

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

Monday, September 11, 2023

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UCIgebJT-i0GbAiYqrkpaBmA>

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

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

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

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

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

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

A. Review Minutes of August 14, 2023 Meeting

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

C. Review Individual Co-Curricular Contract Recommendations

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

E. Review and Consider a Grade Placement Appeal

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT

VI. APPROVAL OF MINUTES

Consider the August 14, 2023

8

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS

15

The Board of Education provides a public listening session for the public to comment on any item related to the governance or management of the WCSD. A copy of Board Policy 187 - Public Participation at Board Meetings is attached for your reference. Each commenter will be allowed 3 minutes. An hour will be allowed for this item

IX. TEACHING STAFF, STUDENT, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Report

B. Student Report

Victoria Raemisch and Kendall Haviland are the Student Council Representatives to the Board for 2023-2024. They will give a student update.

C. Board Reports/Action Items

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

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

2. Update on the Superintendent Search Process

Brian Grabarski and Joan Ensign will provide an update on the superintendent search process.

X. START OF SCHOOL REPORT

Randy Guttenberg will provide the Board with an update on the start of the 2023-2024 school year.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Facility Committee Meeting

18

Reveiw and Consider the 09/05/23 Meeting Minutes

1. Consideration of Heritage Elementary School Bids

20

The purpose of this agenda item is to request school board approval of the final list of subcontractors for the Heritage Elementary School Project. Please note that Vogel is still working through the playground surfacing options, and will provide a handout on that portion of the project at the meeting. The facility committee is recommending approval of the attached list of subcontractors on a 3-0 motion.

2. Consideration of Varsity Softball Field Improvements

24

The purpose of this agenda item is to request school board approval of design work for the field improvements at the varsity softball field. At the August School Board meeting, the School Board approved the softball field lighting project at the current JV field, which followed the recommendation from Rettler to switch the locations of the varsity and JV softball fields.

Administration did not have information available in August on cost estimates for the other field improvements identified in the Rettler report. Attached please find cost estimates from Vogel on the other field improvements. The facility committee is recommending approval of the design portion of the varsity softball field improvements on a 3-0 motion.

3. Consideration of High School Signage 34

The purpose of this agenda item is to request school board approval of a high school signage replacement project. Attached please find current pictures of the Century Avenue electronic sign, the South Street sign, and a new Century Avenue electronic sign, and a traditional (non-electronic) option for a new South Street sign. The existing electronic sign at Century Avenue is no longer functioning properly, and the existing traditional sign at South Street is dated and does not match the new branding standards.

The costs are \$13,500 for the Century Avenue electronic sign replacement, and \$8,000 for South Street for a traditional sign. The Facility Committee committee is recommending approval on a 3-0 motion.

4. Consideration of Heritage Elementary Solar Project 38

The purpose of this agenda item is to review options for a solar system. The School Board approved Westphal as the energy services partner at the August School Board meeting. Westphal has presented options for a solar system at Heritage. You will find an attachment of these solar system options for your review..

This is not an action item as the facility committee members have requested additional information from Westphal regarding these options. This agenda item will continue at the next facility committee meeting.

B. DEI Committee Meeting 47

Review and consider the minutes from the 09/06/23 meeting.

C. Policy Committee Meeting 48

Review and Consider the 09/07/23 Meeting Minutes

1. Policies for Discussion, Review, and Consideration 50

Attached please find the matrix for the policies being reviewed at the September Board Meeting and the associated descriptions of the recommended action. The revised policies are attached under each policy's unique agenda item.

- a. 410 Student Policies Goals 53
- b. 411.2 Students Experiencing Homelessness 54
- c. 411.3 Children in Foster Care 58
- d. 412.1 Full-Time Students 62
- e. 420 School Admissions 65

f. 420 Rule Procedures for Placing Transfer Students	67
g. 421 Entrance Age	69
h. 421 Rule 1 & 421 Rule 2	71
Replace both rules with PRG 421 Rule 1	
i. 422 and 422 Rule Admission of Full-Time Nonresident Students	77
Replace the policy and the rule with PRG 422	
j. 423 Full Time Open Enrollment Program	82
k. 423 Rule 1 Full Time Open Enrollment Procedures	89
l. 423 Rule 2 Part Time Open Enrollment	101
Replace with PRG 343.44	
m. 424 Non-Public School Student participation in District Courses, Programs and Activities	107
n. 424 Rule 1 Procedures for Handling Individual Course Applications from Non-Public School Students	109
o. 430 Student Attendance	114
430 Rules 1-4	
Replace Policy 430 and Rules 1-4 with PRG Policy 431	
p. 431 Proof of Residency	119
Amend and recode to 420 Rule 2	

XII. ADMINISTRATIVE REPORTS/ACTION ITEMS

A. Resolution Authorizing Temporary Borrowing in an amount not to exceed \$14,000,000; issuance of tax and revenue anticipation promissory notes, and participation in the PMA Levy and aid anticipation notes program	121
--	-----

The purpose of this agenda item is to request school board approval of the parameters resolution for our cash flow borrowing process for the 2023-2024 school year. Attached please find the parameters resolution that administration is recommending for approval.

The resolution provides the parameters for moving forward with a cash flow borrowing process. Our district completes an annual cash flow borrowing process to account for the differences between the receipt of revenues and the payment of expenses. The process for 2023-2024 takes into account the November 2022 referendum process as a school district can only borrow up to \$10,000,000 per year tax exempt. This cash flow borrowing process is taxable because of the borrowing related to the referendum in January 2023. Waunakee will be joining 4 other districts that are in the same borrowing situation. Joining together with other districts improves the bidding process and sharing of costs. Sun Prairie is one of the districts participating in this borrowing.

B. Announcements/Correspondence	139
---------------------------------	-----

XIII. 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 August.

B. Finance

1. Monthly Finance Reports 141

Attached you will find the Budget Status report as of June 30, 2023 and the Cash Reconciliation report for July. This will be the final report for 22-23 as the audit process has been completed.

2. Approval of Fund 21 Accounts 145

The purpose of this agenda item is to request approval of Fund 21 student activity accounts. I have attached a report from the district financial system listing the student activity accounts by building, along with the ending account balance on June 30th, 2023. The School Board policy on student activity accounts requires an annual School Board review and approval of student activity accounts. Student activity accounts by School Board policy are managed by Building Principals/Administrators.

NOTE: The School Board policy on this topic is a Fund 60 Student Activity Account policy. Fund 60 accounts were closed in the 19-20 fiscal year and moved to Fund 21 per new national accounting requirements. We are continuing the practice of bringing these accounts forward to the School Board even though it is not required by policy for Fund 21.

These accounts are typically used by student organizations for fundraising for activities above and beyond what the district budget is able to support. Student activity account equity balances carry over from one fiscal year to another. I would like to point out that student activity equity accounts with a positive balance are reflected with a negative sign (in red), as student activity equity accounts are balance sheet accounts on the district financial system. A positive balance actually indicates a negative account balance. Negative account balances are allowed by policy under certain circumstances.

NOTE: We are working with those who have negative balances to bring them back to a positive balance.

3. Approval of Fund Balance Allocations 150

The purpose of this agenda item is to request School Board approval of the fund balance allocations. Please recall that during the month of June, the School Board approved fund balance classifications to comply with national accounting standards. Attached please find the Annual Meeting Treasurer's Report, an all Funds fund balance report and a fund balance report detailing the accounting of the Fund 10 937900 and 938900 fund balance accounts.

The final 22-23 Fund 10 fund balance is \$8,022,166.97 or 12.7% of the 23-24 Fund 10 expenditure budget approved in July by the School Board. The 12.7% compares to a number of 15.1% in 22-23. The Board policy on fund balance has a statement of working towards maintaining a 15% balance.

The 22-23 fiscal year was the fifth year when funds were set aside for the replacement of the turf field for Warrior Stadium, and the third year when funds were set aside for the replacement of the turf field for Warrior Pitch. You can see the balance in the 937900 fund balance account. Please recall that School Board policy allows buildings/departments to carry over funds from one fiscal year to the next. You can see the balances in the 938900 fund balance account.

C. Seclusion and Restraint Report 153

Attached please find the Seclusion and Restraint Report for 2021-2022 that the administration is required to report to the Board on an annual basis. Tiffany Loken will be present at Monday's meeting to answer any questions related to this report/data.

D. Gifts and Field Trips

1. Gifts

a. Pride Pump Donation from Meffert Oil Company \$1000 154

2. Field Trips

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

XIV. BOARD BUSINESS

XV. 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

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

XVII. RETURN TO OPEN SESSION

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

XIX. ADJOURN

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

Minutes of Regular Meeting - OPEN

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, August 14, 2023, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Hetzel, second by Dotzler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 6-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

Dotzler- Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinrichs – Yes, Hetzel- Yes
Heinemann arrived at 6:25PM

Also Present: Randy Guttenberg, Brian Grabarski, Steve Summers

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

A motion was made by Frey, second by Dotzler, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 6:35PM The Board went into board development until the start of the meeting at 7:00PM

V. BOARD DEVELOPMENT WORKSHOP

- A. Discuss and consider the recording of board committee meetings.
After some discussion the board decided to continue recording committee meetings and to revisit this next year.
- B. Discuss and finalize the community survey as part of the superintendent search process
Ensign reviewed the timeline/steps for the superintendent search process. The board

discussed the survey making minimal changes.

Ensign welcomed all and referenced that they started in closed at 6pm and worked on Board Development. They began the open session of the meeting at 7:00PM

VI. APPROVAL OF MINUTES

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

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

VII. APPROVAL OF AGENDA AND ADDITIONS

The board asked to move the report from the Waunakee Community Cares Coalition to begin after public comments. A motion was made by Hetzel, second by Dotzler, to approve the agenda with this change, motion carried 7-0.

VIII. PUBLIC COMMENTS

There were no email public comments for this meeting.

In person public comments were made by the following:

Kris Beutel – WHS & WMS Dance Booster Funds.

IX. TEACHING STAFF, STUDENT, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Update

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

Dotzler attended the PLC Conference and came back energized and knowledgeable.

2. Review District Goals/Priorities for 2023-2024

Guttenberg presented and answered questions regarding the attached document that articulates the high level district goals, priorities, and planning efforts. The board discussed this plan and overall was agreeable as it was presented.

3. Review Joint Review Board TID #9 Amendment

Heinemann presented and answered questions from the Village of Waunakee on the amendment to TID #9.

4. Update on the Superintendent Search Process

Brian Grabarski and Joan Ensign provided an update on the superintendent search process. There will be several opportunities for the staff, families, and community to let their voices be heard through a survey and engagement forums. If everything goes as scheduled they hope to announce the new superintendent at the December board meeting.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. The 08/03/23 Curriculum Committee Meeting Minutes were reviewed.

2. Consideration of Women's Literature Novels.

Schell presented and answered questions regarding the comprehensive revision of the Women's Literature course for this fall and the new novels for the course. A motion was made by Heinemann, second by Heinrichs, to approve the novels as presented. Motion

Carried 7-0.

B. Facility Committee Meeting

1. The 8-7-2023 Facility Committee Meeting Minutes were reviewed.
2. Heritage Elementary School
 - a. Approval of Subcontractor Bids
Rich Stoffels from Vogel Brothers presented and answered questions regarding next list of subcontractors for the Heritage Elementary School Project. A motion was made by Heinemann, second by Frey, to approve the subcontractor list as presented. Motion carried 7-0.
 - b. Update on Budget/Guaranteed Maximum Price
Jay Thomsen from Vogel Brothers presented and answered questions regarding the update/guaranteed maximum price for the Heritage Elementary School Project. This was for informational purposes only.
 - c. Approval of Easement
Summers presented and along with the members of Vogel Brothers, answered questions regarding 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 Dotzler, second by Hetzel to approve the easement as presented. Motion carried 7-0.
3. Consideration of Capital Projects
 - a. Middle School Dishwasher Project
Summers presented and answered questions regarding a dishwasher replacement installation at the Waunakee Middle School. A motion was made by Heinemann, second by Frey, to approve the dishwasher and installation per the Hooper bid as presented. Motion carried 7-0.
 - b. Review and Consideration of the Softball Lights/Field Report
Summers presented and answered questions regarding approval of the varsity softball field location change, as well as approval to proceed with the lighting project and related improvements. A motion was made by Hetzel, second by Heinrichs, to approve the field location change and to move forward with the lighting project purchases. Motion carried 7-0.
4. Consideration of NAMI Contract Addendum
Summers presented and answered questions regarding the NAMI preventative maintenance contract addendum. A motion was made by Dotzler, second by Heinemann, to approve the NAMI Contract Addendum as presented. Motion carried 6-0 (Hetzel was out of the room during this motion)
5. Consideration of Energy Service Partner
Summers presented and answered questions regarding requesting approval of an energy services partner for the referendum projects. A motion was made by Engebretson, second by Frey, to approve Westphal as the WCSD energy services partner as presented. Motion carried 7-0.

C. Co-Curricular Committee

1. The Minutes of the 8-8-2023 Co-Curricular Meeting was reviewed.
2. Review the Co-Curricular Report for 2023

Nick Conrad, Athletic Director answered questions regarding the co-curricular report

3. Co-Curricular Handbooks for 2023-2024

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

Guttenberg, Conrad, and Kenas was available to answer any questions regarding the changes to the handbooks for this year . A motion was made by Heinemann, second by Heinrichs, to approve the Co-Curricular handbooks as presented. Motion carried 7-0.

4. Middle School Dance Team Request

Guttenberg, Summers, and Conrad were available to present and answer questions regarding the request from the Middle School Dance Team to be able to have their own fundraising account separate from the High School Dance Team. A motion was made by Dotzler, second by Frey, to approve this request as presented. Motion carried 7-0.

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

Guttenberg presented and answered questions regarding the policies from the 300 Series that involve co-curricular programs. The board asked Conrad to consider 377 Rule 1 and to bring back at the next co –curricular meeting in the spring if other schools in our conference allow coaches to have more strict practices than our policies outline. A motion was made by Dotzler, second by Frey, to approve the policies as presented. Motion carried 7-0.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Report from the Waunakee Community Cares Coalition

Michelle McGrath from Waunakee Community Cares Coalition along with Maddy Zaluski, Sydney Tasker, and Jeremiah Alfred gave an update on what the WCCC is currently doing the plan for the school year.

2. Report and Consideration of Continued Partnership with Psychotherapy Center of Waunakee

Jondle presented and answered questions regarding our partnership with the Psychotherapy Center of Waunakee. A motion was made by Dotzler, second by Heinrichs, to approve continuing the partnership with PCOW for the 2023-2024 school year. Motion Carried 7-0.

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.

A motion was made by Dotzler, second by Heinrichs, to approving having a expulsion hearing officer. Motion carried on a roll call vote 7-0.

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

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. A motion was made by Hetzel, second by Dotzler, that Jon Anderson of Husch Blackwell Law Firm is the expulsion hearing officer for the 2023-2024 school year. Motion Carried 7-0.

5. Appoint Medical Advisor for 2023-2024

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.

A motion was made by Engebretson, second by Dotzler, to approve Dr. William Ranum as the district's medical advisor for the 2023-2024 school year. Motion carried 7-0.

6. Announcements/Correspondence – N/A

XII. CONSENT AGENDA

The board acknowledged the generosity of Meffort Oil's donation through their Pride Pump Campaign.

The board also discussed field trips that are not athletic related. After some discussion they asked that the policy committee consider if students have to meet a code, academic or behavioral, to be allowed to attend a field trip.

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

A. Approval of Checks

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

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 June 2023.

C. 2023 Annual Meeting Agenda

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.

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

2. Student Trips

a. Soccer Field Trip

b. High School Students in Chinese Classes - Chicago IL October 27, 2023

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

New Administrative Support Staff

Mikayla Fischer, School Psychologist, HES

New Teacher Staff

Sarah Bleicher, English Teacher/Reading Specialist, HS
Karin Carson, 1-Year Math Teacher, HS
Danielle Juris, Kindergarten Teacher, HES (New position)
Alexander Kartz, Technology Integration Specialist,
Colin Myhro, Cross Categorical Teacher, HS
Rachel Zarzyski, Music/Choir Teacher, MS
Dan Ziegler, 1-Year Agriculture Teacher, HS

New Support Staff

Thomas Hargreaves, Para Educator Special Education, HS
Alexandra Iczkowski, Custodian, HS
Ashley Jesberger, Weekend Custodian, HS/MS/IS
Valen Liegel, Para Educator Special Education, PES
Michelle Maly, Para Educator Regular Education, PES
Tyler Mueller, Custodian, HS
Kiva Nelson, Para Educator, Special Education, IS
Janelle Pherson, Para Educator, Regular Education, IS
Carol Theo, Para Educator, Special Education, PES
Randy West, Custodian, HS
Everardo Zuniga, Custodian, HS

Resignations

Valerie Buroker, Para Educator Special Education, IS
Heidi Gerber, Para Educator Special Education, MS
Angela Roberts, Music Teacher, MS
Bertha Madison, weekend Custodian, HS
Angelica Rojas Agudelo, Translation & Interpretation Coordinator
Emily Setodji, Para Educator Regular Education, HES
Kristen Thompson, School Psychologist, IS
Vincent Wiesman, Para Educator Regular Education, IS

Internal Staff Changes - No Action

Heather Horn, from Para Educator Special Education, IS, to LMTC Assistant, IS
Nancy Martin, from Para Educator Regular Ed, IS, to Para Educator Special Education, HS

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

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

The Co_Curricular report is posted on the agenda for this meeting.

XIII. BOARD BUSINESS NA

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

A motion was made by Dotzler, second by Frey to approve the following special meetings:

August 30, 2023 @ 5:30PM BOE Tour of the new Heritage Construction Site

October 2, 2023 @ 5:30PM Special meeting – Superintendent Search – Leadership Profile

October 16, 2023 @ 8:00PM Special meeting – Superintendent Search – Presentation of
Candidates – Closed Session

October 23, 2023 @ 5:30PM Special meeting Tax Levy

Motion carried 7-0.

A motion was made by Hetzel, second by Dotzler, to approve the following special meetings:

November 1, 2023 @ 5:30PM, first round of superintendent interviews

November 2, 2023 @ 5:30PM, first round of superintendent interviews

October 30, 2023 @ 5:30PM, first round of superintendent interviews if needed.

January 29, 2024 @ 5:00PM – Curriculum presentations

April 29, 2024 @ 5:00PM – Curriculum presentations

Motion carried 7-0.

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee – Sept. 5, 2023 @ 7:30AM

G. Human Resources Committee

H. Policy Committee – Sept. 7, 2023 @ 7:30AM

I. DEI Committee – Sept. 6, 2023 @ 7:30AM

XV. RETURN TO CLOSED SESSION - NA

XVI. RETURN TO OPEN SESSION - NA

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

XVIII. ADJOURN

The Board of Education adjourned at 9:16PM on a motion by Dotzler, second by Frey, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee 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

Waunakee 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

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 Tuesday, September 5, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Ensign called the meeting to order at 7:30AM.

II. ROLL CALL

Present: Dotzler, Ensign, Heinemann

Also Present: Summers, Cramer, Conrad, Dye, Rich Stoffels (Vogel Brothers)

III. APPROVE AGENDA

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

Motion Carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. HERITAGE ELEMENTARY SCHOOL

A. Approval of Subcontractor Bids

Rich Stoffels reviewed the final list of subcontractors for the Heritage Elementary School project. Rich also reviewed the playground surfacing options. Vogel just received this playground surface information and will present the bids at the September 11th School Board meeting.

A motion was made by Dotzler, second by Heinemann, to recommend that the full board consider the subcontractor list as presented and also consider the playground surface information when presented. Motion carried 3-0.

B. Review of Solar System Options

Summers and Cramer presented and answered questions regarding the review of options for a solar system.

The committee asked for the trends of electrical cost in order to review the payback numbers that were included for each option. The committee asked the administration to compare new schools in our area to find out if they are using solar as an electrical alternative, and what the sizes of the solar systems are. The committee also requested information on life cycle, maintenance, and infrastructure costs regarding solar systems. Summers will bring this information back to the next committee meeting.

VI. CONSIDERATION OF CAPITAL PROJECTS

Summers presented and answered questions regarding the capital projects. He reviewed the budget tracking document. The committee was asked to think about the options for funds that are freed up from Heritage, if these funds should be moved to capital projects.

A. Softball Field Report

Summers and Conrad presented and answered questions regarding the report from Rettler on the varsity softball field. The committee asked for better clarification of all athletic facilities improvements and prioritization. The committee would like to review athletic facilities for long-term planning and budgeting purposes. The committee also asked if any equipment/facilities could be reused from the current Varsity field or from the JV field. After much discussion, a motion was made by Dotzler, second by Heinemann, to move forward to have the plans designed for moving the current JV field to a Varsity field. This design needs to be completed in order to receive firmer costs and to schedule work to be done. Motion carried 3-0.

B. High School Signage

Summers and Conrad presented and answered questions regarding the request for a high school signage replacement project. After much discussion, a motion was made by Heinemann, second by Dotzler, to recommend that the full board consider replacing the electronic board on Century avenue with a new electronic version and to replace the non-electric sign on South Street with a new non-electric sign as presented. Motion carried 3-0.

VII. FUTURE MEETINGS - NA

VIII. ADJOURN

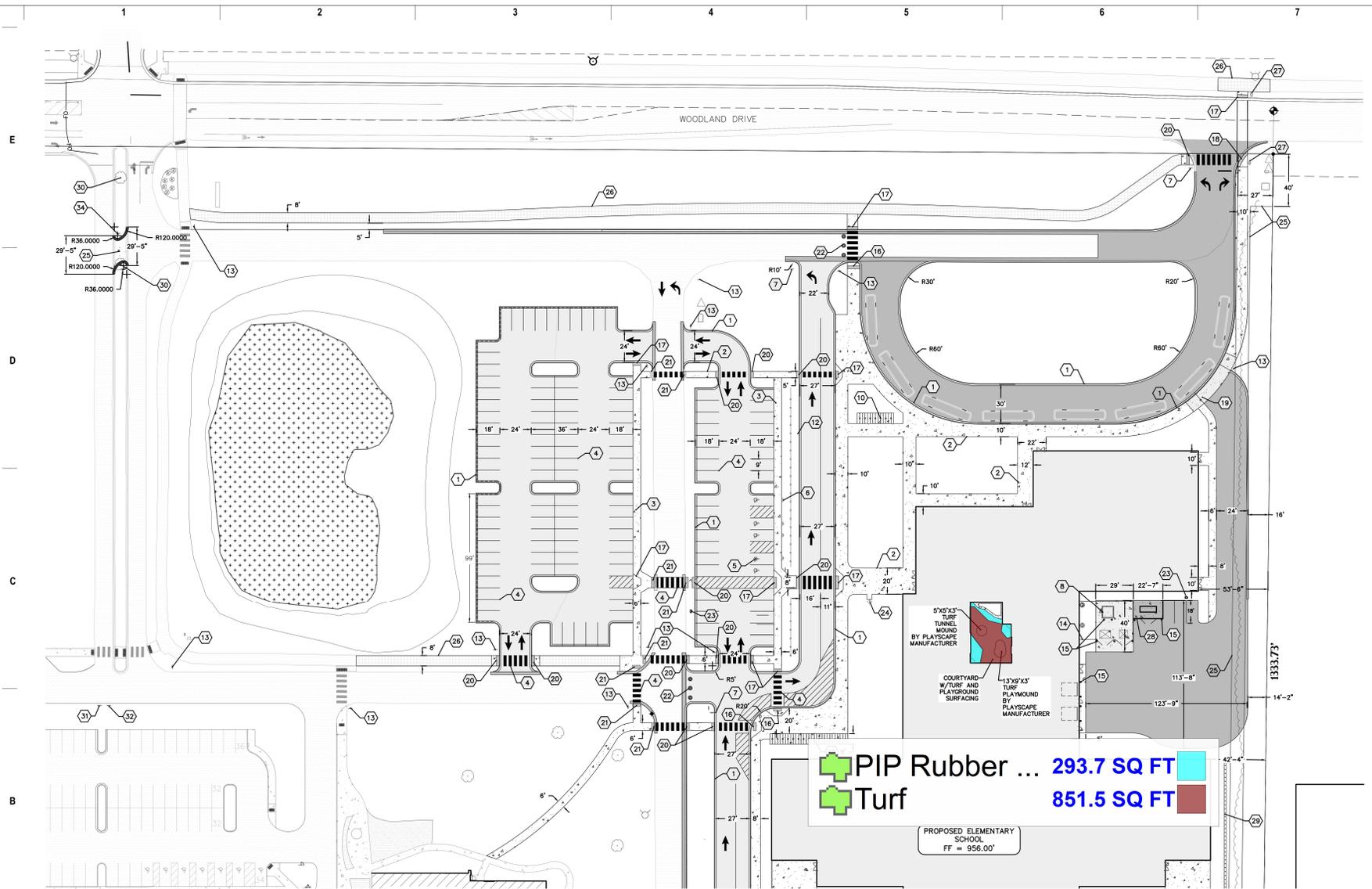
A motion was made by Heinemann, second by Dotzler to adjourn the meeting at 8:18AM. Motion carried 3-0.

8/31/2023

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

Specification:	Description of Work:	Supplier/Subcontractor:	Low Bid	Budget	Over/Under
32 31 13	Fencing	Northway Fence	\$122,375	\$90,000	\$32,375
32 12 16	Asphalt Paving	Wolf Paving, Inc.	\$364,926	\$383,040	(\$18,114)
32 16 00	Concrete Curb and Gutter	Raymond P. Cattell, Inc.	\$134,050	\$177,066	(\$43,016)

DATE	DESCRIPTION
02-07-2023	BID PACKAGE 1
03-16-2023	BID PACKAGE 1 - ADDENDUM 01
04-28-2023	CONSTRUCTION DOCUMENTS - BP 03



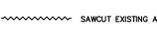
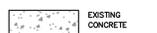
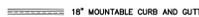
 **PIP Rubber ... 293.7 SQ FT**
 **Turf 851.5 SQ FT**

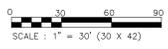
PROPOSED ELEMENTARY SCHOOL
FF = 956.00'

PLAN KEY

- 1 18" CURB AND GUTTER, TYP.
- 2 CONCRETE SIDEWALK, TYP.
- 3 THICKENED EDGE CONCRETE
- 4 4" PAVEMENT STRIPING WITH TWO COATS OF TRAFFIC GRADE LATEX PAINT, TYP.
- 5 ACCESSIBLE STALL, TYP.
- 6 VAN ACCESSIBLE PARKING SIGN, TYP.
- 7 DO NOT ENTER SIGN
- 8 TRANSFORMER
- 9 TRASH ENCLOSURE, (SEE ARCHITECTURAL PLANS)
- 10 BIKE RACK TO BE DERO PART# BH-FT-EPX BIKE RACKS SURFACE MOUNT POWDER COAT FINISH
- 11 NO PARKING EXCEPT ELECTRIC VEHICLES SIGN
- 12 5' HIGH ORNAMENTAL FENCE
- 13 STOP SIGN
- 14 DUMPSTER/TRANSFORMER ENCLOSURE, SEE ARCHITECTURAL PLANS
- 15 BOLLARD, TYP.
- 16 CURB RAMP, TYPE 2 W/DETECTABLE WARNING FIELD
- 17 CURB RAMP, TYPE 3 W/DETECTABLE WARNING FIELD
- 18 CURB RAMP, TYPE 4A1 W/DETECTABLE WARNING FIELD
- 19 CURB RAMP, TYPE 7A W/DETECTABLE WARNING FIELD
- 20 CURB RAMP, TYPE 7B W/DETECTABLE WARNING FIELD
- 21 DETECTABLE WARNING FIELD, TYP.
- 22 FUTURE ELECTRICAL CHARGING STATION
- 23 35' HIGH FLAG POLE
- 24 SAWCUT CURB HEAD AND INSTALL CONCRETE PAVEMENT
- 25 BIKE PATH
- 26 FURNISH AND INSTALL SOLAR POWERED RECTANGULAR RAPID FLASHING BEACON (RRFB) SYSTEM SIMILAR TO OTHER RRFB'S IN THE VILLAGE. INSTALL IN ACCORDANCE WITH WISNUTCO 4.03. COORDINATE WITH THE VILLAGE OF WAUNAKEE
- 27 GENERATOR ENCLOSURE, SEE ARCHITECTURAL PLANS
- 28 RETAINING WALL
- 29 REMOVE TREE TO ALLOW FOR DRIVEWAY INSTALLATION
- 30 INTERMEDIATE SCHOOL DROP OFF SIGN WITH RIGHT DIRECTIONAL ARROW
- 31 HERITAGE ELEMENTARY SCHOOL DROP OFF SIGN WITH LEFT DIRECTIONAL ARROW
- 32 PUBLIC UTILITY EASEMENT
- 33 NO LEFT TURN SIGN

KEY

-  LIGHT DUTY ASPHALT PAVEMENT
-  HEAVY DUTY ASPHALT PAVEMENT
-  ASPHALT BIKE PATH
-  CONCRETE
-  HEAVY DUTY CONCRETE
-  SAWCUT EXISTING ASPHALT
-  EXISTING CONCRETE
-  EXISTING ASPHALT
-  PLAYGROUND POURED IN PLACE RUBBER SURFACING BY SURFACE AMERICA OR APPROVED EQUAL
-  PLAYGROUND TURF TOP PLAYGROUND SURFACING BY SURFACE AMERICA OR APPROVED EQUAL
-  BIORETENTION POND
-  GARDEN
-  STANDARD 18" CURB AND GUTTER
-  18" MOUNTABLE CURB AND GUTTER

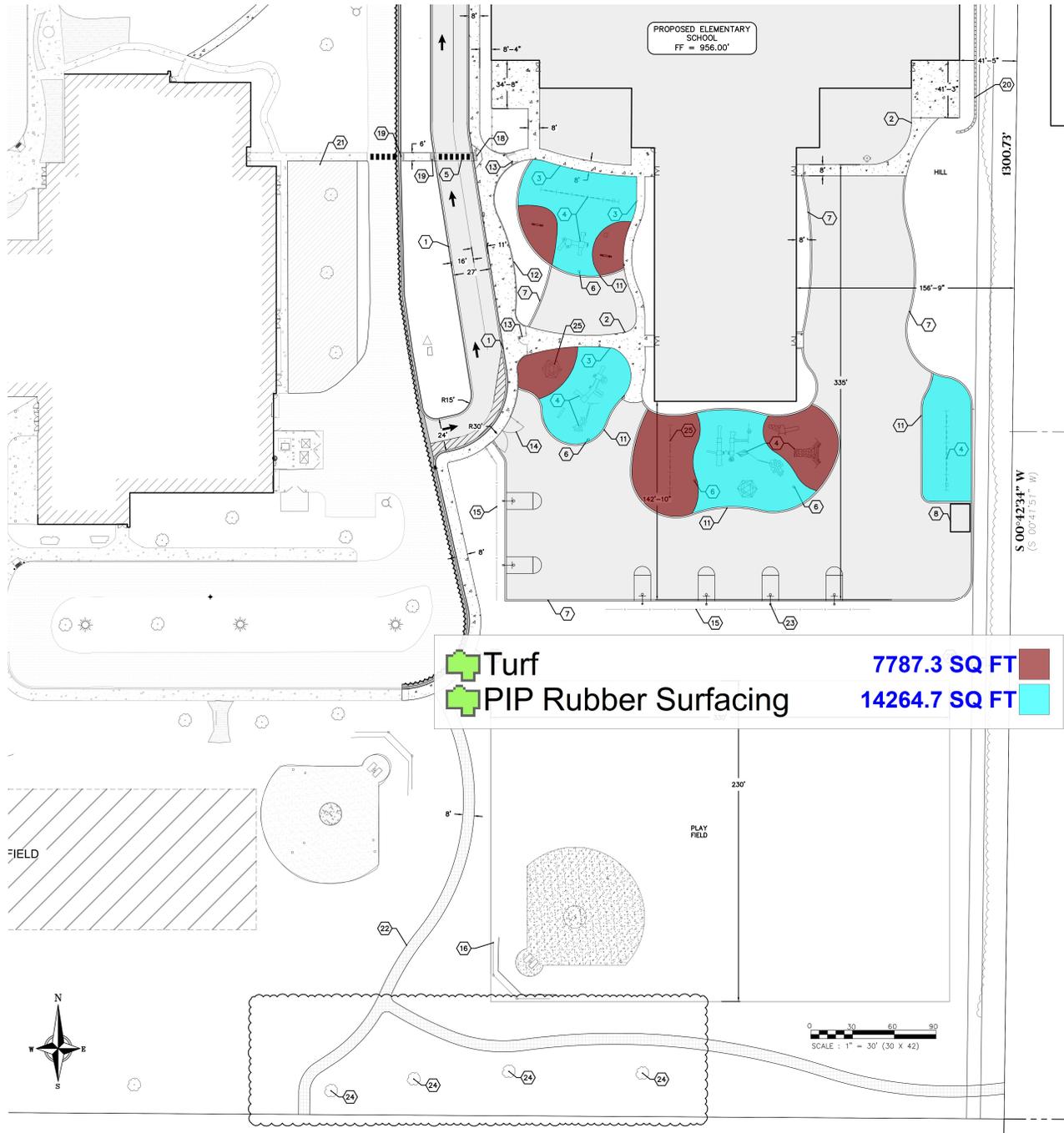


PLAN KEY

- ① 18" CURB AND GUTTER, TYP.
- ② CONCRETE SIDEWALK, TYP.
- ③ THICKENED EDGE CONCRETE ADJACENT PLAY AREAS
- ④ RELOCATED PLAY EQUIPMENT FROM EXISTING HERITAGE ELEMENTARY SCHOOL, TYPICAL
- ⑤ 4" PAVEMENT STRIPING WITH TWO COATS OF TRAFFIC GRADE LATEX PAINT, TYP
- ⑥ COLUMN FOR SHADE STRUCTURE (SEE ARCHITECTURAL PLANS)
- ⑦ 12" RIBBON CURB ADJACENT ASPHALT PLAY AREAS
- ⑧ RELOCATED STORAGE SHED FOR PLAYGROUND EQUIPMENT
- ⑨ 10' HIGH BLACK COATED CHAIN LINK FENCE
- ⑩ 24' HIGH CHAIN LINK FENCE FOR BASEBALL BACKSTOP
- ⑪ 12" CONCRETE CURB AROUND PLAY AREAS
- ⑫ 5' TALL ORNAMENTAL FENCE
- ⑬ 6' WIDE GATE
- ⑭ 24' WIDE GATE
- ⑮ 10' HIGH BLACK COATED CHAIN LINK FENCE
- ⑯ 24' HIGH CHAIN LINK FENCE FOR BASEBALL BACKSTOP
- ⑰ 12" CONCRETE CURB AROUND PLAY AREAS
- ⑱ CURB RAMP, TYPE 2 W/DETECTABLE WARNING FIELD
- ⑲ CURB RAMP, TYPE 7B W/DETECTABLE WARNING FIELD
- ⑳ RETAINING WALL
- ㉑ FUTURE PAVEMENT THAT IS NOT PART OF THIS PROJECT. PAVEMENT AREA IS INCLUDED IN STORMWATER MANAGEMENT PLAN
- ㉒ BIKE PATH
- ㉓ BASKETBALL HOOP, TYPICAL. COORDINATE WITH OWNER
- ㉔ REMOVE TREE
- ㉕ PUBLIC UTILITY EASEMENT
- ㉖ FUTURE PLAYGROUND EQUIPMENT

KEY

-  LIGHT DUTY ASPHALT PAVEMENT
-  HEAVY DUTY ASPHALT PAVEMENT
-  ASPHALT BIKE PATH
-  CONCRETE
-  HEAVY DUTY CONCRETE
-  EXISTING CONCRETE
-  EXISTING ASPHALT
-  PLAYGROUND POURED IN PLACE RUBBER SURFACING BY SURFACE AMERICA OR APPROVED EQUAL
-  PLAYGROUND TURF TOP PLAYGROUND SURFACING BY SURFACE AMERICA OR APPROVED EQUAL
-  BIORETENTION POND
-  GARDEN
-  REPLACE EX ASPHALT WITH HEAVY DUTY ASPHALT PAVEMENT
-  FUTURE PAVEMENT
-  SAWCUT EXISTING ASPHALT
-  STANDARD 18" CURB AND GUTTER
-  18" MOUNTABLE CURB AND CUTTER



 **Turf** 7787.3 SQ FT
 **PIP Rubber Surfacing** 14264.7 SQ FT



818 N Meadowbrook Ln
Waukesha, WI 53597
(608) 849-9378

PROJECT INFORMATION
WCS - HERITAGE
ELEMENTARY
SCHOOL

D Woodland Drive

ISSUANCE AND REVISIONS

DATE	DESCRIPTION
02-07-2023	BID PACKAGE 1
03-10-2023	BID PACKAGE 1 - ADDENDUM 01
04-28-2023	CONSTRUCTION DOCUMENTS - BP 03

C 22

KEY PLAN

SHEET INFORMATION

PROJECT MANAGER RS
PROJECT NUMBER 319203-01

SITE PLAN
C202

Company	Midwest Playscapes	Boland Recreation	Meak Surfacing	Forever Lawn	Budget	Difference
Date	1-Sep	1-Sep	1-Sep	1-Sep		
Contact	Bruce Pudwill	Ashtyn Morrison	Mike Bluemel	Jeff Plazak		
Phone #	612-325-0935	608-438-5317	414-305-8875	262-278-4020		
BID	\$ 486,363	\$ 506,478	\$ 611,620	\$ -	\$ 520,000	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		23
	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI TAX 5.5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACT TOTAL	\$ 486,363	\$ 506,478	\$ 611,620	\$ -	\$ 520,000	\$ 33,637

Not bid per design



WCSD Varsity Softball Field Preliminary Budgets

VOGEL
BROS. BUILDING CO.

8/30/2023

PRELIMINARY BUDGETS

Varsity Press Box - Match Existing	\$	158,000
Batting Cages - Two total locations (55' x 15')	\$	78,000
Fence Replacement - 650LF of 6' high fence	\$	45,000
Paved Plaza Area and Path to Parking Lot	\$	40,000
Netting at Backstop	\$	70,000
TOTAL ALL PROJECTS	\$	391,000



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

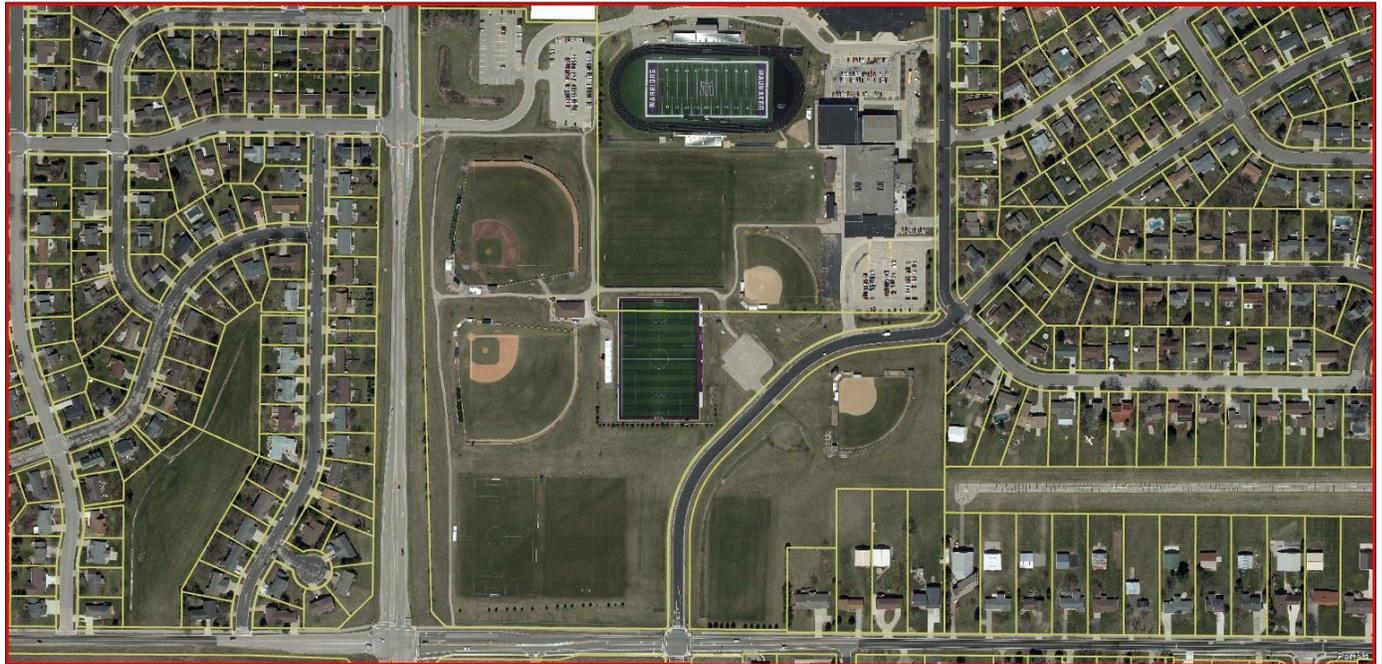
Design & Planning Considerations

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.

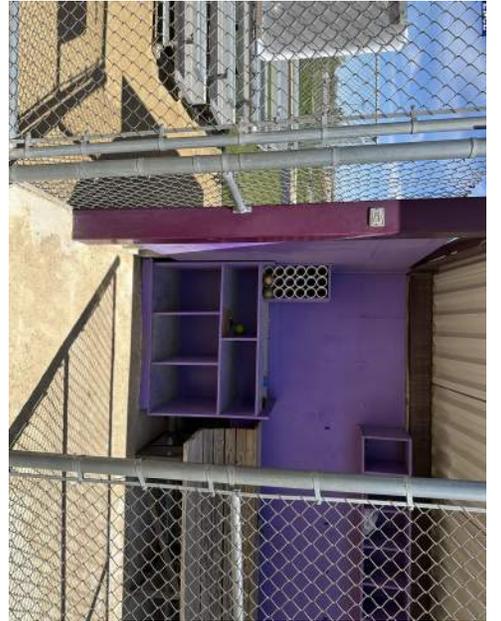
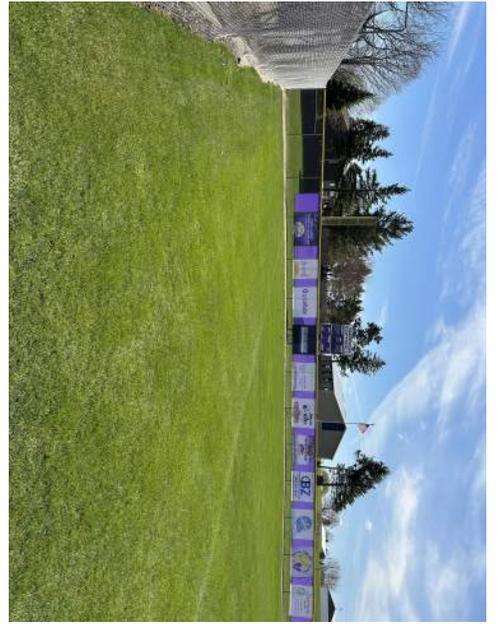
It is our recommendation to install the lights and make improvements on the **existing JV field**, and utilize it as the new varsity field. The top three reasons for the selection are:

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

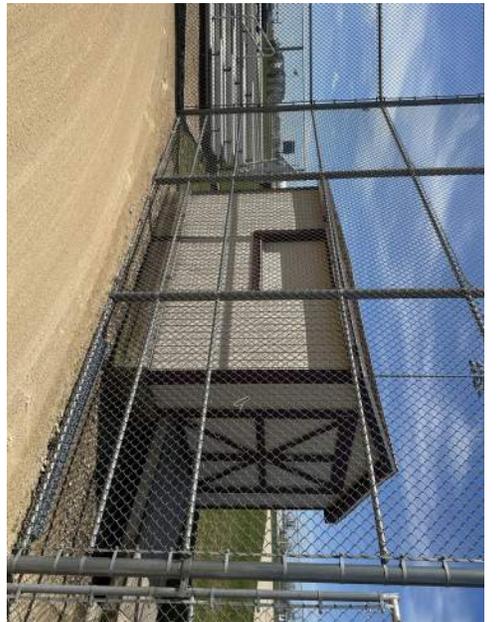
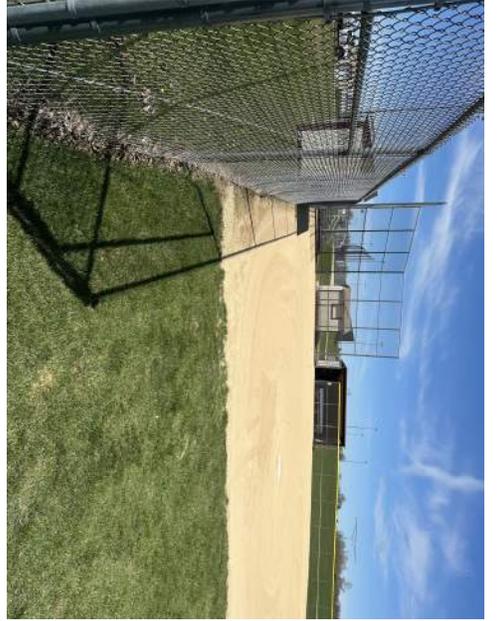
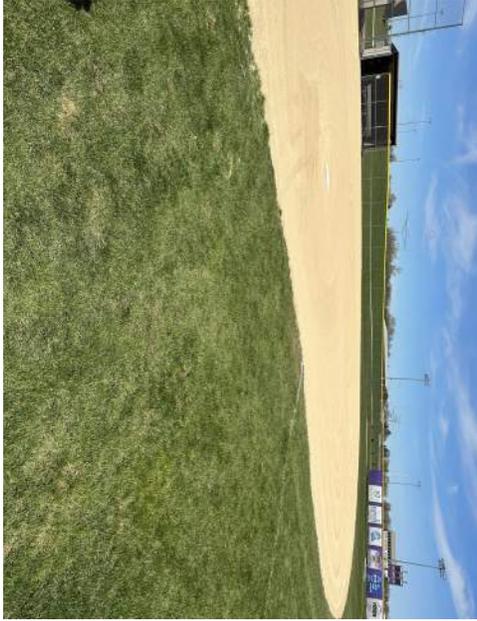
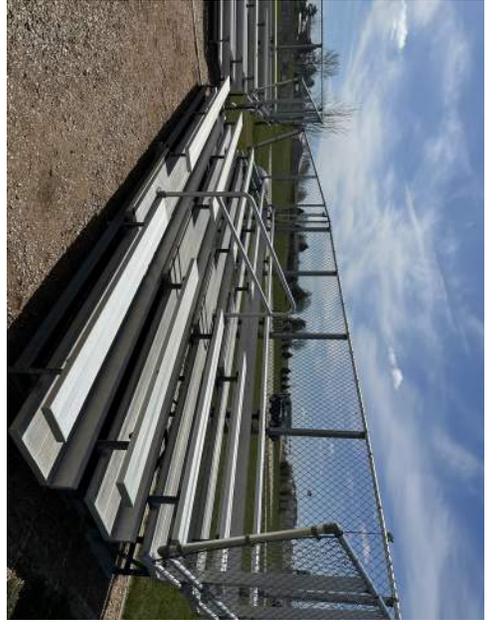
It is also recommended an equal storage and scorers booth building be either constructed, or, that the current scorers booth structure be moved to the new varsity field location. The fencing fabric, and possibly the entire fencing system should be reviewed for replacement within the next 3-5 years. A 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



JV Softball



WAUNAKEE
COMMUNITY HIGH SCHOOL

WAUNAKEE
COMMUNITY HIGH SCHOOL



24 X 64 PIXEL
MESSAGE
CENTER

WAUNAKEE HIGH SCHOOL



JAN 6
ESTLING
SEAU DAM

Waunakee
The Original
Waunakee
The World

**WAUNAKEE
— WARRIORS —**



**WELCOME TO
WAUNAKEE
HIGH SCHOOL**

**WAUNAKEE COMMUNITY HIGH SCHOOL
WARRIORS SIGN DIVISION**

Waunakee High School is a member of the
Wisconsin Interscholastic Athletic Association
and is an equal opportunity institution.
Waunakee High School is a member of the
Wisconsin Interscholastic Athletic Association
and is an equal opportunity institution.
Waunakee High School is a member of the
Wisconsin Interscholastic Athletic Association
and is an equal opportunity institution.



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

September 1, 2023

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

RE: Ballasted solar roof installation at Heritage Elementary School

Dear Steve:

Thank you for the opportunity to provide a proposal for a solar installation at Heritage Elementary School in Waunakee. We have examined drawings and electrical services and developed options for solar on the facility roof.

We intend to maintain standards of construction established by Westphal to date for Waunakee School District. This includes conduit, raceways and wiring to code and to Westphal’s rigid standards of excellence.

Our design will be stamped by a structural engineer and approved by the roofing contractor to maintain the roof warranty.

Waunakee Utilities and Focus on Energy have been contacted about the solar array so that we could collect some information about expected energy use at the school. Waunakee Utilities will be contacted for interconnection application fees and external disconnect(s) locations.

Egauge monitoring is included. This provides an additional monitoring platform to track both solar production and facility electrical usage. Egauge is provided in addition to module-by-module monitoring as part of the SolarEdge inverters we have selected. Both egauge and SolarEdge deliver historic and real-time production data. Egauge has been utilized by previous customers for display on publicly viewable monitors in high-traffic areas and represents a great opportunity for educational engagement with the solar array. A display monitor is not included in our estimate.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Westphal is pleased to provide pricing for three ballasted roof mounted solar array sizes. A financial breakdown of each system is included.

Ballasted Roof & Ground Mount	
151 kW Installation Price:	\$ 327,257 - \$2.16/W
267 kW Installation Price:	\$ 510,845 - \$1.91/W
367 kW Installation price:	\$ 702,045 - \$1.82/W

Please note: Pricing does not include ITC 30% Elective Tax Credit, Focus on Energy, or Solar for Good Incentives. These are included in the attached financial breakdowns.

The above pricing includes the following clarifications:

Our pricing includes the following items:

1. Complete turnkey design
2. Stamped structural engineering review
3. Zoning, building and electrical permits (City of Waunakee)
4. Utility Interconnection Application and engineering fees
5. Back-feed breakers, disconnects and other required fault protection
6. Labor and balance of system components
7. Fully grounded solar array
8. Full system commissioning
9. Safety plan and safety management throughout construction
10. Fall protection implementation throughout construction
11. Non-permeable, weather resistant ballast block
12. Egauge and inverter integrated monitoring
13. Owner training

Our price excludes the following items:

1. Commodity escalation costs are not included. Commodities include steel, copper, and aluminum products.
2. Potential utility requirements for "transfer trip" this is unlikely for systems this size
3. Investment Tax Credit as an "Elective Pay" should be reviewed by a qualified tax professional. This incentive amount is provided only as a reference. Westphal cannot be responsible for accuracy or qualification of tax credit.
4. Due to market volatility, pricing is only good for 30 days. Increased pricing can be adjusted at the time of contract award.

System Details:

- Ballasted rooftop system designed and installed on Heritage Elementary School. PV modules are fixed in place at a 10° tilt and do not track the sun. All PV modules are set facing south.
- There are three Photovoltaic (PV) System Sizes.
- 10' set-back from all roof edges – per City of Waunakee requirements.
- Slip sheets matching EPDM membrane are integrated into solar racking system
- Slip sheet and roof loading may be inspected by roofing contractor to protect roof warranty
- DC and AC conductors will be routed in cable trays or conduit as applicable

Westphal & Company has carefully reviewed your site and analyzed the various technology options requested. We have the capability to complete the installations involved in the timelines as outlined. Items that could preclude Westphal from meeting the expected timelines are as follows:

- Equipment availability.
- Waunakee Utilities approval timeline. For facilities potentially exporting power, utilities can conduct engineering reviews that can take additional time.
- Current projected lead times for the panelboards is approximately 6 months
- Westphal has communicated with module, inverter and racking vendors for potential expedited delivery.

Per our policy on design/build proposals, this narrative of assumed electrical installation and pricing does not constitute a contract to construct. A further detailed review of said scope-of-work by all parties, plus a defined understanding of schedule must be finalized before a contractual agreement to proceed is agreed to. Initial commitments for volatile-priced items (solar modules) will make it possible to reserve pricing and availability.

Final pricing is dependent on timing, final design and material costs.

We appreciate the opportunity to provide these estimates and look forward to working with you on this project.

Respectfully Submitted;
WESTPHAL & CO., INC.

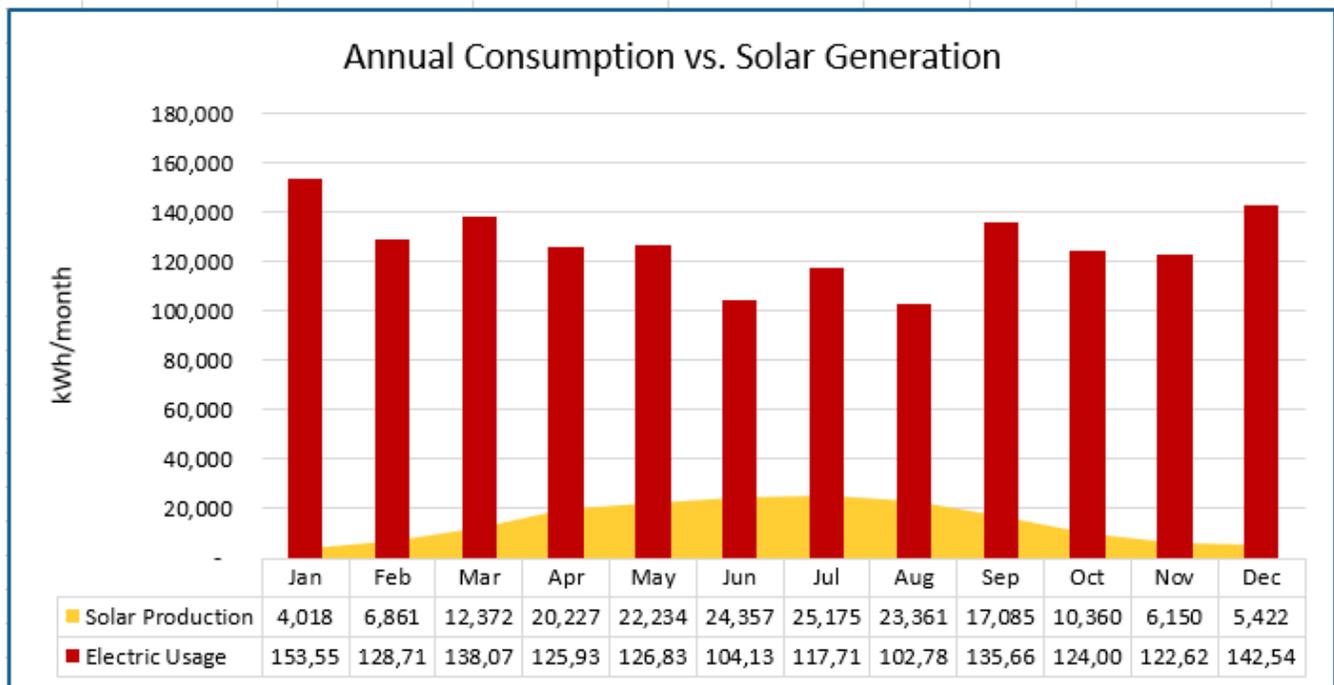
Chris Collins

Chris Collins
 Solar Preconstruction Manager
 (608) 960-1198
 Email: ccollins@westphalec.com
www.westphalec.com

151 kW System

Solar Electrical System Details	
KW Size	151.20 kW
Solar Modules	(315) Hanwha Q Cell Tier 1 480W
Racking	Roof Ballasted
Inverter	DC Optimized String
Monitoring	Inverter Integrated & egauge
Miscellaneous	

Cost Breakdown & Estimated Production	
Total System Price	\$ 327,257.00
ITC via IRA Elective Pay Tax Credit	\$ 81,305.10
Depreciation Value (Yrs. 1-6) - N/A	\$ -
Focus on Energy Incentive	\$ 18,120.00
Solar for Good	\$ 20,000.00
Tax on Grants - N/A	\$ -
Year 1 Net System Costs	\$ 207,831.90
Year 1 Estimated Production	177,620 kWh/ 1,175 kWh / kW
Return on Investment	14.03 Years

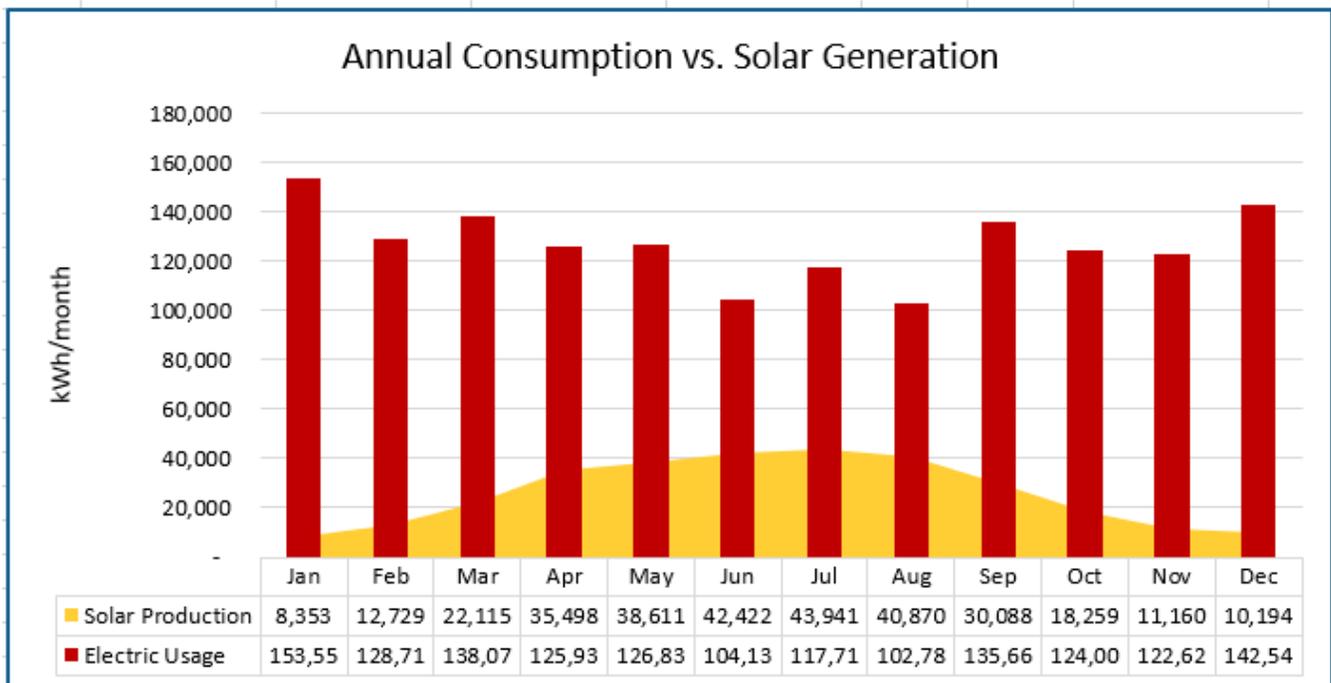


Base Economics			
Return on Investment	14.03	System Size:	151.20 kW-DC
Timeline	IRR	Solar kWh Hour Value:	\$ 0.071 /kWh
10 Year	-6%	Utility Rate (Blended):	\$ 0.071 /kWh
20 Year	4%	ITC Credit Base:	30%
30 Year	6%	Utility Rate Escalator:	2%
30-Yr Cashflow	\$ 223,064	Annual Panel Degradation:	0.7%

30 Year Financials						
Year	Net Price (After FOE)	Investment Tax Credit	Depreciation Value	Value of Solar	Annual Cashflow	Cumulative Cashflow
1	\$ (309,137)	\$ 81,305	\$ -	\$ 12,698	\$ (215,134)	\$ (215,134)
2			\$ -	\$ 12,563	\$ 12,563	\$ (202,571)
3			\$ -	\$ 12,725	\$ 12,725	\$ (189,846)
4			\$ -	\$ 12,888	\$ 12,888	\$ (176,958)
5			\$ -	\$ 13,054	\$ 13,054	\$ (163,903)
6			\$ -	\$ 13,222	\$ 13,222	\$ (150,681)
7				\$ 13,392	\$ 13,392	\$ (137,289)
8				\$ 13,564	\$ 13,564	\$ (123,725)
9				\$ 13,739	\$ 13,739	\$ (109,986)
10				\$ 13,915	\$ 13,915	\$ (96,071)
11				\$ 14,094	\$ 14,094	\$ (81,976)
12				\$ 14,276	\$ 14,276	\$ (67,701)
13				\$ 14,459	\$ 14,459	\$ (53,241)
14				\$ 14,645	\$ 14,645	\$ (38,596)
15				\$ 14,834	\$ 14,834	\$ (23,763)
16				\$ 15,024	\$ 15,024	\$ (8,738)
17				\$ 15,217	\$ 15,217	\$ 6,479
18				\$ 15,413	\$ 15,413	\$ 21,892
19				\$ 15,611	\$ 15,611	\$ 37,504
20				\$ 15,812	\$ 15,812	\$ 53,316
21				\$ 16,016	\$ 16,016	\$ 69,331
22				\$ 16,221	\$ 16,221	\$ 85,553
23				\$ 16,430	\$ 16,430	\$ 101,983
24				\$ 16,641	\$ 16,641	\$ 118,624
25				\$ 16,855	\$ 16,855	\$ 135,480
26				\$ 17,072	\$ 17,072	\$ 152,552
27				\$ 17,292	\$ 17,292	\$ 169,843
28				\$ 17,514	\$ 17,514	\$ 187,357
29				\$ 17,739	\$ 17,739	\$ 205,097
30				\$ 17,967	\$ 17,967	\$ 223,064
			\$ -	\$ 450,896		

267 kW System

Solar Electrical System Details	
KW Size	266.88 kW
Solar Modules	(556) Hanwha Q Cell Tier 1 480W
Racking	Roof Ballasted
Inverter	DC Optimized String
Monitoring	Inverter Integrated & egauge
Miscellaneous	
Cost Breakdown & Estimated Production	
Total System Price	\$ 510,845.00
ITC via IRA Elective Pay Tax Credit	\$ 129,440.70
Depreciation Value (Yrs. 1-6) - N/A	\$ -
Focus on Energy Incentive	\$ 29,688.00
Solar for Good	\$ 20,000.00
Tax on Grants - N/A	\$ -
Year 1 Net System Costs	\$ 331,716.30
Year 1 Estimated Production	314,239 kWh/ 1,177 kWh / kW
Return on Investment	12.73 Years

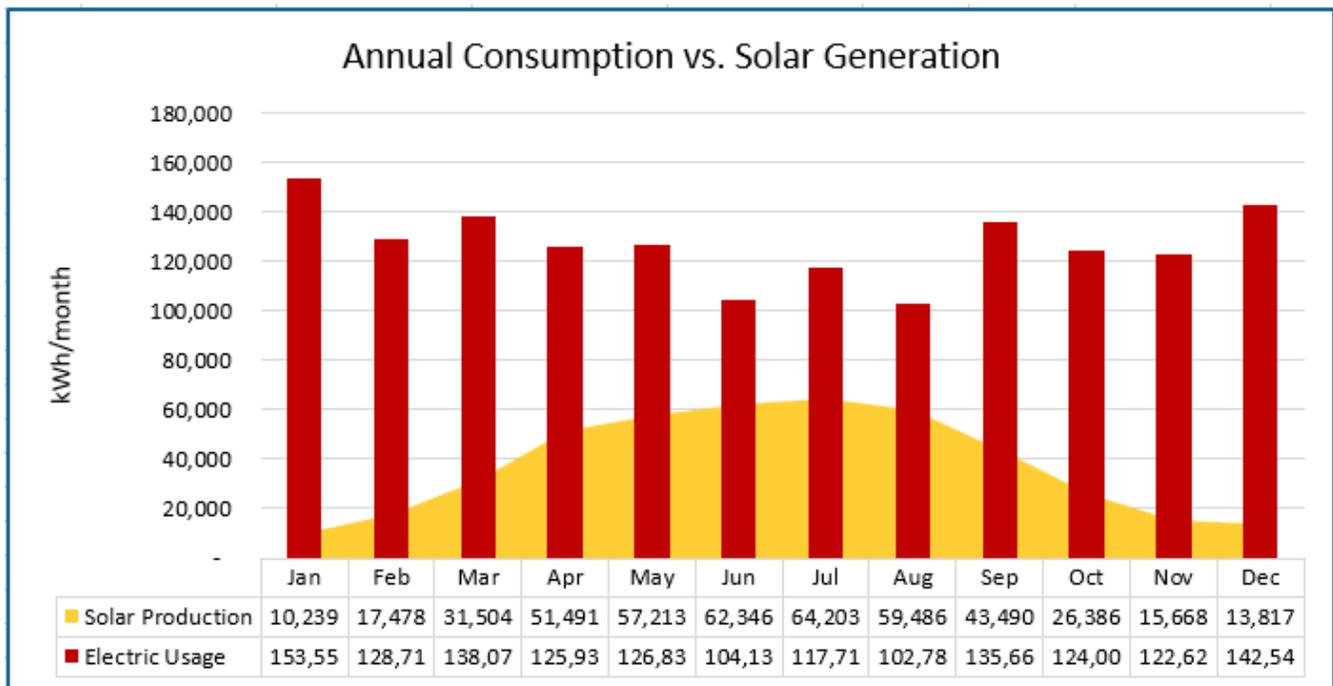


Base Economics			
Return on Investment	12.73	System Size:	266.88 kW-DC
Timeline	IRR	Solar kWh Hour Value:	\$ 0.071 /kWh
10 Year	-4%	Utility Rate (Blended):	\$ 0.071 /kWh
20 Year	5%	ITC Credit Base:	30%
30 Year	7%	Utility Rate Escalator:	2%
30-Yr Cashflow	\$ 445,993	Annual Panel Degradation:	0.7%

30 Year Financials						
Year	Net Price (After FOE)	Investment Tax Credit	Depreciation Value	Value of Solar	Annual Cashflow	Cumulative Cashflow
1	\$ (481,157)	\$ 129,441	\$ -	\$ 22,465	\$ (329,252)	\$ (329,252)
2			\$ -	\$ 22,226	\$ 22,226	\$ (307,025)
3			\$ -	\$ 22,512	\$ 22,512	\$ (284,513)
4			\$ -	\$ 22,802	\$ 22,802	\$ (261,711)
5			\$ -	\$ 23,095	\$ 23,095	\$ (238,616)
6			\$ -	\$ 23,392	\$ 23,392	\$ (215,224)
7				\$ 23,693	\$ 23,693	\$ (191,531)
8				\$ 23,998	\$ 23,998	\$ (167,534)
9				\$ 24,306	\$ 24,306	\$ (143,228)
10				\$ 24,619	\$ 24,619	\$ (118,609)
11				\$ 24,935	\$ 24,935	\$ (93,674)
12				\$ 25,256	\$ 25,256	\$ (68,418)
13				\$ 25,581	\$ 25,581	\$ (42,837)
14				\$ 25,910	\$ 25,910	\$ (16,927)
15				\$ 26,243	\$ 26,243	\$ 9,316
16				\$ 26,580	\$ 26,580	\$ 35,896
17				\$ 26,922	\$ 26,922	\$ 62,818
18				\$ 27,268	\$ 27,268	\$ 90,087
19				\$ 27,619	\$ 27,619	\$ 117,706
20				\$ 27,974	\$ 27,974	\$ 145,680
21				\$ 28,334	\$ 28,334	\$ 174,014
22				\$ 28,698	\$ 28,698	\$ 202,713
23				\$ 29,068	\$ 29,068	\$ 231,780
24				\$ 29,441	\$ 29,441	\$ 261,222
25				\$ 29,820	\$ 29,820	\$ 291,042
26				\$ 30,203	\$ 30,203	\$ 321,245
27				\$ 30,592	\$ 30,592	\$ 351,837
28				\$ 30,985	\$ 30,985	\$ 382,822
29				\$ 31,384	\$ 31,384	\$ 414,206
30				\$ 31,787	\$ 31,787	\$ 445,993
			\$ -	\$ 797,709		

367 kW System

Solar Electrical System Details	
KW Size	387.36 kW
Solar Modules	(807) Hanwha Q Cell Tier 1 480W
Racking	Ballasted Roof
Inverter	DC Optimized String
Monitoring	Inverter Integrated & egauge
Miscellaneous	
Cost Breakdown & Estimated Production	
Total System Price	\$ 702,045.00
ITC via IRA Elective Pay Tax Credit	\$ 180,358.14
Depreciation Value (Yrs. 1-6) - N/A	\$ -
Focus on Energy Incentive	\$ 40,425.60
Solar for Good	\$ 20,000.00
Tax on Grants - N/A	\$ -
Year 1 Net System Costs	\$ 461,261.26
Year 1 Estimated Production	453,320 kWh/ 1,170 kWh / kW
Return on Investment	12.33 Years



Base Economics			
Return on Investment	12.33	System Size:	387.36 kW-DC
Timeline	IRR	Solar kWh Hour Value:	\$ 0.071 /kWh
10 Year	-4%	Utility Rate (Blended):	\$ 0.071 /kWh
20 Year	5%	ITC Credit Base:	30%
30 Year	7%	Utility Rate Escalator:	2%
30-Yr Cashflow	\$ 669,512	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	\$ (661,619)	\$ 180,358	\$ -	\$ 32,407	\$ (448,854)	\$ (448,854)
2			\$ -	\$ 32,064	\$ 32,064	\$ (416,790)
3			\$ -	\$ 32,476	\$ 32,476	\$ (384,314)
4			\$ -	\$ 32,894	\$ 32,894	\$ (351,420)
5			\$ -	\$ 33,317	\$ 33,317	\$ (318,103)
6			\$ -	\$ 33,745	\$ 33,745	\$ (284,358)
7				\$ 34,179	\$ 34,179	\$ (250,179)
8				\$ 34,619	\$ 34,619	\$ (215,560)
9				\$ 35,064	\$ 35,064	\$ (180,496)
10				\$ 35,515	\$ 35,515	\$ (144,981)
11				\$ 35,972	\$ 35,972	\$ (109,010)
12				\$ 36,434	\$ 36,434	\$ (72,575)
13				\$ 36,903	\$ 36,903	\$ (35,673)
14				\$ 37,377	\$ 37,377	\$ 1,705
15				\$ 37,858	\$ 37,858	\$ 39,563
16				\$ 38,345	\$ 38,345	\$ 77,908
17				\$ 38,838	\$ 38,838	\$ 116,746
18				\$ 39,337	\$ 39,337	\$ 156,083
19				\$ 39,843	\$ 39,843	\$ 195,926
20				\$ 40,356	\$ 40,356	\$ 236,282
21				\$ 40,875	\$ 40,875	\$ 277,157
22				\$ 41,400	\$ 41,400	\$ 318,557
23				\$ 41,933	\$ 41,933	\$ 360,490
24				\$ 42,472	\$ 42,472	\$ 402,962
25				\$ 43,018	\$ 43,018	\$ 445,980
26				\$ 43,571	\$ 43,571	\$ 489,551
27				\$ 44,132	\$ 44,132	\$ 533,683
28				\$ 44,699	\$ 44,699	\$ 578,382
29				\$ 45,274	\$ 45,274	\$ 623,656
30				\$ 45,856	\$ 45,856	\$ 669,512
			\$ -	\$ 1,150,774		

Minutes of DEI Committee

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

Chairperson Heinrichs called the meeting to order at 7:30AM.

II. ROLL CALL

Present: Ensign, Heinrichs, Hetzel

Also Present: Guttenberg, Schell, Loken

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no emailed public comments for this meeting.

Public comments in person were made from:

Shannon Reed – Status of DEI committee work, 7:30AM is inconvenient for community attendance.

V. REVIEW DISTRICT PLANNING EFFORTS RELATED TO DEI

A. Guttenberg presented and answered questions regarding a matrix of recommendations from the previous DEI Ad Hoc Committee and where those recommendations are housed within the DEI planning process and District priorities.

B. Review the District Disproportionality Plan

Loken presented and answered questions regarding the review of the plan.

C. Administrative update on the structure of collaboration around DEI plans.

Schell presented and answered questions regarding the update on how we are coordinating and leading the DEI work in the school district and the establishment of a staff committee that includes representation from each school building to work with the administration on the Disproportionality Plan and other DEI efforts found within the district's priorities.

VI. FUTURE MEETINGS

The next meeting will be on 10/3/23 @ 5:30PM

VII. ADJOURN

A motion was made by Ensign, second by Hetzel, to adjourn the meeting at 8:32AM

Minutes of Policy Committee Meeting

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

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

II. ROLL CALL

Present: Engebretson, Frey, Heinemann

Also Present: Guttenberg, Summers, Dye, Jondle, Schell, Johnson

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. REVIEW OF TRANSPORTATION POLICIES

Summers presented and answered questions regarding transportation policies and practice in WCSD. With the onset of 2 new schools this is a timely discussion. The three areas consideration are: Having a traffic consultant review the district's hazardous walk zones. Reviewing the distance, the district determines walkable for varying grade levels. Alternate transportation request to a daycare provider. After much discussion the committee asked Administration to find out what other districts do for daycare transportation, how many WCSD Families use the alternate transportation service, details on hiring a traffic consultant. The committee also felt it made sense to have this discussion go to the full board in October.

VI. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg presented and answered questions regarding the policies for review. A motion was made by Engebretson, second by Heinemann, to recommend to the full board to consider these policies as presented. Motion carried 3-0.

A. 410 Student Policies Goals

B. 411.2 Students Experiencing Homelessness

C. 411.3 Children in Foster Care

D. 412.1 Full-Time Students

E. 420 School Admissions

F. 420 Rule Procedures for Placing Transfer Students

G. 421 Entrance Age

H. 421 Rule 1 & 421 Rule 2

Replace both rules with PRG 421 Rule 1

I. 422 and 422 Rule Admission of Full-Time Nonresident Students

Replace the policy and the rule with PRG 422

J. 423 Full Time Open Enrollment Program

K. 423 Rule 1 Full Time Open Enrollment Procedures

L. 423 Rule 2 Part Time Open Enrollment

Replace with PRG 343.44

M. 424 Non-Public School Student participation in District Courses, Programs and Activities

N. 424 Rule 1 Procedures for Handling Individual Course Applications from Non-Public School Students

O. 430 Student Attendance

430 Rules 1-4

Replace Policy 430 and Rules 1-4 with PRG Policy 431

P. 431 Proof of Residency

Amend and recode to 420 Rule 2

VII. **FUTURE MEETINGS -NA**

VIII. **ADJOURN**

A motion was made by Heinemann, second by Engebretson, to adjourn the meeting at 8:42AM. Motion carried 3-0.

Admin assignment	Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Administration Recommendation:
	410	Student Policies Goals	410	Keep current policy		Keep
Jondle Loken	411	Equal Educational Opportunities	411		Review later after US DOE Title IX regulations are finalized	Wait
Loken	411R1	Student Discrimination/Harassment Complaint Procedure	411R1		Review later after US DOE Title IX regulations are finalized	wait
Jondle	411.2	Students Experiencing Homelessness	411.2	Replace with PRG Sample Policy 1 and Sample Rule 1	Your current policy was adopted less than one year ago and generally covers the same ground covered by PRG Sample Policy 1 and Sample Rule 1. I provided draft samples for your board to consider, but it might also keep its current policy.	50 Keep Current Policy
Jondle	411.3	Children in Foster Care	411.3	Adopt PRG Sample Policy 1, Sample Rule 2 and Sample Exhibit 1.	School districts receiving Title I funds are required to adopt policies addressing Children in Foster Care. I selected sample rule 2 because it is the simpler of the sample rules 1 and 2. The exhibit is a sample agreement between the district and county child welfare agency regarding the child welfare agency's access to pupil records of foster children consistent with section 118.125.	Adopt PRG with Notes from Jondle
Loken	411.1	Sexual Harassment	412		Review later after US DOE Title IX regulations are finalized. This policy will be replaced with a sample from PRG 411.1 that will cover a student harassment beyond sexual harassment and which will potentially cover sexual harassment not covered by district policy 413/513.	wait

	412.1	Full-time Students	412.1	Adopt PRG 412.1 Sample policy 1	Note that I did not include the following in this draft, guessing that it is obsolete: "Students may also be excused from attendance as part of the "Responsibility Release" program."	Strike out in #2 & #3
Loken	413	Nondiscrimination on the Basis of Sex in Education Programs or Activities/Title IX	413		Review later after US DOE Title IX regulations are finalized	wait
Ed. Serv	420	School Admissions	420	Replace with PRG 420 Sample Policy 1		PRG Version
Ed. Serv	420 R	Procedures for Placing Transfer Students	420 R	Replace with PRG 420 Sample Rule 1	Your current rule includes evaluation requirements for home-based private education programs that are not applied to other private school transfers.	PRG Version with revisions
Ed. Serv	421	Entrance Age	421	Replace with PRG 421 Sample Policy 1	Your current policy is acceptable. I replaced it with the PRG sample to facilitate future updates.	PRG Version 51
Ed. Serv	421 R1 and R2	Exceptions to Age/Other Admission Requirements for Kindergarten and First Grade	421 R1 and R2	Replace both rules with PRG 421 Sample Rule 1	PRG sample covers ground covered by both rules.	PRG version w/ Loken revisions
Dye Summers	422	Admission of Full-time Nonresident Students	422 and 422 R	Replace policy and rule with PRG 422 Sample Policy 2		PRG Version
Dye Summers	423	Full-time Open Enrollment Program	423	Replace policy with PRG 423 Sample Policy 3		WASB revised current Policy
Dye Summers	423 R1	Full-Time Open Enrollment Procedures	423 R1	Replace rule with PRG 423 Sample Rule 3		WASB revised current Policy Rule

Dye Summers	343.44	Part-Time Open Enrollment	423 R2	Replace rule with PRG 343.44 sample policy 2	WASB groups part-time open enrollment with other educational options like the Start College Now and the Early College Credits program. Change the code to 343.44 to align with the WASB PRG coding system.	PRG Version
Dye Summers Schell	424	Non-Public School Student Participation in District Courses, Programs and Activities	424	Replace policy with PRG 424 Sample Policy 1	Your current policy did not address participation in interscholastic athletics other than 7th and 8th grade athletics. You may have addressed that elsewhere. The PRG will update such policies under the code 424.	PRG Version Include #3 from the old policy. Change Semester to Term
Schell	424 R1	Procedures for Handling Individual Course Applications from Non-Public School Students		Adopt PRG 424 Sample Rule 1	Rule 1 is intended to coordinate with 424 Sample Policy 1.	PRG version, Ck Dates w/Schell
Jondle Schell Johnson	431	Student Attendance	430 430 R1 430 R2 430 R3 430 R4	Replace policy 430 and rules 430 (1) to (4) with PRG 431 Sample Policy 1 and Sample Rule 1	Note that your current policies and rules do not address tardiness, which is covered in Sample Rule 1. There are several local policy decisions to be made which I highlighted.	PRG per Jondle ⁵² revisions No Rule
Dye Summers	420 R2	Proof of residency	431	Amend policy and recode as 420 Rule 2	This policy is more appropriately coded as a rule under 420 school admissions. The PRG does not have a sample rule specifically addressing how one proves residency. I modified your current rule to address the Thayer rule with a qualifying statement about adult pupils. Note that emancipated minors may also qualify as residence while living apart from their parents.	Current version Recorded & revised
Dye Summers	432	School Attendance Area			See email sent to Dye and Summers regarding this	wait

STUDENT POLICIES GOALS

Students are the first concern of the District and must receive the primary attention of the Board of Education and all staff members. To fulfill its obligation to students, the Board will strive to spend significant time in formulating policy and considering other matters related to students. A similar commitment is expected of all staff members. In pursuing this primary goal, it is imperative that the good of the individual student be kept paramount. At no time are students to be treated as if they were assembly line products or objects to be manipulated or molded at the will of someone else. Each student shall be considered and treated with respect as an individual. One of the major tasks of the educational program shall be to assist each student in becoming self-sufficient in utilization of decision-making processes and techniques, eventually becoming responsible for determining his/her own learning purposes and the means for achieving them. Staff members shall seek to be wise counselors of children and youth and skillful facilitators of learning. To this end, the Board and staff shall work together to establish an environment conducive to the very best learning achievement for each student through meeting the following goals regarding students:

- 1) To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
- 2) To protect and observe the legal rights of students.
- 3) To enhance the self-image of each student through helping him/her feel respected and worthy, and through a learning environment which provides positive encouragement.
- 4) To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
- 5) To deal with students in matters of discipline in a just and constructive manner.
- 6) To provide in every way feasible for the safety, health, and welfare of students.
- 7) To promote faithful attendance and good work.

Cross Ref.: 110, School District Mission/Philosophy

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Students Experiencing Homelessness

411.2

All children and youth within the Waunakee Community School District experiencing homelessness are provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and District academic standards, and are not segregated or discriminated against on the basis of their status as homeless.

Definitions

- I. Students experiencing homelessness (hereafter referred to as Students in Transition) are defined as individuals lacking a fixed, regular and nighttime residence, which may include the following conditions:
 - A. Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - B. Living in motels, hotels or camping grounds due to the lack of alternative adequate accommodations
 - C. Living in emergency, transitional or domestic violence shelters
 - D. Abandoned in hospitals
 - E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
 - F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
 - G. Living as run-away children or children who are abandoned
 - H. Abandoned or forced out of homes by parents/guardians or caretakers
 - I. Living as migratory children in conditions described in previous examples
- II. "Unaccompanied youth" are defined as students who are not in the physical custody of a parent or guardian, including students who are runaways, abandoned or denied housing by their parents, and other youth without a legal or participating caregiver, who are living in situations that are not fixed, regular or adequate.
- III. School District of Origin is defined as the school and district the student attended when permanently housed or the school in which the student was last enrolled.
- IV. School District of Residence is defined as an attendance-area school or district where the student is currently sleeping at night.
- V. Permanent Housing is defined as any signed lease or long-term approved living situation. However, stable housing may be a consideration in developing the transition plan for the student. The student's educational interests and the desire to have students engaged in their education within their district or school of residence are guiding factors.

Delegation of Responsibility

The Board and Superintendent designate the Director of Student Services and the Homeless Liaison to serve as the district's liaison for students in transition and their families.

- I. The district's liaison shall coordinate with:
 - A. Local service agencies that provide services to children and youth in transition and their families
 - B. Other school districts on issues of records transfer and transportation
 - C. State and local housing agencies responsible for comprehensive housing affordability strategies

- II. The district's liaison shall provide public notice of the educational rights of students in transition in schools, family shelters and other community service agencies.

- III. The district's liaison shall ensure that:
 - A. Children and youth in transition residing in the district are identified by the school
 - B. Children and youth in transition enroll in, and have full and equal opportunity to succeed in schools in the District
 - C. Families, children and youth in transition receive educational services for which they are eligible and referrals to other appropriate services to ensure they make educational progress
 - D. The parent/guardian of a child and any unaccompanied youth in transition is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth
 - E. Public notice of the educational rights of children and youth in transition is disseminated where such children and youth receive services such as the schools, family shelters, and other community service organizations
 - F. Enrollment disputes are mediated in accordance with legal requirements
 - G. The parent/guardian of a child and any unaccompanied youth in transition is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services

- IV. The Director of Student Services shall:
 - A. Serve as a resource between districts in resolving conflicts or issues related to the shared financial responsibilities for transportation.
 - B. Serve as a designee for parents or others who have a complaint regarding district offers of service for students in transition.
 - C. Ensure compliance with all local, state or federal reporting related to students in transition.

WCSD McKinney-Vento Dispute Guidance

A child/youth who is experiencing homelessness has the right to remain at their school of origin (public school that the child attended when permanently housed, or the public school in which the child was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. If the student is eligible to attend more than one school, parents/caregivers or unaccompanied youth will have the option of choosing the school they wish to attend.

When a dispute arises over the school placement/enrollment, WCSD must:

1. Immediately enroll the student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals.
 - a. When the appeals are pending, the student has the right to full participation in school programs and activities, transportation, lunch and fees waived.
2. The Homeless Liaison shall carry out the outlined WCSD dispute process:

Level 1- Informal Dispute to Homeless Liaison

1. The Homeless Liaison will make best efforts to resolve the dispute at Level 1
 - a. The parent/guardian or unaccompanied homeless youth will receive a written explanation of the “Best Interest of the Student” letter. This letter will be sent from the District Homeless Liaison and will notify the parent/guardian or unaccompanied youth of the notice of the decision.
 - i. The Homeless Liaison will keep a copy of this letter on file.
 - b. The parent/guardian or unaccompanied youth has the right to appeal this decision (written or verbally). If the dispute cannot be resolved at Level 1, the Homeless Liaison will proceed to Level 2.
 - c. The Homeless Liaison will provide the parent/guardian or unaccompanied youth with the appeal process forms which includes:
 - i. Student Placement Dispute Form
 - ii. Copy of the Dispute Process
 - d. The parent/guardian or unaccompanied youth must start the appeal process by completing and submitting “Student Placement Dispute Form” in writing, which requests for Level 2 dispute to the Director of Student Services.
 - i. The parent/guardian and/or unaccompanied youth can complete this form with the assistance from the Homeless Liaison.
 - ii. The Homeless Liaison will keep a copy of this letter on file.

Level 2- Formal Dispute to Director of Student Services

1. The Director of Student Services or designee, within five business days of receipt of the formal dispute will schedule to meet with the person(s) initiating the dispute, review the information and consider the best interest factors of the child.

2. After meeting with the person(s) initiating the dispute, the Director of Student Services or designee will schedule a meeting with the parent/guardian or unaccompanied youth within ten business days.
 - a. Provide a written copy of the “Notice of Dispute Resolution” to parent/guardian or unaccompanied youth.
 - i. The Homeless Liaison will keep a copy of this form on file.
 - b. If the request is denied by the parent/guardian or unaccompanied youth, a notice of the right to appeal Level 2 decision and move to Level 3 with the Department of Public Instruction.

Level 3: Formal Dispute to the Department of Public Instruction

1. If a dispute is not resolved after going through WCSD dispute resolution process, the parent/caregiver or unaccompanied youth may send a request (in writing) for resolution to the State Superintendent’s Office of the Wisconsin Department of Public Instruction.
 - a. Unresolved disputes should be sent to:
State Superintendent of Public Instruction
P.O. Box 7841
Madison, WI 53707

Legal Ref: Section 118.13 Wisconsin Statutes
 McKinney-Vento Act 42 US Code §§11431-11435
 McKinney-Vento Act 42 U.S.C. 11432(g)(3)(E)

Cross Ref: 347, Pupil Records
 411, Equal Educational Opportunities
 420, School Admissions
 422, School Attendance Areas
 433, Assignment of Students to Classes
 751, Student Transportation Services

Adopted: June 2022

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 1 of 4

The District shall collaborate with the county child welfare agency *[and tribal child welfare agency as applicable]* in ensuring the educational stability of children in out-of-home care (foster care). "Foster care" refers to 24-hour substitute care for children placed away from their parents and guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. To the extent required under applicable law, a child in foster care under this policy also includes children who an appropriate child welfare agency indicates are awaiting a foster care placement.

Children in foster care shall have equal access to the same free, appropriate public education as provided to other children in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including educational services for which the children meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners, gifted and talented programming, etc.), career and technical education programs, and school nutrition programs.

The [insert the applicable administrative level position – e.g., District Administrator or Director of Student Services]¹ has primary administrative-level oversight of the District's services for children who are in foster care. He/she, or a qualified administrative-level designee, shall be responsible for (1) providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to ensuring the educational stability of children in foster care; and (2) reasonably monitoring compliance with such assurances.

The [insert the applicable administrative level position – e.g., District Administrator or Director of Student Services]² shall designate a staff member who shall serve as the District's primary point of contact for the education of children in foster care. The District's designated point of contact will be the primary liaison for the representatives of child welfare agencies who also have responsibility for ensuring the educational stability of children in foster care.

The District's point of contact for the education of children in foster care will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that children in foster care may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's point of contact for the education of children in foster care will also:

¹ Insert applicable administrative position.

² Insert administrative position used for footnote 1.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 2 of 4

1. Coordinate with the points of contact and other appropriate representatives of child welfare agencies and of other educational agencies on the implementation of the Title I provisions related to ensuring the educational stability of children in foster care.
2. Assist appropriate child welfare agency representatives in making "best interest of the child" education decisions, including particularly the determination of whether or not it is in a child's best interest to remain in his/her school of origin or to enroll in a new school. As examples, the District's point of contact may (a) be involved in defining a process for making such decisions; (b) coordinate input from, or other participation by, other District staff; and (c) make, or assist in making, the District's evaluation of the available and relevant information in a specific case. The determination of a child's best interest in relation to school enrollment involves giving consideration to all factors relating to a child's best interest, including but not limited to the appropriateness of the current educational setting and the proximity of the child's placement to the school(s).
3. Facilitate the continued enrollment of a child in foster care in his/her school of origin; or, if remaining in the school of origin is determined not to be in the child's best interest, facilitate the child's immediate enrollment in a new school even if the child is unable to produce records normally required for enrollment.
4. Request, facilitate, and confirm, as applicable, the timely transfer of student records any time a child in foster care will be enrolling in a school (within or outside of the District) other than the school the child is currently attending (or most recently attended).
5. Coordinate the implementation of local transportation procedures related to children in foster care and the resolution of any transportation cost disputes, in consultation with the identify the administrator who would have primary responsibility for addressing such transportation issues and costs – e.g., District Administrator, Director of Business Services, Director of Transportation³ and in accordance with established procedures.
6. Facilitate the sharing of student record information with child welfare agency personnel in a manner that is consistent with applicable legal requirements, any applicable record sharing agreements, and established District policies and procedures regarding the maintenance and confidentiality of student records.
7. Have shared responsibility for ensuring that children in foster care attending schools in the District have access to and receive the educational services and supports and specialized programming for which they are eligible.

(Editor's Note: While school districts generally have obligations to ensure that the remaining items in this list are being addressed within the district's overall programs, operations, systems, and procedures, they may or may not be identified within this policy as specific responsibilities of the district's designated foster care point of contact. Evaluate the

³ Insert appropriate administrative position.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 3 of 4

remaining items in relation to the district's intended practices and procedures, and include or exclude each item as appropriate.]⁴

8. Assist, as needed, with addressing concerns that may arise regarding the regular school attendance of a child in foster care.
9. Collaborate with other District staff and, if appropriate, with child welfare agency representatives, to assist children in foster care with their educational transitions (e.g., from early childhood education to elementary school, elementary school to middle school/junior high school, middle/junior high school to high school, and from high school to post-secondary options).
10. For a child in foster care who is a high school student and who is newly enrolled in high school in the District, ensure that the child meets with a high school guidance counselor to review previous course work and the awarding of credit for such course work, review credits needed for graduation, and review the options available to the child for meeting the graduation requirements.
11. Coordinate professional development activities and resources and serve as a local resource, as needed, for other District staff related to the Title I provisions and the educational needs of children in foster care.
12. Working with administrators and other District staff as needed, coordinate the collection and appropriate reporting of any data that is needed to meet the established legal requirements related to children in foster in care.
13. *[Insert any additional duties or responsibilities that might be defined locally, such as "Monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies, including the U.S. Department of Education, the Wisconsin Department of Children and Families, the Department of Public Instruction, and the DPI's State Coordinator for the Education of Children in Foster Care."]*

Legal References:

Wisconsin Statutes

[Section 48.38\(4\)](#)

[requirements of what must be included in child placed in out-of-home care's permanency (case) plan, including information about the child's education and school placement]

[Section 48.383](#)

[reasonable and prudent parent standard; authorizes foster parents and other out-of-home caregivers to consent to a child's participation in extracurricular and other designated activities]

⁴ Review the editor's note and paragraphs 8 through 13. Determine who is responsible for the duties described in paragraphs 8 through 13 – if it is the foster care point of contact administrator, delete the editor's note and edit or delete paragraph 13 as appropriate for your district. If another administrator is responsible for any of those duties, the relevant paragraphs should be excluded from this list of duties of the foster care point of contact.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 4 of 4

- [Section 48.64\(1r\)](#) [child welfare agency notification of placement of school-age child in out-of-home care]
- [Section 48.78](#) [confidentiality of records maintained by child welfare agencies; includes a provision allowing for the confidential exchange of information between the agency and a public school consistent with [section 938.78](#) of the state statutes]
- [Section 115.298\(1\)\(b\)](#) [school board authority to enter into memorandum of understanding with a county department of social services/human services or tribal organization to disclose information contained in student records under [section 118.125\(2\)\(a\)](#) of the state statutes when the parent/guardian of a student or an adult student does not grant permission for disclosure]
- [Section 118.125\(2\)\(a\)](#) [access to student records by caseworker, county departments of social services/human services and tribal organizations if legally responsible for care and protection of the student and authorized to have access to the student's case plan]
- [Section 938.78](#) [confidentiality of records maintained by a child welfare agency; includes authority to enter into interagency agreement with a school board for the confidential exchange of information regarding an individual in the care or legal custody of the agency]

Federal Laws

Title I, Part A of the Elementary and Secondary Education Act [[20 U.S.C. §6311\(g\)\(1\)E](#) and [§6312\(c\)\(5\)](#)] [educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [[42 U.S.C. §671\(a\)\(10\)](#) and [§ 675\(1\)\(G\)](#)] [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

Cross References:

WASB PRG 411.3 Sample Policy 1

Adoption Date:

The Waunakee Community School District shall consider a student to be a full-time student if he/she meets any one of the following conditions:

1. The student is enrolled in the District's four-year-old or five-year-old kindergarten program for the regular school hours of his/her assigned kindergarten program.
2. The student is enrolled in an elementary school, intermediate school, or middle school or junior high school in the District (grades 1 through 8), including any District charter school, and is scheduled in classes or approved school activities for the entire school day as defined by the District.
3. The student is enrolled in high school in the District, including a charter school, and carries a minimum of [identify the number of classes or course credits – e.g., six classes each semester, three credits each semester, 5.5 credits each school year, etc.]¹ and the student has been scheduled to participate in a class or District-approved activity during each class period of each school day. Such District-approved activities include, but are not limited to, various non-credit earning activities as well as partial-day participation in District-approved programs or placements as described in the next paragraph.
4. The student is enrolled in the District and is approved for and participating in an alternative school/educational program or other District-approved educational program or placement. This includes, but is not limited to, any program or placement defined through a program or curriculum modification, programs for children at risk of not graduating from high school, school-age parent programs, work-based learning programs, gifted programming, responsibility release program, programming to remediate truancy, and programs leading to high school graduation or a high school equivalency diploma.
5. The student has been evaluated by an individualized education program (IEP) team or Section 504 team, prescribed an IEP or Section 504 plan, and is participating in educational programming and services in accordance with the IEP or Section 504 plan. This includes children who are at least 3 years old and who are eligible for and receiving special education services through the District's early childhood program.

A full-time student's District-approved classes need not necessarily be classes that are offered by or in the District. For example, students who have received District approval to take one or more non-District courses through the part-time open enrollment program, Technical College Course Program, Early College Credit Program, contracted educational services, inter-district cooperative agreements, etc., do not lose their full-time status based upon including such courses in their schedule.

Whether and to what extent the District is permitted to include a student in the District's various membership counts for school finance purposes is not determined exclusively by their status as a full-time student as defined within this policy. However, this policy's definition of full-time student shall apply to the membership count process to the extent that (1) a District-based determination of full-time status is relevant to the membership count process, and (2) the District is financially responsible for the student's educational program. This policy shall not be interpreted in a manner that would prevent the District from including a student in its

¹ Edit as appropriate.

membership count where state law and related Department of Public Instruction procedures clearly permit inclusion (for example, where the student is a resident student attending public school in another school district under a District-paid tuition agreement, the full-time public school open enrollment law, or a tuition waiver under [section 121.84\(4\)](#) of the state statutes). Notwithstanding this policy, a student must additionally meet the full-time student definition and other eligibility requirements of the Wisconsin Interscholastic Athletics Association (WIAA) in order to participate on WIAA member school interscholastic athletic teams.²

Legal References:

Wisconsin Statutes

Section 38.12(14)	[attendance at technical college]
Section 115.28(7)(e)	[alternative education programs]
Section 115.787	[individualized education programs for students with disabilities]
Section 115.915	[programs and services for school age parents]
Section 118.14	[age of students]
Section 118.15(1)(c)	[programs leading to high school graduation or high school equivalency diploma]
Section 118.15(1)(d)	[program or curriculum modifications]
Section 118.153	[programs for children at risk of not graduating from high school]
Section 118.35	[gifted and talented programs]
Section 118.52	[part-time open enrollment]
Section 118.55	[early college credit program]
Section 118.56	[work-based learning programs]
Section 121.004(5)	["membership" definition for purposes of reporting student membership count]
Section 121.004(7)	["pupils enrolled" for membership count purposes]
Section 121.02(1)(f)	[school district standards; minimum hours of direct student instruction]
Section 121.05	[budget and membership report]
Section 121.90(1)	["number of pupils enrolled" for revenue limit purposes]

Wisconsin Constitution, Article X [free public education for persons between the ages of 4 and 20]

Federal Laws

20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at 34 C.F.R. Part 300]
Section 504 of the Rehabilitation Act of 1973	[disability discrimination; reasonable accommodations]

Cross References:

WASB PRG 412.1 Sample Policy 1
322, School Day
341.1, Work Experience Programs
343.4, Youth Options Program

² I did not include a reference to the "Responsibility Release" program referenced in your current 412.1 policy.

FULL-TIME STUDENT

Policy 412.1

Waunakee Community School District

Page 3 of 3

434, Released Time for Students

Adoption Date: 12/13/82

Revised: 7/11/88
March 1994
August 1996
April 1998
March 2002

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.)

Students admitted to the District's elementary and secondary schools shall present immunization records as required by law. Students entering kindergarten in the District shall also be requested to provide evidence that they have had their eyes examined by an optometrist or evaluated by a physician.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If insufficient academic transcript information is available, students may be required to take appropriate academic tests to assist in making a placement.

The District shall not unlawfully discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, parental or marital status, homelessness status, any physical, learning, emotional or mental disability, or any other legally-protected status or classification. This does not, however, prohibit placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

Legal References:

Wisconsin Statutes

Section 115.997	[interstate compact on educational opportunity for military children]
Section 118.13	[student nondiscrimination]
Section 118.135	[eye examinations for students entering kindergarten]
Section 118.14	[age of students for admission]
Section 118.145	[high school admission; includes private school and tribal school students taking high school courses]
Section 118.51	[full-time public school open enrollment]
Section 118.52	[part-time open enrollment]

Section 118.53	[attendance in public school courses by home-based private educational program students]
Section 120.13(1)(f)	[authority to deny admission of student during term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.77	[admission of nonresident students]
Section 121.84	[admission of nonresident students; tuition waivers]
Section 165.68	[address confidentiality program]
Section 252.04	[immunizations required upon school admission]

Wisconsin Administrative Code

[PI 9.03\(1\)](#) [student nondiscrimination in school admission policies]

Federal Laws

[McKinney-Vento Homeless Education Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act [[20 U.S.C. §6311\(g\)\(1\)E](#) and [§6312\(c\)\(5\)](#)] [educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [[42 U.S.C. §671\(a\)\(10\)](#) and [§ 675\(1\)\(G\)](#)] [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

Cross References:

WASB PRG 420 Sample Policy 1
411, Equal Educational Opportunities
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
411.1 Education of Homeless Children and Youth
411.2 Children in Foster Care
420-Rule, Transfer Student Admission Procedures
421, Entrance Age
423, Full-time Open Enrollment
424, Part-time Open Enrollment
422, Admission of Non-Resident Students (Other Than Open Enrollment Students)
432, School Attendance Areas
433, Assignment of Students to Classes
453.2, Immunizations

Adoption Date: 10/9/89

Revised: 4/22/91
March 1994
12/11/95
4/13/98
March 2002

PROCEDURES FOR PLACING TRANSFER STUDENTS

420-Rule 1

Waunakee Community School District

Page 1 of 2

Any student who has been in attendance in an educational program other than in the Waunakee Community School District for a period of **90 45** days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

A. **Grade Placement**

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the ~~guidance~~ **school** counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. **High School Placement**

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District. High school credit for work completed while in a home-based private educational program will be based on an assessment of all information that is made available to District staff in light of the District's high school curriculum and course standards.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course.

C. **Interim Placement Period**

Each student placed in the District from schools or educational programs outside the District shall have an interim period of **[identify timeline, for example, 45 school days]** to

PROCEDURES FOR PLACING TRANSFER STUDENTS

420-Rule 1

Waunakee Community School District

Page 2 of 2

demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

D. Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the District Administrator. The decision of the District Administrator shall be final.

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the District Administrator, whose decision on the appeal shall be final.

Adoption Date:

Cross References:

WASB PRG 420 Sample Rule 1

ADMISSION TO KINDERGARTEN AND FIRST GRADE (Entrance Age)

Waunakee Community School District

Policy 421

Page 1 of 2

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the District. However, the District provides early childhood education services to qualifying children who are at least 3 years old to the extent required by law.

In most cases, in order to be admitted to 5-year-old kindergarten in the District a child must be five years old on or before September 1 in the year he/she proposes to enter school. However, a child who is under the standard legal age may be admitted to 5-year-old kindergarten if the District determines that he/she has met the conditions and standards for early admission as outlined in District procedures. A parent/guardian may make written application to the superintendent for early entrance of a child who becomes five years of age after September 1, but before October 15. Application shall be received by May 1 and will be evaluated in accordance with established procedures.

In most cases, in order to be admitted to first grade in the District a child must be six years old on or before September 1 of the year he/she proposes to enter first grade and must have completed 5-year-old kindergarten. However, a child may be admitted to first grade under the standard legal age if he/she has already completed a 5-year-old kindergarten program or its equivalent, as determined by the District. A child may also be admitted to first grade under the standard legal age and/or without having completed a 5-year-old kindergarten program if the District determines that he/she has met the conditions and standards for early admission and/or for an exemption from the state's kindergarten completion requirement, as outlined in District procedures.

A parent/guardian may make written application to the superintendent for early entrance of a child who becomes six years of age after September 1, but before October 15 and has not completed five-year old kindergarten. Applications shall be received by May 1 and will be evaluated in accordance with established procedures.

If a child's request for admission to kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator. The District Administrator's decision is final.

Legal References:

Wisconsin Statutes

Section 118.13	[student nondiscrimination]
Section 118.14(1)	[entrance age for kindergarten and first grade]
Section 118.15(1)	[compulsory school attendance]
Section 118.33(6)(cm)	[mandatory kindergarten completion for first grade admission; procedures for exempting students from mandatory kindergarten required]
Section 120.12(25)	[school board duty; adoption of procedures for early admission to kindergarten and first grade]

Cross References:

WASB PRG 421 Sample Policy 1
342.1, Programs for Students with Disabilities

ADMISSION TO KINDERGARTEN AND FIRST GRADE (Entrance Age)

Waunakee Community School District

Policy 421

Page 2 of 2

411, Equal Educational Opportunities
420, School Admissions
421 (1)-Rule, Early Admission to Kindergarten
421 (2)-Rule, Early Admission to First Grade
Special Education Handbook

Adoption Date: March 1994

Revised: 4/13/98
March 2002
July 2011
October 2013

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

Waunakee Community School District

I. Conditions and Standards for Admission

A. Early Admission to 5-Year-Old Kindergarten (5K) or First Grade Based Upon Successful Completion of a Full School Year of 4-Year-Old Kindergarten (4K) or 5K in Another School System

If a child was previously granted early admission to 4K or 5K in another school system, and the child successfully completed a full school year of such a 4K or 5K program, the District may approve the child's early admission in 5K or first grade, as applicable, provided that the child's parent or guardian supports the early admission and the District determines that the weight of other available information (including the results of any specific assessments that may be conducted) suggests that placement in 5K or first grade, as applicable, would be an appropriate placement.

The child's parent or guardian is expected to bring such previous school attendance and early admission request to the District's attention as soon as reasonably possible, although this type of request can typically be evaluated with less advance notice than other requests.

B. Early Admission to First Grade Based Upon Successful Completion of 5K in the District

If a child has completed 5K in the District pursuant to the District's decision to allow early admission to 5K, the child's promotion to first grade shall be handled as a standard grade-to-grade promotion decision, and the parent or guardian is not required to file a request for early admission to first grade.

C. Early Admission to 5K Without Prior Successful Completion of a Formal 4K

Under this section, the District does not accept applications for early admission to kindergarten for children who will turn five years old after October 15 of the school year in which the child is seeking early admission. However, the child's parent or guardian may choose to contact the District at or prior to the start of the school year in question to discuss whether the child's progress should be closely monitored during kindergarten for potential grade-level acceleration or for other curricular or program adjustments.

For children who will turn five years old between September 1st and October 15th of the school year in which the child is seeking early admission under this section (i.e., without prior successful completion of a 4K program, as provided in Section A), the District's decision to approve or deny the request for early admission to 5K shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in 5K. The District will not approve a request for early admission to 5K under this section unless the District determines that the clear weight of

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

421-Rule

Waunakee Community School District

Page 2 of 6

the relevant and available information suggests that placement in 5K is a more appropriate placement than placement in 4K. In other words, exceptional circumstances must be identified.

Although the specific information that will be available and the specific considerations that will be relevant to each request for early admission will vary from child-to-child, the following conditions and standards reflect a common baseline for the assessment process:

1. If a child seeking early admission is an early reader, this is one relevant piece of information. However, variation in reading skills is the norm in this age group. Many children who are early readers enroll in kindergarten with their standard age-group peers, and that proves to be a sound long-term decision in regard to the child's overall welfare. In contrast, where a broader picture of the child's cognitive skills and aptitudes fall in a very-advanced range, such data tends to counsel more strongly in favor of early admission in terms of academic criteria.
2. The District's evaluation of the request shall consider whether there is evidence that the child has above-average skills, relative to other children entering 5K, in the following developmental areas:
 - The ability to address new situations or challenging tasks without signs of unusual levels of frustration, anxiety, avoidance or withdrawal.
 - The ability to follow instructions and independently begin tasks set out by those instructions.
 - The ability to successfully interact and play cooperatively with other children who are of the grade being considered.
 - The ability to participate effectively in group-based activities.
 - The ability to give sustained attention to a task or project.

D. **Early Admission to First Grade Without Prior Successful Completion of a Formal 5K Program**

The District's decision to approve or deny a family's request for early admission to first grade shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in first grade. More specifically, a child who is not six years old on or before September 1 in the year he/she

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

seeks admission to first grade may be admitted to first grade based upon the family's request as follows:

1. If the child will turn six years old on or before October 15th and the child has successfully completed an educational program that the District determines is substantially equivalent to the District's 5K program, the child's parent or guardian supports early admission to first grade, and the District determines that the weight of other available information (including the results of any specific assessments that may be conducted) suggests that placement in first grade would be a more appropriate placement than 5K, then the child may be admitted to first grade. In other words, exceptional circumstances must be identified.

2. If the child will turn six years old on or before October 15th but has not successfully completed a 5K program or its equivalent in another school system, a request for early admission to first grade will be granted only if the District determines that the clear weight of the relevant and available information suggests that initial enrollment in 5K would be an inappropriate placement for the child. Meeting this standard is intended to be difficult and exceedingly rare. At a minimum, the child must demonstrate insert appropriate descriptive language, such as, "the academic skills and aptitudes expected of a high-achieving student who is at the end of first grade."¹
 - The ability to address new situations or challenging tasks without signs of unusual levels of frustration, anxiety, avoidance or withdrawal.
 - The ability to follow instructions independently and independently begin tasks set out by those instructions.
 - The ability to successfully interact and play cooperatively with other children who are in first grade.
 - The ability to participate effectively in group-based activities.
 - The ability to give sustained attention to a task or project.
 - The ability to function at, or above, the academic benchmarks established for first grade.

E. **Automatic Exemption from the Kindergarten Completion Requirement Pursuant to State Law**

When a child who is otherwise eligible to be admitted to and enroll in first grade, and he/she has moved to Wisconsin from out-of-state after he/she turns five years old and

¹ Insert your current standards for admission of students who turn 6 between September 1 and October 15 and have not completed 5-year-old kindergarten. Your current 421 rule 2 describes standards you adopted in 2013.

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

before either commencing or completing first grade, state law automatically exempts the child from the kindergarten completion prerequisite if either of the following apply:

1. The jurisdiction from which the child moved has not established 5K as a mandatory prerequisite for entering first grade; or
2. The jurisdiction from which the child moved exempted the child from any applicable prerequisite that the child complete 5K in order to enter first grade.

In the two situations (identified above) where state law automatically exempts a child from the kindergarten completion requirement, the District and the parent or guardian may nonetheless mutually agree to place the child in kindergarten where it is agreed that such placement is in the best educational interests of the child.

F. **Conditions and Standards for Responding to a Request for a Discretionary Exemption from the Kindergarten Completion Requirement**

The District's decision to approve or deny a family's request to exempt a child from the kindergarten completion requirement for purposes of enrollment in first grade shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in first grade.

Where a child meets the age requirements for admission to first grade, but the child has not completed 5K, the District or the child's parent or guardian, by request, may initiate a review of the child's overall readiness for enrollment in first grade and the appropriateness of allowing a discretionary exception to the kindergarten completion requirement. Such a child may be enrolled in first grade if:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to kindergarten, and the weight of other available information (including the results of any testing or other evaluations) suggests that placement in first grade would be at least as appropriate as placement in 5K; or
2. Notwithstanding that the child did not complete an educational program deemed equivalent to 5K, the District determines that the weight of available information (including the results of any testing or other evaluations) suggests that placement in first grade would be a more appropriate placement than placement in 5K.

A request for a discretionary exemption from the kindergarten completion requirement under this section shall be denied where the District determines that the weight of the available information suggests that the student is likely to struggle to achieve and grow

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

Waunakee Community School District

at least at an average level among District students relative to first-grade academic and developmental standards.

II. Procedures

Requests for early admission or for a discretionary exemption from the kindergarten completion requirement (for first grade) shall be made and acted upon in accordance with the following procedures:

- A. Requests shall be submitted to the appropriate elementary school principal in writing by May 1 for the upcoming school year. The request shall include the rationale for making the request and the parent or guardian shall provide any academic records or other information as may be relevant to the request.
 1. Families moving into the District after the deadline specified above may submit a request no later than ~~identify applicable date July 1st~~.²
 2. If a parent or guardian submits a request after the applicable deadline, the District may not be able to fully evaluate the request, and the request may be denied as untimely. The ability to evaluate a late request will depend, in part, on the extent to which relevant and determinative information is already available, such that there is no need to schedule and conduct specific new assessments.
- B. The principal or a designee shall meet with the child's parent or guardian to discuss the reasons for the request and to conduct an initial review of related student record information. If, at this meeting, the District determines that the child conclusively meets, or does not meet, the District's standards for approval of the request, the request shall be approved or denied in writing. If the District determines that additional information or evaluation is needed, the District shall obtain parent or guardian consent to continue the process, and appoint appropriate staff members to complete any evaluation(s). Any testing or evaluations of the child may be scheduled sequentially such that the assessment process will continue only if determinative information is not identified.
 1. The staff member(s) completing any evaluation(s) shall meet with the building principal or other administrative designee to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to kindergarten or first grade.
 2. The principal or a designee shall meet with the child's parent or guardian to present the results of the evaluation(s) and the District's decision with respect to the request.

² Your current rule does not address deadlines for families that move into the district after May 1.

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

421-Rule

Waukegan Community School District

Page 6 of 6

A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.

- C. If the request is approved, the District shall inform the parent or guardian that the initial placement shall be contingent on the child's successful adjustment to the placement, with a review of the placement to occur *identify the applicable time-frame for review, e.g., "within 30 to 60 days"*³ of the child beginning attendance. The decision to continue or change the placement shall be made by the classroom teacher, principal, and student services personnel as necessary. Any decision to modify the child's placement shall be communicated to the parent or guardian in writing, and may be appealed to the District Administrator.
- D. If the request is denied, the notice of denial shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within *identify the applicable time period for example, 10 days*⁴ of receipt of the District's denial decision. The decision of the District Administrator shall be final.
- E. Where a family's request for early admission and/or for an exemption from the kindergarten-completion requirement has been denied, the parent/guardian is encouraged to continue to work with the District to monitor the child's progress for potential eligibility for future grade-level acceleration or for other curricular or program adjustments.

The conditions, standards and procedures identified in this rule are not intended to address any placement or other curricular or program determinations made for a student with disabilities pursuant to an individualized education program (IEP).

Cross References:

WASB PRG 421 Sample Policy 1

Adoption Date:⁵

³ Identify the appropriate time frame for review.

⁴ Identify time for appealing denial of request.

⁵ This rule replaces your current 421 rules 1 and 2. Those have some variation in revision dates (both were first adopted December 13, 1982). You might choose to document the revisions of each of the prior rules separately or merge the two.

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Policy 422

Waunakee Community School District

Page 1 of 5

~~(This sample policy is nearly identical to PRG 422 Sample Policy 1, except that it additionally lists specific circumstances under which state law requires school districts to allow a nonresident student to continue his/her enrollment without paying tuition. Although the additional content included in this sample does not reflect any discretionary decision-making, its inclusion makes the policy a more comprehensive resource. Like 422 Sample Policy 1, this sample does not address or apply to (1) nonresident student enrollment in individual courses; (2) nonresident students participating in full-time open enrollment; or (3) other students who may not reside in the district but who have special legal rights or protections regarding school enrollment (e.g., homeless students, students in foster care, and children of military families). The admission of students in those other situations is addressed in other topics within the PRG.)~~

The public schools in the District are tuition free to all persons of school age who reside in the District and to nonresidents who are eligible to enroll without payment of tuition under public school open enrollment, any other applicable law or regulation, or any other applicable Board policies. Other nonresident students may be admitted to District schools on a full-time basis under this policy when there is available space and when applicable enrollment and school entrance requirements are met. Subject to any waiver of tuition that is required by law or any waiver that is authorized by law and granted by the District, the District shall charge tuition for such nonresident students.

Unless state law or School Board policy specifies that the Board shall directly approve a nonresident student's enrollment, insert applicable position(s) – e.g., "the District Administrator, his/her central office, administrative-level designee, or any building principal acting in consultation with an appropriate central office administrator" may approve the enrollment of a nonresident student under this policy.

Formatted: Highlight

When a nonresident student's enrollment is approved and tuition is charged, the insert the applicable position title – e.g., Business Manager or District Administrator¹ shall be responsible for the assessment and collection of tuition, including (1) ensuring, when required (e.g., when tuition is to be paid by a parent or guardian), that the District enters into a written agreement that covers the payment of tuition; and (2) ensuring that the District files appropriate tuition claims on a timely basis.

Formatted: Highlight

As required by state law, the District shall waive tuition for students who are no longer residents of the District but who continue their enrollment in the District under the following circumstances:

1. Any student who moved out of the District after July 1 of the current school year, who was a resident of the District on either the third Friday in September or the second Friday in January of the current school year, and who was enrolled in the District for at least 20 school days during the current school year, shall be allowed to continue to attend school in the District for the remainder of the current school year without payment of tuition.

¹ Insert job title of position authorized to approve nonresident student enrollment.

² Insert job title of position authorized to assess and collect tuition payments.

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 2 of 5

2. Any student who gained 12th grade status while a resident of the District but who no longer resides in the District shall be allowed to complete 12th grade in the District without payment of tuition. ~~*{Editor's Note: K-8 districts should delete this paragraph.}*~~
3. Any student to whom all of the following apply shall generally be allowed to attend school in the District without payment of tuition: (a) the student was a resident of the District on the second Friday in January of the previous school year, (b) the student was enrolled in the District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year, (c) the student ceased to be a resident of the District after the first Monday in February of the previous school year, and (d) the student continues to be a Wisconsin resident. The following apply to nonresident students with a disability who are attending school in the District under this provision:
 - a. As further provided under state and federal law, the District shall provide transportation for the student if school-provided transportation is required pursuant to the student's individualized education program (IEP).
 - b. If an IEP that is developed or revised for such a student requires special education or related services that are not available in the District, or there is no space available in the District to provide the special education or related services identified in the student's IEP, then the District may transfer the student to his/her school district of residence.

Formatted: Font: Not Italic

In addition to the legal mandates that apply to the enrollment of full-time nonresident students and to the charging or waiving tuition in specific situations, the administration shall apply the following rules, to the extent applicable, when making tuition determinations related to nonresident students:

~~*{Editor's Note: In the nonresident situations listed below this note, school districts have some discretion under applicable law to either charge or not charge tuition. Delete any listed item that is not applicable to the district. As to each of the situations listed below, this sample policy assumes that the district does not intend/prefer to adopt a policy position that, to the extent permitted by law, would require the district to deny admission to all nonresident students who seek to enroll (or remain enrolled) in the district under the specified circumstance(s).}*~~

1. A nonresident student whose parent or guardian resides in Wisconsin but outside of the District may file an application to enroll in the District that is accompanied by a written parental declaration that residency in the District will be established within nine (9) school weeks of enrollment. If space is available in the school and if the student's nonresident application is otherwise approved, the family ~~*{choose either: "shall not be required to pay any tuition for such 9-week period" or "}*~~ shall be required to prepay a tuition fee for 9 school weeks, which shall be refunded only if actual residency is established during that initial 9-week period~~*"}.*~~ If residency in the District is not established within the initial 9-week period, but intent to establish residency remains imminent, the student may apply to continue his/her enrollment for another 9-week period. If the application to continue enrollment is otherwise approved, the family shall be required to prepay the applicable tuition fee for the second 9-week period. If actual residency is established within the second 9-week period, the District

Formatted: Font: Not Italic, No underline

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 3 of 5

shall refund the tuition fee that was paid for that period. No additional 9-week extensions of this special admission and tuition status are permitted. ~~**{Editor's Note: This paragraph addresses a nonresident family's documented intent to establish residency in the district in the near future, as provided under section 121.81(2)(g) of the state statutes. Choose the option in this paragraph that reflects the district's approach to either waiving or charging tuition in this situation during such a student's initial nine (9) weeks of attendance.}**~~

- Any student who was enrolled in and a resident of the District at the beginning of the school year (July 1), but who moves out of the District after that date and who is not otherwise entitled by law to remain enrolled without payment of tuition, may be approved to complete the school year in his/her school of enrollment as a nonresident student. If approved, such a student ~~shall not~~ ~~insert either "shall not" or "shall"~~ be required to pay tuition for that school year ~~if the district opts to waive tuition for such students by choosing "shall not" earlier in this sentence, then this additional, discretionary limitation may be inserted, if desired: "provided that the student has actually attended school in the District as a bona fide resident student on one or more school days either at the end of the school term of the previous school year or at the beginning of the school term of the current school year."~~³ ~~**{Editor's Note: This paragraph addresses a district's discretion to charge or waive tuition under section 121.84(1)(a)1 of the state statutes. That discretion now applies in very limited scenarios due to the expanded availability of mandatory tuition waivers and due to the nearly year-round availability of open enrollment.}**~~
- Students visiting from foreign countries under a J-1 visa who are participating in an established student exchange program ~~include if desired: "and who are temporarily living in the District or with a family whose children attend school in the District"~~ may be permitted to attend high school for up to one academic year in the District and shall not be required to pay tuition. Board approval for enrollment shall be required if there are more than ~~insert the applicable number – e.g., 3~~⁴ foreign exchange program students who wish to attend ~~insert if desired/applicable: "any single"~~ high school in the District in any school year. ~~include the following provision as a non-discretionary clarification only if the district is certified as a participant in the federal Student Exchange and Visitor Program and processes applications from F-1 visa holders: "A nonresident foreign student with an F-1 student visa may be considered for admission only to high school and only for a period not to exceed one academic year while under the F-1 visa. If admitted, a student who holds an F-1 visa must pay the full, unsubsidized per capita cost of education as required by federal law."~~⁵ ~~**{Editor's Note: This paragraph only applies to districts that operate one or more high schools. K-8 districts should delete this paragraph. A school board has authority under section 121.84(1)(c) of the state statutes to allow foreign exchange students to attend school in the district under a J-1 visa without payment of tuition, and, as written, this sample waives tuition for such students. A district that has adopted a separate policy on the topic of foreign**~~

³ The tuition waiver under Wisconsin Legislature: 121.84(1)(a)1. is discretionary – your current 422 Rule 1 indicates that your district grants the discretionary waiver to nonresidents eligible for waiver under Wisconsin Legislature: 121.84(1)(a)1.

⁴ Edit as appropriate or delete if board approval is not required.

⁵ Your current policy states that you may admit foreign students with an F-1 visa.

Formatted: Highlight

Formatted: Font: Not Italic, No underline

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 4 of 5

~~exchange students that already covers some of the issues addressed in this paragraph may wish to replace the language above with the following shorter statement: "Tuition shall be waived for a District-approved foreign exchange student who is participating in an established student exchange program under a J-1 visa and attending high school in the District for up to one academic year."~~

To the extent consistent with applicable legal requirements, nothing in this policy shall prevent the District from (1) denying enrollment to a nonresident student during the term of his/her expulsion from the District or from another Wisconsin public school, out-of-state public school, or independent charter school in Wisconsin; or (2) setting enrollment conditions that an expelled student must meet in order to be admitted to the District during the term of an expulsion.

To the extent required by law, nonresident students who are accepted for enrollment in the District shall have all of the rights and privileges and be subject to the same rules and regulations as similarly-situated resident students. Significantly, unless a specific exception established by state or federal law applies, the District is not obligated to provide transportation between school and a nonresident student's out-of-district residence.

~~Insert the following language clarifying the intended scope of this policy if the district finds that it provides helpful guidance: "This policy is not intended to address (1) nonresident enrollment in individual courses (e.g., through part-time open enrollment, by nonresident home-schooled students, or during summer school); (2) nonresident students who attend school in the District under full-time open enrollment; or (3) other students who may not qualify as District residents but who have special legal rights or protections regarding school enrollment and attendance (e.g., homeless and unaccompanied youth, children in foster care, and children of military families)."~~

Formatted: Font: Not Italic, No underline

Legal References:

Wisconsin Statutes

[Section 118.13](#)

[student nondiscrimination]

[Section 120.13\(1\)\(f\)](#)

[authority to deny enrollment of a student during term of expulsion]

[Section 120.13\(1\)\(h\)](#)

[conditional enrollment of certain expelled students]

[Subchapter V of Chapter 121](#)

[charging tuition for nonresident students, tuition waivers, and tuition payments]

Wisconsin Administrative Code

[PI 9.03\(1\)](#)

[student nondiscrimination in school admission policies]

Cross References:

WASB PRG 422 Sample Policy 2

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

[420, School Admissions](#)

Formatted: Line spacing: single

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 5 of 5

- [421, Entrance Age](#)
- [423, Full-time Open Enrollment](#)
- [424, Part-time Open Enrollment](#)
- [432, School Attendance Areas](#)
- [433, Assignment of Students to Classes](#)

Adoption Date: 10/9/89

Revised: March 1994
12/11/95
9/18/97
4/13/98
10/12/98
8/14/00
March 2002
July 2004
July 2006
December 2012
May 2017
October, 2022

Formatted: Font: 10 pt, Not Bold, Font color: Black, English (United States)

Formatted: Indent: Left: 0", Hanging: 1.25", Line spacing: single

Formatted: Font: 10 pt, Not Bold, Font color: Black, English (United States)

Formatted: Indent: Left: 1.5", Hanging: 1.25"

FULL-TIME OPEN ENROLLMENT PROGRAM
(Inter-District)

423

Nonresident students residing within the State of Wisconsin shall be permitted to enroll in the district through an open enrollment program consistent with the terms of this Board policy upon application to the District following the procedures set forth in Policy 423, Rule-1.

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

I. DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

B. Nonresident Student

A student who is a resident or otherwise legally entitled to attend school in another school district in Wisconsin who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A nonresident student who is a resident of the State of Wisconsin and tuition is being paid in accordance with statute.

1

D. Class Size

The district's determination of the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program. Mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent or his/her designee may be considered in establishing the limit.

E. Program Size

The enrollment or size restrictions in a specific program within a class or building. The district reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

F. Resident Student

A student who is a resident of the Waunakee Community School District and is consequently entitled to attend school in this district in accordance with policy.

I Building Capacity

¹ Part-time open enrollment should be in a separate policy so these definitions are not needed.

The maximum number of students who can be enrolled in a school building as determined by the Board.

II. ENROLLMENT OF NONRESIDENT STUDENTS

Determination of Space Availability

- A. Annually at a meeting in January, the Board shall establish the number of regular education and special education spots available for nonresident student attendance at each grade level as well as each school, program, and class for the following school year. The Superintendent or his/her designee shall develop and present to the Board for approval the available spots considering the following:
1. Class size limits as established by the Board Policy 423, Rule-1.
 2. Desired pupil-teacher ratios
 3. Enrollment projections including resident students and the following students in the count of occupied spaces:
 - a. Pupil's paying tuition to attend school in the district
 - b. Pupil's and siblings of pupil's already attending school in the district through the open enrollment program
- B. Applications received for a grade level for which no spots are available will not be further considered for open enrollment for the applicable school year.
- C. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, then the District shall not approve any alternative applications submitted during the remainder of the current school year (after the January meeting) in any of the relevant grades or services with limited space for the following year. For example, if the Board has limited the availability of spaces in 7th grade for the following school year, then a current-year alternative application submitted for the 6th grade after the January meeting must be denied. Further, in the school year to which the space limitations directly apply, if the District did not approve all otherwise-eligible regular-period application(s) for a particular grade or service due to space considerations, then the District shall deny any alternative applications for entrance into a space-limited grade or service that are received from July 1 through the **third Friday in September count**. ~~date of the Board meeting in January where space availability for open enrollment is again considered.~~

Criteria for Selection of Students for Open Enrollment

- A. Any nonresident student that meets one or more of the following criteria will not be eligible for open enrollment:
1. The student has applied for open enrollment into a program, class, or grade level for which no space is available.
 2. Discipline-Related Criteria.²
 - a. Review of records. All decisions to accept or deny an open enrollment application under the "Discipline-Related Criteria" specified in this policy will be made based upon the

² I used the PRG language because it covered situations not covered by your current policy.

District's review of relevant information, including any information/records that may be provided by the resident district or another school/district.

- b. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District shall deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.
- c. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District shall deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for any of the following specified conduct: (1) endangering the health, safety or property of others; (2) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (3) possessing a dangerous weapon while at school or under the supervision of a school authority; or (4) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety or property of others at school or under the supervision of a school authority or of any school district employee or school board member.
- d. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 2-f, below, if any disciplinary proceeding involving alleged conduct falling in one of the four categories listed in paragraph 2-c of this policy (immediately above) is pending at the time the District notifies the student of his/her application status, the District shall deny the application.
- e. Applicants must continue to meet discipline-related approval criteria after initial acceptance. Subject to the limited exception defined in paragraph 2-f, below, the District will revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either (1) has been expelled as described in paragraph 2-b of this policy, above; or (2) has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 2-c or paragraph 2-d of this policy, above.
- f. Limited exception. In situations where a student's application is initially rejected due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

3. The special education program or related services described in the child's individualized education program is not available in the district.
 4. The student has been referred to the resident school board or identified by the resident school board for evaluation or receipt of special education or related services, but is not yet evaluated by an IEP team appointed by the resident district.
 5. The Board determines that the student was habitually truant during any semester of attendance in the District during the current or previous school year.
 - Applicants for open enrollment shall be subject to the same rules for determining habitual truancy as resident pupils are subject. Those rules are found in Board Policy and Rule 431.
 - If the student accumulates unexcused absences sufficient to be designated as habitual truant during a school year in which the student is open enrolled and the student or parent/guardian has been informed of the habitual truancy as provided in Policy 431 and Rule 431, the student's habitual truancy may be a basis to terminate a student's open enrollment during the school year upon a recommendation of the Superintendent or designee to the Board.
- B. A student shall be guaranteed open enrollment acceptance if the student is already attending school in the district or his/her sibling is already attending school in the district, even if space is not available. This guarantee does not apply to the sibling of a current open enrollee if the district is the services required by the student's IEP are not available in the District.
- C. If the number of eligible applicants for admission from nonresident students exceeds the number of available enrollment opportunities in a particular class, program, or grade level nonresident students shall be selected for admission using a random selection process established by the Superintendent or his/her designee. The students not selected may be placed on an open enrollment waiting list, if a waiting list is established by the Superintendent. No waiting list will be created for applicants to a particular class, program, or grade level for which the Board determines there are no open enrollment spots available. Board Policy 423, Rule provides the procedures applicable to the waiting list.
- D. The Board may require nonresident students to reapply for admission at a transition grade (5th, 7th, or 9th). Nonresident students may not be required to reapply more than one time.
- E. If a student attending the District through open enrollment has an IEP developed or revised any time after acceptance for open enrollment, and the services required by the IEP are not available in the District or if space in the program is not available based on the Board's determination in January for the applicable school year, the parent or guardian shall be notified and the student shall be transferred to the student's resident district.
- F. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criterion, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

G. Requests for Early Admission to Kindergarten. The District does not evaluate nonresident open enrollment applicants for early admission to 4- or 5-year-old kindergarten.

H. A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the resident district does not have a 4-year-old kindergarten program as offered by the District) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

III. RELEASE OF RESIDENT STUDENTS

A. Resident students may apply for full-time open enrollment in another public school district in accordance with state law.

B. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

IV. TRANSPORTATION

A. The district shall not provide transportation to nonresident students who are accepted under the open enrollment program with the exception of any student with an IEP that requires transportation or as required by the State Superintendent under s. 121.54(3), Wis. Stats. Transportation shall be provided by the parent to and from the assigned school. Parents may contract with the district for transportation services from a scheduled district bus stop.

B. The district shall not provide transportation to resident students who are accepted as nonresident students in another school district. A non-resident district may not enter into the Waunakee Community School District for the purpose of picking up and dropping off open enrolled students.

V. FEES

Nonresident students enrolled under this policy will be subject to the same student and participation fees as resident students.

VI. CO-CURRICULAR PARTICIPATION

Nonresident students entering the WCSD under disciplinary sanction for violating the co-curricular code of their resident district shall complete the imposed action if it is equal to or more severe than that which would have been imposed had it occurred in the Waunakee School District. If the disciplinary action is less severe than that which would have been imposed in Waunakee, the appropriate Waunakee sanctions shall be imposed.

WIAA rules and regulations for eligibility shall be followed for nonresident as well as resident students. The WCSD Co-Curricular Code of Conduct shall apply to nonresident as well as resident students.

VII. ADMINISTRATIVE GUIDELINES

The district administrator or his/her designee shall be responsible for developing and promulgating administrative guidelines to implement this policy.

VIII. Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Legal Ref:

Wisconsin Statutes

Section 115.385(4)	[parent notification of education options, including full-time open enrollment]
Section 115.787	[individualized educational programs for students with disabilities]
Section 115.7915	[special needs scholarship program for students with disabilities denied open enrollment]
Section 118.16(1)(a)	[definition of habitual truant]
Section 118.50(6)	[whole grade sharing provision related to full-time open enrollment]
Section 118.51	[full-time public school open enrollment]
Section 118.57	[public notification of education options, including full-time open enrollment]
Section 120.13(1)(f)	[authority to deny enrollment of student during the term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.54(3)	[transportation for children with disabilities]
Section 121.54(10)	[optional transportation for full-time open enrollment students]
Section 121.545(1)	[optional transportation under a parent contract]
Section 121.55	[methods of providing transportation]

Wisconsin Administrative Code

PI 36	[DPI rules governing inter-district open enrollment]
-----------------------	--

Cross Ref: 343.2, Class Size
370-Rule (1), High School Co-Curricular Code
370-Rule (2), Middle School Co-Curricular Code
411, Equal Educational Opportunities
412.1, Full-time Student
422, Admission of Nonresident student (Other than Open Enrollment Students)
423-Rule (1) Open Enrollment Procedures
423.1 Course Options
432, School Attendance Areas (Intra-District Transfers)

433, Assignment of Students to Classes
470, Student Fees

Adopted: January 12, 1998

Revised: 4/13/98 August 2000
March 2002
December 2002
March 2006
July 2006
February 2008
July 2011
December 2012
August 2013
January 2016
April, 2020

Waunakee Community School District

**ADMISSION OF STUDENTS PARTICIPATING
IN FULL-TIME OPEN ENROLLMENT**

423 Rule-1

The administration shall prepare and present recommendations on space availability to the Board such that the Board is able to adequately consider the information and make a timely determination. Projected enrollment of resident-school students is to be determined by the **Director of Business Services** ~~business manager~~ by no later than January 1st.

The number of openings in a particular program for nonresident students will be determined by optimum and maximum size for a particular program or classroom which is the number of students that can be accommodated considering current staff, equipment, building capacities. Special education, inclusion, and self-contained programs will be separately considered for available capacity, if any. The district shall maintain the class sizes in the optimum to maximum size but may exceed the maximum due to space or program needs for residents. The optimum or maximum class size may also be reduced based on the educational needs of specific classes. Nonresident students may be accepted for enrollment when projected class or program size(s) is below the optimum level and the building capacities are below the maximum level. The optimum/maximum class or program size range for all programs is as follows:

I. CLASS SIZES

Elementary Grades K-2:

Optimum of 20 students per teacher with a maximum of 22 based on current enrollment and district enrollment projections for each grade.

Elementary Grades 3-6:

Optimum of 23 students per teacher with a maximum of 25 based on current enrollment and district enrollment projections for each grade.

Secondary Grades 7-12:

Optimum of 25 students per class with a maximum of 30 based on current enrollment and district enrollment projections.

Lab Classes:

Optimum of 22 students per class with a maximum of 24. Lab classes consist of courses where work stations are established for student hands-on or experimental work. These include courses in programs such as science, technology education, F/CE, computers, driver education, business education, art, as well as others.

Special Education Classes:

These programs do not have specific class size minimums and maximums. Staffing and program levels are established based on the number of students and the specific needs of students as determined by their IEP. Acceptance of nonresident special education students will be made on the schools ability to provide services required in a Student's IEP using current or planned staff for the applicable school year.

Other Special Classes:

Programs such as the Horizons, WECEP, Co-ops, Apprenticeship, alternative programs, ESL, and others which are similar have specific criteria and respond to individual student needs. Nonresident students will be accepted into these programs on an individual basis if space is available without increasing staffing and/or without decreasing service to resident students. Band, chorus, and orchestra applicants will be accepted only under the same conditions.

The general process of determining the number of available spaces by grade and program will involve establishing projected total capacities and then subtracting the projected number of occupied spaces from the total capacities. Any projected future increase (or decrease) in the number of resident students who will be entitled to attend school in the District shall be reasonably incorporated into the District's count of occupied spaces.

In formulating recommendations to the Board regarding space availability, the administration shall consider and incorporate, to the extent applicable, the following elements of the Department of Public Instruction's (DPI) administrative rules:

1. If the Board establishes any annual space-availability limitations, then on or after the first Monday in February, the District is not permitted to reduce the number of spaces that the Board declared to be available for open enrollment.
2. If the Board establishes any annual space-availability limitations, the District may not approve more applications that were submitted during the regular application period than the number of spaces that the Board designated as available for open enrollment until after the statutory deadline for providing initial notice of acceptance or denial (i.e., the first Friday following the first Monday in June). After such deadline, additional applications may be approved as outlined in the DPI rule and in a manner consistent with Board policy.
3. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District shall not approve any alternative applications submitted during the remainder of the current school year (after the January meeting) in any of the relevant grades or services with limited space for the following year. For example, if the Board has limited the availability of spaces in 7th grade for the following school year, then a current-year alternative application submitted for the 6th grade after the January meeting must be denied. Board policy

and applicable regulations identify how any annual space availability limitations established by the Board in January affect alternative applications that are received in the subsequent school year – through the third Friday in September count

II. APPLICATION FOR ADMISSION

- A. All applications for admission under this program are sent to the district administrator or his/her designee where they will be date-stamped and examined to ensure that all the application requirements listed on the State form/website have been fulfilled properly. Those that are not properly completed will be returned to the applicant. No applications are to be accepted or date-stamped until the first Monday in February and none after the last weekday in April.

All properly-completed applications as well as a record of any incomplete applications are to be sent to the resident school district and the Department of Public Instruction by the end of the first weekday following the last weekday in April.

All properly-completed applications will be maintained by the district administrator or his/her designee who will be responsible for organizing them by grade-level and /or program, whatever is applicable.

Any application received prior to or after the deadline dates are to be returned to the applicant with a notice of the proper application dates.

At the January meeting, the school board will then approve the number of available spaces for all grade-levels/classes/ programs.

1. The District Administrator or designee shall inform all applicants who will be denied acceptance before the first Friday following the first Monday in June. Each student's resident district is also to be informed. The notice of denial shall state all reasons for which the applicant was denied enrollment and shall inform the student and parent or guardian of their rights to appeal the decision to the Department of Public Instruction.
2. For those grade-levels/classes/programs for which applications will be accepted the following procedure is to be used.

If there are fewer applications for enrollment than the number of spaces available, all those who meet acceptance criteria are to be notified of acceptance. No regular-period application that was submitted on a timely basis shall be accepted or denied by the District before May 1. The district administrator or his/her designee shall notify the applicants on or before the first Friday following the first Monday in June. All notices of acceptance shall identify the specific school or program that the student may attend in

the following school year. All notices of denial shall identify the reason(s) the application was denied, information about the appeal process, and, if applicable, the student's number on any waiting list(s). Each student's resident district is also to be informed.

If there are more applications than spaces available the District Administrator or designee shall do the following:

- a) Identify students who do not meet the acceptance criteria established in Board policy. These students' applications will be denied and specific reasons for the denial provided.
- b) Identify any siblings of nonresident students who are attending a district school. These siblings are to be approved for enrollment prior to the random-selection process.
- c) Identify any nonresident students who are attending the district. These students shall be approved for enrollment prior to the random-selection process.
- d) Conduct a random selection for all remaining applications if there are still more applications than available spots for a class, program, or grade level as follows:
 - i. Assign a number to each application and place the numbers in a container.
 - ii. In the presence of at least one (1) other staff member, conduct a blind drawing of the numbers and list each number drawn in the order they are drawn. The drawing is to continue until all numbers have been drawn.
 - iii. The applicants drawn in order up to the total number of available spots shall be notified that they have been accepted for enrollment. The remaining applicants shall be notified that they have been denied enrollment due to insufficient space following a random selection process. This notification must be completed on or before the first Friday following the first Monday in June.

Applicants that are denied enrollment following the random selection shall be placed on a waiting list in the order they were selected through the blind drawing. Parents will be notified by the third Friday in August if a spot has become available for them from the waiting list.

For any otherwise-eligible applicant who is a student with a disability who has been assigned a grade-based space but who is on a special education waiting list, or vice-versa, the student will initially receive notice of denial due to lack of available space, but the District will hold the space (either

general or special education) that has been assigned to the student until either a space on the other waiting list becomes available for the student (at which point the student will be notified that he/she may attend school in the district) or the District reaches the end of the period for which it maintains waiting lists (at which point the space that has been held for the student shall be assigned to the next applicant, if any, on the applicable waiting list).¹

Parents will have 10 days to respond and enroll the student or the space will be offered to the next student on the list.

3. Alternative Procedure.

A parent of a nonresident student may also apply for open enrollment under the alternative criteria and procedures. The student must meet at least one of the following criteria:

- i. The resident school board determines that the pupil has been the victim of a violent criminal offense and the application is made within 30 days of the resident school board's determination;
- ii. The student is or has been a homeless student in the current or immediately preceding school year;
- iii. The student has been the victim of repeated bullying or harassment and the student's parent or guardian has reported the bullying or harassment but the bullying or harassment continues;
- iv. The place of residence of the student's parents has changed due to military orders and the application is made within 30 days of the date of the orders;
- v. The student has moved into the state and the application is received within 30 days of the date the student moved into the state;
- vi. The place of residence has changed due to a court order or custody agreement or due to placement in a foster home or placed in a home other than the student's parent's home and the application is made within 30 days of the student's change in residence; or
- vii. The student's parent resident school board and the District agree that attending the Waunakee Community School District is in the student's best interest; if the board denies the student's request, the parent may appeal to DPI. If DPI determines that the student's enrollment in WCSD is in the student's best interest, the student will be granted enrollment.

The student's resident school board will be notified immediately of any application received under this section. The Board shall decide within 20 days of receipt of an application whether it has been granted and shall notify the parent and resident school board of the decision. If granted, the student shall enroll

¹ DPI rules require that disabled students who has been assigned a grade-based space but is on a special education waiting list or vice versa that the district hold the space that was assigned until the end of the period for which it maintains waiting lists.

within 15 days of approval or the district may notify the parent in writing that the student is no longer approved to enroll.

B. Determination of Placement

1. All accepted applications are to be maintained by the district administrator or his/her designee for review and proper placement.
2. Placement decisions are to be made based on the same factors that were used to determine acceptance and the information contained in the applicants' records.
3. Each applicant is to be informed of placement for the next school year on or before the first Friday following the first Monday in June.

C. Information with Notification

The following information is also to be included with the notification of placement:

1. The District's regular enrollment procedure which is to be followed when enrolling a nonresident student.
2. Participation in interscholastic athletics must comply with pertinent regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant conference standards regarding eligibility of transfer students for participation in interscholastic athletics.
3. Enrollment in a school shall be subject to an agreement that transportation of the nonresident student to the school is provided for by the student, his/her parents, the resident district or via contract with the district to provide transportation to a scheduled bus stop. The District will provide transportation to students whose IEP requires it.
4. The appropriate principal shall determine academic assignment or placement based upon completion of prerequisite courses or grades in the student's prior school and the awarding of transfer academic credit, if applicable.

D. Other Information

1. If the application is for a special education program, the IEP will be reviewed by the Director of Special Education prior to any action.
2. No nonresident student will be enrolled/placed in a program, course, or grade who has not met the prerequisites established for resident students.

3. The district shall not discriminate against any student but the district is not required to provide any services not currently available in the district or adapt any facilities for a nonresident student in accordance with his/her IEP.
4. The nonresident student's parent(s) or guardian(s) shall notify the District Administrator or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance, except as noted above for nonresident students accepted for enrollment from a waiting list.
5. Annually by July 7, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year. For students accepted for open enrollment from the waiting list after July 7 that choose to attend school in the District, this resident school district notification will be provided as soon as possible after getting confirmation of such attendance from the student's parent or guardian.
6. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the resident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules.

III. Resident Student Open Enrollment Applications

- A. Upon receipt of any paper copy of a resident student's application to attend a school or program in another public school district, school office staff shall affix a date stamp (or a written and initialed date) and forward it to the District Administrator or his/her designee for review and processing.
- B. By the first Friday following the first Monday in May, the District shall provide the nonresident school district(s) to which the student applied appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.
- C. All applications, those received online and paper applications, shall be reviewed by District staff using the acceptance/denial criteria outlined in Board policy. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the denial and information about the appeal process.

- D. Special Procedure for Resident Open Enrollment Students Not Enrolled in the District. To the extent necessary to allow for the appropriate accounting of the District's student membership and appropriate state aid transfers, students who reside in the District but who have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must formally enroll in the District prior to attending school in another public school district under the full-time open enrollment program.
- E. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the nonresident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules. The District shall ensure that the records of a resident student who accepts open enrollment and elects to attend school in a nonresident district are sent promptly to the nonresident district.

IV. APPLICATIONS SUBMITTED UNDER ALTERNATIVE (CURRENT YEAR) OPEN ENROLLMENT PROCEDURES

- A. Reason(s) for Alternative Application – Subject to any limitations established under state law on the timing of application submissions and on the number of open enrollment applications that may be submitted for any July 1 to June 30 school year, a parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application for attendance to begin during the current July 1 to June 30 school year if the student meets one of the following criteria and the parent or guardian identifies and describes the criteria that the student meets in the application:
 - 1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
 - 2. The student is or has been a homeless student in the current or immediately preceding school year.
 - 3. The student has been the victim of repeated bullying or harassment and all of the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process; and (b) in spite of action taken by the board or designee the repeated bullying or harassment continues.
 - 4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.

5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interests of the student.

B. Application Review and Approval Process

1. When the District receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the date any paper application was received shall be affixed to the application (or otherwise recorded) and the application shall be forwarded to the District Administrator or his/her designee for review and processing.
 - a. If the application involves a nonresident student seeking to attend school in the District under open enrollment, the District will:
 - (1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district; and
 - (2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended.
 - b. If the application involves a resident student who is attending, or who previously attended school in the District, then within 10 days of receiving a copy of the application, the District shall provide the nonresident school district appropriate notice of the resident student's special education and/or disciplinary status, including copies of any records that the District is permitted/required to release. If the applicant

does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.

2. District staff shall review the application using the acceptance/denial criteria outlined in Board policy and in this rule. The District Administrator or his/her administrative-level designee is authorized to make the acceptance/denial decision for the District and to direct the sending of the appropriate notifications.
 - a. The District will deny the alternative application of a nonresident student when required by state law or DPI rule, and the District may also deny such an application:
 - (1) due to lack of available space;
 - (2) under any of the acceptance and denial criteria established in Board policy that apply to an application submitted during the regular open enrollment application period; or
 - (3) if the application relies on the best interests of the student criterion and the District determines that open enrollment is not in the student's best interests.
 - b. The District will deny the alternative application of a resident student when required by state law or DPI rule, and the District shall also deny any such application if it determines that the criteria relied on by the parent or guardian to submit the application (including the "bests interests" criterion) do not apply to the student.
3. If the application involves a nonresident student seeking to attend school in the District, then the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 calendar days after the application was submitted. If the District fails to issue a timely notice of acceptance of a nonresident alternative application to the parent or guardian, the application is considered denied.
 - a. If the application has been denied, the notification shall include the reasons for the denial and information about the appeal process. To the extent consistent with state law and District policy, initial acceptance of an application may be subject to revocation.
 - b. If the District has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin

attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance (or another date mutually agreed upon by the District and the student's parent or guardian). If the nonresident student has not enrolled in or attended school in the District by the relevant deadline, the District may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend school in the District.

c. To the extent that there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will attempt to review and act upon such records promptly. If necessary, the District will deny the application due to an inability to sufficiently review such records. However, to the extent permitted by DPI, the District may revisit such a denial if the relevant records/information are provided within a reasonable time period after the 20th calendar day following the submission of the application.

4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the date that the application was submitted.

It is the applicant's responsibility to provide sufficient information to enable the District to determine that at least one of the bases for an alternative application applies to the student. However, prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

If a resident student's alternative application is denied, the notification shall include the reason(s) for the denial and information about the appeal process.

V, APPEAL OF OPEN ENROLLMENT DECISIONS

The student's parent(s) or guardian(s) may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Legal Ref: Sections 118.13 Wis. State Statutes
118.51
118.52

Cross Ref.: 423, Full-time Open Enrollment
423.1, Course Options
343.2, Class Size

Adopted: January 1998
April 1998

Revised: August 2000
March 2002
December 2002
July 2006
December 2012
January 2016

Waunakee Community School District

~~(This sample policy for part-time open enrollment (1) provides for the denial of a resident student's course application if it conflicts with a student's IEP or if the cost of the course would impose an undue financial burden on the district; (2) sets general criteria for accepting or denying course applications from nonresident students; (3) gives preference in attending courses to full-time students enrolled in the district and to other students who reside in the district; and (4) assigns responsibility for making decisions regarding course applications. This sample also provides a choice between two different options regarding course enrollment preferences for resident students. This sample also addresses student transportation for part-time open enrollment. Compared to 343.44 Sample Policy 1, this sample provides more detail on both the statutory elements and the local administration of the part-time open enrollment program. Accordingly, a district that does not intend to adopt any additional rules or procedures related to part-time open enrollment may decide that this more-detailed policy is preferable as compared to a less-detailed policy.)~~

Under the part-time open enrollment program, a student enrolled in a public school in the high school grades may be permitted to attend a public school in a nonresident school district to take up to two courses at any one time.

Provisions Applicable to All Part-Time Open Enrollment Applicants and Participants

If a student wishes to participate in the part-time open enrollment program, the student and his/her parent or guardian are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, (3) meeting the minimum eligibility criteria, and (4) meeting relevant deadlines, as such requirements are further defined in state law, any applicable state regulations, or the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to meet other mandatory requirements are grounds for loss of the opportunity to participate in the course(s).

The identify the appropriate staff position(s) – e.g., High School Principal, Director of Curriculum and Instruction, Director of Student Services¹ or an administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; and (2) determining whether the District will approve or deny individual applications based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The parent or guardian of a student who is taking a course under this policy is responsible for transporting the student to and from the course, unless state or federal law otherwise requires a school district to provide transportation. ~~(Editor's Note: See 343.44 Sample Rule 1 for an alternative transportation provision that contemplates the possibility that a district may be willing to contract with a parent or guardian, under section 121.545(1) of the state statutes, to provide non-aided transportation for a part-time open enrollment student.)~~

Resident High School Students Attending Individual Courses in Other Public School Districts

District high school students who are residents of the District may apply to take a course(s) in another public school district in Wisconsin under the part-time open enrollment program in accordance with state law.

¹ Identify appropriate staff position.

The District shall deny a resident student's otherwise timely and complete application to attend a course in another public school district under the part-time public school open enrollment program if:

1. The course conflicts with the student's individualized education program (IEP); or
2. The cost of the course would impose an undue financial burden on the District *[insert if desired: "as determined by the School Board following an administrative recommendation to consider the issue of cost in a specific situation"]*.²

The District shall determine whether each course identified on a resident student's application satisfies any of the District's high school graduation requirements. The District shall notify the applicant, in writing, if a course will not satisfy a graduation requirement.

The District shall pay for the cost of a resident student's approved course(s) to the extent required by state law and by the Wisconsin Department of Public Instruction.

Nonresident High School Students Applying to Attend Courses in the District

Nonresident public high school students residing within the State of Wisconsin may apply to take courses in the District under the part-time-open enrollment program in accordance with state law and established procedures. For purposes of determining the deadlines for submitting part-time open enrollment applications and for providing the related approval, rejection, and acceptance notices, the starting date for a course shall be determined by the administration in a manner consistent with the following parameters:

1. For courses other than online courses, the starting date will normally be the first date on which the course meets for time that counts toward state-required hours of direct student instruction.
2. For online courses, the starting date will normally be the earlier of the date by which the student will be expected to have initiated their access to the course management system, or by which the student will be expected to have made direct contact with the teacher.
3. With the approval of the *[insert position title]*³ or his/her administrative-level designee, a starting date earlier than the normal starting date may be established where it is determined that an earlier date is necessary for the student's effective participation in the course.

~~{Editor's Note: Under PI 36.17(1)(a) of the Wisconsin Administrative Code, school boards are required to establish the starting date of each course. If a student applies to take an online course, school officials must remain mindful of the DPI regulations that require a student to be in physical attendance in the nonresident school district except for online courses that are offered by virtual charter schools.}~~

Nonresident students seeking to enroll in specific District courses under the part-time open enrollment program shall be subject to the same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include

² I left this note in so you could decide if you want your board to make the final decision. Your current rule 423 Rule 2 does not say that the board makes the final decision.

³ Identify appropriate staff position.

meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. In addition, there must be space available in the course.

Regarding space availability considerations, the District will give preference (i.e., ahead of part-time open enrollment applicants) in making acceptance and placement decisions for individual courses to the following:

1. **District students have first priority.** Up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give a preference to otherwise-eligible students whose primary enrollment and school of attendance is (or at the time of the applicable course will be) within the public schools of the District (including students who are not District residents who are regularly attending a school in the District under the full-time open enrollment program). In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate additional regular District students who are late enrollees.
2. **Non-District students who are District residents have a preference over nonresidents.** Provided that such students have applied to take the course no later than at least *[insert number of days or weeks, e.g., "six weeks"]*⁴ before the course starting date, the District will also give a secondary preference to non-District students who are residents of the District and who are entitled to apply to take the course under state law or under any other Board policy (e.g., certain residents who are enrolled in a private school, tribal school, or home-based private educational program). ~~*{Editor's Note: Under PI 36.17(2)(b) of the Wisconsin Administrative Code, if a district grants a preference for students who reside in the school district, the policy must require residents who apply to take courses under section 118.145(4) (i.e., private school and tribal school students) or under section 118.53 (i.e. residents of the district who are in a home-based private educational program) to apply for the course by a final deadline of no earlier than six weeks nor later than one week before the course starting date. In deciding how to meet this regulatory requirement, a school district should establish an application deadline that will be practical to administer, but that also addresses other local considerations that may be relevant, such as any existing practices/arrangements with local private schools. Keep in mind that the statutory application deadline for part-time open enrollment is six weeks before the course starting date.}*~~

If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, then the District will use a random procedure to determine which additional students to accept into the course. Unless a different procedure is approved by the *[insert position title]* or his/her designee, the random procedure shall consist of either a randomized drawing or the use of a random number generator to assign a random number to each applicant, with the lowest-assigned number being the first applicant to be granted an available space.

~~*{Editor's Note: There are many possible ways to structure an admissions preference for resident students, as well as students (such as full-time open enrollment students) who have the same*~~

⁴ Insert a deadline of no less than 6 weeks that aligns with the draft rule I sent you for WCSD policy 424.

~~rights and privileges as resident students for purposes of enrollment in individual classes. The language above presents one possible approach. Another approach that could be substituted into this sample in place of the language above, and which would also require the district to carefully coordinate application deadlines for non-district students who are grouped together in the "random process," would be as follows:~~

~~"... Regarding space availability considerations, up to the point at which the District issues formal notice of acceptance or denial to a nonresident applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give preference in making acceptance and placement decisions (i.e., ahead of part-time open enrollment applicants) to students who are otherwise eligible to take the course and whose primary enrollment and school of attendance is (or at the time of the course will be) within the public schools of the District. In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate additional regular District students who are late enrollees;~~

~~If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other non-District students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, the District will use a random procedure to determine which additional students to accept into the course. Unless a different procedure is approved by the [insert position title] or his/her designee, the random procedure shall consist of either a randomized drawing or the use of a random number generator to assign a random number to each applicant, with the lowest assigned number being the first applicant to be granted an available space. Along with nonresident students who have applied under the part-time open enrollment program, the following interested persons, if otherwise eligible to take the course, will be included in the random selection process:~~

- ~~1. District residents who are enrolled in and attending a private school or tribal school;~~
- ~~2. Nonresidents and District residents who are enrolled in a home-based private educational program; and~~
- ~~3. Other individuals who are not District students but who are otherwise entitled to apply to take the course under state law or under any Board policy."}~~

A student shall not be permitted to take a District course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of an expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a regular, resident student shall also be applied to part-time open enrollment students/applicants. **(Editor's Note: This is an optional paragraph that expands on the "conduct-related requirements" that are mentioned earlier in this sample policy. The part-time open enrollment law does not expressly address denial criteria that are based on a student's prior conduct or disciplinary history. If a district chooses to include such additional detail in its local policy (e.g., by including this paragraph or an adaptation**

thereof), then the criteria, at a minimum, should be equally applicable to similarly-situated resident students.⁵

To the extent required by law, nonresident students attending courses in the District under the part-time open enrollment program will have the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students.

In providing opportunities for nonresident students to attend courses in the District under the part-time open enrollment program, the District shall provide appropriate opportunities to and shall not unlawfully discriminate against students with disabilities. However, if a question arises as to possible services or course accommodations or modifications for a student with a disability, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the student's current IEP or other services plan to the extent necessary and appropriate.

Application of Policy in Special Situations

To the extent required by law, the terms "resident student," "nonresident student," "resident school district," and "nonresident school district," within this policy shall be construed to appropriately accommodate atypical situations where the public school that a student normally attends on a full-time basis is not located in the same school district in which the student's legal residence is located. *[Editor's Note: This optional final paragraph is intended to accommodate the Department of Public Instruction's legal interpretation that, in certain situations, including when the student in question is participating in the state's full-time open enrollment program, (1) the student's school district of regular attendance serves as the "resident school district", and (2) the school district offering the specific course serves as the "nonresident school district" for purposes of the part-time open enrollment statutes. It is not certain whether DPI's interpretation on this point is consistent with the relevant statutes. However, assuming the district does not intend to challenge DPI's interpretation of the law, this paragraph may help administrators apply the relevant statutes and policy provisions to those atypical situations.]*⁶

Legal References:

Wisconsin Statutes

Section 115.385(4)	[required parent notification of educational options, including part-time open enrollment]
Section 118.13	[student nondiscrimination]
Section 118.145(4)	[resident students enrolled in private schools/tribal schools taking courses in the public high school]
Section 118.15(1)(d)	[discretionary program and curriculum modifications]
Section 118.33	[high school graduation requirements]
Section 118.52	[part-time open enrollment]
Section 118.53	[home-schooled students taking courses in the public schools]

⁵ The blue highlighted paragraph is optional – I highlighted that paragraph and the editor's note to remind you that this is a local decision for you to make.

⁶ I left the editor's note in to explain the purpose of the preceding paragraph.

PART-TIME OPEN ENROLLMENT

Policy 343.44

Waunakee Community School District

Page 6 of 6

[Section 118.57](#)

[required public notification of educational options, including part-time open enrollment]

Wisconsin Administrative Code

[Subchapter V of PI 36](#)

[part-time open enrollment regulations]

Cross References:

[423, Full-time Open Enrollment](#)

[423-Rule 1 Admission of Student Participating in Full-Time Open Enrollment](#)

[343.2, Class Size](#)

WASB PRG 343.44 Sample Policy 2

Adoption Date: [June 2018](#)

PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT COURSES, PROGRAMS AND ACTIVITIES

Policy 424

Waunakee Community School District

Page 1 of 2

Participation in Public School Courses and Programs

Non-public school students (private school and home-based private educational program students) may participate in public school courses and programs in the Waunakee Community School District as follows:

1. A private school student may take up to two high school courses per ~~Term~~ provided the following conditions are met: (a) the student meets the district's high school admission requirements; (b) the student resides in the District; and (c) there is sufficient space in the classroom.
2. A home-based private educational program student, whether he/she resides in the District or not, may take up to two courses during a ~~semester~~ term at any public school in the District provided the following conditions are met: (a) the student has met the standards for admission at that grade level as required by law and as established by the District Administrator or designee; (b) there is sufficient space in the classroom; and (c) the student is taking no more than two courses in any public school in the state during any ~~semester~~ term.
3. A non-public school student who resides in the District may participate in District educational programs or services when specifically required by law (e.g., summer school programs and programs for students with disabilities).

Non-public school students attending any course pursuant to this policy are generally subject to the same course requirements, attendance policies, and behavior expectations as are applicable to the District's public school students. Similarly, to the extent permitted by law, non-public school students will be required to meet the same mandatory prerequisites or alternative demonstrations of competency that apply to public school students seeking to take a particular course.

Non-public school students participating in public school courses and programs under this policy shall be responsible for their own transportation to and from the public school, except as otherwise required by law.

Participation in Interscholastic Athletics and Extracurricular Activities

A home-based private educational program student who resides in the District may participate in interscholastic athletics and extracurricular activities in the District on the same basis and to the same extent that students enrolled in the District are allowed to participate. The home-based private educational program in which the student is enrolled shall provide the District with a written statement that the student meets the District's requirements for participation in interscholastic athletics or extracurricular activities based on age and academic and disciplinary records.

PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT COURSES, PROGRAMS AND ACTIVITIES

Policy 424

Waunakee Community School District

Page 2 of 2

A non-public school resident student may participate in 7th and 8th grade athletics.

Legal References:

Wisconsin Statutes

Section 118.04	[resident students attending summer school]
Section 118.13	[student nondiscrimination]
Section 118.133	[home-based private educational program student participation in interscholastic athletics and extracurricular activities]
Section 118.145(4)	[resident students enrolled in private and tribal schools taking courses in public high school]
Section 118.53	[home-based private educational program students taking courses in public schools]
Section 121.004(7)(e)	[aid formula for counting private school students who are taking courses in public schools]
Section 121.004(7)(em)	[aid formula for counting home-based private educational program students who are taking courses in public schools]
Section 121.54(2)(c)	[authority to transport students not required to be transported, including private school and home-based private educational program students]

Federal Laws

20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs for students with disabilities; participation by students enrolled in private schools; IDEA regulations at 34 C.F.R. Part 300v]
--------------------------------------	--

Cross References:

WASB PRG 424 Sample Policy 1

Adoption Date: August 2012

Revised: January 2015
September 2015

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waukegan Community School District

Page 1 of 5

~~(This sample rule is intended to coordinate with 424 Sample Policy 1 in the PRG. If board policy permits course attendance by non-public school students in situations other than those required under section 118.145(4) or section 118.53 of the state statutes, this sample rule would need to be modified to address those additional locally defined opportunities.)~~

A. Definitions

For purposes of these procedures implementing the opportunities available to non-public school students to take District courses under state law and Board policy, the following definitions apply:

1. **District** means the ~~_____~~ Waukegan Community School District.
2. **Home-Schooled Student** means a student, whether or not a resident of the District, who is a resident of Wisconsin and who is enrolled in a home-based private educational program, regardless of grade level or the student's grade-level equivalent.
3. **Private School Student** means a student who (a) is a resident of the District; (b) meets the requirements for admission to high school in the District; and (c) is enrolled in and regularly attends a school that has been approved as a private school by the state superintendent, whether the private school is located within or outside the boundaries of the District.

~~4. **Editor's Note: If there are students residing in the district who are enrolled in any tribal school who may apply to take courses in the district, the district should add the following definition of "tribal school student" and, in subsequent sections of these procedures, treat applications from tribal school students in the same manner as applications from private school students: "Tribal School Student means a student who (a) is a resident of the District; (b) meets the requirements for admission to high school in the District; and (c) is enrolled in and regularly attends a tribal school, whether the tribal school is located within or outside the boundaries of the District."**~~

B. Application Procedures

1. The parent or guardian of a private school student or a home-schooled student who believes that the student is eligible to apply to take up to two individual courses in the District at any one time shall submit, on a form provided by the District, a written application to the office of the ~~insert title of relevant position~~ principal at ~~insert office location~~ at the appropriate WCSD Building.

2. The parent or guardian shall submit the completed application form:

a. no earlier than ~~insert time period — e.g., 24 weeks~~ February 1 of the preceding school year before the date the course is scheduled to start; and

Formatted: Strikethrough

Formatted: Highlight

Formatted: Strikethrough

Formatted: Highlight

Formatted: Highlight

Formatted: Strikethrough, Highlight

Formatted: Highlight

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Wauwaukee Community School District

Page 2 of 5

- a-
- b. no later than ~~insert time period – e.g., six weeks~~ **three weeks**¹ before the date the course is scheduled to start. ~~*{Editor's Note: DPI emergency rules for the implementation of the part-time open enrollment program (Subchapter V of Chapter 36, Wisconsin Administrative Code) suggest that the locally-established deadline identified in this statement should be no earlier than six weeks and no later than one week prior to the date the course is scheduled to begin.}*~~

Any applications submitted before the earliest date for submitting such applications will be returned to the parent or guardian with notice to resubmit the application during the appropriate time period. Applications submitted less than ~~insert time period from B.2.b. above in these procedures~~ **three weeks** before the date the course is scheduled to start will be processed in the order received and only after all timely applications have been processed. Any application submitted after the course begins will be denied as untimely unless the student's parent or guardian, or adult student, shows that the student first became eligible to submit the course application after the date the course began. Where applicable, the time at which a student begins attending a class may affect his/her eligibility to obtain high school credit for a course. ~~*{Editor's Note: The statutes do not expressly require the district to either deny or continue to process applications received after a district-established application deadline. To the extent a district chooses to continue to accept and process applications after its established deadline, it would likely be done with the understanding that such applications will receive no priority over any other applications/registrations that have already been accepted or that are already pending.}*~~

3. The ~~insert title of relevant position school principal or level director~~ will be responsible for ensuring the proper processing of course applications under these procedures and for coordinating such processing with other course registrations/applications (including those received under, for example, the part-time public school open enrollment program).
4. Upon receipt of a completed application under these procedures, the District will note the date of receipt and request relevant records from the school(s) attended by the student.
5. All applications shall be reviewed and acted upon using the statutory and District-established criteria that serve to determine a student's eligibility for the course(s) identified in the student's application.
- a. For a private school student, the criteria will include confirming the following:

¹ The deadline for applications should be no less than 6 weeks and should align with the deadline specified in WCSD policy 343.44.

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Strikethrough, Highlight

Formatted: Indent: Left: 0.5"

Formatted: Highlight

Formatted: Highlight

Formatted: Strikethrough, Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Strikethrough, Highlight

Formatted: Strikethrough, Highlight

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waukegan Community School District

Page 3 of 5

- (1) A private school student will not be permitted to take a course in the District during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request to enroll and take courses as a full-time resident student during the term of his/her expulsion; and
- (2) Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.

b. For a home-schooled student, the criteria will include confirming the following:

- (1) The student meets the definition of a home-schooled student found within these procedures;
- (2) The student is age-eligible to attend school in the District, or, if applicable, meets the District's established requirements for early admission to kindergarten or first grade; and
- (3) The student meets the requirements for admission to high school in the District or, if the student does not meet the high school admission requirements, the student qualifies for admission to the course.

A home-schooled student will not be permitted to take a course in the District during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request to enroll and take courses as a full-time resident student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.

~~***{Editor's Note: The specific statutes addressing private school and home-schooled student attendance do not expressly state that school districts can deny course applications under the disciplinary criteria that are identified above in these procedures. However, such authority may be implicit in the district's ability to establish standards for admission and other statutes related to student enrollment and admission to school.}***~~

6. In evaluating a student's eligibility to take a course under these procedures, the District may ask the parent or guardian to provide relevant records or other additional information regarding the student, particularly in the case of a home-schooled student for whom the parent or guardian may be the only person who has access to such information. To the extent the information and records that are available to the District are insufficient to determine whether the student meets or fails to meet established standards for admission to the course, the District, at its sole discretion, may require testing or some other relevant assessment.

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waukegan Community School District

Page 4 of 5

7. For all students applying to attend a course under these procedures who the District determines are otherwise eligible to take the course, the District shall determine whether there is sufficient space available in the course to approve the student's application and attendance. All timely applications that have been submitted for a course under these procedures (unless already determined to be ineligible on other grounds) will be processed together when determining space availability.

As to any course for which there are more otherwise-eligible students interested in taking the course than there are spaces available, all students whose primary school enrollment and attendance is within the District's public schools (including, for example, full-time students of the District and nonresident students who are attending school in the District under full-time open enrollment) shall receive **first priority** in individual course registration up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin).

As to other individual students who are eligible to apply to take a course under these procedures or under any other applicable provision of state law (e.g., the part-time public school open enrollment law) or any other applicable Board policy, the following order of preference shall be applied when the students' timely course applications/registrations are being evaluated at the same time:

Second Priority: Provided that such students have applied to take the course no later than at least insert the number of days or weeks, e.g., "six weeks ~~three weeks~~"² before the course starting date, students whose primary school enrollment and attendance is not within the District's public schools, but who reside in the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy; ~~*(Editor's Note: Under DPI emergency rules for the implementation of the part-time open enrollment program, if a district grants a course-enrollment preference for students who reside in the school district, the board's policy must require residents who apply to take courses under section 118.145(4) (i.e., private school and tribal school students) or under section 118.53 (i.e. residents of the district who are in a home-based private educational program) to apply for the course by a final deadline of no earlier than six weeks nor later than one week before the course starting date.)*~~

Third Priority: Students whose primary school enrollment and attendance is not within the District's public schools and who do not reside in the District, but who are otherwise entitled to apply to take the course under state law or under any applicable Board policy.

Within the "Second Priority" and "Third Priority" groups identified above, a random

² This should align with the deadline referenced in footnote 1.

Formatted: Highlight

Formatted: Strikethrough, Highlight

Formatted: Highlight

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waukegan Community School District

Page 5 of 5

process shall be applied to determine the order of acceptance into the course, except as otherwise approved by the School Board.

{Editor's Note: Districts considering this sample rule should ensure that the priority groups identified above and the commitment to using a "random process" reflect actual district

practices. See the "Editor's Notes" in 424-Sample Policy 2 in the PRG for more information to consider in relation to such priority grouping.}

8. No later than ~~insert deadline for District to send notifications – e.g., "one week"~~ prior to the date the course is scheduled to begin, the District shall notify the applicant's parent or guardian whether the application has been accepted or denied. If accepted, the acceptance will identify the school at which the student may attend the course. The acceptance applies only for the specific semester, term, school year, or other session to which the application relates. If the application is denied, the notice shall include the reason for the denial.
9. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the approved course(s). If confirming notice is not received by the District prior to the date the course is scheduled to begin and the student is not in attendance at the course(s) on the first day of the course(s), the applicant will be deemed to have rejected the District's notice of acceptance and the applicant will not be permitted to attend the course(s).

Formatted: Strikethrough, Highlight

Formatted: Highlight

Formatted: Strikethrough

Formatted: Highlight

Adoption Date:

Cross References:

WASB PRG 424 Sample Rule 1

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the school term, semester or quarter in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

1. Prior Parent-Excused Absences.

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

2. Other Excused Absences of a Temporary Nature.

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences ~~due to illness that are~~ insert applicable time period – e.g., "3 school days" or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.

- b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);
- c. Religious holidays or instruction to the extent authorized by law;
- d. Family emergency;
- e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;
- f. Funerals of a family member or friend;
- g. Up to insert applicable number – e.g., 3 days per school year for ~~e~~College visitations by high school juniors and seniors;
- h. Suspension from school;

- i. Mandatory court appearances;
- j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
- k. Serving as an Election Official – Students may be excused to serve as an election official provided they have ~~at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal;~~
- l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding “Taps” during a military honors funeral for a deceased veteran;
- m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. ~~Excused absences other than a suspension from school require written approval of the student's parent or guardian.~~ All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

3. Program or Curriculum Modifications.

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the District Administrator or building principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the District Administrator or building principal, he/she may ask the District Administrator to review and act on the request. ~~If a child, or his/her parent or guardian, is not satisfied with the decision made by the District Administrator,~~ he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

4. Participation in a Board-Approved Alternative Program.

A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

5. High School Students Who Are No Longer Subject to Compulsory Attendance.

For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

[Editor's Note: A district should determine the extent to which either or both of these attendance exceptions may apply to certain students/grade levels. The language should be deleted or adapted as needed to reflect the district's specific practices.]

6. [High School Students Approved to Leave School Grounds During a Class Period.

The Board authorizes the administration to establish a program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to apply for school approval to leave the school premises for up to one class period each day if the student does not have a class scheduled during that class period. A student who is under the age of 18 must have parent or guardian permission to seek such approval. Absence from school with approval under such a program constitutes an excused absence from school and does not affect the student's eligibility for graduation.]

7. [Leaving School Grounds During a Student's Scheduled Lunch Period.

With written parent or guardian permission and school approval, the following students may apply to regularly leave school during their scheduled lunch period without a separate written excuse/permission for each specific day and/or without being directly released to a responsible adult: [identify which students may apply to receive such permission (e.g., by school or grade level).]

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up

¹ I did not see anything referencing leaving school grounds during a class period or during the lunch period in your current policy.

tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The ~~[insert applicable position – e.g., building principal or a designated assistant principal]~~ shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The building principal may designate one or more licensed staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or his/her administrative-level designee) and building principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents and guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

Legal References:

Wisconsin Statutes

Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
Section 115.997(5)(e)	[military compact on educational opportunity for military children]
Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
Section 118.15	[compulsory school attendance]
Section 118.16	[school attendance enforcement]
Section 118.162	[truancy committee and plan]
Section 118.163	[municipal truancy and dropout ordinances]
Section 118.18	[teacher attendance reporting requirements]
Section 118.33(1)(b)	[high school graduation requirements]
Section 948.45	[contributing to truancy]

Cross References:

342.1 – Programs for Students with Exceptional Educational Needs

342.2 – Homebound Instruction

411 – Equal Educational Opportunities

STUDENT ATTENDANCE

Policy 431

Waunakee Community School District

Page **5** of **5**

430-Rule (1), Student Attendance Procedures

430-Rule (2), Truancy Response Procedures

430-Exhibit, Truancy Referral Form

WASB PRG 431 Sample Policy 1

Adoption Date: 1/13/86

Revised: 1/15/90

March 1994

May 2005

PROOF OF RESIDENCE

420-Rule 2

Each new family enrolling students in the Waunakee Community School District must provide proof of residence within the school district's boundaries. Existing families who change residences must provide proof of residence within the school district's boundaries. Existing families enrolling students may be required to provide proof of residence within the school district's boundaries upon request of the Superintendent or designee. The proof of residence shall list an address within the Waunakee Community School District and shall name the parent(s) or guardian(s).

When a student is not living with his/her parent or legal guardian, [*identify administrator responsible for making residency determinations Executive Director of Operations*] whether the student: (1) lives within the district, (2) for a primary purpose other than school attendance in the district. If the answer to both of these inquiries is yes, the student is considered a resident of the district, if no, the student is not considered a resident of the district. An adult student not living with his/her parent or legal guardian who otherwise qualifies to attend school must provide proof of residence in the district.

Families who qualify for McKinney-Vento homeless services are exempt from providing proof of residence.

The following list constitutes acceptable proof of residence:

- A residential real estate tax bill or receipt for the current year
- A signed residential lease which is effective for a period that includes the school year
- A signed closing statement for an existing home which is effective for a period that includes the school year
- An occupancy permit for a new home
- A current (within 45 days) utility bill (gas, electric)
- A current (within 45 days) financial document (bank statement, payroll deposit, tax return for current year, etc.)
- A check or other document issued by a unit of government (including an occupancy permit)
- Any other document approved by the Superintendent as proof of residence

Legal Reference: Wisconsin Supreme Court Stat. ex rel. School Dist v. Thayer (1889) 74
Wis. 48

Adopted: February 2008

Revised: July 2011
February 2012
June 2022

Waunakee Community School District

**RESOLUTION AUTHORIZING TEMPORARY BORROWING
IN AN AMOUNT NOT TO EXCEED \$14,000,000;
ISSUANCE OF TAX AND REVENUE
ANTICIPATION PROMISSORY NOTES;
AND PARTICIPATION IN THE PMA LEVY AND
AID ANTICIPATION NOTES PROGRAM**

WHEREAS, the Waunakee Community School District, Dane County, Wisconsin (the "District"), is temporarily in need of funds in the amount not to exceed \$14,000,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year;

WHEREAS, school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money and issue tax and revenue anticipation promissory notes for such public purposes;

WHEREAS, the School Board deems it necessary and in the best interest of the District that funds be borrowed and tax and revenue anticipation promissory notes be issued pursuant to the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, in accordance with Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk, and the loan shall not extend beyond November 1 of the next school year;

WHEREAS, prior to the issuance of its tax and revenue anticipation promissory notes, the District will have voted the tax for the operation and maintenance of the schools of the District for the current school year to be collected on the next tax roll;

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes;

WHEREAS, Section 66.0301(2), Wisconsin Statutes authorizes any municipality, including a school district, to contract with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law;

WHEREAS, the School Board hereby finds and determines that it is in the best interests of the District to participate in the PMA Levy and Aid Anticipation Notes Program (the "Program"), the terms and provisions of which are described in the Master Indenture of Trust (the "Master Indenture"), and a Supplemental Indenture of Trust (the "Supplemental Indenture") to be entered into with a trustee to be named in the Approving Certificate (defined below) (the "Trustee") (collectively, the Master Indenture and the Supplemental Indenture shall be referred to as the "Indenture"); and

WHEREAS, under the Program, participating school districts will issue one or more series of tax and revenue anticipation promissory notes. Said notes may be grouped with a related series of notes of the District and will underlie corresponding series of note participations (the "Participations", and each

series a "Series of Participations") that will be issued under the Master Indenture and a separate Supplemental Indenture relating to each Series of Participations.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** For the purpose of meeting the immediate expenses of operating and maintaining the public instruction of the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District in its general fund for the current school year, there shall be borrowed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, an aggregate principal sum not to exceed \$14,000,000 ("Maximum Amount"). To the extent the District has a policy regarding borrowing that has requirements that are not met by participating in the Program, such policy requirements are hereby waived.

2. **Terms of the Notes.** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Trustee, for and on behalf of the District, its Tax and Revenue Anticipation Promissory Notes (collectively, the "Notes") payable to the Trustee or its designee, in one or more series, in substantially the form attached hereto as Appendix A-1.

The Notes shall be issued in the District's name, in one or more series, pursuant to the terms stated in the Master Indenture and a related Supplemental Indenture. The aggregate sum of the District's Notes shall not exceed the Maximum Amount.

Each series of Notes may be issued in conjunction and grouped with the notes of one or more other school districts participating in the Program to underlie a Series of Participations. In all cases, the obligation of the District to make payments on or in respect to its Notes is a several and not a joint obligation of the District and is strictly limited to the District's repayment obligation for its Notes under this Resolution.

The Notes shall be dated as of their date of issuance; shall bear interest from their dated date until paid; and shall mature on or before September 25, 2024. Interest on the Notes shall be paid at maturity. The Notes shall bear interest at a rate per annum such that the net interest cost of the Notes shall not exceed 6.00%.

3. **Redemption Provisions.** The Notes are not subject to optional redemption.

4. **Sale of Note; Execution of Note Purchase Agreement and Approving Certificate.** Either the District Administrator, Executive Director of Operations or Director of Business Services of the District (each, a "Financial Officer") or, in the absence of the Financial Officer, the President or Clerk of the District or those authorized by law to act on their behalf (the "District Officer") are hereby authorized and directed to negotiate, on behalf of the District, with the purchaser of the Notes (the "Underwriter"), in its capacity as Underwriter and PMA Securities, LLC, in its capacity as administrative agent for the District under the Program ("Administrative Agent"), an amount, interest rate, and maturity date for each series of Notes issued under the Program and other matters related to the financing, subject to the limitations provided herein or in the Master Indenture.

The difference between the issue price of the Notes and the purchase price to be paid to the District (which amount constitutes compensation paid to the Underwriter) shall not exceed \$1 for every \$1,000 of principal amount of Notes issued.

This School Board authorizes and directs the Financial Officer or District Officer to execute and deliver, in the name and on behalf of the District, an Approving Certificate in substantially the form attached hereto as Appendix B-1 (the "Approving Certificate") and a separate note purchase agreement for each series of Notes.

The execution of the Approving Certificate and the note purchase agreement by the Financial Officer or the District Officer shall constitute and evidence full approval by the School Board of such documents.

5. **Program Approval; Execution of Supplemental Indenture.** The form of Master Indenture and a form of Supplemental Indenture presented at this meeting are hereby acknowledged.

The District Officer, or the Administrative Agent on behalf of the District, are hereby authorized and directed to execute, deliver and enter in to, in the name and on behalf of the District, the Master Indenture and any Supplemental Indenture with respect to each Series of Participations that the Notes underlie with a trustee named in the Approving Certificate. The Master Indenture and each Supplemental Indenture shall be in substantially the forms presented to this meeting, with such changes not inconsistent with this Resolution as the District Officer shall approve. The execution of the Master Indenture and any Supplemental Indenture by the District Officer or the Administrative Agent (as modified by such officers or agent prior to execution) shall constitute and evidence full approval by the School Board of such documents.

6. **Disposition of Proceeds of Notes.** The proceeds of the Notes (the "Note Proceeds") shall be applied as described in the Master Indenture and the related Supplemental Indenture for the Series of Participations that the Notes underlie.

The Note Proceeds shall be deposited into the District's Proceeds Subaccount and a subaccount of the Cost of Issuance Fund, established by the Trustee for each Series of Participations that the Notes underlie pursuant to the Master Indenture and in amounts determined by the Administrative Agent. Amounts on deposit in the Costs of Issuance Fund shall be expended as determined by the Administrative Agent and in accordance with the terms of the Master Indenture and related Supplemental Indenture. Amounts on deposit in the Proceeds Subaccount shall be used as set forth in the Master Indenture and related Supplemental Indenture. The Proceeds Subaccount and the subaccount of the Costs of Issuance Fund are deemed to be the "borrowed money fund" for the Notes for purposes of Section 67.10(3), Wisconsin Statutes.

The Note Proceeds shall be used solely for the purposes for which borrowed (or for the payment of the principal of and/or interest on the Notes).

7. **Arbitrage Covenant.** Note Proceeds may be temporarily invested in legal investments until needed, provided, however, that the District hereby covenants and agrees that so long as the Notes remain outstanding, the Note Proceeds will not be used or invested in a manner which would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as

amended (the "Code") and any applicable income tax regulations promulgated thereunder (the "Regulations").

The District Clerk, or other officer of the District charged with the responsibility for issuing the Notes, shall provide the appropriate certificate of the District, for inclusion in the transcript of proceedings, setting forth the reasonable expectations of the District regarding the amount and use of the Note Proceeds and the facts and estimates on which such expectations are based, all as of the date of delivery and payment for the Notes (the "Closing").

8. **Additional Tax Covenants.** The District hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and the Regulations (whether prior to or subsequent to the Closing) to assure that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes, throughout their term. The District Clerk or other officer of the District charged with the responsibility for issuing the Notes, shall provide an appropriate certificate of the District, for inclusion in the transcript of proceedings, as of the date of the Closing certifying that it can and covenanting that it will comply with the provisions of the Code and the Regulations. Such certificate shall set forth certain facts regarding the use of the Note Proceeds to establish that the Notes will not constitute "private activity bonds" as defined in Section 141 of the Code and state other facts necessary to establish that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

If the District does not qualify for any exemption from the rebate requirements of the Code, the District hereby covenants and agrees that there shall be paid from time to time all amounts to be rebated to the United States pursuant to Section 148(f) of the Code and any applicable Regulations.

It is the intent of the District to take all reasonable and lawful actions to comply with any new tax laws enacted so that the Notes will continue to be obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

9. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** The Notes shall not be issued until the tax for operating and maintaining the schools operated by the District for the current school year has been voted to be collected on the next tax roll. So long as the Notes, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Notes) shall be and continues to be irrepealable. The District shall segregate in a special fund (hereinafter called the "Debt Service Fund"), tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes, at the times and in the amounts provided in the Approving Certificate. The Debt Service Fund shall be used for the sole purpose of paying the principal of and interest on the Notes. Any accrued interest received at the time of delivery of any Notes shall be paid over to the Debt Service Fund. If there shall be insufficient sums in the Debt Service Fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (for example, deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

10. **Impoundment Date.** The District agrees to the establishment and maintenance of the Payment Account as a special fund of the District related to the Notes (the "Payment Account") by the Trustee under the Master Indenture as the responsible agent to maintain such fund until the payment of the principal of the Notes and the interest thereon. Prior to the maturity of each Note, on a date set forth in the Supplemental Indenture (the "Impoundment Date"), the District agrees to cause to be deposited directly in a subaccount of the Payment Account relating to each series of Notes an amount sufficient to pay all of the principal of and interest due with respect to each Note at maturity. The Administrative Agent, on behalf of the District, is authorized to approve the determination of the Impoundment Date.

In the event that on the Impoundment Date the District has not received sufficient unrestricted revenues to permit the deposit into the Payment Account of the full amount due, then the amount of any deficiency shall be satisfied and made up from any other monies of the District lawfully available for the payment of the principal of the series of Notes and the interest thereon, as and when such other monies are received or are otherwise legally available, in the following order of priority: *first*, to satisfy any deficiency attributable to the first series of Notes issued; and *second*, to satisfy any deficiency attributable to the second series of Notes issued, if any. As used in this Resolution, the term "unrestricted revenues" shall mean all taxes, state aids, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other monies, intended as receipts for the general fund of the District attributable to the current school year and which are generally available for the payment of current expenses and other obligations of the District.

11. **Execution of the Notes; Authentication; Appointment of Acting Officers.** The Notes shall be executed on behalf of the District by the District President and District Clerk, or others authorized under Section 120.05, Wisconsin Statutes and herein to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Trustee upon payment to the District of the purchase price thereof, plus any accrued interest to the Closing. Either or both of the signatures of the officers may be imprinted on the Notes in lieu of the manual signature of such officer, so long as the Trustee authenticates the Notes. In the event that any of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints any one of its members to discharge the duties of the District Clerk as Acting District Clerk in connection with the issuance of the Notes in the event the District Clerk is unable to discharge such duties due to disability or absence.

12. **Trustee.** Pursuant to the Approving Certificate, the Financial Officer or the District Officer shall appoint the Trustee that will serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

The District directs and authorizes the payment by the Trustee of the interest on and principal of any and all Notes when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth in the Master Indenture. The District hereby covenants to deposit funds in such account and fund subaccount, as applicable, at the time and in the amount specified herein to provide sufficient monies to pay the principal of and interest on any and all Notes on the day or days on which they mature. Payment of any and all Notes shall be in accordance with the terms of the applicable series of Notes and this Resolution.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees, and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Master Indenture and any Supplemental Indenture, including but not limited to, costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

13. **Representations and Covenants; Events of Default.** The District makes the representations and covenants set forth in the Master Indenture. The District acknowledges, approves, and confirms the Events of Default and the remedies therefore as described in the Master Indenture.

14. **Deposit of Notes; Registration and Transfer.** The Notes shall be issued and deposited with the Trustee and shall be registered and transferred as provided in the Master Indenture.

15. **Sale of Participations.** Each Series of Participations shall be sold to the Underwriter, in accordance with the terms of the note purchase agreement relating to the series of Notes that underlie said Series of Participations.

16. **Official Statement.** The District authorizes and approves the use of District information pertinent to the Program, as provided by the District to the Administrative Agent, the Underwriter and any disclosure counsel, in each offering document prepared by the Administrative Agent and distributed by the Underwriter in connection with the sale and issuance of each Series of Participations. The Financial Officer or District Officer are hereby authorized to approve the Preliminary Official Statement with respect to the Participations and deem the Preliminary Official Statement "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Financial Officer and/or Business Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the delivery of the Notes, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Underwriter.

17. **Undertaking to Provide Continuing Disclosure.** If required under the Rule, this Section constitutes the written undertaking required by the Rule. If required under the Rule, this undertaking is intended for the benefit of the holders of the Notes and shall be enforceable by the Trustee on behalf of such holders (provided that the holders' and Trustee's right to enforce the provisions of this undertaking shall be limited to a right to obtain specific performance of the District's obligations hereunder and any failure by the District to comply with the provisions of this undertaking shall not be an event of default with respect to the Notes). Capitalized terms used in this Section and not otherwise defined in this Resolution shall have the meanings assigned such terms in Appendix C-1.

If required under the Rule, the District undertakes to provide Material Event Notices as provided in this Section. If a Material Event occurs while any Notes are outstanding, the District shall provide or cause to be provided a Material Event Notice in a timely manner not in excess of 10 business days to the MSRB through the Electronic Municipal Market Access System available at www.emma.msrb.org in an electronic format prescribed by the MSRB. Each Material Event Notice shall be so captioned and shall prominently state the date, title and CUSIP numbers of the Participations. Unless otherwise required by law and

subject to technical and economic feasibility, the District shall employ such methods of information transmission as shall be requested or recommended by the designated recipients of the District's information.

The District's continuing obligation hereunder to provide Material Event Notices shall terminate immediately once the Notes no longer are outstanding. This Section, or any provision hereof, shall be null and void in the event that the District delivers to the MSRB an opinion of nationally recognized bond counsel to the effect that those portions of the Rule which require this Section, or any such provision, are invalid, have been repealed retroactively or otherwise do not apply to the Notes. This Section may be amended without the consent of the Noteholders, but only upon the delivery by the District to the MSRB of the proposed amendment and an opinion of nationally recognized bond counsel to the effect that such amendment, and giving effect thereto, will not adversely affect the compliance of this Section and by the District with the Rule.

18. **Approval of Actions; Administrative Agent.** All actions previously taken by the officers and agents of the District or this School Board with respect to the sale and issuance of the Notes and participation in the Program are hereby approved, confirmed, and ratified. The officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things, take any and all actions, and execute any and all certificates, agreements, and other documents which any of them may deem necessary or advisable to consummate the lawful issuance and delivery of the Notes, or the related transactions, in accordance with this Resolution.

The District hereby authorizes, approves, and directs the Administrative Agent to do any and all things, take any and all actions, and execute any and all certificates, agreements, or other Program documents on behalf of the District as may be directed under the Master Indenture, a Supplemental Indenture, or any other Program documents.

19. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted by a recorded roll call vote of ____ ayes and ____ nays on September 11, 2023.

By: _____
District President

(SEAL)

And: _____
District Clerk

APPENDIX A-1

Form of Note

R-___

\$ _____

WAUNAKEE COMMUNITY SCHOOL DISTRICT
DANE COUNTY, WISCONSIN

TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Issue Date</u>	<u>Impoundment Date</u>
_____ %	_____	_____	_____, 20__

REGISTERED OWNER: U.S. Bank Trust Company, National Association, as trustee

PRINCIPAL AMOUNT: _____ DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the District designated above (the "District"), acknowledges itself to owe and promises to pay to the registered owner identified above, or registered assigns, on the Maturity Date set forth above, the Principal Amount specified above in lawful money of the United States of America, together with interest thereon from the Original Issue Date at the Interest Rate per annum specified above. The principal of and interest on this Note are to be paid upon surrender hereof at the principal corporate trust operations office of U.S. Bank Trust Company, National Association or its successor in trust (the "Trustee") pursuant to a Master Indenture of Trust (the "Master Indenture") and a Supplemental Indenture of Trust (the "Supplemental Indenture") (collectively, the Master Indenture and Supplemental Indenture shall be referred to as the "Indenture"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the Maturity Date specified above, and if funds are not provided for payment on the Maturity Date, funds shall be provided thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said Principal Amount. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; *provided, however*, that no interest shall be payable for any period after the Maturity Date during which the owner hereof fails to properly present this Note for payment. If the District fails to pay this Note when due, including the interest component of this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with consequences set forth in the Indenture).

The Note is not subject to optional redemption prior to maturity.

It is hereby certified, recited, and declared that this Note (the "Note") is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate and maturity date, authorized, executed, and delivered pursuant to and by authority of a resolution of the governing body of the District duly adopted heretofore, under and by authority of Section 67.12(8)(a)1, Wisconsin Statutes (the "Note Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.

The District has voted an irrevocable tax for operating and maintaining the schools. As security for the payment of the principal of and interest on the Note, the District shall segregate in a special fund such tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note.

This Note is transferable, as provided by the Note Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee, or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things, and acts required to exist, to have happened, and to have been performed precedent to and in the issuance of this Note do exist, have happened, and have been performed in due time, form, and manner as required by the Constitution and statutes of the State of Wisconsin and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of Wisconsin.

IN WITNESS WHEREOF, the governing body of the District has caused this Note to be executed by the manual or facsimile signature of its President, countersigned by the manual or facsimile signature of its Clerk, and sealed with its corporate seal (or a facsimile thereof), if any, all as of the date of authentication set forth below.

WAUNAKEE COMMUNITY SCHOOL DISTRICT,
DANE COUNTY, WISCONSIN

(SEAL)

By _____
District President

By _____
District Clerk

COPY

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is the Note mentioned in the within-mentioned Note Resolution authenticated on the following date:

Authentication Date: _____.

_____,
as Trustee

By _____
Authorized Signatory

COPY

ASSIGNMENT

For Value Received, the undersigned, _____, hereby sells, assigns and transfers unto _____ (Tax Identification or Social Security No. _____) the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints _____ attorney to transfer the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Date: _____

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed

NOTICE: Signatures must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Registrar, which requirements include membership or participation in the Securities Transfer Association Medallion Program ("STAMP") or such other "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

NOTE: The signature to this assignment must correspond with the name as written on the face of the within Note in every particular, without alteration or enlargement or change whatsoever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of such person's authority to act must accompany this Note.

APPENDIX B-1

**CERTIFICATE APPROVING DETAILS OF
TAX AND REVENUE ANTICIPATION PROMISSORY NOTES**

The undersigned hereby certifies that:

1. On September 11, 2023, the Waunakee Community School District (the "District") adopted a resolution (the "Resolution") authorizing the issuance and sale up to \$14,000,000 Tax and Revenue Anticipation Promissory Notes of the District (the "Notes") upon certain terms and conditions, subject to my approval.

2. On the date hereof, _____ (the "Underwriter") offered to purchase the Notes in accordance with the terms set forth in the attached Note Purchase Agreement between the District and the Underwriter (the "Agreement"). The Notes shall be issued in the aggregate principal amount of \$_____ which is not more than \$14,000,000 as provided in the Resolution, and shall mature on _____ and _____ neither of which is later than September 25, 2024, as provided in the Resolution and shall bear interest at the rate per annum as set forth in the Agreement attached hereto.

The net interest cost of the Notes is _____% which does not exceed 6.00%, as required by the Resolution. The interest rate on the Notes is _____%.

3. The Notes shall be sold to the Underwriter in accordance with the terms of the Agreement at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes.

The difference between the issue price of the Notes (\$_____) and the purchase price to be paid to the District by the Underwriter (which amount constitutes the compensation paid to the Underwriter) (\$_____) is \$_____, which does not exceed \$1 for every \$1,000 of principal amount of Notes issued as provided in the Resolution.

4. I am either a Financial Officer or District Officer, as defined in the Resolution, authorized to execute and deliver this Approving Certificate, constituting our approval of the principal amount, net interest cost and purchase price for the Notes, in satisfaction of the conditions set forth in the Resolution and to execute the Agreement from the Purchaser.

5. U.S. Bank Trust Company, National Association is hereby appointed to serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

6. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. For the purpose of paying the principal of and interest on the Notes, the amounts set forth on the debt service schedule attached hereto shall be deposited in the Debt Service Fund as provided for in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate pursuant to the authority granted to me by the Resolution on _____, 20__.

Name: _____
Title: _____

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Note Purchase Agreement

To be provided by the Underwriter and incorporated into the Certificate.

(See Attached)

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Debt Service Schedule

To be provided by the Administrative Agent and incorporated into the Certificate.

(See Attached)

COPY

APPENDIX C-1

The following are the definitions of the capitalized terms used in Section 17 of the Resolution and not otherwise defined in the Resolution:

1. "Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

2. "Material Event" as defined in the Rule means any of the following events with respect to the Note(s):

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults, if material;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements reflecting financial difficulties;
- e. Substitution of credit or liquidity providers, or their failure to perform;
- f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- g. Modifications to rights of security holders, if material;
- h. Note calls, if material, and tender offers;
- i. Defeasances;
- j. Release, substitution, or sale of property securing repayment of the securities, if material;
- k. Rating changes;
- l. Bankruptcy, insolvency, receivership or similar event of the District;
- m. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subsection 1.i. above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District;

- o. Incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the District, any of which affect holders of the Notes, if material; and
 - p. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.
3. "Material Event Notice" means written or electronic notice of a Material Event.
 4. "MSRB" means the Municipal Securities Rulemaking Board.
 5. "Timely Manner" means in a timely manner not in excess of 10 business days.



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

Fwd: Recently published: Waunakee High School is a Best High Schools winner

1 message

Borowski, Brian <brianborowski@waunakee.k12.wi.us>

Thu, Sep 7, 2023 at 11:21 AM

To: "Blackburn, Anne" <anneblackburn@waunakee.k12.wi.us>, Tim Schell <timschell@waunakee.k12.wi.us>, Randy Guttenberg <randyguttenberg@waunakee.k12.wi.us>, "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>

FYI

Brian Borowski

Principal: Waunakee Community High School

608-849-2100



WAUNAKEE
COMMUNITY HIGH SCHOOL

----- Forwarded message -----

From: **U.S. News & World Report** <specialtymarketing@biz-messaging.usnews.com>

Date: Tue, Sep 5, 2023 at 12:54 PM

Subject: Recently published: Waunakee High School is a Best High Schools winner

To: <brianborowski@waunakee.k12.wi.us>



Best High Schools

Waunakee High School earned high National and metro-area rankings in 2023-2024 Best High Schools, which U.S. News released last week. Here is your school's updated U.S. News profile page, with details about its rankings: www.usnews.com/education/best-high-schools/wisconsin/districts/waunakee-community-school-district/waunakee-high-school-21950.

By earning a national ranking in the top 40%, **Waunakee High School** achieved status as a U.S. News Best High School and gained eligibility to display a U.S. News-trademarked 2023-2024 Best High Schools award "badge" (logo).

Promoting your award

Only "Best" high schools may use an official U.S. News Best High Schools badge. Hundreds of award-winning schools have displayed these badges to enhance school spirit and to maintain attendance levels that are often crucial to obtaining adequate state funding.

Permission to use the badge in any medium must be obtained from **BrandConnex**, our promotional agent.

BrandConnex has created a [convenient online store](#) where highly ranked schools can purchase customized plaques and banners featuring the badge. You can also buy a license that provides permission to display the badge on your school's website, social media, signage, apparel and a variety of other locations. Purchase of a badge license or promotional materials will not affect current or future rankings.

About 2023-2024 Best High Schools

- The [2023-2024 edition of Best High Schools](#) includes a numerical ranking of nearly all public high schools nationwide – almost 18,000 of them – based on multiple sources of objective data.
- There are rankings within each state and within each census-designated metropolitan area that has three or more high schools, as well as the [Best STEM Schools](#) ranking and comprehensive [Best Charter Schools](#) and [Best Magnet Schools](#) rankings.
- Includes rankings of high schools within each school district that has three or more high schools.
- Your school's U.S. News profile page includes information on enrollment, graduation rates, student body demographics, location, school type and results of state assessments as well as Advanced Placement and International Baccalaureate tests.
- Best High Schools rankings, available online only, are produced in conjunction with RTI International, a global research firm. U.S. News doesn't collect data directly from high schools; all data comes directly from official third-party sources.
- AP and IB data come directly from the College Board and International Baccalaureate, respectively, for use in the rankings.
- The state assessment data and graduation rates are from each state, and other data comes from the U.S. Department of Education Common Core of Data.
- For more information on how U.S. News evaluates public high schools, please see the [methodology](#).



Contact Information

- Methodology, rankings or data questions: official@usnews.com
- Media/PR inquiries: Education-PR@usnews.com
- Badge usage questions: schoolrankings@usnews.com
- Access to historical or unpublished rankings data: academicinsights@usnews.com

Sincerely,

Mark W. White
Vice President
U.S. News & World Report
mwhite@usnews.com

[Unsubscribe from this email list](#) | [Manage my email preferences](#) | [Privacy Policy](#)

1050 Thomas Jefferson St. NW, Washington, DC 20007 USA



Trouble seeing this email? [View it on a web page.](#)

2022-23 Budget Status Report - June 30, 2023 (3)

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	29,582,379.25	0.00	100.76%	-223,115.25
Personnel Costs: Benefits	9,790,434	9,790,434	10,325,350.72	0.00	105.46%	-534,916.72
Total	38,831,778	39,149,698	39,907,729.97	0.00	101.94%	-758,031.97

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	82,904.06	0.00	111.98%	-8,869.06
Arboretum School CSF	17,090	22,896	22,883.50	0.00	99.94%	12.62
Intermediate School	152,670	152,670	138,925.14	0.00	91.00%	13,744.86
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	443,796.12	0.00	107.07%	-29,319.12

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	2,022,458.61	0.00	158.81%	-748,930.61
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	198,991.42	0.00	235.21%	-114,391.42
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	1,852,108.53	0.00	147.42%	-595,730.53
Special Projects	0	0	1,098.75	0.00	---	-1,098.75
Summer School	69,740	69,740	67,633.21	0.00	96.98%	2,106.79

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	21,991.31	0.00	96.45%	809.69
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	6,161,338.07	0.00	93.19%	450,271.93
Wellness Clinic	242,250	242,250	269,192.71	0.00	111.12%	-26,942.71

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	38,831,778	39,149,698	39,907,729.97	0.00	101.94%	-758,031.97
Building Totals	1,620,318	1,673,151	1,775,976.63	0.00	106.15%	-102,825.63
Department Totals	7,693,759	7,970,499	9,411,133.89	0.00	118.07%	-1,440,634.89
Grant Totals	2,593,604	3,039,238	2,752,579.37	0.00	90.57%	286,658.19
Other Program Totals	6,658,307	6,853,860	6,430,530.78	0.00	93.82%	423,329.22
Total Fund 10 Expenditures	57,397,766	58,686,446	60,277,950.64	0.00	102.71%	-1,591,505.08

2022-23 Budget Status Report - June 30, 2023 (3)

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	4,600	4,600	11,422.90	0.00	248.32%	-6,822.90
Heritage School	4,900	4,900	8,566.29	0.00	174.82%	-3,666.29
Arboretum School	4,000	4,000	8,502.99	0.00	212.57%	-4,502.99
Intermediate School	35,650	35,650	29,084.30	0.00	81.58%	6,565.70
Middle School	22,300	22,300	33,929.75	0.00	152.15%	-11,629.75
High School	91,400	91,400	125,250.82	0.00	137.04%	-33,850.82
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	56,310,931.64	0.00	101.18%	-656,525.64

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	21,991.31	0.00	96.45%	809.69
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	59,625,532.24	0.00	100.91%	-535,489.40

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	2,959,601.98	0.00	104.33%	-122,794.98

2022-23 Budget Status Report - June 30, 2023 (3)

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	11,422.90	-6,822.90	89,830	95,908.81	-6,078.81	744.09	26,488.02
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	8,502.99	-4,502.99	74,035	82,904.06	-8,869.06	-4,366.07	17,352.92
Intermediate School	64,889.99	35,650.00	29,084.30	6,565.70	152,670	138,925.14	13,744.86	7,179.16	72,069.15
Middle School	44,460.64	22,300.00	33,929.75	-11,629.75	163,790	146,716.80	17,073.20	28,702.95	73,163.59
High School	123,019.12	91,400.00	125,250.82	-33,850.82	476,918	562,271.77	-85,353.77	-51,502.95	71,516.17
Athletic Dept	60,229.50	38,000.00	29,237.14	8,762.86	414,477	443,796.12	-29,319.12	-38,081.98	22,147.52
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	198,991.42	-114,391.42	-114,391.42	-78,393.19
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							-296,629.03	1,188,060.64

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

	OCB	OCB	OCB	OCB Construction ACCT Checking (Fund 49)	LGIP	LGIP	WISC CAPITAL PROJECTS ACCT	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC	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)		GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	DENTAL ACCT (FUND 10)		TRUST ACCT (FUND 73)	DEBT SERVICE (FUNDS 38,39)	SCHOLARSHIP ACCT (FUND 21)	Referendum ACCT (FUND 49)	Referendum ACCT (FUND 49)	GENERAL (FUNDS 39 AND 49)	
BEGINNING BALANCE	44,476.57	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	123,220,329.45
REVENUES:														
+ DEPOSITS	7,036,880.50	3,040,677.80	4,568,516.25	6,500,000.00	87,017.40	6,605.34	0.00	415,468.34	0.00	0.00	0.00	48,524.37	0.00	21,703,690.00
+ INTEREST	1,422.10	25,332.42	3,598.46	80,532.45	3,764.13	2,287.96	0.00	1,021.26	36,944.25	1,391.20	44,412.36	17,575.00	1,249.78	219,531.39
TOTAL REVENUES	7,038,302.60	3,066,010.22	4,572,114.71	6,580,532.45	90,781.53	8,893.32	0.00	416,489.60	36,944.25	1,391.20	44,412.36	66,099.37	1,249.78	21,923,221.39
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,637,449.98	5,218,835.03	5,235,201.15	2,880,000.00	49,675.75	0.00	0.00	0.00	0.00	0.00	6,500,000.00	\$0.00	21,521,161.91
PAYROLL	6,911,024.88	2,637,259.99				0.00	0.00	0.00	0.00	0.00	0.00		0.00	9,548,284.87
TOTAL EXPENSES	6,911,024.88	4,274,709.97	5,218,835.03	5,235,201.15	2,880,000.00	49,675.75	0.00	0.00	0.00	0.00	0.00	6,500,000.00	0.00	31,069,446.78
ENDING BALANCE	171,754.29	3,727,952.61	326,238.75	17,113,907.34	91,256.96	511,690.22	8.71	1,277,921.23	8,568,549.79	326,618.64	10,265,168.71	71,393,664.70	299,372.11	114,074,104.06
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	171,754.29	3,703,128.21	486,557.49	17,113,907.34	91,256.96	511,690.22	8.71	1,277,921.23	8,568,549.79	326,618.64	10,265,168.71	71,393,664.70	299,372.11	114,209,598.40
OUTSTANDING ACH	909,511.46	24,824.40	180,095.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,114,431.71
ACTUAL BALANCE	-737,757.17	3,727,952.61	326,238.75		91,256.96	511,690.22	8.71	1,277,921.23	8,568,549.79	326,618.64	10,265,168.71	71,393,664.70	299,372.11	96,050,685.26
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													

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

No Change July '23

Fd T Loc Obj Func Prj	Func	Ending Balance	Category
21 Q 936803	ESPORTS	-227.68	Equity HS Accts
21 Q 936804	CHINESE CLUB	-435.00	Equity HS Accts
21 Q 936805	BBBALLCAMP	-2,654.00	Equity Ath Accts
21 Q 936901	MSYEAR	-158.54	Equity MS Accts
21 Q 936902	GREENHOU	-42,477.02	Equity HS Accts
21 Q 936903	PTOAES	-60,139.54	Equity AES Accts
21 Q 936904	MUSIC BOOSTERS	-45,261.93	Equity HS Accts
21 Q 936905	SPLYMPI	-27,077.01	Equity St Svcs
21 Q 936906	PTOPES	-12,850.13	Equity PES Accts
21 Q 936907	KOKOPELL	-5,267.39	Equity St Svcs
21 Q 936908	PTOHES	-19,101.92	Equity HES Accts
21 Q 936909	MSSTCOUN	-4,490.99	Equity MS Accts
21 Q 936910	CL2026	-474.00	Equity HS Accts
21 Q 936911	NEWSPAPE	-4,075.52	Equity HS Accts
21 Q 936912	FFA	-21,230.89	Equity HS Accts
21 Q 936913	PROJ GRADUATION	-3,999.67	Equity HS Accts
21 Q 936914	FORENSIC	-6,971.73	Equity HS Accts
21 Q 936915	NATLTECH	-2,067.10	Equity HS Accts
21 Q 936916	DRAMA	-4,524.27	Equity HS Accts
21 Q 936917	YNGCONSV	-1,434.55	Equity HS Accts
21 Q 936918	STUDCOUN	-4,896.61	Equity HS Accts
21 Q 936919	PIFWARD	-2,551.36	Equity HS Accts
21 Q 936920	DECA	-1,599.07	Equity HS Accts
21 Q 936921	PTOWIS	-5,530.31	Equity IS Accts
21 Q 936922	PALEONT	-3,916.25	Equity HS Accts
21 Q 936923	SCHSTORE	-8,548.09	Equity HS Accts
21 Q 936924	FPS	-2,902.59	Equity HS Accts
21 Q 936925	FCCLA	-1,521.87	Equity HS Accts
21 Q 936926	VOCAL	-1,470.15	Equity HS Accts
21 Q 936927	FBLA	-3,800.65	Equity HS Accts
21 Q 936928	PTOK6	-2,641.48	Equity Elem Shared
21 Q 936929	BANDTRAV	357.40	Equity HS Accts
21 Q 936930	MANGANIM	-2,807.61	Equity HS Accts
21 Q 936931	FRENCH	-1,045.93	Equity HS Accts
21 Q 936932	FCECATER	-2,636.56	Equity HS Accts
21 Q 936933	FISHING	-551.47	Equity HS Accts
21 Q 936934	PTOMS	-12.54	Equity MS Accts
21 Q 936935	INTRFRE	-151.21	Equity HS Accts
21 Q 936936	ABOVINFL	0.00	Equity HS Accts
21 Q 936937	ART	-1,663.89	Equity HS Accts
21 Q 936938	NHS	-3,296.52	Equity HS Accts
21 Q 936939	CL2022	0.00	Equity HS Accts
21 Q 936940	CL2025	-2,634.25	Equity HS Accts
21 Q 936941	MSSOCST	-598.11	Equity MS Accts
21 Q 936942	SKILLSUSA	-581.45	Equity HS Accts
21 Q 936943	AVIATION	-1,178.79	Equity HS Accts
21 Q 936944	PHYSICS	603.97	Equity HS Accts

21 Q	936945	NEHS	0.00	Equity HS Accts
21 Q	936946	MENTAL WELLNESS CLUB	-503.53	Equity HS Accts
21 Q	936947	STEPONE	-1,232.87	Equity HS Accts
21 Q	936948	CL2021	0.00	Equity HS Accts
21 Q	936949	GSA	-2,509.09	Equity HS Accts
21 Q	936950	HOSA	-2,697.91	Equity HS Accts
21 Q	936951	LOS SONADORES/DREAMERS	0.00	Equity HS Accts
21 Q	936952	MSSKILLS	-310.29	Equity MS Accts
21 Q	936953	NARTH5	-5.00	Equity HS Accts
21 Q	936954	FELLOATH	-1,015.67	Equity HS Accts
21 Q	936955	ORCHESTR	0.00	Equity HS Accts
21 Q	936956	MODELUN	-1,264.41	Equity HS Accts
21 Q	936957	BOWLING	-375.69	Equity HS Accts
21 Q	936958	SPANISH	-152.03	Equity HS Accts
21 Q	936959	FUTURE EDUCATORS	-2,874.97	Equity HS Accts
21 Q	936960	SPHONSOC	-605.47	Equity HS Accts
21 Q	936961	INTRSPA	-461.08	Equity HS Accts
21 Q	936962	FRSWOODS	-328.30	Equity HS Accts
21 Q	936963	MSART	-238.03	Equity MS Accts
21 Q	936964	MATHTEAM	-18.64	Equity HS Accts
21 Q	936965	LEO	-71.00	Equity HS Accts
21 Q	936966	TABLETEN	-69.60	Equity HS Accts
21 Q	936967	MOCKTR	0.00	Equity HS Accts
21 Q	936968	YNGPROGR	-630.36	Equity HS Accts
21 Q	936969	FBLAREGI	0.00	Equity HS Accts
21 Q	936970	MENTOR	-114,917.90	Equity Mentor Accts
21 Q	936971	CL2023	1,528.90	Equity HS Accts
21 Q	936972	ECOCLUB	-25.60	Equity HS Accts
21 Q	936973	SCIENCSV	-0.41	Equity HS Accts
21 Q	936974	YEARBOOK	-1,134.19	Equity HS Accts
21 Q	936975	MENTOR	0.00	Equity Mentor Accts
21 Q	936976	HESTRI-4 SCHOOLS	-1,766.94	Equity HES Accts
21 Q	936977	HESWAEF	-30.35	Equity HES Accts
21 Q	936978	JUSTICE LEAGUE	-1,858.91	Equity HS Accts
21 Q	936979	PRAIRIE GENERAL	-2,742.85	Equity PES Accts
21 Q	936980	ARBORETUM GENERAL	-2,194.38	Equity AES Accts
21 Q	936981	HERITAGE GENERAL	-647.19	Equity HES Accts
21 Q	936982	HERITAGE GFD	-4,713.38	Equity HES Accts
21 Q	936983	INTERMEDIATE DONATIONS	-9,259.63	Equity IS Accts
21 Q	936984	INTERMEDIATE GRADE 5 GRANT	-3,928.20	Equity IS Accts
21 Q	936985	INTERMEDIATE GRADE 6 GRANT	-1,501.13	Equity IS Accts
21 Q	936986	INTERMEDIATE SPECIAL GRANT	-1,716.60	Equity IS Accts
21 Q	936987	INTERMEDIATE GENERAL	989.31	Equity IS Accts
21 Q	936988	MS WORLD LANG	0.00	Equity MS Accts
21 Q	936989	MS TECH ED	-225.79	Equity MS Accts
21 Q	936990	MS COMBINED	-2,638.43	Equity MS Accts
21 Q	936991	MS FORENSICS	-249.20	Equity MS Accts
21 Q	936992	MS GENERAL	-2,727.00	Equity MS Accts

21 Q	936993	SILENT BATTLE	-521.65	Equity HS Accts
21 Q	936994	MUSIC GENERAL	-34,795.20	Equity HS Accts
21 Q	936995	OTHER MUSIC	3,262.83	Equity HS Accts
21 Q	936996	HS TECH ED	-2,668.62	Equity HS Accts
21 Q	936997	TECH ED ENTERPRISES	-83.36	Equity HS Accts
21 Q	936998	WOODS 1 & 2	1,856.40	Equity HS Accts
21 Q	936999	ONE ACT	0.00	Equity HS Accts
21 Q	937801	GIRLS LACROSSE CAMP	-1,328.24	Equity Ath Accts
21 Q	937802	MS KOKOPELLI	-26.51	Special Ed F21
21 Q	937901	SPRING PLAY	-3,357.23	Equity HS Accts
21 Q	937902	MUSIC ACTIVITIES	-10,638.30	Equity HS Accts
21 Q	937903	TEST COORDINATOR	-746.90	Equity HS Accts
21 Q	937904	COMM CARES	-28,831.33	Equity HS Accts
21 Q	937906	HS GENERAL	-35,681.75	Equity HS Accts
21 Q	937910	MAINTENANCE DIRECTION	234.00	Equity Maint Dept
21 Q	937911	SUMMER SCIENCE	0.00	Equity Dist Accts
21 Q	937912	SCULPTURE	-2,500.00	Equity Dist Accts
21 Q	937913	INNOVATION CENTER	-32,709.20	Equity Dist Accts
21 Q	937914	STUDENT SERVICES GENERAL	-5,973.74	Equity St Svcs
21 Q	937915	FINANCIAL AID	-13,949.90	Equity Business Office
21 Q	937916	BASEBALL RENOVATIONS	0.00	Equity Business Office
21 Q	937917	SOCCER STADIUM	2,776.27	Equity Business Office
21 Q	937918	BUSINESS OFFICE GENERAL	-47,403.92	Equity Business Office
21 Q	937919	WIAA TOURNAMENTS	-3,674.20	Equity Ath Accts
21 Q	937920	GIRLS SWIM	0.00	Equity Ath Accts
21 Q	937921	GIRLS BASKETBALL	600.00	Equity Ath Accts
21 Q	937922	FOOTBALL CHEER	2,197.57	Equity Ath Accts
21 Q	937923	GIRLS CROSS COUNTRY	0.00	Equity Ath Accts
21 Q	937924	GIRLS GOLF	-1,214.54	Equity Ath Accts
21 Q	937925	GIRLS GYMNASTICS	-12,424.43	Equity Ath Accts
21 Q	937926	GIRLS SOCCER	0.00	Equity Ath Accts
21 Q	937927	GIRLS SOFTBALL	-3,415.56	Equity Ath Accts
21 Q	937928	GIRLS TENNIS	0.00	Equity Ath Accts
21 Q	937929	GIRLS VOLLEYBALL	-991.00	Equity Ath Accts
21 Q	937930	EQUESTRIAN	0.00	Equity Ath Accts
21 Q	937931	GIRLS LACROSSE	-0.96	Equity Ath Accts
21 Q	937932	BOYS SWIM	0.00	Equity Ath Accts
21 Q	937933	BOYS BASEBALL	-1.88	Equity Ath Accts
21 Q	937934	BOYS BASKETBALL	0.00	Equity Ath Accts
21 Q	937935	BOYS CROSS COUNTRY	0.00	Equity Ath Accts
21 Q	937936	FOOTBALL	7,565.70	Equity Ath Accts
21 Q	937937	STADIUM RENOVATIONS	0.00	Equity Ath Accts
21 Q	937938	BOYS GOLF	618.24	Equity Ath Accts
21 Q	937939	BOYS SOCCER	0.00	Equity Ath Accts
21 Q	937940	BOYS TENNIS	164.90	Equity Ath Accts
21 Q	937941	COED TRACK	0.00	Equity Ath Accts
21 Q	937942	WRESTLING	-2,011.52	Equity Ath Accts
21 Q	937943	SOFTBALL LIGHTS	-556.55	Equity Ath Accts

21 Q	937944	FIELD HOUSE SCOREBOARD	0.00	Equity Ath Accts
21 Q	937945	BOYS LACROSSE	0.00	Equity Ath Accts
21 Q	937946	CROSS COUNTRY	-152.25	Equity Ath Accts
21 Q	937947	SKI	450.04	Equity Ath Accts
21 Q	937948	COED TRACK	651.81	Equity Ath Accts
21 Q	937949	DANCE TEAM	-29,913.28	Equity Ath Accts
21 Q	937950	HOCKEY	147.62	Equity Ath Accts
21 Q	937951	CONCESSIONS	256.00	Equity Ath Accts
21 Q	937952	ATHLETICS GENERAL	-250.67	Equity Ath Accts
21 Q	937953	MSTRI4SCH	0.00	Equity MS Accts
21 Q	937954	MSPBIS	-296.43	Equity MS Accts
21 Q	937956	YOGA AND MEDITATION	-280.00	Equity HS Accts
21 Q	937957	GIRLS SOFTBALL CAMP	-6,653.45	Equity Ath Accts
21 Q	937958	GIRLS VOLLEYBALL CAMP	-43,496.12	Equity Ath Accts
21 Q	937959	YOUTH FITNESS CAMP	-96.14	Equity Ath Accts
21 Q	937961	BOYS BASKETBALL CAMP	-2,257.31	Equity Ath Accts
21 Q	937962	BOYS FOOTBALL CAMP	-34,002.99	Equity Ath Accts
21 Q	937963	GRIDIRON CAMP	-29,602.07	Equity Ath Accts
21 Q	937964	BOYS WRESTLING CAMP	0.00	Equity Ath Accts
21 Q	937965	GYMNASTICS CAMP	-16,077.75	Equity Ath Accts
21 Q	937966	CO-ED SOCCER CAMP	0.00	Equity Ath Accts
21 Q	937967	TENNIS CAMP	0.00	Equity Ath Accts
21 Q	937968	CO-ED TRACK CAMP	0.00	Equity Ath Accts
21 Q	937969	GOLF CAMP	-8,007.12	Equity Ath Accts
21 Q	937970	BLACK STUDENT COUNCIL	-1,935.45	Equity HS Accts
21 Q	937971	ORCHESTRA INTERNATIONAL TRAVEL	-1,276.44	Equity HS Accts
21 Q	937972	PES TRI-4 SCHOOLS	-1,112.74	Equity PES Accts
21 Q	937973	PES LIST GRANT	0.00	Equity PES Accts
21 Q	937974	Special Ed	-0.09	Equity SpEd Accts
21 Q	937975	Reading WAEF Grant	-12,219.00	Equity PES Accts
21 Q	937976	WAEF SENSORY TOOLS	0.00	Equity HES Accts
21 Q	937977	ATH DIRECTOR	0.00	Equity Ath Accts
21 Q	937978	WARR AUTO	-88.46	Equity HS Accts
21 Q	937979	SCHBURKE	-4,132.50	Equity HS Accts
21 Q	937980	SCHCOOPER	-72,593.09	Equity HS Accts
21 Q	937981	SCHENDRES	-16,507.67	Equity HS Accts
21 Q	937982	SCHGLDNWAUNA	-10,017.07	Equity HS Accts
21 Q	937983	SCHKNUDSON	-195,057.40	Equity HS Accts
21 Q	937984	SCHRIPP	-2,886.81	Equity HS Accts
21 Q	937985	SCHYZIEGLER	-4,938.85	Equity HS Accts
21 Q	937986	SCHOTHER	-33,881.33	Equity HS Accts
21 Q	937990	CLASS OF 2024	-6,203.23	Equity HS Accts
21 Q	937991	AD CAMP BALANCES	0.00	Equity Ath Accts
21 Q	937992	SCHADEBERG DONATION	-0.02	Equity IS Accts
21 Q	937993	PES SCHADEBERG DON	6,694.87	Equity PES Accts
21 Q	937994	FRESHMAN HOMECOMING	0.00	Equity HS Accts
21 Q	937995	POSTPROM	-2,066.68	Equity HS Accts
21 Q	937996	WARRIOR MEDIA	-541.82	Equity Ath Accts

21 Q	937997	HR WELLNESS	-357.39	Equity HR Accts
21 Q	937998	METAL FAB	0.00	Equity HS Accts
21 Q	937999	TEENS AGAINST TRAFFICKING	-639.07	Equity HS Accts

Waunakee Community School District
2022-23 Fund Balance Report - June 30, 2023

10 Q 937900

Balance June 30, 2022

Parking Lot	112,500.00
Band Uniforms	22,109.68
Warrior Stadium	120,000.00
Soccer Pitch	60,000.00

Beginning Balance 314,609.68

Balance June 30, 2023

Parking Lot	121,875.00
Band Uniforms	24,609.68
Warrior Stadium	150,000.00
Soccer Pitch	90,000.00

Ending Balance 386,484.68

10 Q 938900

Balance June 30, 2022 Balance June 30, 2023

	Balance June 30, 2022	Balance June 30, 2023
Prairie School	25,743.93	26,488.02
Heritage School	18,658.69	11,499.60
Arboretum School	21,718.99	17,352.92
Intermediate School	64,889.99	72,069.15
Middle School	44,460.64	73,163.59
High School	123,019.12	71,516.17
Athletic Department	60,229.50	22,147.52
Curriculum - Elementary	112,292.23	244,354.01
Curriculum - Secondary	20,932.26	100,064.62
CTE Grant	37,711.34	109,962.58
Energy Conservation	461.82	6,368.82
Human Resources	3,639.87	-2,075.22
Maintenance	311,049.57	157,680.46
Student Services	75,977.25	95,290.71
Special Education	19,227.32	32,974.16
Superintendent	35,998.23	18,795.80
Technology	498,345.83	227,596.72

Ending Balance 1,474,356.58 1,285,249.63

WAUNAKEE COMMUNITY SCHOOL DISTRICT
2023 ANNUAL MEETING, OCTOBER 16, 2023
TREASURER'S REPORT

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BEGINNING FUND BALANCE</u>	<u>2022-2023 REVENUES</u>	<u>2022-2023 EXPENSES</u>	<u>ENDING FUND BALANCE</u>	<u>CHANGE IN FUND BALANCE</u>	
10	General Fund	8,695,515.45	59,625,532.24	60,298,880.72	8,022,166.97	-673,348.48	
20	Special Projects Funds	1,129,933.21	1,219,854.75	1,108,598.95	1,241,189.01	111,255.80	
30	Debt Service Funds	2,339,080.69	14,198,435.35	8,005,910.50	8,531,605.54	6,192,524.85	
40	Capital Projects Funds	807,447.02	110,237,200.76	9,363,335.29	101,681,312.49	100,873,865.47	
50	Food Service Fund	138,416.28	2,959,601.98	3,098,018.26	0.00	-138,416.28	151
73	Employee Benefit Trust Fund	7,889,765.74	2,087,112.69	1,455,752.39	8,521,126.04	631,360.30	
80	Community Service Fund	517,594.50	616,430.10	809,759.71	324,264.89	-193,329.61	
90	Package and Cooperative Programs	0.00	178,819.42	178,819.42	0.00	0.00	
	TOTAL ALL FUNDS	21,517,752.89	191,122,987.29	84,319,075.24	128,321,664.94	106,803,912.05	

The above numbers have been audited by the district's financial auditor, the firm WIPFLI.

The ending fund balance for Fund 10 is equal to 12.7% of the Fund 10 2023-24 expenditure budget.

The Fund 73 employee benefit trust fund is managed by American United Life at a 1.4% guaranteed rate of return through December 31st, 2023.

WAUNAKEE COMMUNITY SCHOOL DISTRICT
September 11th, 2023 BOARD MEETING
FUND BALANCE ACCOUNTING

<u>FUND</u>	<u>FUND BALANCE DESCRIPTION</u>	<u>July 1, 2022 FUND BALANCE</u>	<u>ACCOUNT NUMBER</u>	<u>July 1, 2023 FUND BALANCE</u>	<u>Difference</u>
10	General Fund - Unassigned fund balance	6,360,575.22	939900	5,926,059.43	-434,515.79
10	General Fund - Restricted fund balance : Self insurance	542,621.22	936110	502,796.90	-39,824.32
10	General Fund - Restricted fund balance : Common School Funds	3,352.75	936130	10,062.50	6,709.75
10	General Fund - Committed Fund Balance*	314,609.68	937900	386,484.68	71,875.00
10	General Fund - Assigned Fund Balance**	1,474,356.58	938900	1,196,763.46	-277,593.12
	FUND 10 TOTAL	8,695,515.45		8,022,166.97	-673,348.48
21	Special Projects Funds - Restricted fund balance : Other	1,129,933.21	VARIABLES	1,241,189.01	111,255.80
30	Debt Service Funds - Restricted fund balance : Debt service retirement	2,339,080.69	936320	8,531,605.54	6,192,524.85
40	Capital Projects Funds - Restricted fund balance : Other***	807,447.02	936900	101,681,312.49	100,873,865.47
50	Food Service Fund - Restricted fund balance: Food service programs	138,416.28	936500	0.00	-138,416.28
73	Employee Benefit Trust Fund - Restricted fund balance: Other	7,889,765.74	936900	8,521,126.04	631,360.30
80	Community Service Fund - Committed Fund Balance	517,594.50	937900	324,264.89	-193,329.61
	Total	21,517,752.89		128,321,664.94	106,803,912.05

*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs, Warrior Stadium turf replacement, Warrior Pitch turf replacement (new), and band uniform replacement.

**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.

***The district will be utilizing an additional fund, fund 49, to record the transactions related to the November 2022 referendum.

Waunakee Community School District						
Seclusion and Restraint Report						
2022-2023						
Building	<u>Seclusion</u>	<u># Students Secluded</u>	<u># Students with Disabilities Secluded</u>	<u>Restraint</u>	<u># Students Restrained</u>	<u># Students with Disabilities Restrained</u>
Prairie	0	0	0	4	4	4
Arboretum	0	0	0	0	0	0
Heritage	1	1	1	4	4	2
Intermediate School	5	2	1	5	2	1
Middle School	0	0	0	0	0	0
High School	0	0	0	2	2	2



ADMINISTRATION OFFICE

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

Superintendent's Office

08/23/23

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.