are added and individual registration records are completed click the **Submit Registration** button to validate your registration information and to issue an invoice if your state is using the invoicing in the system. **NOTE:** Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked. Be sure to advise your state director before the registration deadline of anyone who is no longer attending.

Conference Registration Liability and Release Form

Once the name is registered; click the FORM link that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the Americans with Disability Act and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.

- A blank Registration, Liability and Release Form can be printed ahead of time and given to the participant to fill out or have a parent sign. Click the tab Conference > [Conference Liability and Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on the website as mentioned above.
- Home Addresses: You must provide a home address for contestants. Contest awards and corporate gifts are mailed to home addresses.
- Emergency contact information is required for all participants.

Name Badges

- **Name badges must be worn to be admitted to all NLSC functions.** Please remind your students to remember to have their badge before leaving the hotel to avoid a return trip back to the hotel.
- Please do not attach pins directly to name badges. Please attach pins to lanyards.

Drop and Refund Policy

Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

Commonly Asked Questions and Answers

- **How can I print a report of my NLSC registration?** On the Conference Registration website click the tab Conference > Export to Excel. You may also print a report of Emergency Contacts and a Summary of your schools Registrations.
- **Where do we send our money?** Money collected for all registration fees should be sent to the state SkillsUSA director. The national headquarters collects conference fees from the state association office. Payment instructions will print on the invoice or contact your state SkillsUSA director.
- **Why can't I view all my school's participant records?** To view all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone, we can give you "rights" to all the records. Please call our Customer Care Team at 844-875-4557 to request School Administrator rights.
- **Why can't I get the record to save?** Look for red typed script at the top of the screen that indicates the problem. Example: **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year).** Ensure you answer all the questions in the registration form to reduce these types of errors.
- **Why can't I enter my participant in a contest?** To enter a contest, you must select the Registration Type > Contestant. The contestant must be a registered member by March 1 and the school invoice must be paid.
- **What is the Submit Registration button?** This button is used to validate the information in each individual registration record and will issue an invoice if your state is using the system for invoicing. Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked.
- **Who do I call regarding my state delegation costs, registration, hotel, and transportation questions?** These calls should be directed to your state SkillsUSA director. For contact information, please view paperwork provided to you by your state director or go to: www.skillsusa.org/about/state-directors/.
- **What is the deadline to register for the conference?** Your state SkillsUSA director will provide information for registration deadlines.
- **Who do I call for help with registration?** Customer Care Team at 844-875-4557 or email CustomerCare@skillsusa.org

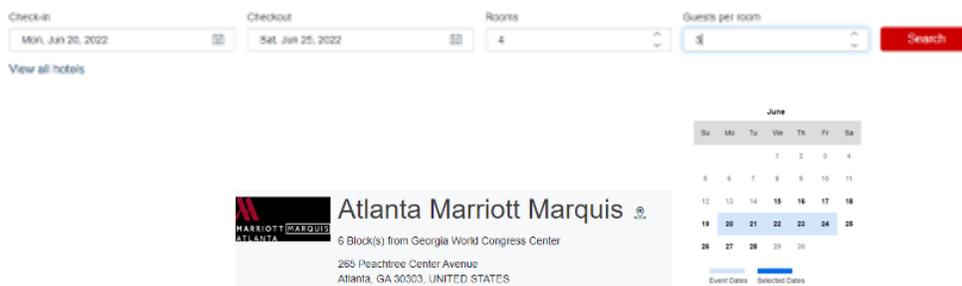
Hotel Booking Information

Hotels will be booked using the Cvent Passkey system through HPN Global. HPN’s professional housing team will partner with you to streamline and automate the reservation booking process for SkillsUSA NLSC.

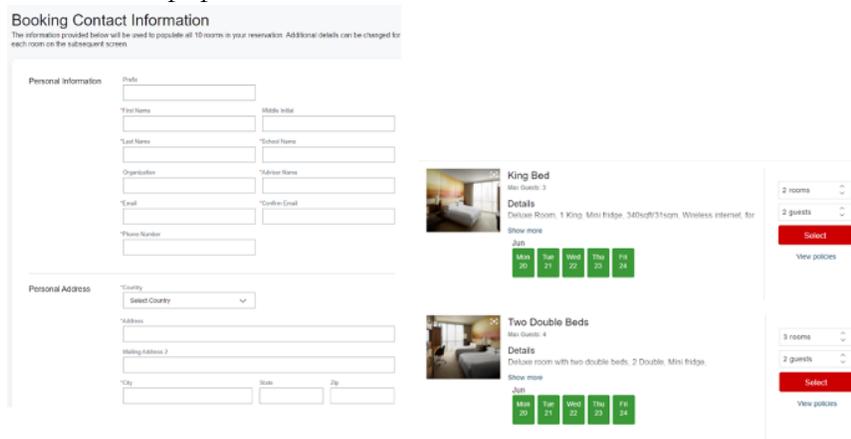
1. Launch the Passkey dashboard to book hotel rooms from SkillsUSA Register (register.skillsusa.org). Click the tab Conference>My Registrations. Select the NLSC event and click the button “Hotel Reservations.”



2. Select check-in and check-out dates Enter the number of rooms you need Enter the average number of guests per room Click “Search.” Click “Select.” next to your assigned hotel.



3. Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms Booking Contact Information – as the lead of the group reservation, this is where you put your information. Be sure to use your school’s address versus your personal address and include your school’s name. The information provided on this page will be used to populate all the rooms in the reservation.



- Now we are at the section where you will complete your rooming list. It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name. During this step, please leave your email address next to each student's name. This ensures that all reservation information is only sent to you.

Clicking on the ***ellipsis icon next to a guest entry will give you the option to:

- View and edit the guest details such as length of stay, and other personal information
- Remove the room from the reservation

King Bed Show room policies

	Check-In	Checkout	Guests	First Name	Last Name	Email	
1	6/20/22	6/25/22	2	Courtney Zirtz		cztirtz@hpnglobal.com	***
				Patty Duncan		ksnowdon@hpnglobal.com	
2	6/20/22	6/25/22	2	Kate Snowden		ksnowdon@hpnglobal.com	***
				Casey Kruer		ksnowdon@hpnglobal.com	

Two Double Beds Show room policies

	Check-In	Checkout	Guests	First Name	Last Name	Email	
1	6/20/22	6/25/22	2	Jamie Armstrong		ksnowdon@hpnglobal.com	***
				Melinda Lloyd		ksnowdon@hpnglobal.com	
2	6/20/22	6/25/22	2	Sydney Kilburg		ksnowdon@hpnglobal.com	***
				Lisa Estal		ksnowdon@hpnglobal.com	

- Review all the reservation details and make any last-minute changes to them. Accept the terms and conditions by checking the box next to them. A master acknowledgement will arrive in your email moments after you complete your reservations.

Atlanta Marriott Marquis
300 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

Booking Contact Information Edit booking contact information

PERSONAL INFORMATION
Courtney Zirtz - Room 1
Courtney Zirtz
cztirtz@hpnglobal.com

PERSONAL ADDRESS
13022 N. Houghton Blvd
Scottsdale, AZ 85260, US

REQUESTS
Accessible: No

Your reservation is complete.
Thank you for booking!

Atlanta Marriott Marquis
300 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

YOUR MASTER ACKNOWLEDGEMENT NUMBER
AYVYPZ0V

BOOKING CONTACT INFORMATION
Courtney Zirtz
cztirtz@hpnglobal.com
13022 N. Houghton Blvd
Scottsdale, AZ 85260, US

Two Double Beds Edit

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Jamie Armstrong	Jun 20, 2022	Jun 25, 2022	2	USD 0.00
Sydney Kilburg	Jun 20, 2022	Jun 25, 2022	2	USD 0.00

King Bed Edit 0.00

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Courtney Zirtz	Jun 20, 2022	Jun 25, 2022	2	USD 0.00
Kate Snowden	Jun 20, 2022	Jun 25, 2022	2	USD 0.00

SUBTOTAL USD 0.00

Keep In Mind (Helpful Hints)

- When a reservation is created through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation(s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize Passkey via your desktop versus mobile app.
- Have all attendee names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.

Technical Support

Passkey Technical Support: SkillsUSANLSC@HPNGlobal.com | (480) 998-9770 Ext: 2

Advisor Best Practices

Conference week will really fly by but try to take in as much as possible. This conference provides something for everyone. Best practices: Meet as many people as you can. Get contact information or connect on social media. You will meet fellow advisors who have great ideas; you will meet industry personnel who can advise you. You will meet national staff who are prepared to help you become the best SkillsUSA advisor you can be. And it all starts with a simple hello!

Set yourself and your students up for success by following these best practices:

- **SLSC: NLSC Meeting:** Attend the SLSC:NLSC meeting with your state office staff (or set up a meeting yourself). You and your students will be part of a state delegation and will be expected to follow both school district and state organization policies and procedures (example: travel agencies versus travel on your own, assigned hotels, state sponsored banquets, meals, etc.). Then mark all conference related deadlines on your calendar.
- **Discuss NLSC with your school administrator or CTE Director:** Seeking support for you and your students to attend NLSC is a critical step. Schedule a meeting to discuss budget and travel policies. Create a planned budget of expenses to share during the meeting. Include the cost of registration, travel, meals, shipping (if applicable), and try to plan for some fun extras if possible. (Your school may not provide all these items, but there may be organizations in the community willing to help offset those costs.) We encourage you to consider bringing along future chapter leaders and another advisor for professional development.
Tip: Begin the requisition process as soon as possible (some advisors even do this before state championships, as there is sometimes a quick turnaround for travel agents, registration, etc.).
- **Connect with Student Families:** Meet with your student(s) and their families. This step is crucial! Don't assume that your student is communicating needed information to parents/guardians. This meeting should be done after you meet with your administrator so that finances can be discussed. Make sure that your students' family understands that even though NLSC is in June, it is a school event and all policies and procedures will still be followed. (This is true even if the student has graduated from high school prior to attending NLSC.) Review the travel itinerary and hotel arrangements with the family. Be candid about costs. If your student is expected to pay for food, baggage fees, mementos and clothing, give them a reasonable amount of money to plan for.
- **Preparing a Competitor for NLSC:** First and foremost, review the SkillsUSA Championships Technical Standards competition guidelines, which is located in Absorb in the Professional Membership Benefits section. We encourage you to set up regular contest practice sessions with your competitor. It is vital that your competitor studies the SkillsUSA Championships Technical Standards rules and regulations and practices each skill for the national competition. It is great to seek assistance from business and industry to evaluate work and provide feedback. This helps your competitor feel ready to compete. Be sure and check the [competition updates](#) page frequently for any important contest updates. Testing information along with resume upload instructions will be sent to your students email address on file. The required competition attire for national events is outlined in the SkillsUSA Championships Technical Standards and SkillsUSA official attire is required for the Opening and Awards Sessions at NLSC.

Planning and Packing — Tips for Students:

- Take the time to think through what you will need, then pack accordingly
- Leave your itinerary with your family
- Tag your luggage inside and out
- Bring a cellphone (and charger) and download the NLSC app
- Save your advisor's cell phone number
- Have a valid travel ID and medical insurance card
- Bring comfortable shoes
- If you take prescription medicine, bring a supply with you
- No backpacks or large tote bags are allowed in the general sessions

Hotel Courtesies

SkillsUSA has a nationwide reputation for upholding high standards. This good reputation allows each of us to take pride in our organization. The following is a list of hotel courtesies and suggestions for students and advisors:

- Tipping:
 - Conference attendees should tip hotel staff if they assist with luggage or take luggage to the hotel rooms (\$1 per bag) and if they order room service (15-20% of the meal cost).
 - Conference attendees should tip for all full-service (sit down) meals in restaurants (15-20% of the meal cost).
- Both the SkillsUSA Code of Conduct and the rules of the hotel must be followed.
- Conference attendees should respect and obey hotel security staff, procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting, restricted areas or posted notices.
- Conference attendees should be considerate of all other guests in the hotel, keeping voices low in common areas such as the lobby, hallways and elevators.
- Conference attendees should keep their hotel room neat and their personal belongings organized, for the comfort of everyone staying in the room. Do not leave valuables in the hotel room.
- Conference attendees may not open hotel windows or throw objects out of windows (an offense subject to police action). Do not damage or remove items from the hotel room.

Fire Safety

The probability of you being involved in a hotel fire is remote but taking precautions and knowing what to do in an emergency is important to every traveler. You won't have time to plan during an actual emergency.

1. When you arrive in your hotel room, review the fire evacuation plan posted on the back of the door and read it carefully. If one is not posted, ask the front desk.
2. Find the two exits nearest your room. Check them to be sure they are unlocked.
3. Count the doors between your hotel room and the exits. This will allow you to find the exits even if the corridor is unlighted or becomes filled with smoke.
4. Take every alarm or unusual noise seriously. If you hear a smoke alarm, don't hesitate — act.
5. If fire is in your room, get out of the room and close the door. Report the fire immediately to the fire department and the front desk.
6. If the fire is not in your room, leave it if you can. Touch the door to test it for heat. If it's cool, brace your shoulder against the door and open it slowly. Be ready to close the door right away if there are flames on the other side. Stay low and crawl through the smoke to the exit; fresher air will be near the floor. Take your key so that you can return to your room if you can't use the exits.
7. If your room door is hot, don't open it as there could be fire on the other side.
8. Use wet towels or sheets to seal the cracks around the door. Turn off fans and air conditioners. Call the fire department even if you can see firefighters outside and give your exact location. Signal at your window and stay low to avoid smoke. Leave your window closed if you see smoke outside since smoke and fire may enter through the window. If there is smoke in the room and it is clear outside, try opening the window. Be sure to close the window immediately if more smoke enters your room.

9. Fire exits and stairwells are your best escape routes. Never use an elevator during a fire; the elevator could stop at the fire floor.

SkillsUSA Winners List and Winners Photos

SkillsUSA will announce winners on Friday night at the Awards Session, provide lists of winners to SkillsUSA state directors and then post winners on the SkillsUSA website immediately after NLSC. In addition, scores will be posted when available and these can be located using your contestant number.

SkillsUSA will post winners photos on the website after the national conference. These downloadable photos are taken backstage of all medalists as they go to collect their prizes.

Memorandum

To: Board of Education Members
From: Steve Summers
Date: May 8, 2023
Re: Open Enrollment Applications In/Out

The purpose of this agenda item is to request School Board approval or denial for open enrollment applications in/out for the 2023-2024 school year. The open enrollment program for the state of Wisconsin allows parents to apply for their student(s) to attend a non-resident district of their choice. Parents must complete the application form for their student(s) and they are allowed to apply at up to three non-resident districts. The application must have been completed and turned in (or submitted online) to the non-resident district between February 6, 2023 and April 28, 2023.

School Board Policy 423 and 423 Rule-1 governs the District's open enrollment process. The policy states when the Board will accept and deny open enrollment applications. The policy allows for a waiting list if the applications are denied because of a lack of classroom space.

Please remember that the open enrollment law was revised in 2012. School Boards are required to approve the number of openings at each school/grade level at the beginning of the open enrollment process. The number of identified openings now drives the decision making process for applications.

I have attached a list of applications in/out and the subsequent decision per the policy. There are a total of 127 student applications in (116 last year). This year we have created a wait list of 8 students for 4K, 6 students for KG, 2 for 4th grade and 3 for 5th grade. There are 30 (17 last year) student applications out. Of the applications out, 12 of the students are currently attending school in different school districts or private schools. 4 students are currently homeschooled. Of the applications out, 7 of the students are currently enrolled in the Waunakee Community School District and 7 of the students will be entering 4K, so they did not attend public school last school year.

The policy does recommend the denial of 25 open enrollment applications in.

Currently, there are 229 non-resident students attending the Waunakee Community School District, 9 withdrew from open enrollment status, and there are 43 resident students attending other school districts, 2 withdrew from open enrolled status during the 2022-2023 school year. There are eighteen 12th graders that will graduate in June 2023.

Page 2 - Open Enrollment

The district receives a payment of \$8,224.00 (estimated for 2023-2024) for every non-resident student attending Waunakee. The district makes the same payment for every resident student attending another district. Special education students have a different payment amount, which is \$13,076.00 (estimated for 2023-2024).

The open enrollment students, in, that are recommended for approval are based on class size estimates that are below the optimum level. Because the staffing is already in place for these classrooms, adding these open enrollment students increases revenues to the district without adding staffing expenses.

The open enrollment students, in, that are recommended for denial- waiting list are based on class size estimates that are at or above the optimum level. Because the staffing is not in place for these additional classrooms, adding these open enrollment students increases revenues to the district while adding staffing expenses. The staffing expense to add a classroom section is estimated at \$75,000, plus furniture/equipment costs, if needed. The advantage to the waiting list is the ability to allow these students to enroll at a later date if the district decides to add a section or if space becomes available.

The special education department does not have all of the IEP records of the open enrollment in students. A review of these records may result in changes to the recommendations of student applications. An update will be provided at the board meeting, if necessary.

Please let me know if you have any questions or comments on this agenda item. Thanks.

You are invited to attend
The Waunakee Community School District

36th
Annual
Staff Recognition
Celebration

FRIDAY, MAY 12, 2023

6:30 PM - DESSERTS & REFRESHMENTS

7:00 PM - PROGRAM

Waunakee Community High School
Performing Arts Center
301 Community Drive, Waunakee

[THIS YEAR'S HONOREES](#)

[CLICK HERE TO VIEW LIST](#)

[CLICK HERE TO RSVP](#)

[CLICK HERE TO RSVP](#)



WAUNAKEE
COMMUNITY SCHOOL DISTRICT