

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

Monday, November 13, 2023

5:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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

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

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

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

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

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

Closed Session Starts at 5:30PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN

STATUTES 19.85 (1) (c), (e) and (f)

A. Review Closed Session Minutes for 10/09/23 regular meeting and 10/23/23, 10/30/23, 11/1/23 11/9/23 & 11/10/23 special meetings.

B. The school board will deliberate in closed session to identify the individual to whom they will offer a contract for the position of superintendent. The Board may take action in closed session, if necessary and appropriate.

The school board's intent is to bring a contract recommendation to the December School Board Meeting for action, thereby finalizing the superintendent search and naming the next superintendent, who will begin their duties on July 1, 2024.

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

D. Review Individual Co-Curricular Contract Recommendations

E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and

Retirements

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Open Session Minutes for 10/09/23 regular meeting and 10/23/23 Special meeting. 6

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 11

Individuals may use this time to comment on any school district related items. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

IX. TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Report

Victoria Raemisch and Kendall Haviland are the high school student representatives this year who will provide an update to the Board on events from the high school.

B. Teacher's Update

Representatives from the Waunakee Teachers Association will provide an update on some of the work they are doing in the district.

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

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

3. Spring Board Election

a. Notice of School Board Election 14

Attached is the Notice of the April 2024 School Board Election. Ted Frey (Town of Westport/City of Madison), and Mark Hetzel (Town of Vienna) seats are on the ballot this spring.

b. Notification of Non-Candidacy 15

Attached is the Notification of Non-Candidacy should an incumbent choose not to run for reelection this spring. The deadline for an incumbent to file the non-candidacy form is December 22, 2023 at 5:00 p.m.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. Review 10/16/23 Meeting Minutes 16

2. New Course Proposals 18

Attached please find new course proposals for Unified Physical Education and Spanish Language Arts 2. Both courses have advanced through the internal review process, are being recommended for approval from the Curriculum Committee, and are on the agenda for full Board consideration.

3. Middle School Schedule Proposed Changes 30

Jeff Kenas, principal at the middle school, will be present at the November Board Meeting to review the scheduling options being considered at the middle school and the administrative recommendation. The Curriculum Committee has approved this plan for consideration by the full Board, and the administration is seeking approval of the overall concept so that planning and budget development can move forward.

B. Policy Committee Meeting 11/01/23

1. Review Minutes from the 11/01/23 Meeting. 40

2. Policies for Discussion, Review, and Consideration 41

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration. These policies are being recommended to the full Board by the Policy Committee.

a. 432, 432 Rule, 432 Exhibit 1, 432 Exhibit 2 School Attendance Areas 42

b. 434 Release time for Students Work Experience 50

c. 434.1 Responsibility Release Program Description 51

d. 435 & 435 Rule Student Dismissal Precautions 53

e. 440 Student Expression Activities 55

f. 442 Student Involvement in Decisionmaking 56

g. 442.1 Student Government 57

h. 442.2 Student Representation to the Board 58

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 2023 and 2024 Summer School Updates 59

Sheila Weihert, principal at Arboretum Elementary and Summer School Coordinator, will be present at Monday's Board Meeting to review Summer School 2023 and seek approval for course offerings for Summer School 2024.

2. Transportation Discussion 62

The purpose of this agenda item is to discuss transportation related topics as we prepare for the policy committee review of transportation and the opening of the

new Heritage Elementary for the 2024-25 school year. Attached please find a presentation and a consultant proposal that we will review during the meeting.

3. Announcements

XII. CONSENT AGENDA

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of October 2023. Please feel free to reach out to Allie Dye at alexandradye@waunakee.k12.wi.us if you have any questions.

B. Finance

1. Monthly Finance Reports 84

Attached you will find the Budget Status report as of October 31, 2023 and the Cash Reconciliation report for September 2023

C. Consideration of School Safety Drills. 88

D. Consideration of Exchange Student

E. Gifts and Field Trips

1. Gifts

a. Meffert Oil - Pride Pump Campaign - \$1000 89

b. The Lone Girl - Golf Outing Donation - \$2555.00 90

c. Waunakee One Stop BP - Preet & Kabir Ghuman owners. \$1000 91

2. Field Trips

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

XIII. BOARD BUSINESS

A. Conventions/Workshops 92

The State Education Convention is January 17-19, 2024. You may view details on WASB website

at https://wasb.org/meeting-and-events/convention/?utm_source=HL&utm_medium=MarketingAutomation&utm_campaign=WisconsinAssociationofSchoolBoards&_zs=59LDm&_zl=7MDk2

Participants need to register. Early Bird registration is December 15th. School District's and CESA's will be provided a rebate if they register 5 or more board members & administrators.

We have hotel rooms reserved at the Double Tree by Hilton

If you are interested in attending , please let Rebecca know by the December board meeting. Rebecca will register you and arrange a hotel room for you. Attached you will find a registration form to complete.

If you have any questions, please feel free to contact Rebecca.

B. Legislative Update

C. Correspondence

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

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

XVI. RETURN TO OPEN SESSION

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

XVIII. ADJOURN

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

Minutes of Regular Meeting

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, October 9, 2023, beginning at 6:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Engebretson, second by Dotzler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:30PM

II. ROLL CALL

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

Also Present: Guttenberg, Grabarski

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

A. Review Minutes of 9/11/23 Meeting

B. Review Individual Teacher Contract Recommendations, Resignations and Retirements

C. Review Individual Co-Curricular Contract Recommendations

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

E. Discussion with the board on the district's status and response related to litigation involving the School District, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved re: Altria vaping lawsuit settlement.

F. Review and Take Action on Student Discipline/Expulsion Recommendation

A motion was made by Heinrichs, second by Hetzel, to approve the decision from the hearing officer. Motion carried 7-0.

IV. RETURN TO OPEN SESSION

A motion was made by Frey, second by Heinemann, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 6:48PM The board went into board development until the start of the meeting at 7:00PM

Ensign welcomed all in attendance and started the meeting at 7pm

V. BOARD DEVELOPMENT WORKSHOP

The board used this time to discuss upcoming board events.

VI. APPROVAL OF MINUTES

- A. A motion was made by Hetzel, second by Dotzler to approve the 9/11/23 regular meeting and the 10/2/23 Special Meeting minutes as posted. Motion carried 7-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Heinemann, second by Frey, to approve the agenda as posted with the change allowing EUA and Vogel to present after item XIA1. Motion carried 7-0.

VIII. PUBLIC COMMENTS

There were no public comments for this meeting.

IX. TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Reports

High School Student Council Representatives, Victoria Raemisch and Kendall Haviland, reported on the upcoming Homecoming events as well as congratulating the Girls Tennis team and Golf team for going to state.

B. Teacher Update

Molly Grupe reported from the Teachers.

Appreciative to the District Social Workers for the information on Indigenous people day. Thank you to the board for the many focus group opportunities for the staff and public to share thoughts with the Superintendent Search Team.

Thank you to the board for developing a DEI steering committee.

They are concern about the use of Power School for staff in-service documents. This was brought on with a very quick turnaround time and it seems rather clumsy to use.

C. Board Reports/Action Items

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

The board had no updates to share.

2. Update on the Superintendent Search Process

Joan Ensign acknowledge the amount of useful information that was received from the Staff, Students, Parents and Community from the survey and forums. The next meeting will BWP will be for the board to review the applicants for the first round of interviews and discuss the interview process. November 1 & 2 are the dates for the first round of interviews.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

The minutes from the 09/19/23 meeting were reviewed by Hetzel.

1. Building Goals Update

Guttenberg presented and answered questions regarding the Building Goals. The board and the public were shown where to find these measurable goals.

B. Facility Committee 10/2/23

The minutes from the 10/2/23 Meeting were reviewed by Ensign

1. Consideration of Solar System at Heritage Elementary

Ensign presented the committee's recommendation and answered questions regarding the solar system at the new Heritage Elementary. The committee is recommending approval of the 151kW system, with an infrastructure cost of \$9,867 that would allow a system expansion in the future. A motion was made by Heinrichs, seconded by Dotzler, to approve the solar system as presented. Motion carried 7-0.

2. Consideration of Middle School Special Education Room Project
Guttenberg presented and answered questions regarding a middle school special education project to connect a special education classroom to the restroom. This request is based on individual student needs and a direct connection between the two spaces would be beneficial. A motion was made by Hetzel, second by Dotzler, to approve the project as presented. Motion carried 7-0.

3. Consideration of Softball Field Project
Ensign explained the committee's recommendation for approval of a fundraising request from the softball booster group towards the new varsity field improvements. A motion was made by Heinrichs, second by Frey, to approve the fundraising request as presented. Motion carried 7-0.

C. Budget Committee Meeting 10/3/23

The minutes of the 10/3/23 Budget Committee Meeting were reviewed.

1. Review Tax Levy for 2023-2024

Dye presented and answered questions regarding a review of the tax levy options for the 4th draft of the budget.

2. Review Budget Plan for Act 20

Guttenberg presented and answered questions regarding the financial impact of Wisconsin Act 20. Expenditures from this mandate will be funded through carryover funds from the elementary curriculum budget.

D. DEI Committee Meeting , 10/3/23

The Minutes from the 10/3/23 DEI Committee Meeting was reviewed by Heinrichs.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Update on New Middle School Design and Budget.

1.. EUA presented and answered questions regarding an overview of the design for the new middle school. .

2. Vogel Brothers presented and answered questions regarding budget updates for the new middle school project.

2. Third Friday Count

Dye presented and answered questions regarding the Third Friday in September count. The third draft of the budget included an estimate of 4,423, which can be compared to 4,406 which was the final count for this year. Overall, all of the student count information results in a financial impact of less than \$25,000.

Allie presented and answered questions.

3. Announcements/Correspondence

Guttenberg shared an announcement from HS Principal Borowski regarding the National Merit Scholarship Students.

XII. CONSENT AGENDA

The board recognized the Pride Pump donation of \$1000 and the Memorial in honor of Harry Voss from Kurt Breunig for \$100.00

A motion was made by Hetzel, second by Heinrichs, to approve the consent agenda as

posted. Motion carried 7-0.

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of September 2023. Please feel free to reach out to Allie Dye at alexandradye@waunakee.k12.wi.us if you have any questions.

B. Finance

1. Monthly Finance Reports

Attached you will find the Budget Status report as of September 30, 2023 and the Cash Reconciliation report for August 2023.

C. Post Secondary Credit Options

D. Consideration of School Safety Drills

E. Gifts and Field Trips

1. Gifts

- a. Pride Pump Donation - Meffert Oil - \$1000
- b. Harry Voss Memorial from Kurt Breunig - \$100

2. Field Trips

- a. WHS Varsity Dance Team to Rockford IL October 21, 2023
- b. HS Orchestra - Heiks - Chicago April 25-26, 2024
- c. National FFA Convention November 1-2023 Indianapolis, IN

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

New Support Staff

Lisa Feleshchuk, Para Educator Special Education, MS

Monica Weier, Health Assistant, PES

Resignations

Halie Brown, Guidance Administrative Assistant, HS

Everardo Zuniga, Custodian, HS

Retirements

Diane Laubenstein, Health Assistant, PES

Richard Weiss, Crossing Guard

One-Year LOA for 2024-25 School Year:

Melissa Lund, 3rd Grade Teacher, HES

Co-Curricular updates are posted on the agenda.

G. Consideration of proposed Altria settlement

XIII. **BOARD BUSINESS**

A. Board Correspondence

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting – A motion was made by Dotzler, second by Heinrichs, to change the special meeting for Superintendent Search originally scheduled for 10/16/23 to 10/23/23 following the Tax levy meeting. Motion Carried 7-0.

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee – 11/1/23

I. DEI Committee – 12/7/23

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

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

XVII. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION** – N/A

XVIII. **ADJOURN**

The Board of Education adjourned at 8:24PM on a motion by Dotzler, second by Heinrichs, 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

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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Waunakee Community School District

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

Cross References:

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

Adoption/Revision Date(s):

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

NOTICE OF SCHOOL BOARD ELECTION

Waunakee Community School District

April 2, 2024

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of Waunakee, on Tuesday, April 2, 2024, the following offices are to be elected to succeed the present incumbents listed. The term of offices is three years beginning on Monday, April 22, 2024, expiring on April 25, 2027.

OFFICE

INCUMBENT

School Board Member from the Town of Westport/City of Madison

Ted Frey

School Board Member from the Town of Vienna

Mark Hetzel

NOTICE IS FURTHER GIVEN, that a Campaign Registration Statement and a Declaration of Candidacy, must be filed no later than 5:00 p.m., on Tuesday, January 02, 2024 in the office of the school district clerk. Nomination papers are required, and the first day to circulate nomination papers is December 1, 2023, and the final day for filing nomination papers is 5:00 p.m. on Tuesday, January 02, 2024 in the office of the school district clerk.

NOTICE IS FURTHER GIVEN, that if a primary is necessary, the primary will be held on Tuesday, February 01, 2023.

A description of the school district boundaries can be obtained from the school district office.

Given under my hand,
on November 13, 2023

Judith Engebretson
School District Clerk

FOR OFFICE USE ONLY

NOTIFICATION OF NONCANDIDACY

I, _____, state that I am currently the
(please print name)

incumbent officeholder for the office listed below.

I will not be a candidate for this office at the next election. I understand that the timely receipt* of this notice will avoid an extension of the deadline for filing ballot access documents.

TITLE OF OFFICE: _____
(print current office, including district #, if any)

NEXT ELECTION DATE: _____

SIGNATURE: _____

DATE OF SIGNING: _____

**Notification must be received by the proper filing officer no later than 5:00 p.m. on the 2nd Friday preceding the deadline for filing ballot access documents to avoid an extension of time for filing such papers.*

The information on this form is filed in accordance with §§.8.05(1)(j), 8.10(2)(a), 8.15(1), 8.20(8)(a), 120.06(6)(b), Wis. Stats. This form is prescribed by the Wisconsin Elections Commission, 212 East Washington Avenue, 3rd Floor, P.O. Box 7984, Madison, WI 53707-7984, (608) 266-8005, FAX (608)267-0500, <http://elections.wi.gov> Email: elections@wi.gov.

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, October 16, 2023, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Hetzel called the meeting to order at 3:00PM

II. ROLL CALL

Present: Dotzler, Frey, Hetzel,

Also Present: Guttenberg, Schell, Johnson, Kenas

III. APPROVE AGENDA

A motion was made by Dotzler, and second by Frey, to approve the agenda as posted with one modification, to allow the Middle School Schedule item to go first in the agenda.

Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. SPECIAL CURRICULUM MEETING PRESENTATION OBJECTIVES

Schell and Johnson asked the committee what they wanted to hear from the presenters this year. After much discussion the committee asked that these presentations give a good overview of the direction the course is going this year and how what they are doing is affecting student achievement. .

VI. NEW COURSE PROPOSALS

Schell presented the Spanish Language Arts 2 proposal. A motion was made by Hetzel, second by Dotzler to recommend to the full board to consider Spanish Language Arts2 as a new course. Motion carried 3-0.

Schell presented the Unified PE Course – specifically discussing the possibility of a student fee for this course. After much discussion a motion was made by Frey, second by Dotzler, to recommend that the full board consider this course without a fee. Motion carried 3-0. .

VII. MIDDLE SCHOOL SCHEDULE PROPOSED CHANGES

Kenas presented and answered questions on our review of scheduling options at the middle school and the administrative recommendation on our future direction. After much discussion a motion was made by Frey, second by Dotzler, to recommend to the full board that this plan continue moving forward per the recommendation of the administration. Motion carried 3-0.

VIII. SPRING 2023 STATE ASSESSMENT DATA

Schell explained that the committee's November 30 meeting will be dedicated to a more comprehensive review of our assessment performance data. Released Nov. 14. Post BB before Thanksgiving.

lot of information - report card - benchmark in Dane county, Achievement report. from last year bringing earlier.

IX. ITEMS FOR FUTURE MEETINGS

November 30: State Report Cards, District Achievement Report, Spring 2023 Assessment Data

The committee would like to see updates on the Math and ELA pilots. The committee would also like to know if the process of submitting homework electronically is impacting instruction or learning.

X. ADJOURN

A motion was made by Dotzler, second by Frey to adjourn the meeting at 4:04PM.

NEW COURSE APPROVAL FORM

Date: **9/8/2023**

Department Chairperson/Building Coordinator: **Catie Anderson and Elaine Simmons**

Department: World Language Building: **High School**

Proposed Course Title: **Spanish Language Arts for Heritage Speakers 2** Grade Level: **11,12**

Course Length: Year Credits: **1.0**

Requirement/Elective: **Elective** Meeting Frequency: Alternate Days, **85 minutes / Every other day all year**

Anticipated Enrollment: **20-30** Prerequisites: **Advanced fluency in oral Spanish and desire to become biliterate. Junior or Senior status**

Principal's Approval: 10-5-2023

Comments:

Review & Discuss w/Activities Director for NCAA Eligibility – Date: _____

Comments:

Review & Discuss Within the Building Between Departments – Date:10-5-23

Comments:

Discussed with Leadership.

Systemwide Curriculum Committee Review Date: 10-11-23 _____

Comments:

Director of Instruction/District Administrator's Approval: 10-11-23 _____

Board of Education Curriculum Sub-committee Review Date: _____

I. COURSE INFORMATION

A. Rationale for Course: (Provide a brief description of student/school needs/purpose of course, benefits, and anticipated student outcomes.)

The rationale for this course stems from two movements that will support our Latino Spanish speaking population at Waunakee High School. The [Wisconsin Seal of Biliiteracy](#) will be used as a guide. The Seal requires criteria for advanced biliiteracy attainment (which is desired and valued by employers, communities and higher education institutions) along with criteria that demonstrates the ability to address the needs of local and global communities.

1. The Wisconsin Seal of Biliiteracy is an award given to graduating high school students in districts with a Department of Public Instruction-approved program, who have demonstrated achievement in bilingualism, biliiteracy, and multicultural competence in and through two or more languages. It is believed that a mastery of two or more languages in our ever-changing world equips students with the cultural and linguistic capacity to thrive in the 21st century society. The DPI through the Wisconsin Seal of Biliiteracy wishes to develop, maintain and revitalize attitudes that surround one's ability to be bilingual and bicultural in the community and the workforce. WCSD district offers Spanish in the K-12 classroom and while starting this class at the 9-12 level, this course is something that could be encouraged and supported in our K-12 classrooms. Currently, WHS offers traditional World Language courses to heritage speakers. This course would provide heritage speakers an alternate World Language course other than the traditional Spanish language class. Historically, heritage speakers have struggled in a traditional Spanish class in which they are already speak the language they are studying. This course would offer an opportunity for heritage learners to improve academically in their their bilingual and biliiteracy abilities in the Spanish language.
2. The Wisconsin Seal of Biliiteracy also has a sociocultural component. Examples in which sociocultural competence can be demonstrated are through active participation in multicultural community events, completion of community service using the partner language, and independent reading in both the English and partner language. Los Soñadores, The Dreamers, a student led group that has supported and offered options for our Latino speaking population at WHS meets weekly to provide mentoring to students and staff at WHS. This group was born out of the need for representation for the limited Latino population in Waunakee. The club focuses on supporting students emotionally and academically to enable these students the best academic career possible. The Dreamers have been reached out to both the Middle School and most currently the Intermediate school. They provide mentoring, education on specific topics, and resources for those struggling with the feeling of isolation in the community. Data and personal statements collected from students at WHS showed the following issues to be of concern; bullying, racism, isolation, growing up too quickly, barriers to learning, drug/alcohol pressure, depression, suicide, and pursuing a high school diploma or postsecondary education. This course would enable students to make community-based learning connections between school, home and community.

B. Course Description: (Short descriptive paragraph highlighting the major focus of course. To be used for course offering catalog.)

This course is designed to help heritage Spanish speakers develop both language and cultural literacy in an environment where students' background knowledge and personal experiences are valued and utilized. Students will read complex text, learn academic vocabulary and grammar with written lessons that are geared to advance students' skills in spelling, punctuation, vocabulary usage, and idea organization. Culture and history of the Spanish speaking countries will also be studied along with current events that students are able to relate to.

The units for SLA 2 are based on the six themes for the AP Spanish Language and Composition course.

C. Course Outline: (Attach course outline which includes the major topics and concepts.)

The course will reinforce both English and the partner language (Spanish). The course syllabus will be flexible and responsive to the students' learning needs and goals. Course topics will be student generated and may include: Personal and Public Identities, Contemporary Life, Families and Community, Global Challenges, and Social and Emotional Development. This class could be offered multiple years in sequence with alternating course topics.

Students will complete tasks in English and Spanish in order to demonstrate:

- Language proficiency in English and Spanish
These tasks will be based upon the ACTFL World Readiness Standards for Learning Languages. These are the same standards used in the traditional Spanish Language Classroom. They reinforce the [5 C's of World Language Education: Communication](#), understanding the varied practices, products, and perspectives of different [Cultures](#), [Connections](#) with other disciplines, [Comparisons](#) of languages and cultures, and [Connection](#) to Spanish-speaking communities.
- Global/Socio Cultural Competency
These tasks will be based on the [Global Competence standards](#) from the Council of Chief State School Officers: Investigate the World, Recognize Perspectives, Communicate Ideas, and Take Action

D. Materials & Resources: (Include text, computer/technology tools, and supplementary information.)

Curriculum will be connected to both historical and real life applications from the Spanish speaking world through realia, music, novels, videos, websites, and community resources found in Dane County.

Materials needed include:

- Classroom sets of advanced-mid novels in Spanish/English (\$500)
- Classroom sets of intermediate-high novels in Spanish/English (\$500)
- Films (\$100)
- AAPPL tests for each student (\$60 per student)

E. Instructional Methods: (Check applicable ones and explain wherever necessary.)

Which of these are used: Check with “X”

X	Community outreach	X	Writing Workshop	X	Individual goal setting, troubleshooting, and action plan development
X	Peer to peer & large group discussions	X	Individual free reading	X	Student-teacher conferences to gauge progress and adjust expectations as learning.
X	Oral presentations	X	Reading with support	X	Watching & processing films and TV Shows
X	Research	X	Listening to authentic audio	X	Mentor with other WCSD schools
X	Field Trips	X	Guest speakers		

F. Student Evaluation Procedures:

_____ Students will be evaluated on proficiency of:

- Presentational Communication (spoken and/or written) on bilingualism, culture and identity
- Reflections on community and school connections
- Interpretive Communication (written, audio, audiovisual) on bilingualism, culture and identity
- Interpersonal Communication (spoken and written) on bilingualism, culture and identity
- Language Proficiency in English and a Partner Language
 - English exams: Scores from ACT, AP, or ACCESS for ELLs
 - Language proficiency exam: AAPPL
- Global/Socio Cultural Competency
 - Reviews of international/cultural media
 - Service learning hours
 - Cultural/Linguistic immersion experience

The Wisconsin Seal of Biliteracy is awarded to students at the end of Grade 12 to students who have participated in a DPI improved program that are able to demonstrate:

- Proficiency in English and a partner language
- Competency in the 5cs of world language learning
- Active use and application of English and a partner language in socio culturally competent ways
- Positive disposition toward lifelong bilingualism and biliteracy

G. Financial Impact: (Provide an explanation of projected costs for personnel, materials, and equipment for subsequent years when the proposal is fully implemented.)

We expect that this class would create one additional section of classes

H. Financial Impact: (First Year)

<u>Added Personnel</u>	no additional		
	How Many	Approx. Cost	Total Cost
Professional	_____	\$_____	\$_____
Non-Professional (Assistants, secretarial, etc.)	_____	\$_____	\$_____

Added Materials

Textbooks	How Many	Approx. Cost	Total Cost
30 book set in English	60	\$8	\$500
30 book set in Spanish	60	\$8	\$500
Supplies			
films	5	\$20	\$100

Added Equipment Needed: none

List/Cost:	_____	@	\$_____	=	\$_____
	_____	@	\$_____	=	\$_____
	_____	@	\$_____	=	\$_____

I. Explain how this new course will correlate with Wisconsin State Academic Standards and/or district remediation plans.

This course will also follow best practice as defined by:

- [Wisconsin Seal of Biliteracy](#) pathway and benchmarks.
- American Council on the Teaching of Foreign Languages (ACTFL)
 - [Core Practices](#)
 - [Intermediate Proficiency Benchmarks](#)
 - [World Readiness Standards](#)
- [AP Spanish Language and Culture Standards](#)

II. OTHER PERTINENT INFORMATION

A. This course will be: (please check one)

- an addition to the department's offering (because now the split will be a 9/10 and 11/12 course)
 a replacement for Spanish Intermediate Proficiency Course
 a pilot study

B. This course will require (please check the appropriate spaces):

- the adoption of a new textbook
 the use of a text previously adopted and in use
 other curriculum support materials

C. This course will require (please check appropriate spaces)

- specialized organization of teacher time
 specialized room arrangement or equipment (explain below)
 specialized student grouping or sectioning
 curriculum planning time
 specialized technology

D. To what extent will this curriculum change affect the number of teacher preparation each semester? (Explain)

This course will add one more class to the World Language offerings.

E. To what extent does this course conflict with the content and/or student availability of other courses in your department?

There will be little interference with student availability for other courses. This course may replace a world language credit for our heritage speakers who may have not otherwise taken a course for world language credit

F. To what extent does this course conflict with courses offered in other departments?

We do not expect conflict with other courses offered in other departments.

G. What course(s) could be deleted if this curriculum change is adopted?

Spanish Intermediate Proficiency Course

H. This proposed course must be discussed with other members of your department prior to submitting this form. (Describe briefly the outcome of these discussions.)

This course has been discussed with the current teacher, Jenni Balcázar, and during our August World Language Department meeting. The members of our department are supportive of this initiative.

I. To what effect does this curriculum change affect the K-12 Skills Continuum? (duplication, deletion, reinforcement, etc.)

This course will enhance and reinforce the academic experience of our heritage speakers.

J. If approved, this course will begin: September 2024

NEW COURSE APPROVAL FORM
(Due October 1, 2023)

Date: _____ September 26, 202 _____

Department Chairperson/Building Coordinator: _____ Jonathon Gustafson _____

Department: _____ Physical Education _____ Building: _____ HS _____

Proposed Course Title: _____ Unified PE _____ Grade Level: _____ 9-12 _____

Course Length: _____ Semester _____ Credits: _____ .5 _____

Requirement/Elective: _____ Elective/Required PE Credit _____

Meeting Frequency: _____ Every other day on the block schedule

Anticipated Enrollment: _____ 20 Max _____

Prerequisites: Introduction to PE, unless student has teacher recommendation

Principal's Approval: _____

Comments:

Review & Discuss w/Activities Director for NCAA Eligibility – Date: _____ 9/11/23 _____
(Need to make sure this is eligible for HS PE credit as recognized by the NCAA.)

Comments: Tiffany Loken and Nick Conrad talked with Sun Prairie and their Unified PE course is taken by many athletes and transcribed as PE credit, which is recognized by colleges.

Review & Discuss Within the Building Between Departments

Date: _____ September 7, 2023 _____

Comments: Approved

Systemwide Curriculum Committee Review Date: _____ 10-11-23 _____

Comments:

Director of Instruction/District Administrator's Approval: _____ 10-11-23 _____

Board of Education Curriculum Sub-committee Review Date: **(Tim will put this on the agenda for the Curriculum Committee to review)**

Board of Education Approval Date: **(Tim will send the course proposal to the board after the Curriculum Committee has approved it.)**

I. COURSE INFORMATION

A. Rationale for Course: *(Provide a brief description of student/school needs/purpose of course, benefits, and anticipated student outcomes.)*

- Makes PE curriculum accessible and equitable for all students
- Promotes the value of a physically active lifestyle
- Builds strong relationships between students of all abilities
- Provides diverse opportunities for all students to be engaged in physical activity
- Leadership opportunities for students
- Builds interpersonal skills needed to be successful working with people of all abilities
- Provides experience for students who are interested in careers working with people of differing abilities

B. Course Description: *(Short descriptive paragraph highlighting the major focus of course. To be used for course offering catalog.)*

- Combines students of all abilities to participate in developmentally appropriate activities including lifetime activities, physical fitness and sports through a peer mentorship program
- Students will work together to increase competence and confidence in a variety of physical activities
- Through ongoing leadership opportunities participants in this course will help to create a more inclusive and accepting environment for all students
- Expected learning outcomes include physical fitness, improving activity specific skills, cooperation, learning how to make informed health and lifestyle choices, and understanding each others differences
- Activities may include outdoor pursuits, fitness and recreation, aquatics, golf, bowling, disc golf, community recreation, yoga and mindful movements.
- Assessments for mastery will be given in a variety of ways such as skill checks, rubrics, student projects for each unit
- Peer Mentor Musts:
 - 90% attendance
 - No code violations
 - No office referrals
 - 2.0 GPA
 - Application and interview required

C. Course Outline: (Attach course outline which includes the major topics and concepts.)

- **UNITS**
 - Outdoor pursuits
 - Fitness and recreation
 - Aquatics
 - Community recreation
 - Mindful movements
- **Activities** - May include
 - Bowling
 - Golf
 - Disc Golf
 - Swimming
 - Biking
 - Strength and Conditioning/Cardio
 - Yoga
 - Goal Ball
 - Field trips to experience community recreation
 - Winter Sports
 - Water Sports
 - Archery

D. Materials & Resources: (Include text, computer/technology tools, and supplementary information.)

- No textbooks or technology needs
- Materials/equipment based on individual student needs
- Transportation costs for community outings
- Entry fees: bowling, winter sports, general field trips
- Equipment loaner costs
- See budget impact section for specific equipment/material needs

E. Instructional Methods: (Check applicable ones and explain wherever necessary.)

Which of these are used: Check with "X"

	Lectures	X	Demonstrations		Check Quizzes
X	Discussions		Term Papers		Individual Study Contracts
	Special Reports		Extra Reading		Other
X	Laboratory (hands-on)		AV Materials		
	Online/Virtual Learning	X	Field Trips		

- F. Student Evaluation Procedures:
- Grading practices
 - 20 participation points per day
 - One-third - based on an engagement rubric
 - Showing initiative
 - Asking appropriate questions
 - Mentors functioning independently
 - Actively participating in class discussions

G. Financial Impact: (Provide an explanation of projected costs for personnel, materials, and equipment for subsequent years when the proposal is fully implemented.)

H. Financial Impact: (First Year)

- No additional staff
- Equipment - Year 1 - \$20,000 (\$10,000 out of special education funding)
- Transportation costs - Building Budget
- Fees/Field Trips/Community Outings - \$5,000 year (estimate)
- Add a course fee - \$40

Added Equipment Needed: (Could be part of a future referendum)

- See information above

I. Explain how this new course will correlate with Wisconsin State Academic Standards and/or district remediation plans.

This course is designed to engage students in a variety of fun, lifelong activities and teach them skills to help them lead active, healthy lives. All 5 of the state PE standards are incorporated in this course

II. OTHER PERTINENT INFORMATION

A. This course will be: (please check one)
 an addition to the department's offering
 a replacement for _____
 a pilot study

B. This course will require (please check the appropriate spaces):
 the adoption of a new textbook
 the use of a text previously adopted and in use

C. This course will require (please check appropriate spaces)

- specialized organization of teacher time
- specialized room arrangement or equipment (*explain below*)
- specialized student grouping or sectioning
- curriculum planning time
- specialized technology

D. To what extent will this curriculum change affect the number of teacher preparation each semester? (*Explain*)

Based on conversations with staff, we would anticipate the need to fill more FTE of staff not currently at 100% and possibly the hire of additional staff in future years, as the program grows, which may mean adding more than one section of the course.

E. To what extent does this course conflict with the content and/or student availability of other courses in your department?

- No conflict

F. To what extent does this course conflict with courses offered in other departments?

- No conflict

G. What course(s) could be deleted if this curriculum change is adopted?

- None

H. This proposed course must be discussed with other members of your department prior to submitting this form. (*Describe briefly the outcome of these discussions.*)

- Summer curriculum discussions
- August K-12 PE Department Team Meeting

I. To what effect does this curriculum change affect the K-12 Skills Continuum? (*duplication, deletion, reinforcement, etc.*)

- N/A

J. If approved, this course will begin: Fall of 2024 _____
(*semester/year*)



Bell Schedule Updates from Summer Rettig Work

30

October 16, 2023

✦ Today's Topics...

Evaluation Criteria

Schedule Options Shared

6-period day pros and cons

6-period day & evaluation criteria

Next steps / Timeline

How we evaluated options....



Review the two previous lists and create a list of what you believe to be the attributes of an "Ideal" schedule.	6 Period (Equal cores)	8 Periods (Replace HR with Reading)	4-Block Schedule (2LA, 2M, 1SS,1SC, 2-2.5 Encore)	1.5 EL/Math Schedule
Fewer transitions than current				
Longer instructional blocks				
Lengthening the core classes				
A good pace and feel; a little less hectic.				
More structured WYN/Adv				
Maintaining elective choice				
Less classes for students to juggle simultaneously				
Maintaining time in elective classes				
Time for content teachers to meet across grades				
Time for team teachers to meet				
Maintain possibility of moving into level 3 WL in 9th grade.				
Interventions spread throughout the day, not just in WYN				
Move WYN to the middle of the day.				

Options reviewed that increase minutes in core:

- 8 Periods (replace HR w/ extra ELA)
- ◆ Double ELA/math, reduce encore
- 1.5 ELA/math
- 6 Period Day

✦ Six Period Day Schedule

The Nuts and Bolts:

- 58 minute classes
- 30 minute lunch
- 30 minute WYN, could be located in various parts of the day
- No homeroom
- ELA, math, science, social studies meet every day
- Electives / exploratory courses meet every three days

✦ Six Period Day Schedule

What it does for us:

- Increases time spent in core instruction
- Longer instructional blocks for all
 - Inst. practices, support for students
- Less periods per day - better pace
- Fewer transitions / less classes per day
- Maintains elective choices / staff
- Provides 30 minute WYN time
- Move WYN to different locations

Challenges to navigate...

- Time spent in electives
- No HR - need to rethink music lessons, other HR tasks
- Maintaining pathway to level 3 languages in 9th grade
- Addition core subject staffing to maintain class sizes within policy.

35

Time comparisons / differences



	Current Schedule			6 Period Option			
	Meeting s per Year	Length	Total Minutes	Meeting s per Year	Length	Total Minutes	"+/- Hours"
English	180	44	7920	180	58	10440	42.00
Math	180	44	7920	180	58	10440	42.00
SS	180	44	7920	180	58	10440	42.00
SC	180	44	7920	180	58	10440	42.00
HR	180	44	7920	0	58	0	-132.00
World Lang. A or B	90	44	3960	60	58	3480	-8.00
SP 2	180	44	7920	120	58	6960	-16.00
B/O/CH/GM	90	44	3960	60	58	3480	-8.00
PE	90	44	3960	60	58	3480	-8.00
7TH ROT.	45	44	1980	30	58	1740	-4.00
EOD ELECTIVES	90	44	3960	60	58	3480	-8.00

Time comparisons / differences



	Current Schedule			4 Block			
	Meeting s per Year	Length	Total Minutes	Meeting s per Year	Length	Total Minutes	"+/- Hours"
English	180	44	7920	180	89	16020	135.00
Math	180	44	7920	180	89	16020	135.00
SS	180	44	7920	180	43	7740	-3.00
SC	180	44	7920	180	43	7740	-3.00
HR	180	44	7920	0	58	0	-132.00
World Lang. A or B	90	44	3960	60	40	2400	-26.00
SP 2	180	44	7920	120	40	4800	-52.00
B/O/CH/GM	90	44	3960	60	40	2400	-26.00
PE	90	44	3960	60	40	2400	-26.00
7TH ROT.	45	44	1980	30	40	1200	-13.00
EOD ELECTIVES	90	44	3960	60	40	2400	-26.00

Our evaluation criteria and the 6 period day....

Review the two previous lists and create a list of what you believe to be the attributes of an "Ideal" schedule.	Total	6 Period (Equal cores)
Fewer transitions than current	42	Yes, 7 vs. 9 transitions
Longer instructional blocks	46	58 vs. 44
Lengthening the core classes	49	58 vs. 44; each core class gains 42 hours of instruction annually.
A good pace and feel; a little less hectic.	69	Yes. 6 vs 8 periods.
More structured WYN/Adv	70	Separate Issue which must be addressed
Maintaining elective choice	73	Yes. Choices remain the same
Less classes for students to juggle simultaneously	82	Same number of classes overall, though fewer per day.
Maintaining time in elective classes	88	No. Daily electives lose 16 hours of instruction annually. EOD classes lose 8 hours of instruction annually. Grade 7 rotational classes lose 4 hours of instruction each.
Time for content teachers to meet across grades	92	Yes, we think so, but must prove.
Time for team teachers to meet	100	Probably not.
Maintain possibility of moving into level 3 WL in 9th grade.	119	A priority. Must look at 5-8 program.
Interventions spread throughout the day, not just in WYN	121	No*
Move WYN to the middle of the day.	122	Can be

Next Steps...draft timeline

Sept

Look at impact, feasibility of implementation in current building (rooms, class size, FTE)

Q&A sessions w/ WMS staff

Sept/Oct

Look at scheduling in the IC sandbox

Engage summer team with Sept. findings

Review staff feedback

Oct/Nov

Engage all stakeholders once more details with feasibility, scheduling are known

Secure financial commitment from board, district

Establish timeline for implementation

Dec -> ?

Provide PD and support for curriculum planning and changes in instructional practices

Communicate with stakeholders regarding the change

???

Implement new daily³⁹ schedule

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 Wednesday, November 1, 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, Johnson

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg presented the policies noting the WASB and Administrative recommendations for each policy as outlined in the attached spreadsheet.

- A. 432, 432 Rule, 432 Exhibit 1, 432 Exhibit 2 School Attendance Areas
- B. 434 Release time for Students Work Experience
- C. 434.1 Responsibility Release Program Description
- D. 435 & 435 Rule Student Dismissal Precautions
- E. 440 Student Expression Activities
- F. 442 Student Involvement in Decision-making
- G. 442.1 Student Government
- H. 442.2 Student Representation to the Board

A motion was made by Engebretson, second by Heinemann, to recommend to the full board to take action on the policies as presented. Motion carried 3-0.

VI. FUTURE MEETINGS

Future meetings were discussed and will be determined at the full board meeting.

VII. ADJOURN

A motion was made by Heinemann, second by Engebretson, to adjourn the meeting at 7:48AM Motion carried 3-0.

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin. Recommendation:	Committee Review
432	School Attendance Area	432 432 R 432 E1 432 E2	Keep current policy, rule and exhibits.	The PRG does not have a sample policy covering school attendance area. Your current policy is acceptable. Add a cross-reference to 411.2 Education of Homeless Children and Youths.	Coversation re: transportation add X ref. as indicated	
434	Release time for Students Work Experience	434	Keep current policy	The PRG does not have a sample policy covering Release Time for Students Work Experience. Your current policy is acceptable. Delete the cross reference to 341.11; I think you retired that policy, add 341.2 Education to Employment to cross reference.	add work place learning language	
434.1	Responsibility Release Program Description	434.1	Keep current policy	The PRG does not have a sample policy covering open campus. Note that sample I sent you for 431 student attendance has a paragraph 6 highlighted in yellow that should be adapted to align with this policy. 431 and 434.1 should be cross referenced to each other.	Repeal Handbook Language	
435 435 R	Student Dismissal Precautions	435 435 R	Keep current policy and rule	The PRG does not have a sample policy covering student dismissal. Your current policy is acceptable.	Repeal current policy Make rule policy w/edits keep 1,4,2	
440	Student Expression Activities	440	Keep current policy	The PRG does not have a sample on student expression. Your policy is acceptable.	Strang to review	
442	Student Involvement in Decisionmaking	442	Keep current policy	The PRG does not have a sample on student involvement in decisionmaking. Your policy is acceptable.	Keep Current policy	
442.1	Student Government	442.1	Keep current policy	The PRG does not have a sample on student government. Your policy is acceptable.	Repeal 442 covers	
442.2	Student Representation to the Board	442.2	Keep current policy	The PRG does not have a sample on student representation to the board. Your policy is acceptable.	Keep Current policy Edit 5 all students	

Policies of the Board of Education

Series 400: Students

SCHOOL ATTENDANCE AREAS

432

School attendance areas shall be established by the Board of Education to reasonably balance class sizes throughout the district, to make optimal use of staff and facilities, to relieve overcrowding and/or to facilitate district provided transportation.

Modifications to established attendance areas shall occur ~~from~~ from time to time.

Any modifications in attendance areas will be finalized by June 1st. Students shall attend the school located in the attendance area in which they live, unless assigned elsewhere by the superintendent pursuant to Board policy. The superintendent is empowered to assign students to schools outside their established attendance areas and to grant exceptions for individual students in accordance with guidelines established by the Board of Education. Students enrolling after the final day of the preceding school year will be assigned administratively for that year on a case by case basis.

Administration shall seek to balance class sizes between district buildings through volunteers, intra-district transfer students, assignment of students new to the district, etc. before assigning elementary children from the same family to different attendance areas. Every effort shall be made to assign siblings in the elementary grades to the same attendance area. It is recognized that this may not always be possible.

Parents/guardians of kindergarten students are expected to attend the kindergarten orientation/screening at the school in which attendance area they reside.

Legal Ref.: Sections 118.001 Wisconsin Statutes
118.13
120.13

Cross Ref.: 343.2, Class Sizes
411, Equal Educational Opportunities
411.2 Education of Homeless Children and Youths
422, Admission of Nonresident Students (Other Than Open Enrollment Students)
423, full-time Open Enrollment
432-Rule, Intra-District Transfer of Students
433, Assignment of Students to Classes

Adopted: 12/11/95

Revised: March 2002

February 2008

Waunakee Community School District

INTRA-DISTRICT TRANSFERS OF STUDENTS

432-Rule

The transfer of elementary school students within the school district but outside their own attendance area may be approved at the superintendent's discretion under the following conditions:

1. Transfers are considered an accommodation. The right of students in each attendance area to proper class sizes will be a high priority.
2. Continuing enrollees will have priority over new applicants. Should it be necessary to reduce class size students attending a school outside their attendance area shall be transferred before students residing in the attendance area.
3. The school a student is requesting to attend must have room available under district guidelines for reasonably balanced class sizes. Space should remain available for increases in enrollment from new students moving into the attendance area during the school year so as to avoid overcrowding classrooms.
4. Student transfers for unique programs, such as in the area of special education or English Learners, are not covered by this policy. Building assignments for students with disabilities will generally be the school serving their attendance area. However, assignments may be outside the CWD student with disabilities students' attendance area in order to accommodate the students' specific program needs.

Parent/Guardian Initiated Requests

1. The reason for making the transfer must be in the educational interest of the child – not simply as a means of acquiring a different teacher or school, or for the convenience of parents.
2. Students transferred under this policy from one attendance area to another may be transported to their chosen school utilizing the shuttle bus system. A student within walking distance to his/her "home" school shall walk to that school and board the shuttle bus. A student who is normally transported to his/her home school shall also utilize the shuttle system upon being delivered to his/her home school. Parents/guardians that do not want their child to utilize the shuttle system shall be responsible for the child's transportation.
3. The parent/guardian of each applicant must submit a written transfer request by March 15th to the school principal of the regularly assigned school (home attendance area) with a

copy provided the Superintendent. The transfer of a student within the district shall be reviewed and a decision rendered no later than August 1st prior to the start of the school year.

In the interest of keeping families together, incoming Kindergarten siblings of approved Parent/Guardian Initiated Requests will be placed in the elementary school assigned to their older sibling. If the Parent/Guardian desires the incoming sibling to attend the neighborhood elementary school, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent.

When a family moves into another attendance area between March 16th and the beginning of the next school year, the student will be placed into the new attendance area. If the parent/guardian would like to request that their student stay in the elementary school of the attendance area they moved from, they may submit a parent initiated request to the Superintendent for review. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.

4. When a family moves within the district during the school year the student shall continue enrollment for the balance of that year at the school attended immediately before the move. The parent/guardian may request a transfer to the new attendance area. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.
5. There is no appeal from the decision of the Superintendent unless it can be shown he/she has not followed Board policy.

District-Initiated Transfers

1. Lack of space availability, class size problems and population concentration at times may result in the administration assigning students to a school located in other than a students' home school attendance area. District transportation will be provided utilizing the shuttle system for transferred walkers and bus riders.
2. District-initiated student transfers under this rule shall be made as early as possible with parent/guardian notification being made no later than August 1st prior to each school year.
3. Identification of students for possible transfer under this policy will be based on these factors in priority order:
 - a) Any student previously transferred by administrative action shall not be considered for further administrative initiated transfer.
 - b) Geographic proximity to the receiving school. Students who are bused will be considered for transfer before students who are within walking range of the school site.

- c) Proximity to existing or possible transportation route.
 - d) Prior district-initiated transfers in the neighborhood or area.
 - e) Selection will be so as not to split siblings in a family.
4. Students transferred under this policy shall remain at the newly assigned school until completion of the highest grade in that building. In the interest of keeping families together, incoming Kindergarten siblings of District Initiated Transfers will be placed in the same elementary school as the older sibling(s) (if the older sibling(s) still resides in the school). If the Parent/Guardian desires the incoming sibling to attend the elementary school in their home attendance area if space allows, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent. When/If the conditions resulting in the transfer no longer exist, parent/guardian may make a request by March 15th for students affected by the above assignments to return at the end of the current school year to the school in their home school attendance area. Identification of students for possible return under this policy will be based on these factors in priority order:
- a) Students on a waiting list from the prior school year.
 - b) Geographic proximity to the home school attendance area. Students who are within walking range of the school site will be considered for return before students who are bused.
 - c) Proximity to existing or possible transportation route.
 - d) Prior district-initiated transfers in the neighborhood or area.
 - e) Selection will be so as not to split siblings in a family.
 - f) Date of move into applicable attendance area.
5. There shall be no appeal of the superintendent's decision on transfer unless it can be shown he/she has not followed Board policy.

Open Enrollment Students

Students enrolled under Wisconsin's Open Enrollment Law shall be initially placed in the elementary school where space is available and in a manner which assists the district maintain class size balance. Once enrolled these students will have the same intra-district transfer rights as resident students. The district retains the right, under its open enrollment policies, to seek a reapplication once during the student's career.

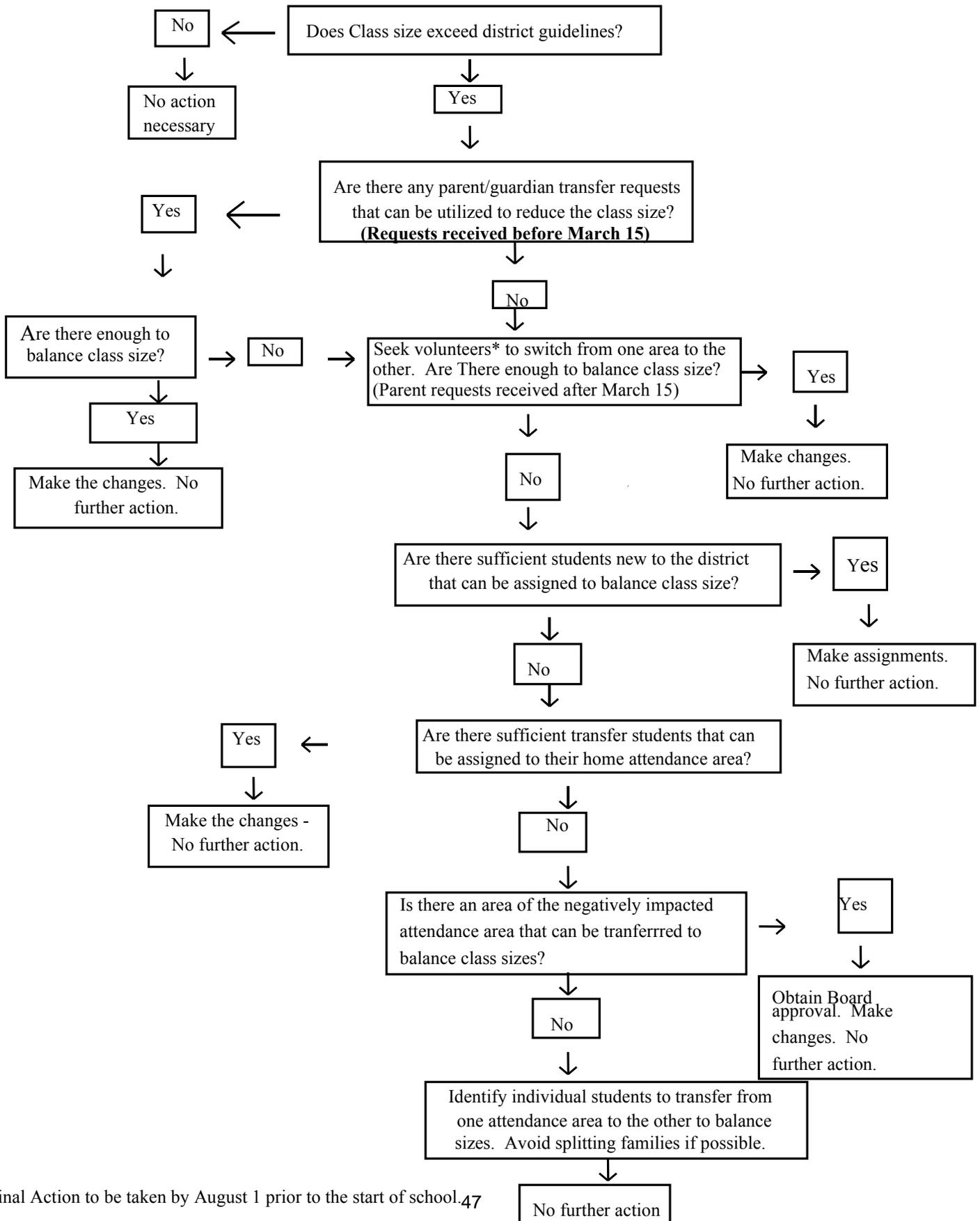
Adopted: 12/11/95

Revised: 4/13/98
 March 2002
 February 2006
 January 2007
 January 2008
 March 2011
 February 2012

Waunakee Community School District

DISTRICT INITIATED TRANSFER DECISION FLOW CHART

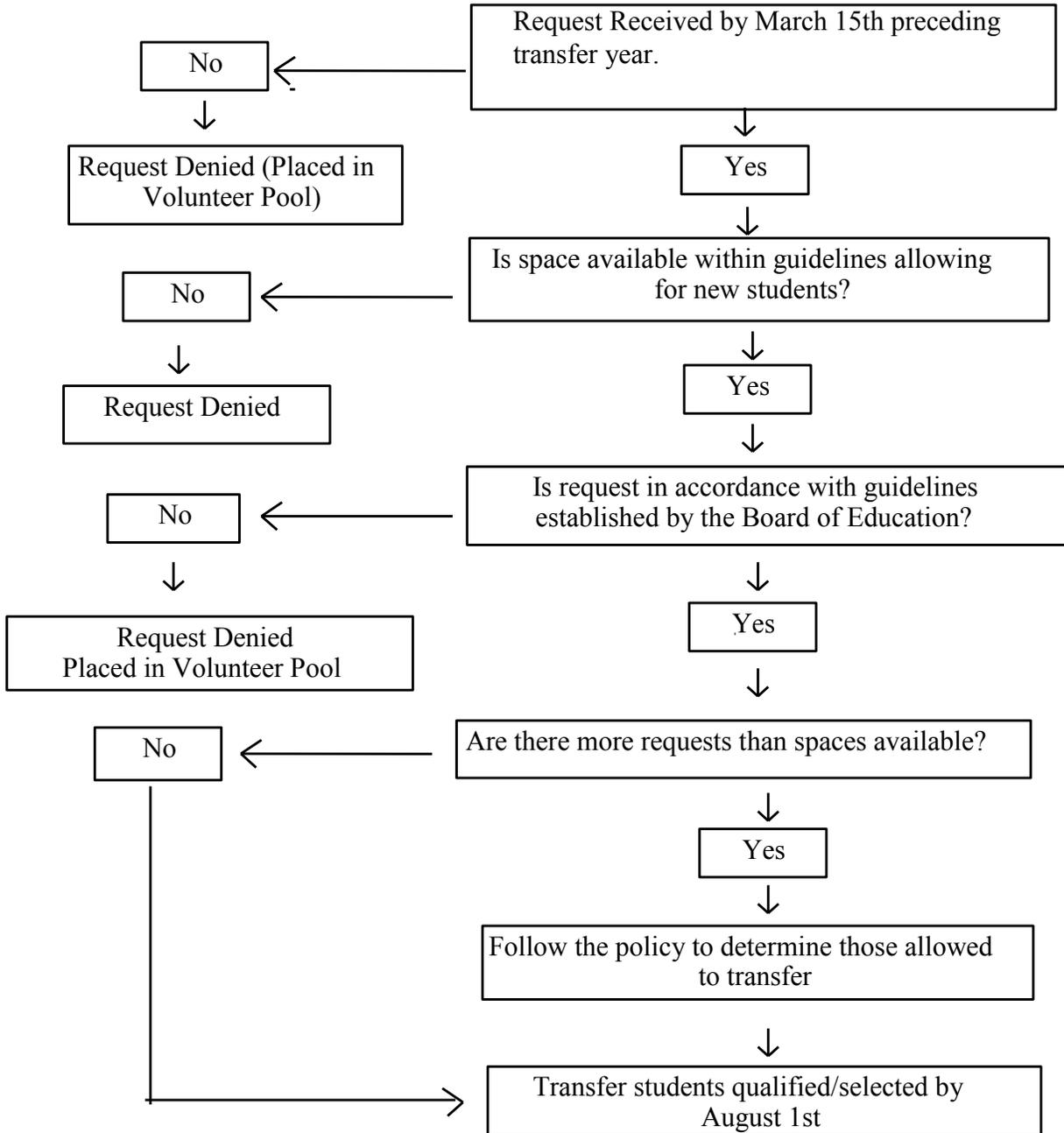
432 Exhibit (1)



Final Action to be taken by August 1 prior to the start of school.47

**Parent/Guardian Transfer Requests
Decision Flow Chart**

432 Exhibit (2)



**RELEASED TIME FOR STUDENTS
WORK EXPERIENCE**

Work **Place Learning** Experience students will be released from school when enrolled as a member of a cooperative work experience class and work experience as part of the class requirements. Such students shall have on file with the teacher-coordinator, a training memorandum signed by the student, parent or legal guardian, cooperating employer, and coordinator.

Students shall be visited periodically by the teacher-coordinator to evaluate progress and discuss training programs with the on the job supervisor.

In instances where the student is not cooperating with the school and the employer, the teacher-coordinator may recommend to the principal that the student be withdrawn from the work experience program.

All such employment shall be in compliance with state law, regulations of the Department of Workforce Development and regulations of the Federal Fair Labor Standards Act.

Legal Ref.: Sections 118.15(1)(d) Wisconsin Statutes
121.02(1)(m)
PI 26, Wisconsin Administrative Code

Cross Ref.: 341.11, Work Experience Programs
343.4, Youth Options Program
434.1, Responsibility Release Program
435, Student Dismissal Precautions

Adopted: 12/13/82

Revised: 4/22/91
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

RESPONSIBILITY RELEASE PROGRAM DESCRIPTION

434.1

PURPOSE

The purpose of the responsibility release program is to provide:

1. A program that is a junior/senior privilege.
2. An increased level of responsibility for juniors/seniors in their use of unscheduled time. It is intended that this program will help juniors/seniors develop a higher level of self-discipline through making their own decisions.
3. An opportunity for learning through part time employment.
4. An atmosphere of mutual trust and cooperation.

PRIVILEGE

During the school day, a student with a study hall who qualifies for the Responsibility Release Program is given the freedom to:

1. Be self-directing in the use of their study hall time.
2. Go directly to their planned destination (inside or outside the school) without having to report to study hall for attendance.

RESPONSIBILITY

Participating students are expected to show RESPONSIBILITY by:

1. Setting an example for other students, particularly with regard to behavior in the school and community.
2. Observing all school regulations, especially those concerning hall passing times and the responsibility release program.
3. Using good judgment in their conduct in and around the school and community.
4. Participating in meetings about the RESPONSIBILITY Release Program and its evaluation.

Legal Ref.: Section 118.33(1)(b) Wisconsin Statutes

Adopted: August 1996

Revised: March 1997
March 2002
August 2004

Waunakee Community School District

STUDENT DISMISSAL PRECAUTIONS

435

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal.

The principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent/guardian. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. In the case of an 18-year-old student not living at home, the request for early dismissal and/or acknowledgement of suspension may be from that student. This request must be in writing.

Cross Ref.: 435-Rule (1), Procedures for Dismissing Students During the Day
882, Relations with Police Authorities
491, Non-Custodial Parent Rights

Adopted: 12/13/82

Revised: 5/11/92
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

DISMISSING STUDENTS DURING THE DAY

435-Rule (1)

Permission to Leave School

- 1) Parental permission and school authorization is needed before a student may leave school prior to school dismissal.
- ~~2) To receive this permission and authorization, the student must obtain a "Permit to Leave Building" pass from the school office or high school attendance office before school in the morning. Students shall be released into the custody of their parent/guardian or other authorized person.~~
- ~~3) The permit is obtained by presenting a dated note from the parent/guardian indicating the time the student needs to leave school. Parents/guardians may also contact the school by phone or come to the school for their student.~~
- 4)2) Students must sign out in the school office or high school attendance office at the time they leave with their parents/guardians.

Accidents and Illness

- ~~1) Students who become ill while in school are to report to the school office with a pass or a note from their teachers.~~
- 2)1) Students who need to leave school because of an accident or illness will be dismissed through the office after parents/guardians have been contacted.

Legal Ref.: Section 118.15 Wisconsin Statutes
118.16

Cross Ref.: 430-Rule (1) Attendance Procedures
882 Relation with Police Authorities
491 Non-Custodial Parent Rights

Adopted: 1/15/90

Revised: March 1994
June 2002

Waunakee Community School District

STUDENT EXPRESSION ACTIVITIES

Expression of oral or written student opinions shall be encouraged but they may not be utilized to present material which:

- 1) Has caused, is causing, or reasonably leads the principal to foresee substantial disruption of or material interference with school activities, or
- 2) Endangers the health or safety of students, or
- 3) Advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the State of Wisconsin, or the County of Dane.
- 4) Is libelous or slanderous (and is not privileged) in that it maliciously tends to besmirch the memory of one who is dead or the reputation of one who is alive, or to expose one to public hatred, contempt, or ridicule, or
- 5) Is obscene in that:
 - a) the average person applying community standards would find that it, taken as a whole, appeals to prurient interest in sex, or
 - b) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for students, or
 - c) taken as a whole, is without redeeming social importance for students and lacks serious literary, artistic, political, or scientific value.

Legal Ref.: Sections 118.001 Wisconsin Statutes
120.13
Hazelwood School District v. Kuhlmeier

Cross Ref.: 372, Student Publications
443.1, Student Dress Code

Adopted: 12/13/82

Revised: 9/14/87
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT INVOLVEMENT IN DECISION-MAKING

442

A primary task of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.

The Board of Education believes that students should:

- 1) Be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of studies;
- 2) Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility;
- 3) Be involved in the planning of assembly programs and school-sponsored forums of interest;
- 4) Be encouraged to participate in student government organizations that provide students with a voice in school affairs; and
- 5) Be encouraged to participate in a variety of extra-class activities to broaden their educational experiences.

Cross Ref.: 442.1, Student Government
442.2, Student Representative to the School Board

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT GOVERNMENT

442.1

The Board of Education sanctions and recommends the organization of a student council in the secondary school and middle school. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies for the District or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council.

Members of student councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth. An advisor for the student council shall be selected by the administration.

Cross Ref.: 442, Student Involvement in Decision Making
442.2, Student Representative to the School Board

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT REPRESENTATION TO THE BOARD

442.2

The Board of Education recognizes the unique perspective on issues impacting the District held by students. Therefore, the Board shall welcome a student representative to the Board. This student (or ~~his/her~~ **their** alternate) shall represent the views of students enrolled in the District on agenda items discussed at regularly scheduled Board meetings.

The student representative shall:

- 1) not be able to vote on any issue before the Board.
- 2) be excluded from closed sessions of the Board.
- 3) be encouraged to sit at the Board table and be free to enter into discussion or answer questions in the same manner as elected Board members.
- 4) represent all students in the District and communicate with student councils at all buildings and levels -- not just the high school.
- 5) be a ~~junior or senior~~ **student** at the high school and begins ~~his/her term on June~~ **July** 1st.
- 6) be selected by the Waunakee Community High School Student Council to serve on an annual basis. The Student Council shall select an alternate to serve during the absence of the selected representative.

Cross Ref.: 442, Student Involvement in Decision Making
442.1, Student Government

Adopted: 11/14/94

Revised: January 2002

Waunakee Community School District

2024 SUMMER CLASS OFFERINGS

Ordered by grade grouping. Please refer to the catalog description for details.
Classes should be selected based on the grade your student will be in the 2024-25 school year.

Grades K -4			
ENRICHMENT (3 week classes)	Fees	REMEDIAL (6 week classes)	Fees
CAMP KINDERGARTEN	K \$0	READY, SET, GO- READING	1 \$0
ACTIVE FUN FITNESS	1-4 \$0	READY, SET, GO- MATH	1 \$0
ARTS AND CRAFTS	1-4 \$0	JUMP START MATH	2-4 \$0
BRAIN GAMES	1-4 \$0	READING EXPRESS	2-4 \$0
BUILD IT	1-4 \$0	ENHANCING SKILLS ELE	1-4 \$0
LEGOS	1-4 \$0		
MAKING MUSIC	1-4 \$0		
BOOK CLUB	1-2 \$0		
COMPUTER CODING EXPANDED	1-2 \$0		
GOING BUGGY	1-2 \$0		
BOOK CLUB	3-4 \$0		
DUCTIVITY	3-4 \$0		
SCIENCE WORLD	3-4 \$0		
COMPUTER CODING	3-4 \$0		
CAMP INVENTION	1-6 \$ 55		

Grades 5-6			
ENRICHMENT (6 week classes)	Fees	REMEDIAL (6 week classes)	Fees
CODING EXPANDED	5-6 \$0	COMMUNICATION ARTS 5-6	5-6 \$0
CRAFTY CREATIONS	5-6 \$0	MATH 5-6	5-6 \$0
GAMING	5-6 \$0	ENHANCING SKILLS WIS	5-6 \$0
GET IN THE GAME	5-6 \$0		
GET READY TO BABYSIT	5-6 \$0		
IMPROV COMEDY THEATER	5-6 \$0		
INVASION OF THE TOADS	5-6 \$0		
KEYBOARDING	5-6 \$0		
MAD SCIENTIST'S WORKSHOP	5-6 \$0		
PHOTOSHOP	5-6 \$0		
SUMMER FITNESS	5-6 \$0		
THE ARTIST IN YOU!	5-6 \$0		

Grades 7-12			
ENRICHMENT (6 week classes)	Fees	REMEDIAL (6 week classes)	Fees
ACT TEST PREP	10-12 \$0	COMMUNICATION ARTS 7-8	7-8 \$0
CAMP INVENTION JUNIOR COUNSELOR	7-9 \$45	ENHANCING SKILLS MS	7-8 \$0
PLANTS TO PLASTIC AND GEAR	7-8 \$0	MATH 7-8	7-8 \$0
PODCASTING/RADIO BROADCASTING	7-8 \$0	ENHANCING SKILLS HS	9-12 \$0
STRENGTH AND CONDITIONING - MS BOYS	7-8 \$0	REMEDIAL ENGLISH	10-12 \$0
STRENGTH AND CONDITIONING - MS/HS GIRLS	7-12 \$0	REMEDIAL MATH	10-12 \$0
STRENGTH AND CONDITIONING - HS CO-ED	9-12 \$0	REMEDIAL SCIENCE	10-12 \$0
STRENGTH AND CONDITIONING - HS GIRLS	9-12 \$0	REMEDIAL SOCIAL STUDIES	10-12 \$0
AUGUST STRENGTH TRAINING	7-12 \$0	TRANSITIONAL WORK PROGRAM	12+ \$0
SUMMER ART	7-8 \$0		
HS ONLINE ENRICHMENT(virtual)	10-12 \$0		
ONLINE PHY ED(virtual)	10-12 \$0		
SUMMER TEACHING ASSISTANT	10-12 \$0		

MUSIC 5-12			
ENRICHMENT (6 week classes)	Fees	ENRICHMENT (6 week classes)	Fees
BAND 6	6 \$0	ORCHESTRA 5	5 \$0
BAND 7-8	7-8 \$0	ORCHESTRA 6	6 \$0
BAND 9-12	9-12 \$0	ORCHESTRA 7-8	7-8 \$0
GROUP PIANO LESSONS	7-9 \$0	ORCHESTRA 9-12	9-12 \$0
GROUP GUITAR LESSONS	8-9 \$0		
MUSIC CAMPS	7-12 \$0		

SWIM K - 12)			
Classes are 2 weeks M - TH	Grade Fees	REMEDIAL (2 week classes)	Grade Fees
LEARN-TO-SWIM LEVELS 1-6	K-11 \$0	ADAPTED AQUATICS	K-12+ \$0
4K SWIM LESSONS LEVELS 1-3	4K \$0		

2023 Summer School in Review

DPI Reports for the past 11 years:

Year	Full Time Equivalency	Days Offered	Residents Enrolled	Non-residents Enrolled
2023	173	22	2603	0
2022	166	22	2568	0
2021	160	23	2320	0
2020	120	24	1989	0
2019	185	23	2760	9
2018	175	22	2609	8
2017	168	22	2464	22
2016	167	23	2513	22
2015	153	24	2527	22
2014	134	24	2511	27
2013	122	23	2330	93

Enrollment: Headcount of all students who have enrolled and attended at least one class.

FTE (Full Time Equivalency): Determined by totaling all student membership minutes and dividing by 48,600 (one FTE). FTE is used by the state when calculating the aid payment to the district.

2023 Summer School Highlights:

- **Registrations:** The district had a 9.86% increase in summer school registrations in 2023. We had the highest number of registrations in the program’s history with a total of 9,025 class registrations. It resulted in 7 additional FTEs that were earned this summer. That was a 3.71% increase in FTEs. The reason the increase in registrations did not result in a similar increase in FTEs is regular attendance. Minutes of attendance generate the FTEs.
- **Pay rates for summer school teaching staff:** New Summer School pay rates were implemented for 2022. The BOE approved last year to increase summer

school pay rates by the same percentage as the prior school year pay rates were increased. Hiring remains a challenge; however, the higher pay rates and earlier hiring timeline is helpful.

- **Summer School Busing:** For 2023, families did not need to register their student for regular transportation. Any student who registered for summer school and lived in a bus zone was set up for transportation. Parents had the option of completing an Opt Out form if they didn't wish to have their student ride the bus. Families who wanted alternate transportation still needed to register for that. A late registration for alternate transportation was held for session 2 only. There were still families who did not register for alternate transportation timely. They were not given alternate transportation this summer. Alternate transportation was an area of growing concern which will need to be reevaluated for 2024.
- **Music Lessons:** Registration for all music lessons was changed this year to allow parents to select the days and times of their student music lesson rather than having a time assigned to them. The time period in which lessons were offered was condensed from six weeks to 3 weeks. Parents were very positive about the change. There was a 12% increase in participation in 2023.
- **Remedial Registrations:** With the exception of 2020 when Summer School was virtual, 2023 remedial registrations were the lowest they have been in more than a decade. The need for students to attend remedial classes in the summer continues on a consistent downward trend considering the overall enrollment growth.

Looking Ahead:

- Due to construction in the district, Summer School for Heritage students will need to be at an alternate location. We are looking at it being held in conjunction with the Intermediate School.
- We need to look at revising the alternate transportation policy for Summer School. The current policy of unlimited options for parents creates student safety concerns.
- HS credit recovery process: Administration will be reviewing the way we have handled high school credit recovery in the past. We will look for ways to modify and improve this area of summer school to bolster attendance.
- Summer School at the Intermediate School operated at 104% of capacity. We need to try and add some new enrichment classes for 2024 to better meet student demand. The concern is getting staff to teach additional classes.
- Course changes
 - Expanding our Computer Coding (Grades 1-4) class offerings
 - Adding 1- 2 new courses at the Intermediate School
 - New curriculum for the Build It class



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**November 13, 2023 - Regular School
Board Meeting**

62

Transportation Discussion



Transportation Topics to Discuss

- A) School Board Policies Related to:
 - a) Eligibility for Transportation
 - b) Shuttle Bus System
 - c) Alternative Transportation
 - d) Multiple Drop-off Locations
- B) Unusually Hazardous Transportation Plan
- C) Private School Transportation
- D) Next Steps



Area District Survey

- Throughout this presentation we will be referencing a transportation survey that we conducted through Madison Area School Business Official group. There were 30 total responses.



Eligibility for Transportation

- From Board Policy 751:
 - Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive in the Village of Waunakee. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street in the Village of Waunakee.
- Wisconsin State Law requires transportation for students who reside 2.0 miles or further away from their school
- State transportation reimbursement for students under 2.0 miles is only provided if an unusually hazardous transportation plan exists



Eligibility for Transportation - Area Districts

- Follows state law of 2 miles for all grades - 16 districts
- Has transportation for less than 2 miles for at least some grades - 14 districts



Shuttle Bus System

- From Board Policy 751 Rule:
 - The district shall provide a shuttle service between elementary schools. Only students who are approved for shuttle service and appearing on the shuttle roster shall ride the shuttle bus. This service shall be provided for the following students; students with disabilities, intra-district transfer students, and students whose approved child care provider is in another attendance area or other students as approved by the business manager.
 - a. Shuttle service is not to be used as a "taxi" service for transporting non-shuttle students to after school meetings or to a friend's house.
 - b. Should a student not be eligible for transportation in his/her attendance area the approved shuttle service will transport that student to the "home" attendance area school and the student shall walk to his/her home.
 - c. Should a student be eligible for transportation in his/her attendance area the student will be transferred from his/her shuttle bus to his/her regular bus for transportation home.
- The shuttle bus system is essential for alternative daycare transportation, intra-district transfer, private school transportation, and the new bilingual/bicultural program at Heritage



Shuttle Bus System - Area Districts

- Have shuttles between elementary schools - 8 districts
- Don't have shuttles between elementary schools - 22 districts
- Are students released early for the shuttle? - 3 yes, 5 no



Alternative Transportation

- From Board Policy 751 Exhibit:
 - Parents/guardians of children in grades K-4 who live in the Village of Waunakee within the 1.0 mile range and would like their children to be transported by bus to and/or from a babysitter or licensed daycare center who lives beyond the 1.0 mile range, but within the District boundaries, shall be charged a fee as follows:
 - \$125.00 per year per student – 1-way transportation
 - \$250.00 per year per family – 1-way transportation
 - \$250.00 per year per student - 2-way transportation
 - \$500.00 per year per family - 2-way transportation
 - Parents/guardians of children in grades PreK-4 who live in the Village of Waunakee within or outside the 1.0 mile range and would like their children to be transported by bus to and/or from a licensed daycare provider with more than 17 students, but within the 1.0 mile range shall be charged based on the fee schedule listed above.
- There are no distance restrictions, i.e. A Prairie student can request alternative transportation to a daycare in the Bishops Bay subdivision.



Alternative Transportation - Area Districts

- Provide transportation to somewhere other than home - 30 districts
 - To any daycare in the district - 9 districts
 - To only daycare within attendance boundary - 8 districts
 - Some other arrangements - 13 districts
- Charge a fee for alternative transportation - 5 districts
- Do not charge a fee/some other arrangement - 25 districts
- Offer 2 or more drop-off locations - 15 districts
- Do not offer 2 or more drop-off locations - 12 districts



Multiple Drop-off Locations

- From Board Policy 751 Rule:
 - For safety reasons, only two (2) pick-up/drop-off locations (including home) per student will be permitted and that schedule must be consistent week to week. Varying schedules will not be allowed, (i.e. one week Mon., Wed., Friday drop-off/pick-up and following week Mon., Tues., Thurs., etc.) except in emergencies as approved by the business manager.
- In practice, the district has been accommodating requests from parents/guardians



Multiple Drop-off Locations - Area Districts

- Yes - 15 districts
- No - 12 districts



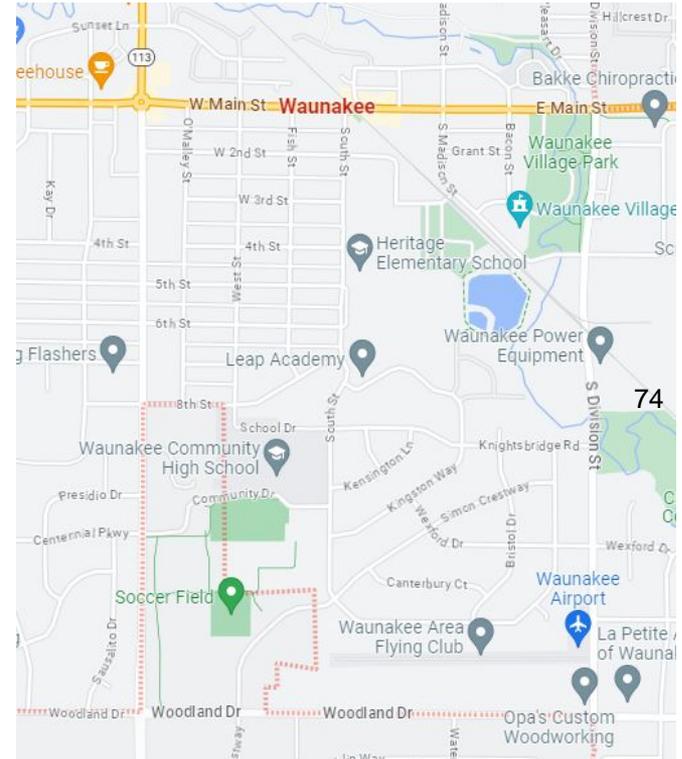
Unusually Hazardous Transportation Plan

- From Board Policy 751.6 (recently updated):
 - In evaluating and identifying possible unusual hazards, the School Board and its designees will use the Department of Public Instruction's definition of "unusual hazard" and consider at least the following criteria:
 - The ages of affected students, with the possibility that certain areas may be designated as unusually hazardous for certain age levels
 - The availability of sidewalks, pedestrian paths, or similar walking space outside of the road/highway
 - The availability and width of any pedestrian-use shoulder area of a road/highway Traffic counts/rates, to the extent reasonably available from the state, county, or applicable municipality (including at normal school arrival and dismissal times) ⁷³
 - Speed limits
 - The presence or absence of designated pedestrian crosswalks
 - The type of traffic control signs or devices (if any) at relevant areas of the road/highway
 - The presence or absence of crossing guards
 - If applicable, railroad crossings and the types of crossing controls that are in place
 - If applicable, temporary hazards such as construction projects or street repairs



Unusually Hazardous Transportation Plan

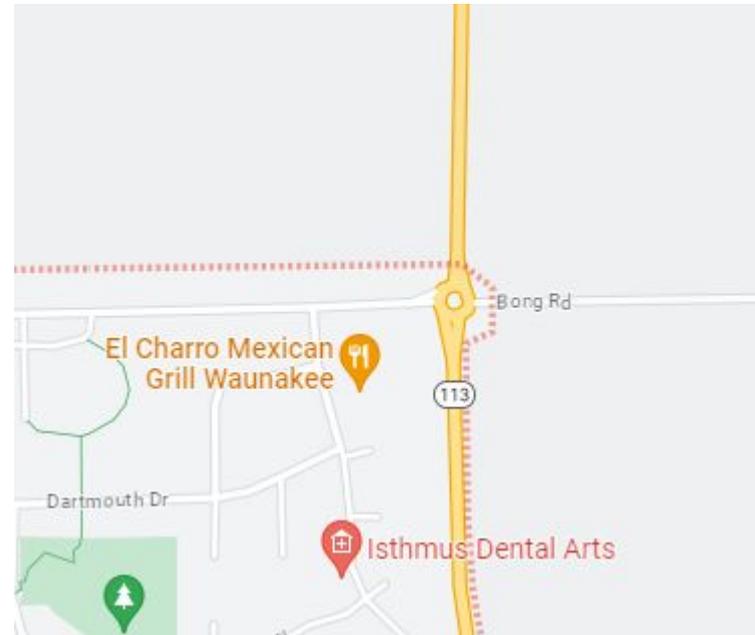
- Square bordered by:
 - Highway 19
 - Highway Q
 - Woodland Drive
 - Division Street
- Established prior to 2001
- K-8 only





Unusually Hazardous Transportation Plan

- Arboretum students east of Highway 113
- K-4 only
- Established in 2006





Unusually Hazardous Transportation Plan - Area Districts

- Has an UHT Plan - 25 districts
 - Updated in last 5 years - 12 districts
 - Updated 5-10 years ago - 5 districts
 - More than 10 years - 8 districts
- Does not have an UHT Plan - 5 districts



Private School Transportation

- From Board Policy 751.4:
 - Under specific circumstances, it may be desirable and/or advantageous to contract with parents or their designees to transport Waunakee students to or from educational programs which are required or provided by the District. Generally, these programs relate to specific individual educational needs identified by the District. In such cases, the District may enter into a contract with the parents or their designee to provide transportation. The contract will outline the specific provisions of the agreement and specify that the parents agree to the arrangement in lieu of other transportation alternatives. The payment to the parents or their designee for transporting the student(s) will be negotiated between the parents and the business manager and will be in compliance with legal requirements.
- Parent transportation contracts are used for private schools (ex. Madison Country Day School) and specific circumstances like homeless transportation, special education transportation, etc.
- St. John's students are provided transportation through Lamers via existing district bus routes. The shuttle system is essential for this approach.



Private School Transportation - Area Districts

- Provide private school transportation on public school routes- 17 districts
- Do not provide private school transportation on public school routes- 7 districts
- Not applicable - 6 districts



Next Steps

- The policy committee is in process of evaluating all existing district policies
 - Transportation policies are in the 700 series
- Our transportation system is complex and all pieces are interconnected
- A starting point could be the unusually hazardous transportation plans that will need to be updated with Heritage Elementary School changing locations followed by the Middle School changing locations
- Wisconsin state law requires that these plans be evaluated by both the Dane County Sheriff's Department and the Department of Public Instruction
- Recent new school construction in Dane County (Sun Prairie and Verona) resulted in the district hiring a consultant to develop these plans before submitting them to the Dane County Sheriff's Department and the Department of Public Instruction
- UHT plans that are developed today look very different from the pre-2001 plan that is currently in place. These plans are school based and are reflective of the specific geography of a school, age of the students, and evaluation of risks within a 2.0 radius.



Next Steps

- The district hired TADI to conduct a traffic analysis for the Village of Waunakee for the approval of the site plans for both Heritage Elementary and the Middle School. Information from this traffic analysis is essential for developing the UHT plans.
- Average cost to create an UHT plan is \$16,985 per school
- Proposal from TADI is attached in Boardbook for your review
- Creating a school based UHT plan for both the Middle School and Heritage are important to set up appropriate transportation boundaries for these schools
- Creating a school based UHT plan for the Intermediate School and High School would allow the district to completely replace the UHT plan currently in place
- Administration is seeking feedback from the School Board on next steps

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between **Waunakee Community School District** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to develop an Unusually Hazardous Transportation Plan for four schools within the Waunakee Community School District, in Dane County, Wisconsin (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".
2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.
3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.
4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.
5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.
6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.
7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.
8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.
9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.
10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.
11. Any notice required by this Agreement shall be made in writing to the address specified below:
 - Client:** Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
 - Attn:** Steve Summers
Executive Director of Operations
 - Engineer:** Traffic Analysis & Design, Inc.
PO Box 128
Cedarburg, WI 53012
 - Attn:** John A. Bieberitz, P.E., PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of November 8, 2023.

Waunakee Area School District (Client)

Traffic Analysis & Design, Inc. (Engineer)

By: _____

By:  _____

Title: _____

John A. Bieberitz, P.E., PTOE
President, TADI

Date: _____

Date: 11/8/23

ATTACHMENT A

SCOPE OF SERVICES

Engineer will develop, conduct, and document an Unusually Hazardous Transportation (UHT) Plan for walk-zone areas throughout the Waunakee Community School District. The project consists of the following six tasks.

Task 1 – Kick-Off Meeting

Engineer will attend a project kick-off meeting to discuss the specifics of the project, specific study locations/areas, and review background information provided by the Client.

Task 2 – Preliminary Field Investigation

After the kick-off meeting, Engineer will conduct a preliminary field investigation of the study areas. Representatives from the Village of Waunakee, the school district, bus contractors, and/or law enforcement are invited to participate as the purpose of the preliminary field investigation is to gather local knowledge that will be used in the development of the UHT plan criteria.

Task 3 – Develop Unusually Hazardous Transportation Plan Criteria

Engineer will review characteristics of the Waunakee Area School District and modify criteria used in previously prepared UHT plans, as needed, to evaluate characteristics encountered in the Waunakee Community School District.

Task 4 – Existing Conditions

Engineer will use a combination of existing mapping resources and field investigations to gather and document the pertinent information about walk-zone study areas for four (4) schools. The existing border distances (1.0 miles for elementary schools & 1.75 miles for intermediate, middle, and high schools) will be re-evaluated as part of this study. The four schools include:

- Heritage Elementary School (K-4) – 6271 Woodland Dr.
- Waunakee Intermediate School (5-6) – 6273 Woodland Dr.
- Waunakee Community Middle School (7-8) – new location: 501 South St.
- Waunakee Community High School (9-12) – 301 Community Dr.

The collected data is expected to include the following information routes/areas per school:

- Age of pupils
- Sidewalk presence
- Crossing guard's presence
- Local law enforcement presence
- Railroad crossings
- Width of shoulder of road/highway
- Traffic counts (if available)
- Temporary hazards such as construction projects or street repairs
- Other conditions identified by local units of government, etc.

After all data is collected and documented, Engineer will meet with Client to have a working meeting to discuss the defined problem areas, potential areas of concern, etc.

Task 5 – Analysis

Engineer will perform analysis by applying the gathered information to scoring criteria (developed in Task 3) to determine if areas within the walk-zones would result in an encounter with unusual hazards that seriously jeopardize their safety. If an unusual hazard exists, Engineer will document the route/area and provide recommendations for consideration to improve the hazard.

Task 6 – UHT Plan

Engineer will document the methodology and findings of the study in UHT plan and will attend a meeting with the Client to discuss the findings and results. After receiving comments from the Client, Engineer will finalize the UHT Plan for submittal.

ADDITIONAL WORK

Volume, speed, and turning movement counts are not included in the scope of work and would be considered additional work. After Task 5 is conducted, some locations may benefit by having additional traffic count data and speed data to better evaluate the potential hazards.

Additional analysis or meetings not listed in the scope above will be billed at the following (Year 2023) hourly and mileage rates, subject to change in future years:

- Federal Mileage Rate: 0.655 cents per mile
- Project Manager: \$192.00 per hour
- Senior Engineer: \$141.00 per hour
- Engineer: \$99.00 per hour
- Field Technician: \$84.00 per hour

SCHEDULE

Engineer will complete the analysis and report within twelve weeks of authorization, or sooner if possible.

COMPENSATION

Compensation for the services described above, CLIENT shall pay Engineer a lump sum fee of Sixty-Seven Thousand, Nine-Hundred and Forty Dollars (\$67,940.00).

The average cost per school is \$16,985.00.

All services not cited in Attachment A, Scope of Services, will be conducted as additional services under an Amendment to this Agreement.

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF SEPTEMBER 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	48,376.60	9,741,701.97	408,005.66	16,179,507.79	19,428.59	501,831.38	8.71	1,279,418.87	8,689,644.95	327,955.46	10,311,240.75	71,454,766.60	300,665.69	119,262,553.02
REVENUES:														
+ DEPOSITS	4,466,734.56	905,333.74	10,452,282.33	6,500,177.55	4,409,827.69	57,910.60	0.00	0.00	0.00	0.00	0.00	157,807.42	9,100,000.00	36,050,073.89
+ INTEREST	1,063.88	30,097.37	3,123.96	67,819.04	2,389.68	1,950.83	0.00	1,449.34	36,834.06	1,093.72	44,967.68	25,450.38	7,583.51	223,823.45
TOTAL REVENUES	4,467,798.44	935,431.11	10,455,406.29	6,567,996.59	4,412,217.37	59,861.43	0.00	1,449.34	36,834.06	1,093.72	44,967.68	183,257.80	9,107,583.51	36,273,897.34
EXPENSES:														
ACCOUNTS PAYABLE	0.00	5,918,243.19	10,693,304.24	6,225,320.46	4,429,000.00	97,857.33	0.00	0.00	3,277,053.13	6,500.00	0.00	6,500,000.00	\$9,400,374.99	46,547,653.34
PAYROLL	4,438,844.67	4,466,734.56				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,905,579.23
TOTAL EXPENSES	4,438,844.67	10,384,977.75	10,693,304.24	6,225,320.46	4,429,000.00	97,857.33	0.00	0.00	3,277,053.13	6,500.00	0.00	6,500,000.00	9,400,374.99	55,453,232.57
ENDING BALANCE	77,330.37	292,155.33	170,107.71	16,522,183.92	2,645.96	463,835.48	8.71	1,280,868.21	5,449,425.88	322,549.18	10,356,208.43	65,138,024.40	7,874.21	100,082,217.79
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	77,330.37	292,155.33	169,107.71	16,522,183.92	2,645.96	463,835.48	8.71	1,280,868.21	5,449,425.88	322,549.18	10,356,208.43	65,138,024.40	7,874.21	100,082,217.79
OUTSTANDING ACH	482,999.87		1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	483,999.87
ACTUAL BALANCE	-405,669.50	292,155.33	170,107.71	16,522,183.92	2,645.96	463,835.48	8.71	1,280,868.21	5,449,425.88	322,549.18	10,356,208.43	65,138,024.40	7,874.21	99,600,217.92
SKYWARD BALANCE	-394,160.81													
	-11,508.69													

No Change September '23

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

2023-24 Budget Status Report - October 31, 2023

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	32,988,502	32,988,502	8,506,430.56	0.00	25.79%	24,482,071.44
Personnel Costs: Benefits	10,865,347	10,865,347	2,947,114.47	0.00	27.12%	7,918,232.53
Total	43,853,849	43,853,849	11,453,545.03	0.00	26.12%	32,400,303.97

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,280	88,280	44,395.90	9,592.41	61.16%	34,291.69
Prairie School CSF	26,521	26,521	5,529.25	5,374.96	41.12%	15,616.79
Heritage School	97,160	97,160	40,030.08	18,578.02	60.32%	38,551.90
Heritage School CSF	26,627	26,627	144.22	5,285.44	20.39%	21,197.34
Arboretum School	76,520	76,520	43,167.17	6,368.00	64.73%	26,984.83
Arboretum School CSF	22,303	22,303	5,045.68	3,039.34	36.25%	14,217.98
Intermediate School	150,350	150,350	48,206.87	14,637.37	41.80%	87,505.76
Intermediate School CSF	32,269	32,269	18,410.75	10,076.25	88.28%	3,782.00
Middle School	163,150	163,150	49,580.28	16,062.72	40.23%	97,507.00
Middle School CSF	34,378	34,378	20,978.61	7,289.85	82.23%	6,109.54
High School	575,155	575,155	185,393.95	42,180.03	39.57%	347,581.02
High School CSF	66,383	66,383	26,592.37	5,960.29	49.04%	33,830.34
Athletics	392,477	392,477	126,588.93	106,621.65	59.42%	159,266.42

Departments						
Utilities	1,126,923	1,126,923	435,451.80	891,460.20	117.75%	-199,989.00
Maintenance	721,990	721,990	357,231.67	352,700.10	98.33%	12,058.23
Capital Projects	0	0	159.75	0.00	---%	-159.75
Contingency Fund	100,000	100,000	1,513.80	0.00	1.51%	98,486.20
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,344,196	1,344,196	288,247.17	1,904,508.01	163.13%	-848,559.18
Technology	718,729	718,729	765,583.15	36,210.82	111.56%	-83,064.97
Technology Erate/Fees	31,200	31,200	98,727.66	0.00	316.43%	-67,527.66
Curriculum-Secondary	527,300	527,300	239,141.02	94,305.74	63.24%	193,853.24
Curriculum-Elementary Operations	455,382	455,382	314,477.16	85,260.00	87.78%	55,644.84
Curriculum-4K District	873,800	873,800	239,921.21	572,663.19	92.99%	61,215.60
Human Resources	54,550	54,550	22,693.44	0.00	41.60%	31,856.56
Superintendent	84,600	84,600	30,582.83	63,468.09	111.17%	-9,450.92
Student Services-Operations	71,250	71,250	22,519.05	5,639.32	39.52%	43,091.63
Student Services-District	92,500	92,500	42,516.85	43,500.00	92.99%	6,483.15
Business Office	444,673	444,673	230,031.82	162,562.57	88.29%	52,078.61
District Wide	1,755,672	1,755,672	621,764.64	103,892.48	41.33%	1,030,014.88
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	82,050	82,050	70,936.63	0.00	86.46%	11,113.37

Grants-Fund 10						
Common School Fund-District	6,689	6,689	6,688.14	0.00	99.99%	0.86
Title 1 Grant (Public)	119,550	119,550	13,677.70	140.50	11.56%	105,731.80
Title 1 Grant (Private)	4,900	4,900	0.00	0.00	0.00%	4,900.00
Title 2 Grant (Public)	51,672	51,672	11,455.17	0.00	22.17%	40,216.83
Title 2 Grant (Private)	7,785	7,785	0.00	0.00	0.00%	7,785.00
Title 3 Grant	16,890	16,890	6,200.01	5,000.00	66.31%	5,689.99
Title 4A Grant (Public)	8,697	8,697	8,696.79	0.00	100.00%	0.21
Title 4A Grant (Private)	1,303	1,303	0.00	0.00	0.00%	1,303.00
Career/Tech Ed Grant	73,654	73,654	13,818.54	0.00	18.76%	59,835.46
CEIS Federal Flo-Through	137,000	137,000	839.40	0.00	0.61%	136,160.60
Ed. Effectiveness Grant	30,960	30,960	0.00	0.00	0.00%	30,960.00
ESSER2	0	0	0.00	0.00	---%	0.00
ESSER3	1,412,461	1,412,461	333,816.97	289,900.00	44.16%	788,744.03
Peer Mentor Grant	0	0	3,410.16	0.00	---	-3,410.16
Perkins Grant	25,078	25,078	13,194.79	0.00	52.62%	11,883.21
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00
School-Based Mental Health	0	0	0.00	0.00	---	0.00

Other Program Totals						
Transfer to Fund 27	7,265,167	7,265,167	0.00	0.00	0.00%	7,265,167.00
Wellness Clinic	287,250	287,250	61,432.33	220,604.22	98.19%	5,213.45

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,853,849	11,453,545.03	0.00	26.12%	32,400,303.97
Building Totals	1,751,573	1,751,573	614,064.06	251,066.33	49.39%	886,442.61
Department Totals	8,484,815	8,484,815	3,781,499.65	4,316,170.52	95.44%	387,144.83
Grant Totals	1,905,014	1,905,014	411,797.67	295,040.50	37.10%	1,198,175.83
Other Program Totals	7,569,612	7,569,612	156,068.39	220,604.22	4.98%	7,192,939.39
Total Fund 10 Expenditures	63,564,863	63,564,863	16,416,974.80	5,082,881.57	33.82%	42,065,006.63

2023-24 Budget Status Report - October 31, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	3,400	3,400	1,995.31	0.00	58.69%	1,404.69
Heritage School	5,100	5,100	4,175.00	0.00	81.86%	925.00
Arboretum School	8,200	8,200	3,678.95	0.00	44.87%	4,521.05
Intermediate School	37,900	37,900	6,838.00	0.00	18.04%	31,062.00
Middle School	21,400	21,400	12,961.87	0.00	60.57%	8,438.13
High School	184,525	184,525	161,789.76	0.00	87.68%	22,735.24
Curriculum - Elementary	0	0	0.00	0.00	---	0.00
Curriculum - Secondary	13,271	13,271	10,372.99	0.00	78.16%	2,898.01
Maintenance	5,000	5,000	397.85	0.00	7.96%	4,602.15
Energy Conservation	0	0	0.00	0.00	---	0.00
Athletic Dept	30,000	30,000	750.00	0.00	2.50%	29,250.00
Human Resources	0	0	0.00	0.00	---	0.00
Technology	3,400	3,400	1,673.00	0.00	49.21%	1,727.00
E-Rate	31,200	31,200	41,183.14	0.00	132.00%	-9,983.14
District	61,075,877	61,075,877	3,970,101.22	0.00	6.50%	57,105,775.78

Grants - Fund 10

Common School Fund-District	215,170	215,170	0.00	0.00	0.00%	215,170.00
Title 1 Grant (Public)	119,550	119,550	0.00	0.00	0.00%	119,550.00
Title 1 Grant (Private)	4,900	4,900	0.00	0.00	0.00%	4,900.00
Title 2 Grant (Public)	51,672	51,672	0.00	0.00	0.00%	51,672.00
Title 2 Grant (Private)	7,785	7,785	0.00	0.00	0.00%	7,785.00
Title 3 Grant	16,890	16,890	0.00	0.00	0.00%	16,890.00
Title 4A Grant (Public)	8,697	8,697	0.00	0.00	0.00%	8,697.00
Title 4A Grant (Private)	1,303	1,303	0.00	0.00	0.00%	1,303.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	137,000	137,000	0.00	0.00	0.00%	137,000.00
Ed. Effectiveness Grant	30,960	30,960	0.00	0.00	0.00%	30,960.00
ESSER2	0	0	0.00	0.00	---	0.00
ESSER3	1,412,461	1,412,461	0.00	0.00	0.00%	1,412,461.00
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	25,078	25,078	0.00	0.00	0.00%	25,078.00
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00
School-Based Mental Health	0	0	0.00	0.00	---	0.00
SAODA	0	0	0.00	0.00	---	0.00
Early College Credit						
Total Fund 10 Revenues	63,564,863	63,564,863	4,237,444.02	0.00	6.67%	59,327,418.98

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	10,035,203	10,035,203	2,130,070.68	0.00	21.23%	7,905,132.32
Departments						
Special Ed-Operations	28,839	28,839	309.75	11,378.00	40.53%	17,151.25
Special Ed-District	166,557	166,557	29,010.29	99,192.05	76.97%	38,354.66
Transportation	185,833	185,833	23,606.13	176,393.87	107.62%	-14,167.00
Medicaid	9,000	9,000	10,185.13	0.00	113.17%	-1,185.13
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	975,048	273,118.03	29,164.48	31.00%	672,765.49
IDEA PreSchool Grant	57,000	57,000	31,315.85	1,180.48	57.01%	24,503.67
Total Fund 27 Expenditures	11,457,480	11,457,480	2,497,615.86	317,308.88	24.57%	8,642,555.26

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	0.00	0.00	0.00%	975,048.00
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	57,000	57,000	0.00	0.00	---	57,000.00
IDEA PreSchool Grant-ESSER3	0	0	0.00	0.00	---	0.00
Special Ed Revenues	0	0	0.00	0.00	---	0.00
Other Fund 27 Revenues	10,425,432	10,425,432	0.00	0.00	0.00%	10,425,432.00
Total Fund 27 Revenues	11,457,480	11,457,480	0.00	0.00	0.00%	11,457,480.00

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	183,695.11	2,694,821.10	99.01%	28,918.79

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	770,889.49	0.00	26.31%	2,159,610.51

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CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES									
Building/Department	22-23 Carryover	23-24 Revenue Budget	23-24 Rec'd	23-24 Revenue Balance	23-24 Expense Budget	23-24 Spent / Encumbered	23-24 Expense Balance	23-24 Balance	Funds Available
Prairie School	26,488.02	3,400.00	1,995.31	1,404.69	88,280	53,988.31	34,291.69	32,887.00	59,375.02
Heritage School	11,499.60	5,100.00	4,175.00	925.00	97,160	58,608.10	38,551.90	37,626.90	49,126.50
Arboretum School	17,352.92	8,200.00	3,678.95	4,521.05	76,520	49,535.17	26,984.83	22,463.78	39,816.70
Intermediate School	72,069.15	37,900.00	6,838.00	31,062.00	150,350	62,844.24	87,505.76	56,443.76	128,512.91
Middle School	73,163.59	21,400.00	12,961.87	8,438.13	163,150	65,643.00	97,507.00	89,068.87	162,232.46
High School	71,516.17	184,525.00	161,789.76	22,735.24	575,155	227,573.98	347,581.02	324,845.78	396,361.95
Athletic Dept	22,147.52	30,000.00	750.00	29,250.00	392,477	233,210.58	159,266.42	130,016.42	152,163.94
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	399,737.16	55,644.84	55,644.84	299,998.85
Curriculum-Secondary	100,064.62	13,271.00	10,372.99	2,898.01	527,300	333,446.76	193,853.24	190,955.23	291,019.85
CTE Grant	109,962.58	73,654.00	0.00	73,654.00	73,654	13,818.54	59,835.46	-13,818.54	96,144.04
Energy Conservation	6,368.82	0.00	0.00	0.00	0	0.00	0.00	0.00	6,368.82
Human Resources	(2,075.22)	0.00	0.00	0.00	54,550	22,693.44	31,856.56	31,856.56	29,781.34
Maintenance	157,680.46	5,000.00	397.85	4,602.15	721,990	709,931.77	12,058.23	7,456.08	165,136.54
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	11,687.75	17,151.25	17,151.25	50,125.41
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	28,158.37	43,091.63	43,091.63	138,382.34
Superintendent	18,795.80	0.00	0.00	0.00	84,600	94,050.92	-9,450.92	-9,450.92	9,344.88
Technology	227,596.72	34,600.00	42,856.14	-8,256.14	749,929	900,521.63	-150,592.63	-142,336.49	85,260.23
	1,285,249.63							862,967.70	2,148,217.33



ADMINISTRATION OFFICE

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

Facilities and Maintenance

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

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	FIRE	10/03/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	BUS EVACUATION	10/04/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	FIRE	10/17/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	FIRE	10/09/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	HOLD	10/11/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	FIRE	10/25/2023

Board of Education Representative: _____
Joan Ensign, President



ADMINISTRATION OFFICE

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

Superintendent's Office

10/30/23

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.



ADMINISTRATION OFFICE

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

Superintendent's Office

10/18/23

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Donation from Lone Girl

Kevin and Kerri Abercrombie, owners of The Lone Girl located at 114 E. Main St. #101, Waunakee WI 53597, made a donation of \$2555 to the WCSD Student Financial Assistance Fund, from the proceeds of their annual golf outing.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

10/30/23

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Donation from Waunakee One Stop BP

Preet & Kabir Ghuman, owners for Waunakee One Stop BP located at 404 W Main St. Waunakee WI 53597. Made a donation of \$1000.00 to the WCSD Student Financial Assistance Fund.

REGISTRATION FORM



CONVENTION 2024 Wisconsin State Education Convention

REGISTER ONLINE! WASB.org/convention

Use this registration form to help your convention attendees select their meals and events. Then use this information to register online at WASB.org/convention.

January 17-19, 2024 • Baird Center • Milwaukee, WI

FULL NAME _____

SCHOOL DISTRICT _____

FIRST NAME FOR BADGE _____

ADDRESS _____

Your Title for Badge PLEASE CHECK ONLY ONE

- Administrator Business Official Teacher
 Administrative Asst. CESA Administrator Other: _____
 Board Member Principal
 Buildings/Grounds Superintendent

CITY / STATE / ZIP _____

TELEPHONE _____

EMAIL ADDRESS _____

To opt out of convention-related emails from exhibitors, check here:

(NOTE: This opt out does not apply to post-convention emails resulting from an attendee allowing an exhibitor to scan his/her badge on site.)

Dietary Restrictions (if selecting a meal)

- Please specify restrictions: _____
 Requested for (name): _____

Other Considerations

If you have a disability or other need that requires special provisions or services, please check this box and explain below.

- Yes, I would like assistance for (please explain): _____

Complimentary Spouse Registration

Spouse registration is complimentary, but meals and special events must be purchased separately.

- Yes, please register my spouse

SPOUSE'S NAME _____

SEND COMPLETED FORM TO:

ATTN: Convention Registration
Wisconsin Association of School Boards
122 W. Washington Ave., Suite 400
Madison, WI 53703
info@wasb.org | fax 608-257-8386

REGISTRATION DEADLINES

EARLY BIRD – Dec. 15, 2023
STANDARD – Jan. 5, 2024
Meal Reservation Deadline – Jan. 5, 2024

CANCELLATIONS

No refunds will be given unless cancellation is received by 5 p.m. Jan. 5, 2024

REGISTRATION

PEOPLE TOTAL

EARLY BIRD Registration <i>WITH FULL PAYMENT ONLY</i> Must be received BY Dec. 15, 2023	_____	×	\$275	= \$	_____
STANDARD Registration Payments received AFTER Dec. 15, 2023	_____	×	\$310	= \$	_____
VIRTUAL ATTENDEE Add-On (Access to recorded sessions added to standard registration)	_____	×	\$65	= \$	_____
VIRTUAL ATTENDEE Only (Access to recorded sessions only)	_____	×	\$100	= \$	_____

SPECIAL EVENTS

PRE-CONVENTION WORKSHOPS, **TUESDAY, Jan. 16**

<input type="checkbox"/> WORKSHOP: School Finance Puzzle	_____	×	\$ 85	= \$	_____
<input type="checkbox"/> WORKSHOP: Navigating Challenging Discussion to Engage Your Community	_____	×	\$ 85	= \$	_____
<input type="checkbox"/> WORKSHOP: The WASB Essential Elements of Governance	_____	×	\$ 85	= \$	_____
<input type="checkbox"/> WORKSHOP: Teamwork Unleashed: Creating Impactful Work-Based Learning Programs	_____	×	\$ 85	= \$	_____

EDUCATION TOUR, Thursday, Jan. 18

<input type="checkbox"/> EDUCATION TOUR: Milwaukee Parkside School	_____	×	\$ 5	= \$	_____
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MEAL FUNCTIONS

<input type="checkbox"/> WASB BREAKFAST 7 a.m., Thursday, Jan. 18	_____	×	\$ 42	= \$	_____
<input type="checkbox"/> WASDA LUNCHEON Noon, Thursday, Jan. 18	_____	×	\$ 46	= \$	_____
<input type="checkbox"/> WASBO LUNCHEON Noon, Thursday, Jan. 18	_____	×	\$ 46	= \$	_____

REGISTRATION, SPECIAL EVENTS, MEALS... **GRAND TOTAL \$**

METHOD OF PAYMENT

- CHECK FOR \$** _____ enclosed, payable to the WASB.
 BILL THE DISTRICT using PO # _____

CREDIT CARD: MASTERCARD VISA DISCOVER AM EX

CREDIT CARD NUMBER _____ EXP. DATE _____

NAME ON CARD _____ VERIFICATION CODE _____

92 SIGNATURE _____

DATE _____

WASB OFFICE USE ONLY Date Rec'd _____ P.O. # _____ Check # _____ Amount \$ _____