

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION BUDGET COMMITTEE MEETING**

Tuesday, January 2, 2024

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

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](mailto: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 or 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 greeted in the lobby of the building, 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.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF AGENDA**

**IV. PUBLIC COMMENTS**

**V. 2023-2024 BUDGET UPDATE**

A. Natural Gas Purchasing

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The purpose of this agenda item is to review the natural gas rates that were locked in for January 1, 2024 through March 31, 2024. Attached please find the document from Symmetry.

B. End of the Year Balance Projection

The purpose of this agenda item is to review the projected end of the year balance. The 23-24 Fund 10 budget approved by the School Board in October was balanced and included a \$100,000 contingency. As of the end of December, the school board has not

approved any costs to come out of the contingency budget.

There are three other items to note:

- 1) The utility expenditures could exceed the utility budget by a significant dollar amount. 2022-23 expenditures were \$1.3 million while the 2023-24 budget includes \$1.12 million for utilities. Locking in 50% of our natural gas rates reduces the likelihood of a significant overage.
- 2) Transportation fuel clause expenses could result in an additional budgetary impact of \$75-100,000.
- 3) Postemployment benefit payments have not been budgeted for the last several years. The budget committee makes a decision on this payment towards the end of the fiscal year.

## VI. **2024-2025 BUDGET PLANNING**

### A. Timeline 6

The purpose of this agenda item is to discuss the draft of the 2024-2025 budget process. Attached please find the budget timeline.

### B. Review Enrollment Projection Scenarios/Open Enrollment Capacity Approval 7

The purpose of this agenda item is to review enrollment projection scenarios. Attached please find a document that includes historical Third Friday in September counts and several enrollment projection models. Administration is recommending a budget planning process utilizing the 5-year average for enrollment planning. The most significant take-away from the attached document is that we will have a reduction in our student count of 113 students by moving our existing enrollment from one grade to the next. The 5-year average is projecting an increase of 100 new students, which nets out to a -13 overall.

The open enrollment attachment calculates capacity based on both our December 2023 enrollment and the 5-year average enrollment that is based off of the September student count. We have good news to share in that our December enrollment is +12 compared to the September enrollment. Administration is recommending the amount of open enrollment slots highlighted in yellow. Administration will be seeking feedback on the options for determining open enrollment capacity.

### C. Preliminary Budget Planning Process 13

The purpose of this agenda item is to take a first look at a high level five-year budget projection. This budget projection assumes the following:

- Enrollment changes per the 5-year average enrollment projection model
- School finance system continues with \$325/student increase in the revenue limit formula
- Non-recurring operational referendums that total \$8.127 million continuing past

2024-25. You can add \$8.127 million to the deficit for each year past 2024-25 if you assume the non-recurring operational referendums do not continue.

-Expenditures increase at a CPI level for salary plus compensation systems, health insurance increases at 3%, transportation and utilities increase at 5%

-ESSER funding is removed

The five-year budget projection provides an initial look at the deficits that are created because of the difference between revenues increasing at \$325 per student and inflationary increases in expenditures.

#### D. Next Steps

Administration will review 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

#### VIII. OTHER ITEMS FOR DISCUSSION

##### A. Lamers Contract

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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. Administration is present a three-year contract extension. Attached please find the original contract and the extension.

#### IX. FUTURE AGENDA ITEMS

#### X. 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.”



**Transaction Confirmation  
For Immediate Delivery**

**Transaction Type:  
Natural Gas Sales - Fixed**

**Date: 12/13/2023  
Transaction Confirmation #: 885968**

This Transaction Confirmation ("Transaction") is subject to the Base Contract/Gas Sales Agreement ("Base Contract") between Seller and Buyer dated 03/04/2015. The terms of this Transaction are binding unless disputed in writing within 2 Business Days of receipt unless otherwise specified in the Base Contract. If the Base Contract is not fully executed, this Transaction incorporates by reference for all purposes the North American Energy Standards Board, Inc. (NAESB) Base Contract for Sale and Purchase of Natural Gas including Symmetry Energy Solutions, LLC as the Confirming Party, choosing all default elections, with Texas as the Choice of Law.

<b>Seller:</b>	<b>Symmetry Energy Solutions, LLC</b>	<b>Buyer:</b>	<b>Waunakee Community School District</b>
Address:	9811 Katy Fwy, Ste 1400	Address:	905 Bethel Circle
City/State:	Houston, TX 77024-1296	City/State:	Waunakee, WI 53597
Attention:	Daniel Navin		
Phone:	(608) 240-2032		
Fax:	(713) 393-0263		
Email:	Confirms@SymmetryEnergy.com		
Base Contract No:	A-1002708		

**Contract Price:** Buyer's price for the locked Monthly Volumes below will be the Price below.  
  
If in any month Buyer takes less volume than the Volume Commitment, Buyer shall be credited for the unused volumes at a per unit price equal to Market Rate .

**Delivery Period:** Begin: 01/01/2024 End: 03/31/2024

**Performance Obligation:** Firm  
  
The Volume Commitment for a month will be allocated equally to each day thereof based on the number of days in such month.

Contract Quantity/Volume Commitment ("Volume Commitment")	Month	Volume (MMBtu)	Contract Price
	Jan-2024	2,811	\$ 3.17
	Feb-2024	2,581	\$ 3.17
	Mar-2024	1,940	\$ 3.17

**Fees:** Applicable Taxes

**Dodd-Frank Transaction Classification:** Forward Contract

**Delivery Point:** Utility Citygate - Madison G&E

**Special Conditions:**

Each Party to this Transaction represents that it: (i) is a producer, processor or commercial user of, or a merchant handling, the

Gas that is the subject of this Transaction; (ii) is entering into this Transaction solely for purposes related to its business as such; and (iii) this Transaction will result in the sale of an "exempt commodity" (as defined in Section 1a (20) of the Commodity Exchange Act) for immediate or deferred shipment or delivery. Each Party agrees to provide to the other Party any information reasonably requested by such other Party to enable such other Party to comply with applicable regulations of the Commodity Futures Trading Commission in connection with this Transaction.

Symmetry Energy Solutions, LLC certifies that it is not currently engaged in, and covenants that it will not, for the duration of this Transaction, engage in a Boycott of Israel.

**Facilities:**

Account numbers are accurate as of the Date above and may be modified by Utility/Pipeline

<u>Facility Name</u>	<u>Account Number</u>	<u>Meter Number</u>	<u>Address</u>	<u>City</u>	<u>State</u>
High School	2900440947.3	51136	100 School Drive	Waunakee	WI
Middle School	2900440947.5	140286	1001 South Street	Waunakee	WI
Heritage Elementary	2900440947.2	136468	501 South Street	Waunakee	WI
Prairie Elementary	2900440947.6	156506	700 N Madison St	Waunakee	WI
Intermediate School	2900440947.4	167860	303 South St	Waunakee	WI
Arboretum Elementary	2900440947	201911	1350 Arboretum Dr	Waunakee	WI

Seller: **Symmetry Energy Solutions, LLC**

Buyer: **Waunakee Community School District**

By: Brian Harrison

DocuSigned by:  
Alexandra Dye  
 CB31F700FBFD474...

Print Name: Brian Harrison

Print Name: \_\_\_\_\_

Title: SVP of Sales and Origination

Title: Director of Business Services

Date: 12/13/2023

Date: 12/14/2023

**Contract Price Symbols:** "GDD" means Gas Daily Midpoint for the applicable delivery Day for the specified location. "GDA" means the average of Gas Daily Midpoint for the applicable delivery Month for the specified location. "IF" means Inside FERC's Gas Market Report, Index, first publication for the Month, for the delivery Month for the specified location. "NYMEX" means the New York Mercantile Exchange gas futures contract, Last Day Settle price, unless otherwise specified. "NGI" means NGI's Bidweek Survey, AVG, for the applicable delivery Month for the specified location. "Market Rate" means a delivered market-based rate for natural gas that is reasonably reflective of the geographic area in which the Delivery Point is located. "Utility Cashout" and "Pipeline Cashout" means applicable rates prescribed by the local distribution company, gas gathering or pipeline company.

II. ENROLLMENT HISTORY

History

Grade	2018-19	2019-20	2020-21	2021-22	2022-23
EC	15	12	4	12	15
4K	274	240	268	270	249
K	290	283	256	295	292
1	280	298	272	278	303
2	298	278	298	297	285
3	288	315	270	304	310
4	340	303	310	285	311
<b>TOTAL</b>	<b>1785</b>	<b>1729</b>	<b>1678</b>	<b>1741</b>	<b>1765</b>
<b>ELEM</b>					
5	289	349	309	326	294
6	288	299	342	318	342
<b>TOTAL</b>	<b>577</b>	<b>648</b>	<b>651</b>	<b>644</b>	<b>636</b>
<b>INTER.</b>					
7	328	304	295	349	330
8	328	341	305	303	354
<b>TOTAL</b>	<b>656</b>	<b>645</b>	<b>600</b>	<b>652</b>	<b>684</b>
<b>MIDDLE</b>					
9	346	339	343	316	314
10	345	347	338	348	318
11	311	342	343	341	347
12	320	326	353	349	350
<b>TOTAL</b>	<b>1322</b>	<b>1354</b>	<b>1377</b>	<b>1354</b>	<b>1329</b>
<b>HIGH</b>					
<b>TOTAL</b>	<b>4340</b>	<b>4376</b>	<b>4306</b>	<b>4391</b>	<b>4414</b>
<b>DISTRICT</b>					

Enrollment History is from the Third Friday in September Count (Residents plus Open Enrollment-In)

Enrollment Increase “New” Students

- 2018-19 1.5%
- 2019-20 1.2%
- 2020-21 -1.9%
- 2021-22 1.1%
- 2022-23 2.4%
- Five year average is 0.86 %

Enrollment increase is calculated by removing the 12th grade students, adding in K students, and adding in 20 students in 7th grade (St. John’s students). The difference between years is the increase in “new” students.

Enrollment Projections  
for the  
Waunakee Community School District

November 11, 2023

Prepared by:  
Grade A Budgets, LLC

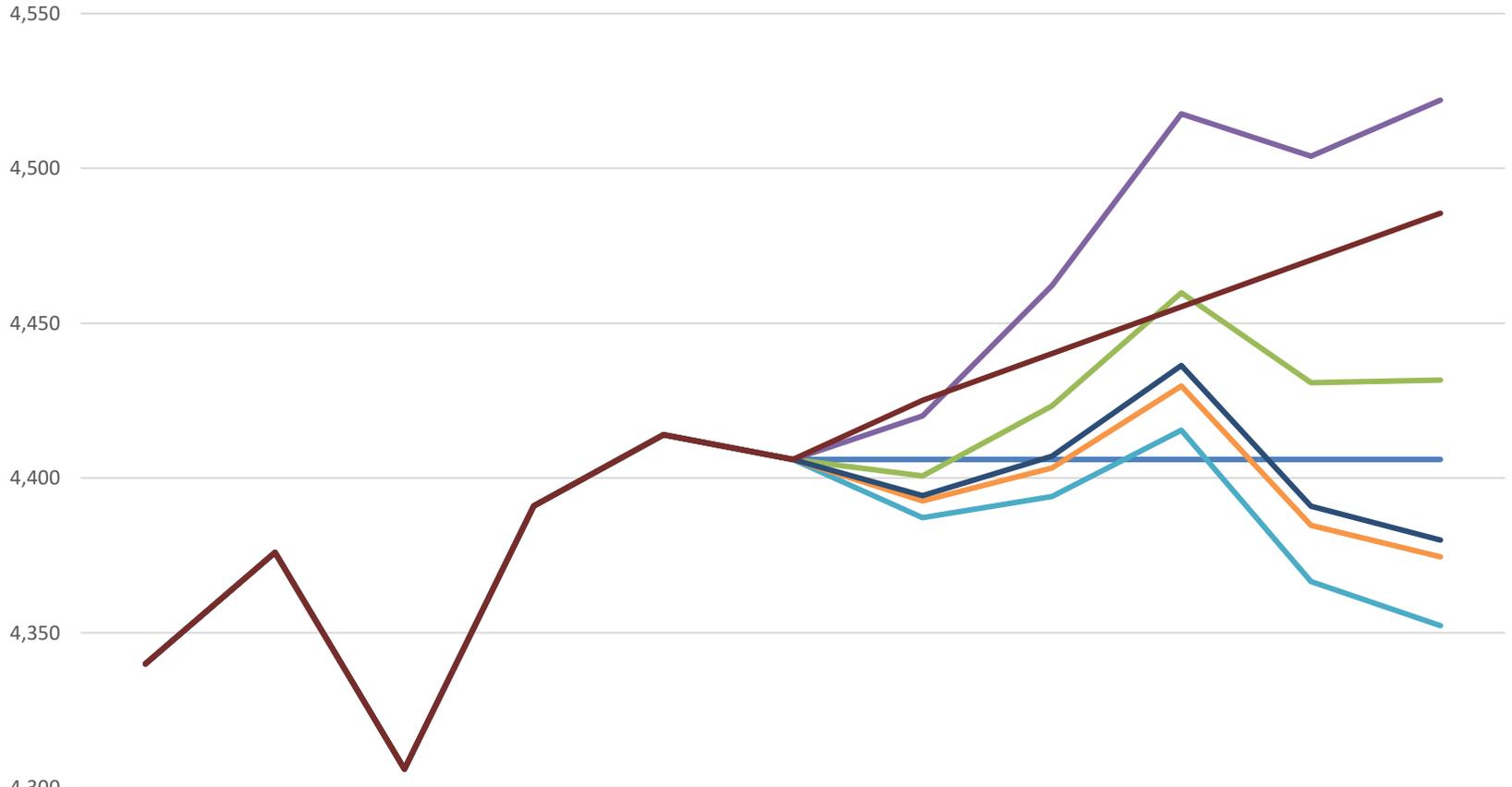
**Waunakee Community School District  
Historic and Projected Headcount**

<b>Historic and Projected Headcount - Waunakee Community School District</b>											
Year	Actuals					Current	Projections				
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
No Changes	4,340	4,376	4,306	4,391	4,414	4,406	4,406	4,406	4,406	4,406	4,406
<i>Change</i>		36	-70	85	23	-8	0	0	0	0	0
2 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,401	4,423	4,460	4,431	4,432
<i>Change</i>		36	-70	85	23	-8	-5	23	37	-29	1
3 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,420	4,462	4,518	4,504	4,522
<i>Change</i>		36	-70	85	23	-8	14	42	55	-14	18
4 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,387	4,394	4,415	4,367	4,352
<i>Change</i>		36	-70	85	23	-8	-19	7	21	-49	-14
5 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,393	4,403	4,430	4,385	4,375
<i>Change</i>		36	-70	85	23	-8	-13	11	27	-45	-10
Baseline	4,340	4,376	4,306	4,391	4,414	4,406	4,394	4,407	4,436	4,391	4,380
<i>Change</i>		36	-70	85	23	-8	-12	13	29	-45	-11
Linear Trend	4,340	4,376	4,306	4,391	4,414	4,406	4,425	4,440	4,455	4,470	4,486
<i>Change</i>		36	-70	85	23	-8	19	15	15	15	15

**Waunakee Community School District  
Historic and Projected Full Time Equivalent (FTE)**

<b>Historic and Projected FTE - Waunakee Community School District</b>											
Year	Actuals					Current	Projections				
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
No Changes	4,074	4,091	4,026	4,084	4,118	4,125	4,125	4,125	4,125	4,125	4,125
<i>Change</i>		17	-65	58	34	7	0	0	0	0	0
2 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,149	4,228	4,251	4,153	4,109
<i>Change</i>		17	-65	58	34	7	24	79	23	-98	-44
3 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,155	4,222	4,252	4,200	4,205
<i>Change</i>		17	-65	58	34	7	30	67	30	-52	5
4 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,121	4,152	4,156	4,071	4,053
<i>Change</i>		17	-65	58	34	7	-4	31	4	-85	-18
5 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,118	4,137	4,136	4,056	4,036
<i>Change</i>		17	-65	58	34	7	-7	19	-1	-80	-20
Baseline	4,074	4,091	4,026	4,084	4,118	4,125	4,109	4,110	4,108	4,039	4,021
<i>Change</i>		17	-65	58	34	7	-16	1	-2	-69	-18
Linear Trend	4,074	4,091	4,026	4,084	4,118	4,125	4,128	4,137	4,151	4,159	4,172
<i>Change</i>		17	-65	58	34	7	3	9	14	8	13

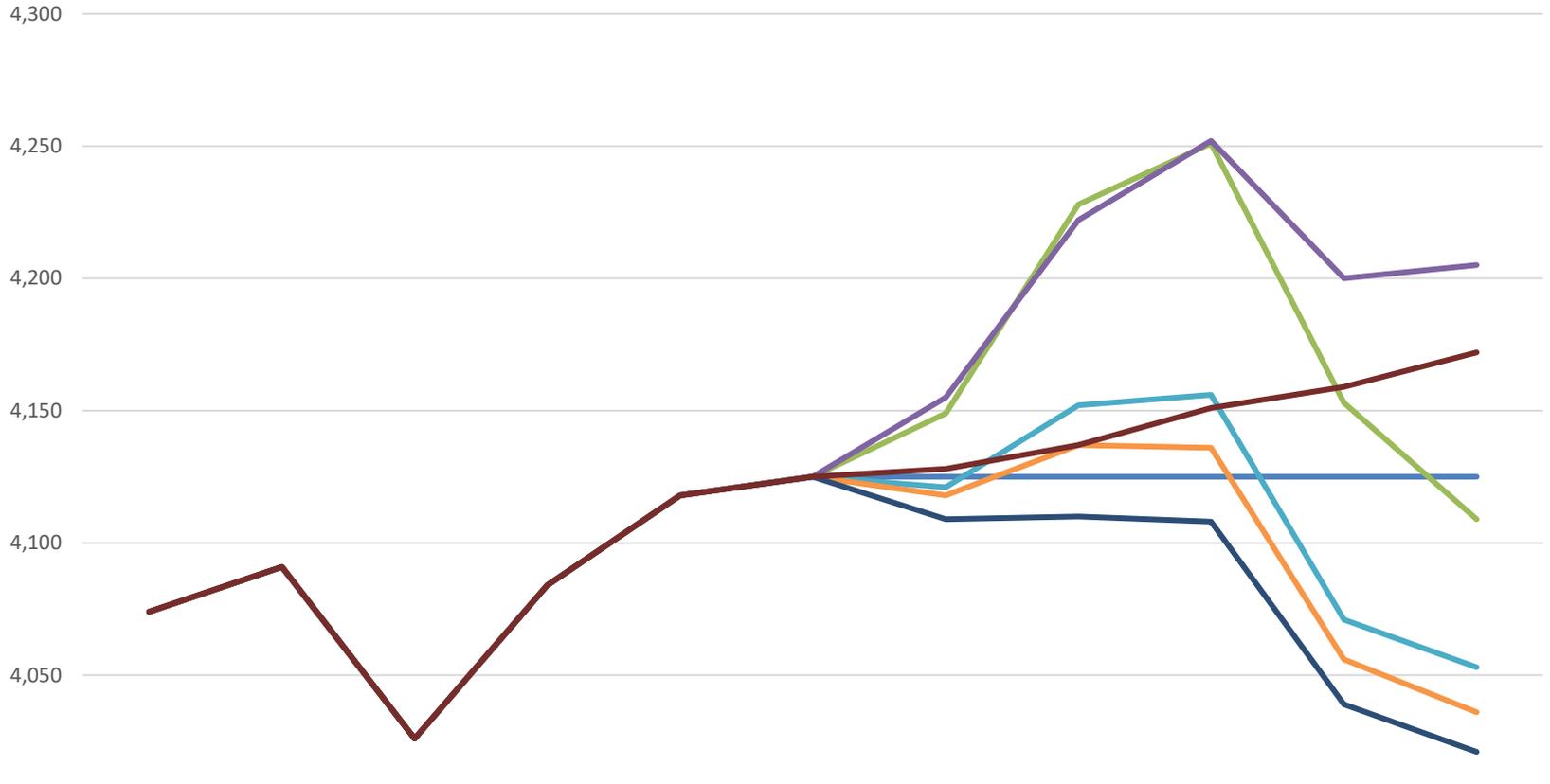
### Historic and Projected Headcount - Waunakee Community School District



	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
No Changes	4,340	4,376	4,306	4,391	4,414	4,406	4,406	4,406	4,406	4,406	4,406
2 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,401	4,423	4,460	4,431	4,432
3 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,420	4,462	4,518	4,504	4,522
4 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,387	4,394	4,415	4,367	4,352
5 Yr Avg	4,340	4,376	4,306	4,391	4,414	4,406	4,393	4,403	4,430	4,385	4,375
Baseline	4,340	4,376	4,306	4,391	4,414	4,406	4,394	4,407	4,436	4,391	4,380
Linear Trend	4,340	4,376	4,306	4,391	4,414	4,406	4,425	4,440	4,455	4,470	4,486

— No Changes   
 — 2 Yr Avg   
 — 3 Yr Avg   
 — 4 Yr Avg   
 — 5 Yr Avg   
 — Baseline   
 — Linear Trend

## Historic and Projected FTE - Waunakee Community School District



	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
No Changes	4,074	4,091	4,026	4,084	4,118	4,125	4,125	4,125	4,125	4,125	4,125
2 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,149	4,228	4,251	4,153	4,109
3 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,155	4,222	4,252	4,200	4,205
4 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,121	4,152	4,156	4,071	4,053
5 Yr Avg	4,074	4,091	4,026	4,084	4,118	4,125	4,118	4,137	4,136	4,056	4,036
Baseline	4,074	4,091	4,026	4,084	4,118	4,125	4,109	4,110	4,108	4,039	4,021
Linear Trend	4,074	4,091	4,026	4,084	4,118	4,125	4,128	4,137	4,151	4,159	4,172

— No Changes   
 — 2 Yr Avg   
 — 3 Yr Avg   
 — 4 Yr Avg   
 — 5 Yr Avg   
 — Baseline   
 — Linear Trend

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

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
<b>HERITAGE</b>						
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
<b>ELEMENTARY TOTALS</b>	526					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
<b>PRAIRIE</b>						
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
<b>ELEMENTARY TOTALS</b>	537					

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
<b>ARBORETUM</b>						
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
<b>ELEMENTARY TOTALS</b>	425					

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

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

	ESTIMATED	NUMBER OF	CLASS	OPTIMAL	OPENINGS	OPEN
<b>HIGH SCHOOL</b>						
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
<b>BUILDING TOTAL</b>	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
<b>HERITAGE</b>						
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
<b>ELEMENTARY TOTALS</b>	533					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
<b>PRAIRIE</b>						
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	5
THIRD GRADE	110	5	22.00	23	115	5
FOURTH GRADE	111	5	22.20	23	115	4
<b>ELEMENTARY TOTALS</b>	545					

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
<b>ARBORETUM</b>						
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
<b>ELEMENTARY TOTALS</b>	432					12

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

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

	ESTIMATED	NUMBER OF	CLASS SIZE	OPTIMAL	OPENINGS	OPEN ENROLLMENT
<b>HIGH SCHOOL</b>						
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
<b>BUILDING TOTAL</b>	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 .



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

**Preliminary  
Budget Planning  
2024-25 School Year**

DRAFT

Budget Committee Meeting  
January 2, 2024

## I. 2024-2025 BUDGET TIMELINE

December 7	Review enrollment projection scenarios with the Budget Committee Review budget planning process with the Budget Committee
December 12	Review budget planning process with the Administrative Cabinet
January 2-5	Review expenditure projection scenarios with the Budget Committee
January 9	Review budget planning process with the Administrative Cabinet
January 10	Open budget planning process to Administrative Cabinet
January 26	Budget planning requests due
February 5-9	Present first draft of the budget planning process to the Budget Committee
March 4-8	Present second draft of the budget planning process to the Budget Committee
March 11	Present budget planning process to the School Board for approval
March 12	Distribute approved budget planning process to the administrative cabinet
March 15 – Apr. 15	Building/department level budget development
April 3-22	Preparation of the first draft of the budget Budget meetings with administrators as necessary
April 22-26	Special School Board/Leadership Team meeting to review 2024-25 budget process
May 6-10	First draft of the budget to the Budget Committee
May 13	First draft of the budget to the School Board School Board approves 2024-25 student fees School Board approves 2024-25 insurance benefits
May 14-31	Staff presentations on the budget process
June 3-7	Second draft of the budget to the Budget Committee
June 10	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 2-5	Third draft of the budget to the Budget Committee
July 8	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
September 20	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 14	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 15-18	Present budget changes and tax levy changes to the Budget Committee
October 21	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk

II. ENROLLMENT HISTORY

History

Grade	2019-20	2020-21	2021-22	2022-23	2023-24
EC	12	4	12	15	18
4K	240	268	270	249	238
K	283	256	295	292	289
1	298	272	278	303	299
2	278	298	297	285	307
3	315	270	304	310	301
4	303	310	285	311	312
<b>TOTAL</b>	<b>1729</b>	<b>1678</b>	<b>1741</b>	<b>1765</b>	<b>1764</b>
<b>ELEM</b>					
5	349	309	326	294	320
6	299	342	318	342	300
<b>TOTAL</b>	<b>648</b>	<b>651</b>	<b>644</b>	<b>636</b>	<b>620</b>
<b>INTER.</b>					
7	304	295	349	330	346
8	341	305	303	354	329
<b>TOTAL</b>	<b>645</b>	<b>600</b>	<b>652</b>	<b>684</b>	<b>675</b>
<b>MIDDLE</b>					
9	339	343	316	314	374
10	347	338	348	318	304
11	342	343	341	347	318
12	326	353	349	350	351
<b>TOTAL</b>	<b>1354</b>	<b>1377</b>	<b>1354</b>	<b>1329</b>	<b>1347</b>
<b>HIGH</b>					
<b>TOTAL</b>	<b>4376</b>	<b>4306</b>	<b>4391</b>	<b>4414</b>	<b>4406</b>
<b>DISTRICT</b>					

Enrollment History is from the Third Friday in September Count (Residents plus Open Enrollment-In)

Enrollment Increase “New” Students

- **2019-20**                    **1.2%**
- **2020-21**                    **-1.9%**
- **2021-22**                    **1.1%**
- **2022-23**                    **2.4%**
- **2023-24**                    **-1.0%**
- **Five-year average is 0.36%**

Enrollment increase is calculated by removing the 12th grade students, adding in K students, and adding in 20 students in 7th grade (St. John’s students). The difference between years is the increase in “new” students.

III. STAFFING

Staffing Classrooms K-6 – Ratios

2023-24 School Year

Grade	Total Dec 2023 enrolled	Sections				Student/Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	291	15	4	6	5	19.4	20	19.5	18.3	20.6
1	307	15	4	5	6	20.5	20	22.0	20.8	19.2
2	304	15	4	6	5	20.3	20	22.0	18.3	21.2
3	302	14	4	5	5	21.6	23	23.3	20.0	21.8
4	310	15	4	6	5	20.7	23	21.0	21.3	19.6
5	317	14				22.6	23			
6	303	15				20.2	23			
Total K-6	2134		20	28	26					

\*The optimum class size is per Board Policy.

2023-24 Staffing Ratios

<u>School</u>	<u>Staff</u>	<u>Students</u>	<u>Ratio</u>
Arboretum	30.00	427 *	14.23
Prairie	39.00	523 *	13.41
Heritage	38.50	576 *	14.96
Intermediate	46.69	620	13.28
Middle School	51.50	675	13.11
High School	91.00	1347	14.80
Students with Disabilities	82.00	4406 **	53.73

\* Does not include Early Childhood and 4K

\*\*Students with Disabilities ratio is based on total enrollment

Historical Staffing Ratios

<u>School</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
Arboretum	15.55	14.55	14.50	14.50	14.23
Prairie	14.44	14.44	13.45	14.03	13.41
Heritage	15.97	14.47	14.38	14.61	14.96
Intermediate	14.24	13.64	14.09	13.92	13.28
Middle School	13.72	13.72	12.99	13.68	13.11
High School	15.87	15.33	15.02	14.74	14.80
Students with Disabilities	63.85	63.84	60.99	57.32	53.73

K-4 ratios do not include Early Childhood and 4K

SWD ratio is based on total enrollment

## IV. BUDGET FORECAST

### Benefits of a Budget Forecast

- Recognize enrollment trends and the budgetary and facility impact
- Understand revenue trends including the property tax impact
- Understand expenditure trends
- Realize the future impact of current fiscal decisions
- Explore the outcomes of different data scenarios

### Steps in the Budget Forecast

- Use enrollment projections to predict future enrollment scenarios
- Estimate revenue increases based on enrollment scenarios
- Estimate expenditure increases
- Analyze the outcomes and plan accordingly

### Assumptions Made

- Current school finance system continues (revenue caps and per pupil aid)
- Enrollment projection scenarios are close to actual
- Salary costs increase at 6.15% in 24-25, 5% in 25-26, and 4.5% in 26-27
- Health costs increase at 3% per year
- Dental costs increase at 0%
- Non-personnel costs do not increase except transportation (5%) and utilities (5%)
- 24-25 Revenues are based on a \$325 per student increase in the revenue limit formula and state special education categorical aid at 33% for 24-25.

# Waunakee Community School District

## Five Year Enrollment Projections

Grade	5-Year Average			
	Residents	OE In	Total Students	OE Out
EC	18	0	18	0
4K	209	29	238	8
K	236	23	259	4
1st	275	21	296	1
2nd	290	16	306	3
3rd	297	19	316	3
4th	290	18	308	2
5th	301	21	322	1
6th	312	15	327	3
7th	290	17	307	1
8th	334	18	352	3
9th	319	21	340	3
10th	357	16	373	14
11th	295	8	303	24
12th	312	16	328	10
Totals	4135	258	4,393	80

Change in Enrollment

-13

# Waukeek Community School District

## V. 2023-24 PLANNING

### Enrollment Information/Projection

Grade	September 2023			December 2023			5-Year Average		
	Residents	OE In	Total Students	Residents	OE In	Total Students	Residents	OE In	Total Students
EC	18	0	18	18	0	18	18	0	18
4K	209	29	238	211	29	240	209	29	238
K	266	23	289	268	23	291	236	23	259
1st	283	16	299	290	17	307	275	21	296
2nd	287	20	307	284	20	304	290	16	306
3rd	283	18	301	284	18	302	297	19	316
4th	291	21	312	289	21	310	290	18	308
5th	307	13	320	304	13	317	301	21	322
6th	284	16	300	286	17	303	312	15	327
7th	329	17	346	333	17	350	290	17	307
8th	311	18	329	311	19	330	334	18	352
9th	358	16	374	358	17	375	319	21	340
10th	296	8	304	295	8	303	357	16	373
11th	305	13	318	307	13	320	295	8	303
12th	334	17	351	331	17	348	312	16	328
Totals	4161	245	4406	4169	249	4418	4135	258	4,393

- OE In is open enrollment students attending WCSD

Staffing Classrooms K-12 – Ratios

PRELIMINARY PROJECTIONS 2024-25

<u>K</u>	-	259	14 Sections [-1 section]	18.5 to 1	(20)
<u>1</u>	-	296	15 Sections [no change]	19.7 to 1	(20)
<u>2</u>	-	306	15 Sections [no change]	20.4 to 1	(20)
<u>3</u>	-	316	14 Sections [no change]	22.6 to 1	(23)
<u>4</u>	-	308	14 Sections [-1 section]	22.0 to 1	(23)
<u>5</u>	-	322	14 Sections [no change]	23.0 to 1	(23)
<u>6</u>	-	327	15 Sections [no change]	21.8 to 1	(23)

Our headcount indicates -1 section in sections for grades K-6.

7 <sup>th</sup> – 8 <sup>th</sup> grade	Sept 23	675 students/13.11 = 51.5 FTE
	Dec 23	680 students/13.11 = 51.9 FTE
	Sept 24	659 students/13.11 = 50.3 FTE

9 <sup>th</sup> – 12 <sup>th</sup> grade	Sept 23	1,347 students/14.8 = 91.0 FTE
	Dec 23	1,346 students/14.8 = 90.9 FTE
	Sept 24	1,344 students/14.8 = 90.8 FTE

7<sup>th</sup> – 12<sup>th</sup> grade -1.4 FTE

The actual change for grades 7-12 will be evaluated during the student registration process.

Staffing/Student Classrooms K-6 – Ratios

**Projections 2024-25/Compared to 2023-24 Actual**

<b><u>K</u></b>	-	<b><u>14 Sections- (-1 section at Heritage)</u></b>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<b><u>1</u></b>	-	<b><u>14 Sections- (+1 section at Heritage and -1 section at Prairie)</u></b>	
		Arboretum-	4
		Heritage-	6
		Prairie-	5
<b><u>2</u></b>	-	<b><u>15 Sections- (-1 section at Heritage and +1 section at Prairie)</u></b>	
		Arboretum-	4
		Heritage-	5
		Prairie-	6
<b><u>3</u></b>	-	<b><u>14 Sections- (no change)</u></b>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<b><u>4</u></b>	-	<b><u>15 Sections- (-1 section at Heritage)</u></b>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<b><u>K-4</u></b>	-	<b><u>Total (estimates indicate a -1.0 FTE in grades K-4)</u></b>	
		Arboretum-	20
		Heritage-	27
		Prairie-	26

**Intermediate**

**5** - **14 Sections**

**6** - **15 Sections**



*(estimates indicate a 0 FTE at grades 5-6)*

Staffing Classrooms K-6 – Ratios

**2024-25 School Year**

Grade	December 23 Enrollment Roll- Forward	Sections				Student/ Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	284	14	4	5	5	20.3	20	19.5	20.4	20.8
1	291	15	4	6	5	19.4	20	19.5	18.3	20.6
2	307	15	4	5	6	20.5	20	22.0	20.8	19.2
3	304	14	4	5	5	21.7	23	22.0	22.0	21.2
4	302	14	4	5	5	21.6	23	23.3	20.0	21.8
5	310	14				22.1	23			
6	317	15				21.1	23			
Total K-6	2115		20	26	26					

\*The optimum class size is per Board Policy.

Fund 10 – “Big Picture Overview”

Current Scenario	Prior Years		Current	2024-25	2025-26
	2021-22	2022-23	2023-24		
Enrollment Growth	1.9%	1.0%	0.2%	0.9%	0.6%
Eq. Valuation Growth		15.8%	16.8%	3.0%	3.0%
Rev. Limit/Member Incr.	0	0	325	325	325
Referendum	2,127,502	3,127,502	5,127,502	8,127,502	8,127,502
Fund 10 Revenues	56,513,086	59,625,532	63,564,863	66,842,161	68,591,779
Fund 10 Expenditures	55,312,394	60,298,881	63,564,863	66,860,760	69,766,207
Surplus (Deficit)	1,200,692	(673,348)	0	(18,599)	(1,174,428)
Fund Balance	8,695,515	8,022,167	8,022,167	8,003,568	6,829,140
Fund Balance %	15.7%	13.3%	12.6%	12.0%	9.8%
Operating Expenses	58,456,116	64,038,945	67,757,176	71,517,525	74,611,096
Equalization Aid	22,688,840	23,888,515	24,685,494	24,433,193	25,420,238
Total Tax Levy	37,434,390	38,555,555	41,692,918	44,590,206	45,252,192
Mill Rate	\$10.89	\$9.69	\$8.97	\$9.31	\$9.17

# Waunakee Community School District

## Sample Scenario

Assumption	Prior Years		Current	2024-25	2025-26
	2021-22	2022-23	2023-24		
<u>Revenue Limit FTE</u>	4,084	4,118	4,125	4,162	4,187
Headcount	4,391	4,414	4,418	4,412	4,426
OE In (FTE)	242	238	224	234	244
OE Out (FTE)	<u>38</u>	<u>45</u>	<u>60</u>	<u>80</u>	<u>104</u>
OE margin	204	193	164	153	140
<u>Per pupil Increase</u>	0	0	325	325	325
PPCA	742	742	742	742	742
<u>Operating Referenda</u>	2,127,502	3,127,502	5,127,502	8,127,502	8,127,502
Vouchers	25,654	47,989	118,155	121,457	121,457
<u>All Funds Salaries</u>	35,293,454	38,459,256	42,593,120	45,437,597	47,718,384
All Funds Benefits	12,593,607	13,499,713	14,108,284	14,689,151	15,195,936
<u>Fund 10 revenues</u>	56,513,086	59,625,532	63,564,863	66,842,161	68,591,779
<u>Fund 10 expenses</u>	55,312,394	60,298,881	63,564,863	66,860,760	69,766,207
Margin	1,200,692	(673,348)	0	(18,599)	(1,174,428)
Fund Balance	8,695,515	8,022,167	8,022,167	8,003,568	6,829,140
Fund Balance %	15.7%	13.3%	12.6%	12.0%	9.8%
Fund 10 Levy	24,956,316	24,807,184	28,460,117	33,390,525	34,051,648
Fund 38 Levy	0	0	0	0	0
Fund 39 Levy	12,017,000	13,342,804	12,838,301	10,699,681	10,700,544
Fund 41 Levy	0	0	0	0	0
Fund 80 Levy	<u>450,091</u>	<u>394,500</u>	<u>394,500</u>	<u>500,000</u>	<u>500,000</u>
<u>Total Levy</u>	37,423,407	38,544,488	41,692,918	44,590,206	45,252,192
Prop Value	3,437,359,073	3,980,468,177	4,649,771,435	4,789,264,578	4,932,942,515
Mill Rate	\$ 10.89	\$ 9.69	\$ 8.97	\$ 9.31	\$ 9.17

## **TRANSPORTATION CONTRACT**

This transportation agreement is made this 11<sup>th</sup> 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 15<sup>th</sup> 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

	<b>Compensation Rates</b>			
	<b>2017-18 (Standard bid) REQUIRED</b>	<b>Alternate 1 (bus terminal outside district) OPTIONAL</b>	<b>Alternate 2 (older busses) OPTIONAL</b>	<b>Alternate 1 &amp; 2 combined OPTIONAL</b>
<b>Regular Routes (Per Day Rate)</b>				
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	
<b>Early Childhood/4K (Per Day Rate)</b>				
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	
<b>Special Education (Per Day Rate)</b>				
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	
<b>Extracurricular and Athletic Trips:</b>				
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	
<b>Shuttle Runs</b> (other than AM/PM routes)			\$31.50 each way	
<b>Smartphone App</b> (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.





# 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 11<sup>th</sup>, 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

	<b>Compensation Rates</b>			
	<b>Current Rates 2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>Regular Routes (Per Day Rate)</b>				
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
<b>Early Childhood/4K (Per Day Rate)</b>				
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
<b>Special Education (Per Day Rate)</b>				
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
<b>Extracurricular and Athletic Trips:</b>				
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
<b>Shuttle Runs</b> (other than AM/PM routes)	\$38.85 each way	To be negotiated	To be negotiated	To be negotiated
<b>Smartphone App</b> (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.