

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

Monday, August 14, 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 July 10, 2023 Meetings

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

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

D. Review Individual Co-Curricular Contract Recommendations

E. Review 2023-2024 Department Chairs, Building Coordinators and New Teacher Advisors

These advisory positions are included on the co-curricular report.

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

G. Review Salary and Contract Parameters for Superintendent Position

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

A. Discuss and consider the recording of board committee meetings. 11

At the Board Retreat this summer, it was discussed if we want to continue with the practice of recording board committee meetings, which we started doing during the pandemic. Board policy does not require this practice. To provide the Board with some context on viewership, attached please find data on the number of views for each committee meeting over the last six months.

B. Discuss and finalize the community survey as part of the superintendent search process

Joan Ensign will lead a discussion with the Board to finalize the community survey that will be part of the superintendent search process.

VI. APPROVAL OF MINUTES 15

Review the minutes for the July 10, 2023 regular meeting, July 12, 2023 special meeting - BOE Retreat and August 2, 2023 Special Meeting - Superintendent Search

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 24

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, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Update

Members of the WTA will provide an update on items related to the teaching staff.

B. Board Reports/Action Items

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

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

2. Review District Goals/Priorities for 2023-2024 27

Attached please a pdf document that articulates the high level district goals, priorities, and planning efforts. This "dashboard" is to serve as a guide for anyone who is seeking information on the top priorities and areas of focus for the school district in 2023-2024.

The bold items are from the district strategic planning framework and represent the primary bodies of work that require attention in school district leadership.

Under each bold item you will find an underlined goal, priority statement, or planning direction. These points represent the primary focus of work for this year for that strategic area.

Beneath each underlined point, you will find bullet pointed items that articulate the specific action areas that will be used to move the goal forward. Each of these bullet pointed areas will be broken into an administrative action plan by the administrator in charge of that area.

Accountability for this plan will occur at the administrative level, through Board Committees, and with the full Board, as appropriate.

For the August Board Meeting, I am seeking the Board's input on these goals and priorities, and endorsement so we can move forward with the detailed plans associated with this work.

3. Review Joint Review Board TID #9 Amendment 29
Attached please find information from the Village of Waunakee on the amendment to TID #9. Jack Heinemann attended the Joint Review Board Meeting and can provide an update to the Board on pertinent details regarding this plan.

Attached also please find the school district's current guidelines on TID.

4. Update on the Superintendent Search Process
Brian Grabarski and Joan Ensign will provide an update on the superintendent search process.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. Review the minutes of the 08/03/23 Curriculum Committee Meeting. 59

2. Consideration of Women's Literature Novels. 60

Tim Schell

Melissa Hanson is comprehensively revising the Women's Literature course for this fall and is requesting new novels for the course. These texts are described in the accompanying memo. The Curriculum Committee is recommending these titles to the full Board on a 3-0 vote.

B. Facility Committee Meeting

1. Review Minutes from the 8-7-2023 Committee Meeting 61

2. Heritage Elementary School

a. Approval of Subcontractor Bids 63

The purpose of this agenda item is to request School Board approval of the next list of subcontractors for the Heritage Elementary School Project. Attached please find the list of subcontractors recommended for approval this month. There will be a final list of subcontractors presented at the September School Board meeting. The Facility Committee is recommending approval on a 3-0 motion.

b. Update on Budget/Guaranteed Maximum Price 64

The purpose of this agenda item is to request School Board review of a budget update/guaranteed maximum price for the Heritage Elementary School Project. Vogel Brothers staff will be in attendance at the meeting to review the attached presentation with the Board. No action is requested on this agenda item.

c. Approval of Easement 72

The purpose of this agenda item is to request School Board approval of an easement for the Heritage Elementary School Project. Vogel Brothers and the EUA team have been working with the district and our utility partners to provide utility access to the school site and the surrounding community through the eastern portion of the district property where the new Heritage Elementary School is being constructed. Attached please find the easement document that has been drafted as a result of process. The Facility Committee is recommending approval on a 3-0 motion.

3. Consideration of Capital Projects

a. Middle School Dishwasher Project 81

The purpose of this agenda item is to request School Board approval of a dishwasher replacement installation at the Waunakee Middle School. The dishwasher at the Middle School was no longer operating at the end of the school year and the district purchased a replacement dishwasher this summer. The original dishwasher did not include a grease trap which has now become a requirement of state building codes. The installation of a new dishwasher (with the grease trap) would require School Board approval as the cost exceeds \$25,000. The cost estimate from Hooper has been attached. An additional cost estimate, which was higher, was also presented to the Facility Committee. The Facility Committee is recommending approval of the Hooper proposal on a 3-0 motion.

b. Review and Consideration of the Softball Lights/Field Report 83

The purpose of this agenda item is to request School Board approval for ordering lights for the softball varsity field. Attached to this agenda item is a report on the softball fields, and this report was prepared by Rettler.

As background information, Rettler was previously hired to work with the Village of Waunakee on the design of varsity softball field lighting and the

airport ordinance. The design of softball field lights was finalized after the completion of the district's Title 9 audit. However, before proceeding with the lighting project, the softball booster group and coaching staff asked for consideration of moving the softball varsity field from the current location to the junior varsity location. The School Board then approved Rettler to draft a report reviewing the viability of this option. The report's recommendation is to switch the varsity and jv fields and install the new lights at the current jv field located behind the middle school.

In addition to this report, Nick Conrad has had discussions with the softball stakeholders on this potential change of the varsity softball field location.

Administration requested approval of the varsity softball field location change, as well as approval to proceed with the lighting project and related improvements. The lighting project estimate last fall was \$175,000 and there is no estimate on the related improvements at this time. Administration will bring back cost estimates for the related improvements at the September meeting of the Facility Committee.

The Facility Committee is recommending approval of the softball field lights on a 3-0 motion.

4. Consideration of NAMI Contract Addendum 92

The purpose of this agenda item is to request School Board approval of the NAMI preventative maintenance contract addendum. Attached please find the addendum document. The district currently has a contract with NAMI for preventative maintenance on the HVAC system districtwide. The school board has hired NAMI for the HVAC work through the referendum process. The Facility Committee requested that the addendum document line up with the referendum projects. As a result, NAMI revised the attached document to align with the warranty period for the new Middle School. Administration is requesting consideration of approval of the revised document. The Facility Committee is recommending approval on a 3-0 motion.

5. Consideration of Energy Service Partner 93

The purpose of this agenda item is to request School Board approval of an energy services partner for the referendum projects. Attached please find information on this topic from Westphal. Westphal has already been approved by the school board for the electrical subcontracting work for the referendum. The Facility Committee did request additional information from Westphal which has been attached.

The selection of an energy services partner is critical for the following aspects of the

referendum projects:

- 1) Solar energy project at the new Heritage and Middle School including connecting these projects with opportunities for student learning
- 2) Evaluate solar energy system at Intermediate
- 3) Evaluate systems across the district for recommended return on investment projects
- 4) Assistance with any federal/state grants/initiatives writing processes
- 5) Electric vehicle charging stations at new schools and evaluation of existing sites
- 6) Any other energy related services as applicable

District administration has met with Westphal as well as two other firms who specialize in energy services. The Facility Committee, on a 3-0 motion, is recommending approval of Westphal for this work for referendum projects.

C. Co-Curricular Committee

1. Review Minutes of the 8-8-2023 Meeting 103
2. Review the Co-Curricular Report for 2023 105

Attached please find the Co-Curricular Reports for 2022-2023. These reports include participation rates, grade point averages, student achievements, ticket sales, and booster club financial reports. Please note, the booster club financial reports are transitioning to a new format with the implementation of the new Booster Club Handbook.

Nick Conrad, Athletic Director, will be present at the meeting to answer any questions. A presentation of the report was part of the Co-Curricular Committee Meeting on August 8th.

3. Co-Curricular Handbooks for 2023-2024

The Co-Curricular Handbooks are located in the Extra Section of BoardBook.

The primary change to the handbooks for this year is to clarify and modify the academic eligibility part of the Middle School Co-Curricular Handbook. The Co-Curricular Committee reviewed the handbooks at their August 8th meeting and are recommending them to the full Board on a 3-0 vote.

a. Waunakee High School Co-Curricular Handbook

The Co-Curricular Handbooks are located in the Extra Section of BoardBook.

b. Waunakee Middle School Co-Curricular Handbook

The Co-Curricular Handbooks are located in the Extra Section of BoardBook.

c. Waunakee Coaches Handbook

The Co-Curricular Handbooks are located in the Extra Section of BoardBook.

4. Middle School Dance Team Request

The Middle School Dance Team is requesting to be able to have their own

fundraising account separate from the High School Dance Team. When the middle school program was approved a few years ago, the school board's motion included the desire for the middle school team to come under the high school booster club program. The middle school program is doing very well and they have different needs than the high school program. For this reason, they are requesting to have their own account numbers to manage their own funds. The school district currently holds the funds for the dance programs, and creating an account for the middle school program is just an accounting function. The administration recommends approval.

This agenda items was reviewed by the Co-Curricular Committee on August 8th and is being recommended to the full Board for approval on a 3-0 vote.

5. Consider 300 Series Policies Related to Co-Curricular Programs 139

The Policy Committee has moved the policies from the 300 Series that involve co-curricular programs to the Co-Curricular Committee for review and recommendation to the full Board. Attached please find the spreadsheet with the summary document chart, similar to what you have seen as other policies have made their way to the Board.

The Co-Curricular Committee reviewed these policies at their August 8th meeting and is recommending them for approval on a 3-0 vote.

- a. 370 Extracurricular Activities and Programs 142
- b. 370 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios 145
- c. 370 Rule 2 Co-Curricular Activity Program Eligibility 147
- d. 370 Rule 3 Co-Curricular Offerings 151
- e. 370 Rule 4 Co-Curricular Reduction/Addition Guidelines 152
- f. 370.1 State/National (Non-athletic) Competitions 156
- g. 377 Interscholastic Athletics 157
Repeal - merged with PRG 370
- h. 377 Rule 1 Waunakee High School Co-Curricular Code and Policies 159
In the handbooks - reviewed every year
- i. 377 Rule 2 Waunakee Middle School Co Curricular Code and Policies 164
In the handbook reviewed every year.
- j. 377.1 State Tournament Attendance 171
- k. 377.2 Random Drug Tests and Co-Curricular Participation 172
- l. 377.2 Rule Random Drug Tests 173
- m. 377.2 Rule Random Drug Tests

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Report from the Waunakee Community Cares Coalition 178
Michelle McGrath and students involved with the Waunakee Community Cares Coalition will be present at Monday's Board Meeting to share their insights on the feedback they have received through student forums this spring.

Their presentation is attached for your reference.

2. Report and Consideration of Continued Partnership with 193
Psychotherapy Center of Waunakee
Lisa Jondle, Director of Student Services, will be present at Monday's Board Meeting to share an update on our partnership with the Psychotherapy Center of Waunakee. Her presentation and data are attached for your reference.

The administration is recommending that we continue the partnership with the Psychotherapy Center of Waunakee and also expand services to the middle school.

3. Resolution to Establish a District Expulsion Hearing Officer
Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2023-2024 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

4. Appoint District Expulsion Hearing Officer for 2023-2024
The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2023-2024 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

5. Appoint Medical Advisor for 2023-2024 203
Attached please a memo from Lisa Jondle, Director of Student Services, to continue to work with Dr. William Ranum from the Waunakee Clinic as the District's Medical Advisor.

6. 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 July.

B. Finance

1. Monthly Finance Reports 204
Attached you will find the 2022-23 Budget Status report as of June 30, 2023 and the Cash Reconciliation report for June 2023.

C. 2023 Annual Meeting Agenda 208

Attached please find a draft of the 2023 Annual Meeting Agenda. The administration is requesting approval of this agenda in order to begin the planning process for the 2023 Annual Meeting.

D. Consideration Cash Flow Borrowing Process

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. The administration utilizes the financial advisor PMA to conduct the annual cash flow borrowing process. This year we will participate in a PMA cash flow borrowing pool that includes other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

- An approximate \$8 to \$10 million dollar loan is taken out in October
 - The loan is bank qualified, which decreases interest costs
 - The financial professional seeks bids on the borrowing
 - The legal opinion is provided by Quarles and Brady
 - The borrowing is not rated
 - The issuance cost of the borrowing includes financial advisor fees, and the legal fees
- Administration is requesting approval to move forward with the 2023-24 cash flow borrowing process.

E. Consideration of Employee Handbook for Substitute Teaching Staff.

This handbook is in the extra section of the agenda.

F. Gifts & Student Trips

1. Gifts

- a. Pride Pump donation from Meffert Oil Co. \$1000.00 210

2. Student Trips

- a. Soccer Field Trip 211
 - b. High School Students in Chinese Classes - Chicago IL October 212
- 27, 2023

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

H. Consideration of 2023-2024 Department Chairs, Building Coordinators and Staff Development Representatives

These advisory positions are included on the co-curricular staff report.

XIII. BOARD BUSINESS

XIV. FUTURE AGENDAS AND MEETINGS

- A. Agenda Items for Next Meeting
- B. Special Meeting
- C. Budget Committee
- D. Co-Curricular Committee

- E. Curriculum Committee
- F. Facility Committee
- G. Human Resources Committee
- H. Policy Committee
- I. DEI Committee

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

XVI. RETURN TO OPEN SESSION

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

XVIII. ADJOURN

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

Committee Name	Date of Meeting	YouTube - Number of Views As of Monday, August 7
Budget Committee		
	July 10, 2023	17
	June 5, 2023	19
	May 3, 2023	10
	March 6, 2023	15
	February 8, 2023	16
Co-Curricular Committee		
	January 12, 2023	16
Curriculum Committee		
	August 3, 2023	7
	June 27, 2023	18
	April 4, 2023	26
	March 2, 2023	21
	February 2, 2023	21
DEI Committee		
	June 20, 2023	13
	May 11, 2023	38
Facility Committee		
	August 7, 2023	18
	July 10, 2023	22
	June 5, 2023	17
	May 1, 2023	33
	April 5, 2023	13
	March 8, 2023	12
	February 6, 2023	10

Human Resources Committee		
	July 6, 2023	19
	June 21, 2023	4
	June 7, 2023	36
	May 24, 2023	25
	May 1, 2023	18
	April 5, 2023	12
	March 8, 2023	16
	February 9, 2023	13
Policy Committee		
	May 1, 2023	15
	April 6, 2023	29
	March 16, 2023	25
	February 16, 2023	10

BROADCASTING OF SCHOOL BOARD MEETINGS

Policy 189

Waunakee Community School District

Page 1 of 2

The Waunakee Community School District Board of Education encourages all students, parents, staff and district residents to be well informed about school district business. Therefore, the School Board shall broadcast the following Board meetings: Regular Board Meetings, Special Board Meetings, Public Hearings, and, Public Listening Sessions. Board committee meetings may be taped and broadcast upon the vote of a majority of the committee. Executive sessions of the Board will not be videotaped or otherwise recorded for purposes of public dissemination under this policy. The taping and broadcasting of meetings will be subject to the guidelines and conditions outlined below.

1. The taping and broadcasting of meetings should not interfere with the ability of the Board to conduct the regular business of the school district. Therefore, the Board president shall exercise his/her authority to control the length of comments and the number of times an individual can speak on an agenda item to avoid any attempts to monopolize time on camera or discuss business not on the agenda.
2. Due to the possibility of individuals making comments that could be defamatory all individuals wishing to speak at a regular or special board meeting or recorded committee meeting shall complete a "Request to Speak" form which contains a statement that the Board is not responsible for their comments and that as such any slanderous or defamatory statements are their sole responsibility and that the district, with the advice of its attorney and its record's custodian, may edit the tape to remove the comments before broadcasting the meeting. The Board president will make a statement at the beginning of public hearings and listening sessions to the same effect, as it would be impractical to have all those present complete a request form. The Board President or meeting chair shall make a public statement at the outset of all recorded meetings that it is being recorded and livestreamed.
3. Each taped board meeting will be posted indefinitely on the school district's YouTube channel and Facebook account. District staff shall endeavor to livestream all meetings through an online video service, such as YouTube, Twitch, or Facebook Live, and to post visible links to said livestreams in advance on the district's webpage and social media accounts upon the posting of public notice of all recorded public meetings.
4. The broadcasts of Board meetings shall be of sufficient video and audio quality so viewers can easily hear the comments and be able to identify who is making the comments. In the event that meetings are not held in a location with sufficient access to quality audio/video equipment, all aforementioned requirements in this policy shall be deemed suspended due to limitation of the location except that the Board, at its sole discretion may vote to adjourn the meeting. Further, technical or other unforeseen difficulties associated with recording or transmitting video and/or audio as intended under this policy shall not prevent a meeting from continuing unless the Board votes to adjourn the meeting at its sole discretion.
5. Given the omnipresence of personal recording devices through mobile devices, nothing in this policy shall be interpreted to prevent any member of the public, the press, or any Board member from recording and distributing any personal recording of any district meeting that is held in public (open) session. Closed sessions of the Board shall not be recorded or distributed by any individual, unless expressly authorized or directed by the

BROADCASTING OF SCHOOL BOARD MEETINGS

Policy 189

Waunakee Community School District

Page 2 of 2

Board (e.g., for purposes of recording a due process hearing to serve as or facilitate the production of minutes of the hearing.

Legal References:

Wisconsin Statutes

[Section 19.81](#) [state policy on open meetings]

[Section 19.85](#) [exemptions to open meetings]

[Section 19.90](#) [use of recording and photography equipment in open session]

Cross References:

Adoption Date:

August 2001

January 2002

February 2019

May 2020

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, July 10, 2023, beginning at 6:30 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 Hetzel, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), and (f) 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 6:30PM

II. ROLL CALL

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

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

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

A. Review Minutes of June 12, 2023 Meeting

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

C. Review Individual Co-Curricular Contract Recommendations

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

E. Review the Tentative Agreement on Base wages between the Waunakee Community School District and the Waunakee Teacher Association

F. Review of a Request Regarding a Student Expulsion Order

A motion was made by Engebretson, second by Heinrichs, to approve the request as presented. Motion carried 3-0.

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

IV. RETURN TO OPEN SESSION

A motion was made by Hetzel, second by Dotzler, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 7:10pm

President Ensign welcomed all in attendance and started the open session of the meeting at

7:15pm

V. BOARD DEVELOPMENT WORKSHOP

There was not time for board development at this meeting.

VI. APPROVAL OF MINUTES

A. Approve minutes of June 12, 2023 regular Board meeting

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

Motion carried 7-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS

There were no email public comments for this meeting.

Public comments made in person were from the following:

Jeremy Alsaker – Allowing 6th graders to wrestle with the Middle school wrestlers.

IX. PUBLIC HEARING ON 2023-2024 DISTRICT BUDGET

Dye presented and answered questions regarding the 2023-2024 budget process. There were no public comments regarding the public hearing on 2023-2024 District Budget.

X. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Report – there was not a teacher report

B. Board Reports/Action Items

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

Engbretson attended the CESA 2 conference, along with the usual business there was a speaker regarding mental health.

2. Update on the Superintendent Search Process

Ensign has been in contact with one of the representatives from BWP. They would like to have an initial 1 hour meeting with the full board. This meeting will be scheduled at the end of this meeting.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. DEI Committee

1. The minutes from the 06/20/23 DEI Committee Meeting were reviewed.

2. Review Disproportionality Plan

Loken presented and answered questions regarding the Disproportionality Plan to the Board, that will then be sent on to DPI.

B. Human Resources Committee Meetings.

1. The Minutes from the 6/21/23 Negotiations Meeting & the 7/6/23 Meeting were reviewed

2. Consideration of the Tentative Agreement with the Waunakee Teachers Association on Base Wage Increase for 2023-2024.

Grabarski presented and answered questions regarding the proposal that was tentatively agreed upon at the negotiations session on June 21, 2023 for a base wage increase for teachers. A motion was made by Heinemann, second by Heinrichs to approve the agreement as presented. Motion carried 7-0.

3. Consideration of Pay Increases for 2023-2024 for Administration, Administrative Support, and Supplemental Pay for Teachers.

Grabarski presented and answered questions regarding the wage increases for Administration and Administrative Support staff and to operate the district teacher compensation plan, as a

supplemental pay structure to base wage negotiations. A motion was made by Dotzler, second by Heinrichs, to approve the wage increases for Administration and Administrative Support staff and to operate the district teacher compensation plan, as a supplemental pay structure to base wage negotiations as presented. Motion carried 7-0.

4. Consideration of Additional Compensation Increases for Administrative Assistants, Classified Staff and Custodial / Maintenance staff.

Grabarski presented and answered questions regarding the additional increase to the June approved wage schedule to bring these employee groups in line with the base increase for other internal groups (8%) and to take additional steps to address market competitiveness for Administrative Assistants and Classified Staff.

A motion was made by Hetzel, second by Dotzler, to approve the additional compensation increases for Administrative Assistants, Classified Staff and Custodial/Maintenance Staff as presented. Motion carried 7-0.

C. Curriculum Committee Meeting

1. The Minutes of the 6/27/23 Meeting were reviewed.

2. New Course Proposal - Foundations of Algebra

Schell presented and answered questions regarding the new Foundations of Algebra course

3. New Course Proposal - Heritage Bilingual Biology

Schell presented and answered questions regarding the new Heritage Bilingual Biology course.

A motion was made by Dotzler, second by Frey to approve the new courses: Foundations of Algebra and the Heritage Bilingual Biology. Motion carried 7-0.

4. Testing and Assessment Schedule 2023-2024

Tim Schell and Amy Johnson

Schell presented and answered questions regarding the annual testing and assessment schedule for 2023-2024. A motion was made by Hetzel, second by Dotzler, to approve the annual testing and assessment schedule as presented. Motion carried 7-0.

D. Budget Committee

1. The 07/10/23 Meeting Minutes were reviewed.

2. Consideration of 2022-23 Fund 73 Trust Fund Annual Payment

Summers presented and answered questions regarding the annual Fund 73 contribution. A motion was made by Heinrichs, second by Hetzel, to approve to contribute \$400,000 to the Fund 73 Trust. Motion carried 7-0.

\$400,000 contribution to the post retirement fund 73 trust fund

3. Consideration of the 3rd Draft of the 2023-2024 School District Budget

Dye presented and answered questions on the 3rd draft of the budget in detail during the public hearing portion of the agenda. A motion was made by Engebretson, second by Dotzler, to approve the Third Draft of the Budget as presented. Motion carried 7-0.

E. Facility Committee Meeting

1. The Minutes of the 7/10/23 Meeting were reviewed.

2. Consideration of Heritage Elementary School Project Bids

Summers presented and answered questions regarding the next round of bids for Heritage Elementary. The list of the recommended bidders is attached to the agenda. A motion was made by Dotzler, second by Frey to approve the bids as presented. Motion carried 7-0.

3. Consideration of Capital Projects.

Summers presented and answered questions regarding the additional districtwide maintenance projects. A motion was made by Heinemann, second by Dotzler, to approve the additional capital projects as presented. Motion carried 7-0.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Presentation and Review of the WCSD Booster Club Handbook.

Guttenberg presented and answered questions regarding the Booster Club Handbook that the administration has been working on with the athletic booster clubs.

This was for the boards information.

2. Announcements/Correspondence

XIII. CONSENT AGENDA

The board acknowledged the generosity of Meffert Oil Co. for the donation of \$1000 from their Pride Pump campaign.

A motion was made by Dotzler, second by Heinrichs, to approve the consent agenda as posted. 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 June 2023.

B. Finance

1. Monthly Finance Reports

Attached you will find the 2022-23 Budget Status report as of June 30, 2023 and the Cash Reconciliation report for May 2023.

C. Consideration of K-6 Family/Student Handbook and Co-Curricular Handbooks for 2023-2024

Attached please find a memo outlining the changes to the K-6 handbook. The handbook is attached to the extras section, for your reference.

D. Academic Standards Adoption 2023-2024

As is required for approval on an annual basis, please see the attached memo from Tim Schell and Amy Johnson that outlines the academic standards that are part of our instructional programs.

E. Consideration of School Safety Drills

F. Gifts and Field Trips

1. Gifts

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

2. Field Trips

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

New Teacher Staff

Joel Anich, 8th Grade Math Teacher

Ethan Edwards, 7th Grade ELA Teacher, MS

Michelle Kadow, 50% Business Teacher, MS

Leah Kaltenberg, 8th Grade Math Teacher, MS

Bridgette Quandt, English Teacher, HS

Brydis Slinger-Sevilla, ESL Teacher, MS

Courtney Stephens, Cross Categorical Teacher, HS

New Support Staff

Brygida Dodge, Para Educator Special Education, HES

Christina Gonzalez, Health Assistant, HES

Madison Hoppe, Para Educator Special Education, HES

Bertha Madison, Weekend Custodian, HS

Azyiah Ripp, Custodian, HS

Lori Wild, Para Educator Special Education, HS

Resignations

Tami Betz, Para Educator Special Education, HES

Kyle Braatz, Technology Education Teacher, MS

Sara Erickson, Para Educator Special Education, PES

Retirements

Larry Schroeder, Custodian, AES

Internal Staff Changes - No Action

Julie Block, from Health Assistant, HES, to LMTC Assistant, HES

Jerod Boyd, from Cross Categorical Teacher, HS, to Special Education Coordinator

Melissa Candell, from 1-Year Cross Categorical Teacher, IS, to Cross Categorical Teacher, MS

Carol Cullen, from Math Teacher, MS, to Math Teacher, HS

Theresa Jarvi, from Building Substitute, AES, to 2nd Grade Teacher, AES

Sarah Nolden, from Para Educator Reg Ed, HES, to Para Educator Special Ed, MS

David Sandmire, from Custodian, HS, to Head Custodian, HS

Jennifer Stephens-Roy, from LMTC Assistant, IS, to Attendance Administrative Assistant, IS

Danielle Werkheiser, from Para Educator Special Ed, IS, to Admin. Assistant to the Principal

One Year Unpaid Leave - Special Request

Courtney Lovell, Math Teacher, HS

Co-Curricular Report posted in Extra section of the agenda.

H. Fundraising Report 2022-2023

The purpose of this agenda item is to provide the School Board with an annual report of fundraisers utilizing the Classmunity program. Attached please find a list of all fundraisers for the 2022-23 school year and the information that has been reported in Classmunity.

XIV. **BOARD BUSINESS**

A. Legislative Update - NA

XV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting – A motion was made by Heinrichs, second by Dotzler to have the next Superintendent Search Meeting either 8/2/23 or 8/3/23, depending on the availability of the firm at 5:30PM. Motion Carried 7-0.

C. Budget Committee

D. Co-Curricular Committee – Aug. 8, 2023 @ 7:30AM

E. Curriculum Committee – 7/31/23 at 9:30AM

F. Facility Committee - August 7, 2023 @ 7:30AM

G. Human Resources Committee

H. DEI Committee – Cancel the 7/17/23 meeting and reschedule for 7/24/23 @ 5:30PM

XVI. **RETURN TO CLOSED SESSION** - NA

XVII. RETURN TO OPEN SESSION - NA

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

XIX. ADJOURN

The Board of Education adjourned at 8:58PM on a motion by Engebretson, second by Dotzler, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Special Meeting - BOE Retreat

The Board of Education Waunakee Community School District

A Special Meeting - BOE Retreat of the Board of Education of Waunakee Community School District was held Wednesday, July 12, 2023, beginning at 5:15 PM in the Schumacher Farm, 5678 Hwy 19, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign started the meeting at 5:41PM

II. ROLL CALL

Present: Dotzler, Engebretson, Ensign, Frey, Heinemann, Heinrichs, Hetzel

Also Present: Guttenberg, Summers.

III. APPROVAL OF AGENDA AND ADDITIONS

The agenda was approved as posted.

IV. THE SCHOOL BOARD RETREAT WILL FOCUS ON DIALOG AND DISCUSSION RELATED TO SCHOOL BOARD GOVERNANCE, BOARD OPERATIONS, SCHOOL FINANCE, AND DISTRICT PRIORITY PLANNING.

The board discussed School Board Governance, Board Operations, School finance and Priorities.

V. ADJOURN

The board adjourned at 8:55PM

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Superintendent Search Meeting

The Board of Education Waunakee Community School District

A Superintendent Search Meeting of the Board of Education of Waunakee Community School District was held Wednesday, August 2, 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 at 5:30PM

II. ROLL CALL

Present: Dotzler, Engebretson, Ensign, Frey, Heinrichs, Hetzel

Also Present; Grabarski, Summers, Carter, Todd Bugnacki & Joe Porto from BWP

III. APPROVE AGENDA

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

IV. CONSIDERATION/APPROVAL OF 6TH SECTION OF KINDERGARTEN AT HERITAGE.

Summers and Carter presented and answered questions regarding the request to approve a 6th kindergarten section at Heritage Elementary. The enrollment numbers for Kindergarten have exceeded budget estimates, and an additional section at Heritage will allow any new Kindergarten bilingual program students and Heritage attendance area students to enroll at Heritage.

A motion was made by Hetzel, second by Heinrichs to recommend approval of the 6th track at Heritage for Kindergarten and all expenses related to this additional section.

Motion Carried 6-0.

V. DISCUSSION/CONSIDERATION OF TIMELINE & NEXT STEPS WITH BWP

Ensign introduced Joe Porto and Todd Bugnicki, the consultants from BWP. Todd and Joe worked through the timeline and other details with the board regarding the superintendent search. The School Board agreed to post the position on August 3rd, and provided feedback on the posting description. The School Board also provided feedback on the opportunities for stakeholders to provide feedback and the School Board role in this process.

VI. FUTURE MEETINGS N/A

VII. ADJOURN

A motion was made by Dotzler, second by Engebretson, to adjourn the meeting at 7:15PM. 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

Page 3 of 3

[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

**Wauaukee Community School District
Priorities and Planning Dashboard for 2023-2024**

The Wauaukee Community School District has identified five primary areas of focus and priorities for the 2023-2024 school year.

Priority #1 - Student Learning, Supports, and Experiences

By the spring of 2025, the Wauaukee Community School District's state assessment results will be at or above the District's spring 2019 results.

- This goal will be accomplished by strategically directed work in the following areas:
 - Sustained the development of Professional Learning Communities.
 - Continue district work to support student social and mental health needs.
 - Focus targeted curricular plans in the areas of math and reading instruction.
 - Implement Year 1 of the bilingual program.
 - Support for all students through DEI efforts outlined in the Disproportionality Plan and infused through the district priority areas.

Priority #2 - Staff Learning, Supports, and Experiences

Prioritize efforts to enhance staff recruitment and retention

- This goal will be accomplished by strategically directed work in the following areas:
 - By the fall of 2025, bring all hourly employee groups to at least the average pay level when compared to comparable school districts and like positions.
 - Review, monitor, and develop plans based on data trends from the Annual Employee Climate Survey (first issuance was in 2022-2023), and staff retention data.
 - Expand and refine recruitment and applicant engagement practices.
 - Study viability of a "Grow Your Own" program.

Priority #3 - Budget and Finance

Establish a budget reflective of district priorities and school board budget parameters.

- This goal will be accomplished by strategically directed work in the following areas:
 - Maintain and annually review a 3-year budget prioritization process.
 - Manage referendum funds in line with approved projects, expenditures, and scopes of work.
 - Establish a long-term financial plan related to Operational Referendums.

Priority #4 - Facilities, Growth, and Safety

Maintain facilities and learning environments that are safe and meet the growing needs of the district and community.

- This goal will be accomplished by strategically directed work in the following areas:
 - Manage the 2022 Referendum Projects in line with the approved scopes and timelines.
 - Update future student/community growth projections and maintain the vision for the long-range facility plan.
 - Continue the strategic work of the District/Community Safety Committee.

Priority #5 - Stakeholder Engagement

Continue with the implementation and enhancement of the Communication and Engagement Plan

- This goal will be accomplished by strategically directed work in the following areas:
 - Engage with stakeholders on the desired characteristics for the next superintendent, and keep the stakeholders informed as the process progresses.
 - Continue with student and staff learning sessions.
 - Establish a systemic approach to welcoming new families to the school district/community.
 - Review, monitor, and develop plans based on data trends from a Family Engagement/Satisfaction Survey (to be issued in 2023-2024).

Other

- Complete the review process of district policies with the Policy Committee by June 30, 2024.
- Continue to study future areas of growth – robotics and alternative pathways to graduation.



**VILLAGE OF WAUNAKEE
JOINT REVIEW BOARD
TAX INCREMENTAL DISTRICT NO. 9
August 8, 2023, 5:30 PM**

**** Virtual Meeting Via Zoom Webinar Only****

Attendance/Participation Instructions are located at the end of the agenda.

Agendas may change prior to the commencement of the meeting. For the current agenda, please check the Village website (www.waunakee.com) or one of the official posting locations at:

- Waunakee Village Hall, 500 W. Main Street
- Waunakee Village Center, 333 S. Madison Street
- Waunakee Public Library, 201 N. Madison Street

AGENDA

CALL TO ORDER

ROLL CALL

APPOINTMENTS

- 1 Public Member**
- 2 Chairperson**

BUSINESS ITEMS

- 1 Review Responsibilities of the Joint Review Board**
- 2 Review and Discuss Amendment to the Project Plan and Boundaries of Tax Incremental District No. 9**
- 3 Discuss and Determine Next Meeting Date to Consider Approval of Amendment to the Project Plan and Boundaries of Tax Incremental District No. 9**

ADJOURN

ATTENDANCE & PARTICIPATION INSTRUCTIONS

This Meeting will be held as a virtual meeting only. Virtual participation occurs using Zoom Webinar on a suitable device by using this link:

<https://us02web.zoom.us/j/81651054739>

Or call (312) 626-6799 and enter Webinar ID: 816 5105 4739

Any person who needs an interpreter or has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the Village Clerk at (608) 850-8500 or kendres@waunakee.com at least forty-eight (48) hours prior to the commencement of the meeting. Every reasonable effort will be made to accommodate requests.

**VILLAGE OF WAUNAKEE
BOARD MEETING**

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

August 9, 2023

PROJECT PLAN AMENDMENT

Village of Waunakee, Wisconsin

Tax Incremental District No. 9 Newcomer Amendment



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	Scheduled for August 8, 2023
Public Hearing Held:	Scheduled for August 9, 2023
Approval by CDA:	Scheduled for August 9, 2023
Adoption by Village Board:	Scheduled for August 21, 2023
Approval by the Joint Review Board:	TBD

TABLE OF CONTENTS

Executive Summary.....	3
Preliminary Map of Original District Boundary and Territory to be Added	6
Map Showing Existing Uses and Conditions Within the Territory to be Added	9
Preliminary Identification of Parcels to be Added	11
Equalized Value Test	12
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District	13
Map Showing Proposed Improvements and Uses Within the Territory to be Added...15	15
Detailed List of Estimated Project Costs	17
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred.....	18
Annexed Property.....	23
Estimate of Property to be Devoted to Retail Business	23
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances.....	23
Statement of the Proposed Method for the Relocation of any Persons to be Displaced	24
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village	24
List of Estimated Non-Project Costs	24
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f).....	26
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions.....	27

SECTION 1: Executive Summary

Description of District

Tax Incremental District (“TID”) No. 9 (“District”) is an existing industrial district created on February 5, 2018. Originally comprised of a single 14-acre parcel located at 1130 Uniek Drive, the District was intended to facilitate construction of a larger facility for Waunakee based Tormach, Inc., a manufacturer of compact CNC machines, tooling, and related products. Due to changes in the global economy this project did not proceed, and the site was acquired by Octopi Brewing for development of a new facility to house packaging line, shipping, and receiving operations for the brewery. Ground was broken for the project in fall of 2021, and the approximate 200,000 sq. ft. facility was completed in 2022. As part of a Project Plan amendment approved on November 16, 2020, the Village also added Octopi’s existing brewery facility located at 1131 Uniek Drive to the District to provide development incentives related to a 120,000 square foot expansion of the brewery operation, also completed in 2022.

Newcomer Supply (“Company”), which offers sales and services to histology laboratories, is now proposing construction of a 34,500 square foot building housing a laboratory, offices and warehouse on property located at 1020 Prairie View Court (“Project”), adjacent to the District. The Company has asked the Village to consider amending the District’s boundaries and Project Plan to include their proposed building site, and to provide a repayable development incentive from the tax increment generated by their facility.

Purpose of Amendment

The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to:

- Add territory to the District as permitted under Wis. Stat. § 66.1105(4)(h)2. This is the second of four permitted territory amendments available to the District.
- Amend the categories, locations, or costs of project costs to be made as permitted under Wis. Stat. § 66.1105(4)(h)1. (“Project”).

Estimated Total Project Cost Expenditures

The Village anticipates making total expenditures of approximately \$5.3 (“Project Costs”) to undertake the projects listed in this Plan. Project Costs consist of \$3.1 million included within the original Project Plan and the first amendment, and \$2.2 million added by this Amendment. In total, the Plan now reflects projected development incentive payments of \$4.8 million, intersection improvements of approximately \$340,000, and approximately \$95,000 in administrative costs associated with the creation and maintenance of the District.

Incremental Valuation

The Village projects that additional land and improvements value of approximately \$10 million will result from the Project. This is in addition to the estimated \$20.5 million in value expected from the Octopi projects. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District

Based on the Economic Feasibility Study located within Section 9 of this Plan, the Village anticipates that the District will generate sufficient tax increment to pay all Project Costs within 14 of its allowable 20 years.

Summary of Findings

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

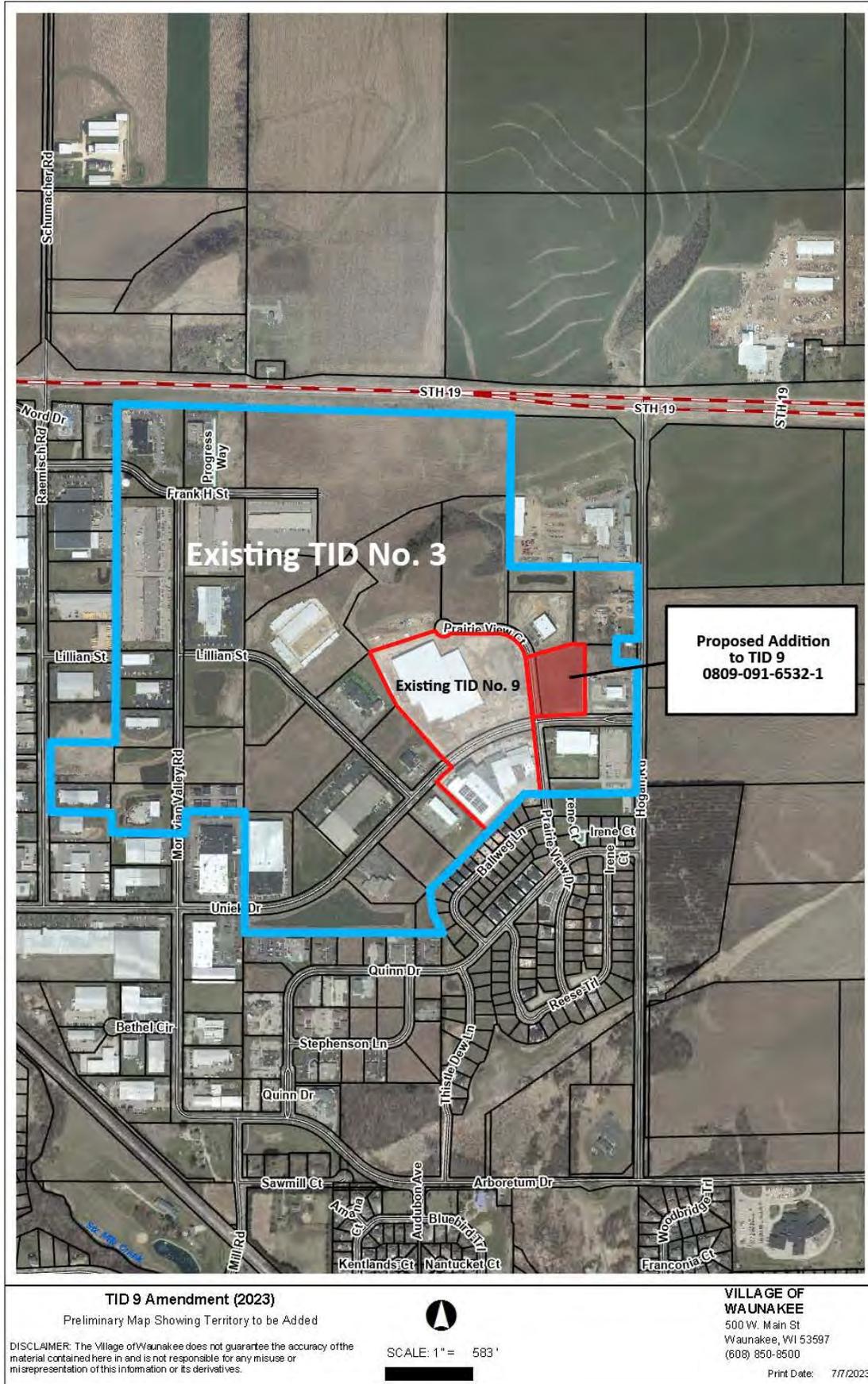
1. That “but for” the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village. In reaching this determination, the Village has considered the Company’s representation that the Project is not economically viable without public participation based on rising construction costs and interest rates.
2. The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Village has considered the following information: In making this determination the Village has considered that in addition to the incremental value expected to be created, the Project will result in expansion of the Village’s manufacturing tax base and provision of employment and commercial opportunities related to the construction and operation of the

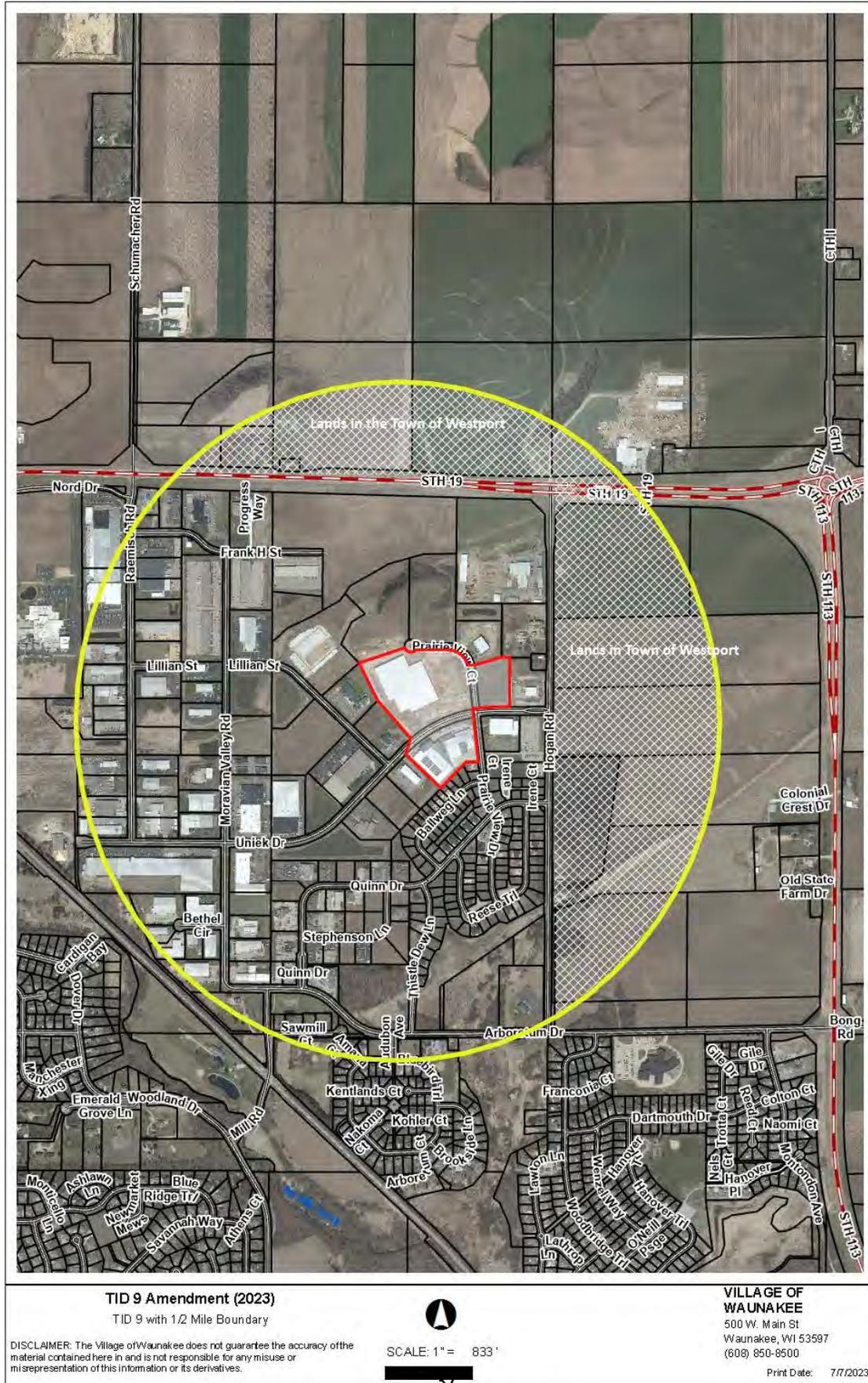
Project. The Company has represented that completion of the Project, they could hire 25 more employees with a starting wage of \$22 per hour.

3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Village finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.
4. Not less than 50% by area of the real property within the District, as amended, is suitable for industrial sites as defined by Wis. Stat. § 66.1101 and has been zoned for industrial use. Any real property within the District that was found suitable for industrial sites and was zoned for industrial use at the time of creation of the District or at the time of this Plan Amendment will remain zoned for industrial use for the life of the District.
5. Based on the foregoing finding, the District remains designated as an industrial district.
6. That Project Costs relate directly to promoting industrial development in the District, consistent with the purpose for which the District is created.
7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.
8. The equalized value of taxable property within the territory to be added to the District, plus the incremental value of all existing tax incremental districts within the Village does not exceed 12% of the total equalized value of taxable property within the Village.
9. The Plan for the District is feasible and is in conformity with the Master Plan of the Village.
10. The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).
11. That there are no parcels to be included within the District that were annexed by the Village within the preceding three-year period.

SECTION 2: Preliminary Map of Original District Boundary and Territory to be Added

Map Found on Following Page. Additionally, a map identifying the territory located within one-half mile of the District is included.





SECTION 3:

Map Showing Existing Uses and Conditions Within the Territory to be Added

Map Found on Following Page.



<p>TID 9 Amendment (2023) Existing Uses and Conditions</p> <p>DISCLAIMER: The Village of Waunakee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.</p>	 <p>SCALE: 1" = 353'</p> 	<p>VILLAGE OF WAUNAKEE 500 W. Main St Waunakee, WI 53597 (608) 850-8500</p> <p>Print Date: 7/7/2023</p>
---	--	--

SECTION 4: Preliminary Identification of Parcels to be Added

The amendment will add a single tax parcel to the District:

Parcel: 080909165321
 Owner: WELCH ENTERPRISE LLC
 Address: 1020 PRAIRIE VEW CT
 Acres: 3.243
 Land Value: \$900
 Improvements Value: \$0

As of January 1, 2023, the parcel is in Tax Incremental District No. 3. That District reached the end of its maximum life on June 5, 2023.

With the added territory, a total of 92.7% of the District is zoned and suitable for industrial development.

	<u>Acres</u>	<u>Zoned & Suitable</u>
<u>Existing District</u>		
1130 UNIEK DR (80909165571)	14.13	14.13
1131 UNIEK DR (80909167351)	6.00	6.00
ROW	1.204	
Subtotal	21.334	20.130
<u>Territory to be Added</u>		
1020 Prairie View Ct (080909165321)	3.243	3.243
ROW	0.638	
Subtotal	3.881	3.243
Total Existing District & Added Territory	25.215	23.373
Percent Zoned & Suitable		92.7%

SECTION 5: Equalized Value Test

The following calculations demonstrate that the Village expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property proposed to be added to the District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village. Since the territory to be added to the District is already located within Tax Incremental District No. 3 its value is not considered to be new base value for purpose of the test as that value is already reflected within the total of existing incremental value. The equalized value of the increment of existing tax incremental districts totals to \$214,974,300, approximately 8.1% of total Village equalized value. This value is less than the maximum of \$316,609,116 that is permitted for the Village. As this Amendment will be considered after 2023 valuations are certified mid-August, those values will be used for the test in lieu of the figures shown but are not expected to result in a material difference.

Village of Waunakee	
Tax Increment District #9 / Octopi & Newcomer	
Valuation Test Compliance Calculation	
District Amendment Date	8/21/2023
Valuation Data Currently Available	2022
Total EV (TID In)	2,638,409,300
X 12% (12% Test)	316,609,116
Incremental Value of Existing TIDs	214,974,300
Projected Base Value of Territory Added	900
Less Value of Underlying TID Parcels	(900)
Total Value Subject to 12% Test	214,974,300
Compliance	PASS

SECTION 6:

Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments, or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number, and location of potential Project Costs.

The “Statement of Kind, Number and Location of Proposed Public Works and Other Projects” set forth in the original District Project Plan approved on February 5, 2018, and as subsequently amended on November 16, 2020 is restated and amended to set forth the following Project Costs that the Village has made, expects to make, or may need to make, in conjunction with the implementation of the District’s Plan or this Plan Amendment.

Community Development

Cash Grants (Development Incentives)

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The Village intends to make the following project cost expenditures outside the District:

- Improvements to the intersection of State Highway 19 and Hogan Road. The Village may allocate a portion of the cost of that project to the District based on a proportional estimate of the benefit to the District, currently estimated to be 10% of the total cost.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

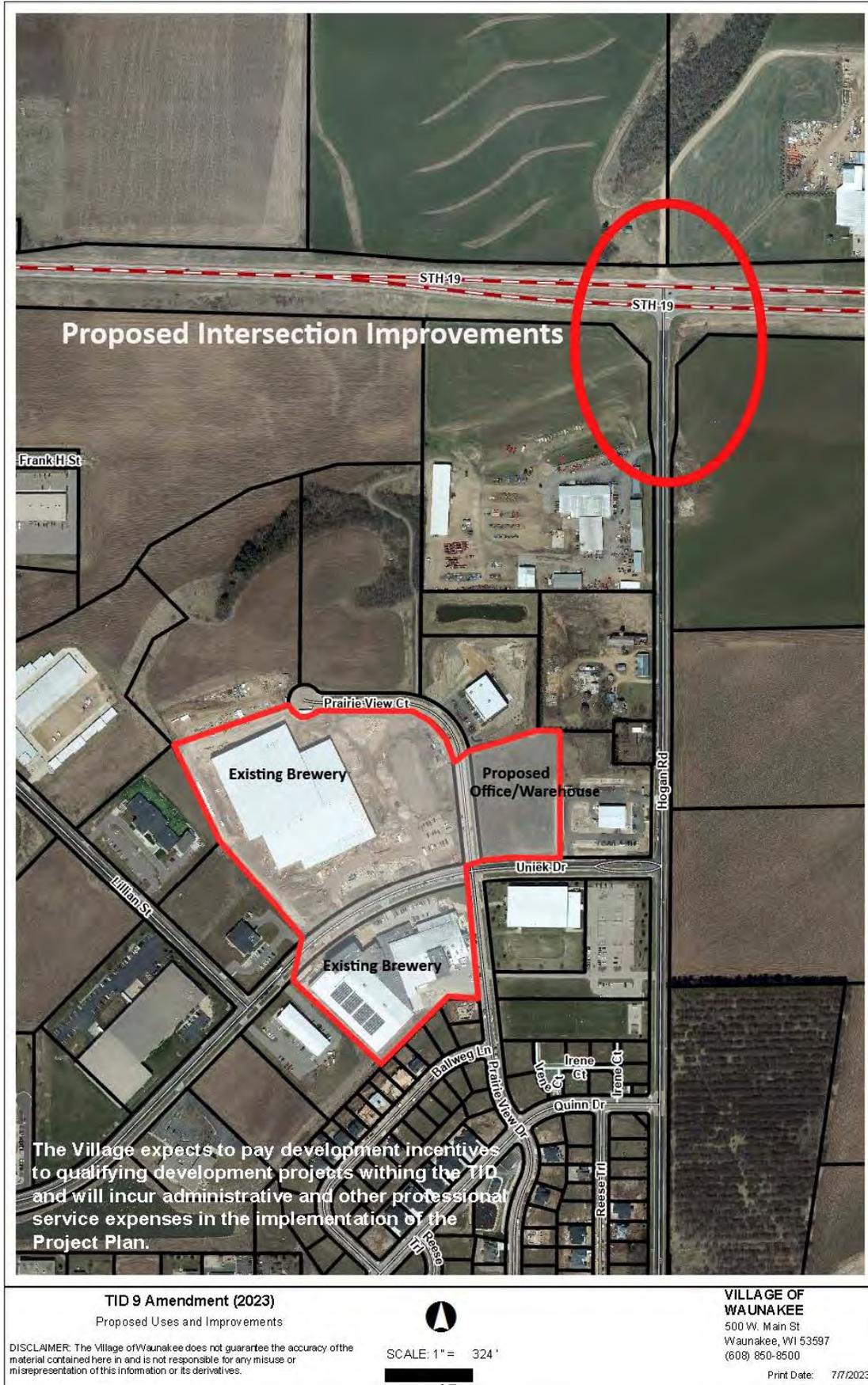
The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7: Map Showing Proposed Improvements and Uses Within the Territory to be Added

Map Found on Following Page.



SECTION 8: Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the Village has made, expects to make, or may need to make in conjunction with the implementation of the District’s Plan or this Plan Amendment. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan Amendment. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

Village of Waunakee				
Tax Increment District # 9 / Octopi & Newcomer				
Estimated Project List				
<u>Project Name/Type</u>	<u>Original Plan as Amended (1st Amendment)</u>	<u>Amended Plan (2nd Amendment)</u>	<u>Increase</u>	<u>Timeframe</u>
Development Incentives	2,975,000	4,843,962	1,868,962	2024 - 2035
Administrative Expense	88,197	95,008	6,811	2017 - 2039
Intersection Improvements	0	339,667	339,667	2025 - 2034
Total	<u>3,063,197</u>	<u>5,278,636</u>	<u>2,215,439</u>	

SECTION 9: Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how remaining Project Costs would be financed, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the Village plans to make via this Amendment are expected to create an additional \$10 million in incremental value by January 1, 2025. This is in addition to the approximate \$20.5 million projected as in place on January 1, 2023. Estimated valuations and timing for construction of the Project are included in **Table 1**. Assuming the Village's current equalized TID Interim tax rate of \$18.40 per thousand of equalized value, and annual economic appreciation of 1%, the Project would generate \$2.75 million in incremental tax revenue over the remaining life of the District. Combined with the projected tax increment from Octopi Brewing, total District tax increment collections over the life of the District are \$9.35 million as shown in **Table 2**.

<p style="text-align: center;">Village of Waunakee Tax Increment District # 9 / Octopi & Newcomer Development Assumptions</p>									
Construction Year		Actual ¹	Octopi Expansion ² 120,000 Sq. Ft.	Octopi Warehouse ² 200,000 Sq. Ft.	Newcomer ³	Annual Total	Construction Year		
1	2018	(188,500)				(188,500)	2018	1	
2	2019	97,200				97,200	2019	2	
3	2020	(11,500)				(11,500)	2020	3	
4	2021	3,343,600				3,343,600	2021	4	
5	2022		3,659,412	13,688,992		17,348,404	2022	5	
6	2023					0	2023	6	
7	2024				10,000,000	10,000,000	2024	7	
8	2025					0	2025	8	
9	2026					0	2026	9	
10	2027					0	2027	10	
11	2028					0	2028	11	
12	2029					0	2029	12	
13	2030					0	2030	13	
14	2031					0	2031	14	
15	2032					0	2032	15	
16	2033					0	2033	16	
17	2034					0	2034	17	
18	2035					0	2035	18	
19	2036					0	2036	19	
20	2037					0	2037	20	
Totals		3,240,800	3,659,412	13,688,992	10,000,000	30,589,204			

Notes:
¹Actual incremental valuation change per Wis. Dept. of Revenue.
²Assumed valuations based on Baker Tilly assumption of \$385,000 in real estate taxes.
³Assumed value per staff email dated 6-30-2023.

Table 1 - Development Assumptions

Village of Waunakee Tax Increment District # 9 / Octopi & Newcomer Tax Increment Projection Worksheet							
Type of District	Industrial				Base Value	1,147,000	
District Creation Date	February 5, 2018				Appreciation Factor	1.00%	
Valuation Date	Jan 1,	2018			Base Tax Rate	\$18.40	
Max Life (Years)	20				Rate Adjustment Factor		
Expenditure Period/Termination	15	2/5/2033					
Revenue Periods/Final Year	20	2039					
Extension Eligibility/Years	Yes	3					
Recipient District	No						

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate ¹	Tax Increment
1	2018	-188,500	2019		-188,500	2020	\$20.28	0
2	2019	97,200	2020		-91,300	2021	\$20.35	0
3	2020	-11,500	2021		-102,800	2022	\$20.27	0
4	2021	3,343,600	2022		3,240,800	2023	\$18.40	59,628
5	2022	17,348,404	2023		20,589,204	2024	\$18.40	378,825
6	2023	0	2024	205,892	20,795,097	2025	\$18.40	382,613
7	2024	10,000,000	2025	207,951	31,003,047	2026	\$18.40	570,431
8	2025	0	2026	310,030	31,313,078	2027	\$18.40	576,135
9	2026	0	2027	313,131	31,626,209	2028	\$18.40	581,896
10	2027	0	2028	316,262	31,942,471	2029	\$18.40	587,715
11	2028	0	2029	319,425	32,261,896	2030	\$18.40	593,593
12	2029	0	2030	322,619	32,584,514	2031	\$18.40	599,529
13	2030	0	2031	325,845	32,910,360	2032	\$18.40	605,524
14	2031	0	2032	329,104	33,239,463	2033	\$18.40	611,579
15	2032	0	2033	332,395	33,571,858	2034	\$18.40	617,695
16	2033	0	2034	335,719	33,907,576	2035	\$18.40	623,872
17	2034	0	2035	339,076	34,246,652	2036	\$18.40	630,111
18	2035	0	2036	342,467	34,589,119	2037	\$18.40	636,412
19	2036	0	2037	345,891	34,935,010	2038	\$18.40	642,776
20	2037	0	2038	349,350	35,284,360	2039	\$18.40	649,203
	Totals	30,589,204		4,695,156		Future Value of Increment		9,347,535

Notes:
¹Rate shown for 2023 and preceding revenue years is actual per DOR Form PC-202 (Tax Increment Collection Worksheet).

Table 2 – Tax Increment Projection Worksheet

Financing and Implementation

Under the existing development agreement with Octopi Brewing, the Village allocates 90% of the tax incremental revenue generated from their facilities towards incentive payments to be made in the total sum of \$2,975,000.

Newcomer has requested incentive payments for a term of 10 years in the amount of the tax incremental revenue generated from their facility. They have indicated that they will repay the amounts provided over a term of twenty years, commencing in the year following receipt of the last incentive payment. The Village and Company have not entered into a development agreement as of the date of this Plan Amendment, and the amount of the incentive, terms for repayment and other related provisions have not been agreed to. The projected incentive shown for Newcomer in the cash flow exhibit (**Table 3**) is an illustration for purposes of assessing economic feasibility only and does not reflect Village approval of an incentive payment.

Repayment of the incentive is not reflected in the cash flow since the projection indicates that the District could pre-pay the Newcomer incentive early, in 2033, allowing the District to close. If repayment commenced prior to District closure, those payments would be considered District revenue. The Village has determined that any amounts repaid after District closure will be distributed amongst the Village, Dane County, Madison College, and the Waunakee Community School District based on their relative share of the District's final tax incremental collection as identified on the Tax Increment Collection Worksheet (DOR Form PC-202).

All incentive payments reflected in the Plan are made on a "pay as you go" basis, payable from and strictly limited to the actual tax increment collections associated with the identified projects.

In addition to development incentives and administrative costs paid from cash, a total of \$339,667 is included in estimated contributions towards intersection improvements that are needed at STH 19 and Hogan Road. This assumes 10% of the estimated total cost of that improvement is allocated to the development that has and will occur in the District, and that cost of financing will be 4%. Payments shown reflect potential cash funding of the improvement, or a contribution towards publicly or privately incurred debt.

The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected.

Village of Waunakee														
Tax Increment District # 9 / Octopi & Newcomer														
Cash Flow Projection														
Year	Actual & Projected Revenues ¹				Actual & Projected Expenditures ²						Balances			Year
	Tax Increments			Total Revenues	Municipal Revenue Obligations (MRO)			Intersection Improv. ⁵	Admin	Total Expenditures	Annual	Cumulative ⁶	Liabilities	
	Brewery	Warehouse	Newcomer		Brewery ³	Warehouse ³	Newcomer ⁴							
2017									24	24	(24)	(24)		2017
2018				0					16,122	16,122	(16,122)	(16,146)		2018
2019				0					2,275	2,275	(2,275)	(18,421)		2019
2020	0	0	0	0					24,179	24,179	(24,179)	(42,600)		2020
2021	0	0	0	0					4,775	4,775	(4,775)	(47,375)		2021
2022	0	0	0	0					2,257	2,257	(2,257)	(49,632)		2022
2023	59,628	0	0	59,628					2,400	2,400	57,228	7,596	2,975,000	2023
2024	126,958	251,866	0	378,825	114,262	226,680			2,400	343,342	35,482	43,079	2,909,558	2024
2025	128,228	254,385	0	382,613	115,405	228,946		33,967	2,400	380,718	1,895	44,973	4,406,618	2025
2026	129,510	256,929	183,992	570,431	116,559	231,236	154,992	33,967	2,400	539,154	31,277	76,250	3,876,281	2026
2027	130,805	259,498	185,832	576,135	117,725	233,548	182,832	33,967	2,400	570,471	5,664	81,914	3,314,626	2027
2028	132,113	262,093	187,690	581,896	118,902	235,884	184,690	33,967	2,400	575,843	6,054	87,968	2,747,601	2028
2029	133,434	264,714	189,567	587,715	120,091	238,243	186,567	33,967	2,400	581,267	6,448	94,416	2,175,150	2029
2030	134,769	267,361	191,463	593,593	121,292	240,625	188,463	33,967	2,400	586,746	6,846	101,263	1,597,220	2030
2031	136,116	270,035	193,377	599,529	122,505	149,838	190,377	33,967	2,400	499,087	100,442	201,704	1,106,950	2031
2032	137,478	272,735	195,311	605,524	123,730		192,311	33,967	2,400	352,408	253,116	454,820	763,359	2032
2033	138,852	275,462	197,264	611,579	119,529		194,264	33,967	2,400	350,160	261,419	716,240	422,016	2033
2034	140,241	278,217	199,237	617,695			196,237	33,967	2,400	232,603	385,091	1,101,331	198,229	2034
2035	141,643	280,999	201,229	623,872			198,229		2,400	200,629	423,243	1,524,574	0	2035
2036	143,060	283,809	203,241	630,111					2,400	2,400	627,711	2,152,284	0	2036
2037	144,490	286,647	205,274	636,412					2,400	2,400	634,012	2,786,296	0	2037
2038	145,935	289,514	207,327	642,776					2,400	2,400	640,376	3,426,672	0	2038
2039	147,395	292,409	209,400	649,203					7,000	7,000	642,203	4,068,875	0	2039
Total	2,250,657	4,346,675	2,750,204	9,347,535	1,190,000	1,785,000	1,868,962	339,667	95,008	5,278,636				Total

Notes:

¹Revenues shown for 2022 and prior years are actual per the Village's audited financial statements. 2023 figures reflect budgeted revenues.

²Expenditures shown for 2022 and prior years are actual per the Village's audited financial statements. 2023 figures reflect budgeted expenditures.

³Development agreement provides for MRO payments equal to 90% of annual tax increment collection.

⁴Incentive payments to be considered a loan to business to be repaid over a schedule and terms to be determined.

⁵Ten percent (\$275,500) of the estimated cost of intersection improvements at Hogan Road and STH 19, plus 4% interest cost assumed for any public or private financing.

⁶Balances shown for 2022 and prior years are actual per the Village's audited financial statements.

Projected TID Closure

Table 3 - Cash Flow

SECTION 10: Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the territory proposed to be added to the District was annexed during the past three years.

SECTION 11: Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12: Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development. Land within the District zoned industrial at the time of District creation will remain in a zoning classification suitable for industrial sites for the life of the District.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for industrial development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13:

Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14:

How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village

This Plan Amendment promotes the orderly development of the Village by providing appropriate financial incentives to allow for development of a new business uses. Through use of tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as provision of employment and commercial opportunities related to the construction and operation of the Project.

SECTION 15:

List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District. While the Plan includes an allocation of the cost of the STH 19 and Hogan Road intersection improvements, only that portion of the cost that benefits the District is included.

SECTION 16:

Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

SAMPLE

Village President
Village of Waunakee
500 W Main St
Waunakee, Wisconsin 53597

RE: Project Plan Amendment for Tax Incremental District No. 9

Dear Village President:

Wisconsin Statute 66.1105(4)(f) requires that a project plan for a tax incremental financing district include an opinion provided by the Village Attorney advising as to whether the plan is complete and complies with Wisconsin Statute 66.1105. As Village Attorney for the Village of Waunakee, I have been asked to review the above-referenced project plan amendment for compliance with the applicable statutory requirements. Based upon my review, in my opinion, the amended Project Plan for the Village of Waunakee Tax Incremental District No. 9 is complete and complies with the provisions of Wisconsin Statute 66.1105.

Sincerely,

Village Attorney

SECTION 17: Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Revenue Year	Dane County	MMSD	Waunakee			Total	Revenue Year
			Village of Waunakee	School District	Madison College		
2020	0	0	0	0	0	0	2020
2021	0	0	0	0	0	0	2021
2022	0	0	0	0	0	0	2022
2023	8,804	0	17,095	31,391	2,338	59,628	2023
2024	55,934	0	108,604	199,431	14,856	378,825	2024
2025	56,494	0	109,690	201,425	15,004	382,613	2025
2026	84,225	0	163,535	300,301	22,369	570,431	2026
2027	85,067	0	165,170	303,304	22,593	576,135	2027
2028	85,918	0	166,822	306,337	22,819	581,896	2028
2029	86,777	0	168,490	309,401	23,047	587,715	2029
2030	87,645	0	170,175	312,495	23,278	593,593	2030
2031	88,522	0	171,877	315,620	23,510	599,529	2031
2032	89,407	0	173,596	318,776	23,746	605,524	2032
2033	90,301	0	175,332	321,964	23,983	611,579	2033
2034	91,204	0	177,085	325,183	24,223	617,695	2034
2035	92,116	0	178,856	328,435	24,465	623,872	2035
2036	93,037	0	180,644	331,719	24,710	630,111	2036
2037	93,967	0	182,451	335,037	24,957	636,412	2037
2038	94,907	0	184,275	338,387	25,206	642,776	2038
2039	95,856	0	186,118	341,771	25,458	649,203	2039
Total	1,380,182	0	2,679,814	4,920,977	366,562	9,347,535	

**Waunakee Community School District
Board of Education
Position Statement – Tax Incremental Districts**

Date of Adoption: January 8th, 2018

Purpose - The purpose of this document is to outline the position of the Board of Education on the topic of tax incremental districts. The Board of Education annually selects a representative of the Board to act as the Village Plan Commission Liaison. The Liaison is empowered by the Board of Education to vote according to the position statement established by the Board of Education for any tax incremental districts proposals. If the meeting time permits, the Liaison shall report back to the School Board regarding the proposed tax incremental district.

School Finance – It is important to understand the connection between tax incremental districts and the state of Wisconsin public school district finance system. To begin with, a school district’s budget is limited by the revenue cap formula. The revenue cap formula calculates the maximum amount of revenues available to a school district for the main two sources of revenue. These sources of revenue are local property taxes and state equalization aid. The calculation of the revenue cap maximum is a function of a prior year revenues, student enrollment averages, annual increases, and various adjustments.

Property values, including tax incremental districts, have no impact on the revenue cap formula, and therefore, have no impact on a school district budget. However, property values do impact both major sources of revenue contained within the revenue cap – state equalization aid and property taxes. First, state equalization aid is a complicated formula that involves student counts, prior year spending, property values, and state factors that determine the amount of funds received by a district. The state investment in the equalization aid system has varied widely in recent years, making it very difficult to estimate the impact of any one variable on the overall aid received by a school district in future years. Generally, property wealthy districts can see state equalization aid declines when additional property values are added that do not increase the student count. However, the overall impact on district tax payers may be mitigated by the fact that this additional property value is added to the property tax values, which lowers the tax rate. Second, the distribution of school taxes varies based on the total property value of all the municipalities in the school district. When property value is sheltered from the school district tax levy by a tax incremental district, the distribution of school tax changes for all tax payers contributing towards the school district tax levy. During the length of the tax incremental district, all district taxpayers (inside and outside of the Village of Waunakee) will pay for the school tax that would have been paid for by the properties located within the tax incremental district. The impact depends on the equalized value of the properties located within the tax incremental, and the length of the time the tax incremental district is open. Given this property tax impact, there are three scenarios that require further analysis:

Scenario 1 – The facts of the tax incremental district leads the Liaison to believe that the development will not occur without the creation of the tax incremental district. The facts include factors such as the number of years for the payback of the tax incremental district, the dollar amount being requested, the public improvements included in the tax incremental district, the future value of the incremental property value, the property being considered (i.e. is the property owned, leased, or under an option to purchase), etc.

Under this scenario, the additional property tax value would not be created unless the tax incremental district is created. If that is the case, the distribution of school taxes would not be impacted either way, because the development would not occur. In fact, if the development were to occur, future taxpayers will benefit when the additional property value is available to be taxed by the school district at the conclusion of the tax incremental district.

Scenario 2 – The facts of the tax incremental district leads the Liaison to believe that the development will occur without the creation of the tax incremental district. The facts include factors such as the number of years for the payback of the tax incremental district, the dollar amount being requested, the public improvements included in the tax incremental district, the future value of the incremental property value, the property being considered (i.e. is the property owned, leased, or under an option to purchase), etc.

Under this scenario, the additional property tax value will be created even if the tax incremental district is not created. If that is the case, the distribution of school taxes will be impacted, because the development will occur. In fact, existing taxpayers will pay a larger portion of the school tax because of the fact that this development is sheltered from school tax by the tax incremental district.

Scenario 3 – The facts of the tax incremental district leads the Liaison to believe that the development includes a blend of both scenario 1 and 2 properties. The facts include factors such as the number of years for the payback of the tax incremental district, the dollar amount being requested, the public improvements included in the tax incremental district, the future value of the incremental property value, the property being considered (i.e. is the property owned, leased, or under an option to purchase), etc.

Under this scenario, some of the additional property tax value will be created even if the tax incremental district is not created (example: housing), while some of the additional property tax value would not be created unless the tax incremental district is created (example: commercial). If that is the case, the distribution of school taxes will be impacted, because some of the development will occur without the tax incremental district. In fact, existing taxpayers will pay a larger portion of the school tax because of the fact that these properties (example: housing) within this development are sheltered from school tax by the tax incremental district.

Position Statement – The Board of Education provides this guidance for the Liaison to support the creation of a tax incremental district if the facts lead the Liaison to believe that Scenario 1 is occurring. The Board of Education provides this guidance for the Liaison to vote against the creation of a tax incremental district if the facts lead the Liaison to believe that either Scenario 2 or Scenario 3 is occurring. The Liaison shall have the flexibility to take into account the details of any proposed tax incremental district, such as the public good created from a tax incremental district.

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

Chairperson Hetzel Called the meeting to order at 7:30AM

II. ROLL CALL

Present: Hetzel, Frey, Dotzler

Also Present: Schell, Guttenberg

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. BOOK ADOPTION-WOMEN'S LITERATURE

Schell presented and answered questions regarding the revision of the Women's Literature Course with updated novels.

A motion was made by Frey, second by Dotzler to recommend to the full board to consider this updated revision as presented. Motion carried 3-0.

VI. MATHEMATICS CONSULTANT

Schell presented and answered questions regarding working with a mathematics consultant from Solution Tree to provide professional learning and coaching for the middle school and high school to accelerate progress toward meeting our academic achievement goal.

VII. ITEMS FOR FUTURE MEETINGS

Long Term Map of year - Meetings on schedule - routine tasks

Achievement goal - chart out aligned topics

Literacy Data

See how State will implement Reading information.

VIII. ADJOURN

A motion was made by Frey, second by Dotzler, to adjourn the meeting at 8:02AM. Motion carried 3-0.

To: Board of Education

From: Tim Schell

Subject: 2023 Textbook Requests-Women's Literature

Date: July 31, 2023

Melissa Hanson is entering the teaching assignment for the Women's Literature English course this year. Melissa is redesigning the course for contemporary texts that explore themes of media literacy and stereotypes, women in positions of power and leadership, and empowerment. Pricing of all four texts at this fall's projected enrollment for the course will be approximately \$2,700 and can be resourced within this year's budget.

The novels she is requesting include:

The Glass Castle by Jeannette Walls (1994) *The Glass Castle* is a memoir by author Jeannette Walls. The story examines her childhood in an impoverished family that was constantly moving from one desperate place to another. Jeannette and her siblings lived with their father, an alcoholic, and their mother, an artistic free spirit who had little interest in raising her children. Through a series of difficult circumstances, the children learn to rely on one another and escape the dysfunctional life of their parents.

The Help by Kathryn Stockett (2011). *The Help* is a 2009 novel by American novelist Kathryn Stockett. Set during the early 1960s in Jackson, Mississippi, it focuses on the lives of Black maids working in white households during the civil rights movement. It has been praised for its unflinching depiction of the lives of these women combined with a pointed sense of humor.

Finding Me by Viola Davis (2023). In *Finding Me*, Davis writes about her childhood in Rhode Island – a childhood marked by poverty, trauma, and violence, but also by her fiercely loving bond with her siblings and mother. She also shares her struggle, resilience, and camaraderie of Davis's Juilliard years in a yet-to-be-gentrified New York City, as well as the prejudices that held Davis back in her early years continued to dog her, even as she ascended to the pinnacle of success.

Wild by Cheryl Strayed (2013). *Wild* follows Cheryl Strayed as she hikes 1100 miles across the Pacific Crest Trail in the summer and fall of 1995. Along the way, the narrative offers numerous flashbacks and memories explaining what has led Cheryl to take on this incredible feat.

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, August 7, 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 7:33am.

II. ROLL CALL

Present: Ensign, Dotzler, Heinemann (arrived 7:34am)

Also present: Guttenberg, Summers, Cramer, Conrad, Jay Thomsen and Rich Stoffels (Vogel Brothers)

III. APPROVE AGENDA

A motion was made by Dotzler to approve the agenda as posted. Motion carried 2-0.

IV. PUBLIC COMMENTS

An email comment was shared with the committee but not read out loud from JoAnn Ripp.

This comment will be posted on the Extra section of the agenda.

A public comment was made in person by the following:

JoAnn Ripp – Softball Fields

V. HERITAGE ELEMENTARY SCHOOL

A. Approval of Subcontractor Bids

Summers asked Rich Stoffles from Vogel Brothers to review and answer questions regarding the next list of subcontractors for the Heritage Elementary School Project. A smaller, final list will be presented at the September meeting of the committee. A motion was made by Dotzler, second by Heinemann, to recommend to the full board to consider this list of subcontractors as presented. Motion carried 3-0.

B. Update on Budget/Guaranteed Maximum Price

Summers introduced Jay Thomsen from Vogel Brothers to present and answer questions regarding the review of a budget update/guaranteed maximum price for the Heritage Elementary School Project. This was an informational item only. A presentation was attached, which includes information regarding the overall budget at Heritage Elementary School, which has been reduced by over \$1.1 million. The School Board will be asked to provide feedback at a later date regarding the use of these funds that are no longer required for the Heritage Elementary School project.

C. Approval of Easement

Summers and Stoffels presented and answered questions regarding the review of an easement for the Heritage Elementary School Project. Vogel Brothers and the EUA team have been working with the district and our utility partners to provide utility access to the

school site and the surrounding community through the eastern portion of the district property where the new Heritage Elementary School is being constructed. A motion was made by Heinemann, second by Dotzler, to recommend to the full board to consider this easement as presented. Motion carried 3-0.

VI. CONSIDERATION OF CAPITAL PROJECTS

A. Middle School Dishwasher Project

Summers presented and answered questions regarding the review of a dishwasher replacement installation at the Waunakee Middle School. Summers brought a bid from Hooper to the meeting. Hooper is the plumbing subcontractor for the referendum. A bid from Kessenick's was provided earlier in the Boardbook. A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider the Hooper bid as presented. Motion carried 3-0.

B. Softball Field Report

Summers and Conrad presented and answered questions regarding the report from Rettler on the varsity softball field. A motion was made by Heinemann, second by Dotzler, to recommend to the full board to consider moving the Varsity field to the JV field and vice versa. They also are recommending to the full board that they consider ordering and preparing the poles for the lights so that they may be used this next spring season. The other items identified as field improvements for a varsity softball field will wait until the September committee meeting when administration will have a complete review of additional costs needed to make this change. Motion carried 3-0.

VII. CONSIDERATION OF NAMI CONTRACT ADDENDUM

Summers presented and answered questions regarding the NAMI preventative maintenance addendum. NAMI revised the attached document to align with the warranty period for the new Middle School. A motion was made by Heinemann, second by Dotzler, to recommend to the full board to consider the NAMI addendum as presented. Motion carried 3-0.

VIII. CONSIDERATION OF ENERGY SERVICES PARTNER

Summers presented and answered questions regarding the selection of an energy services partner for the referendum projects. Administration provided additional information, requested by the committee, on this topic from Westphal. A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider Westphal as the District's Energy Service Partner for referendum projects as presented. Motion carried 3-0.

IX. FUTURE MEETINGS – N/A

X. ADJOURN

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

8/4/2023

WCSD New Heritage Elementary: 6271 Woodland Dr. Waunakee, WI 53597

Specification:	Description of Work:	Supplier/Subcontractor:	Low Bid	Budget	Over/Under
07 42 13	Metal Panels	Nations Roof	\$2,136,650	\$1,911,283	\$225,367
08 33 13	Coiling Grills	Garage Door Express	\$53,446	\$52,000	\$1,446
08 71 13	Power Door Operators	Entrance Technologies 1, LLC	\$19,567	\$81,400	(\$61,833)
09 30 00	Tiling	Maly Ceramic Tile Company, Inc.	\$349,657	\$446,400	(\$96,743)
09 51 00	Acoustical Ceiling	Central Ceiling Systems, Inc.	\$953,916	\$1,100,000	(\$146,084)
09 65 00	Resilient Flooring and Carpet	Sergenians	\$781,400	\$982,500	(\$201,100)
09 91 23	Painting and Wall Coverings	Schmelzer Paint Co., Inc.	\$589,122	\$666,357	(\$77,235)
10 11 00	Visual Display Units	LaForce	\$107,212	\$170,700	(\$63,488)
10 14 00	Signage	Creative Sign Company, Inc.	\$65,585	\$90,000	(\$24,415)
10 21 13.19	Plastic Toilet Compartments	LaForce	\$32,754	\$26,740	\$6,014
10 22 39.16	Folding Panel Partitions	JWC Building Specialties, Inc.	\$53,256	\$50,000	\$3,256
10 26 01	Corner Guards	Construction Specialties, Inc.	\$47,429	\$39,958	\$7,471
10 28 00	Toilet Accessories/FEC's/Cubicle Track	LaForce	\$39,543	\$53,154	(\$13,611)
12 24 00	Window Shades	LB Blinds and Shades	\$138,227	\$158,221	(\$19,994)
12 32 00	Manufactured Casework	Wisconsin Built, Inc.	\$714,501	\$987,508	(\$273,007)
32 92 00	Landscaping	Bruce Company	\$364,615	\$400,000	(\$35,385)
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0

63



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

64

**NEW HERITAGE ELEMENTARY –
BUDGET UPDATE**

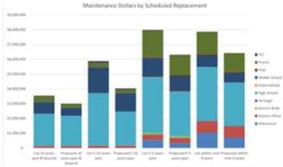
AUGUST 7, 2023

AGENDA

- HERITAGE ELEMENTARY GUARANTEED MAXIMUM PRICE (GMP)
- HERITAGE SUBCONTRACTOR AWARDS



BUDGET BREAKDOWN - \$175 MILLION

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



BUDGET PROCESS

- BID PACKAGE 1 – MARCH 2023
- BID PACKAGE 2 – APRIL 2023
- BID PACKAGE 3 – JUNE 2023



BUDGET REVIEW

DESCRIPTION	JUNE 2022	JANUARY 2023	AUGUST 2023
CONSTRUCTION	\$ 48,870,000	\$ 52,530,000	\$ 52,580,000
CONTINGENCY	\$ 9,240,000	\$ 5,580,000	\$ 2,630,000
SOFT COSTS	\$ 5,550,000	\$ 5,550,000	\$ 7,330,000
TOTAL	\$ 63,660,000	\$ 63,660,000	\$ 62,540,000

68

OVERALL PROJECT BUDGET SAVINGS OF \$1,120,000

VOGEL BROS. GUARANTEED MAXIMUM PRICE (GMP) - \$ 55,210,000 (does not include soft costs)



ADDITIONAL SAVINGS OPPORTUNITIES

- VOGEL/EUA/ADMINISTRATION
- EXAMPLES:
 - CAST STONE
 - SUN SHADES
 - PREFABRICATION OPPORTUNITIES
 - LIGHTING
 - FA ALARM



VENDOR SELECTIONS

- CURRENT APPROVALS
 - SEE BID AWARD LIST
- UPCOMING AWARDS – FINALIZED IN SEPTEMBER
 - CURB & GUTTERS
 - ASPHALT PAVING
 - FENCING
 - RUBBERIZED PLAY SURFACE





WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Document No.

**UTILITY EASEMENT
AGREEMENT**

Return to:
Attorney Jenna E. Rousseau
205 Doty Street, Suite 201
Green Bay, WI 54301

191/0809-182-8001-1
Parcel Numbers

THIS UTILITY EASEMENT AGREEMENT (*Agreement*) is granted by Waunakee Community School District (the *Owner*) to Waunakee Utilities (the *Utility*).

RECITALS :

A. The Owner is the fee holder of certain real property in the Village of Waunakee, Dane County, State of Wisconsin, as more particularly described on the attached and incorporated Exhibit A (the *Property*).

B. The Utility has requested that the Owner grant a permanent easement (the *Easement*) and temporary construction easement (the *Temporary Construction Easement*) over certain portions of the Property as such portions are described on the attached and incorporated Exhibit B (the *Utility Easement Area*) and as shown on Exhibit C.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Grant of Easement. The Owner grants to the Utility, and its successors, a perpetual easement and right-of-way to construct, install, operate, maintain, repair, replace and extend

underground utility facilities, conduit and cables, together with all necessary and appurtenant equipment under and above ground to transmit electric energy, including the customary growth and replacement thereof, with the right of ingress and egress for the purpose of this grant, over the Utility Easement Area. The Utility shall not assign use of the Utility Easement Area to other utilities or service providers without the prior written consent of the Owner, which shall not be unreasonably withheld.

2. Temporary Construction Easement. During the period of construction or installation of improvements within the Property, the Utility shall have a Temporary Construction Easement over those portions of the Property located within 10 feet of the Utility Easement Area for the purpose of transporting equipment and materials in connection with the construction or installation of improvements within the Property. The Temporary Construction Easement shall expire on the completion of installation as contemplated in Section 1.

3. Indemnification. The Utility shall indemnify the Owner from and against all loss, costs (including reasonable attorney fees), injury, death, or damage to persons or property that at any time during the term of this Agreement are suffered or sustained by any person or entity in connection with the Utility's activities conducted on the Property, regardless of the cause of the injury, except to the extent caused by the gross negligence or misconduct of the Owner or its agents or employees.

4. Consistent Uses Allowed. The Owner reserves the right to use the Easement and the Temporary Construction Easement for purposes that will not interfere with the Utility's full enjoyment of the Easement rights granted in this Agreement.

5. Restoration of Surface. The Utility shall restore the surface disturbed by any construction or maintenance of any equipment located within the Easement or the Temporary Construction Easement to its condition before the disturbance.

6. Covenants Run with Land. All terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by the Owner and the Utility and their respective successors and assigns. The party named as Owner in this Agreement and any successor or assign to the Owner as fee simple owner of the Property shall cease to have any liability under this Agreement with respect to facts or circumstances arising after the party has transferred its fee simple interest in the Property.

7. Non-Use. Non-use or limited use of the Easement or Temporary Construction Easement rights granted in this Agreement shall not prevent the benefiting party from later use of the Easement or Temporary Construction Easement rights to the fullest extent authorized in this Agreement.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

9. Entire Agreement. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all

parties to this Agreement and duly recorded in the office of the Register of Deeds of Dane County, Wisconsin.

10. Notices. All notices to either party to this Agreement must be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at that party's last-known address. Either party may change its address for notice by providing written notice to the other party.

11. Invalidity. If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, is deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, will not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

12. Waiver. Any delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall not be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.

13. Enforcement. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the nonprevailing party.

14. No Public Dedication. Nothing in this Agreement shall be deemed a gift or dedication of any portion of the easements granted under this Agreement to the general public or for any public purpose whatsoever.

Dated: July __, 2023

WAUNAKEE COMMUNITY SCHOOL DISTRICT

By: _____

Name: Joan Ensign

Title: Board President

By: _____

Name: Judith Engebretson

Title: Board Clerk

Dated: July ___, 2023

WAUNAKEE UTILITIES

By:

Name:

Title:

This instrument was drafted by:

Attorney Jenna E. Rousseau
Renning, Lewis & Lacy, s.c.
205 Doty Street, Suite 201
Green Bay, WI 54301

ACKNOWLEDGMENT

STATE OF WISCONSIN
COUNTY OF DANE

This instrument was acknowledged before me on July ____, 2023, by Joan Ensign, Board President of the Waunakee Community School District.

(Name of notary public)
Notary Public, State of Wisconsin
My commission expires: _____

STATE OF WISCONSIN
COUNTY OF DANE

This instrument was acknowledged before me on July ____, 2023, by Judith Engebretson, Board Clerk of the Waunakee Community School District.

(Name of notary public)
Notary Public, State of Wisconsin
My commission expires: _____

ACKNOWLEDGMENT

STATE OF WISCONSIN
COUNTY OF DANE

This instrument was acknowledged before me on July ____, 2023, by _____ of Waunakee Utilities.

(Name of notary public)
Notary Public, State of Wisconsin
My commission expires: _____

EXHIBIT A

(Legal description of Property)

The Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 18, Town 8 North, Range 9 East, in the Village of Waunakee, Dane County, Wisconsin.

EXHIBIT B

(Legal description of Utility Easement Area)

A Utility Easement located in part of the Northeast 1/4 of the Northwest 1/4 of Section 18, T8N, R9E, Village of Waunakee, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 18; thence S 00°41'53" W along the east line of the said Northwest 1/4, 33.00 feet to the southerly right of way of Woodland Drive and to the point of beginning.

Thence continue S 00°41'53" W along said east line, 40.00 feet; thence N 89°37'55" W, 17.00 feet; thence S 00°41'53" W, 1,261.01 feet to the south line of the said Northeast 1/4 of the Northwest 1/4 of Section 18; thence N 89°37'32" W along said south line, 10.00 feet; thence N 00°41'53" E, 392.74 feet; thence West, 330.40 feet; thence N 22°26'19" W, 184.60 feet; thence N 67°33'41" E, 10.00 feet, thence S 22°26'19" E, 177.91 feet; thence East, 323.83 feet; thence N 00°41'53" E along said easement, 898.27 feet to the said southerly right of way of Woodland Drive; thence S 89°37'55" E along said southerly right of way, 27.00 feet to the point of beginning. This Utility Easement contains 18,773 sq. ft. or 0.43 acres.

EXHIBIT C

(Exhibit of Utility Easement Area)



WILLIAMSON SURVEYING & ASSOCIATES, LLC

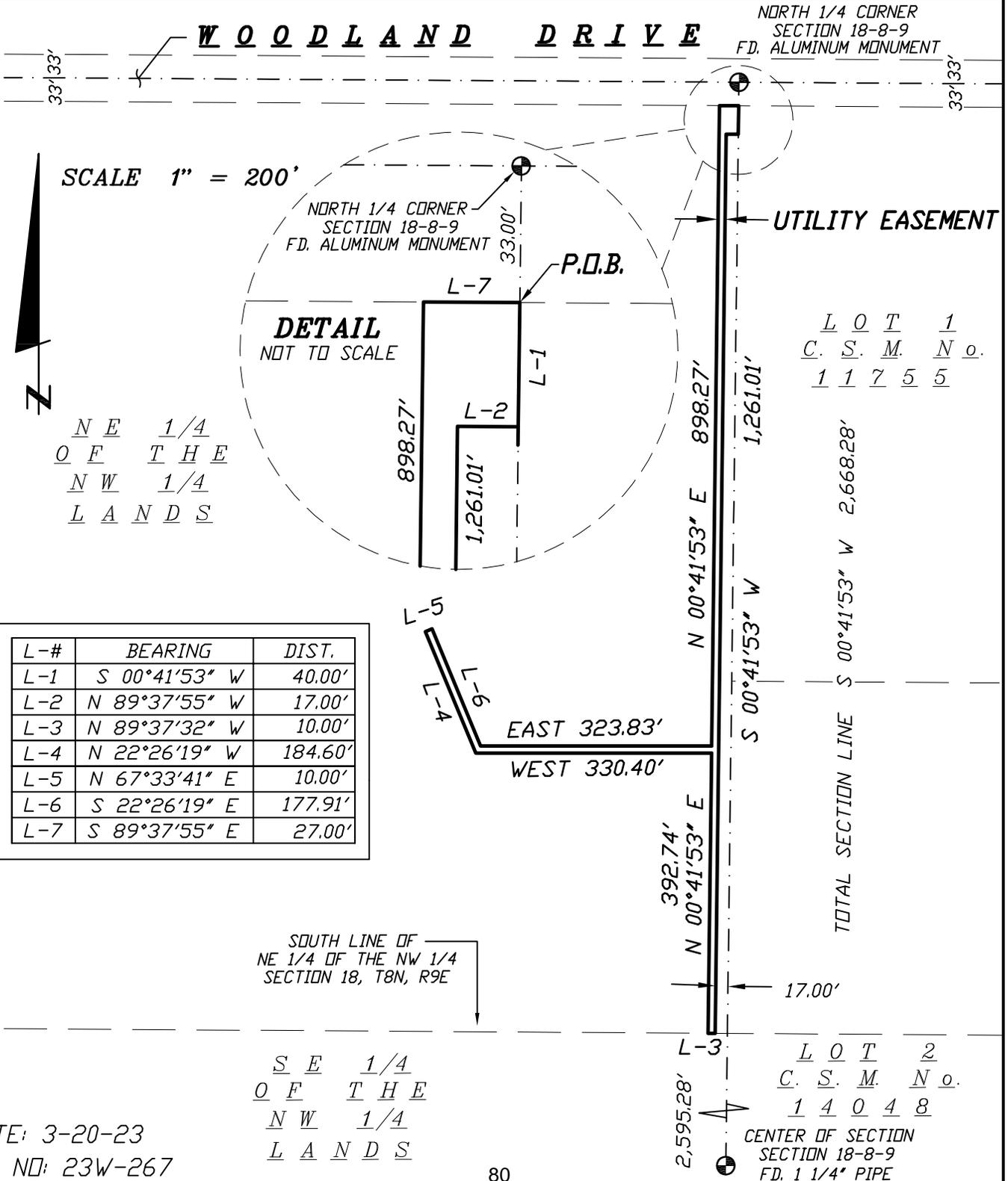
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ

PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

EXHIBIT MAP



DATE: 3-20-23
JOB NO: 23W-267

S E 1/4
O F T H E
N W 1/4
L A N D S



QUOTED PRICE FOR PLUMBING SERVICES | Thursday, August 3, 2023

Attention	John Farrell
Email	Johnfarrell@waunakee.k12.wi.us
Address	1001 South St. Waunakee
Phone	(608) 225-6920

From:	Shaun Opsahl
Phone #	(608) 268-2151
Email	sopsahl@hoopercorp.com
Fax #	(608) 249.7360

Number of pages (including this cover page):2

Hard Copy to Follow: No

RE: Waunakee Middle School – Commercial Dishwasher and Grease Interceptor Install

Hooper Service Division is pleased to provide labor, material, and equipment to complete the following:

Base Bid – Plumbing

- Supply and install new Schier GB2 grease interceptor. Will install on floor where booster heater used to be.
- Disconnect and remove existing dishwasher.
- Install new owner provided dishwasher.
- Update all plumbing involved to accommodate new dishwasher and grease interceptor.
- Concrete scanning included for modifying drain in floor.
- Concrete and epoxy floor from drain modification.
- All electrical updates needed are covered in bid.
- Above scope covers everything needed for complete installation.

Total Plumbing Base Bid.....\$29,430.00

We have not included the following items that may be required to be furnished by others:

- EXCAVATION AND BACKFILLING
- UNFORSEEN CONDITIONS NOT REFLECTED IN THE ABOVE SCOPE
- QUOTE ASSUMES UNRESTRICTED ACCESS TO THE ABOVE SCOPE OF WORK – DELAYS DUE TO CONDITIONS NOT SPELLED OUT IN THE ABOVE SCOPE IS EXCLUDED FROM PRICING.

- Bond
- Parking fees
- Temporary utilities
- Infection control barriers, fans, mats, etc.
- Off-hour labor costs.
- Ceiling removal or replacement for the installation of new plumbing.
- Electrical work for plumbing equipment
- Warranty on any owner supplied fixtures/equipment/materials.
- Roof openings and or patching.
- Quote assumes existing valves are operational.

Please feel free to contact me with any questions or concerns at (608) 268-2151 or SOpsahl@hoopercorp.com

Sincerely,

Shaun Opsahl

Shaun Opsahl
Service Plumbing Manager
Service Division – Credential # 230897



**HOOPER
SERVICE**

Plumbing
Heating & Cooling
Fire Protection



Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quote.

ACCEPTANCE OF QUOTED PRICE

Please sign and return

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to proceed with the work as specified. I agree that payment will be made in full net 30 days from invoice date. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quote.

Date: _____ Signature: _____ P.O. number: _____

***QUOTED PRICE VALID FOR 30 DAYS**



Waunakee Community School District
Softball Facilities Assessment
Site Selection and Improvement Report

Project Number: 23.030
August 2, 2023

Site Selection and Improvement Report

Waunakee Community School District
Waunakee High School
301 Community Dr.
Waunakee, WI 53597

August 2, 2023

High School Athletic Facilities
Varsity and JV Softball – Site Improvements
Waunakee, Wisconsin

Project Number: 23.030

For the: Waunakee Community School District

**Civil Engineer/
Landscape Architect:** Rettler Corporation
Stevens Point, Wisconsin
(715) 341-2633

TABLE OF CONTENTS

Design & Planning Considerations

- 1) Site Conditions
- 2) Zoning
- 3) Utility Service
- 4) Environmental Impact
- 5) Other Legal/Regulatory Issues

Softball Facility Comparison

- 1) Varsity Softball field
- 2) Junior Varsity Softball Field
- 3) Site Selection and Improvement Recommendations

Photos

Design & Planning Considerations

1) Site Conditions –

The existing Waunakee High School varsity and junior varsity softball field sites are situated on two parcels of land, approximately 38.2 and 40.5 acres respectively. The site address for the High School is 301 Community Dr., Waunakee, WI 53597. County Highway 'Q' is located immediately west of the athletic facilities. Simon Crestway separates the varsity and JV softball fields with varsity to the south and JV to the north contiguous with the main athletics area of campus.

The athletics area is located south of the high school and immediately south of the track, and football field stadium. This area consists of varsity and JV softball, varsity and JV baseball, a synthetic turf soccer field, and multiple natural grass practice fields. It is connected by a network of walking paths and maintenance drives; however, the existing varsity field is stand alone south of Simon Crestway and is not connected by hard surface to the main campus. There is a parking lot east of the soccer stadium and south of the existing JV softball field. A seasonal support building with restrooms, utilities, and storage is located east of the baseball fields and west of the soccer stadium.

Dane County Map



August 2, 2023

□ Parcels

0 165 330 660 Feet



Geotechnical borings and report have been completed to date for the soccer field immediately west of the existing JV softball field and can be utilized for general soil conditions. Site specific borings and report should be prepared for any site improvements. Mapped wetlands and wetland indicator soils are not present at the current athletic facilities site. There is a significant stormwater pond west of the existing Varsity field and south of the existing JV field.

2) Zoning –

The existing land use for both sites are classified by the Village of Waunakee as G-1 Institutional district. Discussions with the City will be necessary to identify any zoning related permitting requirements.

An airport overlay height limitation district, AO-H impacts the area south of Simon Crestway, including the south portion of the existing varsity softball field. This district limits the location of any vertical structures, including outdoor athletic lighting.

3) Utility Service –

Utility Service is available from Municipal sources at the project site, including water, sanitary, storm, electrical, and data.

4) Environmental Impact –

The entire athletic field complex development is occurring on existing developed land that is currently recreation field and athletic field space.

5) Other Legal/Regulatory Issues –

Erosion control, stormwater, and utility permitting will be required for the State of Wisconsin, DNR, DSPS, Village of Waunakee, and Dane County.

Softball Facility Comparison

1) Existing Varsity Softball Field:

The existing varsity softball field is oriented southeast. Distance from home plate to the fence at center field and down each foul line is 200', and home plate to the backstop is 25'. Field drainage is a domed configuration with the infield at the highest point and sloping away from the infield at approximately 1.5%. The field is enclosed by 8' galvanized chain link line fencing, and include a 24' backstop. The fencing is in moderate condition. A 10' x 20' multi-level storage building and scorers booth is behind home plate. Batting cages and a storage shed are located north of the field. Three stand-alone bleacher sets are located behind the backstop. Each dugout has a concrete pad and is covered by a prefabricated metal structure which is enclosed with stick-built wall structures. Furnishings include helmet and bat storage and a team bench. There are no hard surface walkway connections to the spectator or athlete areas. Parking is located across Simon Crestway.

2) Existing Junior Varsity Softball Field:

The existing varsity softball field is oriented northeast, which is the best orientation for softball. Distance from home plate to the fence at center field and down each foul line is 200', and home plate to the backstop is 25'. Field drainage is a domed configuration with the infield at the

highest point and sloping away from the infield at approximately 1.5%. The field is enclosed by 8' galvanized chain link line fencing, and include a 24' backstop. The fencing is in moderate condition. A storage shed is located west of the field. Three stand-alone bleacher sets are located behind the backstop. Each dugout has a concrete pad and is covered by a prefabricated metal structure which is enclosed with stick-built wall structures. Furnishings include helmet and bat storage and a team bench. Hard surface walkway connections are located immediately east and north of the field and can easily connect to the spectator and athlete areas. Parking is located immediately south of the field and provides ADA access to the field.

3) Site Selection and Improvement Recommendations:

Essentially both the varsity and junior varsity softball fields are equal in size, playability, and amenities. The following is a comparison of pros and cons for each field:

Amenity	Varsity Softball Field	JV Softball Field
size	x	x
orientation		x
fencing	x	x
dugouts	x	x
foul poles	x	x
bleachers	x	x
scorers booth	x	
storage shed	x	x
batting cage	x	
parking		x
walk access		x

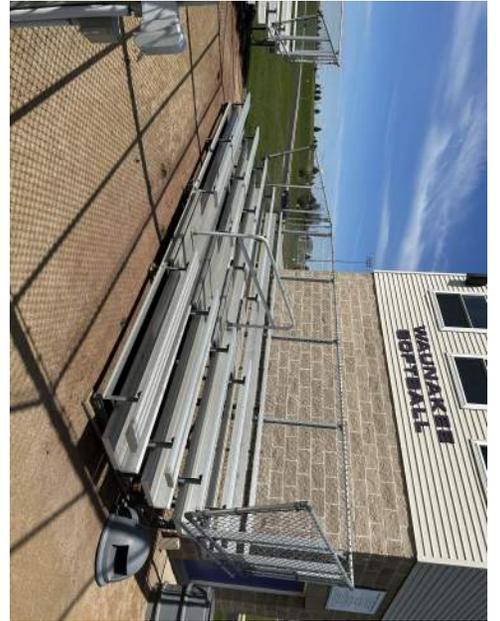


Being that both fields have the size and amenities to function as a varsity competition field, there are several fine details that need to be considered. Athletic field lighting is planned to be installed on one of the fields soon as a priority improvement.

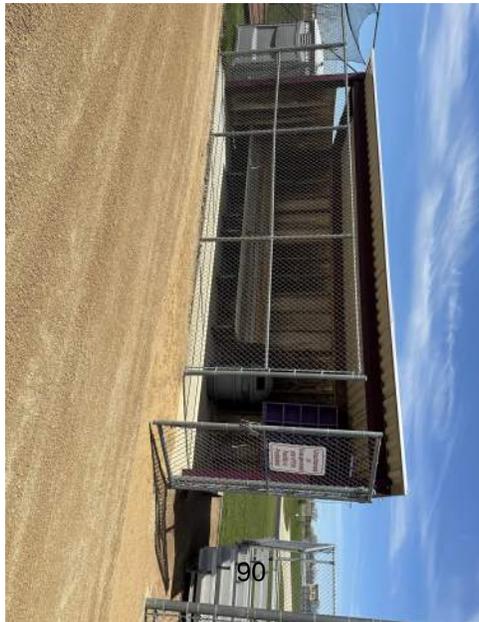
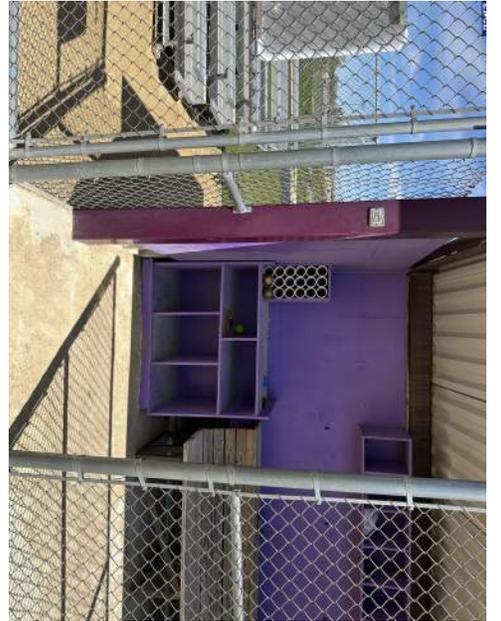
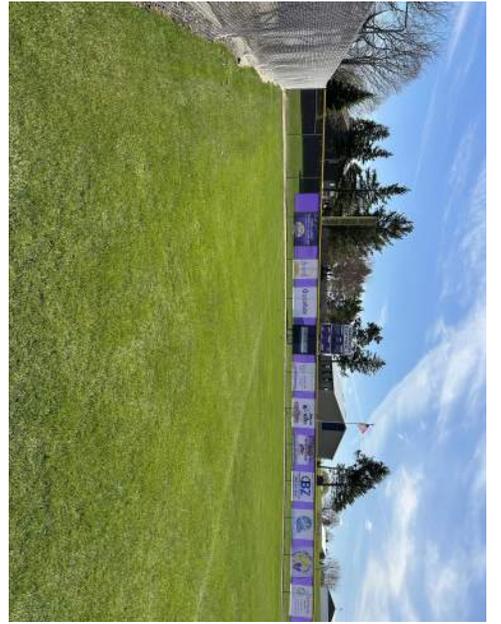
It is our recommendation to install the lights and make improvements on the **existing JV field**, and utilize it as the new varsity field. The top three reasons for the selection are:

1. Best orientation hitting northeast.
2. Direct access to parking, walkways, and restrooms.
3. Outside of the AO-H airport overlay height limitation district.

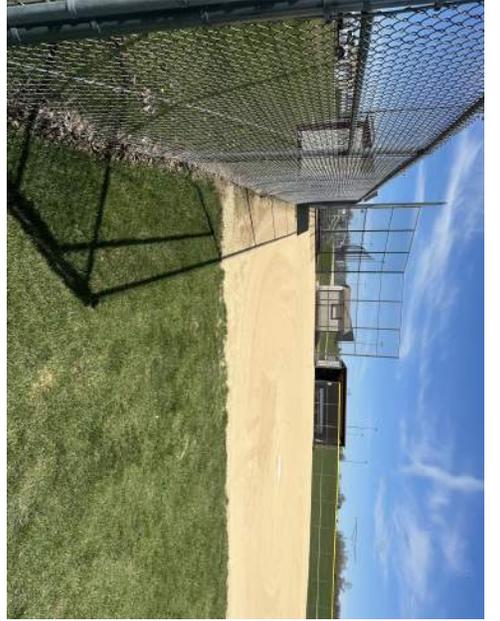
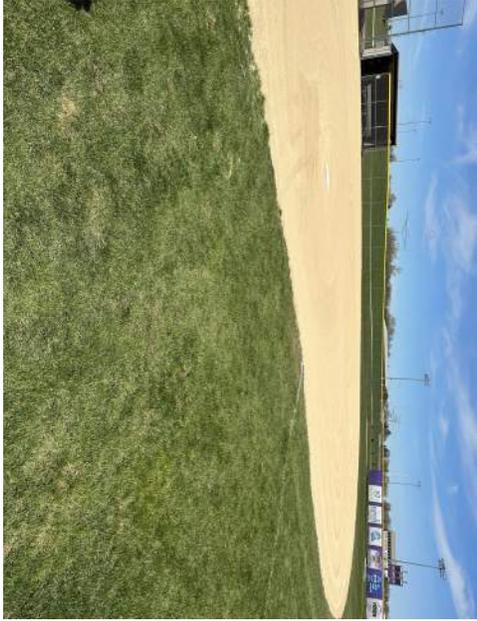
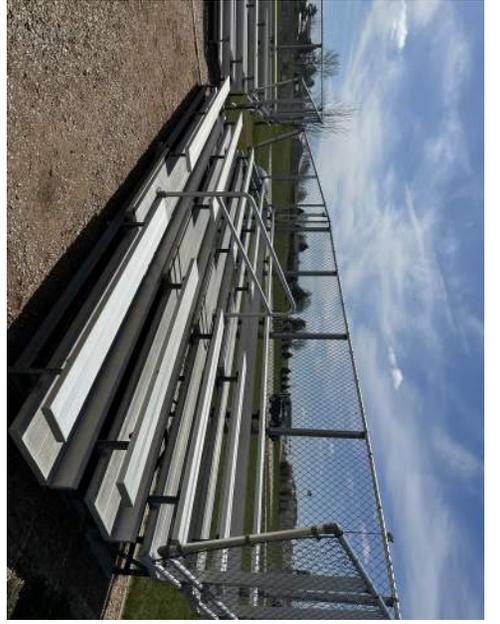
It is also recommended an equal storage and scorers booth building be either constructed, or, that the current scorers booth structure be moved to the new varsity field location. The fencing fabric, and possibly the entire fencing system should be reviewed for replacement within the next 3-5 years. A batting cage and bull pen areas should be added to the field. Dugout improvements, although not necessary, could consist removing the stick-built wall and replacement with masonry enclosures. A paved plaza for the bleachers connecting the parking lot should be added for direct ADA access.



Varsity Softball



Varsity Softball



July 13, 2023

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

PM Contract Addendum for Waunakee Community School District

Thank you for the opportunity to continue our preventive maintenance contract with Waunakee Schools. NAMI values our long time partnership and looks forward to continuing to work with the district for the foreseeable future to help extend the life of your HVAC systems, continue to save energy, and keep your facilities comfortable and working for the staff and students that use them daily. With the changes coming to the district, we have outlined below the pricing structure for the maintenance contract for the next 4 years – through the construction and warranty period of both the new Heritage and new Middle Schools as approved by the most recent referendum.

<u>Contract Term</u>	<u>Contract Price</u>	<u>Scope Changes / Pricing Adjustments</u>
10/1/23 – 9/30/24	\$289,900	Same as current, remove controllers (obsolete), age/risk escalator
10/1/24 – 9/30/25	\$275,400	Remove old Heritage, add new Heritage PM (repair under warranty)
10/1/25 – 9/30/26	\$299,000	Add full coverage for new Heritage, age/risk escalator
10/1/26 – 9/30/27	\$339,100	Add new Middle School PM (repair under warranty)

*Pricing also reflects addition of PM only (repairs excluded) on 18 additional hot water heaters in the district.

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

Sincerely,



Pete Rothering
 North American Mechanical, Inc.

Approval:

Signature: _____

Date: _____



Westphal & Company, Inc.
Energy Approach
For

Waunakee Community School District



Overview

Westphal & Company has created a comprehensive plan for Waunakee Community School District (WCSD). This energy plan will enable WCSD to realize its goal of shifting energy spend into educational resources. Westphal’s approach is based on three priorities outlined below. We look forward to helping WCSD realize their energy saving, solar electric generation and vehicle charging goals.

Photovoltaics (PV) – Solar Electric Power for Heritage Elementary School

Westphal will provide a complete design/build, turnkey solar installation. Based on architectural roof plans, adequate space exists for a roof top system of at least 550 kW (DC), 480 kW (AC). Benefits and system design criteria are outlined below. While producing electricity that will offset Heritage School’s monthly and annual usage, a roof top solar array is a active, relatable teaching tool for students. System details and items for discussion:

- Ballasted roof array – concrete blocks hold trays supporting modules in place
- Installation time – a 500 kW system requires six to eight months for design, procurement, engineering, permitting and installation
- Electrical system integration – PV generated electricity offsets power supplied by Waunakee Utilities – power generated will match phase/voltage of electrical service
- Structural Engineering – a stamped report verifying roof-loading capabilities is provided
- Incentives – Westphal & Company will facilitate applications for any available incentives
- Direct Pay Investment Tax Credit – Westphal has provided information about possible Inflation Reduction Act “Direct Pay” tax credits
- Monitoring – real-time and historical production data can be viewed online or displayed on a smart screen in the school

Questions:

- Systems size? Optimal system size is reliant on estimated monthly and annual kilowatt hour usage and expected peak kilowatt demand by Heritage Elementary. Waunakee

Utilities net metering cap is 20 kW, therefore it is critical that solar power export is minimized

- System layout? Final as-built roof drawings, with all mechanical obstructions accounted for, will minimize or eliminate need for redesign

District Lighting Upgrades

WCSD has expressed a desire to lower electrical consumption through lighting upgrades. Westphal & Company will conduct a walk-through of all six district schools. From these site visits, a prioritized list of replacement fixtures will be generated. A financial comparison will be provided to outline energy savings based on current WCSD utility rates. Factors to be considered for lighting:

- Age, type and efficiency of existing fixtures
- Cost-effective solutions for upgrades
- Lighting control integration – eliminating unnecessary run-time and zone lighting based on occupancy and traffic patterns and time schedules
- Utilization of day light sensors and dimming light fixtures to reduce energy in day lit areas
- Pricing for fixture upgrades vs. long-term savings – a direct style match for an LED fixture can create costly replacement options
- Both WPPI and Focus on Energy offer incentives for lighting upgrades

EV Charging

WCSD aspires to a pro-active approach to EV charging. As district vehicle electrification increases, charging availability must expand. Westphal has researched and selected reliant, solvent, long-term charging partners. We will provide charging options that serve current needs, with built-in infrastructure for future expansion. Westphal will assist with any EV charger incentives or credits. EV Charging considerations:

- Existing electrical service and potential upgrade requirements
- Number and location of new charging stations
- Future charging expansion needs – infrastructure
- Charger access – key cards or fobs to control users
- Charging speed – Level II base

Questions:



14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105



P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

electrical construction

- Can existing electrical service support additional chargers? – This can be evaluated during lighting site visits
- Prioritized locations for charging?
- Other features desired by WCSD

Westphal & Company

School Installations



Monona Grove, High School

- 7 Roof Areas
- 1,410 Panels
- Largest Public School Solar Project in Wisconsin



Sun Prairie West High School

- New Construction
- 284 kW
- Ballasted Roof System





Madison West High School

- 124.3 kW
- SolarEdge Optimization

Baraboo High School

- 199.4 kW
- East/West Racking
- SolarEdge Optimization



Baraboo Middle School

- 149.5 kW
- External Roof Mounted Inverters
- Interior Monitor for Student Viewing





14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105
P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230



Westphal & Company, Inc.
Energy Approach
For
Waunakee Community School District



Solar Approach with Westphal & Company

Per our conversation with Waunakee School District on July 13, we are providing information on efficiencies gained by working directly with Westphal for solar, EV charging and efficiency upgrades. Our goal is to provide the most amount of service in the most cost-effective and straightforward manner possible.

We have contacted WPPI regarding sizing of a solar array. As the Board meets on 8/7, if estimated consumption is not available in a reasonable time period, Westphal will provide pricing for a 200 kW solar array.

Photovoltaics (PV) – Solar Electric Power for Heritage Elementary School

Direct contract efficiencies

- Material purchase – depending on the size of the array, a back feed breaker for the 2500 amp service may have a lead time of up to 1 year – purchase of this breaker can be included in the procurement of our main electrical package
- Electrical raceways for solar can be added to existing drawings by Westphal’s in-house design team
- Sleeves for external disconnect can be placed during masonry work, eliminating the need for coring at a later date
- With Westphal as the solar contractor, a single source is in place for regular electrical, controls and solar. A single O&M manual can be provided and will be saved on Westphal’s servers
- Should an issue arise with the solar array – depending on severity – Westphal can combine a truck dispatch with regular electrical service needs, reducing travel costs
- Solar will use the same labor rates as electrical contracting. However, a separate, specialized installation crew will be utilized for specific portions of the solar work

EV Charging

Westphal can provide additional EV charging infrastructure. This is dependent on number of potential future EV chargers.

- Existing contract at Heritage calls for three (3) dual charges, six chargers total
- Westphal can communicate with ChargePoint on potential electrical service needs for additional chargers

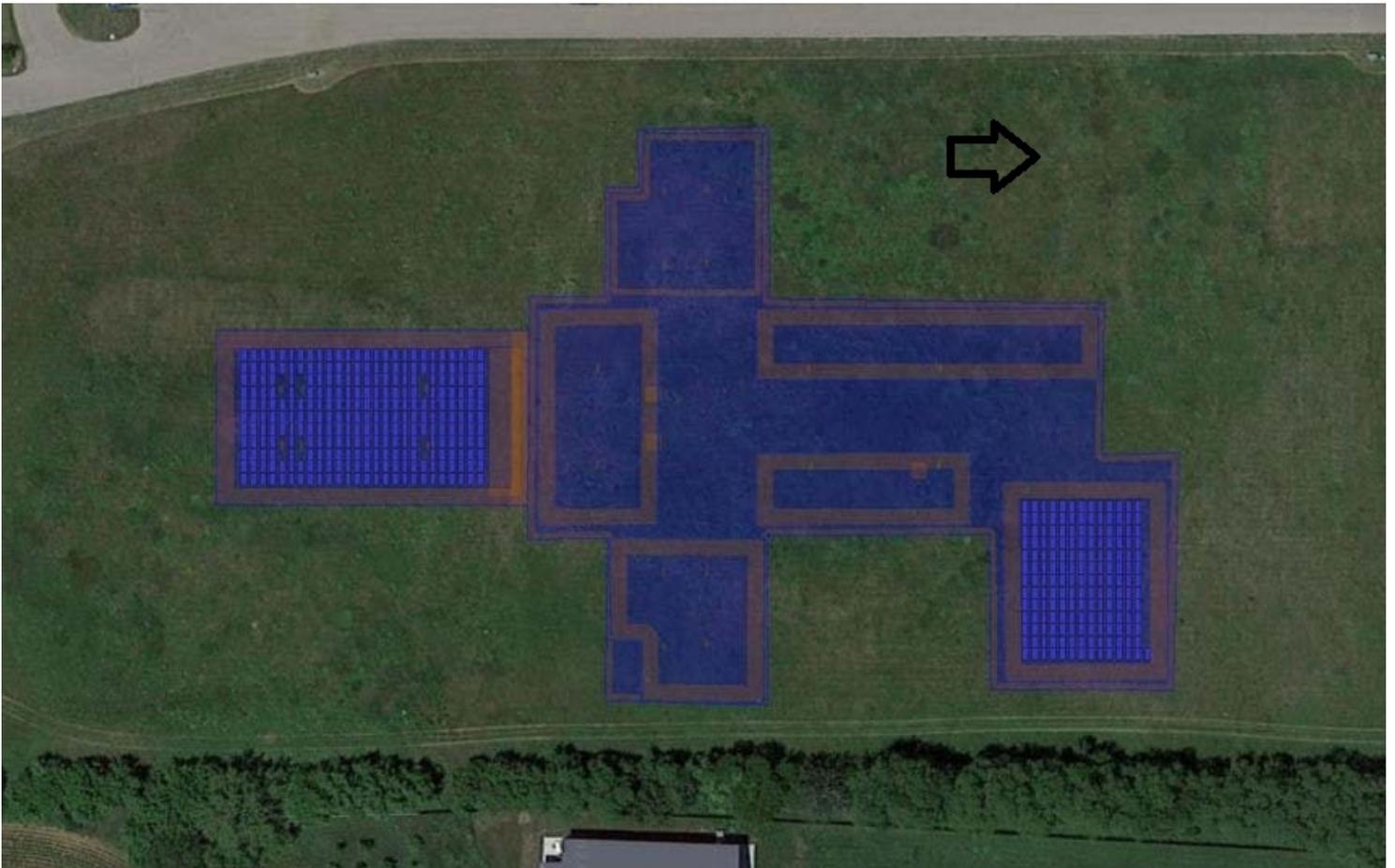
Efficiency Audit

Westphal will await direction on which buildings/school should be investigated first in regards to energy audits.

SOLAR PV PROPOSAL

Prepared for:

Heritage Elementary - Waunakee
6273 Woodland Drive Waunakee, WI
53597



Date: 8/1/2023

Prepared by: Chris Collins



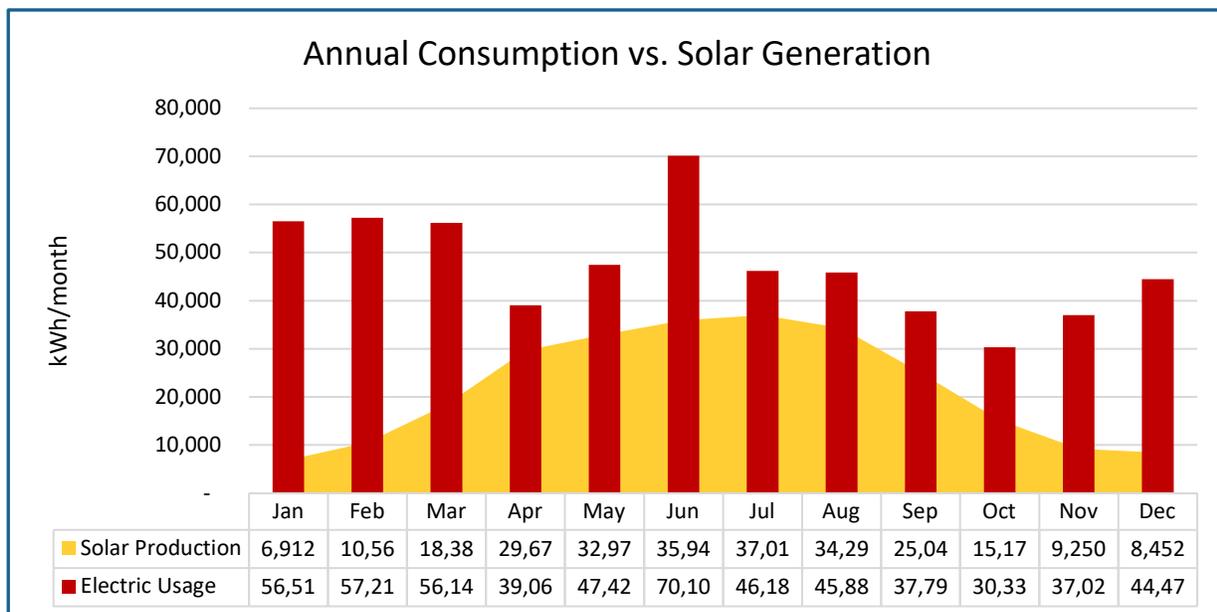
14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105
 P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

Solar Proposal

for
 Heritage Elementary - Waunakee
 Steve Summers
 Waunakee, WI

Solar Electrical System Details	
KW Size	222.00 kW
Solar Modules	(444) Hanwha Q Cell Tier 1 500W
Racking	Ballasted
Inverter	DC Optimized String
Monitoring	SolarEdge Integrated
Miscellaneous	

Cost Breakdown & Estimated Production	
Total System Price	\$ 563,880.00
Federal Investment Tax Credit (ITC)	\$ 161,604.00
Depreciation Value (Yrs. 1-6)	\$ -
Focus on Energy Incentive	\$ 25,200.00
Tax on Grants	\$ -
Year 1 Net System Costs	\$ 377,076.00
Year 1 Estimated Production	263,679 kWh/ 1,188 kWh / kW
Return on Investment	19.09 Years





14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105
 P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

Base Economics			
Return on Investment	19.09	System Size:	222.00 kW-DC
Timeline	IRR	Solar kWh Hour Value:	\$ 0.068 /kWh
10 Year	-10%	Utility Rate (Blended):	\$ 0.068 /kWh
20 Year	0%	Customer Tax Rate:	30%
30 Year	3%	Utility Rate Escalator:	2%
30-Yr Cashflow	\$ 235,074	Annual Panel Degradation:	0.7%

30 Year Financials

Year	Net Price (After FOE)	Investment Tax Credit	Depreciation Value	Value of Solar	Annual Cashflow	Cumulative Cashflow
1	\$ (563,880)	\$ 161,604	\$ -	\$ 17,949	\$ (384,327)	\$ (384,327)
2			\$ -	\$ 17,758	\$ 17,758	\$ (366,569)
3			\$ -	\$ 17,987	\$ 17,987	\$ (348,582)
4			\$ -	\$ 18,218	\$ 18,218	\$ (330,364)
5			\$ -	\$ 18,452	\$ 18,452	\$ (311,912)
6			\$ -	\$ 18,690	\$ 18,690	\$ (293,222)
7				\$ 18,930	\$ 18,930	\$ (274,292)
8				\$ 19,173	\$ 19,173	\$ (255,119)
9				\$ 19,420	\$ 19,420	\$ (235,699)
10				\$ 19,670	\$ 19,670	\$ (216,029)
11				\$ 19,923	\$ 19,923	\$ (196,106)
12				\$ 20,179	\$ 20,179	\$ (175,927)
13				\$ 20,438	\$ 20,438	\$ (155,489)
14				\$ 20,701	\$ 20,701	\$ (134,788)
15				\$ 20,967	\$ 20,967	\$ (113,820)
16				\$ 21,237	\$ 21,237	\$ (92,583)
17				\$ 21,510	\$ 21,510	\$ (71,073)
18				\$ 21,787	\$ 21,787	\$ (49,286)
19				\$ 22,067	\$ 22,067	\$ (27,219)
20				\$ 22,351	\$ 22,351	\$ (4,868)
21				\$ 22,638	\$ 22,638	\$ 17,770
22				\$ 22,929	\$ 22,929	\$ 40,699
23				\$ 23,224	\$ 23,224	\$ 63,923
24				\$ 23,523	\$ 23,523	\$ 87,446
25				\$ 23,825	\$ 23,825	\$ 111,272
26				\$ 24,132	\$ 24,132	\$ 135,403
27				\$ 24,442	\$ 24,442	\$ 159,845
28				\$ 24,756	\$ 24,756	\$ 184,602
29				\$ 25,075	\$ 25,075	\$ 209,677
30				\$ 25,397	\$ 25,397	\$ 235,074
			\$ -	\$ 637,350		\$ (2,791,566)

Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, August 8, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Dotzler, Engebretson, Frey

Also Present: Guttenberg, Borowski, Kenas, Conrad

III. APPROVE THE AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS

Public comments were made in person by the following:

Jeremy Alsaker – 6th grade wrestling

Mark Natzke - 6th grade wrestling.

There were no public comments made via email.

V. CO-CURRICULAR REPORT

Nick Conrad presented and answered questions regarding the Co-Curricular Reports for 2022-2023. The committee discussed having a goal to make sure the majority of the High School students were involved in an activity. After much discussion they asked the administration to bring back data regarding student involvement for the committee to review.

They also discussed ticket sales and the booster club financials.

VI. CO-CURRICULAR HANDBOOKS

Conrad presented and answered questions regarding the the Co-Curricular Handbooks for the High School, Middle School and Coaches. The Middle School Handbook had several changes and Mr. Kenas, MS Principal was available to discuss these changes. A motion was made by Frey, second by Engebretson, to recommend to the full board to consider all three handbooks as presented. Motion carried 3-0.

A. Waunakee High School Co-Curricular Handbook

B. Waunakee Middle School Co-Curricular Handbook

C. Waunakee Coaches Handbook

VII. WRESTLING UPDATE

Guttenberg and Conrad presented and answered questions regarding the request to consider having the middle school wrestling program expand to allow for 6th grade students from the Intermediate School to participate.

Guttenberg, Conrad, Borowski & Kenas shared that they are in favor of giving students this

opportunity. They also shared there are many layers to consider including other Middle School sports expanding to 6th grade, additional supervision for the students participating at a building in which they do not attend, the additional management required from the Athletic office, etc. After much discussion the committee asked the administration to bring back information from other area districts regarding this topic before a decision will be made.

VIII. MIDDLE SCHOOL DANCE

Guttenberg presented and answered questions regarding the request from the Middle School Dance Team to have their own fundraising account separate from the High School Dance Team. A motion was made by Frey, second by Engebretson, to recommend to the full board to consider this request as presented. Motion carried 3-0.

IX. POLICY REVIEW

Guttenberg reviewed and answered questions regarding the co-curricular policies.

After the review and discussion a motion was made by Engebretson, second by Frey to recommend to the full board to consider the policies as presented. Motion carried 3-0.

- A. 370 Extracurricular Activities and Programs
- B. 370 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios
- C. 370 Rule 2 Co-Curricular Activity Program Eligibility
- D. 370 Rule 3 Co-Curricular Offerings
- E. 370 Rule 4 Co-Curricular Reduction/Addition Guidelines
- F. 370.1 State/National (Non-athletic) Competitions
- G. 377 Interscholastic Athletics
 - Repeal - merged with PRG 370
- H. 377 Rule 1 Waunakee High School Co-Curricular Code and Policies
 - In the handbooks - reviewed every year
- I. 377 Rule 2 Waunakee Middle School Co Curricular Code and Policies
 - In the handbook reviewed every year.
- J. 377.1 State Tournament Attendance
- K. 377.2 Random Drug Tests and Co-Curricular Participation
- L. 377.2 Rule Random Drug Tests
- M. 377.2 Rule Random Drug Tests

X. INTRODUCTION - NICK CONRAD

Nick Conrad, the new Athletic Director, took time to introduce himself, share his philosophy, and answer questions. At this time he plans on listening and observing a lot this school year. His focus is to help the coaches, students and boosters to have a successful experience. The board shared some areas/thoughts they had regarding the Athletic Director position.

XI. FUTURE MEETINGS - NA

XII. ADJOURN

A motion was made by Frey, second by Engebretson, to adjourn the meeting at 8:49Am.

WAUNAKEE

Activities Department



Co-Curricular Report

2022-23

TABLE OF CONTENTS

STUDENT PARTICIPATION.....Pg 2
ACADEMIC & ATHLETIC HONORS.....Pg 7
CODE VIOLATIONS.....Pg 9

PURPOSE OF CO-CURRICULAR ACTIVITIES & ATHLETICS

Waubakee Community High School’s co-curricular programs are intended to enrich student learning and development. Our students have a responsibility to follow established rules of conduct for the privilege of participation which include expectations academically, school attendance, school behavior, and cooperation by providing additional opportunities to students in a structured manner. The programs at WCSD are designed to promote excellence by providing opportunities for expression of student’s abilities while setting personal goals and working towards success. It promotes a “Dream Big” philosophy while providing opportunities for competition and personal enjoyment. We expect all teams, groups, clubs, etc...to put forth their best effort. We also expect our competition teams to respect teammates, officials, and opponents, and to represent themselves, the school, and the community in a positive manner.

“Because dreaming big dreams, going all in and then falling just short doesn’t make you a failure. The failure lies in holding back and staying small.”

-Cassidy Lichtman

STUDENT PARTICIPATION REPORT

SPORT	2021-22	2022-23	TEAMS SPONSORED
HIGH SCHOOL FALL ATHLETIC ACTIVITIES			
Cross-Country	76 (46 Male, 29 Female)	66 (42 Male, 24 Female)	2 (V, JV)
Equestrian Team	3	3	NA
Football	184	160	4 (V, JV, JV2A, JV2B)
Football Cheer	10	15	1
Girls Golf	21	28	3 (JV2, JV, V)
Boys Soccer	86	79	4 (V, JVP, JVW, JV2)
Girls Swim	28	27	2 (V, JV)
Girls Tennis	46	62	3 (V, JV, JV2)
Volleyball	68	58	4 (V, JV, JV2P, JV2W)
MIDDLE SCHOOL FALL ATHLETIC ACTIVITIES			
Cross-Country	93 (49 Male, 44 Female)	69 (31 Male, 37 Female)	NA
Football	100	122	4 (2 7th, 2 8th)
Volleyball	95	127	8 (4 7th, 4 8th)
HIGH SCHOOL WINTER ATHLETIC ACTIVITIES			
Boys Basketball	69	62	4 (V, JV, JV2A, JV2B)
Girls Basketball	38	30	3 (V, JV, JV2)
Winter Cheer	NA	6	NA
Boys Hockey	43	41	2 (V, JV)
Girls Hockey (Co-op)	13	14	NA
Wrestling	34	38	3 (V, VR, JV)
Gymnastics (Co-op)	19	16	2 (V, JV)

Boys Swim	21	19	2 (V, JV)
Ski & Snowboard	29	39	2 (Ski & Snowboard)
Dance Team	14	18	1
MIDDLE SCHOOL WINTER ATHLETIC ACTIVITIES			
Boys Basketball	64	98	6 (3 7th, 3 8th)
Girls Basketball	21	46	4 (2 7th, 2 8th)
Wrestling	37	24	NA
HIGH SCHOOL SPRING ATHLETIC ACTIVITIES			
Baseball	67	61	4 (V, JV, JV2A, JV2B)
Boys Golf	53	65	3 (V, JV, JV2)
Boys Lacrosse	45	37	2 (V, JV)
Girls Lacrosse	38	39	2 (V, JV)
Girls Soccer	72	50	2 (V, JV)
Softball	31	36	2 (V, JV)
Boys Tennis	25	19	2 (V, JV)
Track & Field	138 (70 Male, 68 Females)	175 (86 Male, 71 Female)	2 (V, JV)
MIDDLE SCHOOL SPRING ATHLETIC ACTIVITIES			
Track & Field	141 (60 Male, 81 Female)	143 (67 Males, 76 Females)	2 (M/W & T/Th)

Category A Activities

***Participation Numbers**

Activity	<u>2021-22</u>	<u>2022-23</u>
One Act	47 (33 Females, 12 Males)	39 (25 Females, 15 Males)
Forensics	31 (18 Females, 11 Males)	35 (20 Females, 14 Males)
Winter Play	NA	16 (9 Females, 7 Males)
Musical	44 (31 Females, 12 Males)	56 (38 Females, 16 Males)

Category B Activities

<u>Activity</u>	<u>2021-22</u>	<u>2022-23</u>
Marching Band	107	104
Pep Band		55
Jazz Ensemble	45	40
Jazz Combo	7	16
Vocal Jazz 1	11	13
Solo Ensemble		141 Band 115 Vocal
Orchestra	120 (15 Chamber, 53 Symphonic, 53 Philharmonic)	104 (13 Chamber, 46 Symphonic, 45 Philharmonic)
Folk Band	19	29
Purple Sage	10	12
Yearbook	18	

Category C Activities

<u>Activity</u>	<u>Advisor</u>	<u>2021-22</u>	<u>2022-23</u>
A Cappella Singers	Ms. Molly Petroff		24
Above the Influence	Ms. Ellen Grunder	21	34
Art Club	Ms. Beth Crook		
Aviation Club	Mr. Rob France	16	35
Black Student Union	Mr. Pat Collins Ms. Lauren Michiels	6	
Bowling Club	Mr. Mike Bush		
Chinese Club	Ms. Rosy Zhu		
Class Officer	Mr. Eric Huttenburg	17	15
Computer Science Club	Mr. Aaron Pavao		

Debate Team	Mr. Bryan Barfknecht Ms. Heather McCumber		On Hiatus
DECA	Ms. Sandra Meinholz Ms. Maggie Heck	70	137
Drama Club	Mr. Rick Braun	43	
Dreamers/Sonadores	Mr. Dreyer, Ms. Christy Sheppleman, Mr. Esparza	21	28
eSports	Mr. Alex Jelacic	NA	25
ECO	Ms. Elizabeth Heiks		67
FBLA	Ms. Colleen Serum & Ms. Gina Holmes	74	104
FCCLA	Ms. Gillian Anderson Ms. Amy Neitzel	31	60
FCA	Mr. Andrew Nelson	110	
FFA	Ms. Alyssa Engel Ms. Rhonda Knapp Ms. Kristina Puntney	173	191
FFA Trap Shooting	Ms. Alyssa Engel	NA	
Fishing Club	Mr. Matt Schumacher	19	30
French Club	Ms. Shari Thompson	45	30
Schmidt's Woods	Mr. Todd Shucha	34	11
Future Educators Club	Ms. Maggie Heck	NA	23
Future Liberal Leaders (formerly Young Progressives)	Ms. Michiels		15
FPS	Ms. Janell Dorn	23	22
GSA	Mr. Aaron Pavao	40	51
GROW	Ms. Corina Rogers	34	54
HOSA	Ms. Chrissy Gascho	63	56

Justice League	Ms. Jenn Johnson Ms. Grace Malek	84	39
Knitting Club	Ms. Gillian Anderson Ms. Amy Neitzel		2
Law Club	Mr. Bryan Barfknecht	21	25
Leo Club	Ms. Connie Gavinski		16
Manga & Anime Club	Mr. Aaron Pavao	31	15
Math Team	Ms. Erin Schroeder	40	40
Mental Wellness Club	Ms. Christina Gascho	28	
Minority Student Achievement Network (MSAN) (subject to change to Global Majority)	Ms. Christy Sheppleman (HS) Mr. Jon Wild (MS) Mr. Ty Jury (MS)		8
Mock Trial	Mr. Bryan Barfknecht Heather McCumber	20	22
Model UN	Ms. Corina Rogers		52
NHS	Ms. Lisa Carothers	374	300
NACL	Mr. Aaron Pavao	48	58
National Technical Honor Society	Mrs. Michelle McGlynn		
Pay It Forward	Ms. Corina Rogers	131	176
Principal's Council	Mr. Brian Borowski	12	13
Relay for Life	Ms. Jen Doucette		23
Science Club	Mr. Andrew West		49
Science Olympiad	NA	NA	NA
Sheepshead Club	Mr. Brian Lussier	7	7
SkillsUSA	Mr. Rob France	20	22
Spanish Club	Sra. Elaine Simmons	100	130

Student Book Club	Mr. Chris Scheimann	20	14
Student Council	Mr. Steven Hernandez Ms. Deanne Lensert	83	73
Thespian Troupe	Mr. Rick Braun Ms. Molly Petroff		
Wisconsin Civics Games	Ms. Corina Rogers		19
Women's Issues	Ms. Laurie Veenendaal		
Young Conservatives	Ms. DiSalvo	67	77
Yoga & Meditation	Ms. Catrina Specht	15	184

Category C Activities

No reported numbers for 2021-22 or 2022-23

Art Club	Poetry Club
Bowling Club	Relay for Life
Chess Club	Science Olympiad
Chinese Club	Thespian Troupe
Computer Science Club	Women's Issues
Debate Club	

ACADEMIC AND ATHLETIC HONORS

2022-23 AVERAGE GPA OF CATEGORY A ATHLETICS		
<u>FALL SPORTS</u> Cross Country 3.73 Equestrian Team 3.89 Football 3.27 Football Cheer 3.51 Girls Golf 3.50 Mountain Bike 3.42 Boys Soccer 3.44 Girls Swim 3.79 Girls Tennis 3.84 Volleyball 3.75	<u>WINTER SPORTS</u> Boys Basketball 3.31 Girls Basketball 3.68 Dance Team 3.63 Gymnastics 3.51 Boys Hockey 3.10 Girls Hockey 3.54 Ski & Snowboard 3.58 Boys Swim 3.57 Winter Cheer 3.50 Wrestling 3.15	<u>SPRING SPORTS</u> Baseball 3.35 Boys Golf 3.42 Boys Lacrosse 3.31 Girls Lacrosse 3.57 Girls Soccer 3.79 Softball 3.56 Boys Tennis 3.68 Track Field 3.70
2020-21 OVERALL AVERAGE GPA: 3.51		

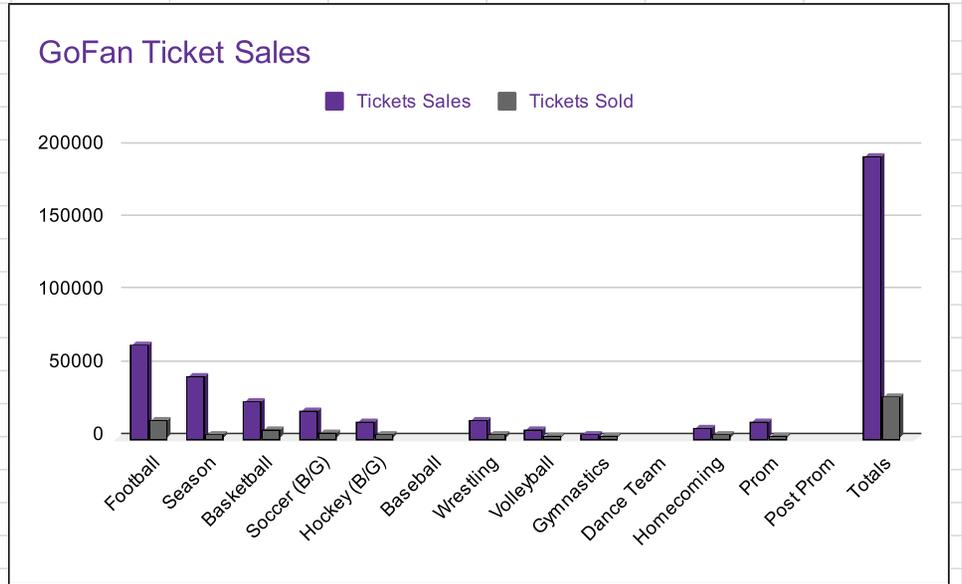
<p align="center"><u>2022-23 Academic All-State</u> *Determined by the Sports Coaches Association As of 6/6</p>	<p align="center"><u>2022-23 All-State</u> *Determined by the Sports Coaches Association As of 6/6</p>
<p><u>Football</u> Matt Steinl Braden Miller Andrew Wegert Ian Phebus Gabe Guralski Garrett Lenzendorf Tommy Raemisch</p> <p><u>Girls Golf</u> Izzi Stricker - High Honors Jordan Shipshock - High Honors Georgia Volley - Honors Gabby Ziegler - Honors Emma Gilding - High Honors Team - Honorable Mention</p> <p><u>Cross-Country</u> Girls Varsity - Team Honor</p> <p><u>Boys Basketball</u> Ryan Bassett Drew Hanzel Garrett Lenzendorf Kaden Mackenzie Ethan Niermeyer Mason Lavold Jake Whalen</p> <p><u>Girls Basketball</u> Claire Meudt Lexi Fuhremann Ellen Dotzler Emily Acker Mar Ferrer Crespo Ayla Olson Emma Gilding Ava Docherty Audrey Meudt</p> <p><u>Wrestling</u> Alex Hylland</p>	<p><u>Football</u> Gus Allen - 1st Team Robert Booker - 1st Team Cayden Ellis - 1st Team Wade Bryan - 1st Team Tommy Raemisch - 1st Team David Emerich - HM Sam Hogland - HM</p> <p><u>Girls Golf</u> Izzi Stricker - 1st Team Jordan Shipshock - HM</p> <p><u>Girls Basketball</u> Claire Meudt - HM</p> <p><u>Boys Hockey</u> David Emerich - 2nd Team</p> <p><u>Girls Swim</u> Emily Schmeiser - HM Grace Blitz - HM Kajsa Rosenkvist - HM Megan Grindle - HM</p> <p><u>Boys Swim</u> Nolan Wallace - HM</p>

Madison Mercurio Gabe Guralski McCoy Smith Quinn Pfeiffer Julian McKinley Mason Spear Sebastian Mejia-Gonzalez Braydon Barbian <u>Girls Lacrosse</u> Ally Dupuis	
---	--

2022-23 CODE VIOLATIONS

22 Total Code Violations 9 Illegal Substance 0 Alcohol Related 3 Vape 10 Conduct
--

GoFan Ticket Sales 2022-23		
Sport	Tickets Sales	Tickets Sold
Football	\$62,984.00	11,196
Season Passes	\$41,720.00	2,072
Basketball (B/G)	\$24,435.00	4,737
Soccer (B/G)	\$17,955.00	3,109
Hockey (B/G)	\$10,555.00	2,056
Baseball	NA	NA
Wrestling	\$11,097.00	1,497
Volleyball	\$5,515.00	962
Gymnastics	\$1,605.00	321
Dance Team	NA	NA
Homecoming	\$6,445.00	1,365
Prom	\$10,035.00	759
Post Prom	NA	NA
Totals	\$192,346.00	28,074



Equipment	Date	Donation Detail	Amount
Supplies	5/18/2023	Scorebooks (4@\$8) billed by WCSD	32
	5/18/2023	Whistles (10@\$8) billed by WCSD	80
	5/18/2023	Towels (1 dozen) billed by WCSD	26
	5/18/2023	Program share of post-season awards/plaques billed by WCSD	14
Food	11/29/2022	Away game food (snack packs)	788
	12/21/2022	Away game food (snack packs)	742
	1/16/2023	La Crosse tournament meals	823
	2/1/2023	Away game food (snack packs)	1713
	2/28/2023	Away game food (snack packs)	1650
Apparel	11/22/2022	Warm-ups, travel suits, practice gear	3428
	11/22/2022	Shooting shirts	583
	11/29/2023	Apparel embroidery and screen printing	3436
	12/11/2022	Managers' apparel & embroidery	809
	3/9/2023	Conference championship t-shirts	672
Transportation			
Purchased Services	5/18/2023	HUDL Platinum, Focus, 12-hour game and scouting service	1340
Facility Rentals			
Other			

Boys Hockey

		Actual
Revenue		2022 2023
	Game Day Program - Ads	8,425
	Misc Fundraising	516
	Captain's Ice Fees Collected	5,760
	Summer 151 League	1,700
	Gate Receipts	
	Donations	
	Salt Sales	19,902
	Club Skater Fees	
	Skater fees	4,875
	Merch	480
	Other - HFC Fundraising	1,518
		43,176
Expenses		
	Game Day Program Printing	450
	Tourney Expenses	
	Charter Bus	1,258
	Lodging	943
	Locker Room Fund/Team Expense/Paintball	734
	Special Events-HFC, parent night	3,556
		Banquet 2,305
		Gifts 457
	Meals - Away Games/Team meals	2,596
	151 Summer League Ice/Ref Fees	1,545
	Ice Fees	
	Captain's Ice Fees and coaching	3,900
	Skater Fee Credits	
	Misc (license, admin, film support, etc.)	2,585
	WDIR Pledge Commitment	
	Rink Cleaning	800
	Equipment(uniforms, pucks, decals, Hudl/Krossovers video)	18,507
	Photo work/Senior Banners/Team Poster Printing	1,265
	Merch	
	Salt Sales Expense	11,373
	HFC Donation (IN/OUT of fundraiser)	1,518
	Player SWAG	435
	Dryland Training	4,800
	Total Expenses	56,264
	Surplus/(Deficit)	(13,088)
Reserve Balance		
	Beg Cash Balance	43,024
	Ending Cash Balance	29,936

Equipment	Date	Donation Detail	Amount
Supplies			
Food			
Subway		InKind Food donation	200
Milios		InKind Food Donation	100
wcsd		in kind food	200
Apparel			
Trending Now		Clothing allowance	200
Transportation			
Purchased Services			
ProProductions		Discount on Posters	100
ProProduction Photo shoot			
Facility Rentals			
Rex InnKeeper		Waived Room Rental Fee	\$500
Other			
1901 Inc	2/17/23	Cash/Check	200
American Family	3/24/23	Cash/Check	198
Dane Manufacturing	1/13/23	Cash/Check	200
WIA Insurance Agency	1/11/23	Cash/Check	200
Lexico	1/11/23	Cash/Check	200
Zoe's	1/17/23	Cash/Check	200
H&R Carpets	1/25/23	Cash/Check	150
Taher	2/5/23	Cash/Check	100
Park Bank	2/17/23	Cash/Check	200
Luna Holdings	2/17/23	Cash/Check	100
Glacier Group	2/7/23	Cash/Check	200
GRB Academy	2/7/23	Cash/Check	200
Michael Kittoe: American F	2/7/23	Cash/Check	200
Duren Law Offices	2/7/23	Cash/Check	200
Neils Liquor / Culvers	1/17/23	Cash/Check	200
Lamere Family	2/8/23	Cash Check and Employee Matching with Ascendium (6,000)	8,000
Fluid Lacrosse	2/17/23	Cash/Check	200
Innovative Financial	1/11/23	Cash/Check	500

Equipment	Date	Donation Detail	Amount
		Equipment	\$149
Supplies			
Food			
		Away game food	4946
		Food for Varsity overnight	415
		Tryout food	101
		End of year banquet	175
Apparel			
		Conference champ t-shirts	995
		Training shirts	1530
		Varsity away game uniform shorts	495
		Goalie equipment	420
Transportation			
		Lamers	1291
Purchased Services			
		Escape Room	615
Facility Rentals			
Other			
		Varsity poster & trading cards	583
		Yard signs	229

Equipment	Date	Donation Detail	Amount
	11/14/2022	Suits	\$ 353.60
Supplies	11/11/2022	Team Snap App	\$ 129.99
	12/5/2022	Miscellaneous Supplies	\$ 108.55
	12/22/2022	Miscellaneous Supplies	\$ 26.28
Food	11/26/2022	Swim Meet Meals	\$ 76.94
	12/27/2022	Swim Meet Meals	\$ 23.01
	1/6/2023	Swim Meet Meals	\$ 450.44
	1/13/2023	Swim Meet Meals	\$ 99.31
	2/5/2023	Swim Meet Meals	\$ 57.96
	3/5/2023	Swim Meet Meals	\$ 506.59
Apparel	10/31/22	Coaches Shirts	\$ 48.42
	2/28/2023	State Shirts	\$ 299.10
	3/28/2023	Conference Shirts	\$ 393.50
Transportation			
Purchased Services	11/14/2022	Yard Signs	\$ 63.30
	2/5/2023	Team Posters	\$ 290.13
Facility Rentals			
Other	12/22/2022	Senior Gifts	\$ 353.36
	12/28/2022	Parents Night Flowers	\$ 50.64
	1/8/2023	Teacher Appreciation	\$ 10.54
	3/28/2023	Banquet	\$ 450.50
	5/4/2023	School Record Board Reimbursement	\$ 847.50

Equipment	Date	Donation Detail	Amount
Supplies			
Food			
	4/5/23	Costco: snacks/drinks for matches	182.2
	4/14/23	Jimmy John's: food during meet	47.38
	4/14/23	Jimmy John's: food during meet	42.64
	4/15/23	Costco: snacks/drinks for matches	169.45
	4/21/23	Jimmy John's: food during meet	63.77
	5/3/23	Costco: snacks/drinks for matches	130.33
	5/13/23	Jimmy John's: food during meet	37.91
	5/19/23	Milio's: food during meet	127.49
	5/20/23	Milio's: food during meet	127.49
	5/21/23	Milio's: food during meet	127.49
Apparel			
	6/22/23	WCSD: T-shirt uniforms	514.39
Transportation			
Purchased Services			
Facility Rentals			
Other			

Equipment	Date	Donation Detail	Amount
Supplies			
Food	9/9/22	pasta dinner	29.45
	9/22/22	team breakfast	504.88
	10/17	concession food at conference meet	362.55
	11/4	end of season banquet	3127.76
Apparel	10/28	shirts for state meet	240.54
Transportation			
Purchased Services	10/17	dj for conference meet	750
	10/21	poster print and senior banners	1193.39
Facility Rentals			
Other	11/4	senior gifts	252.4
	11/4	banquet awards and coach gifts	391.53

Equipment	Date	Donation Detail	Amount
		Technology (HUDL & filming equipment)	\$10,188
		Weight room equipment (2 new racks with weights and bars)	\$14,879
		Football helmet reconditioning	\$5,310
		Practice jerseys	\$1,203
		Replacement game jerseys	\$2,375
		Shoulder pads and backplates	\$1,582
Supplies			
Food		Away games and 2-a-day meals	\$3,968
		Leadership council lunches	\$583
		HS Gridiron camp meals	\$1,556
Apparel			
Transportation		Passing league bus	\$1,115
Purchased Services		Locker room sanitation	\$4,770
		Season highlight video	\$4,000
Facility Rentals		Turf payment made to WAEF	\$20,000
Other			

Equipment	Date	Donation Detail	Amount
	10/19/22	Fitness Loops & Marker Boards	\$505
Supplies			
Food			
	Season long	Away Game Food (Milio's, Costco, Piggly Wiggly Vendors)	\$1,816.90
Apparel		Towels (Trending Now)	\$100.00
		Uniforms (BSN)	\$5,044.23
		Travel Suits (BSN)	\$2,477.47
		Shooting Shirts (Trending Now)	\$738.50
		Practice Uniforms (BSN)	\$4,380.01
		Coaches Clothing (BSN)	\$1,884.55
Transportation			
Purchased Services	10/19/22	Pre-Season Conditioning (84/32 Basketball)	\$720.00
		Coaches Development/Clinic (WISBCA)	\$285.00
Facility Rentals			
Other			

Girls Lacrosse Donations

Equipment	Date	Donation Detail
Supplies		
Food	May - June	Milo's provided 25% discount on food purchased for away games
Apparel		
	April, 2023	HS lacrosse team hosted eating out fundraiser at Noodles to cover cost of uniforms. Received 332
	March, 2023	American Family made a \$500 donation to WEAF to help fund new HS uniforms
Transportation		
Purchased Services		

Facility Rentals		
	April, 2023	Cooper Storage provided a discounted rate on storage locker used by both HS and youth and 1 month free rent which is a value of 215 - hS share is 50%
Other	The following were not designated to cover a specific expense so included in other	
	May, 2023	4 Business (Dane Manufacturing, Springfield Welding, Trending Now and Joe Garza Photography) made 150 sponsorships each to benefit the Girls LAX program. HS share is 50%
	Feb, 2023	Youth and HS teams volunteered time to man the entrance of the Rotary lights. Received 1400 which benefits both HS and youth program. HS share is 50%
	Oct, 2023	HS and Youth Lacrosse families volunteer time to staff a UW concession at a football game. Received 1310 and HS share is 50%
	May, 2023	Milo hosted eating out fundraiser to benefit youth and HS clubs. Received 730 and HS share is 50%
	Dec and April 2023	Held merchandise sale at trending Now and Badger sporting. A portion received benefited the club. Received 656 - HS share is 50%
	August, 2022	Participated in Waunafest parade and won 2nd place in float competition. Received 100 - HS share is 50%
	Sep, 2022	HS and lacrosse kids volunteer at road races and designated club as receipt. Received 232 - HS share is 50%
	May, 2023	Ran a concession stand during the May 20 playdate. Parents donated the merchandise sold which drove profits
	May, 2023	A friend of the program donated 500 to meet the needs of the HS program
	Jan, 2023	A HS family made a donation to support the needs of the HS program

Total Donations Made to Booster Club to Support HS Girls Lacrosse

108
300
700
655
365
328
50
116
658
500
40

4,931

Girls Lacrosse Expenses

Equipment	Date	Donation Detail	Amount
	March	I pad repair	49
	March	Goalie Stick	211
	April	Pop up Tent, weights and banners for club	535
Supplies			
Food	May - June	Food for away games	1,259
Apparel			
	April, 2023	Merchandise for coaches and managers	485
	February, 2023	HS Uniforms	3,350
	June 2023	T-shirts	372
Transportation			
Purchased Services			
	March, 2023	Hudl Video Tool	630
Facility Rentals			
	Annual storage contract	storage locker - HS share	635

Other			
	June, 2023	Scholarships for 2 seniors	1,000
	May, 2023	Donations to Post Prom, Media team and Project Graduation (150 each + processing fees)	461
	May, 2023	Senior Night	714
	June, 2023	Banquet	294
	May, 2023	Team building	159
	July, 2022	Waunafest parade float supplies	120
	May, 2023	Turf Pledge (2500 for club - HS share is 1250)	1,250
	May, 2023	Team Posters	261

Total Expenses paid by booster club to support HS Gir 11,785

**Waunakee High School Athletic Booster Club
Year-End Report
to the Board of Education Co-Curricular Committee
Sport: Girls Soccer**

School Year: 2022-2023

BEGINNING BALANCE	\$ 14,203.67
MAJOR Income Sources	AMOUNT OF FUNDS RAISED
<i>(Please Itemize)</i>	
Player Fees	\$ 7,360.00
Varsity Warm Ups Fee/Sponsor	\$ 1,200.00
Kickers Club/Family Sponsor	\$ 1,150.00
Extra Sock Fees	\$ 70.00
Raffle Tickets	\$ 9,280.00
Concessions	\$ 7,987.45
Varsity Poster Sponsors	\$ 700.00
Kids Clinic	\$ 1,880.00
Decal/Yard Sign Sales	\$ 390.00
Conference and Post Season T-shirt Sales	\$ -
TOTAL	\$ 30,017.45
MAJOR EXPENSES/DONATIONS/GIFTS TO SCHOOL DISTRICT	
<i>(Please Itemize)</i>	
WHS - Concessions	\$ 5,022.58
Website Expense	\$ 200.00
Donations	\$ 250.00
Senior Night	\$ 300.00
Parent Night	
Teacher Night	\$ 398.79
Corporate Expense	\$ 658.86
End of Year Banquet	\$ 1,230.00
Kickers Club Reception	\$ 491.50
Away Game food and drink	\$ 3,420.00
Printing Services	\$ 652.83
Raffle Cash Prizes	\$ 2,500.00
Raffle license	\$ 25.00
Varsity Posters	\$ 450.00
Senior Banners	\$ 208.52
Youth Clinic T-Shirts/Snacks	\$ 495.85
Soccer Socks – Steffans Soccer	\$ -
Uniforms and Equipment	\$ 10,039.36
WHS – Awards/HUDL	\$ 686.00
WHS - Lamers Coach Bus	\$ -
Program T-shirts	\$ 680.00
Conference and Post Season T-Shirts	\$ 279.05
Post Season Food	\$ -
TOTAL	\$ 27,988.34
INCOME minus EXPENSES TOTAL	\$ 2,029.11
PROJECTED BALANCE OF FUNDS AT END OF YEAR:	\$ 16,232.78

Equipment	Date	Donation Detail	Amount
	10/3/22	Suits	\$1,085
Supplies	6/23/22	Team Snap App	\$99.99
Food	8/30/22	Swim Meat Meals	\$210.00
	9/8/22	Swim Meat Meals	\$225.00
	9/10/22	Swim Meat Meals	\$150.00
	9/20/22	Swim Meat Meals	\$217.50
	10/4/22	Swim Meat Meals	\$232.50
	10/29/22	Swim Meat Meals	\$225.00
Apparel	1/9/23	State Shirts	\$174.00
Transportation			
Purchased Services	9/8/22	Yard Signs	\$253.20
	10/31/22	Team Posters	\$408.81
	11/8/22	State Posters	\$118.16
	11/14/22	Sectional Yard Signs	\$81.24
	11/14/22	State Yard Signs	\$84.40
	12/7/22	State Swim Caps	\$83.98
Facility Rentals			
Other	9/12/22	Parents Night	\$52.71
	10/3/22	Youth Night	\$120.33
	11/2/22	Senior Night	\$108.16
	12/22/22	Banquet	\$840.00
	11/21/22	School Record Board Reimbursement	\$847.50

Equipment	Date	Donation Detail	Amount
	8/19/22	Courtside chairs	\$807
Supplies	8/18/2022	Costco (re-order checks)	\$20.02
	10/18/2022	WCSD (KPress & Trends for awards)	\$71
Food	8/9/2022	Costco (snacks)	\$174.18
	8/9/2022	Costco (snacks and drinks)	\$323.95
	8/14/2022	Starbucks (team drinks/snacks after SPASH tournament)	\$69.52
	9/7/2022	Costco (snacks/drinks)	\$157.61
	9/9/2022	Food for Senior Night	\$182
	9/10/2022	Culver's (team meal after tournament)	\$72.36
	9/13/2022	Food for Varsity match	\$138.21
	9/17/2022	Culver's (JV Conference win celebration)	\$59.21
	9/17/2022	Varsity meal	\$86.70
	9/19/2022	Fruit and veggie trays for Senior Night	\$238.43
	9/23/2022	Panera (Conference lunch)	\$187.49
	9/24/2022	Jimmy John's (Conference lunch)	\$105.52
	9/25/2022	WCSD Food Services (tournament food)	\$751.50
	10/2/2022	Jimmy John's (Subsectionals lunch)	\$90.98
	10/3/2022	Starbuck (team drinks after Subsectionals)	\$63.72
	10/24/2022	WCSD Food Services (remainder of tournament food balance)	\$84.75
	10/24/2022	WCSD Food Services (banquet sundae bar)	\$280.00
Apparel	10/18/2022	Halara (uniforms)	\$1,401
	10/18/2022	WCSD (Badger Sporting Goods for t-shirts)	\$61.77
	10/18/2022	WCSD (Trending Now Promotions for screen printing logo)	\$307.50
Transportation			
Purchased Services	9/25/2022	Team poster design fee and posters	\$448.48
	9/25/2022	Minuteman Press (decals for Charlie Pyng)	\$109.46
Facility Rentals			
Other	8/13/2022	Gift cards to Culver's (\$20 x 6) and Noodles & Co (\$20 x 3) as prizes	\$180
	9/12/2022	Senior gifts	\$300
	9/19/2022	Balloons for Senior Night	\$36.57
	9/19/2022	Roses for Senior Night	\$15
	10/16/2022	Gift cards for coaches	\$200
	10/20/2022	Team banquet decor	\$27.22

Equipment	Date	Donation Detail	Amount
		Gymnastics Mats	\$1,625
Supplies			
Food			
Apparel		Uniforms (Leo's)	5693.74
		Extra Team Warm-up Jackets	605
Transportation			
Purchased Services			
Facility Rentals			
Other		Poster & Senior Banners	634.15
		Senior Night Supplies & Gifts	312.67
		End of Year Banquet & Awards	188.87
		Teacher Appreciation Night	58.11
		Youth Night T-shirts	398

2023 WHS Softball Booster Club

<u>Date</u>	<u>Transaction</u>	<u>Balance</u>
1/1/2023	Starting Balance	\$ 15,877.27
1/25/2023	Deposit - Interest	\$ 1.22
2/1/2023	Deposit - Lone Girl Fundraiser	\$ 1,510.50
2/1/2023	Check #5070 - Waunakee Baseball Boosters: GRB	\$ (2,880.00)
2/9/2023	Deposit - GRB fees from girls (8)	\$ 2,880.00
2/22/2023	Deposit - Interest	\$ 1.34
3/22/2023	Deposit - Interest	\$ 1.33
3/27/2023	Check #5071 - Jason Nachreiner: Bats (4)	\$ (1,350.37)
3/27/2023	Check #5072 - Robb Thole: Zip ties for windscreen	\$ (179.20)
3/28/2023	Deposit - Booster fees + various other fees	\$ 8,110.00
4/2/2023	Check #5073 - BPI: Summit and Top Cut Banners	\$ (283.72)
4/2/2023	Check #5074 - SpeedPro: Varsity windscreen	\$ (6,350.00)
4/2/2023	Check #5075 - JoAnne Ripp: Schriber memorial	\$ (50.00)
4/2/2023	Check #5076 - Jason Nachreiner: Board/Team Rep Meeting	\$ (457.05)
4/3/2023	Check #5077 - JoAnne Ripp: First Pitch Party	\$ (414.38)
4/3/2023	Check #5078 - JoAnne Ripp: Concessions	\$ (314.05)
4/3/2023	Check #5079 - Blair Paulsen: Zip ties for windscreen	\$ (219.31)
4/3/2023	Check #5080 - Cash: Concession stand change	\$ (150.00)
4/4/2023	Check #5081 - Tony Lobraco: Drag nets (2)	\$ (456.86)
4/5/2023	Deposit - Banner/advertising payments	\$ 3,000.00
4/11/2023	Debit - SportsEngine: Website	\$ (1,049.00)
4/12/2023	Check #5082 - Minuteman Press: Helmet/window decals and signs	\$ (448.27)
4/13/2023	Deposit - Transfer/donation from WGSA (closed account)	\$ 6,977.57
4/21/2023	Check #5083 - Minuteman Press: Mug decals	\$ (36.32)
4/26/2023	Deposit - Interest	\$ 2.36
4/27/2023	Check #5084 - Trending Now: Sweatpant and shirt	\$ (60.14)
4/27/2023	Check #5085 - Trending Now: Spirit packs and jackets	\$ (3,816.99)
4/30/2023	Check #5086 - Christine Paulsen: Mugs	\$ (221.52)
5/2/2023	Debit - SportsEngine: Website	\$ (1,049.00)
5/6/2023	Check #5087 - VOID	\$ -
5/6/2023	Check #5088 - Trending Now: Senior blankets	\$ (384.00)
5/13/2023	Check #5089 - Minuteman Press: Senior booklets	\$ (347.60)
5/13/2023	Check #5090 - Juda School District: Game food	\$ (191.41)
5/13/2023	Check #5091 - Pocket Full of Posies: Flowers	\$ (160.00)
5/24/2023	Deposit - Interest	\$ 1.62
5/25/2023	Check #5092 - SpeedPro: Milio's banner	\$ (200.45)
5/26/2023	Deposit - Concessions	\$ 927.00
6/2/2023	Deposit - Banner / advertising payments	\$ 1,550.00
6/2/2023	Deposit - Mugs, decals, signs, etc...	\$ 290.00
6/3/2023	Check #5093 - JoAnne Ripp: Noodles team dinner, concessions	\$ (725.55)
6/3/2023	Check #5094 - UPS: Box rental (#216) for 1 year	\$ (180.00)
	Debit - 1 box of checks	
6/12/2023	Check #5095 - Waunakee Chamber: Waunabucks for Sienko	\$ (100.00)
6/12/2023	One Community Bank (debit): \$500 scholarships X 3	\$ (1,500.00)
6/15/2023	Check #5096 - Heidi Lobraco: Varsity coaches gifts	\$ (122.76)
	Check #5097 - Kerry Abercrombie: JV coaches gifts	\$ (265.64)
	Check #5098 - Minuteman Press: YE booklets and certificates	\$ (915.09)
	Check #5099 - Alex Jurkata: YE video + tip	\$ (200.00)
	Check #5100 - WCSD: HUDL fees for 2023	\$ (340.00)
6/30/2023	Check #1001 - WCSD: Field improvements	\$ (775.00)
	Check #1002 - Badger Sporting Goods: Adidas pants (35)	\$ (2,769.38)
	Check #1003 - ProProductions: Posters and senior banners	\$ (1,053.77)
7/22/2023	Deposit - Banner/advertising payment	\$ 250.00

	Date	Donation Detail	Amount
Equipment			
	1/25/23	Hurdle carts	1,266.16
	3/4/23	Plyo boxes	250.62
	6/26/23	Hurdles	7,560.00
	6/26/23	Inside discus, shots and starting blocks	840.72
	6/26/23	Starting blocks	1,348.00
	6/26/23	High jump pit	2,165.00
Supplies			
Food			
	4/13/23	Away meet food	392.25
	4/13/23	Away meet food	53.67
	4/19/23	Away meet food	783.60
	5/19/23	Team snack	50.68
	5/26/23	Away meet food	166.36
Apparel			
	4/16/23	Coach apparel	616.20
	6/2/23	State athlete shirts	315.00
	6/2/23	State coach shirts	239.98
	6/11/23	Conference coach shirts	195.00
	6/26/23	Uniform jerseys	2,410.00
Transportation			
	6/26/23	State meet bus upgrade	950.00
Purchased Services			
	4/13/23	Meet timing	125.00
	5/19/23	Meet timing	2,039.00
	6/26/23	HUDL	340.00
Facility Rentals			
Other			
	3/26/23	Bands and carabiners for PRs	461.24
	6/26/23	Record board updates	115.00
	6/26/23	2023 Track awards	323.00

Wrestling Boosters

Equipment	Date	Donation Detail	Amount
Supplies			
Food			
Apparel	October 2022	Rudis (Warm-ups, Uniforms)	8877
	Nov. 2022	Coach & Manager Clothing	945
Transportation			
Purchased Services		Hudl	339
		Season Highlight Video	1000

Facility Rentals		Hotel for Bi-State Tournament	3168
Other		Year End Awards	702
		Poster & Senior Banners	908
		End of Year Banquet (Food)	315
		Bi-State (Managers & Coaches Tickets)	140
		USA Wrestling Membership (Athletes)	500

Proposed Code #	Title	Current policy code	WASB recommendation	WASB Comment (if any)	Review	
370	Extracurricular Activities and Programs	370	Replace with PRG 370 Sample 1	Some of the material covered by WCSO current 377 is covered by the 370 PRG sample 1. You might choose to incorporate some of the local policy decisions you made in your current 377 and related rules into the proposed 370 - WASB PRG updates relating to extracurricular policies will be made to 370.	Merge current 377	
370 Rule 1	Co-curricular Activity Size Limitations Coach/Player Ratios	370 Rule 1	Keep current rule.		add cheer & Dance	
370 Rule 2	Co-curricular Activity Program Eligibility	370 Rule 2	Amend rule to address resident home school students, see my proposed draft.	Your current rule 2 addresses eligibility to participate in extracurricular activities in a manner that suggests that resident home school students are not allowed to participate. Wis. Stat. 118.133 requires school districts to allow resident home school students to participate in extracurricular activities if they are otherwise eligible. The PRG does not have a sample directly addressing this. Note you are not required to have a policy or rule addressing this, but since your rule addresses eligibility to participate in a manner that arguably excludes resident home school students, you should amend the policy. I added a statement to the policy that minimally addresses the right of resident home school students to participate in extracurricular activities.		139
370 Rule 3	Co-curricular Offerings	370 Rule 3	Keep current rule.			
370 Rule 4	Co-curricular Reduction/Addition Guidelines	370 Rule 4	Keep current rule.		Add notes per RG	

370.1	State/National (Non-athletic) Competitions	370.1	Keep current policy.	The PRG does not include a sample on this topic.		
none	Interscholastic Athletics	377	Repeal	This content covered by proposed PRG 370. Consider incorporating local policy choices from this policy into 370 and related rules.	Repeal but merge items with PRG370	
370 Rule	Waunakee High School Co-Curricular code and Policies (Use of Alcohol, Tobacco or Controlled Substances)	377 Rule 1	Recode to rule under proposed 370, review and update as needed.	<p>WCSD current 377 incorporated into proposed 370. Note comments from QC:</p> <p>DATE FLAG: In April 2019 the WIAA adopted a new rule governing participation by students who are charged with or convicted of a felony. Some districts' Codes of Conduct would not be consistent with this new WIAA rule, although WCSD existing language appears to be at least generally aligned to the new WIAA position.</p> <p>More generally, codes should be reviewed annually for consistency with the WIAA high school athletic eligibility rules: https://www.wiaawi.org/Portals/0/PDF/Eligibility/eligibilityinfoform.pdf</p> <p>NOTE: At least at a quick glance, some of the code provisions for middle school participation, particularly academic related provisions, appear to be more extensive than the high school code--which would be unusual. Often, the high school code is more extensive than the middle school code.</p>	In handbooks that are reviewed each year.	140

370 Rule	Waunakee Middle School Co-Curricular Code and Policies	377 Rule 2	Recode to rule under proposed 370, review and update as needed.	See comments for WCS D current 377 Rule 1 above.		
377.1	State Tournament Attendance	377.1	Keep current policy	The PRG does not include a sample on this topic.		
377.2	Random Drug Tests and Co-curricular Participation		Keep current policy	The PRG does not include a sample on this topic.		
377.2 Rule	Random Drug Tests	377.2 Rule	Keep current rule	The PRG does not include a sample on this topic.		

In handbooks that are reviewed each year.

EXTRACURRICULAR ACTIVITIES (including Athletics)

Waunakee Community School District

Policy 370

Page 1 of 3

Extracurricular activities are recognized as an integral part of the educational program. Students are strongly encouraged to participate in such activities, while giving their academic work the priority it deserves.

All extracurricular activities sponsored by the District, including organized interscholastic and intra-District athletics and fitness opportunities, shall:

1. Be designed to be an extension of the curriculum or provide experiences for students that enhance student learning and/or personal, social, and physical growth and development.
2. Be approved by the School Board when the activity involves a new or substantially modified funding and/or staffing obligation, or by the District Administrator or building principal when the activity does not involve such additional budgetary or staffing obligations.
3. Have an adult advisor/supervisor appointed by the District Administrator or his/her designee.
4. Be funded in a manner that is consistent with applicable District policies and procedures.
5. Be scheduled in such a way so as to minimize infringement upon the regular school day and the daily schedule of classes. Any activity or event scheduled during the school day must have approval of the building principal.
6. Participation in interscholastic athletics is limited to students in grades 9-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.
7. Students in grades 8 and/or below are prohibited from competing with or against 9-12 grade students in member schools without a waiver from the W.I.A.A.
8. Arrangements shall be made by school administration for the provision of emergency services at all extra-curricular events. This provision may be letting the coach/advisor know whom to contact in case of emergency. The designated person shall be knowledgeable of the school's emergency nursing policy and procedures as well as the After School Event Emergency Plan. Other school personnel may handle routine first aid procedures and first aid kits must be on hand at every athletic event.

Students shall be expected to abide by all rules and regulations established for participation in District-sponsored extracurricular activities, including interscholastic athletics. Where applicable, these rules and regulations shall be consistent with any rules of eligibility and conduct required by state or other associations to which the activities are affiliated (for example, the Wisconsin Interscholastic Athletic Association (WIAA) for interscholastic activities offered in the District). Students who violate such rules and regulations shall be subject to disciplinary or other action. All students participating in activities or events as representatives of the Waunakee Schools shall receive a copy of the code of conduct and shall sign a statement indicating that he/she understands the code and its conditions. The building principal or his or her administrative designee shall be responsible for the enforcement of the provisions of the student code of conduct.¹

¹ The last 2 sentences are from the current WCSD 370.

EXTRACURRICULAR ACTIVITIES (including Athletics)

Policy 370

Waunakee Community School District

Page 2 of 3

No student or other youth shall be permitted to participate in any District-operated youth athletic activities unless he/she has provided the school with a properly-signed concussion and head injury information sheet as required by state law, the information sheet distributed by the District shall also include information about the nature and risk of sudden cardiac arrest during youth athletic activities.

No student may start practice for any athletic team until he/she has a physical every other year.

The Board encourages the full participation of elementary and middle school (K-8) students in available co-curricular and recreational programs and activities that are offered by and through the District. For purposes of this Board policy, "full participation" means fair and equitable participation opportunities (1) in a manner consistent with applicable nondiscrimination requirements, and (2) to the extent that the budget, facilities, or type of activity allows. The building principals and their designees in the District's K-8 buildings are responsible for informing students and parents and guardians of the co-curricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

The District shall not unlawfully discriminate in admission to or participation in any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's 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 policy does not, however, prohibit the District from placing a student in a program or activity based on standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently comparable in type, scope, and support from the District. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student discrimination prohibited]
- [Section 118.133](#) [home-based private educational program student participation in interscholastic athletics and extracurricular activities]
- [Section 118.293](#) [requirements for addressing concussions and head injuries in youth athletic activities]
- [Section 118.2935](#) [requirements for providing information about sudden cardiac arrest in connection with youth athletic activities]
- [Section 120.12\(23\)](#) [policy requirement; access to extracurricular and recreational activities by K-8 students]
- [Section 120.13\(1\)](#) [school board power to adopt student conduct rules and discipline students]

Wisconsin Administrative Code

- [PI 9.03\(1\)](#) [student nondiscrimination in student extracurricular activity and interscholastic athletics policies]

EXTRACURRICULAR ACTIVITIES (including Athletics)

Waukeke Community School District

Policy 370

Page 3 of 3

Cross References:

District Extracurricular/Athletic Code(s)
411-Rule (1) Student Discrimination Complaint Procedures
370-Rule (2), Co-Curricular Program Eligibility
370-Rule (1), Co-Curricular Activity Size Limitations
447.31 In-School Suspension
881, Relations with Community (Wednesday Activities)
WASB PRG 370 Sample Policy 1

Adoption Date: 11/8/82

Revised: 10/9/89

March 1994

January 2002

**CO-CURRICULAR ACTIVITY SIZE LIMITATIONS
COACH/PLAYER RATIOS**

370-Rule (1)

Size Limitations

It will be the responsibility of the principal, athletic director, and assistant principal involved with non-athletic activities, to meet prior to the school year to review the number of students that are expected to engage in an activity and to meet after the activity has begun if the numbers are below the minimum recommended number.

The status of an athletic team is to be reviewed when the number of participants drops below one and one-half times a team's regulation size. After review, the committee's recommendation will be presented to the Waunakee Community Board of Education for review and action.

Coach/Player Ratio

Approximate ratios subject to annual review by the athletic director and principal with a final decision by the Board of Education.

A. Middle School

20 to 1 for football, basketball, volleyball, track, cross country ~~and softball~~

15 to 1 for wrestling

13 to 1 for cheerleading

25 to 1 for dance team

B. High School

13 to 1 for football - all levels, cheerleading - all levels

15 to 1 for volleyball, wrestling, basketball, softball, lacrosse, baseball, track at varsity and JV level, 20 to 1 at freshman level

18 to 1 for soccer - all levels

20 to 1 for cross country, swim, golf - all levels

10 to 1 for hockey, gymnastics

20 to 1 for tennis

25 to 1 for dance team

Cutting

The middle school shall have a no-cut policy for its interscholastic program. Students shall receive the opportunity to play through a rotation system in basketball and volleyball if necessary.

Cutting is allowed at the high school. It is to be done tactfully and personally by coaches (no list posted, etc.). Cuts may be reviewed by the athletic director and principal.

Other Co-Curricular Activities – Director/Student Ratio

A. Middle School

25/1 for Future Problem Solving, and Middle School Drama/Musical Productions and Junior Science Olympiad, or any like performance competition activities

20/1 for Forensics

20 entries/1 coach for Solo/Ensemble*

B. High School

30/1 for Spring Plays/Musical with Director Assistant

20/1 for Forensics

~~25/1 for Dance Team~~

20 entries/1 coach for Solo Ensemble*

*Exclusions in definition of entries include:

1. Large group ensembles that are primarily coached during the school day.
2. Ensembles that are listed as another co-curricular (HS and MS jazz ensembles, HS vocal jazz, MS vocal ensemble)
3. Entries that are coached by private instructors.
4. Any solos or other small groups that can be accommodated during the day.

Cross Ref.: 535.21, Coaches/Volunteer Coaches

Adopted: 2/13/84

Revised: 4/22/91
March 1994
6/8/98
December 2002
July 2004
January 2007
October 2008

Waunakee Community School District

CO-CURRICULAR PROGRAM ELIGIBILITY

370-Rule (2)

Activities governed by eligibility are:

1. Forensics
2. Drama (1-Act, All School Play)
3. Musical
4. Athletics
5. All Music Groups
6. Dance Team
7. Cheerleaders

Academic Eligibility - High School

Students participating in the co-curricular programs are responsible for maintaining scholastic eligibility. Students in all co-curricular activities must take a minimum of six courses each semester. Eligibility is computed each nine-week grading period. In order to maintain scholastic eligibility, a student taking six academic courses must receive a minimum of five passing marks. If a student has one failing mark, he/she must have a “C” or above in one of the remaining five courses. If a student receives two failing marks, he/she will be ruled ineligible. Incompletes are considered failing marks until all work is completed and a grade has been issued.

A student declared scholastically ineligible may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. The student must have each teacher fill out the “Student Weekly Eligibility Report”, which can be obtained in the school office, and turn it in each school week for the remainder of the nine week grading period.

During the 15 school days of the ineligibility period, he/she may practice but is not allowed to participate in any extra-curricular game or activity. During all succeeding weeks, he/she can participate in all games and activities provided ALL grades received are passing and the form has been returned to the office.

Eligibility is determined by the 1st and 3rd nine-week progress grades and the 1st and 2nd semester grades. INELIGIBILITY may be made up during the summer. Students ineligible at the end of the 2nd semester grading period will follow the procedure outlined above for the first nine weeks of the following school year.

Academic Eligibility - Middle School

~~Students participating in co-curricular programs are to maintain a passing grade in all classes. A student receiving an "F" shall continue to practice with his group or team but cannot participate in games, concerts, or meets. Eligibility is determined at the end of four weeks into each progress grading period, and at the end of each nine weeks grading period. This eligibility provision carries over to the beginning of the first quarter of a student's freshman year (fall activities). Students can regain eligibility at the end of their first three weeks of classes in the high school under the provisions in the second paragraph in the high school eligibility section. A student can regain eligibility during an activity season by raising his/her level of work above failing in the affected classes.~~

● **8th Grade Students - Fall Activities** - 8th Grade Eligibility for Fall Activities will be based on a student's 4th quarter grades of 7th grade. Students with 1 or more F's will be ineligible for competition for 10 calendar days or a minimum of 1 contest/event. After 10 days or 1 contest/event the student will be reinstated. They will also have to complete the 14 day report to maintain their eligibility.

● **8th Grade Students - 14 day report** - (Calendar days from the 1st day of school) - 8th grade students who are ineligible at the start of Fall Activities will be given a grade report sheet on the Monday of the week of the 14th day. Students must return the completed grade report sheet to their coach by that Friday. If the student has 1 or more F's they will again be ineligible for 10 calendar days or a minimum of 1 competition/event. *Failure to return a grade report sheet would result in the student-athlete being ineligible for 10 calendar days or a minimum of 1 competition/event.

● **Incoming 7th Graders - Fall Activities** - Incoming 7th graders participating in Fall Activities will be afforded initial academic eligibility. Eligibility will be evaluated when 1st quarter grades are submitted.

● **All Students - Winter/Spring Activities** - Based on the most recent grade report, quarter or semester: 1 or more F's will result in a 10-day ineligible period (minimum of 1 competition/event). After 10 days a grade report sheet will be submitted to their coach/advisor. All classes must be passing to regain eligibility.

● **Regaining Eligibility** - Any student serving an Academic Suspension must turn in a grade report sheet signed by all of their teachers attesting that the student is doing passing work.

Tuition Student Participation in Interscholastic Athletics

Tuition paying students who are paying their own tuition to attend Waunakee Community School District and are residing full-time with their parents in their primary residence are eligible to participate on interscholastic athletic teams in the school in which they are paying tuition to attend.

Attendance Requirement

The district requires students participating in or attending the co-curricular program to be in attendance at school on the days that specific activities will be practicing or participating in a concert, game, etc. A **Middle School** student must be in attendance at school by 11:55 a.m. on a day in which he/she participates in an after school activity. **A High School student must be in attendance at school by 11:55 a.m. on a day in which he/she participates in an after school activity.** If a participant cannot be in school for reasons other than illness, the absence must be pre-planned and pre-approved by the principal, activities director, or assistant principal for the student to practice or participate that day.

Foreign Exchange Student Participation in Interscholastic Athletics

All foreign exchange students must apply for admission to Waunakee Community High School. Applications for admittance must be received by July 15th if the applications are to be considered for the start of the fall semester of the upcoming year. All applications must be from exchange programs approved by the Board of Education and that have received a “Full” listing status by the Council on Standards for International Education Travel (CSIET). The individual applicants are subject to acceptance or rejection as determined by the high school principal. Subsequent to approval for attendance the district will waive, for one year, upon request, the residence requirement for eligibility and participation in interscholastic athletic competition.

Resident Students Participating in Home-based Educational Programs

Students who resides in the school district and are enrolled in a home-based private educational programs may participate in interscholastic athletics and other extracurricular programs on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.

Adopted: 11/8/82
Revised: 4/22/91
March 1994
April 1997
June 8, 1998
July 2001
May 2005
August 2013
September 2015
December 2021

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR OFFERINGS

370-Rule (3)

Co-curricular activity participation plays a significant role in the total educational development of our young men and women. The Waunakee Community School District offers a wide range of co-curricular activities for students.

Reduction in Offerings

Annually ~~in May~~ the Activities Director/Principal shall ~~certify~~ **provide** to the Board of Education the actual number of participants in each activity. The ~~certified~~ number of participants shall constitute the basis of reviewing and establishing coaching/advisor staff for succeeding seasons in each district activity. In assessing the need to reduce the number of co-curricular offerings the “priority criteria”, as established in Policy 370-Rule (4) will be utilized.

New Offerings

In order to best provide for the needs and interest of our students, a change in the activities offered must take place from time to time. Consideration will be given to the addition of activities, including the resumption of inactive organizations, based upon criteria as outlined in Policy 370-Rule (4).

Adopted: July 2004

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR REDUCTION/ADDITION GUIDELINES

370-Rule (4)

Reduction/Addition of Program Offerings Guidelines

Reduction in Offerings:

In assessing the need to reduce or cut co-curricular programs in the following “priority criteria” will be used to formulate the recommendations(s):

1. The total net cost of the program to district.
2. The total number of participants in the program.
3. The cost per participant within the program.
4. The socialization/spectator value of the co-curricular program to students.
5. The combination of a program offering both a girls and boys option (equity).

Other considerations may include:

1. The number of spectators who pay to view the program (revenue).
2. Increasing fees to offset the cost of maintaining a/all programs.
3. The program is offered by a majority of other conference schools.
4. Booster Club funding/support.
5. The Board of Education retains the right to consider the “academic” value of a program in making final budget cut decisions.

New Offerings: (Initial Requests due by October 31st to Co-Curricular Committee)

In assessing the need to add a new co-curricular activity, including the resumption of an inactive activity, the following criteria will be use to evaluate the request:

1. Sufficient demonstrated interest by the student body.
 - a. Written registration and certification with the principal/activities director of the required minimum number of students who wish to participate.
 - b. A student/parent meeting to discuss the activity.
 - c. Prospects for long-term participation and student involvement.
2. Description of the group’s proposed activities including total district budget implications.
3. Availability of funds within budget guidelines as established by Board of Education.
4. Booster Club funding/support.
5. Availability of necessary facilities within which to conduct the activity.
6. Availability of a qualified advisor/coach approved by the administration.
7. Safety/liability factors for students/District.
8. Final approval of the Board of Education.

Co-Curricular request for Paid Advisors

After a Co-Curricular has been active for 3 consecutive years the advisor may submit a request for consideration as a paid advisor. To make this request the advisor must submit to their

principal by the end of February the school year prior to be considered as a paid advisor for the next school year. The request submitted to the principal must include the following:

1. Club rosters from the last 3 years
2. A list of activities the club has done
3. A list of activities the club has scheduled for the future

Once received, the principal should draft a statement of support for the request which includes the proposed pay schedule for the activity. Completed packages should be sent to the Superintendent's Administrative Assistant no later than the first week in March. After that date requests will not be considered for the upcoming school year.

The 3-year waiting period does not apply to new co-curricular offerings of clubs that compete.

**NEW CO-CURRICULAR PROGRAM
Guidelines/Proposal
BOE Policy 370-Rule (4)**

****Initial Request are due by October 31st to the BOE Co-Curricular Committee****

Name of Organization: _____

Contact Person: _____ Phone: _____

Date of Request: _____

I.) Students & Staffing

- a. Demonstration of interest by student body.
 - 1. Please attach a written list of students who have signed up or are interested.
 - 2. Date of student/parent meeting: _____
 - 3. Prospect of long term participation and student involvement:

- b. Coach/Advisor/Director: _____
(or Names of potential coach/advisor/director)

- c. Description of Group Activities:

II.) Budget Implications

- a. Are district funds being requested? Yes No

- b. If yes: approximately how much is being requested? _____

- c. Are you requesting a paid advisor position after a three-year review period?

Yes No

- d. Is there Booster Club support/funding? Yes No

III.) Facilities

a. What District Facilities are needed for this program?

b. Are there any safety/liability factors for the student/district? Yes No

If Yes, please explain:

Principal/Activities Director

Signature: _____ Date: _____

District Administrator

Signature: _____ Date: _____

Approval by BOE:

Signature: _____ Date: _____

Adopted: July 2004

Waunakee Community School District

Revised: August 2009

STATE/NATIONAL (NON-ATHLETIC) COMPETITIONS

370.1

The Waunakee Community School District believes that participation of students in state/national competition as part of their co-curricular participation can promote participation, develop self-esteem, expand social/performance skills and provide recognition for the individual, the program and the school district.

The district supports opportunities of this nature however participation in any national competition that requires out of state travel and/or for any extended periods of time is restricted to those students and programs that compete at the grade 9-12 (high school) levels only. Participation in local/state competition will be supported and approved for fifth through eighth grade levels students providing there are an adequate number of chaperones (staff/parents). Participation in local/state or national competition will not be approved for any PreK through fourth grade student/program.

Costs for recognized/approved state/national competition participation at the 9-12 level will be provided through a combination of fundraising/parent support and district support. The district will provide funding support for in-state travel only. Competition costs for district recognized and approved local/state competition for students at fifth through eighth grade will be funded by the district. Local/state competition funding will include necessary entry fees, transportation to/from the competition and any competition costs directly associated with the event. Chaperones/advisors will also be reimbursed for their meal costs. Parents will be responsible for any extraneous costs beyond those identified above including hotel/overnight accommodations and meal costs.

Requests for participation in local, state or national competition shall be submitted for Board approval per the appropriate guidelines as outlined in Policy 352 – Field Trips and Excursions – Rules 1-3 and Exhibit.

The District shall not discriminate in admission to or participation in, rules of behavior for or disciplinary action in any co-curricular program or activity or facilities usage because of the person's sex, race, national origin, religion, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

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

Legal Ref.: Sections 118.13 Wisconsin Statutes
120.12 (23)
120.13 (1) (a)
PI9

Cross Ref.: 352-Field Trips and Excursions Rule 1-3/Exhibit
370 – Student Co-Curricular Activities Rule 1-4
411 – Equal Educational Opportunities Rule 1-2/Exhibit
447.31 – In School Suspension
881 – Relations with Community (Wednesday Activities)

Adopted: August 2006

INTERSCHOLASTIC ATHLETICS

377

The Waunakee Community School District Board of Education believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive interschool and/or intramural team and individual sports activities.

The Board shall provide grade 7-12 students with interscholastic athletic competition in a variety of sports. Qualified personnel will be provided for coaching and supervising individual sports.

POLICY CONDITIONS

- 1) Participation in interscholastic athletics is limited to students in grades 9-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.
- 2) Students in grades 8 and/or below are prohibited from competing with or against 9-12 grade students in member schools without a waiver from the W.I.A.A.
- 3) The athletic program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
- 4) Those teachers/Coaches having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
- 5) The Waunakee High School is a member of the Wisconsin Interscholastic Athletic Association (W.I.A.A.), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which WIAA encourages. The eligibility of students to participate in athletic programs is determined in accordance with WIAA regulations and WCSD Board of Education policies.
- 6) No student may start practice for any athletic team until he/she has obtained written consent from the parent or legal guardian which includes Knowledge of Risk and Informed consent, Consent for Emergency Medical Treatment, Co-curricular consent form, and Parent & Athlete Concussion form.
- 7) No student may start practice for any athletic team until he/she has a physical every other year.

- 8) Expenditures for the athletic program are incorporated as part of the general budget of the Board. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the Business Manager for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the Business Manager.
- 9) District participation in interscholastic athletics will be subject to approval by the Board.
- 10) Arrangements shall be made by school administration for the provision of emergency services at all extra-curricular events. This provision may be letting the coach/advisor know whom to contact in case of emergency. The designated person shall be knowledgeable of the school's emergency nursing policy and procedures as well as the After School Event Emergency Plan. Other school personnel may handle routine first aid procedures and first aid kits must be on hand at every athletic event.

The District shall not discriminate in participation in interscholastic athletic programs or activities, rules, behavior, disciplinary actions or facilities usage because of the person's sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

Legal Sections: 118.13 Wisconsin Statutes
 120.13(1)
 252.14

Cross Ref.: 370-Rule (1), Co-Curricular Activity Size Limitations
 370-Rule (2), Co-Curricular Eligibility
 377-Rule (1), Athletic Code Regulations
 377-Rule (2), Athletic Program Rules
 411-Rule (1), Student Discrimination Complaint Procedures

Adopted: 11/8/82

Revised: 9/14/87
 March 1994
 January 2002
 May 2005
 August 2013

Waunakee Community School District

WAUNAKEE HIGH SCHOOL CO-CURRICULAR CODE AND POLICIES

370 Rule 1~~377 Rule (1)~~

Use of Alcohol, Tobacco or Controlled Substances

Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs and/or performance enhancing substances) shall be suspended from participation in co-curricular activities. This rule is to be in effect and enforced for twelve months of the year.

Any student who provides, buys or sells either alcohol, non-alcohol "look alike" or malt beverages, and/or any illegal controlled substance including "look alike" drugs or performance enhancing substances will be subject to the sanction stipulated in the violation sections of the co-curricular code.

First Violation:

Restriction from co-curricular participation (competition) for a period of 33.3% of the participating students co-curricular contests which the violating student would choose to participate in for one season (fall, winter, or spring). Any remaining percentage of the suspension not served shall be applied toward the next sport or activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her team/organization. All training rules and requirements of the team/organization must be followed by the suspended student.

1. If a student is found to be in violation and agrees to go through a student assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. Refusal or failure to take the assessment or to follow its recommendation and he/she shall serve the balance of the 33.3% as outlined above.

Second Violation:

Restriction from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

2. If a student is found in violation for the second time and agrees to an assessment and to follow through with its recommendations, the period of suspension shall be 33.3% of the contests for each activity the student participates in for one full calendar year. Refusal or failure to take the assessment or to follow its recommendations and he/she shall serve the balance of the full calendar year as outlined above.

Third Violation:

Indefinite suspension from participation in Waunakee High School co-curricular activities for his/her high school career. After one calendar year from the date of infraction, the student may appeal to the Principal for a review for reinstatement. If reinstated, any additional violation would be treated as a third violation.

NOTES:

1. Restriction from participation shall be effective from the date determined by administrative action
 2. Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, that does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-curricular Code violations.
 3. During the period of suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest or performance. However, the student must be with the team or group during the event and travel to the event with the team or group. They may not participate or be in uniform.
- A. Look Alikes:
Any student, who provides, buys or sells either alcohol, non-alcohol “look alike” or malt beverages, and/or any illegal controlled substance including “look alike” drugs and performance enhancing substances will be subject to the sanction stipulated in the violation sections of the co-curricular code.
- B. Expulsions:
Any student expelled from school is ineligible to practice or compete in co-curricular activities during the period of expulsion.
- C. Suspensions:
Any student suspended in or out of school is ineligible to participate during the suspended time. All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.
- D. Incarceration and Legal Sanction:
1. A student who is charged/cited for serious unlawful activities (felonies) will be suspended indefinitely until such time that the outcome of the case is decided.
 2. A student who is released from incarceration (under the Huber Law or through an electronic monitoring program or any other legally related program that releases a student from incarceration to attend school) to attend school may not participate in co-curricular activities.

3. When a student is released from his/her incarceration, he/she will not be eligible to participate in co-curricular activity for a full calendar year from the date of their conviction.
 4. A student who is charged/cited for unlawful activities of less serious nature (misdemeanors) (excluding traffic violations) will be in each individual case, subject to the sanctions stipulated in the violation sections of the co-curricular code. If a student participates in an educational program with a police liaison officer, the penalty will be reduced according to the appropriate violation section.
- E. Waunakee Community School District reserves the right to random drug test.

APPEAL PROCEDURE

If a student and/or parent(s) or guardian(s) wishes to appeal a decision regarding a Co-Curricular code violation sanction, the following appeal procedure must be followed:

1. After a ruling resulting in a suspension from co-curricular eligibility, the student and/or his/her parents(s) or guardian(s) may formally appeal the decision by submitting a written request for a hearing and state the reasons why they believe a hearing is warranted. This request must be received by the Principal within seven calendar days of the date on the suspension letter.
2. After the appeal has been received, a hearing date will be set by the Principal within seven calendar days of receipt of the appeal letter.
 - First violation penalties may be appealed to the Superintendent for review.
 - The Superintendent will hear the Principal's rationale for imposing the Co-Curricular Code penalty.
 - The Superintendent will also hear the student and/or parent's or guardian's rationale as to why the Co-Curricular Code penalty should not be imposed.
 - The Superintendent's decision is final.
3. Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).
 - A. The student will be provided with an opportunity to testify and present other evidence on his/her behalf.
 - B. The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will discuss the situation and end with a ballot vote to sustain or reverse the decision being appealed. Penalties may not be modified or reduced upon appeal.

- C. The decision will be put in writing and mailed to the appealing party(ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process.
4. The Principal's Council will be selected by the Principal as follows:
 - A. Chairperson: Principal or designee (votes only to break a tie)
 - B. Athletic Director (non-voting)
 - C. One Guidance Counselor or faculty member
 - D. Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)
 - E. One student council member (The President or a designee – must be a junior or senior)
 - F. Two student representatives involved in co-curricular activities.
 - G. One parent representative.
 - Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.
 5. The purpose of the Principal's Council is to hear and consider all appeals by a suspended participant. Members of the council shall be appointed by the Principal or designee at the beginning of the school year and will serve on the council for one school year. The Principal or designee will appoint alternates for members unable to attend or serve. The council can act when a majority of its members are present.
 6. If the student and his/her parent(s) or guardian(s) are not satisfied with the council's decision, a second hearing may be requested before the district Superintendent. The Superintendent must receive, in writing, a request for such a hearing within seven calendar days of the date the decision by the council was mailed. The procedures outlined in #3 above, including items (A) through (C) will be applicable relating to the second hearing. This appeal will be heard by two district office administrators appointed by the Superintendent.
 7. This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions within the school district. For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct can not be modified or reduced as a result of an appeal.

Further Sanctions

Any athlete, who is dismissed from the squad for violating this code, remains ineligible, or quits the squad before its season is completed does not receive any award for that sport.

Adopted: March 1994

Revised: September 1994
April 1997
March 2000
January 2002
January 2007
August 2013
XXXX, 2023

Waunakee Community School District

WAUNAKEE MIDDLE SCHOOL CO-CURRICULAR CODE AND POLICIES

370 Rule 2~~377 Rule 2~~

It is without question that top mental and physical performance comes from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each individual participant should take care of his or her body in such a manner that would allow it to perform at peak efficiency at all times. It has been substantially documented medically that certain substances, namely alcohol, tobacco and controlled substances, can be detrimental to any performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the physical and mental performance of all individuals. Adherence to these training rules is a matter of individual self-discipline.

A student shall be suspended from contest participation for acts (a) involving use of alcohol or tobacco or the use, possession, buying or selling of controlled substances; (b) involving immoral or unacceptable conduct contrary to the ideas, principles, and standards of the school and the WIAA Handbook.

Conduct Code for All Activities

- A. Students participating in school activities, shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all school co-curricular activities for 1-3 school days and the next scheduled meet, match, game, event or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.
- B. Students will make time at the teachers' convenience (this may be before the school day, during noon or after school) for misbehaving in class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach and player.

- E. Students absent due to illness in the afternoon or on the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.
- F. The teacher of any student having academic problems should confer with the student's advisor/coach to insure the best learning situation for the student. The satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.
- G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.
- H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.
- I. If a student is having academic difficulty before the first grading period, the teacher and the coach/advisor may take appropriate action to better monitor the student's classroom progress.

Use of Alcohol, Tobacco Products or Controlled Substances

Any student using or possessing alcohol or tobacco products, or using, possessing, buying or selling illegal controlled substances or look alike drugs/alcohol, shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year.

First Violation:

Restriction from co-curricular participation (competition) for two (2) contests. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group. However, he/she cannot dress in the uniform, travel with the group, or sit on the bench. All rules and requirement of the activity must be followed by the suspended student.

- a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there shall be a one contest suspension. Refusal or failure to take the assessment or to follow its recommendations and he/she shall serve the two (2) contest suspension.

Second Violation

Restriction from co-curricular participation (competition) for 33.3% of the contest based on the regular season of that activity.

- a) If a student is found in violation for the second time and agrees to an assessment and to follow through with its recommendations, the period of the suspension will be the time it takes to complete assessment and recommendations. There will be minimum of two contest suspension.

Third Violation

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction.

ELIGIBILITY POLICIES FOR WAUNAKEE MIDDLE SCHOOL CO-CURRICULARS

1. Each participant must be issued a Waunakee Community Middle School Co-Curricular Handbook and a Co-curricular Code from his/her coach/advisor. Students must return the consent form to their coach/advisor with their signature and the signature of their parents/guardians indicating that they understand the handbook and agree to abide by all rules governing their activities.
2. Students must return a WIAA physical examination card completed by both a parent or legal guardian and a licensed physician or advanced practice nurse prescriber to be eligible for practices or contests. Any 8th grader without a valid WIAA physical examination card must have one completed or they are ineligible for practice or contests. Eighth graders who had a WIAA physical examination card completed during 7th grade must have an alternate year card completed by the parent. The district requires that all 7th, 9th, and 11th graders, and students entering during 8th grade who have not had a physical, have WIAA physical examination cards completed. **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.**
3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, receive practice

and game schedules and any other material pertinent to that activity. A parent must attend one meeting of the first sport/activity in which his/her son/daughter participates each year to review co-curricular code revisions. Parents are not required to make more than one of these meetings per year unless a coach/advisor requests that the parent attends additional meetings if he/she determines it is in the best interest of the student.

4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 and 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.

5. All restrictions from participation shall be effective from the date of the infraction.
6. Parents/Guardians of each participant must fill out and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT form. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.

CO-CURRICULAR INELIGIBILITY

All students who are scholastically eligible have the opportunity to participate in the co-curricular program, providing they meet all necessary requirements.

1. Students receiving a grade of “F” for any course will be considered academically ineligible for participation in any co-curricular activity/contest. The student can continue to practice during the period of academic ineligibility with the consent of the coach/director and parent/guardian.
2. At four weeks into each quarter grading period, coaches/advisors/directors will provide a grade behavioral check sheet to all participants. Students are responsible for completing this progress check sheet and submitting this to their coach/advisor/director. If a student earns an “F” in any class, then s/he is responsible for meeting the criteria stated below.

If a student earns an “F” on a grade and behavioral check sheet or in a quarter grading period, s/he is:

- Academically ineligible to compete or perform until the failing grade is removed.
 - Responsible for taking an eligibility reinstatement form to ALL assigned teachers until failing grade(s) have been removed.
 - Responsible for taking a reinstatement form to the teacher of the specific subject the student failed for three continuous weeks after the failing grade(s) is removed.
 - Responsible for taking this reinstatement form to the teacher(s) on every Friday of each week during the three week time period.
 - Ineligible for at least one full week (until the following Friday when the reinstatement form can be signed demonstrating eligibility).
 - Expected to maintain passing grades to return eligibility status.
3. Students who receive a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co-curricular activity in 8th or 9th grade.
 4. Any student dropped from a squad/activity for disciplinary reasons, is ineligible for any sport/activity during that season*, or may be ineligible for the entire school year.
 5. During a sport season*, a student may quit one squad and join another squad upon mutual agreement of the coaches and the athletic director.

*Seasons apply only to athletic events. The school year shall consist of three sport seasons:

1. Fall sports (August - October)
2. Winter sports (November - March)
3. Spring sports (April - June)

Most middle school contests are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule.

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parent will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

1. The principal/assistant principal or activities director shall within three (3) school days of notification of the infraction formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details related to:
 - a) the violation or infraction
 - b) date of violation or infraction
 - c) period of the consequence
 - d) other pertinent information
2. After a ruling is made, resulting in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.
3. After the appeal has been received, a date for the hearing will be set by the principal within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review Board which consists of the following:
 - a) Principal or designee
 - b) Other advisor/coach out of season
 - c) Faculty member at large

Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

- a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 - b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.
4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Co-curricular Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parent/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.

Adopted: 6/8/98

Revised: July 2001
February 2002
XXXX, 2023

Waunakee Community School District

STATE TOURNAMENT ATTENDANCE

377.1

When attendance is not mandatory, the Board of Education will furnish a maximum of four season tickets to each athletic sport state tournament. The principal, activities director, and the head coach of the sport for which the ticket is purchased will determine when and by whom tickets will be utilized. A maximum of four coaches may be excused during the school day to attend state tournament games.

Students who wish to attend the tournament may do so if they purchase their own ticket and follow the prescribed policy for making up work prior to their attendance. Students must follow district prescribed attendance procedures in addition to the requirements of this policy.

The district may purchase tickets for Board members and district staff serving as chaperones/supervisors for student spectators/participants when a Waunakee team is participating in a state athletic tournament.

The district shall purchase tickets for the following individuals when a Waunakee team is participating in a state athletic tournament: Students representing the school in support of the team (i.e., dance team if performing, pep band if performing, cheerleaders). Tickets will be purchased by the district subject to funds being available.

Legal Ref.: Sections 118.15 Wisconsin Statutes
120.13

Cross Ref.: 430-Rule (1), Attendance Procedures
Current Employee Agreement

Adopted: 11/8/82

Revised: March 1994
June 8, 1998
February 2002

Waunakee Community School District

RANDOM DRUG TESTS AND CO-CURRICULAR PARTICIPATION

377.2

The Waunakee Community School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The School District recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles and in accordance with the guidance of the United States Supreme Court, it is the policy of the Waunakee Board of Education to help “prevent students involved in co-curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs.” Accordingly, the board directs the Superintendent to implement and conduct a program of random drug testing of student “participants” meaning those involved in co/extracurricular activities at the high school level.

Guidelines for random drug testing of student “participants” are set forth in administrative rule. More specific procedures, necessary to implement these Guidelines, may be developed by the Superintendent or designee. This Policy and Procedures shall be overseen and implemented by the Superintendent or designee.

Legal Ref.: Sections 120.12(2) Wisconsin statutes
120.13
Veronia School District v. Acton 115 S.Ct. 2386 (1995)

Cross Ref.: 377-Rule (1), High School Co-Curricular Code of Conduct
377-Rule (2), Middle School Co-Curricular Code of Conduct
443.4, Drug-Free Schools

Adopted: June 2000

Revised: February 2002
XXX, 2023

Waunakee Community Schools District

RANDOM DRUG TESTS

377.2 Rule (1)

I. DEFINITIONS

- A. Student Participant: Any student who is trying out for or participating in any school-sponsored co or extracurricular activity at the high school, as outlined in the student handbook.
- B. Alcohol: Any liquor, wine, beer, or other drink containing alcohol.
- C. Drugs: Phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, morphine, alcohol, nicotine, and anabolic steroids, except when taken pursuant to a legal prescription issued and any other substance determined by the United States Department of Transportation to be a controlled substance.
- D. Positive Results: A test result which indicates the presence of illegal drugs or alcohol.
- E. Administrative Failure: Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing procedures. An administrative failure will be treated the same as a failed drug test and the appropriate co-curricular penalties will be applied.

II. CONSENT FORM

Students signing up for high school co/extracurricular activities shall be given a consent form, the execution of which by the student and, if the student is a minor, his/her parents/guardians, constitutes express permission and agreement that the student will submit to periodic random drug testing. Signing the consent form, and adherence to its conditions thereafter, shall be a condition of participation in the co/extracurricular activity.

III. RANDOM SELECTION OF STUDENTS FOR TESTING

Each student participant shall be assigned a number by the Superintendent or his or her designee.

Random draws will be done by the drug screen technician. Random selection of numbers will not occur on the same day each week. A designated number of participants, to be determined at the beginning of each quarter.

377.2 Rule (1) continued

IV. NOTIFICATION OF STUDENT PARTICIPANT SELECTED

Students selected to be tested will be called to the office. If a student participant has not been tested by the end of the test day, the Superintendent or designee will determine if the student participant is absent from school. If the absence is due to truancy, the student participant will be ineligible for participation, practice, or competition/performance until the next testing date and then will automatically be tested on that date. If the absence is excused, the student participant will remain eligible for participation, practice, and competition/performance but will automatically be tested the next date. If a student participant has a second excused absence, he or she will then be declared ineligible until the next test date at which time the student participant will be tested. Ineligibility may be waived upon review by building and/or superintendent.

V. TESTING PROCEDURES

A licensed medical facility selected by the Superintendent shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Student participants submitting an adulterated specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

VI. TESTING NEGATIVE

The medical review officer will contact the Superintendent or designee within two (2) days of the testing date if results are negative. The parents or legal guardians of a student participant who tests negative will be notified by mail within three (3) days of the district's receipt of the information.

VII. TESTING POSITIVE

The medical review officer will contact the Superintendent or designee within four (4) days of the testing date if the results are positive. The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district's receipt of the information. The student/athlete immediately becomes ineligible

for participation in the student activity, subject to the exercise of options listed with Section IX.

377.2 Rule (1) continued

VIII. RE-TESTING

The student participant will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen re-tested in the certified facility of the family's choice and at its expense. The Superintendent or his or her designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all conditions set forth in Section VIII and XI will apply.

IX. CONSEQUENCES

In the event of a positive test:

First Violation:

Restriction from co-curricular participation (competition/performance) for a period of 33.3% of the participating student's co-curricular competitions/performances which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation. Note: WIAA regulations require a minimum penalty in the next sport if a student is not involved in a sport at the time of the violation. A student could not serve a penalty in a non-athletic event in the fall and participate in a winter athletic activity without the penalty being imposed in that winter sport.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

A second confirmed positive test will result in:

Second Violation:

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

377.2 Rule (1) continued

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment and to follow through with the assessment recommendations his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

A third confirmed positive test will result in:

Third Violation:

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career.

(NOTE: Nothing in Board policy and rule shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

X. REGAINNING ELIGIBILITY

After the conclusion of the period of exclusion from participation in the co/extracurricular activity as outlined in section IX, the student participant will again be eligible to participate.

XI. CONFIDENTIALITY

The results of any test administered under the terms of Board policy and rule shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the Superintendent consistent with legal requirements..

The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

Adopted: June 2000

Revised: February 2002
XXX, 2023

Waunakee Community School District



Waunakee

Community Cares Coalition

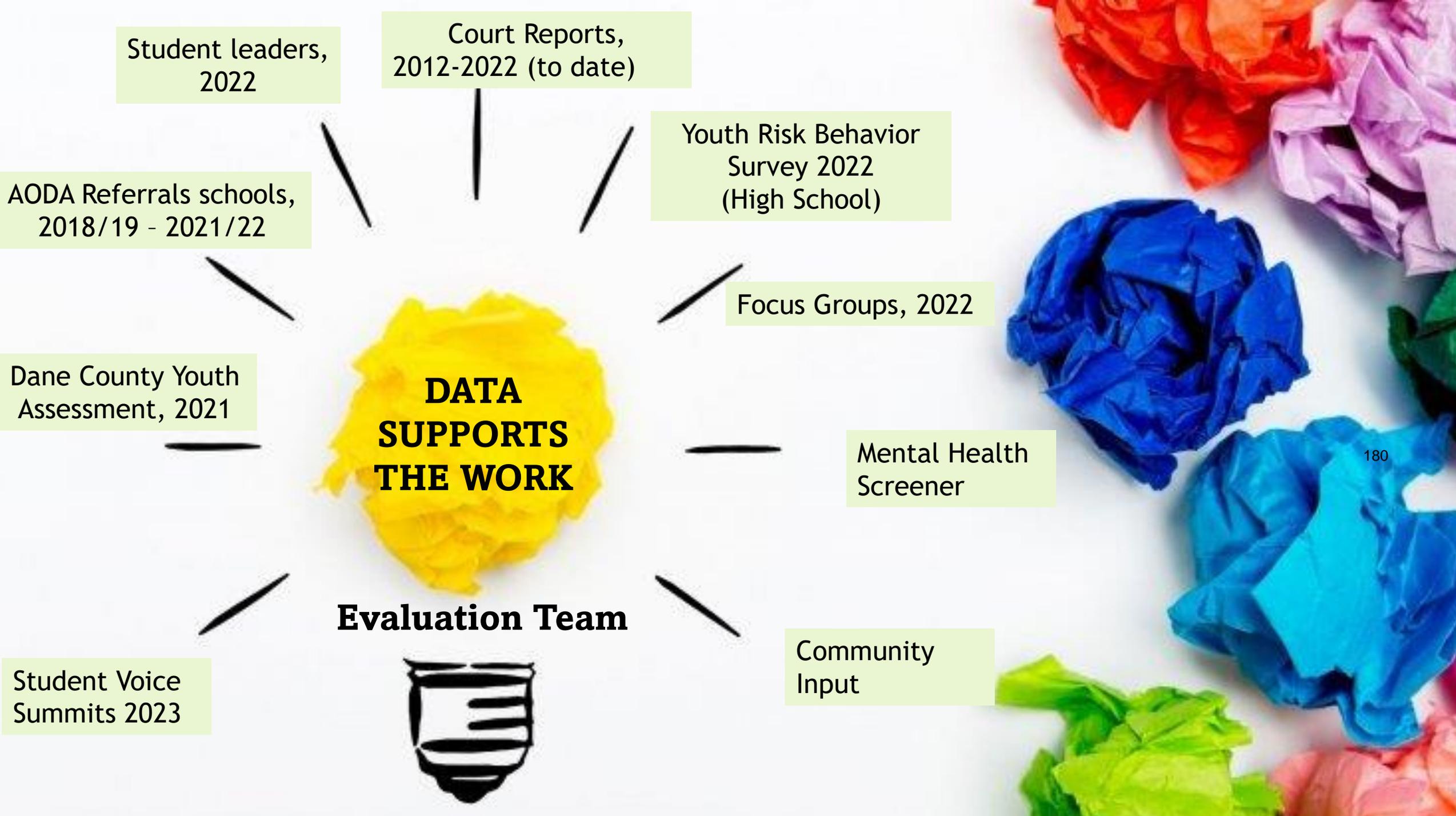
*Dedicated to Keeping Waunakee
Healthy and Resilient*



BE KIND
BE HEALTHY
BE RESILIENT

 **Waunakee**
Community Cares Coalition
GRAND MARSHAL

WISCONSIN
FEARLSS





OTHER RISKS

77% of youth are up past 11 PM every school night

60% of youth struggle with homework

43% of Latinx youth and 56% of our LGBTQ youth feel they do not belong at school.



MENTAL HEALTH

70% of young women are experiencing a mental health challenge

18% of youth have considered suicide in the past year



SUBSTANCES

29% of seniors have used alcohol in the past 30 days

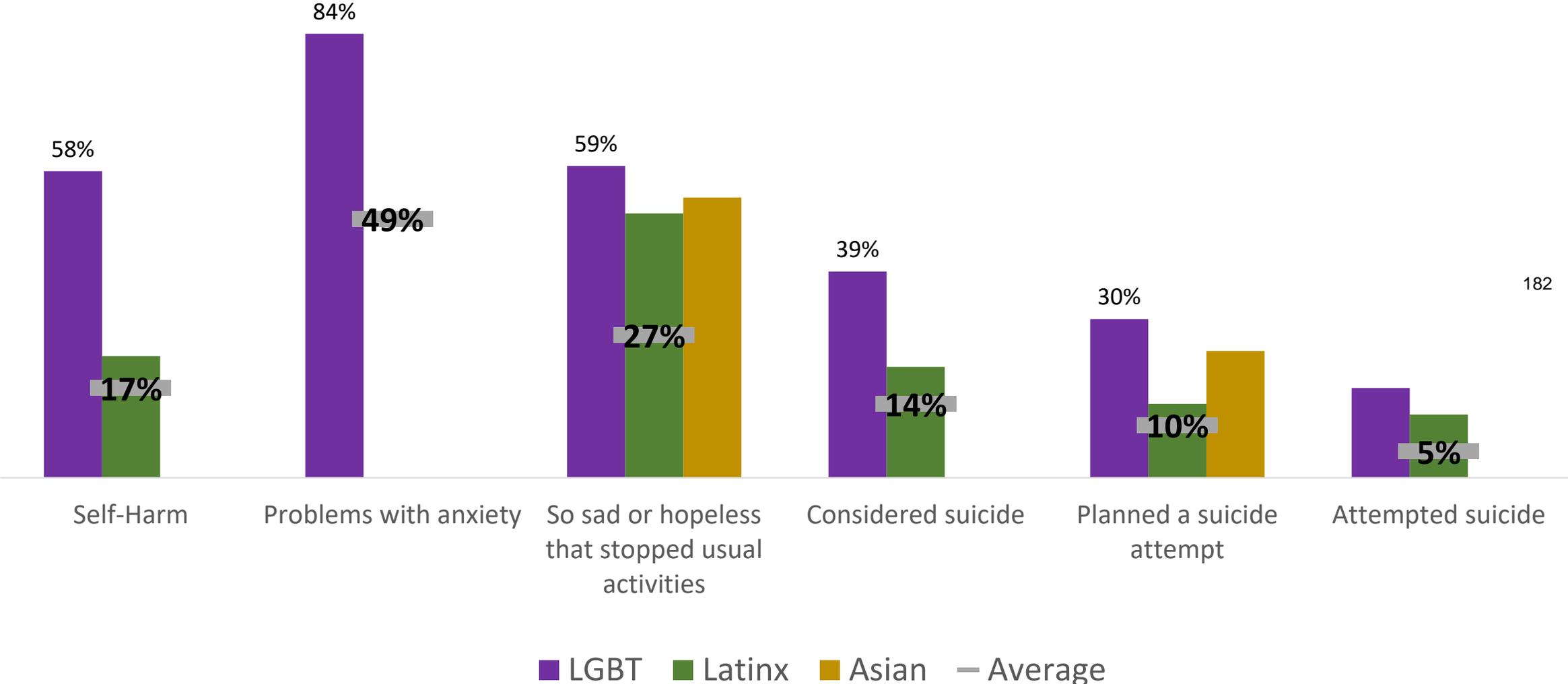
According to our Focus Groups - Youth vaping is on the rise

Challenges Facing the Youth in Waunakee

Source: 2022 Youth Risk Behavior Survey & Dane County Youth Assessment

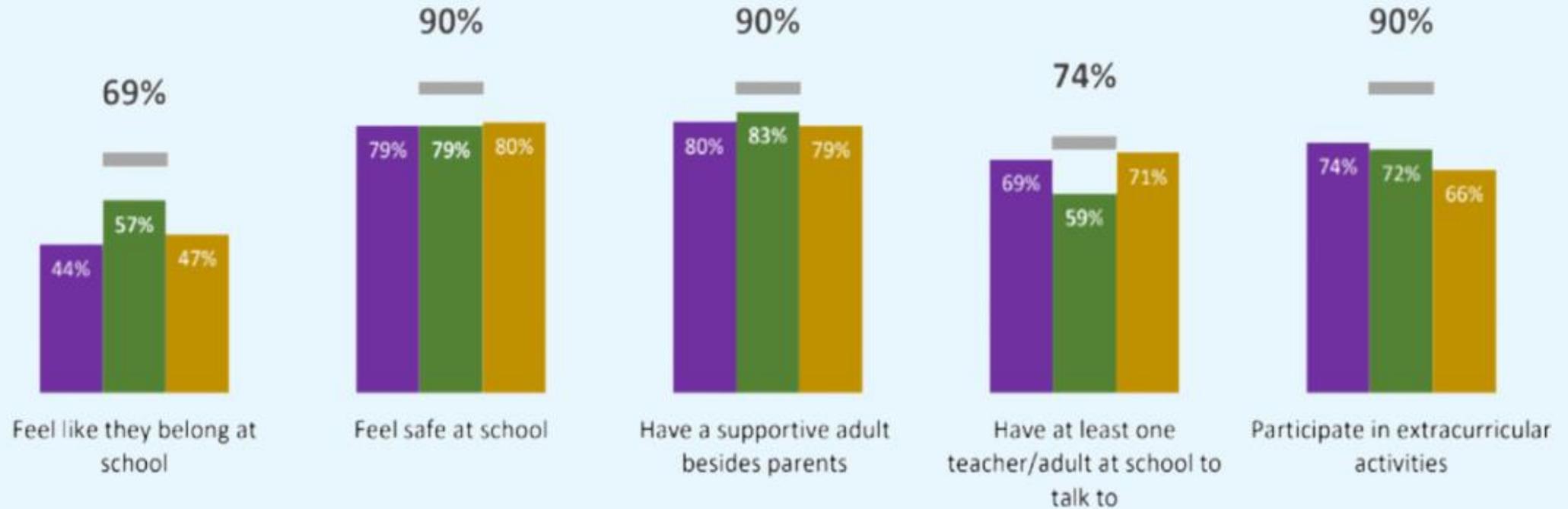
Mental Health

LGBT, Latinx and Asian students report mental health concerns at much higher rates than average



Belonging

LGBT and students of color* report lower rates of belonging and participation at school and support from adults

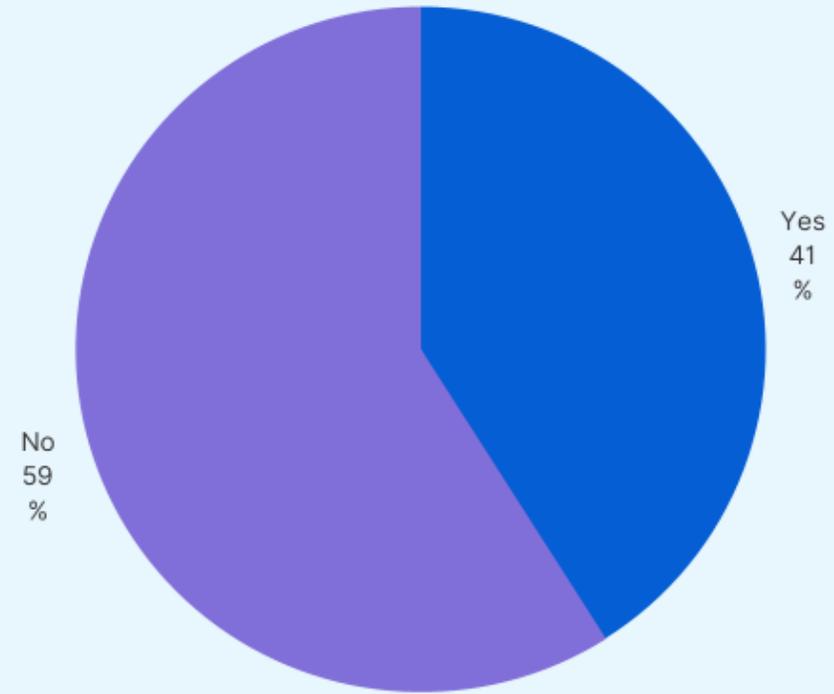


Have you experienced or witnessed any type of discrimination while at WCHS?

(Discrimination is defined as unfair treatment of one particular person or group of people)

Examples include:

- Mocking
- Bullying
- Racially motivated slurs
- Name calling
- Gender/Other Identity motivated slurs
- Microaggressions *
- Gender related (i.e. slurs, mansplaining, not respecting preferred pronouns...





95% of female and male population agree working together can bring about change

Summit Process March



12 Students

Introductions

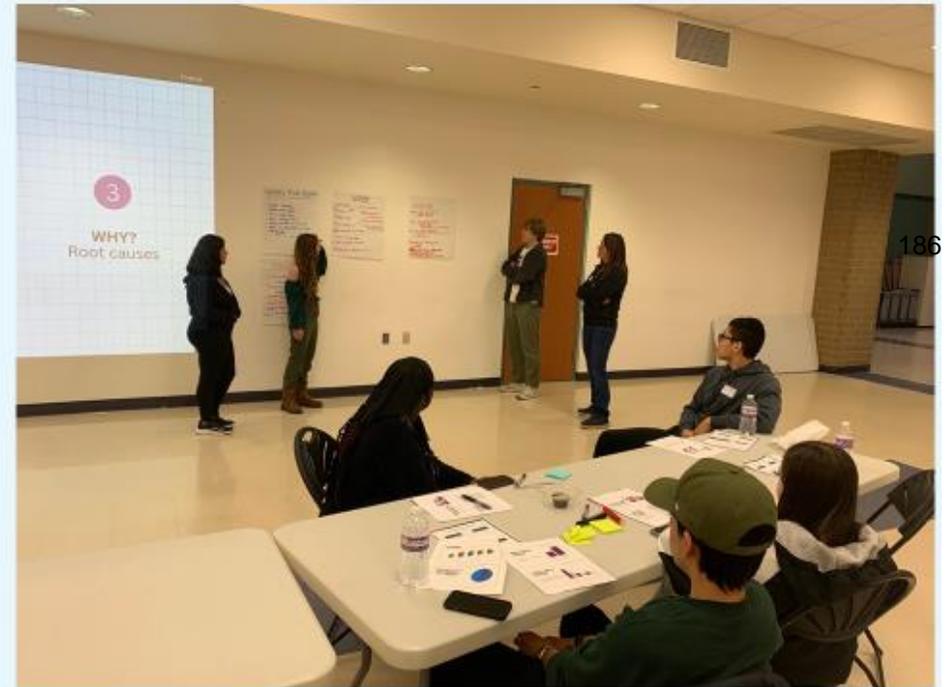
Speaker

Look At
Data

Stand For Me
Stand By Me
& Rope Activity

Wow,
Wonder
& Why

How will we
achieve our
goals?



Summit Process April



23 Students

Introductions

Meet & Greet
w/ Zach
Gowen

Look At
Data

Stand For Me
Stand By Me
& Rope Activity

Wow,
Wonder
& Why



Wow: Area of Strength



HIGHLIGHTS: STAFF, A VARIETY OF CLUBS + ACTIVITIES, & CONTACT TIME

- Counseling Office & Teaching staff that rock
- Supporting students with unique needs (504, IEP, ELL)
- Great education system—TEACHERS
- Kokopelli
- Student Media Staff
- Lots of club options
- Variety of classes to take
- Clubs & student activities-diverse selection
- Equipment
- Size of the PAC
- Sports & the weight room
- School trips & financial aid
- Advisory & Contact Time

Wonder: Area of Concern



HIGHLIGHTS: BULLYING + HARASSMENT, DRUG USE, & MENTAL HEALTH

- Bullying
- Drugs/Vaping
- Inappropriate sexual comments & harassment
- Wheelchair accessibility at the school
- High focus on testing—a lot of academic pressure
 - Especially for EL students where there is already a language barrier
 - More classes on “adulting skills”
 - Homework pressure
- Involve students when new rules are being introduced
- School WiFi & no consistent phone policy
- Funding for clubs, sports, and arts—it is inequitable
- More inclusion in health classes & history classes
 - (specifically gender language and starting earlier than high school)
- Mental Health
- Diversity in teachers

Our Work....



- ▶ **STUDENT RETREATS:** March & April
- ▶ **STUDENT WORK SESSIONS:** May, July, August
- ▶ **STAFF PRESENTATION:** May
- ▶ **ROTARY PRESENTATION:** June
- ▶ **SCHOOL BOARD PRESENTATION:** August
- ▶ **CRE8WAUNAKEE PRESENTATION:** October

Summer Work Sessions (Students, WCCC, School Board Members, Teachers)

- ▶ **PROPOSED NEW NAME:** Acting Together Impacts Coalition
- ▶ **NEW VISION:** We envision a welcoming school culture where students feel empowered to embrace their individuality, advocate for themselves, and are supported to maintain a positive lifestyle.
- ▶ **NEW MISSION:** We will create opportunities for students to amplify their voices, make positive connections, and become leaders that will promote meaningful change in the avenues of personal and social growth.
- ▶ **SCHOOL YEAR GOALS:** Co-Curricular Fair, Service Opportunities, Collaborating with Other Clubs, Membership Drive, Mentoring/Engaging Younger Students, Continued Student Voice Opportunities/Retreats, Student Voice on District Committees, Branding

QUESTIONS?





WCSD in Partnership with

Psychotherapy Center of Waunakee (PCOW)

Brief History

- RFP process began in spring of 2021
- Interview/reference process summer of 2021
- First MOU signed fall of 2021
 - Program launch November/December
- MOU Renewed in September of 2022
 - New school director/PCOW school-based services director
- Monthly communications, quarterly check-ins

Collaborative Practices

- Student Services Staff,
Student/Family, Therapists - team
approach
- Reduces barriers for support and
treatment
 - Student schedule and preference
prioritized
- No cost to district

Resources

PSYCHOTHERAPY CENTER OF WAUNAKEE
INTEGRATED SCHOOL SERVICES
Psychotherapy Center of Waunakee Monthly Newsletter

Winter Break

As the days get shorter and the nights get longer, along with the uncertainty that school breaks can bring to some students, it is not surprising that schools can see a change in behavior during the weeks before breaks. The following are just a few examples of how to take a proactive approach to those weeks before winter break:

- 1- Consistency and Routine- students thrive from predictability. Too much free time can be hard for some students. Continue with learning expectations.
- 2- Check-in with students- winter break can bring anxiety for some students (home alone? lack of food? financial strain?). Take time to really check in and listen. Let students know that you are there for them and care about their well-being. Acknowledge their feelings.
- 3- Be aware of how you talk about winter break- this may not be an exciting time for all. Ask "what are your plans over break?" (instead of using words like excited or looking forward to). Provide home packets for students or send home free or low-cost activities for students and/ or families to do over break.

Remember, all behavior is communication. Reflect

PCOW News

- * We are excited to announce the hiring of a Spanish speaking therapist. He will be onboard in January 2023!!
- * Process Reminder: After a referral is made, please remind your families to look for an email from PCOW (either Ashley or Leda) on next steps

SAVE THE DATE
Mental Fitness 4 Teens next retreat is Feb. 11th from

WAUNAKEE COMMUNITY HIGH SCHOOL AND PCOW

NOVEMBER

Referrals Made	Intake Meeting	# of Sessions	Sessions Missed
10	6	14	1

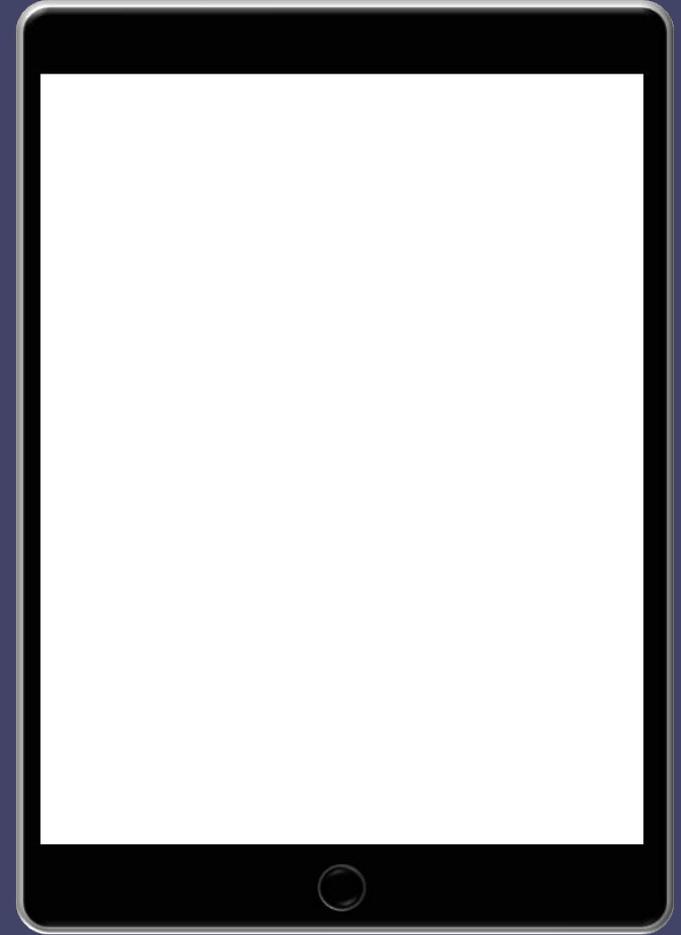
2022-2023 SCHOOL YEAR



END OF YEAR DATA

WAUNAKEE COMMUNITY HIGH SCHOOL AND PCOW

2022-2023					
Referrals Made	Intake Meetings	% of Referrals having intakes	% of Referrals having portal access	# of Sessions	Sessions missed
49	30	61	82	177	18



Positive PR

[Waunakee Tribune Article](#)

“Our data showed us that even before the pandemic, self-esteem and self-concept were something students were struggling with—but the pandemic exacerbated that,” Bunkleman said. “I think we have seen a benefit with this Psychotherapy Center of Waunakee partnership and I cannot highlight enough how much getting that fast access to services has been such a big deal. We did a feedback survey with the families being seen and it was a big thing to them that they were seen so quickly—they felt it was seamless. It has been huge to have that experience.”



Timeline



Program launch
November/Dec.
46 high school
students served
onsite.

2021-22



Program
continuation; first full
implementation year.
30 *additional* HS
students served
onsite.

2022-23



Looking to continue
& expand
programming that
eliminates barriers
for
students/families.

2023-24

Recommendation

- Continue partnership with PCOW for 2023-2024 school year
- Extend onsite services to middle school
 - Student Services point-of-contact
 - Established model referral system
 - Data collection mechanism

What questions can I answer?

*Thank you for your
ongoing support of student
mental health!!*

Slides: [SlidesMania](#)

Image: Unsplash

Fonts Used: Lora, *Dawning of a New Day* and Playfair Display

2022-2023 SCHOOL YEAR



END OF YEAR DATA

WAUNAKEE COMMUNITY HIGH SCHOOL AND PCOW

2022-2023					
Referrals Made	Intake Meetings	% of Referrals having intakes	% of Referrals having portal access	# of Sessions	Sessions missed
49	30	61	82	177	18





WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Student Services

TO: WCSD Board of Education
FROM: Lisa Jondle, Director of Student Services
DATE: July 21, 2023

RE: Medical Advisor Appointment for 2023-2024 School Year

Dr. William Ranum, Waunakee SSM Health Dean Medical Clinic, has graciously agreed to serve as the medical advisor for the Waunakee Community School District for the 2023-2024 school year. Dr. Ranum is a board certified family medicine physician. He has served in the role of district medical advisor for several years.

I formally recommend Dr. William Ranum to serve as the WCSD medical advisor.

2022-23 Budget Status Report - June 30, 2023 (2)

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	29,041,344	29,359,264	29,582,659.25	0.00	100.76%	-223,395.25
Personnel Costs: Benefits	9,790,434	9,790,434	10,309,397.83	0.00	105.30%	-518,963.83
Total	38,831,778	39,149,698	39,892,057.08	0.00	101.90%	-742,359.08

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	89,830	89,830	95,908.81	0.00	106.77%	-6,078.81
Prairie School CSF	19,266	25,811	25,419.65	0.00	98.48%	391.67
Heritage School	92,060	92,060	102,885.38	0.00	111.76%	-10,825.38
Heritage School CSF	18,633	24,963	19,245.37	0.00	77.09%	5,717.91
Arboretum School	74,035	74,035	83,235.28	0.00	112.43%	-9,200.28
Arboretum School CSF	17,090	22,896	22,883.50	0.00	99.94%	12.62
Intermediate School	152,470	152,470	138,580.14	0.00	90.89%	13,889.86
Intermediate School CSF	24,804	33,191	32,798.34	0.00	98.82%	392.28
Middle School	163,790	163,790	146,716.80	0.00	89.58%	17,073.20
Middle School CSF	25,040	33,494	33,469.88	0.00	99.93%	23.94
High School	476,918	476,918	562,271.77	0.00	117.90%	-85,353.77
High School CSF	51,705	69,016	68,751.81	0.00	99.62%	264.03
Athletics	414,477	414,477	434,164.55	0.00	104.75%	-19,687.55

Departments						
Utilities	1,073,260	1,300,000	1,309,499.15	0.00	100.73%	-9,499.15
Maintenance	723,990	723,990	874,992.05	0.00	120.86%	-151,002.05
Capital Projects	150,000	150,000	17,349.14	0.00	11.57%	132,650.86
Contingency Fund	100,000	100,000	66,152.82	0.00	66.15%	33,847.18
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,273,528	1,273,528	2,028,079.15	0.00	159.25%	-754,551.15
Technology	718,079	718,079	980,820.83	0.00	136.59%	-262,741.83
Technology Erate/Fees	53,600	53,600	9,384.00	0.00	17.51%	44,216.00
Curriculum-Secondary	366,529	416,529	344,255.33	0.00	82.65%	72,273.67
Curriculum-Elementary Operations	292,782	292,782	160,720.22	0.00	54.89%	132,061.78
Curriculum-4K District	889,200	889,200	900,333.12	0.00	101.25%	-11,133.12
Human Resources	33,650	33,650	39,365.09	0.00	116.98%	-5,715.09
Superintendent	84,600	84,600	199,031.42	0.00	235.26%	-114,431.42
Student Services-Operations	71,250	71,250	52,546.54	0.00	73.75%	18,703.46
Student Services-District	92,500	92,500	70,064.51	0.00	75.75%	22,435.49
Business Office	444,673	444,673	443,360.57	0.00	99.70%	1,312.43
District Wide	1,256,378	1,256,378	1,851,908.12	0.00	147.40%	-595,530.12
Special Projects	0	0	1,098.75	0.00	---	-1,098.75
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	80,457.02	0.00	93.77%	5,340.98
Title 1 Grant (Private)	6,429	6,429	5,320.32	0.00	82.76%	1,108.68
Title 2 Grant (Public)	45,675	49,052	48,981.64	0.00	99.86%	70.36
Title 2 Grant (Private)	6,519	6,472	4,972.28	0.00	---	1,500.00
Title 3 Grant	16,468	16,468	16,452.90	0.00	99.91%	15.10
Title 4A Grant (Public)	8,822	8,822	8,822.00	0.00	100.00%	0.00
Title 4A Grant (Private)	1,178	1,178	898.00	0.00	76.23%	280.00
Career/Tech Ed Grant	73,654	73,654	32,153.88	0.00	43.66%	41,500.12
CEIS Federal Flo-Through	74,530	177,650	103,120.00	0.00	58.05%	74,530.00
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	2,383,450	2,295,393.97	0.00	96.31%	88,056.31
Peer Mentor Grant	2,975	2,975	15,175.00	0.00	---	-12,200.00
Perkins Grant	18,182	22,801	22,025.65	0.00	96.60%	775.35
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	62,307.00	0.00	44.61%	77,363.00

Other Program Totals						
Transfer to Fund 27	6,416,057	6,611,610	6,170,497.81	0.00	93.33%	441,112.19
Wellness Clinic	242,250	242,250	253,111.99	0.00	104.48%	-10,861.99

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,831,778	39,149,698	39,892,057.08	0.00	101.90%	-742,359.08
Building Totals	1,620,118	1,672,951	1,766,331.28	0.00	105.58%	-93,380.28
Department Totals	7,693,959	7,970,699	9,416,939.02	0.00	118.14%	-1,446,240.02
Grant Totals	2,593,604	3,039,238	2,752,613.71	0.00	90.57%	286,623.85
Other Program Totals	6,658,307	6,853,860	6,423,609.80	0.00	93.72%	430,250.20
Total Fund 10 Expenditures	57,397,766	58,686,446	60,251,550.89	0.00	102.67%	-1,565,105.33

2022-23 Budget Status Report - June 30, 2023 (2)

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	11,374.90	0.00	247.28%	-6,774.90
Heritage School	4,900	4,900	8,566.29	0.00	174.82%	-3,666.29
Arboretum School	4,000	4,000	8,133.46	0.00	203.34%	-4,133.46
Intermediate School	35,650	35,650	29,084.30	0.00	81.58%	6,565.70
Middle School	22,300	22,300	33,924.75	0.00	152.13%	-11,624.75
High School	91,400	91,400	124,970.82	0.00	136.73%	-33,570.82
Curriculum - Elementary	0	0	299.69	0.00	---	-299.69
Curriculum - Secondary	8,800	8,800	15,658.69	0.00	177.94%	-6,858.69
Maintenance	6,000	6,000	4,234.30	0.00	70.57%	1,765.70
Energy Conservation	0	0	5,907.00	0.00	---	-5,907.00
Athletic Dept	38,000	38,000	29,237.14	0.00	76.94%	8,762.86
Human Resources	0	0	0.00	0.00	---	0.00
Technology	2,750	4,650	7,926.72	0.00	170.47%	-3,276.72
E-Rate	55,500	55,500	0.00	0.00	0.00%	55,500.00
District	54,436,330	55,654,406	56,377,686.94	0.00	101.30%	-723,280.94

Grants - Fund 10

Common School Fund-District	162,337	215,170	215,170.00	0.00	100.00%	0.00
Title 1 Grant (Public)	85,798	85,798	80,457.02	0.00	93.77%	5,340.98
Title 1 Grant (Private)	6,429	6,429	5,320.32	0.00	82.76%	1,108.68
Title 2 Grant (Public)	45,675	49,052	48,981.64	0.00	99.86%	70.36
Title 2 Grant (Private)	6,519	6,379	4,972.28	0.00	77.95%	1,406.56
Title 3 Grant	16,468	16,468	16,452.90	0.00	99.91%	15.10
Title 4A Grant (Public)	8,822	8,822	8,822.00	0.00	100.00%	0.00
Title 4A Grant (Private)	1,178	1,178	898.00	0.00	76.23%	280.00
Career/Tech Ed Grant	73,654	73,654	104,405.12	0.00	141.75%	-30,751.12
CEIS Federal Flo-Through	0	103,120	103,120.00	0.00	---	0.00
Ed. Effectiveness Grant	30,080	30,960	30,960.00	0.00	100.00%	0.00
ESSER2	0	0	11,171.00	0.00	---	-11,171.00
ESSER3	2,060,938	2,383,450	2,295,393.97	0.00	96.31%	88,056.03
Peer Mentor Grant	0	0	15,175.00	0.00	---	-15,175.00
Perkins Grant	18,182	22,801	21,625.65	0.00	94.85%	1,175.35
Reading Readiness	8,375	8,375	15,287.00	0.00	182.53%	-6,912.00
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	59,090,043	59,691,219.35	0.00	101.02%	-601,176.51

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	8,814,479	9,010,032	8,729,427.81	0.00	96.89%	280,604.19
Departments						
Special Ed-Operations	28,839	28,839	15,702.16	0.00	54.45%	13,136.84
Special Ed-District	126,557	126,557	128,979.06	0.00	101.91%	-2,422.06
Transportation	173,008	173,008	153,473.73	0.00	88.71%	19,534.27
Medicaid	9,000	9,000	9,474.54	0.00	105.27%	-474.54
Grants-Fund 27						
IDEA FlowThrough Grant	905,100	982,669	849,089.69	0.00	86.41%	133,579.01
IDEA PreSchool Grant	17,400	30,500	15,254.96	0.00	50.02%	15,245.04
Total Fund 27 Expenditures	10,074,383	10,360,605	9,901,401.95	0.00	95.57%	459,202.75

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	905,100	982,669	849,089.69	0.00	86.41%	133,579.01
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	17,400	30,500	15,254.96	0.00	---	15,245.04
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	9,347,436	9,025,937.79	0.00	96.56%	321,498.21
Total Fund 27 Revenues	10,074,383	10,360,605	9,890,892.44	0.00	95.47%	469,712.26

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,768,640	2,975,224	3,098,018.26	0.00	104.13%	-122,794.26

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,836,807	2,836,807	2,958,791.57	0.00	104.30%	-121,984.57

2022-23 Budget Status Report - June 30, 2023 (2)

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	11,374.90	-6,774.90	89,830	95,908.81	-6,078.81	696.09	26,440.02
Heritage School	18,658.69	4,900.00	8,566.29	-3,666.29	92,060	102,885.38	-10,825.38	-7,159.09	11,499.60
Arboretum School	21,718.99	4,000.00	8,133.46	-4,133.46	74,035	83,235.28	-9,200.28	-5,066.82	16,652.17
Intermediate School	64,889.99	35,650.00	29,084.30	6,565.70	152,470	138,580.14	13,889.86	7,324.16	72,214.15
Middle School	44,460.64	22,300.00	33,924.75	-11,624.75	163,790	146,716.80	17,073.20	28,697.95	73,158.59
High School	123,019.12	91,400.00	124,970.82	-33,570.82	476,918	562,271.77	-85,353.77	-51,782.95	71,236.17
Athletic Dept	60,229.50	38,000.00	29,237.14	8,762.86	414,477	434,164.55	-19,687.55	-28,450.41	31,779.09
Curriculum-Elementary (Oper)	112,292.23	0.00	0.00	0.00	292,782	160,720.22	132,061.78	132,061.78	244,354.01
Curriculum-Secondary	20,932.26	8,800.00	15,658.69	-6,858.69	416,529	344,255.33	72,273.67	79,132.36	100,064.62
CTE Grant	37,711.34	73,654.00	104,405.12	-30,751.12	73,654	32,153.88	41,500.12	72,251.24	109,962.58
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	39,365.09	-5,715.09	-5,715.09	-2,075.22
Maintenance	311,049.57	6,000.00	4,234.30	1,765.70	723,990	874,992.05	-151,002.05	-152,767.75	158,281.82
Special Education-Operations	19,227.32	0.00	610.00	-610.00	28,839	15,702.16	13,136.84	13,746.84	32,974.16
Student Services-Operations	75,977.25	0.00	610.00	-610.00	71,250	52,546.54	18,703.46	19,313.46	95,290.71
Superintendent	35,998.23	0.00	0.00	0.00	84,600	199,031.42	-114,431.42	-114,431.42	-78,433.19
Technology	498,345.83	60,150.00	7,926.72	52,223.28	771,679	990,204.83	-218,525.83	-270,749.11	227,596.72
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							-287,926.21	1,196,763.46

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF JUNE 2023

	OCB	OCB	OCB	OCB Construction ACCT Checking (Fund 49)	LGIP GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	LGIP DENTAL ACCT (FUND 10)	WISC CAPITAL PROJECTS ACCT (FUND 41)	MIDAMERICA TRUST ACCT (FUND 73)	WISC DEBT SERVICE (FUNDS 38,39)	WISC SCHOLARSHIP ACCT (FUND 21)	WISC-209 2022 BOND Referendum ACCT (FUND 49)	WISC-210 2023 BOND Referendum ACCT (FUND 49)	WISC GENERAL (FUNDS 39 AND 49)	TOTALS
	PAYROLL CHECKING (FUND 10)	DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)											
BEGINNING BALANCE	44,476.57	11,026,955.81	1,304,210.01	17,196,150.29	3,545.21	606,744.12	8.71	1,864,893.58	112,107.22	324,234.69	10,178,292.10	77,768,188.23	290,815.61	120,720,622.15
REVENUES:														
+ DEPOSITS	7,036,880.50	2,816,410.99	1,973,993.00	0.00	11,285,402.90	0.00	0.00	0.00	15,860,252.48	0.00	0.00	26,031.25	8,417,448.48	47,416,419.60
+ INTEREST	1,422.10	48,173.61	1,346.96	72,019.92	8,975.80	2,347.58	0.00	1,434.84	2,799.84	992.75	42,464.25	33,345.85	7,306.72	222,630.22
TOTAL REVENUES	7,038,302.60	2,864,584.60	1,975,339.96	72,019.92	11,294,378.70	2,347.58	0.00	1,434.84	15,863,052.32	992.75	42,464.25	59,377.10	8,424,755.20	47,639,049.82
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,918,007.55	2,306,590.90	1,499,594.17	8,417,448.48	56,619.05	0.00	1,004,896.79	7,443,554.00	0.00	0.00	0.00	\$8,417,448.48	31,064,159.42
PAYROLL	6,911,024.88	7,036,880.50				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,947,905.38
TOTAL EXPENSES	6,911,024.88	8,954,888.05	2,306,590.90	1,499,594.17	8,417,448.48	56,619.05	0.00	1,004,896.79	7,443,554.00	0.00	0.00	0.00	8,417,448.48	45,012,064.80
ENDING BALANCE	171,754.29	4,936,652.36	972,959.07	15,768,576.04	2,880,475.43	552,472.65	8.71	861,431.63	8,531,605.54	325,227.44	10,220,756.35	77,827,565.33	298,122.33	123,347,607.17
BANK BALANCES														
ENDING BANK BALANCE	171,754.29	4,936,652.36	971,292.57	15,768,576.04	2,880,475.43	552,472.65	8.71	861,431.63	8,531,605.54	325,227.44	10,220,756.35	77,827,565.33	298,122.33	123,345,940.67
OUTSTANDING ACH	909,511.46		1,666.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	911,177.96
ACTUAL BALANCE	-737,757.17	4,936,652.36	972,959.07	15,768,576.04	2,880,475.43	552,472.65	8.71	861,431.63	8,531,605.54	325,227.44	10,220,756.35	77,827,565.33	298,122.33	122,438,095.71
J. TOPEL QUICK VOID 8/30 PR- HRA G	258.55													
	-737,498.62													
Interest 10 E 702 999 251000 000 for retro salary pymt adj	-217.54													
	-737,716.16													

No Change June '23

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

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

Monday, October 16, 2023

7:00 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/UC1gebJT-i0GbAiYqrkpaBmA>

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

ALL DOCUMENTS FOR THE ANNUAL MEETING MAY BE FOUND AT THIS LINK

<https://www.waunakee.k12.wi.us/departments/business-services> This link is also linked to the Extras section of this agenda.

AGENDA

- I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting
- II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Judith Engebretson - School District Clerk
- III. Budget Summary & District Goals Report - District Administrator and Director of Business Services
- IV. Discussion and Review of Budget
- V. Review of Minutes of the 2022 Annual Meeting
- VI. Receive and Accept Treasurer's Report - Jack Heinemann, School District Treasurer
- VII. **Resolution A** - Authorize the School Board to Charge Student Fees
- VIII. **Resolution B** - Salaries and Expenses for School Board Officers
- IX. **Resolution C** - School Lunch Program Authorization
- X. **Resolution D** – Authorize the School Board to Engage Legal Counsel if Needed
- XI. **Resolution E** - Set Date and Hour for 2024 Annual Meeting or Authorize School Board to Set Date and Hour
- XII. **Resolution F** - Transportation
- XIII. **Resolution G** - Adoption of Tax Levy
- XIV. Persons Attending Meeting May Request Information on Any Topic Relative to Current Policies and Proceedings of the Schools.
- XV. Adjournment

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



ADMINISTRATION OFFICE

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

Superintendent's Office

07/25/23

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Pride Pump Donation

Meffert Oil Co. 300 South Division St. PO Box 157 Waunakee WI 53597. Made a donation of \$1000.00 to the WCSD from the proceeds of their Pride Pump Campaign. This donation will be put into a fund that will be used for student need.

WAUNAKEE ATHLETIC DEPARTMENT

OVERNIGHT TRAVEL REQUEST

- Overnight stays within Wisconsin must be approved by the District Administrator.
- Overnight stays outside of Wisconsin must be approved by the District Administrator and the School Board.

SPORT/TEAM: Waunakee HS Girls Soccer

REQUESTOR: Andy Moll, Head Girls Soccer Coach, (608) 469-3606

EVENT: Adidas Tournament of Champions

LOCATION OF EVENT: Bettendorf, Iowa

CONTACT INFO OF HOTEL:

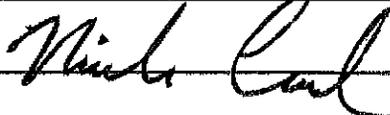
**Hampton Inn & Suites Davenport
5290 Utica Ridge Rd, Davenport, IA 52807**

COSTS: The coach bus, hotel rooms, and meals for players/coaches are covered by the Booster club. Payment for this trip comes from team fees, and fundraising like concessions, Kids Clinic, the raffle, etc. The Boosters have their own credit card and tax exempt.

(Including: busing, hotels, etc...and who is responsible for covering the costs)

RATIONALE FOR REQUEST:

The Varsity Girls Soccer Team would like the opportunity to attend the 2024 Adidas Tournament of Champions in Bettendorf, Iowa on April 26 and 27, 2024. This is a wonderful team building opportunity for our players and coaches and a chance to schedule games against high caliber competition. In addition, the weather will be nicer and field conditions are in much better shape in Iowa at this point of the season. The coach bus, hotel rooms, and meals for players and coaches will be covered by the Booster Club. Payment for this trip comes from team fees and fundraising. All games will be played at the TBK Bank Sports Complex, 4850 Competition Dr, Bettendorf, IA 52722. This trip will be supervised by Head Coach Andy Moll and assistant coaches Derek Helemer and Dan Gage.

APPROVED AD: 

APPROVED DISTRICT ADMINISTRATOR: _____

APPROVED SCHOOL BOARD: _____



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

July 31, 2023

TO: Mr. Randy Guttenberg
Board of Education Members

FROM: Brian Borowski 

RE: High School Chinese Class Field Trip
Chinatown in Chicago IL

Ms. Xiuping Zhu, World Language Instructor is requesting permission to take students enrolled in a High School Chinese class to Chinatown in Chicago, IL on Friday, October 27th (Fall Break).

The purpose for this trip is to explore and learn cultural values beyond the classroom. The cost per student is \$35.00 which will cover the fees of Coach bus transportation. Participating students will be encouraged to bring extra spending money for food and souvenirs. Financial assistance will be available for students, as needed.

Ms. Zhu will organize parent volunteers for this trip to Chinatown with consideration of the district's guideline of student/chaperone ratio.

I am respectfully requesting that you take a moment to review Ms. Zhu's following memo requesting your support of this field trip. I approve the request and I hope you will do the same.

Thank you.

cc: Ms. Zhu
Field Trip File 2023-24

Request for Chinese Class field to China town in Chicago

Dear Mr. Borowski,
Greetings of peace!

I, together with high school Chinese **I, II, III, IV** and **V** students, am planning to have a study tour at Chicago China town on **October 27th, Friday**. This place was chosen to be visited because of its cultural value. The class aims to explore and learn beyond the classroom.

Student number: 50

5 chaperons: Parents volunteers ---

Coach Bus: 1 Coach buses with **55** seats in each

Coach Bus Cost: **35** dollars per person

(Each student is recommended to bring **\$30.00+** spending money to cover the cost of food or souvenirs they may wish to purchase.)

With this, we would like to ask the permission of your good office to conduct this tour on the said date and place.

We would be pleased to receive a positive response regarding this matter.

Thank you very much.

Respectfully yours

Xiuping Zhu

Class Teacher