

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

Monday, January 8, 2024

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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

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

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

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

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

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

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN

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

- A. Review Minutes of December 11, 2023 Meeting
- B. Review Individual Administrator and Teacher Contract Recommendations, Resignations and Retirements.
- C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review Summer School Contract Recommendations
- F. Review a Performance Summary of the Individual Administrative Team Members

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

9

The Board Development agenda item is meant to provide the Board with the opportunity to discuss Board Operations. For the January 8th meeting, the items that will be discussed

include:

- Discuss Student and Staff Listening Sessions that will be conducted in January/February. Attached please find a draft protocol for the meetings with the student groups.

VI. APPROVAL OF MINUTES

A. Review minutes from the 12/11/23. 11

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 17

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

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

A. Student Report

Victoria Raemisch and Kendall Haviland are the high school student representatives who will provide an update of events from the high school.

B. Teacher Update

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

C. Board Reports/Action Items

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

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

2. 2024 WASB Resolutions 20

Please find the WASB Resolutions for 2024 at the attached link and attached, that will be discussed at the Delegate Assembly in a few weeks at the State Education Convention in Milwaukee. Dawn Heinrichs is our delegate this year. Please review the resolutions and you can provide feedback to them on Monday night, or at a time prior to the convention.

2024 Proposed Resolutions

3. Spring Election Update 29

Attached is a copy of the memo sent to the municipality & county clerks for candidates for the 2024 spring elections.

All candidacy paperwork needed to be turned in by 5:00 p.m. on January 2, 2024.
The Candidates for the Spring 2024 Election are:

Town of Westport/City of Middleton/City of Madison Seat: Ted Frey

Town of Vienna Seat: Mark Hetzel and Ben Opel

a. Campaign Finance Updates

In January 2023 the Campaign Finance Committee Registration statement was updated. This resulted in no need for the annual renewal of campaign finance reporting .

Most of our current board members have not filled out the current campaign finance report. In your folders you will find a copy of your current CF - 1 and the new one. It was suggested by WASB attorneys that each board member has completed the updated CF-1 at this time.

If you file non-exempt you are required to file a finance report in Jan & July of each year.

If you file exempt (and do not exceed the exempt limit) you will need to file a termination report when you are no longer on the board.

4. Review Timelines for Board and Superintendent Evaluation Process

As a guide, the timeline that the Board has used for the past few years is as follows:

- * School Perceptions Survey and Open-ended Questions
- * Superintendent Eval & Priorities Eval
- * All evaluations are due by the March Board Meeting.
- * If necessary, after the March BOE meeting, individual reminders will be sent to each BOE member sharing what still needs to turn in by the end of March.
- * The Evaluation meeting should be scheduled prior to April 22, 2024

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Co-Curricular Meeting

1. Review minutes from the 12/12/23 meeting. 30

2. Co-Curricular Report 32

Attached please find the Co-Curricular Report for the Fall Athletic Season. This presentation was discussed with the Co-Curricular Committee at their most recent meeting and Nick Conrad will be present at the Board Meeting to answer any questions.

3. Co-Curricular Considerations

a. Adaptive Sports League	41
Please see the attached proposal to add an Adaptive Sports League to the high school. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
b. Best Buddies	46
Please see the attached proposal to add a Best Buddies Program/Club to the high school. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
c. The Investment Club	51
Please see the attached proposal to add Investment Club to the high school. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
d. Car Enthusiasts Club	54
Please see the attached proposal to add Car Enthusiasts Club to the high school. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
e. Reinstate the MS Ukulele Club and rename it as MS Chamber Orchestra and request for a paid advisor	56
Please see the attached proposal to reinstate the MS Ukulele Club, rename it as MS Chamber Orchestra, and request for a paid advisor to the middle school. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
f. Aviation Club request for a paid advisor	60
Please see the attached proposal to request pay for the advisor to the Aviation Club at the high school. This club has met the eligibility requirements to request pay for this position. The Co-Curricular Committee recommends this proposal to the full board on a 3-0 vote.	
4. WIAA Co-op Renewal for Gymnastics & Girls Hockey	62
Please see the attached proposal to renew our Coop agreements for Gymnastics and Girls Hockey. The Co-Curricular Committee recommends these renewals to the full board on a 3-0 vote.	
B. Budget Committee Meeting	
1. Review Minutes from the 1/2/24 Budget Committee Meeting	63
2. Lamers Contract	65
The purpose of this agenda item is to review our contract with Lamers. Our seven-year contract with Lamers expires at the conclusion of the 2024 summer school session. We need to make a decision to either extend the existing contract or seek proposals in early 2024.	

Administration is recommending a three-year contract extension for the 2024-25 to

2026-27 school years. The district will be opening two new school buildings during this period of time. In addition, the district may be conducting a traffic study and considering other policy changes. A full request for proposal process would be less challenging after we get through the opening of the two new schools. Attached please find the original contract and the extension. The budget committee is requesting revisions the proposed extension to include specific financial terms in lieu of the to be negotiated statements, as well as evaluate contract language regarding meeting performance standards.

C. Policy Committee

1. Review Committee minutes from 1/3/24 Meeting 82

2. Policies for Discussion, Review, and Consideration.

Attached is the Summary Table with comments from the various stages of policy review. This document will serve as a guide to reviewing the policies on the agenda for the January 8th meeting.

3. **POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION** 84

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.

- a. 443 Student Conduct 88
- b. 446 Student Search Activities 92
- c. 443.72 Threats of School Violence. 100
- d. 447 Student Discipline 102
- e. 447.1 Staff Use of Physical Force, Physical Restraint and Seclusion 104
- f. 447.11 Use of Seclusion and Restraint 108
- g. 447.2 Student Detention 112
- h. 447.3 Student Suspension 113
- i. 447.31 Student suspension (In-School Suspension) 118
- j. 447.5 Discipline Suspension and Expulsion, Students with Disabilities 125
- k. 451 Student Insurance 127

D. Facility Committee

1. Review Minutes from the 01/04/24 Meeting. 128

2. Warrior Pitch Fundraising Update/Planning

The purpose of this agenda item is to request approval of a planning process for the Warrior Pitch. Community members representing the fundraising efforts attended the committee meeting. One of the topics for discussion was the team center concept. Administration has evaluated the existing concession building for expansion. A budgetary estimate for this expansion is \$350-\$450,000. An updated

budget for the team center, based on the previous drawings is \$850-\$900,000. Administration has not yet explored a different design for the team center that could have a lower cost. The facility committee is recommending approval of a planning process for the Warrior Pitch, including a lower cost design for the team center. Motion passed 3-0.

3. Districtwide Capital Maintenance Projects 130

The purpose of this agenda item is to request approval of district wide maintenance projects. Attached please find an updated capital maintenance projects prioritization list, along with supporting information. John Cramer and Steve Summers are in the process of meeting with each building principal and Nick Conrad to develop comprehensive capital maintenance projects for the February facility committee meeting. This month's requests are related to districtwide maintenance equipment. Administration is requesting approval of the projects identified. Facility committee is recommending approval on a 3-0 motion.

4. Consider Temporary Contracted Cleaning Services for Vacant Positions 144

The purpose of this agenda item is to approve a contracted cleaning service because of staff vacancies at the high school. Administration will provide an update of the current staffing levels at the high school. We have requested pricing information from several contracted cleaners and have attached a proposal from Kleenmark. We may have additional information to share at the meeting. The facility committee is recommending approval of a contracted cleaning service, on a short term basis, for the high school. Passed on a 3-0 motion.

5. Consideration of Steel Purchase for New Middle School

The purpose of this agenda item is to request approval of pre-purchasing steel for the new middle school. Vogel Bros has worked with Endres Manufacturing on this concept. If approved by the School Board, purchasing the steel will assist the district in meeting our August 1, 2024 spend down requirements. An attachment has been provided by Vogel Brothers. Facility committee is recommending approval on a 3-0 motion.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 2024-2025 Open Enrollment Capacity Recommendations 146

The purpose of this agenda item is to request school board approval of open enrollment space availability for the 2024-25 school year. The School Board is required to identify the number of open enrollment spaces available per grade level at the January meeting. Our open enrollment policy is based on the optimal class size level, not the maximum class size level. The attached document calculates the number of open enrollment spaces in two methods. These methods are moving the current student enrollments to the next grade level (on the lefthand side) and

utilizing the 5-year average enrollment projection (on the righthand side). Administration is recommending utilizing the December enrollment in the calculations for open enrollment capacity. The highlighted number in yellow would be our recommendation for each grade level. We reviewed this document with the budget committee and the budget committee members made a for using the December enrollment model. Motion passed 2-0.

2. Announcements/Correspondence

XII. CONSENT AGENDA

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of December 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 148

Attached you will find the Budget Status report as of December 31, 2023 and the Cash Reconciliation report for November 2023.

C. Safety Drill Logs 152

D. Gifts and Field Trips

1. Gifts

a. Meffert Oil - Pride Pump Campaign - \$1000 157

2. Field Trips

a. Cheer Request - Illinois Jan. 28, 2024 158

b. Volleyball Request Plainfield IL October 2024 160

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

F. Review Summer School Contract Recommendations

XIII. BOARD BUSINESS

A. Legislative Update

B. Conventions/Workshops

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

1. Update from the Village of Waunakee -- Todd Schmidt and Kristin Runge

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.”

DRAFT PROTOCOL FOR BOARD OF EDUCATION LISTENING SESSIONS WITH STUDENT GROUPS

This draft protocol aims to create an environment where student voices are heard and respected, fostering productive and meaningful dialogue between students and the school board.

Before the Meeting

1. Advance Preparation:

- Provide at least two weeks' lead time before the session.
- Share specific topics or questions from both the Board of Education (BOE) and students in advance so that everyone is aware of these before the listening session.
- Include a [simple form](#) clearly stating the purpose of the session and how the information might be used.

2. Update on Past Issues: Inform students about how the BOE addressed issues brought up in previous sessions.

3. Expectations and Roles: Clarify the expectations for adults and students, ensuring mutual understanding of the listening session.

- Everyone should know the format before the listening session and who will be facilitating.
- The default model will be one Board member designated to serve as facilitator and a second Board member (or administrator or advisor) to serve as recorder.
- Other models such as table rotations could happen provided they are planned in advance.

During the Meeting:

1. Introduction and Format:

- Begin with brief introductions and a description of the club or student group. The description of the club or student group should be student led.
- Discussion and Q&A would follow the opener and follow the prepared format.

2. Discussion Guiding Questions: Include questions such as:

- What do students see working well?
- Where could we see growth?
- How can the Board support/collaborate with the club to improve our school district?
- Are there any action items students see as priorities to consider?

3. Voice Proportion: Aim for 75% student voice and 25% adult voice to ensure students are heard.

4. Privacy and Respect: Address student privacy concerns and possibly establish a statement of decorum to maintain a respectful environment and a safe space.

5. Note-taking: Avoid official transcripts but allow for general notes that respect student privacy while allowing the Board to summarize and follow up on the listening session discussions.

After the Meeting:

1. Follow-up Communication from the Board:

- Notes from each session will be gathered for review by the full Board and administration.
- Provide a follow up report to the group indicating how the BOE plans to use the information gathered. Communicate takeaways and appreciation to the student group, outlining ways to partner positively if applicable.
- Provide the advisor the listening session notes to share with the students.

2. Reflection Opportunity: Offer students a chance to reflect and, if desired, amend their statements in writing. Ensure these reflections are used constructively and are not kept as a formal record to maintain an atmosphere of trust.

General Considerations:

- Avoid Immediate Responses: Board members should focus on listening rather than responding immediately during the session to avoid the appearance of trivializing student concerns.
- Respectful Listening: BOE members should listen respectfully and avoid actions that might be perceived as confrontational or dismissive.
- Focus on Solutions: Encourage solution-based discussions rather than confrontations. It is natural and expected for issues to be raised but students are encouraged to have some prior discussions on prioritizing their time and not recycle topics during the listening session.

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, December 11, 2023, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Hetzel, second by Heinrichs, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(a)(c), (e), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 5:30PM

II. ROLL CALL

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

Also Present: Guttenberg, Grabarski, Conrad, District Attorney Kirk Strang and Paralegal Rebecca Stigler

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

- A. Review Minutes of November 13, 2023 Meeting
- B. Review a public complaint about school personnel as outlined in Policy 872
- C. Consult with the school district's legal counsel regarding a public complaint against school personnel.
- D. Board deliberations regarding public complaint against school personnel.
- E. Review Individual Administrator and Teacher Contract Recommendations, Resignations and Retirements
- F. Review Individual Co-Curricular Contract Recommendations
- G. Review Individual Support Staff/Custodial Staff Recommendations, Resignations, and Retirements

IV. RETURN TO OPEN SESSION

A motion was made by Heinemann, second by Dotzler, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 7:03PM

Ensign welcomed all in attendance and started open session at 7:08PM

V. BOARD DEVELOPMENT WORKSHOP

There was not time for Board development at this meeting

VI. APPROVAL OF MINUTES

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

carried 7-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

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

Student representatives Victoria Raemisch and Kendall Haviland were not available to attend this meeting. Ensign read the updates they sent to the meeting.

They are very busy planning post prom. Any adults are welcome to help. Student council is helping with the rotary lights, call an elf night, a basket raffle in memory of Reed Ryan, and another blood drive.

B. Teacher Update

Gina Pagel updated the board on behalf of the WTA. Their update included Trimester at the elementary schools and report card work. They are thankful for the follow up of Staff Development and grateful for the staff survey. Thankful for Randy's many years of service and collaboration with the teaching staff and are looking forward to building a relationship with the new superintendent.

C. Board Reports/Action Items

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

Board members attended the 1st day of PLC Staff development and the upcoming Joint review board meeting.

2. Spring Board Election

a. Notice of School Board Election

b. Notification of Non-Candidacy

3. Recommendation to approve hiring the finalist for the position of superintendent, and the official announcement of the individual who will serve as the next superintendent for the Waunakee Community School District beginning on July 1, 2024.

Ensign announced that they offered a contract to Dr. Monica Kelsey-Brown and it has been accepted. A motion was made by Hetzel, second by Heinrichs, to approve the hiring of Dr. Monica Kelsey-Brown. Motion carried 7-0.

Ensign mentioned that this has been a long process and they are thrilled to announce the decision to hire Dr. Monica Kelsey-Brown. They also wanted to extend heartfelt appreciation to Randy Guttenberg for all his time at WCSD. Ensign also thanked the community and staff for all the involvement they participated in during the search process.

The input received help guide them during the process.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. The minutes from the 11/30/23 meeting were reviewed.

2. State Accountability Report Cards

Schell presented and answered questions regarding the state accountability report cards.

3. Student Achievement Report

Schell presented and answered questions regarding the 2022-2023 Student Achievement

Report.

B. Facility Committee Meeting

1. The minutes from the 12/04/23 Facility Committee Meeting was reviewed..

2. 2024 Bond Proceeds Management

Summers presented and answered questions regarding the 2024 bond proceeds management. Our interest earnings could exceed what is allowed by the IRS. The spending targets are as follows for the \$99 million bond issue:

25% by August 1, 2023 (have met this requirement)

50% by February 1, 2024 (on track to meet this requirement)

75% by August 1, 2024 (behind schedule to meet this requirement)

100% by February 1, 2025 (behind schedule to meet this requirement)

The facility committee is recommending that the district move forward with this plan:.

Continue current investment plan and accelerate our spending plan with a goal of meeting the 75% and 100% spend down requirements. This plan will require bringing larger projects for approval in front of the board.

3. Consideration of Capital Projects

Summers presented and answered questions regarding an update on capital projects, and request consideration of additional capital projects for HVAC and districtwide maintenance.

The facility committee is recommending approval of the NAMI HVAC proposal (option 1) and the highlighted projects on the attached facility committee consideration document. A motion was made by Heinemann, second by Dotzler, to approve these projects as presented. Motion carried 7-0.

C. Policy Committee

1. The minutes from the 12/5/23 Policy Committee meeting were reviewed.

2. Policies for Discussion, Review, and Consideration.

Guttenberg presented and answered questions regarding the policies as listed on the summary spreadsheet. A motion was made by Heinemann, second by Dotzler to approve the policies as presented. Motion carried 7-0.

a. 433 Assignment of Students to Classes

b. 443.1 Student Dress

c. 831/443.3/522.2 Restrictions on Tobacco, Nicotine and Vapor Products

d. 443.4 Student Alcohol and other Drug Abuse

e. 443.5 Care of School Property by Students

f. 443.6 Electronic Communications Devices - Students

g. 731.1 (Current WCSD 443.6) Privacy in Locker Rooms

h. 832 (WCSD Current Policy 443.7/723.5) Weapons on School Premises

i. 443.8, 443.8 Rule, 443.8 E1, 443.8 E2 Gangs and Gang Related Activities

j. 444 School -Aged Parents and Married Students

k. 448 (WCSD Current 446) Students of Legal Age

D. Budget Committee

1. The mminutes from 12/07/23 budget committee meeting were reviewed.

2. 2024 Federal Energy Efficiency Incentive Programs

Summers presented and answered questions regarding the federal energy efficiency programs that are available in 2024. Also attached are proposals from Westphal on energy efficiency updates at Prairie and the High School. Proposals will also be coming for the

Middle School and Arboretum. No action was requested for this item.

3. Natural Gas Purchasing

Summers presented and answered questions regarding the natural gas purchasing. A motion was made by Dotzler, second by Frey, to lock in 50 percent of the district's natural gas purchase for the January 1st - March 31st time frame. Motion passed 7-0.

4. Discussion/Action on Proposals

a. School Perceptions Community Survey

Summers presented and answered questions regarding a School Perceptions community survey on the topic of operational referendums/long-term financial planning.

Administration would recommend a survey to be released prior to spring break with a draft presented to the budget committee/school board in early February. A motion was made by Hetzel, second by Heinrichs, to approve as presented. Motion carried 7-0.

b. Audit Proposal

Dye presented and answered questions regarding the proposal from our audit firm Wipfli for a five-year agreement..

A motion was made by Heinemann, second by Dotzler, to approve this proposal as presented. Motion carried 7-0.

c. Federal Energy Efficiency Accounting and Legal Partnerships

Summers presented and answered questions regarding the proposals for accounting and legal services associated with federal energy efficiency programs. A motion was made by Heinrichs, second by Dotzler, to approve the proposals as presented. Motion carried 7-0.

d. Traffic Study

Summers presented and answered questions regarding the proposals from Traffic Analysis Design Inc.. Administration intends to fund the new school proposal out of referendum funds and the existing schools proposal out of the general fund. A motion was made by Heinemann, second by Dotzler, to approve the proposal as presented. Motion carried 7-0.

5. Other Items for Discussion

a. Lamers Contract

Summers presented and answered questions regarding our contract with Lamers. Our seven-year contract with Lamers expires at the conclusion of the 2024 summer school session. We need to make a decision to either extend the existing contract or seek proposals in early 2024. Administration is recommending consideration of a three-year contract extension for the 2024-25 to 2026-27 school years. A full request for proposal process would be less challenging after we get through the opening of the two new schools. The Budget Committee is requesting additional information on this topic, and will continue the discussion at the January 2024 meeting. No action on this topic is required at this time.

b. 2022-23 Financial Audit

Summers presented and answered questions regarding the 2022-23 audit report. There is no recommendation from the Budget Committee on this topic.

E. DEI Committee

1. The Minutes from the 12/7/23 Meeting was reviewed. There is no action from this committee.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Announcements/Correspondence

Announcement from the WI Interscholastic Speech and Dramic Arts Association on the

success of our students participating in the State One Act Play contest.
Congratulations to Dr. Monica Kelsey-Brown
High School Graduation 2024 will move to Sunday, June 2nd at 3pm

XII. CONSENT AGENDA

The Board acknowledged the donation from Meffert Oil Co.

MH JH approve in full. All in

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

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

2. District Census Report

The 2023-24 district census process has been completed. The following are some observations about the information that is attached:

- The census report indicates 4 sections of kindergarten at Arboretum, 5 sections at Prairie and 5 sections at Heritage. The census report has identified 260 potential 24-25 K students, compared to 288 the year prior.
- The elementary attendance boundaries are holding to capacity in each attendance area, with Heritage and Prairie having a similar number of K resident students.
- We will need to monitor the 24-25 4K open enrollment students as the families determine what school district the students will attend for kindergarten..

C. Consideration of DoJ Office of School Safety Annual Safety Plan

D. Safety Drill Logs

E. Gifts and Field Trips

1. Gifts

a. Pride Pump Donation - \$1000

2. Field Trips

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

New Support Staff

Andrew Doucette, Crossing Guard

Leticia Veronesi, Para Educator Regular Education, PES

Resignations

Amy Beery, Para Educator Special Education, PES

Cathi Mecham, Occupational Therapist, AES

Azyiah Ripp, Custodian, HS

Madison Sargeant, Para Educator Special Education, MS

Randy West, Custodian, HS

Retirements

Jean DesRochers, Para Educator Special Education, PES

Rob France, Technology Education Teacher, HS

Amy Genova, 1st Grade Teacher, AES

Donna McNary, Learning Disabilities Teacher, PES

Pat Rice, Health Teacher, HS

Internal Staff Changes - No Action

Amy Chafe, from Para Ed Reg Ed, HS, to Guidance Admin. Asst./Para Ed. Reg. Ed., HS

XIII. BOARD BUSINESS

- A. Conventions/Workshops
- B. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

- A. Agenda Items for Next Meeting
- B. Special Meeting -
- C. Budget Committee – 1/2/24 @ 7:30AM
- D. Co-Curricular Committee
- E. Curriculum Committee
- F. DEI Committee
- G. Facility Committee – 1/4/24 @ 7:30AM
- H. Human Resources Committee
- I. Policy Committee – 1/2/24 @ 7:30AM

XV. RETURN TO CLOSED SESSION – A motion was made by Frey, second by Heinemann to adjourn to closed session to continue deliberations of agenda item III D.

On a roll call vote Time 8:30PM

Roll Call: Dotzler - Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann - Yes, Heinrichs – Yes, Hetzel- Yes

XVI. RETURN TO OPEN SESSION A motion was made by Heinrichs, second by Frey to return to open session – Motion carried 7-0.

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

XVIII. ADJOURN

The Board of Education adjourned at 8:50PM on a motion by Hetzel, second by Dotzler, 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

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

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

Cross References:

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

Adoption/Revision Date(s):

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

1 **WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.**
2 Madison, Wisconsin
3 November 29, 2023

4
5 **REPORT TO THE MEMBERSHIP ON PROPOSED 2024 RESOLUTIONS**
6 WASB Policy & Resolutions Committee
7 Mike Humke, Dodgeville School Board, Chair
8
9

10 **Resolution 24-01: *Student Teachers & WIP Interns***

11
12 **Create:** The WASB supports revision of Wisconsin’s post-secondary student teacher programs and
13 Wisconsin Improvement Program (WIP) Internships for consistency, accessibility, and to incentivize
14 talent development across the state which may include year-round licensure, waiver of fees, and/or
15 payment of stipends.
16

17 **Rationale:** Wisconsin continues to experience an extreme teacher shortage which jeopardizes the
18 ability of districts to provide high quality education through well trained available staff, as well as to
19 fill specialty and substitute teaching needs. Targeting the teacher training pipeline, removing barriers,
20 and offering creative incentives such as pay for student teaching, flexibility in internship licensure for
21 districts, and the ability for education candidates to substitute teach are part of addressing this
22 challenge.
23
24

25 **Resolution 24-02: *Stipends for Cooperating Teachers***

26
27 **Create:** The WASB supports creation of a stipend program to incentivize and compensate
28 Wisconsin DPI designated cooperating teachers for consistency, accessibility, and to boost talent
29 development across the state.
30

31 **Rationale:** Cooperating teachers help preservice student teachers understand the dynamics of the
32 classroom. They mentor student teachers as they navigate the development of lesson plans that
33 align with state standards; implement effective methodologies and strategies to meet the
34 academic and behavioral needs of all learners; and, design assessment tools to collect data for the
35 purposes of monitoring progress. The state currently does not pay cooperating teachers who take
36 on preservice student teachers. Some teachers do take on the responsibility of having student
37 teachers; however, it is additional work and universities may be challenged to fill the pool of
38 cooperating teachers for student teachers.
39
40
41
42

1 **Resolution 24-03: Federal Aids-Facility Barriers for Students with Disabilities**

2
3 **Amend Existing Resolution 2.60(c)** as follows (*adding the underlined language and deleting*
4 *the stricken language*): (c) Federal ~~aid~~ funding for the removal of barriers in school facilities
5 which may limit access by students and others and to ensure compliance with federal law.

6
7 **Rationale:** This resolution seeks to update the language of WASB’s existing resolution on
8 Federal Aids to reflect more current terminology. It also seeks to tie the resolution more directly
9 to current federal law.

10
11
12 **Resolution 24-04: Special Education-General Policy**

13
14 **Amend Existing Resolution 3.40(c)** as follows (*adding the underlined language and deleting*
15 *the stricken language*): The WASB supports careful diagnosis and screening of all children by
16 professional employees to help identify children with disabilities as early as possible. The WASB
17 also supports special programs that meet the educational needs of children with disabilities
18 through CESAs, county children with disabilities education boards and school districts.

19
20 The WASB supports ~~mainstreaming and/or inclusion of children with disabilities into regular~~
21 ~~classrooms when it benefits all students~~ best practice inclusion of children with disabilities in the
22 general education environment. All children with disabilities deserve access to the general
23 education environment to the greatest extent possible.

24
25 **Amend Existing Resolution 3.43** as follows (*adding the underlined language and deleting the*
26 *stricken language*): The WASB maintains that local school districts should have the flexibility
27 to offer alternatives in addition to ~~mainstreaming~~ access to the general education environment as
28 “the least restrictive environment and most appropriate” for educating children with disabilities
29 as required by law.

30
31 **Rationale:** “Mainstreaming” is an outdated term that doesn’t align with the goal of inclusive
32 practices. The revision to the resolution aligns better with the federal Individual with Disabilities
33 Education Act (IDEA).

34
35
36 **Resolution 24-05: State Specialty Schools**

37
38 **Amend Existing Resolution 3.481** as follows (*adding the underlined language and deleting*
39 *the stricken language*): The WASB supports continued operation of state-funded specialty
40 schools that serve students who are ~~visually handicapped and hearing impaired~~ blind or visually

1 impaired and/or deaf or hard of hearing. An IEP team should determine if a specialty school is
2 the appropriate educational placement.

3
4 **Rationale:** The terms used in the original resolution are outdated. The state schools have updated
5 their language to reflect the terminology suggested in the revised resolution. The added language
6 clarifies that placement in a specialty school is the determination of the IEP team which includes
7 education experts familiar with the student’s educational needs and the student’s parents/legal
8 guardians.

9
10
11 **Resolution 24-06: *Seclusion and Restraint***

12
13 **Create:** The WASB supports continued best practice resources, training, and funding to support
14 school districts in seclusion and restraint practices with a focus on improving systems and
15 reducing harmful events.

16
17 **Rationale:** Seclusion and restraint are widespread practices in schools throughout the state and
18 some advocates cite statistics that they are disproportionately used on students with disabilities
19 and students of color. For example, students with disabilities are involved in a high majority of
20 incidents, despite comprising only 14 percent of the statewide student population.

21
22
23 **Resolution 24-07: *Office of School Safety***

24
25 **Create:** The WASB supports state funding and staff to maintain the functions of the Office of
26 School Safety, including but not limited to grants for schools, trainings for school staff and law
27 enforcement on preventing and mitigating school violence, and maintenance of the 24-hour
28 hotline to confidentially report potential threats.

29
30 **Rationale:** School safety is a top issue for parents across Wisconsin. Funding for continuation of
31 the Office of School Safety was not included in the final 2023-2025 biennial budget. Despite the
32 recent announcement by the Department of Justice of an extension of one-year’s funding for the
33 office, state funding may be required to ensure the office can fully operate beyond 2024. The
34 office was established in 2018 with bipartisan support to distribute \$100 million in federal grants
35 to schools to strengthen schools’ safety protocols and support schools to do criminal incident
36 mapping. Without additional state funding, the office may not be able to continue operating in
37 the way it has since it was created and decrease resources available to districts to enhance their
38 safety.

1 **Resolution 24-08: *Artificial Intelligence***

2
3 **Create:** The WASB recognizes the significance of Artificial Intelligence as a newly developing
4 technology and looks to be a part of the state discussion as Artificial Intelligence evolves.

5
6 **Rationale:** Artificial Intelligence is a developing technology whose impacts will have far-
7 reaching consequences for education and society. The WASB should seek to be a part of ongoing
8 legislative discussions surrounding Artificial Intelligence regulation and development so that the
9 educational perspective is not left out of the conversation.

10
11
12 **Resolution 24-09: Classroom Technology**

13 (Note: Existing Resolutions relating to “Classroom Technology” are found in the Resolutions
14 Book at pp. 24-25.)

15
16 **REPEAL the following existing resolutions:**

- 17 • 3.30 Interactive Communications Systems
- 18 • 3.31 Technology in the Classroom
- 19 • 3.32 Educational Technology Initiative
- 20 • 3.33 Online Courses
- 21 • 3.34 Virtual Schools
- 22 • 3.35 Statewide Contracting for Virtual Classes
- 23 • 3.36 CESAs and Virtual Charter Schools

24
25 **And RECREATE as follows:**

26
27 **EDUCATIONAL TECHNOLOGY**

28
29 **3.30 General Policy**

30 The WASB supports the use of educational technologies, including the use of online courses to
31 allow local school boards to offer course content to students that they would otherwise be unable
32 to offer.

33
34 **3.31 State Funding**

35 The WASB supports state-funded educational technology initiatives to ensure that school
36 districts have the technological capacity for students to succeed in the 21st century and to meet
37 state requirements, such as online adaptive testing, the state accountability system, curriculum
38 and instructional standards aligned to college and career readiness, and rigorous teacher and
39 principal evaluation systems. (2013-1)

1 **3.32 Virtual Charter Schools**

2 The WASB supports that publicly funded virtual charter schools must follow state accountability
3 standards and transparency requirements.
4

5 **3.33 CESAs and Virtual Charter Schools**

6 The WASB supports allowing CESAs to enter into cooperative agreements with individual
7 school districts to establish virtual charter schools authorized by the board of the local school
8 district. The WASB opposes legislation granting CESAs the authority to establish independent
9 virtual charter schools.
10

11 Should any CESA be authorized to operate a virtual charter school without entering into a
12 cooperative agreement with a school district, the WASB supports limiting per pupil payments to
13 any CESA authorized virtual charter school to an amount identical to the per pupil amount of the
14 open enrollment transfer payment. This would prevent CESA-authorized virtual charter schools
15 from unfairly competing with school board-authorized virtual charter schools. (2012-12)
16
17

18 **Rationale:** These resolutions are outdated. These changes are meant to update terminology and
19 consolidate resolution language into a more concise and coherent policy. This is
20 deleting/rewriting existing resolutions in accordance with the original intent, nothing new was
21 added.
22
23

24 **Resolution 24-10: Revenue Limits**

25 (Note: Existing Resolutions relating to “Revenue Limits” are found in the Resolutions Book at
26 pp. 14-15.)
27

28 **REPEAL the following existing resolutions:**

- 29 • 2.40 State Cost Controls
 - 30 • 2.41 Modification of Revenue Limits
- 31

32 **And RECREATE them as follows:**

33
34 **2.40 State Cost Controls**

35 The WASB is opposed to state-imposed revenue limits on school districts. (1992-13)(2010-6)
36

37 **(a) Additional Revenue Limitations**

38 The WASB opposes any additional limitations that will force decreases in revenue to public
39 school districts. This includes but is not limited to: freezing property tax levies; creating a
40 moratorium on school district referenda; delaying payments to school districts; and adopting a
41 constitutional regulation of school finance. (2002-18)(2005-1)

1 **2.41 Modification of Revenue Limits**

2 The WASB supports exemptions from the revenue cap to allow for the needs of individual
3 districts with respect to the requirements of their programs. (1994-11)(1995-3)

4
5 The WASB also supports the following:

6
7 (a) Annually increase per pupil revenue limits statewide by a dollar amount equal to or greater
8 than the percentage increase, if any, in CPI-U on a fiscal year basis applied to the statewide
9 average revenue limit authority per pupil. (2012-3)(2017-6)

10
11 (b) Allowing the carryover of any unused revenue authority. (1995-3)(1996-10)

12
13 (c) Changing the revenue limit FTE membership calculation to allow a district to use either a
14 five-year rolling average, three-year rolling average or the current year membership, whichever
15 is greater, and allowing a district to apply to the Department of Public Instruction for emergency
16 aid or revenue flexibility. (1996-10)(1998-11)(2003-7)(2012-06)(2018-4)

17
18 (d) Including 100 percent of full-time equivalent (FTE) summer school membership for each of
19 the years used in the computation of the revenue cap. (1995-17)(2017-14)

20
21 (e) Providing that a district's revenue limit be determined prior to the start of the district's fiscal
22 year.

23
24 (f) The WASB supports legislation to implement a sliding scale formula factor multiplier to
25 increase the membership of districts for revenue limit purposes. (2016-9)

26
27 **Rationale:** Parts of these resolutions are outdated. These changes are meant to update
28 terminology and consolidate resolution language into a more concise and coherent policy. This is
29 deleting/rewriting existing resolutions in accordance with the original intent, nothing new was
30 added.

31
32
33 **Resolution 24-11: *Licensure***

34 (Note: Existing Resolutions relating to “Certification/Licensure” are found in the Resolutions
35 Book at p. 36-38 and the Existing “4.80 Evaluations” is found at p. 38.)

36
37 **REPEAL and RECREATE the following existing resolutions:**

- 38 • **4.60 General Policy**
- 39 • **4.61 Shortages**
- 40 • **4.62 Temporary Certification**
- 41 • **4.63 Alternative Certification**

- 1 • **4.635 DPI Licensing of Clinical Counselors**
- 2 • **4.64 Performance-based Licensure**
- 3 • **4.65 Teacher Competency Exam**
- 4 • **4.66 Professional Growth**
- 5 • **4.67 Mentoring Duties**
- 6 • **4.68 Charter School Teachers**
- 7 • **4.69 Revocation**
- 8 • **4.80 Evaluations**

9

10 **By RECREATING them to read as follows:**

11

12 **4.60 General Policy**

13 The WASB supports a teacher licensure system that fosters a highly educated, highly trained,
14 effective, professional teaching force with reasonable flexibility to meet the needs of our
15 members with regard to staffing supply challenges. (2018-13)

16

17 **4.61 Shortages**

18

19 **(a) Teacher Shortages and Alternative Licensure Pathways**

20 The WASB supports reasonable efforts to provide pathways to licensure for teaching candidates
21 in subject or content areas where there is a shortage of licensed teachers, provided that
22 candidates have bachelor's degrees and are qualified to be in a classroom as demonstrated by
23 appropriate experience, knowledge and skills in the subject or content area, and rigorous training
24 in pedagogy, assessment, and classroom management. (2015-17)

25

26 **(b) Technical Education Teacher Shortage**

27 The WASB supports reasonable efforts to increase the supply of licensed technical education
28 teachers, including in technical education content areas where shortages are most acute. (2015-
29 04)

30

31 **(c) School Social Worker Certification and Licensure**

32 The WASB supports efforts to increase the supply of school social workers, school counselors
33 and mental health providers throughout the state. The WASB will work with the DPI to address
34 existing obstacles to school social worker licensing with an emphasis on obstacles faced by
35 districts in regions of the state that are located remotely from universities conferring degrees
36 currently recognized by the DPI for licensure. (2020-12)

37

38

39

40

41

1 **4.62 Temporary Certification**

2
3 The WASB supports temporary certification of teachers in grade levels or content areas other
4 than those in which they are already certified to meet our members’ need with regard to staffing
5 supply challenges. (1982-5)

6
7 **4.63 Mentorship/Residency Model**

8 The WASB calls on the Superintendent of Public Instruction to actively promote alternative
9 administrative and teacher certification that includes a mentorship/residency and a training
10 program. (1991-15)(2005-22)

11
12 **4.635 DPI Licensing of Clinical Counselors**

13 The WASB supports legislation authorizing the Department of Public Instruction to issue an
14 educator license to clinical counselors, so school districts can employ clinical counselors to
15 provide mental health services to students the same way other licensed district staff are employed
16 to do so. (2019-18)

17
18 **4.65 Teacher Competency Exam**

19 The WASB supports legislation that would require teachers to pass a state competency exam or
20 demonstrate competency through alternative means before they are granted a license to teach in a
21 Wisconsin public school district. (1999-8)

22
23 **4.68 Charter School Teachers**

24 The WASB supports allowing teachers granted a charter school license in a particular subject
25 area to teach additional subjects under the supervision and/or direction of another Wisconsin
26 certified teacher currently teaching in that subject area, provided that student learning meets
27 standards applicable to the charter school. (2011-16)

28
29 **4.69 Revocation**

30 The WASB supports legislation to require the DPI to revoke the license of any teacher who has
31 been dismissed or non-renewed by a school board for intentionally using school district
32 technology to download, view or distribute pornographic material in violation of the district's
33 acceptable use policy. The WASB further supports requiring the DPI to make information about
34 the disposition of such cases publicly available if revocation is the result of the hearing. (2011-
35 17)

36
37 **4.80 Evaluations**

38 The WASB supports efforts of school districts to systematically and periodically evaluate and
39 compensate teachers, administrators and support staff members based on performance. (1989-
40 1)(1996-8)

41

1 **(a) Staff Improvement/Professional Development**

2 The WASB supports the efforts of school boards to provide staff professional development to
3 address staff improvement at the local level through effective evaluation and improved
4 supervisory techniques that include coaching/mentoring. (1991-11)
5

6 **(b) Student Achievement as Performance Criteria**

7 The WASB supports legislation that would allow districts to develop a teacher evaluation
8 instrument that would include all test/assessment results as part of the criteria for evaluating
9 teachers. The WASB supports efforts to develop a model teacher evaluation system, provided
10 that such a system is not mandated, is implemented gradually, and allows districts that have
11 piloted their own rigorous teacher evaluation systems to continue to use those evaluation
12 systems. (1999-16)(2012-15)
13

14 **(c)** The WASB supports efforts to: (1) develop definitions of key guiding principles of a high
15 quality educator effectiveness system; (2) create model performance based evaluation systems
16 for teachers and principals; (3) build a regulatory framework for implementation that includes
17 how student achievement will be used in context; and (4) make recommendations for methods to
18 support improvement and recognize performance. (2012-15)
19

20 **Rationale:** These changes are meant to remove outdated language, update terminology and
21 consolidate resolution language into a more concise and coherent policy. This is
22 deleting/rewriting existing resolutions in accordance with the original intent, nothing new was
23 added.
24

25 ***(Note: Headings/Titles of resolutions and placement in the book are decided by WASB staff.
26 The delegates need to approve resolution language changes and deletions. The numbers in
27 parentheses indicate the year the original/existing language was adopted by delegates.)***

TO: Municipal Clerks and Board Candidates
FROM: Randy S. Guttenberg, District Administrator
Waunakee Community School District
DATE: January, 2024
RE: **2024 SPRING ELECTION**

The following candidates have been certified for the Waunakee Community School District Board of Education position to be elected at large from the Town of Westport, City of Middleton, City of Madison. The candidate's name should appear as typed on the ballot for the spring election to be held on April 2, 2024 as follows:

Ted Frey

The following candidate has been certified for the Waunakee Community School District Board of Education the position to be elected at large from the Town of Vienna. The candidate's name should appear on the ballot for the spring election to be held on April 2, 2024 as follows:

Mark Hetzel
Ben Opel

Spring Election – April 2, 2024

If you have any questions, please contact Randy Guttenberg, District Administrator at 849-2000

Copies to:

Candidates

Ted Frey
Mark Hetzel
Ben Opel

Municipal Clerks

Angie Volkman, Town of Dane
Dianah Fayas, Town of Springfield
Kathleen Clark, Town of Vienna
Karla Endres, Village of Waunakee
Dean A. Grosskopf, Town of Westport
Lorie Burns, City of Middleton
Maribeth Witzel-Behl, City of Madison Clerk

Dane County Clerk

Scott McDonell
Patti Anderson
Rachel Rodriguez

Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, December 12, 2023, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Engebretson called the meeting to order at 7:33am

II. ROLL CALL

Present: Engebretson, Frey, Dotzler (arrived 7:45am)

Also present: Guttenberg, Conrad, Borowski, Loken

III. APPROVE THE AGENDA

Guttenberg asked that the co-curricular requests be moved to the beginning of the meeting.

A motion was made by Frey, second by Engebretson to approve the agenda with the changes requested. Motion carried 2-0)

IV. PUBLIC COMMENTS

Heather Murray Parent In favor of Best Buddies

Oliva Davis Student in favor of Best Buddies

Maggie Biermeir Teacher – in favor of Best Buddies.

V. CO-CURRICULAR REPORT

Nick Conrad presented and answered questions regarding the co-curricular report. This report focuses on category A events only. If the committee would want anything different please let Nick know.

VI. CO-CURRICULAR CONSIDERATIONS

A. Adaptive Sports League

Loken presented and answered questions regarding adaptive sports league.

A motion was made by Engebretson, second by Dotzler to recommend to the full board to consider the adaptive sports league as presented. Motion carried 3-0.

B. Best Buddies

Loken - Presented and answered questions regarding Best Buddies Organization. A motion was made by Frey, second by Engebretson, to recommend that the full board consider the Best Buddies program as presented. Motion carried 3-0.

C. The Investment Club

Guttenberg presented and answered questions regarding this club. A motion was made by Dotzler, second by Engebretson to recommend that the full board consider this club as presented. Motion carried 3-0.

D. Car Enthusiasts Club

Guttenberg presented and answered questions regarding this club. A motion was made by Dotzler, second by Engebretson to recommend that the full board consider this club as presented. Motion carried 3-0.

E. Reinstate MS Ukulele Club, Rename it as MS Chamber Orchestra and request for a paid Advisor

Guttenberg presented and answered questions regarding the change and advisor pay for this club. A motion was made by Engebretson, second by Frey to recommend that the full board consider this club as presented. Motion carried 3-0.

F. Aviation Club request for a paid advisor

Guttenberg presented and answered questions regarding the change and advisor pay for this club. A motion was made by Frey, second by Dotzler to recommend that the full board consider this club as presented. Motion carried 3-0.

VII. WIAA CO-OP RENEWAL FOR GYMNASTICS & GIRLS HOCKEY

Conrad presented and answered questions regarding these renewals. A motion was made by Dotzler, second by Frey, to recommend that the full board consider these renewals as presented. Motion carried 3-0.

VIII. WRESTLING UPDATE

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

IX. FUTURE MEETINGS

The next meeting will be in the April Time frame.

X. ADJOURN

A motion was made by Frey, second by Engebretson to adjourn this meeting at 8:39AM. Motion carried 3-0.



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

Fall Participation Report

- 648 high school students participated in Category A activities.
- 322 middle school students participated in Category A activities.
- 11 high school head coaches.
- 47 high school assistant coaches (7 volunteer coaches).
- 5 middle school head coaches.
- 20 middle school assistant coaches.

High School Participation Numbers			
Activity	2023-24	2022-23	2021-22
Cross Country	73	66	75
Equestrian	3	3	3
Football	168	160	170
Football Cheer	15	10	11
Girls Golf	35	28	21
Mountain Bike Team	30	14	n/a
Boys Soccer	91	79	84
Girls Swimming	22	28	30
Girls Tennis	85	46	42
Girls Volleyball	80	58	67
One Act	39	38	30

Middle School Participation Numbers			
Activity	2023-24	2022-23	2021-22
Cross Country	56	69	93
Football	113	122	100
Football Cheer	13	7	7
Volleyball	140	127	95

High School Fall Sport GPA	
Activity	GPA
Cross Country	3.75
Equestrian	3.70
Football	3.35
Football Cheer	3.17
Girls Golf	3.66
Mountain Bike Team	3.42
Boys Soccer	3.50
Girls Swimming	3.89
Girls Tennis	3.89
Girls Volleyball	3.88

Fall Academic/Athletic All-State Honors

Activity	Academic	Athletic
Football	WFCA Team Award (3.445 GPA) WFCA Academic All-State: Samuel Lane Nathan Samson Sebastian Rasmussen Oliver Lee Brady Cizek Wade Bryan Ethan Niermeyer George Zimbric Brandon Sawicki William Garcia-Heinrich Nathaniel Olsen William Lenocho Evan Lory Caleb Meffert Jakob Duren Cole Savola	Robert Booker - 1st Team Wade Bryan - 1st Team Ben Lindley - 1st Team Jakob Duren - 1st Team Nate Olsen - HM Vance Johnson - HM Sam Hogland - HM Will Lenocho - All-Region
Girls Golf	Izzi Stricker - High Honors Jordan Shipshock - High Honors Georgia Volley - Honors Caroline Cutrano - High Honors Maya Ziegler - High Honors	Jordan Shipshock - 1st Team Izzi Stricker - 1st Team, Co-Player of the Year Georgia Volley - 3rd Team
Girls Volleyball		Morgan Van Wie - 2nd Team Summer Grigg - HM

Fall Sporting Events

- 210 fall workers scheduled and coordinated for 22 home varsity events.
- 158 bus trips coordinated for middle and high school activities.
- 492 WIAA officials assigned.

Fall Gate Receipts

Sport	Tickets Sold (Regular & WIAA ¹²)	Gross Ticket Revenue
Football	9,415	\$52,012
Boys Soccer	840	\$4,437
Volleyball	2,004	\$12,106
TOTALS	12,259	\$68,555

¹ WIAA Playoff Ticket revenue is shared with the WIAA. The percent varies with sport.

² 2,020 season passes sold in 2023 so far.



WAUNAKEE

COMMUNITY HIGH SCHOOL

36

Fall Athletic Participation Summary

2023-24

Celebrate Our Student Athletes

648 of 1352 (47.9%)

WCHS students participated
in fall athletics.

322 of 696 (46.2%)

WCMS students participated
in fall athletics.

20+ student athletes
recognized as All-State
Scholar Athletes.

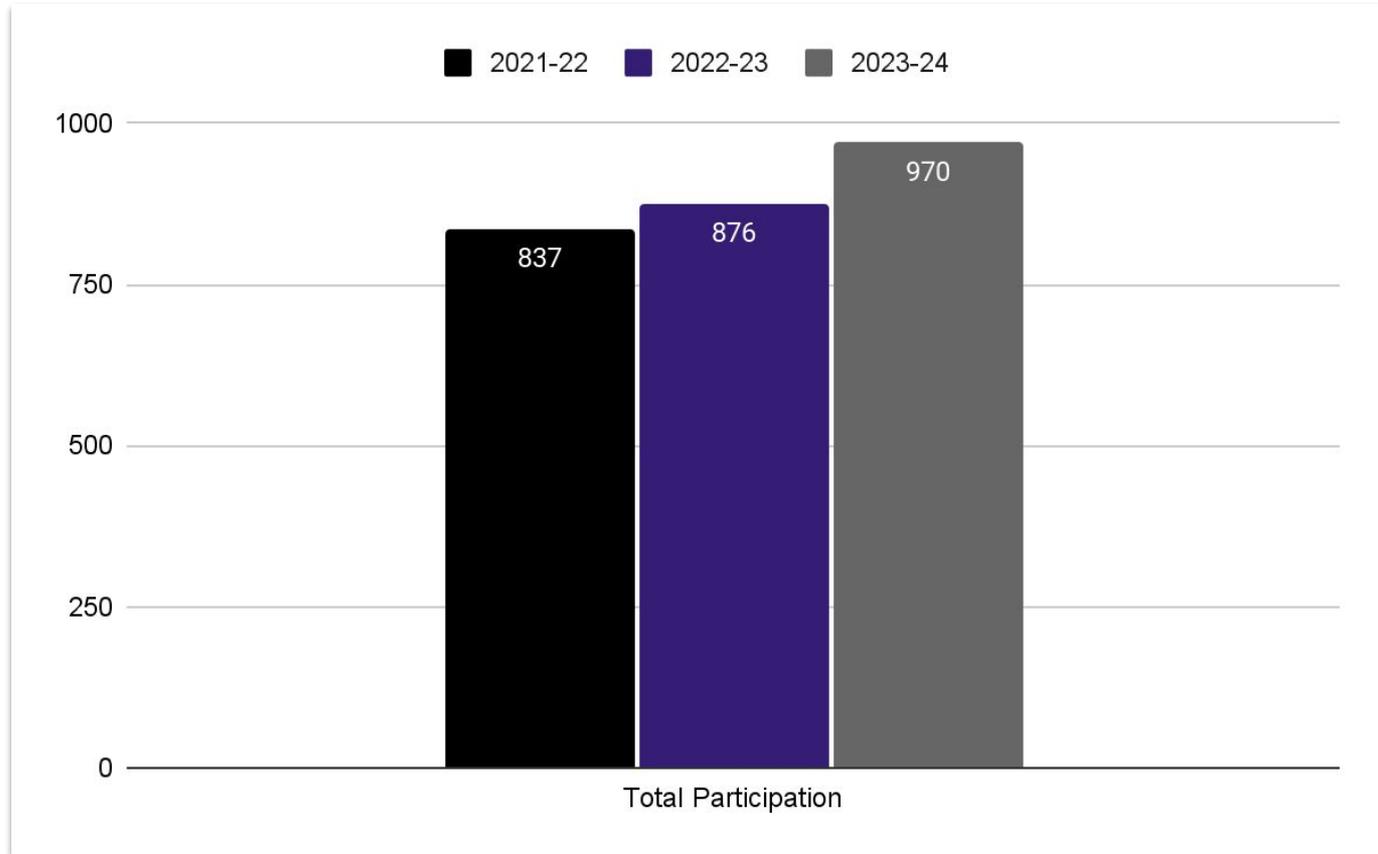
**Top Academic
Athletic Programs**
(Based on Grade Point Average)

FALL - Girls Swim & Girls Tennis
3.89





Student Body Participation Comparison





Highlights

- Girls Golf
 - Badger Conference Champions
 - D1 State Runner-up
- Girls Tennis
 - Badger Conference Champions
- Girls Volleyball
 - Badger Conference Champions
 - D1 State Qualifier
- Cross Country
 - Two state qualifiers
- Girls Swim
 - State Qualifier in 100-yard freestyle, 200-yard freestyle relay, and 400-yard freestyle relay
- Football
 - Badger Conference Champions
 - D2 State Runner-up
- Boys Soccer
 - Finished one game out of Badger Conference Championship



Looking Ahead

- WIAA Tournament Success Factor
 - Will move football up to Division 1 next school year
 - No impact to other sports at this time, due to already being in D1.
- Weight room space and coordination

TO: WCSD Board of Education

FROM: Tiffany Loken, Director of Special Education

RE: Adapted Sports League Proposal

DATE: January 2, 2024

One of our goals in the Special Education Department is to work hard to develop new ways for our students to grow and learn in an inclusive environment, both academically and socially. We are proposing the development of an Adapted Sports League at Waunakee High School to begin in October of 2024. In recent years, several surrounding districts in Wisconsin have successfully established similar programs, and we have been working collaboratively with the Sun Prairie Area School District to gather insights and expertise on how to create a robust program tailored to the needs of our students. We are excited about the opportunity for our students to have athletic competition geared to their individual needs.

Objective:

The primary goal of the Adapted Sports League is to provide students with disabilities an inclusive and enriching high school sports experience. Many of these students currently face barriers to participating in traditional athletic programs, and this initiative aims to address this gap, fostering a sense of community, teamwork, and personal growth.

Planning & Collaboration:

We have actively engaged with the Sun Prairie Area School District to understand the key elements of their successful Adapted Sports League. Their valuable insights and experiences have provided us with a solid foundation to tailor a program suitable for our District. Other districts in the state that currently have Adapted Sports Leagues, in addition to Sun Prairie, are Holmen, Onalaska, LaCrosse Central, Appleton, Osh Kosh and Horicon. Several other Dane County schools are currently working to develop Adapted Sports Leagues, including all four Madison High Schools. Our goal is to have enough leagues in our area to create a conference of teams to play against and we hope in 3-5 years the WIAA might recognize Adapted Sports Leagues and conferences so that a state tournament structure can be eventually put into place.

Program Overview:

1. **Inclusive Participation:** The Adapted Sports League will be open to all students with disabilities, providing them an opportunity to engage in three sports seasons, including a fall indoor soccer league, a winter floor hockey league, and an indoor spring wiffle ball league. Each season lasts approximately 6 weeks and includes one practice per week and one game per week.
2. **Professional Guidance:** We plan to collaborate with our Adapted PE teacher, experienced coaches, our physical therapist, and volunteers to ensure that the league is equipped with the necessary expertise to support the participants.
3. **Community Engagement:** We aim to involve the broader school community in supporting the Adapted Sports League through attendance at events, volunteering, and fostering a culture of inclusion.

Budget:

The Special Education Department would like to partner with the Athletic Department on this new program. The Special Education Department would plan to cover the cost for all of the equipment needed to start the

program, as well as the transportation costs and jerseys for players. We are proposing that the cost for coaches, scorekeepers and referees would come out of the Athletic budget.

- Special Education Budget:
 - Equipment: Year 1 investment (\$10,000)
 - Transportation: Total of 9 away games for the year (\$3500)
 - Jerseys: 10-12 per season (\$1500)
- Athletic Budget:
 - Coaches: 2 coaches for each season (3.5% - 5.5% = \$1750-\$2750)
 - Scorekeepers: Total of 9 home events (\$20/hour = \$180)
 - Referees: Total of 9 home events (\$30/event = \$270)

Timeline:

Our proposed timeline for the development and launch of the Adapted Sports League is outlined as follows:

- September - November, 2023: Research Adapted Sports Leagues and visit other schools that offer Adapted Sports Leagues.
- December, 2023 - February, 2024: Work with the Co-Curricular Committee and the full Board of Education to approve the development of an Adapted Sports League at WHS to begin in October of 2024.
- March - May, 2024: Distribute promotional materials to families and staff and engage with potential stakeholders. Recruit athletes, coaches, scorekeepers and volunteers for the fall season.
- June - August, 2024: Promote participation through communications, including social media. Order needed materials for the 24-25 school year seasons.

We believe that the establishment of an Adapted Sports League at Waunakee High School will not only enrich the lives of our students with disabilities but also contribute to the overall culture of inclusivity and diversity within our school community.



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

Re: Adaptive Sports

1 message

Grabarski, Brian <briangrabarski@waunakee.k12.wi.us>
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>
Cc: Randy Guttenberg <randyguttenberg@waunakee.k12.wi.us>

Fri, Dec 8, 2023 at 1:35 PM

Hi Rebecca

Based on the proposal, this matches very closely with the season length and weekly time commitment of Special Olympics. I would propose that it follows the same payment structure, with each season offered and paid as a separate assignment.

Head coaches are paid 2.5 - 4.5%, with five steps based on experience. (23/24 cost range \$1282 - 2308)
It was unclear if there would be assistant coaches but they would be paid 1.0 - 3.0%, with five steps based on experience. (23/24 cost range \$513 - 1539)

BG

On Fri, Dec 8, 2023 at 7:47 AM McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us> wrote:

[Redacted content]



Brian Grabarski, pHCLE
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

Waunakee Community School District
905 Bethel Circle, Waunakee, WI 53597
Human Resources [Website](#)

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

Re: Adaptive Sports

1 message

Grabarski, Brian <briangrabarski@waunakee.k12.wi.us>

Mon, Dec 11, 2023 at 3:58 PM

To: "Loken, Tiffany" <tiffanyloken@waunakee.k12.wi.us>

Cc: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>, Amy Manzetti <amymanzetti@waunakee.k12.wi.us>

Hi Tiffany

Scorekeepers would be paid \$20 per hour but you'll need to ask Nick about referee fees.

BG



Brian Grabarski, pHCLE
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

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TO: WCSD Co-Curricular Committee

**FROM: Tiffany Loken
Director of Special Education**

RE: Best Buddies Proposal

DATE: December 8, 2023

One of our goals in the special education department is to work hard to develop new ways for our students to grow and learn in an inclusive environment, both academically and socially. We are proposing the implementation of the Best Buddies program at Waunakee High School. The Best Buddies program is a national program designed to foster meaningful relationships between students with and without disabilities. By creating an inclusive and supportive environment, the program aims to promote social integration, acceptance, and friendship among all students, irrespective of their abilities.

Background:

The Best Buddies program has been successfully implemented in numerous schools across the nation, demonstrating its positive impact on the school community. This program pairs students with intellectual and developmental disabilities (IDD) with their peers who do not have disabilities, creating lasting friendships and breaking down barriers that often exist in traditional school settings.

Objectives:

1. Promote Inclusivity: The Best Buddies program will contribute to creating a more inclusive school environment by breaking down social barriers and fostering a sense of belonging for all students.
2. Encourage Social Interaction: By facilitating one-on-one friendships and group activities, the program encourages social interaction and communication skills development among all students.
3. Develop Empathy and Understanding: Best Buddies promotes empathy and understanding among students by providing opportunities for them to learn about each other's strengths, challenges, and unique qualities.
4. Enhance Leadership and Advocacy Skills: The program offers leadership opportunities for students to serve as ambassadors, advocates, and peer mentors, helping to develop essential life skills.

Implementation Plan:

1. Program Introduction: The program was introduced initially to our Future Educators group and our students with disabilities, primarily students with intellectual disabilities, but our group is not limited to just including students with intellectual disabilities.
2. Recruitment: We are currently recruiting students from the general student body that may not be part of the Future Educators organization. During the recruitment process, we are emphasizing the importance of creating lasting friendships and fostering an inclusive community.

3. Training: Provide training sessions for Best Buddies participants, including guidance on effective communication, understanding disabilities, and promoting inclusivity.
4. Pairing Process: Thoughtfully pair students with and without disabilities based on shared interests, personalities, and compatibility.
5. Regular Activities: We have already held one activity during the school day that included some craft projects, including friendship bracelets, which are popular right now due to the Taylor Swift craze. Our future gatherings will also include outings that are not on school grounds. These activities may include bowling, dinner outings, attending movies and attending high school sponsored events.

Budget:

Because the development of this organization was initiated by the District, I am requesting that we start paying our two advisors, who have done a phenomenal job of getting the program up and running, starting the second semester of the 23-24 school year.

Conclusion:

The Best Buddies program aligns with the District's commitment to providing an inclusive and supportive learning environment for all students. By implementing this program, we have an opportunity to strengthen our school community, promote understanding and acceptance, and create lasting friendships that will positively impact the lives of our students.



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

Re: Adaptive Sports

1 message

Grabarski, Brian <briangrabarski@waunakee.k12.wi.us> Mon, Dec 11, 2023 at 7:15 PM
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>
Cc: "Loken, Tiffany" <tiffanyloken@waunakee.k12.wi.us>, Amy Manzetti <amymanzetti@waunakee.k12.wi.us>

Hi Rebecca

Based on my conversations with Tiffany, we'll treat the Best Buddies club like our other Senior High Club Advisors, with a non-competitive focus.

The percentages for the three levels of experience are as follows: 2.5% - 3.5% - 5%
Based on the 23/24 base salary, this would be a range of \$1282 to \$2565.

BG

On Mon, Dec 11, 2023 at 5:12 PM McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us> wrote:



Brian Grabarski, pHCLE
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

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[905 Bethel Circle, Waunakee, WI 53597](#)
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Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR REDUCTION/ADDITION GUIDELINES

370-Rule (4)

Reduction/Addition of Program Offerings Guidelines

Reduction in Offerings:

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

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

Other considerations may include:

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

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

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

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

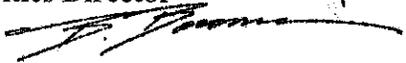
a. What District Facilities are needed for this program?

We have confirmed it with Mr. McDonough that we could use his classroom.

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

If Yes, please explain:

Principal/Activities Director

Signature: 

Date: 10/2/23

District Administrator

Signature: _____

Date: _____

Approval by BOE:

Signature: _____

Date: _____

Adopted: July 2004
District

Waunakee Community School

Revised: August 2009

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

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

Name of Organization: car enthusiasts club

Contact Person: Emily Meintjes & Elle Marquardt Phone: 608-236-3412
608-

Date of Request: 08/09/23

I.) Students & Staffing

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

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

c. Description of Group Activities:

Meet once a month. Cars and Coffee is every
Sunday - suggest going to those. Have a page
(maybe on Schoology) that we can add events
to, like car shows that people can go to. Bring car

II.) Budget Implications

a. Are district funds being requested? Yes No magazines/games.

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

c. Are you requesting a paid advisor position after a three-year review period? (Applies to Category B & C Activities. Category A activities will have a paid advisor)

Yes

No

d. Is there Booster Club support/funding? Yes

No

III.) Facilities

a. What District Facilities are needed for this program?

None

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

If Yes, please explain:

Principal/Activities Director

Signature: 

Date: 9-8-23

District Administrator

Signature: _____

Date: _____

Approval by BOE:

Signature: _____

Date: _____

Adopted: July 2004

Waunakee Community School District

Revised: August 2009
December 2021

Chamber Orchestra Co-Curricular Proposal

The Value of a Chamber Orchestra

- Students will develop the ability to play in a more self-directed manner without being led by a conductor.
- Students will develop the ability to communicate non-verbally with each other as they perform literature which helps them grow as musicians.
- Students will have the opportunity to play more challenging repertoire, thereby developing their musicianship further.
- The teacher will act as a coach in the way they facilitate student-led learning within the co-curricular. Students will be in control of the repertoire performed and demonstrate the analysis of various pieces, thereby fostering student discussion on how to approach a new work.

Enrichment of the Arts at Waunakee Middle School

- Currently, Middle School Choir and Band have co-curriculars that operate outside of the school day. As the most recent teacher at Waunakee Middle School, I aim to curate an environment where string students have the opportunity to learn the fundamentals of playing within a small ensemble.
- Within the Chamber Orchestra at Waunakee Middle School, students will engage with repertoire that would not be possible within a typical orchestra size, have the opportunity to play with an ensemble more frequently, and meet string students in a different grade (7th/8th grade students).

Rehearsals and Performances

- Chamber Orchestra will meet Wednesday mornings from 7:15-8:00 am in the WMS Large Ensemble Room (154).
- Performance at the Winter/Spring Middle School Orchestra concerts.
- Participation in the WSMA Solo and Ensemble Festival in March.

Responsibilities of the Advising Teacher

- Selecting, arranging, and distributing repertoire to students.
- Instrument maintenance of string instruments involved in the ensemble.
- In-depth knowledge of string instruments, music theory, and chamber music practices.
- Coaching students through their study of violin, viola, cello, and double bass.

Resumption of Inactive Organizations

- Per the Co-Curricular Offerings Handbook (Policy #370 Rule (3)), "*Consideration will be given to the addition of activities, including the resumption of inactive organizations...*"
- Previously, there had been a Ukulele Club co-curricular led by the previous middle school orchestra teacher(Cassandra Taylor). This co-curricular met before school once a month and weekly during WYN between the years of 2018-2021. While the instruments

involved in the ensemble space are different, they share many similarities, hence the request to revive this inactive co-curricular now as Chamber Orchestra.

Chamber Orchestra and Ukulele Club Parallels

- Advised by the MS Orchestra Teacher
- Reading and Demonstration of Music on string instruments.
- Performance of ensemble to the community of Waunakee.
- Rehearsals before school located in the music suite.
- Student advocacy in the selection of repertoire.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

WAUNAKEE COMMUNITY MIDDLE SCHOOL

1001 South Street
Waunakee, Wisconsin 53597
(608) 849-2060

TO: Mr. Randy Guttenberg
WCSD School Board

FROM: Jeff Kenas, WCMS Principal

DATE: 10.12.2023

RE: WCMS Orchestra Co-Curricular Resumption

I have reviewed the proposal from WCMS orchestra teacher Aaron Cornelio to revive our orchestra co-curricular formerly known as Ukulele Club, and further transform it into an opportunity for students to engage in performing within a chamber orchestra format. We have seen this type of co-curricular activity have a high level of success within our band program, and would like to offer this to our orchestra students as well. Mr. Cornelio has a dozen students already interested in taking part, and this number will likely increase as students become aware of the opportunities to perform and compete at solo and ensemble, local events, and concerts.

I am requesting that Mr. Cornelio's request to revive the orchestra additive at the middle school be considered for approval at the next co-curricular meeting of the School Board. Furthermore, I am asking that Mr. Cornelio be eligible for compensation as a club advisor, given the previous orchestra additive had been operating with Cassandra Taylor as a volunteer supervisor for the three required years prior to Cassandra's departure at the end of the 2021-22 school year. The Ukulele Club was established in the 2018-19 school year, but did not run in the 2020-21 school year due to COVID restrictions.

Please feel free to contact me with any questions or concerns regarding this request.



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

Re: MS Chamber Orchestra /Ukulele Club

Grabarski, Brian <briangrabarski@waunakee.k12.wi.us>
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>
Cc: Cloe Winters <cloewinters@waunakee.k12.wi.us>

Wed, Dec 6, 2023 at 11:42 AM

Hi Rebecca and Cloe

After speaking with Randy we will recommend that this request for pay will continue.

We will rename the club Chamber Orchestra Club and it will be modeled to be paid like the Middle School Jazz Ensemble- Vocal (%'s listed) 3 - 3.5 - 4 - 4.5 - 5

If approved, Aaron would be placed at the 0-1 experience level (0 years) and would receive a contract for 3% of \$51,297

BG



Brian Grabarski, pHCLE
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

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WAUNAKEE

COMMUNITY HIGH SCHOOL

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

October 2023

TO: Mr. Guttenberg
Board of Education Members
Co-Curricular Committee Members

FROM: Brian Borowski

RE: Request for Paid Advisor
Rob France, Aviation Club Advisor

Mr. Rob France, High School Tech Ed Instructor, is requesting consideration to fund his role as Aviation Club Advisor. He has been diligent in advising the Aviation Club and he has done so on a voluntary basis since the club was proposed and approved in October 2017.

The Aviation Club is a group of approximately 30-35 students who meet on a regular basis. Group discussions include planning for tours and securing guest pilot speakers. Several of the club members are already working towards attaining a pilot license or certification.

I believe that Mr. Rob France's efforts to maintain the success of the Aviation Club warrants consideration for compensation and that his request for pay be approved.

Thank you for your consideration.



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

Re: Paid advisor for Aviation Club

1 message

Grabarski, Brian <briangrabarski@waunakee.k12.wi.us> Wed, Dec 6, 2023 at 11:47 AM
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>
Cc: "Borowski, Brian" <brianborowski@waunakee.k12.wi.us>, Cloe Winters <cloewinters@waunakee.k12.wi.us>

Hi Rebecca and Cloe

After speaking with Brian and Randy we will recommend that this request for pay will continue.

It will be modeled to be paid like other Senior High Clubs (such as Art Club) (%'s listed) 2.5 - 3.5 - 5

If approved, Rob would be placed at the 3-7 experience level (6 years) and would receive a contract for 3.5% of \$51,297

BG



Brian Grabarski, pHCLE
Director of Human Resources
608.849.2000 ext. 8167 | fax: 608.492.0501

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Agenda Item: WIAA Co-Op Renewal for Gymnastics and Girls Hockey.

Background Information: The WIAA requires annual renewal of a gymnastics co-op agreement. Waunakee has partnered with DeForest for the past several years in order to maintain a full team. Meets and practices will continue to take place at WCHS and the program is excited to move into its permanent location when the current WCMS gym becomes available.

Girls Hockey is a member of the Sun Prairie West Co-op (known as the Cap City Cougars). We are one of six schools that are part of this team and the numbers allow us the opportunity to have both a JV and varsity team. Madison-area school athletic directors routinely meet to make sure the team is placed with other schools that are close to them to allow for practice times that will work for schools. The co-op also helps to alleviate ice space issues for practices and games in the area. Renewal for girls hockey is required every two years.

Administrative Recommendation: To approve the WIAA Cooperative Agreement for the 2024-25 school year for gymnastics and the 2024-25 and 2025-26 school years for girls hockey.

Board Action Requested: The following motion would be in order: "Move to approve the 2024-25 WIAA Cooperative Agreement between Waunakee and DeForest schools for Gymnastics and the 2024-25 and 2025-26 WIAA Cooperative Agreement for girls hockey."

Fiscal Note: Each school will split the total costs of the programs amongst each other.

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, January 2, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Hetzel called the meeting to order at 7:42am.

II. ROLL CALL

Present: Hetzel, Heinrichs

Also Present: Guttenberg, Summers, Dye

III. APPROVAL OF AGENDA

Heinrichs made a motion to approve the agenda as posted. Motion carried 2-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. 2023-2024 BUDGET UPDATE

A. Natural Gas Purchasing

Summers gave an update and answered questions regarding the natural gas rates that were locked in for January 1, 2024 through March 31, 2024. The committee asked administration to give an update in April of this process.

B. End of the Year Balance Projection

Summers presented and answered questions regarding the projected end of the year balance. This was a high level overview.

VI. 2024-2025 BUDGET PLANNING

A. Timeline

Summers reviewed the 2024-2025 budget process including the budget timeline.

B. Review Enrollment Projection Scenarios/Open Enrollment Capacity Approval

Summers and Dye presented and answered questions regarding enrollment projection scenarios. A motion was made by Heinrichs, second by Hetzel to recommend to the full board to consider the open enrollment capacity as calculated by the enrollment as of December 2023 instead of the capacity as calculated by the five year projections. Motion carried 2-0.

C. Preliminary Budget Planning Process

Dye presented and answered questions regarding a high level five-year budget projection that included planning for FTE positions are based on our enrollment numbers. The current middle school schedule is considered for planning purposes.

D. Next Steps

Summers and Dye reviewed the next steps in the 2024-25 budget planning process. The preliminary budget planning document will be updated based on any board member feedback. Administration will be adding comparable expenditure data to this document for

review with the budget committee in February.

VII. DISCUSSION/ACTION ON PROPOSALS - NA

VIII. OTHER ITEMS FOR DISCUSSION

A. Lamers Contract

Summers presented and answered questions regarding our contract with Lamers.

Administration is recommending a three-year contract extension for the 2024-25 to 2026-27 school years. The committee was in agreement with the administration's recommendation and asked that administration request revisions to the extension to the financial terms and review performance standard contract language from other districts. The committee also requested consideration of expanding district provided special education transportation if beneficial to the district and students. This topic will be brought back to the next committee meeting.

IX. FUTURE AGENDA ITEMS - NA

X. ADJOURN

A motion was made by Heinrichs, second by Hetzel, to adjourn the meeting at 8:28am.
Motion carried 2-0.



LAMERS

The Passenger Professionals®

www.golamers.com
217 Raemisch Road
Waunakee, WI 53597
Phone 608-850-5253
Fax 608-850-5699



Mr. Steve Summers and Ms. Allie Dye
Directors of Business Services
WAUNAKEE COMMUNITY SCHOOL DISTRICT
905 Bethel Circle
Waunakee, WI 53597

December 21, 2023

Dear Mr. Summers and Ms. Dye:

Lamers Bus Lines would like to respectfully request your consideration to extend the length and terms of our existing Transportation Contract Agreement to include the 2024-25, 2025-26, 2026-27 school years. We feel that the ability to maintain a mutually beneficial contract agreement helps allow both parties the ability to perform long range planning projections on equipment upgrades, budgets, and expenses.

Lamers for 80 years, is honored to be the transportation service provider to over forty-five school districts throughout Wisconsin and Upper Michigan. It has been through our long-term partnerships with our current customers, along with community support, that the Lamers family-owned business has been able to expand and to become one of the largest school bus and motor coach operators in Wisconsin and the United States. We now employ over 1,800 employees companywide, with many of them employed as certified bus and vehicle operators, vehicle technicians, cleaners, office staff, and management teams who are focused on providing school districts with safe and reliable services.

Lamers values our working partnership, and your business and we are committed to providing you with the best possible value as well as service that is flexible, safe, and affordable. We would like the opportunity to continue our working relationship with your school district and would be available, at your convenience, for any discussion regarding this request. Please contact me at (920) 858-1107.

Sincerely,

Paul W. Mennen
Area Manager
LAMERS BUS LINES, INC.
Enclosure

Baraboo, WI
Fruitland Park, FL
Lena, WI
Princeton, WI

Columbus, WI
Green Bay, WI
Menasha, WI
Spring Green, WI

Clintonville, WI
Howard, WI
Milwaukee, WI
Sauk City, WI

DePere, WI - East
Junction City, WI
Montello, WI
Waunakee, WI

Denmark
Juneau, WI
Monroe, WI
Wausau, WI

Elcho, WI
LaCrosse, WI
Plover, WI
Wis. Rapids, WI

WAUNAKEE COMMUNITY SCHOOL DISTRICT

905 Bethel Circle
Waunakee, WI 53597

This Agreement made this ____ of _____ by and between LAMERS BUS LINES, INC. of Green Bay, Wisconsin, hereinafter called the CONTRACTOR, and the WAUNAKEE COMMUNITY SCHOOL DISTRICT, of Dane County, Wisconsin, hereinafter called the DISTRICT.

The undersigned individuals executing this AGREEMENT on behalf the CONTRACTOR and the DISTRICT represent and warrant that they have the authority and are duly authorized on behalf of their respective party and agree as follows:

ARTICLE I – SCOPE OF THE WORK

The CONTRACTOR shall furnish all materials, tools, equipment, labor, and all work required to:

- 1.) Extend the length of the Transportation Agreement between the CONTRACTOR and the DISTRICT to include the 2024-25, 2025-26, 2026-27 school terms all in accordance with the original Transportation Agreement dated December 11th, 2017, along with any such amendments, or changes that were agreed up in writing between the DISTRICT and the CONTRACTOR. In addition, the DISTRICT agrees to allow the CONTRACTOR to modify in the current contract Exhibit B Addendum that allows the District Business Manager to negotiate with the Contractor annually for base rate increases with a minimum increase of 1.5% to a maximum increase of 3.0% to now have maximum increase of 5% starting with these extended contract years. The District and the Contractor shall also have the option to mutually negotiate and request future contract years upon School Board approval.

ARTICLE II – CONDITIONS AND REQUIREMENTS

The CONTRACTOR specifically agrees to all conditions and requirements set forth in the Student Transportation Agreement Specifications, addenda, general conditions, and instructions to bidders, all which shall become a part of this agreement.

ARTICLE III – CONTRACT PRICE

The rates and charges for each of these additional school years shall be in accordance to rates and terms listed in Exhibit B.

DISTRICT:

WAUNAKEE COMMUNITY SCHOOL DISTRICT
905 Bethel Circle
Waunakee, WI 53597

Authorized Signature

Title

Date

CONTRACTOR:

LAMERS BUS LINES, INC.
2407 South Point Road
Green Bay, WI 54313



Paul W. Mennen

Authorized Signature

Area Manager

Title

December 21, 2023

Date

TRANSPORTATION CONTRACT RATES:

Exhibit B

Rates effective each year August 1, thru July 31

	Compensation Rates			
	Current Rates 2023-2024	2024-2025	2025-2026	2026-2027
Regular Routes (Per Day Rate)				
Double Run Base Rate Route AM/PM Large Bus	\$306.20	To be negotiated	To be negotiated	To be negotiated
Double Run Base Rate Route AM/PM Small Bus	\$287.68	To be negotiated	To be negotiated	To be negotiated
Summer School Route AM/PM Route	\$267.92	To be negotiated	To be negotiated	To be negotiated
Early Childhood/4K (Per Day Rate)				
Double Run Base Rate Route AM/PM Mid-Day Large Bus	\$306.20am&pm \$66.80/mid-day	To be negotiated	To be negotiated	To be negotiated
Double Run Base Rate Route AM/PM Mid-Day Small Bus	\$306.20am&pm \$66.80/mid-day	To be negotiated	To be negotiated	To be negotiated
Special Education (Per Day Rate)				
Double Run Base Rate Route AM/PM Large Bus	\$306.20	To be negotiated	To be negotiated	To be negotiated
Double Run Base Rate Route AM/PM Small Bus	\$287.68	To be negotiated	To be negotiated	To be negotiated
Individualized Runs Rate (per hour and per mile)	\$26.25hour \$1.82/mile	To be negotiated	To be negotiated	To be negotiated
Extracurricular and Athletic Trips:				
Cost Per Mile (large bus)	\$1.95/mile or \$68.27whichever is greater.	To be negotiated	To be negotiated	To be negotiated
Cost Per Mile (small bus)	\$1.84mile or \$64.83whichever is greater.	To be negotiated	To be negotiated	To be negotiated
Cost Per Hour	\$22.05	To be negotiated	To be negotiated	To be negotiated
Minimum Charge	\$93.85	To be negotiated	To be negotiated	To be negotiated
Shuttle Runs (other than AM/PM routes)	\$38.85 each way	To be negotiated	To be negotiated	To be negotiated
Smartphone App (annual cost for app that allows parents access to GPS tracking system)	To be discussed based on type of service.	To be discussed based on type of service.	To be discussed based on type of service.	To be discussed based on type of service.

TRANSPORTATION CONTRACT

This transportation agreement is made this 11th day of December, 2017 by and between WAUNAKEE COMMUNITY SCHOOL DISTRICT (District or School) whose principal office is located at 905 Bethel Circle, Waunakee, WI 53597 and Lamers Bus Lines, Inc. (Contractor or Company), a corporation organized under the laws of Wisconsin, whose principal place of business is located at 2407 South Point Road, Green Bay, WI 54313.

Section I

BACKGROUND

WHEREAS Section 121.54 Wisconsin Statutes and School Board policy require that certain children who reside in the school district be provided with transportation to and from school and,

WHEREAS the Contractor desires to transport said children enrolled in the District in accordance with Wisconsin Statutes and School Board policy.

CONTRACT AGREEMENT

NOW, THEREFORE, the District and Contractor (the parties) agree as follows:

I. Authority of the Parties

- A. Each of the parties to this agreement represent that they are authorized to enter into this Agreement and no further authorization is necessary to validly bind the parties to the terms of this agreement.

II. Responsibilities of the Contractor

- A. The Contractor shall provide the District with bus service for regular and special education route transportation to and from schools (public and private), noon early childhood and 4K routes, selected extracurricular and athletic trips, as well as selected shuttle runs for such students which the District requires, directs and/or authorized the Contractor to transport for a term of seven (7) years commencing on August 1, 2017 and continuing through July 31, 2024.
- B. The Contractor shall maintain and operate vehicles used to meet District transportation needs at all times in a safe, efficient, and lawful manner and in accordance with such instructions and directions as may from time to time be issued by the District and shall comply with all lawful orders, rules, and regulations of the State of Wisconsin and of the United States.
- C. The Contractor shall, at its expense, procure and maintain in effect any and all licenses, permits, certifications, or other authorizations which are or may be required by regulatory bodies for the performance of student transportation services.
- D. The Contractor shall assume all costs of the transportation operation, including but not limited to costs for purchase of vehicles, motor vehicle fuel, maintenance, unemployment and other insurance, supplies, accessories necessary for safe operation,

TRANSPORTATION CONTRACT

such as strobe lights and 2-way radios, plus salaries and benefits for drivers, mechanics and all other transportation employees. The Contractor will furnish and maintain 2-way radios, base and antenna.

- E. The Contractor shall purchase, maintain, pay premiums thereon and file with the District Administrator or his designated representative a certificate of liability insurance for all vehicles used in the fulfillment of this contract. Such insurance shall comply with Wisconsin State Law. (Section 121.53 and other applicable sections).
- F. The Contractor will purchase, pay for, and maintain liability and property damage insurance for all vehicles operated by the contractor, the same to comply with all the requirements of the Department of Motor Vehicles of the State of Wisconsin, the State Superintendent of Public Instruction, and the applicable section of the Wisconsin Statutes. The contractor will provide the following minimums which exceed those required by the above mentioned statutes:
 - 1.) Primary Auto and General Liability \$5,000,000 or Industry Equivalent
 - 2.) Excess Auto and Liability \$5,000,000 minimum
 - 3.) Waunakee Community School District is to be named as an additional insured as respects the school bus contract.
- G. Certificates evidencing public liability and property damage, together with worker's compensation shall be sent to the District Business Office and shall provide that such insurance will not be cancelled or changed without at least 30 days prior written notice to the District.
- H. The Contractor shall transport only those students the District authorizes the Contractor to transport, as provided in Exhibit A attached hereto and incorporated herein by this reference. It is expressly recognized that the District may at its option transport student groups of any size in private cars or school owned vehicles, contract with individual parents to transport their children attending parochial or private schools, or to expand or reduce daily transportation services to meet the needs of regular students and nothing in this agreement shall be construed to interfere with such District option.
- I. The final decision on routes, schedules, and pickup points shall be made in cooperation with the District. The District at their discretion may retain the services of outside and independent consultants to help evaluate the situation and make recommendations related thereto.
- J. The Contractor, upon request of the District, shall furnish to the District at the beginning of each school year, a listing of names of regular and a minimum of four substitute drivers, addresses, telephone numbers, drivers license numbers of all drivers, and expiration dates, along with the routes they will be driving. This listing shall be updated as needed. The District reserves the right to require that drivers be reassigned or replaced if in the opinion of the District Administrator or his/her designee, they are unsatisfactory.

TRANSPORTATION CONTRACT

- K. The Contractor shall not assign or sublet its obligation under this contract in whole or in part without prior written consent of the District.
- L. If the Contractor wishes to charter busses to third parties for private use, it may do so as long as it does not interfere with District needs or the performance of any obligations of the contractor under this contract.
- M. The Contractor shall provide the District on a timely basis all necessary information which is needed in the preparation of the Pupil Transportation report, or any other reports as required by the DPI or the School Board.
- N. The Contractor shall prepare and provide all drivers with a manual or handbook outlining all Company policies. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There shall also be included a procedure outlining the steps to follow if a bus breaks down. All drivers shall be educated and tested on these procedures to the extent that they will be prepared if an emergency does occur. The manual shall be subject to review by the Business Manager, or his/her designated representative, prior to its distribution to the drivers.
- O. The Contractor, its officers, agents, drivers and employees shall be considered to be, and at all times, it is understood that the officers, agents, drivers or employees of the Contractor will work directly and cooperatively with School District personnel in resolving problems, or to improve service.

III. Responsibilities of the District

- A. The District shall provide the names and addresses of students to the Company through the Infinite Campus student records system.
- B. The District will pay the contractor only for service actually rendered. It is anticipated that the district will require a minimum of 177 days of service (even in the event that actual days of school do not exceed 177 days) and will use its best efforts to hold school 180 days per year. All payments will be processed from September through June (with the exception of summer school).
- C. The District shall provide the names and addresses of students for Summer School transportation to the Company by May 31, of each school year.
- D. The District will, in September of each contract year, honor an invoice from the Contractor which says "Advance toward services rendered - \$50,000 Regular." The Contractor will submit an itemized invoice for services rendered on a monthly basis. All invoices from the contractor to the district must be thoroughly documented and are due on or before the 10th of each month for the previous month and payable by the district no later than the last day of the month. (September's invoice for actual services rendered will be paid in October, etc.) The advance will be deducted from the final payment due for each contract year.

TRANSPORTATION CONTRACT

- E. The District will make every effort to notify the company of any field trip, extracurricular or athletic trip bus requirements at least two days in advance of the day of the trip.
- F. The District does not assume liability for the Contractor's equipment, but will cooperate to the fullest extent in apprehending, disciplining and/or prosecuting students suspected of vandalism.

IV. Information about the District

- A. All busses must be at the school locations at designated times agreed to by the District and Contractor.

All busses are to be at the designated school locations at least five (5) minutes before school classes end.

- B. Special Education students may be transported jointly through the Company's regular routes, and the Company's special education routes. The Director of Special Education will determine which students will be assigned to special education routes. The Director of Special Education reserves the right to assign special education students to regular Contractor bus routes. Service for Special Education routes is covered under this contract.
- C. In the event school is closed due to weather conditions, etc., there shall be no charge to the School District if busses do not operate. The District Administrator and the Company President, or designated person, shall have the final decision as to whether or not busses operate on questionable weather days. This decision will be made by 6:00 a.m. or earlier on the day in question if possible.

TRANSPORTATION CONTRACT

SECTION II

GENERAL SPECIFICATIONS OF THIS CONTRACT

I. Interpretations

Interpretations of these specifications will be made by the District Administrator or his/her designated representative.

II. Transportation Procedures

- A. The Contractor shall comply in full with Chapter 121 (Sub-Chapter II) of the Wisconsin Statutes and any applicable rules and regulations of the Department of Transportation.
- B. Each yellow school bus carrying public or parochial pupils shall hold one (1) emergency evacuation drill during the school year. Such drills will follow guidelines which are developed jointly by the District and the contractor. This drill shall be documented in writing indicating date, route number, driver's signature and number of students involved and be placed on file for District review upon request. The Director of Special Education may authorize any deviation or exception to this provision regarding special education students. Any such authorization must be in writing. It is the responsibility of the Contractor to determine dates and hold the drills each year.
- C. The Contractor shall report all discipline problems to the Building Principal of the student in the written form used for the Bus Conduct Report. The District agrees to follow through on each Bus Conduct Report in accordance with school board policy on discipline.
- D. The Contractor shall maintain a record of all eligible passengers on a perpetual basis during the school year and a copy of this record shall be kept on file by the Bus Contractor for a minimum of two years after the completion of each school year. This record shall include the student's name, route assignment, student's home address, school location and distance in miles between the student's home and school location.
- E. The Contractor shall furnish the Business Manager with a list of busses used on every route by bus number. The Bus Contractor shall also furnish an updated list of bus students including name, address, grade and distance from school for each bus route within one week of request therefore to the Business Manager of the school district.
- F. Each accident or injury which occurs when there are children on the bus must be reported immediately and verbally to the District Administrator and/or Business Manager with a follow up email within 48 hours of the accident or injury.
- G. Bus seats may be over assigned to take advantage of customary student absences. However, school busses shall not carry more pupils than the posted seating capacity.

TRANSPORTATION CONTRACT

III. Breach of Contract

In the event the Company fails to comply with any of the provisions of the contract, the District shall notify the same in writing of such breach, and the Company shall remedy such breach within ten (10) days of receipt of such notice. The District may terminate the contract in whole or in part when the Company fails to remedy a breach of contract. The Company agrees to reimburse the District for any and all costs which result from breach of the contract by the Company, including but not limited to attorney's fees and the cost of securing a suitable replacement contractor. The performance bond, if applicable, will be applied to these costs.

In the event of any dispute arising under this contract between the Company and the District, the Company and the District shall meet in a good faith effort to resolve such dispute.

IV. Vehicle, Fuel and Compensation:

- A. Contractor agrees to furnish and maintain all the required vehicles for the transportation of students, subject to the conditions and specifications contained within this document, at the rates set forth in Exhibit B attached hereto and incorporated herein by this reference. All regular route busses shall have a minimum capacity of 76. The Special Education routes require two wheelchair busses: one with a capacity of 38 students plus 2 wheelchairs, and one with a capacity of 52 students and 2 wheelchairs.
- B. The Contractor agrees to pay the entire cost of all fuel and maintenance.
- C. In the event the cost of gasoline and/or diesel motor fuel used to operate busses under this contract should go above a base rate of \$2.50 per gallon by \$.05, or more per gallon, the daily double bus rate shall be adjusted at the rate of \$1.00 per day, per bus for each \$.05 per gallon increase in said diesel fuel. This adjustment shall not apply to the compensation for other than double runs, as hereinafter set forth. Any adjustments in rates shall be set forth in writing upon a rider to be attached to this contract. Extraordinary changes in costs will be negotiated and agreed upon by the Contractor and the District.
- D. The rates of compensation for transportation services provided by the Company to the District shall be those listed in Exhibit B attached hereto and incorporated herein by this reference.

V. Routing

- A. The Contractor shall provide transportation to all public and private school children of the School District as directed by the school district.
- B. The Contractor shall submit to the District its written proposal by August 15th for all regular and special education bus, noon/early childhood and 4K, and shuttle. These will be set up according to District standards for length of ride, walking distances,

TRANSPORTATION CONTRACT

three to a seat, busses filled to capacity whenever possible, and any other pertinent data. The final routes shall be established in cooperation with the District.

- C. The Contractor shall double run its busses upon schedules and routes which will be prepared by the Bus Contractor prior to the start of each school year. The Business Manager, acting on behalf of the School Board, shall have the right to establish, alter or eliminate any route and the Bus Contractor shall comply with such adjustments within 48 hours of notification thereof. The parties hereto contemplate that at the commencement of the contract the Bus Contractor shall be required to operate during each school day, unless otherwise altered by the Business Manager, 22 AM/PM full size busses, 3 AM/PM small size busses, 7 mid-day bus runs for community-based 4K, and 2 mid-day bus runs for speech/language. The parties also contemplate intra-district transportation between schools and extracurricular trips outside of the School District to be performed at the direction of the Business Manager of the School District by the Bus contractor.

The term "single run" shall be construed to mean that one bus shall be used in the morning for loading of students and discharging them at school, and in the afternoons to load the students at a school and to discharge them at the appoint discharge locations in the School District.

The term "double run" shall be construed to mean one bus that is scheduled to complete a single run shall pick up an additional load of students and discharge them at the appointed discharge locations or at the school which they are scheduled to attend.

- D. The Contractor shall provide each school, the Central Office, and regular and substitute drivers with a complete set of small maps, times, and pickup points for all routes. Each pickup shall identify students to be picked up at that stop. The above information along with the names and addresses of students for each route must be available at least two weeks prior to the beginning of each school year. The Contractor shall provide this route information to each parent of bus riding students at least one week prior to school starting.
- E. By September 15 of each year, the Contractor shall provide to the District, a timed listing of all stops made on each regular and special education route.
- F. Routes shall be constructed so that students will not ride a bus longer than time limits set by District policy under normal weather and road conditions.
- G. The Business Manager may consolidate, modify or eliminate school bus routes and schedules during the term of this contract in order to meet the transportation needs of the District.
- H. The Contractor shall host a bus registration day to provide bus route information and answer questions from parents of bus riding students. This day shall take place the first week in August and the Contractor is not expected to have routes completed prior to this registration day. The District allows alternative transportation options, such as

TRANSPORTATION CONTRACT

licensed daycare centers and this information must be provided by parents by the end of the first week of August.

VI. Facilities

- A. The Contractor shall establish a bus terminal within the boundaries of the District.
- B. The Contractor shall make arrangements whereby the School Board can be assured that the vehicles will be operated and maintained in accordance with all rules and regulations established by the Wisconsin Department of Transportation.
- C. The Contractor shall establish a communication system within the facility whereby the Business Manager has immediate and direct verbal contact with the Contractor during all operational hours.

VII. Personnel

The Contractor shall employ a terminal manager, an operations/HR manager, two certified mechanics, two administrative assistants/dispatch, a part-time safety trainer and a part-time bus washer/cleaner.

VIII. Drivers and Training

- A. All busses shall be operated at all times by trained, competent, and prudent drivers who shall meet all requirements for, and be fully licensed as school bus drivers by the State of Wisconsin. In addition, all drivers will be required to follow all Federal, State, Local and Waunakee Community School District transportation policies and regulations, including but not limited to, random drug testing and criminal background checks.
- B. The Contractor shall provide adult/child CPR training at the agreed upon time each school year. CPR certifications shall be maintained by all drivers.
- C. It is understood and agreed by the parties hereto that freedom from tuberculosis in a communicable form is a condition of employment as a bus driver engaged in performance of this contract.

The Contractor agrees to comply with Section 121.52 of the Wisconsin Statutes.

- D. The Contractor shall establish and implement a screening, hiring and training program which includes the following as a minimum:
 - 1. Driver completes a written application form which is provided by the Contractor.
 - 2. Driver has an initial interview with the manager or operator to determine the applicant's aptitude for the job.
 - 3. Contractor conducts a record check on the applicant's driving record. Contractor also must insure that the applicant has had no conviction which would disqualify him/her from holding a school bus driver's license. The applicant's driving

TRANSPORTATION CONTRACT

record, which is obtained from the State of Wisconsin, shall be available for review, upon request by the Business Manager.

4. Contractor must provide adequate pre-service training so that the driver has a thorough knowledge of the Wisconsin Handbook for School Bus Drivers and of all traffic laws and regulations. In addition, the Company must provide a minimum of fifteen to twenty (15-20) hours of behind the wheel training with a qualified instructor.
 5. Applicant drivers must pass physical, written and tests and obtain a school bus driver's license, before transporting students.
 6. The Company must provide route training before the driver is given the responsibility of transporting students. This would include, but not be limited to:
 - a. A specific map of the route indicating exact locations and names for pickups and drop-offs.
 - b. Specific information about the route indicating danger points, and road hazards.
 - c. Actual driving of the route.
 7. The Contractor must provide on-going in-service training programs for the bus drivers. Drivers shall be required to attend the meetings. A minimum of five in-service meetings shall be held throughout each school year with a minimum length of sixty (60) minutes each. The meeting topics shall be geared to driver needs including safety, discipline, and drills.
 8. Periodic, short meetings shall be conducted on topics that require immediate attention upon the request of the Business Manager.
- E. The Contractor will be responsible for proper supervision over the drivers to insure that the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding of laws, regulations, and district policies. A copy of this evaluation shall be made available, upon request, to the District.
- F. Bus drivers shall be hired, employed and under complete supervision by the bus Contractor, however, the Company shall replace any school bus driver who in the sole opinion of the District is unsatisfactory.
- G. The Company shall keep files on each bus driver including, but not limited to, the driver's written application form, references, including those checked with written notes by the Company, employment record, driving record, and written evaluations. The District shall have access to these files upon request.
- H. As per District policy, the drivers shall be responsible for loading and unloading students and for the discipline of the students while on the bus. The District shall

TRANSPORTATION CONTRACT

cooperate with the Contractor regarding its responsibilities in accordance with District policy.

- I. All bus conduct rules shall be enforced by the drivers. This shall include but are not limited to prohibitions of smoking, drinking beverages, eating, and profane language. The driver shall perform the drivers Pre-trip Inspection as provided for in the Wisconsin Handbook for School Bus Drivers.
- J. The company shall provide a minimum payment to drivers of two (2) hours per regular double run.

IX. Vehicles

- A. The Contractor shall provide and maintain the appropriate number of and the size of vehicles needed to satisfy the contract transportation requirements. As of the date of this contract, all vehicles shall meet the specifications and regulations as currently prescribed by the State Department of Transportation, State Department of Instruction and the District, whereby persons being transported will have accommodations as required by Wisconsin Statutes.

If any such specifications or regulations are changed, after the date of this contract, in such a way as to require any expenditure of money to modify the Company's vehicles in order to comply with such changes, the Company and the District shall negotiate an appropriate change in reimbursement to reflect such additional expenditures.

The average age of the busses regularly assigned to all routes, as of the first day of each school year, shall not exceed ten (10) years, with no bus over twelve (12) years old.

The average age of a bus is determined based upon its total years in service. For example: A new bus, (one that has never been titled) purchased in school year 2017-18, is classified as 0 years old. A used bus purchased in 2017-18 with 1 year of prior service is classified as 1 year old. The contractor shall submit the appropriate documentation to the district that verifies a bus's years of service.

All busses regularly assigned as spare busses shall meet the current Federal and or State School Bus standards. These spare busses do not count towards the average, and may not exceed 15 years of service. The District requires 12 spare busses, and the ability to obtain additional busses as requested.

The District can request (two times per year) that the contractor submit a weekly list of all non-regularly assigned busses that were used on the bus routes. This request for this list shall be prospective. This list shall include the date used, bus number, and manufactured date.

TRANSPORTATION CONTRACT

- B. All rules and regulations adopted by the State Department of Transportation specifying design, construction, inspection and operation of vehicles used for the transportation of District students are hereby made a part of the contract as of the date of the contract.
- C. The Contractor shall equip all busses with operable two-way radios and strobe lights.
- D. Buses shall be kept neat and clean inside and out at all times.
- E. Buses shall not transport over the authorized capacity.
- F. All routes shall have a regular driver assigned.
- G. The Company will be required to keep thorough up to date records of all maintenance work done, and the District shall have access to these files, upon request.
- H. The Contractor shall install a minimum of two (2) security cameras in all busses assigned to regular and special education runs. Viewing/showing of recordings will be determined by School Board policy. The Contractor shall install a GPS tracking system on all routes.
- I. The Contractor shall own and operate a routing software system that determines the most efficient routing schedules for all vehicles.

X. Performance Bond

The Contractor shall be required to qualify for a performance bond and will be required to purchase one, upon request.

XI. Transportation of Students Must be Authorized

The Company agrees not to furnish student transportation, whether for regular student transportation, special education, noon early childhood and 4K, special trips including those athletic, musical or other events, or any other transportation without the prior approval of the District. Unauthorized student transportation shall not be paid by the District.

XII. Radios

The Company agrees to provide a "direct communication device" to the District upon request.

XIII. Law

This Transportation Contract shall be construed in accordance with the laws of the State of Wisconsin as of the date of this contract.

TRANSPORTATION CONTRACT

Exhibit B

	Compensation Rates			
	2017-18 (Standard bid) REQUIRED	Alternate 1 (bus terminal outside district) OPTIONAL	Alternate 2 (older busses) OPTIONAL	Alternate 1 & 2 combined OPTIONAL
Regular Routes (Per Day Rate)				
Double Run Base Rate Route AM/PM Large Bus			\$248.00	
Double Run Base Rate Route AM/PM Small Bus			\$233.00	
Summer School Rate Route AM/PM Route			\$217.00	
Early Childhood/4K (Per Day Rate)				
Double Run Base Rate Route AM/PM Mid-Day Large Bus			\$248.00 am&pm \$54.10/mid-day	
Double Run Base Rate Route AM/PM Mid-Day Small Bus			\$248.00 am&pm \$54.10/mid-day	
Special Education (Per Day Rate)				
Double Run Base Rate Route AM/PM Large Bus			\$248.00	
Double Run Base Rate Route AM/PM Small Bus			\$233.00	
Individualized Runs Rate (per hour and per mile)			\$21.25/hour \$1.48/mile	
Extracurricular and Athletic Trips:				
Cost Per Mile (large bus)			\$1.58/mile or \$55.30 whichever is greater	
Cost Per Mile (small bus)			\$1.50/mile or \$52.50 whichever is greater	
Cost Per Hour			\$16.00	
Minimum Charge			\$76.00	
Shuttle Runs (other than AM/PM routes)			\$31.50 each way	
Smartphone App (annual cost for app that allows parents access to GPS tracking system)			To be discussed based on type of service	

TRANSPORTATION CONTRACT

Exhibit B Addendum Contract Addendum – Performance standards/incentives

Annual contract renewals will be based upon the following statement from the request for proposal document:

Compensation rates for 2018-19 to 2023-24 shall be negotiated annually with the Business Manager with a minimum increase of 1.5% and a maximum increase of 3.0%.

These rates will be adjusted per the following performance standards:

1. Routes and schedules maintain a 97% on-time ratio, as measured by GPS data. The definition of on-time shall be mutually agreed to between the District and Lamers. Route busses with wheelchair lifts shall be excluded from the ratio. The ratio shall exclude school days with schedule delays due to road construction and unsafe weather conditions like snowfalls or icy roads. The District and Lamers shall mutually agree on which school days to exclude. **+ or – 0.5%**
2. Drivers maintain a safe and accident-free driving record, with no more than 3 Department of Transportation reportable accidents or citations for the total driver pool while the drivers are on duty for the Waunakee Community School District, as measured by state driving records. The reportable accidents must be the result of driver error. **+ or – 0.5%**
3. The annual state safety inspection results in no more than 3 mechanical out of service failures, as measured by state inspection reports, **+ or – 0.5%**
4. For field trip and extra-curricular trip routes, drivers arrive prepared and on time for the scheduled event departure, with no more than three late departures or unprepared drivers. On time departure is defined as no later than 5 minutes from the requested departure time. Trips not properly requested/scheduled by the District at least 24 hours in advance do not apply. Trips rescheduled for a time mutually agreed by the District and Lamers do not apply. **+ or – 0.5%.**
5. Customer service satisfaction, including both parent and district staff concerns, presented to the District Administrator or Business Manager, as measured by no more than 5 incidents that are not addressed timely and satisfactorily as determined by the Business Manager, **+ or – 0.5%**
6. Lamers is required to additionally compensate employees with a minimum of 50% of the rate adjustment earned per the performance standards. Documentation of the minimum 50% additional compensation shall be provided to the Business Manager.

The performance standards/incentives identified in the addendum shall be modified annually for each year of the contract, as mutually agreed to performance by the District and Lamers.

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, January 3, 2024, 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 7:46AM

II. ROLL CALL

Present: Engebretson, Frey, Hetzel

Also Present: Guttenberg

III. APPROVE AGENDA

Guttenberg asked that before the agenda was approved that Clerk Engebretson draw the candidates order for the spring election. There was only one candidate for the Westport, Middleton and Madison seat – Ted Frey. For the Town of Vienna seat the order was drawn as follows:

Mark Hetzel

Ben Opel.

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

Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg presented and answered questions regarding the policies.

A motion was made by Heinemann, second by Engebretson, to recommend to the full board that they approve the policies as presented and with added information regarding policies 447.3, 447.4 Rule, and 451. Motion carried 3-0.

A. 443 Student Conduct

B. 446 Student Search Activities

C. 443.72 Threats of School Violence.

D. 447 Student Discipline

E. 447 Student Discipline

F. 447.1 Staff Use of Physical Force, Physical Restraint and Seclusion

G. 447.11 Use of Seclusion and Restraint

H. 447.2 Student Detention

I. 447.3 Student Suspension

J. 447.31 Student suspension (In-School Suspension)

K. 447.4 Student Expulsion

L. 447.4 R Early Reinstatement fo Expelled Students

M. 447.5 Discipline Suspension and Expulsion, Students with Disabilities

N. 451 Student Insurance

VI. **FUTURE MEETINGS** - NA

VII. **ADJOURN**

A motion was made by Engebretson, second by Heinmann, to adjourn the meeting at 8:21AM. Motion Carried 3-0.

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Committee Recommendation:
443	Student Conduct	443	Replace policy with PRG 443 Sample Policy 1 and Sample Rule 1	Your current policy is acceptable. I replaced it with the PRG sample to facilitate future updates. I noted that your district posts student handbooks on the district website. Those handbooks should be aligned with these policies (and/or vice versa) as appropriate.	Adopt PRG version of policy change the old policy to rule
	Anti-Bullying	443.9		Review later after US DOE Title IX regulations are finalized	
446	Student Search Activities	445.1 445.1 R	Replace policy with PRG 446 sample policy 2 and recode to align with WASB coding.	The current rule goes into more detail regarding how searches are conducted than is needed or perhaps advisable. Failure to comply with the details of your current rule might cause an otherwise reasonable and lawful search to be in violation of your policy and the results of the search potentially unusable by the district or law enforcement. Note that the paragraph C.1) a) 3) at the bottom of the first page of the current rule ends midsentence - if staff did not notice this, perhaps staff is unfamiliar with the rule which increases risk that staff will not comply with all requirements of the rule.	Adopt PRG Policy 446 Keep current rule with edits and Renumber to 466 Rule
443.72	Threats of School Violence	447 R	Replace with PRG 723.2 Sample Policy 1 and recode to align with WASB coding.	Your current rule does not include the 2018 school threat reporting requirement. The requirement covers both students and others and the PRG would place it in the 700s either as a separate policy or a rule under the 720 School Safety Plan policy. Your current policy addresses seclusion and restraint, staff use of force and placement of special education students that are addressed in other policies. Note that I proposed that your board adopt a general student discipline policy coded 447. Also note that the cross references include my recommended change in coding of your seclusion and restraint policy to 447.11.	Adopt PRG 723.2 - renumber to 443.72 edit as indicated
447	Student Discipline	No current policy	Adopt PRG 447 Sample Policy 1	The 2019 Quick Check recommended that you adopt a parent policy to the student discipline policies (447.1, 447.2, etc. that contains a pupil nondiscrimination statement applicable to all student discipline.	Adopt as suggested
447.1	Staff Use of Physical Force, Physical Restraint and Seclusion	447.1	Replace with PRG 447.1 Sample Policy 2	I chose sample 2 because it aligned better with your current seclusion and restraint policy. You should recode your seclusion and restraint policy to align with WASB policy coding.	Adopt with edits as indicated.
447.11	Use of Seclusion and Restraint	447.6	Keep current policy, add cross reference to WASB PRG 447.11 Sample Policy 1 and recode to align with WASB policy coding	Your current seclusion and restraint policy was very recently revised. It appears to be based on the WASB PRG 447.11 Sample Policy 1. I read your policy, the variations from sample policy 1 are acceptable. You should add a cross-reference to PRG 447.11 Sample Policy 1 and recode to align with WASB policy coding.	Adopt with edits as indicated.
447.2	Student Detention	447.2	Keep current policy	The PRG does not have a sample student detention policy	Repeal

447.3	Student Suspension	447.3	Replace with PRG 447.3 sample Policy 1	The PRG combines the suspension and expulsion policy in one policy, but your district uses independent hearing officers to conduct expulsions. Your current 447.4 is acceptable, so I took a PRG sample and deleted the expulsion language to create your draft.	Adopt as WASB suggested. Combine 447.31 with this one
447.31	Student Suspension (In-School Suspension)	447.31	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references.	Repeal this policy add procedure to 447.3
447.4	Student Expulsion	447.4	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references. You should also cross reference WASB PRG 447.3 Sample Policy 1 as that is the code WASB will use for future updates of the expulsion policy.	Keep policy - update references
447.4 R	Early Reinstatement of Expelled Students	447.4 R	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references. You should also cross reference WASB PRG 447.3 Sample Policy 1 as that is the code WASB will use for future updates of the expulsion policy.	Reviewing policy with District Legal
447.5	Discipline, Suspension and Expulsion, Students with Disabilities	447.5	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references. You should also cross reference WASB PRG 447.3 Sample Policy 1 as that is the code WASB will use for future updates of the suspension and expulsion policies.	Adopt as is with updated referenc
451	Student Insurance	451	Keep current policy	Many school districts have dropped student insurance. Check that this policy reflects your current practice.	Keep with edits as noted.

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ASSIGNMENT OF STUDENTS TO CLASSES

- A) Kindergarten Placement Criteria
 - 1) Students will be assigned to kindergarten sections according to attendance area.
 - 2) Students may be assigned to other kindergarten sections upon parent/guardian request if space permits and according to district policies.

- B) Placement Criteria for Grades 1-6
Placement should be based on the following:
 - 1) Random heterogeneous selection.
 - 2) Balance by sex.
 - 3) Avoidance of apparent conflict (i.e. parent/teacher, student/teacher and sibling rivalry).
 - 4) Reduction of conflict between students that is harmful to the learning environment.

- C) Placement Criteria for Grades 7-12
 - 1) A master schedule of class offerings will be produced using summaries of student requests, teacher and facility availability, and a minimum conflict time schedule. Teachers will be assigned to courses and classes by the principal using recommendations from the department chairperson.
 - 2) Students will be randomly placed into specific teacher/class hour assignments as follows:
 - a) Grades 9-12 will be scheduled by computer.
 - b) Middle school students will be scheduled by computer or by principal/counselor hand scheduling following teacher recommendation.
 - c) The principal may modify individual student schedules of classes in order to attain class size balance, sex balance in the class, to avoid student/teacher/parent conflicts, and to promote harmonious peer relationships in class.

- D) Parent/Guardian Requests
- 1) Parent/guardian requests for transfer of students into other sections will be considered and decisions will be made according to merit and the unique circumstances surrounding each situation. Requests should be made in writing stating the reasons for the requests.
 - 2) Parent/Guardian requests for assignment of students to specific teachers prior to receiving notice of placement will be carefully reviewed to assure an equal opportunity for all students. Parents/guardians will be notified that they may make requests, but that all requests cannot be honored.
 - 3) Building principals shall make the decision as to whether to approve a transfer or assignment request. Transfers or reassignments should only be made when absolutely necessary.
 - 4) The decision of the principal may be appealed to the superintendent. The superintendent's decision will be final and not appealable to the Board.
- E) Transfers/Open Enrollment/Tuition/Part Time (Open Enrollment) Students
- 1) Students entering the system after all enrolled/resident students have been placed shall be placed in classes in the same manner as resident students but in only those classes or buildings where space is available.

Cross Ref.: 343.2-Rule, Class Size Guidelines
411, Equal Educational Opportunities
420, School Admissions
420-Rule, Transfer Student Admission
422, Admission of Non-Resident Students (Other Than Open Enrollment Students)
423, Full-time Open Enrollment
432, School Attendance Areas

Adopted: March 1994

Revised: 4/13/98
March 2002

Waunakee Community School District

STUDENT CONDUCT

Policy 443

Waunakee Community School District

Page 1 of 2

(This sample policy outlines general conduct expectations for students and assigns general responsibility for the supervision and management of proper student conduct in the schools and during school-sponsored activities.)

Students in the _____ Waunakee Community School District shall be expected to act in such manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and promote good decorum and a favorable academic atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them accordingly.

Students are expected to abide by the District's Code of Classroom Conduct, student conduct rules and codes established by the building principal, and all Board policies relating to student conduct. These student conduct expectations shall be communicated to students and parents and guardians annually through student handbooks and through other appropriate means as necessary to make them known and understood.

The building principal has primary responsibility for ensuring proper student conduct is maintained in the school building and during school-sponsored activities under his/her charge. District staff members have responsibility for supervising the behavior of students and for seeing that they comply with student conduct policies, rules and codes. Failure by students to comply with such policies, rules and codes shall result in appropriate disciplinary action. In addition, failure to abide by the Code of Classroom Conduct may result in student removal from class by the teacher and placement in an alternative setting as outlined in the code.

In enforcing student conduct policies, rules and codes, staff members shall place particular emphasis upon educating students in the ability to control their own behavior. Positive behavioral interventions and supports shall be utilized with students whenever possible to help maintain proper personal conduct and encourage good citizenship.

The District shall not unlawfully discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

[Section 118.13](#)

[student discrimination prohibited]

[Section 118.164](#)

[student removal from class]

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

[school board power to adopt student conduct rules and discipline students; adoption of code of classroom conduct required]

Wisconsin Administrative Code

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

[student nondiscrimination in student conduct and discipline policies]

STUDENT CONDUCT

Policy 443

Waukegan Community School District

Page 2 of 2

Cross References:

[447-Rule, Management of Aggressive Student Behavior](#)

[447.1, Corporal Punishment /Use of Force](#)

[447.2, Student Detention](#)

[447.3, Student Suspension](#)

[447.4, Student Expulsion](#)

[447.5, Discipline of Students with Disabilities](#)

[Special Education Handbook](#)

[WASB PRG 443 Sample Policy 1](#)

Adoption Date: 4/5/99

Revised: 6/7/99

March 2002

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STUDENT SEARCH ACTIVITIES

Policy 446

Waukegan Community School District

Page 1 of 3

~~(This sample policy addresses different types of search activities in one policy, including locker searches, searches of students and their personal belongings, and vehicle searches. It also generally addresses the possible use of canine units in safety and search-related activities. This policy is included as a sample under 446.446.1 and 446.2 policy topics.)~~

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities as outlined in this or other Board policies.

- Locker Searches – A school locker is provided for the convenience of the student to be used solely and exclusively for the storage of the student’s wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. The locker is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the District Administrator, a building principal or assistant principal, a school employee specifically designated by the District Administrator or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities.
- Search of Students and/or Their Personal Belongings – District staff may conduct a search of a student or the student’s personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student’s person or personal belongings should generally be conducted outside the presence of other students. No District official, employee, or person acting as an agent of the District shall conduct a strip search of a student.
- Vehicle Searches – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle. Include if applicable: “A student’s privilege of obtaining a permit to park a vehicle on school premises during the school day is conditioned on him/her signing a written acknowledgment that the vehicle is subject to any such search supported by reasonable suspicion.”¹
- Use of Canine Units in Safety and Search-Related Activities – The School Board authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the District Administrator or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency

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¹ Note the highlighted language is optional.

STUDENT SEARCH ACTIVITIES

Policy 446

Waukegan Community School District

Page 2 of 3

providing the service as capable of accurately detecting specific contraband. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.²

(Editor's Note: The above paragraph authorizing and placing conditions on the use of trained canine units could be deleted in its entirety, covered in a procedural rule rather than in policy, or modified to reflect specific local practice (e.g., to expressly prohibit the use of canine units). In addition, at a district's discretion and as specific sub-categories of searches of a student's person or personal belongings, the list above could be expanded to include provisions addressing (1) the collection and evaluation of student breath samples based upon reasonable suspicion of the student's use of alcohol (which may alternatively be addressed under topic 443.4); and/or (2) the possible search of a student's personal electronic devices (which may alternatively be addressed under topic 443.5).)

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To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet accounts.

To the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the District will generally be held by the school for return to the student's parent or guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent or guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

Students and their parents and guardians shall be informed of this policy and the specific provisions related to locker searches through the student handbook.

Legal References:

Wisconsin Statutes

- [Section 118.32](#) [strip search by school employees]
- [Section 118.325](#) [locker searches]
- [Section 118.45](#) [testing students for the presence of alcohol; policy required]
- [Section 948.50](#) [criminal penalties; strip search by school employees]
- [Section 995.55\(3\)](#) [access to personal Internet accounts of students]

Federal Laws

- [U.S. Constitution, 4th Amendment](#) [protection from unreasonable search and seizure]

Cross References:

[363.2 Safe & Responsible Use of the Internet & Other Technology Resources](#)

² The highlighted language on canine searches is optional. You do not have it in your current policy or rule.

³ I left this editor's note in for your review, it should be deleted from the final draft of the policy.

STUDENT SEARCH ACTIVITIES

Policy 446

Waubesa Community School District

Page 3 of 3

363.2 Rule 1 Staff Internet Safety & Acceptable Use
363.2 Rule 2 Student Internet Safety & Acceptable Use

WASB PRG 446 Sample Policy 2

Adoption Date: 12/13/82

Revised: 9/9/85

5/11/92

March 1994

2/12/96

March 2002

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SEARCH PROCEDURES

445.1446-Rule

A. Cooperation with Law Enforcement Agencies

If law enforcement personnel seek permission from school authorities to search a student or the student's property or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless: 1) there is uncoerced consent by the person whose interests are involved, 2) probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, 3) a valid arrest has been made and the search is incidental to the arrest. School officials shall make a good faith effort to notify parents/guardians when a request is made to search a student or the student's property.

B. Law Enforcement Officials May conduct searches at the request of school officials.

C. Search by School Authorities

1) Who May Conduct a Search

- a) A school official or his/her designee and one additional person may conduct a search. Under no circumstances will school staff conduct or be party to a strip search.
 - 1) A school official is defined as a Board member, a superintendent, an assistant superintendent, a principal, or an assistant principal.
 - 2) A designee is defined as any District employee designated by a school official for the purpose of conducting a search. If there is a certified school employee present, that individual shall be the designee.
 - 3) On a field trip, during an extra-curricular activity, or on a school bus, any school official or his/her designee, male or female, may conduct a search without an additional person. Any search must be conducted within the guidelines of the procedures covered under **this policy.**

2) Documentation

For all searches in which the student refuses to cooperate, the individual doing the search shall maintain a written record of all actions leading up to and including the search. In all other searches, records will be maintained at the discretion of the individual doing the search.

3) Search of Students

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or his/her designee has a reasonable suspicion that the student has obtained, or has in his/her possession, items in violation of school regulation, local ordinance or state law.

No school official may conduct such search unless he/she suspects, from reliable information or personal observation, that a student is in violation of school rules, local ordinance or state law.

In such cases, the following procedure will be used:

- a) The student will be informed of the reason for conducting the search.
- b) Permission of the student to conduct the search will be requested.

- 1) Conducting the search with the student's consent.

The school official or his/her designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; to remove hats, shoes, and/or to roll socks down. The school official or his/her designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search as defined under Section B) 3, b) 2 c).

If the student cooperates, the school official or his/her designee may notify the student's parent or guardian of the reason for such search.

- 2) Procedure if a student refuses to cooperate.
If a student refuses to cooperate, the school official or his/her designee has the authority to proceed, subject to the limitations described below.

a) Pre K-8 Students

An attempt will be made to contact the student's parent or guardian in order to request him/her to encourage the student to cooperate. If the parent or guardian cannot be reached or if the student continues to refuse to cooperate, the school official or his/her designee may turn the matter over to law enforcement officials for appropriate action. The student may be detained until the law enforcement official arrives.

If the parent or guardian has not been contacted and the law enforcement officials are involved, the school official or his/her designee will notify the parent or guardian as soon as possible as to the reason for such search.

b) 9-12 Grade Students

The school official or his/her designee may involve a parent/guardian or to turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the school official or his/her designee will notify the parent or guardian as soon as possible of the search and the reason for the search by law enforcement officials.

c) Danger to Students or Other Individuals (K-12)

If a school official or his/her designee has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a school official or his/her designee believes that an immediate search is necessary, he/she may search a student's pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives.

At no time will a strip search be conducted by a school official or his/her designee. A strip search as defined in state law means "a search in which a detained person's genitals, pubic area, buttocks

or anus or a detained female person's breast is uncovered and either is exposed to view or touched by a person conducting a search."

d) Involvement of Law Officials

Rather than conduct a search, a school official or his/her designee may contact a law enforcement official to take appropriate action.

4) Search of Lockers

The Board of Education has provided school lockers for the purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. The student has no property interest in any locker. The Board retains the ownership and possessory control of all student lockers. Lockers and their contents are subject to search by the administration to protect the health and welfare of the student body. A search will be conducted only when appropriate and necessary. Whenever practicable, the search will be made in the presence of the student concerned, although this is not required. Authorization to search a locker will be given only by the principal or a designee. The search will be made in the presence of two school officials as outlined in B) a), 1), 2). A record will be kept by the school of all locker searches, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. This locker search policy shall be provided to students annually in their handbook.

Cross References:

363.2 Safe & Responsible Use of the Internet & Other Technology Resources

363.2 Rule 1 Staff Internet Safety & Acceptable Use

363.2 Rule 2 Student Internet Safety & Acceptable Use

Adopted: 12/13/82

Revised: 9/9/85

5/11/92

March 1994

March 1996

August 10, 1998

March 2002

Waunakee Community School District

THREATS OF SCHOOL VIOLENCE

Policy 443.72

Waukegan Community School District

Page 1 of 2

~~(This sample policy provides for the mandatory reporting of threats of school violence as required by law. Instead of being adopted as a policy, this sample could be adopted as an administrative rule under a general safety program policy, such as PRG 720 Sample Policy 1.)~~

Any school employee who believes in good faith that there is a serious and imminent threat to the health or safety of any student, any school employee, or the public, based on a threat that has been made by an individual seen in the course of the employee's professional duties regarding violence in or targeted at a school, shall report the threat as required by state law and this policy. In particular:

1. The facts and circumstance contributing to the belief that there is such a serious and imminent threat shall be reported immediately, by telephone or personally, directly to a law enforcement agency.
2. The person making the report to law enforcement shall also immediately inform the ~~identify the appropriate staff position(s) – e.g., District Administrator, building principal, or District Safety Coordinator direct supervisor~~ of the nature of the threat and circumstances. Such notice to a responsible administrator or supervisor in the District does not have to be given prior to contacting a law enforcement agency.

This policy and the obligation to immediately report a serious and imminent threat of school-related violence also applies to any other person who is acting as an agent of the District (e.g., a contracted service provider) and who is specified as a mandatory reporter of threats of school violence under state law.

The administration shall promptly evaluate and process known threats of school-related violence according to the District's school safety plan and under any other established procedures for responding to safety emergencies.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a report of threatened school violence in good faith under this policy. School employees may be subject to District disciplinary action, as well as penalties under state law, for failure to report such threats.

All District employees shall receive training provided by the Department of Public Instruction in the state laws governing the reporting of a threat of school violence within the first six (6) months after commencing employment and at least once every five (5) years after that initial training.

If a student has made, or if there is reason to suspect that a student has made, a threat of school-related violence, the District shall conduct an investigation of the relevant facts and circumstances and determine any appropriate school disciplinary consequences or other response. The District Administrator, or his/her designee, is authorized to seek payment from appropriate parties for costs and other damages, including for lost instructional time and other disruptions of operations, that may be associated with any threatened, attempted, or actual act of school-related violence.

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THREATS OF SCHOOL VIOLENCE

Policy 443.72

Wauwaukee Community School District

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Legal References:

Wisconsin Statutes

- [Section 48.981\(2\)\(a\)](#) [list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence]
- [Section 115.01\(10\)\(c\)](#) [authority of district administrator to close school for threat to the health and safety of students and staff]
- [Section 118.07](#) [health and safety requirements, including school safety plans, safety drills, and related staff training]
- [Section 120.12\(1\)](#) [board duty; care, control and management of school property]
- [Section 120.13\(1\)](#) [board power to discipline students for threats and other conduct that endangers health, safety, or property]
- [Section 175.32](#) [mandatory reporting of threats of school violence]
- [Section 947.015](#) [bomb scares]
- [Section 947.019](#) [threats of death, bodily harm, or damage to property affecting school premises and in other circumstances]
- [Section 895.035\(4a\)](#) [parent liability for certain acts of children]

Cross References:

- WASB PRG 723.2 Sample Policy 1
- [447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)
- [447.11 Use of Seclusion and Restraint¹](#)

Adoption Date:

¹ Note that I recommended recoding of these cross referenced policies.

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STUDENT DISCIPLINE

Policy 447

Waukeek Community School District

Page 1 of 2

~~(This sample policy (1) assigns general responsibility for maintaining proper student conduct and discipline to the building principals, teachers and other designated staff, and (2) provides general guidance regarding the implementation of disciplinary measures.)~~

The District believes that a positive learning environment is based on a foundation of respect and effective discipline. The District cannot and will not accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others, that endanger health or safety, that are disruptive to the teaching and learning process, and that do not respect the property of the District or others.

Building principals, teachers and other designated staff shall be authorized to discipline students for misconduct in accordance with Board policies and school rules.

Sound disciplinary measures shall be used in the District, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal is to help students develop an understanding of self-discipline and its necessity in a civilized society.

The District shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

- [Section 115.787\(3\)](#) [individualized education program for students with disabilities; positive behavior interventions and supports]
- [Section 118.13](#) [student discrimination prohibited]
- [Section 118.16\(4\)\(c\)](#) [assignment of student to detention/supervised study for truancy]
- [Section 118.164](#) [student removal from class]
- [Section 118.31](#) [staff use of physical force; corporal punishment prohibited]
- [Section 120.13\(1\)](#) [school board power to discipline students, including suspension and expulsion]

Wisconsin Administrative Code

- [PI 9.03 \(1\)](#) [student nondiscrimination in student discipline policies]

Federal Laws

- [20 U.S.C. Chapter 33](#) [Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; includes requirements related to change of placements; IDEA regulations at [34 C.F.R. Part 300](#)]

Cross References:

- WASB PRG 447 Sample Policy 1

STUDENT DISCIPLINE

Policy 447

Waukegan Community School District

Page 2 of 2

[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures¹](#)

[447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)

[447.11 Use of Seclusion and Restraint](#)

[447.2 Student Detention](#)

[447.3 Student Suspensions](#)

[447.31 In-school Suspensions](#)

[447.4 Student Expulsion and Early Reinstatement of Expelled Students](#)

[447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities](#)

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Adoption Date:

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¹ I have not done the 411 student discrimination policies yet, this cross reference may require further editing.

STAFF USE OF PHYSICAL FORCE, PHYSICAL RESTRAINT, AND SECLUSION

Policy 447.1

Waukeek Community School District

Page 1 of 4

(This sample policy combines a policy statement on the use of reasonable and necessary force, as required by section 118.31 of the state statutes, together with a policy statement about the use of seclusion and physical restraint.)

Reasonable and Necessary Use of Physical Force; Corporal Punishment Prohibited

It is the responsibility of school district personnel to assure that students are provided with an appropriate learning environment. The Board recognizes that there may be times when a student will engage in dangerous or disruptive behavior that requires immediate attention. In such cases, school personnel shall avoid the use of (1) any unlawful behavioral intervention; or (2) any unreasonable and excessively restrictive intervention. To the extent it represents the district's preferred policy position, a district may choose to include the following sentence in this policy and/or in a policy adopted under topic 443 (student conduct and discipline): "Positive behavioral interventions and supports are the District's preferred means of preventing and addressing inappropriate student behavior that does not present a direct threat to safety or to any person's well-being but that does interfere with the student's learning, the learning of others, or school operations."¹.

Students shall not be subjected to the use of corporal punishment at any time. Corporal punishment means intentionally inflicting or causing to be inflicted physical pain for the purpose of punishment or as a disciplinary action. It includes, for example, paddling, slapping or prolonged maintenance of physically painful positions.

Subject to the important limitations that are set forth in state law and referenced below that restrict the use of physical restraint and seclusion in school settings, a school official, employee or agent may use reasonable and necessary force under the following circumstances:

- to quell a disturbance or prevent an act that threatens physical injury to any person;
- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purpose of self-defense or the defense of others;
- ~~for the protection of property;~~ for the protection of property provided that the use of force does not constitute physical restraint;
- to remove a disruptive student from a school premises or motor vehicle or from school-sponsored activities; who poses an imminent danger to themselves or others
- to prevent a student from inflicting harm on himself/herself, and;
- to protect the safety of others.

A school official, employee, or agent may also use incidental, minor, or reasonable physical contact designed to maintain order and control. For example, briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort, or redirect a student in appropriate

¹ The highlighted language is optional.

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STAFF USE OF PHYSICAL FORCE, PHYSICAL RESTRAINT, AND SECLUSION

Policy 447.1

Waukeek Community School District

Page 2 of 4

circumstances is not a type of physical restraint under state law and will not be a violation of this policy.

Physical Restraint and Seclusion of Students

District employees, certain contracted service providers, and other "covered individuals" (as defined under the state seclusion and restraint law) may use seclusion or physical restraint on a student at school or during a school-sponsored activity only if the conditions and limitations set forth in state law are met and only if the covered individual also follows any applicable District rules, procedures, and directives. For example, among several other conditions and limitations that apply to the use of the interventions: (1) covered individuals are required to make determinations that a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and that restraint or seclusion is the least restrictive intervention feasible under the circumstances; (2) once implemented, these interventions may be used only for the duration that is reasonably necessary to resolve the identified risk to physical safety; and (3) neither physical restraint nor seclusion may be used as a punishment.

The administration shall designate one or more staff members in each school to receive state-mandated training in physical restraint and arrange for and document the delivery of the training. However, as permitted by state law, a covered individual who has not received such training may physically restrain a student when responding to an emergency situation, but only if (1) a trained individual is not immediately available due to the unforeseen nature of the emergency; and (2) the non-trained individual conducts the restraint in a manner that is consistent with other legal requirements.

~~*[Insert any additional local limitations or requirements relating to staff authority to implement seclusion or physical restraint as behavioral interventions.]*~~

Administrative Notification and Post-Incident Procedures

At least one of the responsible adults who was present during an incident arising under this policy shall notify the ~~identify the appropriate position(s) — e.g., "school principal or an administrative-level designee of the principal!"~~² of the incident. Such notification shall occur as soon as practicable following the incident and, at a minimum, on the same day as the incident. For purposes of this reporting expectation:

1. A responsible adult means any District official, employee, or agent, as well as all "covered individuals" under the state's seclusion and restraint law.
2. Reportable incidents include (a) the use of seclusion or physical restraint on a student by any "covered individual" or any law enforcement officer that occurs at school or in connection with a school-sponsored activity; and (b) any other significant physical encounter between a student and any District official, employee, or agent, including encounters in which an adult used reasonable and necessary physical force, but not including an encounter that involved only incidental, minor, or reasonable physical contact. ~~*[Editor's Note: State law does*~~

² Identify appropriate administrator.

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STAFF USE OF PHYSICAL FORCE, PHYSICAL RESTRAINT, AND SECLUSION

Policy 447.1

Waukeek Community School District

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*not expressly require reporting or specific post-incident documentation for "significant physical encounters" that do not constitute physical restraint, seclusion, or child abuse. However, this provision is drafted to require reporting of "significant physical encounters" under the assumption that the school district will have an interest in documenting and reviewing all such incidents.*³

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Once an incident that involved seclusion, physical restraint, or some other significant physical encounter is reported to or otherwise identified by the administration, the school principal or the principal's administrative-level designee, acting in consultation with the ~~insert the applicable district-level position(s) — e.g., "Director of Student Services or Director of Special Education,"~~⁴ as needed, shall ensure that the District completes any post-incident requirements that apply to the situation under state law or District procedures (e.g., documentation, parent contacts, meetings, reporting, etc.).

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Policy Dissemination

The ~~insert the applicable district-level position(s) — e.g., "Director of Student Services or Director of Special Education,"~~⁵ or his/her administrative-level designee is responsible for ensuring that the District implements reasonable methods for informing District employees, agents, and other "covered individuals," to the extent appropriate to their role, of this policy, related legal requirements and limitations, and any District procedures or rules developed under this policy.

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Legal References:

Wisconsin Statutes

Section 48.981	[mandatory reporting of child abuse or neglect]
Section 115.787(2)	[required components of an individualized education program (IEP)]
Section 115.787(3)(b)1	[IEP team duties; behavioral interventions and supports]
Section 118.13	[student nondiscrimination]
Section 118.164	[student removal from class]
Section 118.305	[use of seclusion and physical restraint]
Section 118.31	[corporal punishment prohibited; staff use of reasonable and necessary authorized; policy required]

Federal Laws

20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at 34 C.F.R. Part 300]
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Cross References:

³ Highlighted language is an editor's note, delete it from the final draft.

⁴ Identify appropriate administrator.

⁵ Identify appropriate administrator.

STAFF USE OF PHYSICAL FORCE, PHYSICAL RESTRAINT, AND SECLUSION

Waukegan Community School District

Policy 447.1

Page 4 of 4

[411 R Student Discrimination/Harassment Complaint Procedures](#)⁶

[447.11 Use of Seclusion and Restraint](#)⁷

WASB PRG 447.1 Sample Policy 2

Adoption Date: 12/13/82

Revised: 2/13/89
4/22/91
March 1994
March 2002

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⁶ Note that I have not done your 411 student discrimination complaint procedures yet. The cross reference may need further editing.

⁷ I am recommending that you recode your current seclusion and restraint policy to 447.11 to align with WASB policy coding. You currently use 447.6 for your seclusion and restraint policy and this cross reference should be edited if you choose to maintain your current coding.

USE OF SECLUSION AND RESTRAINT

A. Definitions.

1. “Physical restraint” or “restraint” means personal restriction that immobilizes or reduces the ability of a pupil to move his or her torso, arms, legs, or head freely.
2. “Seclusion” means the involuntary confinement of a child in a room or area from which the child is physically prevented from leaving. Seclusion does not include such things as in-school suspensions; detention; or a child requested break in a separate setting.

B. Policy

Maintaining a safe and productive environment for pupil learning is a high priority of the Waunakee Community School District’s Board of Education. The Board recognizes that there may be times when a pupil will engage in dangerous or disruptive behavior that requires immediate attention and intervention. In such cases, designated school personnel shall use the least restrictive intervention appropriate for the situation.

Seclusion and physical restraint shall only be used by designated school personnel when the physical safety of the pupil or others is in immediate danger. Use of such behavior interventions as seclusion and physical restraint shall be for the shortest time possible. Verbal outbursts and threats do not constitute a threat to physical safety unless the pupil also demonstrates a means to carry out the threat. The purpose for using seclusion or physical restraint is to defuse a physically dangerous situation, protect the pupil and others from injury, and regain a safe learning environment.

To help ensure its appropriate use, the Board sets forth the following procedures for the use of seclusion and physical restraint in the District:

A. General Procedures for Use of Seclusion

1. Seclusion may only be used when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or others and when less restrictive or alternative approaches have been considered, attempted or deemed inappropriate.
2. Seclusion shall be administered in a humane, safe and effective manner, considering known medical or psychological limitations of the student. Seclusion shall not be used as an intervention when it is known that the use of the intervention would involve an inappropriate risk to the student’s health or safety due to the student’s personal medical issue(s) or medical condition(s).
3. The duration of the student’s seclusion can only be as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
4. Constant supervision of the student is maintained, either by remaining in the room or area with the student or by observing the student through a window that allows for the student to be seen at all times.

5. The room, or area, in which the student is secluded must be free of objects or fixtures that may injure the student. The door, or area in which the student is secluded, cannot be locked to prevent a student's exit.
6. The student must have adequate access to bathroom facilities, drinking water, necessary medication, and regularly scheduled meals.

B. General Procedures for Use of Physical Restraint

1. Physical restraint may be used on students at school only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others and it is the least restrictive intervention feasible.
2. No District employee may use physical restraint on a student without having received appropriate training, as required by state law, with one exception; Physical restraint may be used by non-trained school personnel in an emergency situation, but only if an individual who has received training on the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.
3. The degree of force used and the duration of the physical restraint cannot exceed the degree and duration that are reasonable and necessary to resolve the risk.
4. Physical restraint must be applied in a humane, safe, and effective manner considering known medical or psychological limitations of the student.
5. There must not be any medical contraindications for the use of physical restraint.
6. The restraint must not constitute corporal punishment, which is the intentional infliction of physical pain as a means of discipline.
7. Neither mechanical nor chemical restraints are used.
8. A student cannot be restrained in a prone position. Only restraints/holds taught in Non-Violent Crisis Intervention (NVC) training may be used to restrain a student.

C. Student with Disabilities

1. After the second incident of seclusion or physical restraint is used for a student with a disability, the District will ask the student's Individualized Education Program (IEP) team to convene within 10 school days to consider the following:
 - a. Conducting a Functional Behavioral Assessment (FBA) if one has not been completed already for the behavior of concern;
 - b. Developing or determining an appropriate Behavior Support Plan (BSP) based upon the FBA addressing the behavior or concern;
 - c. Reviewing the student's IEP to ensure that it contains appropriate positive behavioral interventions and supports to address the behavior of concern; and
 - d. Revising the IEP if necessary.

D. Documentation and Notification/Reporting

1. The building principal, or their designee, is required to complete all of the following whenever seclusion or physical restraint is used on a student by covered individuals or by law enforcement:
 - a. Notify the student's parent(s)/guardian(s) of the incident on the same day the incident occurred.
 - b. Notify the student's parent(s)/guardian(s) that they will receive a written report with the details of the incident within 3 business days. This also includes

- notifying parent(s)/guardian(s) of all incidents of seclusion or physical restraint involving law enforcement officers.
- c. Facilitate a debriefing meeting with all covered individuals who participated in the incident to discuss the events preceding, during, and following the use of seclusion or physical restraint and how to prevent the need for seclusion and restraint in the future. This conversation must include factors that may have contributed to the escalation of the student's behaviors, alternatives to physical restraint such as de-escalation techniques and possible interventions, and other strategies that the school principal, or designee, determines are appropriate.
 - d. Complete a seclusion/restraint report no later than two business days after the incident that includes all of the following information:
 - i. The student's name
 - ii. The date, time, and duration of the use of seclusion or physical restraint.
 - iii. A description of the incident, including a description of the actions of the student before, during, and after the incident.
 - iv. The names and titles of the covered individuals present during the incident, including law enforcement.
 - e. The principal, or designee, is required to retain the written report and within three business days of the incident, send the report to the student's parent/guardian by first class mail or by electronic transmission, or hand deliver the report to the student's parent or guardian.
 - f. Share a copy of the seclusion/restraint report with the Director of Special Education.
 - g. Annually, by October 1st, the principal, or designee must submit to the Board of Education a report that includes data disaggregated as follows:
 1. The number of incidents of seclusion and physical restraint during the previous school year;
 2. The total number of students involved in incidents of seclusion during the previous school year;
 3. The number of students with disabilities who were involved in incidents of seclusion during the previous school year;
 4. The number of incidents of physical restraint during the previous school year;
 5. The total number of students who were involved in incidents of physical restraint during the previous school year.

E. Staff Training Requirement and Documentation

WCSD has implemented Non-Violent Crisis Intervention Training (NVCI) from the Crisis Prevention Institute. This training meets and/or exceeds all legal requirements for training under state law.

Seclusion and restraint shall be implemented only by Covered Individuals who have a valid training status.

- a. A Covered Individual who is not trained or who has an invalid training status may use physical restraint on a student only in an emergency and only if a trained Covered Individual with a valid status is not immediately available due to the unforeseen nature of the emergency.

b. All building-level administrators will be trained in each school building and will maintain a valid training status.

c. The Director of Special Education, or designee, shall maintain a list of all Covered Individuals who have completed NVCIT Training and the period of time for which the training is considered valid.

LEGAL REF.: Sections 115.787(3) Wisconsin Statutes

118.13

118.164

118.31

Individuals with Disabilities Education Act (IDEA)

No Child Left Behind Act

CROSS REF.: District Procedures for Using Seclusion and Physical Restraint Interventions

Pupil Conduct and Discipline Policy

Reporting Child Abuse or Neglect Policy

School Safety Policy

Pupil Code of Classroom Conduct (Removal of Pupils from Class)

Response to Intervention Plan/Policy

School Emergency Response Plans

Special Education Policy and Procedure Handbook

WASB PRG 447.11 Sample Policy 1

ADOPTED: February 2019

Revised: 02/14/2022

STUDENT SUSPENSIONS AND EXPULSIONS

Policy 447.3

Waukeek Community School District

Page 1 of 4

(This sample policy authorizes school administrators to suspend a student from school and recommend student expulsion consistent with state law provisions. The sample also allows for students to be offered the opportunity to participate in alternative support or intervention activities related to the misconduct as an alternative to suspension or expulsion, as well as allows for early reinstatement from an expulsion.)

Out of School Suspension

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The building principal or designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal.

- Prior to any suspension, the student shall be advised of the reason for the proposed suspension.
- The student shall be provided opportunity to present his/her version of the conduct prior to a determination of the proposed suspension.
- The student may be suspended if the principal or designee determines that the pupil is guilty of noncompliance with rules or of the conduct charged and that the suspension is reasonably justified.
- The parent or guardian of a suspended minor student shall be given notice of the suspension and the reason for suspension.
- The suspended student or his/her parent or guardian may, within 5 days following notification of the suspension, have a conference with a school administrator other than the principal who ordered the suspension. If the administrator finds that the pupil was suspended unfairly, that the suspension was inappropriate, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the

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STUDENT SUSPENSIONS AND EXPULSIONS

Policy 447.3

Waukeek Community School District

Page 2 of 4

pupil's records shall be expunged. Such findings must be made within 15 days of the conference.

- A suspended student shall not be denied the opportunity to take any examinations missed during the suspension period.

Except as otherwise provided by law or policy, a student may be suspended for up to 15 days pending an expulsion hearing.¹

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

1. repeated refusal or neglect to obey District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others;
4. conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member; or
5. the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.

The Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

¹ The highlighted language is from your current suspension policy. You are not required to include it in the policy, but it provides an accurate description of student and parent rights and notifications during an suspension and I imagined you might want it included in the policy.

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STUDENT SUSPENSIONS AND EXPULSIONS

Waukeek Community School District

Policy 447.3

Page 3 of 4

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension may be conducted in the Waukeek schools and shall be in conformance with the following guidelines:

- Students will be assigned to in-school suspension by school administrators.
- The administration will inform pertinent staff members of the names of those students assigned to in-school suspension. This will include notifying the students' counselor and the school social worker.
- The administration will notify the parents/guardians in writing* that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the students' re-admittance to regular classes. *Checking w/legal on "in writing"
- The in-school suspension teacher shall see that each student assigned to in-school suspension will have textbooks and class work assignments. If the student does not, the teacher shall make the necessary arrangements to have the student get this material.
- Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during this suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
- The principal or designee shall may arrange appointments with a guidance school counselor, social worker, psychologist, or other appropriate person for all students who are suspended the second time.
- The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.
- Students will not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled.
- Students may not attend or participate in extracurricular activities while under in-school suspension, at the discretion of the building administration.
- In-school suspensions shall last no more than five (5) days for a single disciplinary action.

The District shall not discriminate in disciplinary actions including suspension on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental

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STUDENT SUSPENSIONS AND EXPULSIONS

Policy 447.3

Waukegan Community School District

Page 4 of 4

~~status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures;~~

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~~Suspension from bus riding privileges are also processed under this policy.~~

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The District shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

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Legal References:

Wisconsin Statutes

[Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]

[Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]

[Section 120.13\(1\)](#) [board power to suspend or expel students from school]

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Federal Laws

[20 U.S.C. Chapter 33](#) [Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion; IDEA regulations at [34 C.F.R. Part 300](#)]

Cross References:

WASB PRG 447.3 Sample Policy 1

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

[447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)

[447.11 Use of Seclusion and Restraint](#)

[447.2 Student Detention](#)

[447.31 In-school Suspensions](#)

[447.4 Student Expulsion and Early Reinstatement of Expelled Students](#)

[447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities](#)

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Adoption Date:

² I have not done the 411 student discrimination policies yet, this cross reference may require further editing.

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**STUDENT SUSPENSION
(In-School Suspension)**

447.31

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension may be conducted in the Waunakee schools and shall be in conformance with the following guidelines:

- Students will be assigned to in-school suspension by school administrators.
- The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the students' counselor and the school social worker.
- The administration will notify the parents/guardians in writing that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the students' re-admittance to regular classes.
- The in-school suspension teacher shall see that each student assigned to in-school suspension will have textbooks and class work assignments. If the student does not, the teacher shall make the necessary arrangements to have the student get this material.
- Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during this suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
- The principal or designee shall arrange appointments with a guidance counselor, social worker, psychologist, or other appropriate person for all students who are suspended the second time.
- The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.
- Students will not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled.
- Students may not attend or participate in extracurricular activities while under in-school suspension.
- In-school suspensions shall last no more than five (5) days for a single disciplinary action.

The District shall not discriminate in disciplinary actions including suspension on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref.: Section 118.13 Wisconsin Statutes
120.13(1)(b)
Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedures
443-Exhibit
Adopted: 12/13/82
Revised: 9/14/87
March 1994
12/11/95
March 2002

Waunakee Community School District

STUDENT SUSPENSIONS AND EXPULSIONS

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(This sample policy authorizes school administrators to suspend a student from school and recommend student expulsion consistent with state law provisions. The sample also allows for students to be offered the opportunity to participate in alternative support or intervention activities related to the misconduct as an alternative to suspension or expulsion, as well as allows for early reinstatement from an expulsion.)

Out of School Suspension

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The building principal or designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal.

- Prior to any suspension, the student shall be advised of the reason for the proposed suspension.
- The student shall be provided opportunity to present his/her version of the conduct prior to a determination of the proposed suspension.
- The student may be suspended if the principal or designee determines that the pupil is guilty of noncompliance with rules or of the conduct charged and that the suspension is reasonably justified.
- The parent or guardian of a suspended minor student shall be given notice of the suspension and the reason for suspension.
- The suspended student or his/her parent or guardian may, within 5 days following notification of the suspension, have a conference with a school administrator other than the principal who ordered the suspension. If the administrator finds that the pupil was suspended unfairly, that the suspension was inappropriate, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the

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STUDENT SUSPENSIONS AND EXPULSIONS

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pupil's records shall be expunged. Such findings must be made within 15 days of the conference.

- A suspended student shall not be denied the opportunity to take any examinations missed during the suspension period.

Except as otherwise provided by law or policy, a student may be suspended for up to 15 days pending an expulsion hearing.¹

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

1. — repeated refusal or neglect to obey District policies or school rules;
2. — knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. — conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others;
4. — conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member; or
5. — the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.

The Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

¹ The highlighted language is from your current suspension policy. You are not required to include it in the policy, but it provides an accurate description of student and parent rights and notifications during an suspension and I imagined you might want it included in the policy.

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STUDENT SUSPENSIONS AND EXPULSIONS

Waukeek Community School District

Policy 447.3

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The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension may be conducted in the Waukeek schools and shall be in conformance with the following guidelines:

- Students will be assigned to in-school suspension by school administrators.
- The administration will inform pertinent staff members of the names of those students assigned to in-school suspension. This will include notifying the students' counselor and the school social worker.
- The administration will notify the parents/guardians in writing* that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the students' re-admittance to regular classes. *Checking w/legal on "in writing"
- The in-school suspension teacher shall see that each student assigned to in-school suspension will have textbooks and class work assignments. If the student does not, the teacher shall make the necessary arrangements to have the student get this material.
- Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during this suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
- The principal or designee shall may arrange appointments with a guidance school counselor, social worker, psychologist, or other appropriate person for all students who are suspended the second time.
- The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.
- Students will not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled.
- Students may not attend or participate in extracurricular activities while under in-school suspension, at the discretion of the building administration.
- In-school suspensions shall last no more than five (5) days for a single disciplinary action.

The District shall not discriminate in disciplinary actions including suspension on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental

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STUDENT SUSPENSIONS AND EXPULSIONS

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Page 4 of 4

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~~Suspension from bus riding privileges are also processed under this policy.~~

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The District shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

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Legal References:

Wisconsin Statutes

[Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]

[Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]

[Section 120.13\(1\)](#) [board power to suspend or expel students from school]

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Federal Laws

[20 U.S.C. Chapter 33](#) [Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion; IDEA regulations at [34 C.F.R. Part 300](#)]

Cross References:

WASB PRG 447.3 Sample Policy 1

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

[447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)

[447.11 Use of Seclusion and Restraint](#)

[447.2 Student Detention](#)

[447.31 In-school Suspensions](#)

[447.4 Student Expulsion and Early Reinstatement of Expelled Students](#)

[447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities](#)

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Adoption Date:

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**STUDENT DISCIPLINE SUSPENSION AND EXPULSION
STUDENTS WITH DISABILITIES**

447.5

1. Suspension

In the instances where an identified student with disabilities is to be suspended, the District shall document in each case that the student is disruptive, is in danger to him/herself or others or violates school rules. Provisions are to be made for conducting an IEP review staffing, within three days, to determine if a modification of program is necessary.

2. Expulsion

If a student is to be expelled, the District specifies that the behaviors precipitating the student's expulsion action has been demonstrated to be behaviors not consistent with those for which a student with disabilities (special education) referral is made. This determination to expel can only be taken following a complete assessment of the child through the IEP team process. The IEP Team is to determine whether the conduct was related to the handicapping/special condition or to a possible inappropriate placement. If either is the case, the student cannot be expelled.

A student with a disability may be suspended for not more than ten (10) days if a notice of expulsion hearing has been sent. Additionally, a student with a disability may be placed in an interim alternative educational setting for up to 45 days during the pending of a due process hearing if the student brought a weapon or drugs to school.

The District shall not discriminate in disciplinary actions, including suspension and expulsion on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref.: Sections 115.787 (3)(b)1
118.13 Wisconsin Statutes
120.13(1)
PI 11

Individuals with Disabilities Education Act
Section 504, Rehabilitation act

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedures
Special Education Handbook
447.3, Student Suspension
447.4, Student Expulsion
WASB PRG 447 Sample Policy 1

WASB PRG 447.3 Sample Policy 1

447.1 Staff Use of Physical Force, Physical Restraint and Seclusion

447.11 Use of Seclusion and Restraint

447.2 Student Detention

447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities

447.5 continued

Adopted: December 1982

Revised: March 1994
December 1995
January 2000
March 2002

Waunakee Community School District

STUDENT INSURANCE PROGRAM

A student accident insurance program providing broad coverage will be ~~made available to parents/guardians on a voluntary basis or may be provided by the District with annual meeting approval.~~ purchased by the District. This policy can be accessed by parents/guardians, on an as needed basis, when a student is involved in an accident as outlined in the following paragraph

Such protection will cover the student while at school, while being transported to and from school, and when engaged in any school-sponsored activities (excluding interscholastic athletics) either on school grounds or elsewhere.

Athletic Insurance

Any student participating in interscholastic sports will be afforded the opportunity for insurance coverage. The premium required will be paid by the individual participant.

Legal Ref.: Section 120.13(2) Wisconsin Statutes

Cross Ref.: 377, Interscholastic Athletics
WIAA Handbook

Adopted: 12/13/82

Revised: 4/22/91
March 1994
March 2002

Waunakee Community School District

Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, January 4, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Ensign called the meeting to order at 7:30am.

II. ROLL CALL

Present: Dotzler, Ensign, Heinemann

Also Present: Guttenberg, Summers, Cramer, Grabarski, Bauer, Steeger, Jay Thomsen (Vogel Brothers), Dave Kettner & Neil Statz (Soccer Boosters)

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. WARRIOR PITCH FUNDRAISING UPDATE/PLANNING

Summers presented this agenda item and introduced Dave Kettner to give an update and request regarding the Warrior Pitch fundraising efforts. Topics discussed were the team center concept, the existing concession building for expansion, and a few maintenance requests for this area. After much discussion a motion was made by Dotzler, second by Heinemann, to recommend that the full board consider having administration proceed forward with planning for these projects and bring them back to the committee for review and consideration. Motion carried 3-0.

VI. HERITAGE ELEMENTARY SCHOOL

A. Update on Schedule/Finances

Summers presented and answered questions regarding the schedule and finances for the Heritage Elementary School project. Jay Thomsen from Vogel Brothers was also available. At this time everything is still on track for a July 31st completion and the financial report indicated the majority of the project contingency funds have not been utilized.

VII. NEW MIDDLE SCHOOL

A. Consideration of Steel Purchase

Summers along with Jay Thomsen presented and answered questions regarding the concept of purchasing steel for the new middle school. If approved by the School Board, purchasing the steel will assist the district in meeting our August 1, 2024 spend down requirements. A motion was made by Dotzler, second by Heinemann, to recommend that the full board consider purchasing steel for the new middle school as presented. Motion carried 3-0.

VIII. CONSIDERATION OF CAPITAL PROJECTS

Summers presented and answered questions on the updated budget tracking document for capital projects.

A. Districtwide Capital Maintenance Projects

Summers and Cramer presented and answered questions regarding consideration of district wide maintenance projects. This month's requests are related to districtwide maintenance equipment. Summers, Cramer, and Bauer are meeting with each building principal and the Athletic Director to develop a comprehensive capital maintenance projects list for the February facility meeting. A motion was made by Heinemann, second by Dotzler to recommend that the full board consider approval of the districtwide maintenance equipment as presented. Motion carried 3-0.

B. HVAC Projects

This item will be brought back to a future meeting.

IX. CONTRACTED CLEANING SERVICES

Summers and Grabarski presented and answered questions on the concept of a contracted cleaning services as a temporary option due to four (4) vacancies in the custodial team at the High School. This contract would be a short term service to assist with the work until the custodial team is hired. The minimum contracted option from Kleenmark is 3 months. A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider this contracted cleaning service on a short term basis. Motion carried 3-0.

X. FUTURE MEETINGS

The facility committee will need to meet once a month prior to the board meeting. The February meeting will be scheduled at the regular board meeting

The next meeting will include an expanded capital maintenance projects list from building principals and athletic directors and an update on the energy efficiency topic.

XI. ADJOURN

A motion was made by Heinemann, second by Dotzler, to adjourn the meeting at 8:32AM. Motion carried 3-0.

FACILITIES COMMITTEE CONSIDERATION						
District	Athletics	Bleacher Boss - Power Assist Unit	1	LS	\$4,900.00	\$4,900.00
District	Athletics	Robotic Athletic Field Painter	1	LS	\$29,700.00	\$29,700.00
District	Grounds	Water Reel with Booster	1	EA	\$14,000.00	\$14,000.00
District	Grounds	Robotic Mowers	4	EA	\$5,500.00	\$22,000.00
District	Grounds	John Deere 1575 tractor (includes snow blower and broom)	1	EA	\$55,600.00	\$55,600.00
District	Maintenance	Fork Lift	1	EA	\$50,000.00	\$50,000.00
						\$176,200.00



EVERYWHERE PEOPLE PLAY

Bleachers ♦ Stadium Seating ♦ Playgrounds
Scoreboards ♦ Gymnasium Equipment
Shelters ♦ Site Amenities ♦ More

info@americanathletix.com ♦ Office: (888) 399-4999 ♦ Fax: (888) 295-2319 ♦ P.O. Box 1881 ♦ Muskegon, MI 49443

Quotation

December 6, 2023

Waunakee Community School District

Attention: David Sandmire

Gymnasium Bleacher Power Assist Unit:

Upgrade manually operated bleachers to **Bleacher Boss** power-assisted bleachers:

- Cost effective power system
 1. Adaptable to any brand of bleacher
 2. Universal brackets bolt on easily
- Provides a smooth, controlled method of operation
 1. Greatly reduces wear and tear on bleachers
 2. Lowers long-term repair and maintenance costs
- Reduces set-up time, injury & cost
 1. Greatly reduces man-hours with less staff required
 2. One operator and one button operation
 3. Reduces potential strain and injury to staff common with manual bleachers



Watch our short video here:
[The Bleacher Boss - YouTube](#)

Bleacher Boss Price: \$4,400
(+ \$500 estimated shipping)

Proposal By: American Athletix, LLC

Accepted by _____ Date _____

Purchase Order _____

Thank-you for the opportunity to present this information.

Customer acknowledges that he/she has read, understands, accepts and agrees to be bound by the Terms and Conditions attached.

TURF TANK **LITE**

	Single LITE	Double LITE	Triple LITE
Turf Tank Lite purchase Price	\$24,000	\$24,000	\$24,000
Annual care plan	\$2,000 / year	\$2,000 / year	\$4,000 / year
Year One Implementation Cost	\$1,700	\$1,700	\$1,700
# of Sport Type Field Layouts	1 sport	2 sports	3 sports
Turf Tank Two Robot + GPS Package	✓	✓	✓
2.5 Gallon paint jug	✓	✓	✓
Continuous Software Improvements	✓	✓	✓
Free Form Text Creation	✗	✗	✗
Customized Logo Creation	✗	✗	✗
Geometry Package	✓	✓	✓
Training & Online Resources	✓	✓	✓
Support Hours	Normal business hours	Normal business hours	Normal business hours
Warranty Type	Limited	Limited	Limited
Annual Paint Allotment included (RTS)	\$1,000	\$1,000	\$1,000
Battery Supply	1x battery	1x battery	1x battery
Courtesy Robot	✗	✗	✗
On-Site Maintenance Visits	✗	✗	✗
Custom Turf Tank Wrapping	✗	✗	✗
Turf Tank Service Kit (Incl. Pump, Solenoid & Suction Rod w/ hoses)	✗	✗	✗



Most Trusted Traveling Irrigation Systems
Since 1964

Kifco Model B140 Water-Reel®



- Bellows Driven Water-Reel® with 1.4" ID x 350' MDPE Tube
- Simple, reliable, portable irrigation for sports fields, residential settings, hobby farms and food plots
- Automatic shutoff allows for unattended operation
- Mechanical levelwind system with miswrap safety for uniform, reliable tube rewinding
- Rugged construction proven by over 40 years of production and over 35,000 Kifco Water-Reels® sold
- Industry leading products with service and distribution at over 200 authorized dealers

Applicable Markets



Sports Fields



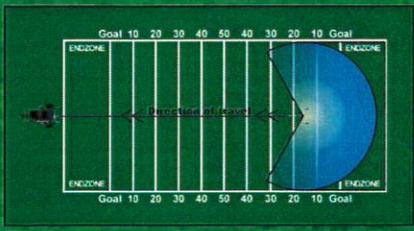
Residential Landscape, Gardens & Nurseries



Hobby Farms, Food Plots and Pastures

Standard Features and Benefits

- The Kifco Model B140 uses a water powered bellows drive which operates as low as 47 psi and 18 gpm with no additional pressure requirements making it more reliable than small turbines
- Retraction speed control dial provides easy adjustment and setting of application rate
- Sprinkler selector valve easily allows for automatic sprinkler shutoff at the end of the run or continued operation
- Three large flotation tires make transport by hand or small garden tractor simple



Easy Operation



Local Parts & Service

1 Year
Manufacturer's Warranty
5 Year
Pro Rated Tube Warranty

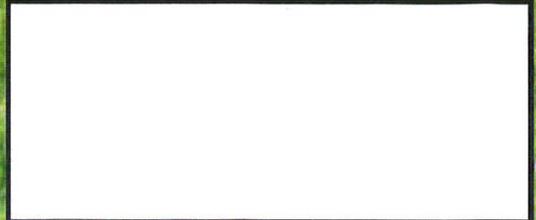


Engineered in the USA

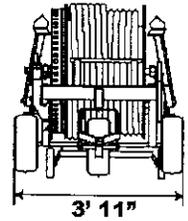
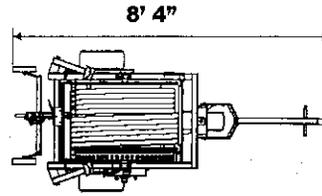
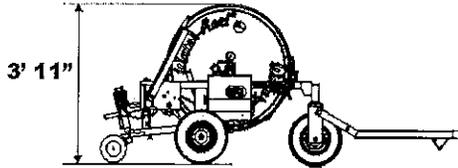
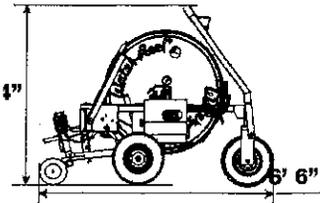
www.kifco.com



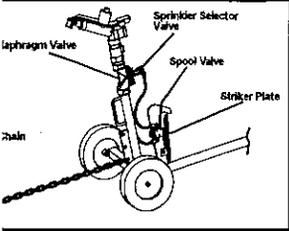
700 S. Schrader Ave.
P.O. Box 290
Havana, IL 62644
800-452-7017 Toll Free
309-543-4425 Phone
309-543-4945 Fax



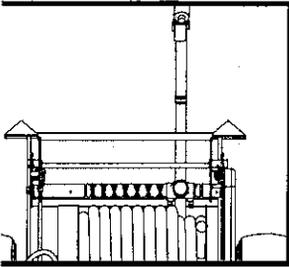
B140 Dimensions - B3 Chassis



Sprinkler Diagram



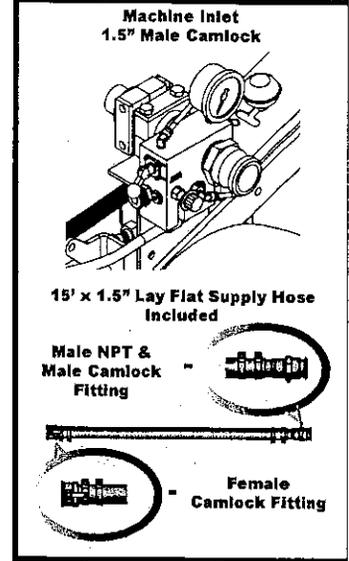
Mechanical Levelwind System



Technical Specifications

Tube Inner Diameter/Length	1.4" x 350'
Irrigated Width	100' - 198'
Irrigated Length	400' - 449'
Irrigated Area Per Run (Acres)	0.9 - 2.0
Drive System	Bellows
GPM Range	18 - 80
Inlet PSI Range	47 - 149
Hours Per Full Run	3.7 - 10
Retraction Speed	20 - 85 ft. per hour
Dry Weight	530 lbs.
Weight With Water	775 lbs.
Inlet Diameter	1.5" Male Camlock
Supply Hose	15' 1.5" Male x Female Camlock
Options	
Booster Pumps	5.5Hp Gas, 9Hp Gas
Primary Pump	5.5Hp Gas, 9Hp Gas
Guncart Tire Upgrade	Added stability in rough terrain

Standard Connection



Sprinkler Performance

Sprinkler Model	Nozzle Dia.	Inlet PSI	(Q) GPM	Width (ft.) (80%)	Length (ft.) (80%)	Wetted Dia. (ft.)	Application Rate (in.)
Sime K1	10mm	58	28	110	405	137	.29 - 1.23
	10mm	77	33	118	409	148	.32 - 1.34
	12mm	56	40	105	402	131	0.43 - 1.84
	12mm	110	56	142	421	177	0.45 - 1.90
	14mm	73	52	110	405	138	0.53 - 2.27
	14mm	142	73	152	426	190	0.54 - 2.31
	16mm	96	65	115	408	144	0.64 - 2.72
	16mm	142	80	137	418	171	0.66 - 2.82

Sprinkler Model	Nozzle Dia.	Inlet PSI	(Q) GPM	Width (ft.) (80%)	Length (ft.) (80%)	Wetted Dia. (ft.)	Application Rate (in.)
Sime K1	8mm	50	18	100	400	125	.20 - .87
	8mm	66	21	108	404	135	.22 - .94
	10mm	58	28	108	404	135	.30 - 1.26
	10mm	77	33	115	408	144	.32 - 1.37
	12mm	48	33	100	400	125	.37 - 1.59
	12mm	96	47	123	412	154	.43 - 1.85

Sprinkler Model	Nozzle Dia.	Inlet PSI	(Q) GPM	Width (ft.) (80%)	Length (ft.) (80%)	Wetted Dia. (ft.)	Application Rate (in.)
Komet Twin Max	.4"	53	27	119	410	149	0.2 - 0.6
	.4"	106	39	146	423	182	0.2 - 0.7
	.45"	53	32	123	412	154	0.3 - 0.7
	.45"	120	49	166	433	207	0.3 - 0.8
	.5"	62	40	131	416	164	0.3 - 0.8
	.5"	139	61	178	439	222	0.3 - 0.9
	.55"	75	49	138	419	172	0.4 - 1.0
	.55"	145	69	177	438	221	0.4 - 1.0

Sprinkler Model	Nozzle Dia.	Inlet PSI	(Q) GPM	Width (ft.) (80%)	Length (ft.) (80%)	Wetted Dia. (ft.)	Application Rate (in.)
Komet Twin Max	.39"	47	26	125	412	156	.24 - 1.00
	.39"	147	47	194	447	243	.27 - 1.16
	.43"	45	29	125	412	156	.26 - 1.12
	.43"	147	54	197	448	246	.31 - 1.30
	.47"	51	35	130	415	162	.31 - 1.30
	.47"	149	61	198	449	248	.35 - 1.48
	.51"	49	37	125	412	156	.34 - 1.43
	.51"	133	63	188	444	235	.38 - 1.61
	.55"	56	43	130	415	163	.37 - 1.59
.55"	142	70	189	444	236	.42 - 1.79	

B140**Kifco - B140 Kifco Water-Reel 5.5Hp Booster With Komet**

- Kifco B-Series Water-Reels are a versatile solution to your sports field, horse arena, cemetery, park, pasture, garden or residential irrigation needs.
- This model features a 5.5HP Booster Pump and Komet Sprinkler
- The Kifco Model B140 uses a water powered bellows drive which operates as low as 45 psi and 15 gpm with no additional pressure requirements making it more reliable than small turbines
- Three large flotation tires make transport by hand or small garden tractor simple

Call to Order (800) 785-3305

⊗ Standard Shipping is unavailable

Ⓢ **Special Order Product**
not returnable unless defective



About**B140 Kifco Water Reel 5.5HP Booster with Komet**

- Bellows Driven Water-Reel® with 1.4" ID x 350' MDPE Tube
- Simple, reliable, portable irrigation for sports fields, residential settings, hobby farms and food plots
- Automatic shutoff allows for unattended operation
- Mechanical levelwind system with miswrap safety for uniform, reliable tube rewinding
- Rugged construction proven by over 40 years of production and over 35,000 Kifco Water-Reels® sold

Standard Features and Benefits

- The Kifco Model B140 uses a water powered bellows drive which operates as low as 45 psi and 15 gpm with no additional pressure requirements making it more reliable than small turbines
- Retraction speed control dial provides easy adjustment and setting of application rate
- Sprinkler selector valve easily allows for automatic sprinkler shutoff at the end of the run or continued operation
- Three large flotation tires make transport by hand or small garden tractor simple

ABOUT THE B-SERIES

Kifco B-Series Water-Reels are a versatile solution to your sports field, horse arena, cemetery, park, pasture, garden or residential irrigation needs. B-Series travelers come in a wide variety of lengths and tube diameters and can irrigate an area as small as an indoor horse arena or as large as a 30 acre pasture.

This B-Series models retracts using a simple bellows drive (B Models). Kifco is the first and only manufacturer to provide a machine specifically designed to cool, rinse and condition synthetic turf fields before or during a game

Applications**Athletic Fields**

- Flexibility to irrigate multiple fields with one machine.
- Irrigates sports fields in single pass.
- Softens field to reduce player injuries.

Synthetic Turf

- Only Kifco offers a machine specifically designed to cool, rinse, and condition synthetic turf fields.
- Can water the entire field, end-zone to end-zone and sideline to sideline, in 27 minutes.

Equestrian Arenas

- Softens the soil for better, safer footing in show arenas and stables.
- Provides excellent dust control.

Gardens

- Perfect for irrigating large vegetable gardens, flowers, organic produce and fruit.

Cemeteries

- Improves appearance of the grounds and increases the value of burial plots.

Practice Fields

- Lowers maintenance costs because there are no in-ground heads to repair or winterize.
- Improves recovery of damaged turf in high traffic areas.

Specifications

- Tube Inner Diameter/Length: 1.4"x350'
- Irrigated Width: 100 - 198'
- Irrigated Length: 400 - 449'
- Irrigated Area Per Run (Acres): 0.2 - 1.5
- Drive System: Bellows
- GPM Range: 18 - 80
- Inlet PSI Range: 47 - 149
- Hours Per Full Run: 3.7 - 10



Husqvarna Professional Products, Inc.
 9335 Harris Corners Parkway, Ste.500.
 Charlotte, North Carolina 28269.

Telephone : (800) 291-8251
 EIN NO : 26-1595993

Bill To

Company Name : Waunakee Community School District
 Address : Ben Steeger
 Phone : -
 Email : addsuperemail@waunakee.k12.wi.us

Quote Detail

Quote Id : QT633917768
 Quote Status : In Progress
 Adjustment : \$0
 Quote Name : Waunakee Community School District
 Valid Unill : 12 Dec 2023
 Final Total : \$21029.94

Draft Quote

Quote Items

Part Number	Product	Product Description	MSRP	Quantity	MSRP Total	Discount %	Adjusted Total
970656705	AM550 EPOS	AM550 EPOS US CA ROBOT MOWER	\$4999.99	4	\$19999.96	0	\$19999.96
970468205	EPOS REFERENCE	EPOS REFERENCE STATION	\$899.99	1	\$899.99	0	\$899.99
595084412	AUTOMOWER BLADES	BLADE SET ENDURANCE 45PCS P65	\$129.99	1	\$129.99	0	\$129.99

Notes:

On behalf of Husqvarna Professional Products, Inc : Name : Title : Date :



[Robotic Lawn Mowers](#)



1/1



Commercial Robotic Lawn Mowers

HUSQVARNA AUTOMOWER® 550 EPOS

★★★★★ 5.0 (1) [Write a review](#)

\$4,999.99

2.5 acre
Lawn Size (±20)

2.4 in
Cutting height, max (approximate)

- [Husqvarna EPOS Technology](#)
- [EPOS guidance](#)
- [Husqvarna Fleet Services™](#)
- [View all features](#)

[CONTACT US TO PURCHASE](#)

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\$4,999.99 - Price Includes



AUTOMOWER® 550 EPOS™

Robotic mower designed for professional fleet use. Fully equipped model featuring Husqvarna EPOS guidance with transport paths, AppDrive and precise area management. With virtual boundaries you can define several work areas with different settings as well as set temporary stay-out zones. Handles all types of lawns, navigates narrow passages and manages slopes up to 45% (24°) – even in rainy conditions. EPOS reference station required.

[+ Show More](#)

Features



Husqvarna EPOS Technology

EPOS (Exact Positioning Operating System) is a...

[View more](#)



EPOS guidance

Automatically calculates the most efficient route...

[View more](#)



Husqvarna Fleet Services™

Possibility to monitor and control multiple number...

[View more](#)



Pro user interface

Interface adapted for professional remotely...

[View more](#)

Specifications

Compare specifications and features with similar Husqvarna products.

[COMPARE](#)

5 blade disc with Endurance HSS

SKU: 970 65 67-05

Capacity

5 blade disc with Endurance HSS
SKU: 970 65 67-05

Lawn Size (±20)

2.5 acre

Maximum slope performance inside installation

45 %

Charging system

Automatic

Search system

EPOS guidance

[How can we help you?](#) ✕

5 blade disc with Endurance HSS

SKU: 970 65 67-05

Follow guide	Virtual transport path
Area capacity per hour	2,240 ft²

Cutting deck

Cutting width	9.45 in
---------------	---------

Product Data

Weight	30.4 lbs
Product size length	28.3 in
Product size width	22 in
Product size height	12.6 in
Color	Grey, Orange
Battery type	Li-Ion
Battery capacity	10 Ah
Charging current	7 A
Typical charging time	60 min

Cutting System

Cutting system	5 pivoting razor blades
Cutting height, min (approximate)	0.8 in
Cutting height, max (approximate)	2.4 in

Control

Connectivity	Bluetooth®, Cellular
Firmware Update	FOTA

Safety

Typical mow time on one charge	210 min
GPS Theft tracking	Yes
PIN code	Yes
Alarm	Yes
User Interface	Professional User Interface/App

How can we help you? 

Quote Summary

Prepared For:
 WAUNAKEE COMMUNITY SCHOOL DST
 905 BETHEL CIR
 WAUNAKEE, WI 53597
 Business: 608-849-2000

Prepared By:
 Chris Niebauer
 Mid-State Equipment Columbus
 W1115 Bristol Road
 Columbus, WI 53925
 Phone: 920-623-4020
 cniebauer@midstateequipment.com

Quote Id: 29030319
Created On: 12 June 2023
Last Modified On: 13 September 2023
Expiration Date: 29 December 2023

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 60 In. Heavy-Duty Two-Stage Snow Blower - 1M0380XHNM200065	\$ 7,192.00	\$ 6,000.00 X	1 =	\$ 6,000.00
JOHN DEERE 60 Heavy-Duty Rotary Broom - 1TC60FMXJPT130053	\$ 6,641.00	\$ 5,600.00 X	1 =	\$ 5,600.00
JOHN DEERE 1575 TerrainCut™ with ComfortCab Commercial Front Mower (Less Mower Deck)	\$ 52,676.29	\$ 40,600.00 X	1 =	\$ 40,600.00
Equipment Total				\$ 52,200.00

Quote Summary

Equipment Total	\$ 52,200.00
SubTotal	\$ 52,200.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 52,200.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 52,200.00

Integrated lithium-ion technology

Is your fleet equipped to propel productivity? In today's climate, you need the latest power technology to help keep your operation up and running. The Yale[®] **ERP050-060VLL** and **ERC050-060VGL**, sit-down counterbalance forklifts are powered by integrated lithium-ion technology—a power solution built for applications that demand high efficiency, charging flexibility, zero maintenance and smart sustainability. Both pneumatic and cushion tire models embrace technology that focuses on advancing your operation and the materials handling industry, making them a powerful addition to your fleet.

WHY LITHIUM-ION TECHNOLOGY?



Zero maintenance



Fast charging times



FDA compliant



ERC-VGL

Designed around form and function

Engineering a counterbalanced lift truck around a fully integrated, space-saving, lithium-ion battery puts Yale at the forefront of innovation. The strategic design helps free space in the operator compartment, maximizing comfort and convenience to help propel productivity.

- 1 Reduced truck weight**
 - Improves acceleration
 - Reduces energy consumption for long run times in demanding applications
- 2 Repositioned center of gravity**
 - Enhances drive quality
 - Improves truck handling in corners
- 3 Lowered seat and floor plate**
 - Allows easy entry and exit from the truck
- 4 Open space design**
 - Maximizes comfort and convenience
 - Allows easy entry and exit from the truck
 - Provides freedom to position feet during operation
- 5 Energy efficient**
 - Fast charging times*:
 - ERP-VLL - 55 min
 - ERC-VGL - 65 min
 - Retains full suite of low state of charge safety features
 - Truck requires PosiCharge ProCore or Ecotec Fast Charge Access
 - Battery warranty - 7 years / 12,000 hours

* Full battery charge is defined as time to charge from lift-lock out of 8% to 100%; charge times based on 30kW Posicharge ProCore
- 6 Increased head room**
 - Allows taller operators the ability to maintain an ergonomic seated position
 - Provides the needed space for the optional Air-Ride Suspension Seat which helps create a smooth, comfortable ride for the operator



ERC-VGL



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December 29, 2024

John Cramer
Waunakee Community High School
301 Community Dr, Waunakee, WI 53597

John,

As discussed, KleenMark can provide janitorial services at Waunakee Community High School. Please see below the details and pricing options. After review, let me know if you should have any questions. We want to work with you and your team.

STATEMENT OF WORK

2nd SHIFT LABOR

The Statement of Work ("SOW") which includes the tasks/checklist of janitorial services will be provided from Waunakee Community High School.

1. Scope/Services –

KleenMark will provide FTE Labor to Waunakee Community High School:

Service Frequency & Shifts:

- 2nd Shift: 4 FTE Cleaners Monday – Friday 3:00pm-11:30pm
- Excludes Event Cleaning

*If employees work 40+ hours on overtime rate of 1.5 will be charged
holiday excluded but if requested a bill rate of two times will be applied.*

2. Waunakee Community High School Responsibilities –

Waunakee Community High School will manage and train the FTE Cleaners. In addition, Waunakee Community High School will supply uniforms, chemicals, equipment, and PPE for the FTE Cleaners.

3. Fees & Billing - Payment Terms –

(A) Service Fees Options:

THREE MONTHS TERMS

- \$29.85 Hourly Rate
- Total of \$21,014.40 per month for all 4 FTE Cleaners.

SIX MONTHS TERMS

- \$27.66 Hourly Rate
- Total of \$19,472.64 per month for all 4 FTE Cleaners.

NINE MONTHS+ TERMS

- \$26.15 Hourly Rate
- Total of \$18,409.60 per month for all 4 FTE Cleaners.

(B) KleenMark will issue an invoice to Waunakee Community High School by the 1st working day of the following month for the previous months labor. Payment will be made per terms of the



Agreement.

4. Employee Buy Out Program -

This entails if Waunakee Community High School would like to hire one or more KleenMark cleaner(s).

Depending on each model / agreement the price varies.

Upfront costs per employee for the three-month term would be \$5,920 per employee. Six-month term would be \$5,032,00 per employee and nine-month+ term would be \$4,277.20 per employee.

5. Term/Termination - This Agreement will commence on January 8, 2024, and continue for a term of __ months ("Initial Term"). Waunakee Community High School may choose to renew this Agreement for subsequent __month or a one-year term (each a "Renewal Term," and along with the Initial Term, the "Term") by providing Vendor written notice of renewal not less than 30 days prior to the expiration of the then-current term. Either Party may terminate this Agreement by providing written notice of termination to the other Party, which will take effect 30 days following the date of such notice.

KleenMark Services Corp

Client

Signature: _____

Signature: _____

Print Name: Michael Staver

Print Name: _____

Title: COO

Title: _____

Date Signed: _____

Date Signed: _____

Open Enrollment Sped Space Available for 23-24

High School	0
Middle School	0
Intermediate School	0
Prairie Elementary	5
Heritage Elementary	5
Arboretum Elementary	5
EC	0
4K	0
Transition Program (18-21)	2
District Wide	
Occupational Therapy	4
Physical Therapy	4
Speech/Language Therapy	0
Vision - Contracted Out	0
Deaf/Hard of Hearing - Contracted Out	0

Open Enrollment Capacity for the 2024-25 School Year
Based on December 2023 Enrollment

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
HERITAGE						
FULL DAY KINDERGARTEN	102	5	20.40	20	100	0
FIRST GRADE	110	6	18.33	20	120	10
SECOND GRADE	104	5	20.80	20	100	0
THIRD GRADE	110	5	22.00	23	115	5
FOURTH GRADE	100	5	20.00	23	115	15
ELEMENTARY TOTALS	526					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
PRAIRIE						
FULL DAY KINDERGARTEN	104	5	20.80	20	100	0
FIRST GRADE	103	5	20.60	20	100	0
SECOND GRADE	115	6	19.17	20	120	5
THIRD GRADE	106	5	21.20	23	115	9
FOURTH GRADE	109	5	21.80	23	115	6
ELEMENTARY TOTALS	537					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
ARBORETUM						
FULL DAY KINDERGARTEN	78	4	19.50	20	80	2
FIRST GRADE	78	4	19.50	20	80	2
SECOND GRADE	88	4	22.00	20	80	0
THIRD GRADE	88	4	22.00	23	92	4
FOURTH GRADE	93	4	23.25	23	92	0
ELEMENTARY TOTALS	425					

4K	223	13	17.15	20	260	37
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	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
INTERMEDIATE						
FIFTH GRADE	310	14	22.14	23	322	12
SIXTH GRADE	317	15	21.13	23	345	28
BUILDING TOTAL	627					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
MIDDLE SCHOOL						
SEVENTH GRADE	303	15	20.20	22	330	27
EIGHTH GRADE	350	17	20.59	22	374	24
BUILDING TOTAL	653					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
HIGH SCHOOL						
NINTH GRADE	330	17	19.41	22	374	44
TENTH GRADE	375	14	26.79	22	308	0
ELEVENTH GRADE	303	15	20.20	22	330	27
TWELFTH GRADE	320	12	26.67	25	300	0
BUILDING TOTAL	1328					

Nonresident students who are currently enrolled in Waunakee (because their family moved out of the district) and siblings of nonresident students currently enrolled in Waunakee will be guaranteed acceptance .

Open Enrollment Capacity for the 2024-25 School Year
Based on 5-Year Average Enrollment Model (Except 4K & K)

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
HERITAGE						
FULL DAY KINDERGARTEN	102	5	20.40	20	100	0
FIRST GRADE	111	6	18.50	20	120	9
SECOND GRADE	104	5	20.80	20	100	0
THIRD GRADE	114	5	22.80	23	115	1
FOURTH GRADE	102	5	20.40	23	115	13
ELEMENTARY TOTALS	533					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
PRAIRIE						
FULL DAY KINDERGARTEN	104	5	20.80	20	100	0
FIRST GRADE	105	5	21.00	20	100	0
SECOND GRADE	115	6	19.17	20	120	147
THIRD GRADE	110	5	22.00	23	115	5
FOURTH GRADE	111	5	22.20	23	115	4
ELEMENTARY TOTALS	545					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
ARBORETUM						
FULL DAY KINDERGARTEN	78	4	19.50	20	80	2
FIRST GRADE	80	4	20.00	20	80	0
SECOND GRADE	87	4	21.75	20	80	0
THIRD GRADE	92	4	23.00	23	92	0
FOURTH GRADE	95	4	23.75	23	92	0
ELEMENTARY TOTALS	432					

4K	223	13	17.15	20	260	37
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	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
INTERMEDIATE						
FIFTH GRADE	322	14	23.00	23	322	0
SIXTH GRADE	327	15	21.80	23	345	18
BUILDING TOTAL	649					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
MIDDLE SCHOOL						
SEVENTH GRADE	307	15	20.47	22	330	23
EIGHTH GRADE	352	17	20.71	22	374	22
BUILDING TOTAL	659					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
HIGH SCHOOL						
NINTH GRADE	340	17	20.00	22	374	34
TENTH GRADE	373	14	26.64	22	308	0
ELEVENTH GRADE	303	15	20.20	22	330	27
TWELFTH GRADE	328	12	27.33	25	300	0
BUILDING TOTAL	1344					

Nonresident students who are currently enrolled in Waunakee (because their family moved out of the district) and siblings of nonresident students currently enrolled in Waunakee will be guaranteed acceptance .

2023-24 Budget Status Report - December 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	14,052,550.83	0.00	42.60%	18,935,951.17
Personnel Costs: Benefits	10,865,347	10,865,347	4,790,326.87	0.00	44.09%	6,075,020.13
Total	43,853,849	43,853,849	18,842,877.70	0.00	42.97%	25,010,971.30

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,280	88,280	54,513.98	7,374.71	70.10%	26,391.31
Prairie School CSF	26,521	26,521	12,302.38	2,106.43	54.33%	12,112.19
Heritage School	97,160	97,160	53,035.21	15,705.83	70.75%	28,418.96
Heritage School CSF	26,627	26,627	3,469.77	3,938.47	27.82%	19,218.76
Arboretum School	76,520	76,520	53,950.82	4,064.15	75.82%	18,505.03
Arboretum School CSF	22,303	22,303	10,637.22	1,812.68	55.82%	9,853.10
Intermediate School	150,350	150,350	62,644.24	18,770.04	54.15%	68,935.72
Intermediate School CSF	32,269	32,269	22,146.20	7,277.98	91.18%	2,844.82
Middle School	163,150	163,150	67,116.87	17,618.37	51.94%	78,414.76
Middle School CSF	34,378	34,378	29,716.80	3,135.30	95.56%	1,525.90
High School	575,155	575,155	258,936.39	43,352.77	52.56%	272,865.84
High School CSF	66,383	66,383	30,038.61	5,751.74	53.91%	30,592.65
Athletics	392,477	392,477	172,186.75	90,061.94	66.82%	130,228.31

Departments						
Utilities	1,126,923	1,126,923	599,540.68	727,371.32	117.75%	-199,989.00
Maintenance	721,990	721,990	448,960.32	280,036.86	100.97%	-7,007.18
Capital Projects	0	0	-22,158.66	0.00	---	22,158.66
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	468,505.14	1,726,485.16	163.29%	-850,794.30
Technology	718,729	718,729	812,419.55	27,962.22	116.93%	-121,652.77
Technology Erate/Fees	31,200	31,200	98,727.66	0.00	316.43%	-67,527.66
Curriculum-Secondary	527,300	527,300	318,640.68	43,090.27	68.60%	165,569.05
Curriculum-Elementary Operations	455,382	455,382	398,271.98	22,691.26	92.44%	34,418.76
Curriculum-4K District	873,800	873,800	434,990.31	431,550.00	99.17%	7,259.69
Human Resources	54,550	54,550	24,508.70	132.27	45.17%	29,909.03
Superintendent	84,600	84,600	53,413.98	47,635.20	119.44%	-16,449.18
Student Services-Operations	71,250	71,250	27,858.72	5,009.67	46.13%	38,381.61
Student Services-District	92,500	92,500	43,689.20	43,500.00	94.26%	5,310.80
Business Office	444,673	444,673	314,895.84	200,559.40	115.92%	-70,782.24
District Wide	1,755,672	1,755,672	669,369.96	82,686.03	42.84%	1,003,616.01
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	82,050	82,050	70,972.16	0.00	86.50%	11,077.84

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	29,677.77	388.37	25.15%	89,483.86
Title 1 Grant (Private)	4,900	4,900	649.93	0.00	13.26%	4,250.07
Title 2 Grant (Public)	51,672	51,672	22,899.57	0.00	44.32%	28,772.43
Title 2 Grant (Private)	7,785	7,785	0.00	0.00	0.00%	7,785.00
Title 3 Grant	16,890	16,890	6,429.80	5,073.75	68.11%	5,386.45
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	18,951.52	0.00	25.73%	54,702.48
CEIS Federal Flo-Through	137,000	137,000	19,575.19	0.00	14.29%	117,424.81
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	621,827.45	289,900.00	64.55%	500,733.55
Peer Mentor Grant	0	0	5,023.67	0.00	---	-5,023.67
Perkins Grant	25,078	25,078	15,078.42	0.00	60.13%	9,999.58
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	113,810.39	167,979.47	98.10%	5,460.14

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,853,849	18,842,877.70	0.00	42.97%	25,010,971.30
Building Totals	1,751,573	1,751,573	830,695.24	220,970.41	60.04%	699,907.35
Department Totals	8,484,815	8,484,815	4,764,120.02	3,638,709.66	99.03%	81,985.32
Grant Totals	1,905,014	1,905,014	755,498.25	295,362.12	55.16%	854,153.63
Other Program Totals	7,552,417	7,552,417	113,810.39	167,979.47	3.73%	7,270,627.14
Total Fund 10 Expenditures	63,564,863	63,564,863	25,511,074.46	4,323,021.66	46.93%	33,730,766.88

2023-24 Budget Status Report - December 31, 2023

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	3,400	3,400	2,186.81	0.00	64.32%	1,213.19
Heritage School	5,100	5,100	5,381.00	0.00	105.51%	-281.00
Arboretum School	8,200	8,200	4,336.40	0.00	52.88%	3,863.60
Intermediate School	37,900	37,900	11,849.40	0.00	31.26%	26,050.60
Middle School	21,400	21,400	13,301.73	0.00	62.16%	8,098.27
High School	184,525	184,525	196,998.89	0.00	106.76%	-12,473.89
Curriculum - Elementary	0	0	0.00	0.00	---	0.00
Curriculum - Secondary	13,271	13,271	14,576.03	0.00	109.83%	-1,305.03
Maintenance	5,000	5,000	606.85	0.00	12.14%	4,393.15
Energy Conservation	0	0	0.00	0.00	---	0.00
Athletic Dept	30,000	30,000	1,400.00	0.00	4.67%	28,600.00
Human Resources	0	0	0.00	0.00	---	0.00
Technology	3,400	3,400	2,369.00	0.00	69.68%	1,031.00
E-Rate	31,200	31,200	41,183.14	0.00	132.00%	-9,983.14
District	61,075,877	61,075,877	4,101,179.61	0.00	6.71%	56,974,697.39

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	15,000.00	0.00	---	-15,000.00
SAODA	25,000	25,000	0.00	0.00	---	25,000.00
Early College Credit						
Total Fund 10 Revenues	63,564,863	63,564,863	4,411,306.36	0.00	6.94%	59,153,556.64

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	3,866,476.10	0.00	38.53%	6,168,726.90
Departments						
Special Ed-Operations	28,839	28,839	903.43	0.00	3.13%	27,935.57
Special Ed-District	166,557	166,557	79,452.93	94,293.91	104.32%	-7,189.84
Transportation	185,833	185,833	47,100.97	152,899.03	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	402,511.68	55,048.64	46.93%	517,487.68
IDEA PreSchool Grant	57,000	57,000	38,803.53	214.52	68.45%	17,981.95
Total Fund 27 Expenditures	11,457,480	11,457,480	4,445,433.77	302,456.10	41.44%	6,709,590.13

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	421,635.47	0.00	4.04%	10,003,796.53
Total Fund 27 Revenues	11,457,480	11,457,480	421,635.47	0.00	3.68%	11,035,844.53

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	1,132,394.67	1,769,872.76	99.82%	5,167.57

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	1,320,832.98	0.00	45.07%	1,609,667.02

2023-24 Budget Status Report - December 31, 2023

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	2,186.81	1,213.19	88,280	61,888.69	26,391.31	25,178.12	51,666.14
Heritage School	11,499.60	5,100.00	5,381.00	-281.00	97,160	68,741.04	28,418.96	28,699.96	40,199.56
Arboretum School	17,352.92	8,200.00	4,336.40	3,863.60	76,520	58,014.97	18,505.03	14,641.43	31,994.35
Intermediate School	72,069.15	37,900.00	11,849.40	26,050.60	150,350	81,414.28	68,935.72	42,885.12	114,954.27
Middle School	73,163.59	21,400.00	13,301.73	8,098.27	163,150	84,735.24	78,414.76	70,316.49	143,480.08
High School	71,516.17	184,525.00	196,998.89	-12,473.89	575,155	302,289.16	272,865.84	285,339.73	356,855.96
Athletic Dept	22,147.52	30,000.00	1,400.00	28,600.00	392,477	262,248.69	130,228.31	101,628.31	123,775.83
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	420,963.24	34,418.76	34,418.76	278,772.77
Curriculum-Secondary	100,064.62	13,271.00	14,576.03	-1,305.03	527,300	361,730.95	165,569.05	166,874.08	266,938.70
CTE Grant	109,962.58	73,654.00	0.00	73,654.00	73,654	18,951.52	54,702.48	-18,951.52	91,011.06
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	24,640.97	29,909.03	29,909.03	27,833.81
Maintenance	157,680.46	5,000.00	606.85	4,393.15	721,990	728,997.18	-7,007.18	-11,400.33	146,280.13
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	903.43	27,935.57	27,935.57	60,909.73
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	32,868.39	38,381.61	38,381.61	133,672.32
Superintendent	18,795.80	0.00	0.00	0.00	84,600	101,049.18	-16,449.18	-16,449.18	2,346.62
Technology	227,596.72	34,600.00	43,552.14	-8,952.14	749,929	939,109.43	-189,180.43	-180,228.29	47,368.43
	1,285,249.63							628,244.44	1,913,494.07

WAINAKEE COMMUNITY SCHOOL DISTRICT
 CASH RECONCILIATION FOR THE MONTH OF November 2023

	OCB	OCB	OCB	OCB	LGIP	LGIP	WISC	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT	GENERAL ACCOUNT	DENTAL ACCT	CAPITAL PROJECTS ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	GENERAL	
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	(Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	52,272.74	3,795,459.62	125,914.90	11,315,375.40	157,227.01	470,263.66	8.71	1,282,365.65	1,456,218.79	323,858.99	10,403,007.48	65,480,855.04	7,813,754.10	102,676,582.29
REVENUES:														
+ DEPOSITS	4,901,135.36	4,877,216.75	9,353,291.72	10,000,000.00	420,038.00	0.00	0.00	0.00	0.00	0.00	0.00	451,944.47	0.00	30,003,626.30
+ INTEREST	1,238.80	11,258.78	1,212.72	50,341.23	1,379.21	1,962.05	0.00	1,449.34	6,414.64	2,044.62	45,802.18	35,584.76	31,189.14	189,877.47
TOTAL REVENUES	4,902,374.16	4,888,475.53	9,354,504.44	10,050,341.23	421,417.21	1,962.05	0.00	1,449.34	6,414.64	2,044.62	45,802.18	487,529.23	31,189.14	30,193,503.77
EXPENSES:														
ACCOUNTS PAYABLE	0.00	3,326,203.48	9,047,206.00	4,693,072.84	0.00	54,989.59	0.00	0.00	0.00	0.00	0.00	10,000,000.00	\$7,800,000.00	34,921,471.91
PAYROLL	4,370,757.83	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,370,757.83
TOTAL EXPENSES	4,370,757.83	3,326,203.48	9,047,206.00	4,693,072.84	0.00	54,989.59	0.00	0.00	0.00	0.00	0.00	10,000,000.00	7,800,000.00	39,292,229.74
ENDING BALANCE	583,889.07	5,357,731.67	433,213.34	16,672,643.79	578,644.22	417,236.12	8.71	1,283,815.19	1,462,633.43	325,903.61	10,448,809.66	55,968,384.27	44,943.24	93,577,856.32
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	583,889.07	5,357,731.67	430,555.10	16,672,643.79	578,644.22	417,236.12	8.71	1,283,815.19	1,462,633.43	325,903.61	10,448,809.66	55,968,384.27	44,943.24	93,575,198.08
OUTSTANDING ACH	999,995.55		2,658.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,002,653.79
ACTUAL BALANCE	-416,106.48	5,357,731.67	433,213.34	16,672,643.79	578,644.22	417,236.12	8.71	1,283,815.19	1,462,633.43	325,903.61	10,448,809.66	55,968,384.27	44,943.24	92,577,860.77
SKYWARD BALANCE	0.00	-416,106.48												
							No Change November'23							

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



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

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 December 2023.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	FIRE	12/08/2023
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	HOLD	12/19/2023
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	FIRE	12/07/2023
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	ALICE	12/20/2023
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	HOLD	12/04/2023
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	HOLD	12/19/2023

Board of Education Representative: _____
 Joan Ensign, President

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

School Site and Address	HES 501 South St. Waunakee, WI	Drill Date	Wednesday, December 19, 2023
Type of Drill/Exercise	Hold Drill	Drill Supervisor	Dan Carter
Number of Students Present	526	Number of Staff Present	98
	5:00 min	Assisting Staff	Carter, Flora, Gillis, Cramer, Henn

<i>Pre-Drill Planning</i>	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	Yes		
Have Students been trained in the procedures for the scenario?	Yes		
Were parents notified prior to the drill?		No	
Were staff notified prior to the drill?	Yes		
Were police, fire or other emergency responders invited to attend?	Yes		
<i>During the Drill</i>	Yes	No	N/A
Was plain language used to initiate the drill?	Yes		
Were any code words used during the drill?		No	
Was the announcement/alert heard in every location occupied by students?	Yes		
Were there any problems during the drill(Explain in narrative section)		No	

After the Drill	Yes	No	N/A
Was a debrief held with the School Safety Team?	Yes		
Were police, fire and other included in the debrief?	Yes		
Will staff and students be debriefed?	Yes		
Will parents be informed of the drill results?		No	

Narrative - Description of the drill, problems encountered, lessons learned
<p>Students and staff responded well to this 5 minute drill. Hallway sweeps were quick and collected data needed. A debrief meeting was held, including some new information regarding "Vision Aware" system.</p>

Report Prepared by: Dan Carter/Gina Wherley Date: 12/19/2023
 (digitally signed and dated)

**School Violence Drill Evaluation Report
Waukegan Community School District**

**Must be completed with 30 days of the drill and sent to
Superintendent for submission to Board of Education**

School Site and Address	Intermediate 6273 Woodland Dr.	Drill Date	12/20/2023
Type of Drill/Exercise	Lock Down	Drill Supervisor	Tim Mommaerts
Number of Students Present	578	Number of Staff Present	81
Duration of Drill	7 Minutes	Assisting Staff	Lindsey Laufenberg, Lea Zwettler, Chris Vlachakis , Officers Flora & Weber

Pre-Drill Planning	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?		X	
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?	X		
During the Drill	Yes	No	N/A
Was plain language used to initiate the drill?			X
Were any code words used during the drill? "HOLD"			X
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)	X		

<i>After the Drill</i>	Yes	No	N/A
Was a debrief held with the School Safety Team? At next meeting	X		
Were police, fire and others included in the debrief?	X		
Will staff and students be debriefed? Staff yes	X		
Will parents be informed of the drill results?		X	

Narrative - Description of the drill, problems encountered, lessons learned
<p>The Superintendent's office, HR at Bethel & non-administrative maintenance staff were notified prior to the drill. Staff was aware that there would be a lockdown drill and when it would occur. All Village doors were found to be locked. However, the hallway doors in the Earth and Water Villages did not automatically close. They needed to be manually shut. Classroom doors were locked with the exception of one. No students or adults were found in the hallway. Mr. Mommaerts made an announcement when the drill was over.</p>

Report Prepared by: Jennifer Stephens-Roy Date: 12/20/2023

Date submitted to Superintendent Office: 12/20/23



ADMINISTRATION OFFICE

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

Superintendent's Office

12/21/23

Memo To: WCSD Board of Education

From: Randy Guttenberg

Re: Pride Pump Donation

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



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

TO: SCHOOL BOARD MEMBERS
FROM: NICK CONRAD, ATHLETIC DIRECTOR
RE: CHEER TRAVEL TO ILLINOIS (2024)

School Board Members:

The varsity cheer team would like to request the opportunity to travel to Illinois for a competition on Sunday, January 28, 2024. There is a clear understanding that because this event is on a Sunday, it is not to be made mandatory or held against anyone if they are unable to attend. Many cheer and dance events fall on the weekends, including Sundays, due to a lack of gym space in schools during the other days of the week.

This competition date is a late addition due to the winter cheer program needing to wait and see where their participation numbers ended up after the first few practices. Many Wisconsin competitions for this weekend had early registration deadlines, meaning that staying local was not an option.

There is no cost for the program and they will be coming home the same day of the competition.

This is also an opportunity to have a fresh set of eyes on the team's routines, prior to preliminaries.

Professionally,

Nick Conrad

WAUNAKEE ATHLETIC DEPARTMENT

OVERNIGHT TRAVEL REQUEST

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

SPORT/TEAM: Waunakee HS Winter Cheer

DATE OF TRIP: January 28, 2024.

REQUESTOR: Cierra Nygren, Head Cheer Coach, 608-577-2377

EVENT: Cheer Competition

LOCATION OF EVENT: College of Lake County (Illinois)

CONTACT INFO OF HOTEL:

They will not be staying overnight, but will be crossing state lines.

COSTS: No cost. The team will use the school van.

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

RATIONALE FOR REQUEST:

Please see attached memo.

APPROVED AD: 

APPROVED DISTRICT ADMINISTRATOR: _____

APPROVED SCHOOL BOARD: _____



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

TO: SCHOOL BOARD MEMBERS
FROM: NICK CONRAD, ATHLETIC DIRECTOR
RE: VOLLEYBALL TRAVEL TO ILLINOIS (2024-25)

School Board Members:

The varsity volleyball team would like the opportunity to go to Plainfield, Illinois on October 18-19, 2024. This is the same trip that they've been making annually the past several years. The competition is different from what the team will see in Wisconsin, which provides a benefit during tournament season.

Only the varsity team, coaches, and managers will be making this trip. The team will leave on October 18 and return on October 19.

In accordance with Athletic Department practice with regards to overnight stays, the Athletic Department will pay for the tournament entry fee and all other costs will be paid by the Volleyball Boosters. This includes hotel rooms, charter bus, and potential team meals.

This is an opportunity for the volleyball team to compete against some of the top level teams in Illinois.

Professionally,

Nick Conrad

WAUNAKEE ATHLETIC DEPARTMENT

OVERNIGHT TRAVEL REQUEST

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

SPORT/TEAM: Waunakee HS Girls Volleyball

DATE OF TRIP: October 18th-19th, 2024

REQUESTOR: Anne Denkert, Head Volleyball Coach, 608-843-1849

EVENT: Plainfield Central Volleyball Tournament

LOCATION OF EVENT: Plainfield Central High School (Illinois)

CONTACT INFO OF HOTEL:

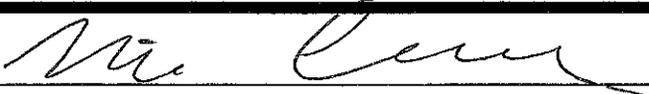
Hampton Inn Joliet - I-55
3555 Mall Loop Drive
Joliet, Illinois 60431

COSTS: The Athletic Department will pay for the tournament entry fee and all other costs will be paid by the Volleyball Boosters. This includes hotel rooms, charter bus, and potential team meals.

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

RATIONALE FOR REQUEST:

Please see attached memo.

APPROVED AD:  _____

APPROVED DISTRICT ADMINISTRATOR: _____

APPROVED SCHOOL BOARD: _____