

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

Monday, February 12, 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) (f) and (g).

- A. Review Minutes of January 08, 2024 Meeting
- B. Review Individual Teacher/Administrator Contract Recommendations, Resignations, Leaves and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Summer School Contract Recommendations
- E. Review Individual Support Staff/Custodial Recommendations, Resignations and Retirements

F. Discussion with the Board on the District's Status and Response Related to Litigation Involving the School District.

IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time allows before 7:00 p.m., the Board may use this time for Board Development, scheduling meetings, or other logistics/operational matters.

A. Discuss the Plan for Staff Listening Sessions

The following message was sent to all staff regarding the Board's upcoming listening sessions:

Dear staff,

The Waunakee Community School District Board of Education will again be conducting staff listening/learning sessions at each of the buildings in the district. The calendar for these dates is included with this invitation to participate at any location for these sessions.

The BOE wants to hear any of your concerns, but to best utilize the entire school network, we want to encourage the most effective channel of communication for positive change. We hope a direct building/department concern has first been shared with the specific building or department administrator. Change most frequently needs to start there, with the BOE coming in as approval of the solution or modification of practices as needed.

To best serve you and your ideas at these listening sessions, we will take notes and will share the information with appropriate administration. We will end the process by circling back to each building with the original notes and any follow-up action which has occurred since the listening session. Improvements in our district are a shared responsibility, and we hope these discussions help lead to a continued increase in employee satisfaction and student achievement.

Each year the BOE and Administration set priorities for the school year. We are open to any concerns you want to share, but the following priorities may be good discussion topics for the upcoming listening/learning session.

1. By the spring of 2025, WCSD state assessment scores will be at or above the District's 2019 results.
2. Prioritize efforts to enhance staff recruitment and retention.
3. Establish a budget reflective of district priorities and school board budget parameters. As you think about the topics, it might be helpful to consider; what is working well, where could we see improvement, and what actions should the BOE consider to meet these priorities.

Thank you for all you do for the children in our district. We hope to see you at one of the following listening/learning sessions.

Sincerely,

Joan Ensign, BOE President

B. Discuss and Plan for Student Group Listening Sessions

10

Attached please find the Protocol for Student Listening Sessions that was discussed by

the DEI Committee. Tim Schell is working with the student groups at the high school to organize and secure dates for these meetings.

C. Update on Superintendent Transition Process

Randy Guttenberg will provide an update on the Superintendent Transition Process, timeline, and his discussions with Dr. Brown.

D. Schedule Future Meetings (if time allows, otherwise it will be done at the end of the meeting)

VI. **APPROVAL OF MINUTES**

A. Review Minutes from 01/08/24 regular meeting. 12

VII. **APPROVAL OF AGENDA AND ADDITIONS**

Action should be taken to approve the agenda as presented (or) with changes as recommended.

VIII. **PUBLIC COMMENTS** 18

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, STUDENTS, & BOARD REPORTS/RECOMMENDATION/ACTION ITEMS**

A. Student Report

Victoria Raemisch and Kendall Haviland are the high school student representatives and will provide an update on activities from the high school.

B. Teacher Report

Members of the WTA will provide an update from the teachers.

C. Board Reports/Action Items

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

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

2. State Convention Report

Members of the Board who attended the State School Board Convention will be provided an opportunity to share information from the conference.

3. Discuss Timeline for Board and Superintendent Evaluations

The evaluation meeting has been scheduled for April 9, 2024 @ 5:30PM. All tools will be shared with the Board by the end of February. Please have the evaluation tools completed and turned into Rebecca by March 15, 2024

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

Todd Schmidt and Kristin Runge from the Village of Waunakee will provide an update from the Village and specifically share information on the Kilkenny West Development. Todd and Kristin are also available to answer any questions that Board

Members may have related to the Village of Waunakee.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

- 1. Review January 22, 2024 Committee Meeting Minutes 21
- 2. New Course Proposal - Heritage Bilingual Environmental Science 22

Tim Schell

Attached please find information on a new course at the high school, Heritage Bilingual Environmental Science. The course is the second in the sequence that begins with Bilingual Biology and was originally envisioned during our planning for the bilingual program at the high school. Although this proposal is coming later than we would normally plan, with the specific targeted audience, the high school believes there will be no problems incorporating it into our scheduling process this year. This course has been reviewed by the Curriculum Committee and is being recommended to the full Board for approval.

B. DEI Committee

- 1. Review the minutes from the 1/25/24 meeting. 31

C. Budget Committee

- 1. Review Committee Minutes from 02/06/24 Meeting 33
- 2. 2024-2025 Budget Planning Process/Budget Parameters 35

The purpose of this agenda item is to request approval of the 2024-25 Budget Planning Process. 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 5%, 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.

In the document you will also find information on expenditure areas such as overall fund 10/27 expenditures, salary, benefits, and utilities and then how Waunakee compares to our Dane County comparable districts in those expenditure areas. There is also a FTE change vs enrollment change chart. The budget committee is recommending approval on a 3-0 motion.

3. Review Draft Community Survey	51
<p>The purpose of this agenda item is to review a draft of the community survey. The district has been working with School Perceptions to design a survey that will gather community feedback to provide feedback on both the superintendent transition and district finances. The survey will be sent out in early April. Attached please also find a document that shows 4 different potential referendum options relating to the financial portion of the survey. Administration will be seeking feedback on the financial portion of the survey as well as the referendum options.</p>	
D. Policy Committee	
1. Review February 7, 2024 Meeting Minutes	71
2. Follow-Up Policies from January Meeting.	
<p>The administration will review these two policies with the Board per questions that arose at the January Board Meeting.</p>	
a. 446 Student Search Activities	73
b. 447.3 Student Suspension	80
3. 400 Series Policies for Discussion, Review, and Consideration	85
<p>Attached please find the summary spreadsheet for the policies that will be reviewed at the February Board Meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration. The Policy Committee is recommending them to the full Board on a 3-0 vote.</p>	
a. 447.4 Student Expulsion	89
b. 447.4R Early Reinstatement for Expelled Students	93
c. 453.11 & 453.11 Rule Use of Automated External Defibrillators	95
d. 453.1 Emergency Nursing Services	101
e. 453.1 R Emergency Nursing Services	105
f. 453.2 Student Immunizations	108
g. 453.3 Communicable Disease Control	110
h. 453.3 Rule 1 Communicable Disease Control Procedures - Students	113
453.3 Rule 2 Communicable Disease Control Procedures - Staff	
i. 453.3 R Procedures for Handling Students with AIDS, HIV or CMV	141
453.31 R Students with Cytomegalovirus (CMV or acquired Immune Deficiency Syndrome (AIDS)(HIV)	
j. 453.4 Exhibit A Prescription Medication Consent Form	143
453.4 Exhibit B Over-The-Counter Medication Consent Form	
k. 454 and 454 R Reporting of Child Abuse/Neglect	147
l. 455.1 Supervision of Students	152
m. 4553 Student Automobile Use	153

455.3 R Parking and Parking Permits	
n. 455.4 Student Safety Patrols	155
o. 457 Student Suicide Prevention and Intervention	156
p. 656 Student Fees	159
q. 480 Student Volunteers	160
r. 491 & 491 Rule Children of Divorced/Separated Parents	161
s. 492 Student Photographs	169
E. Facility Committee	
1. Review Minutes from the February 8, 2024 Meeting.	170
2. New Heritage Elementary School	
a. Heritage Moving Quotes	173
The purpose of this agenda item is to request approval moving quotes for the Heritage Elementary move. We have attached quotes from two vendors. Dan Carter, John Cramer, and John Gillis have been involved in reviewing the facilities for both vendors. The quote from SFI, a Waunakee-based business, is a lower cost option overall compared to Coakley. The SFI facility is located in Waunakee. The facility committee is recommending approval of the SFI quote.	
b. Heritage Custodial Equipment	179
The purpose of this agenda item is to request approval of custodial maintenance equipment purchases for the new Heritage Elementary. Attached please find a list developed by John Cramer. Please note that John has researched robotic equipment and has determined that the return on investment is not a fit at this time for Heritage. The facility committee is recommending approval on 3-0 motion.	
3. Middle School Project	
a. Abatement of Current Heritage Elementary School	180
The purpose of this agenda item is to request approval of the abatement bids for the demolition of the existing Heritage Elementary. Vogel is working with EMC, the district's environmental consultant, to incorporate abatement of environmental materials prior to the demolition of the facility. Demolition proposals will be brought forward in March. The facility committee made a motion to approve Robinsin Brothers.	
4. High School Projects	
a. Review the Scope of the High School Projects and Options	181
The purpose of this agenda item is to review the planning process for the high school referendum work. Attached please find a presentation that was developed jointly by EUA and Vogel. The presentation was reviewed with the facility committee. All board members are welcome view the committee presentation and discussion. The intent is not to repeat this presentation at the board meeting. The action item coming from the presentation is presented next.	

b. High School Flooring

The purpose of this agenda is to request approval of the high school flooring replacement that is a part of the high school remodeling work. The flooring has to be ordered now to be able to be installed this summer. The facility committee approved a not-to-exceed amount of \$1,000,000 for this project on a 2-0 motion, with final approval required from the Superintendent.

5. Capital Maintenance Projects 196

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, Scott Bauer, and Steve Summers have met 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 projects that can be completed in the summer of 2024. The facility committee is recommending on a 2-0 motion with the exception of the middle school solar project. The facility committee is also recommending on a 2-0 motion the softball field project on a not-to-exceed \$325,000 amount with final approval from the Superintendent. Attached please find the budget for this project. Administration is also reviewing the Intermediate School graphics replacement quote.

All board members are welcome to view the facility committee meeting if interested. A large portion of the meeting was focused on capital maintenance planning for February, March, and future years. Administration welcomes any questions or comments on this topic.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Middle School Design -- Interiors 200

Members of the EUA staff will be at Monday's Board Meeting to share the interior plans for the new Middle School.

B. Middle School Instructional Schedule for 2024-2025

Jeff Kenas, principal at the Middle School, will be present at Monday's Board Meeting to provide an update and follow-up on the proposed changes to the Middle School Instructional Schedule for the 2024-2025 school year. They will have a presentation ready for the Board Meeting, but it is not included in the BoardBook materials. I recommend this proposal to the Board and ask for support by endorsing this plan to begin in the fall.

C. 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 January 2024. 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 215

Attached you will find the Budget Status report as of January 31, 2024 and the Cash Reconciliation report for December 2023.

C. Safety Logs 219

The safety log report is required to be presented and approved by the Board per the safety grants that we received. It tracks the requisite drills that we need to perform in the school buildings.

D. Early College Credit Program Summer Applications

E. Gifts and Field Trips

1. Gifts

- a. SIA Flight Simulator - \$6000 value 224

- b. Nonn's Kitchen, Bath & Flooring - Samsung Refrigerator valued \$1875.00 - Prairie Elementary 226

2. Field Trips

- a. WHS Model UN Club - Northwestern Model UN Conf. Evanston IL -Apr. 11-14, 2024 227

- b. WHS Science Club - Shedd Aquarium Chicago, IL April 20, 2024 231

- c. WHS Orchestra - Chicago, IL April 25-26, 2024 233

- d. DECA International Career Development Conf. - Anaheim CA - Apr.27-30, 2024 235

- e. WHS Vocal Music - New York City, NY - March 2025 238

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

G. Approve Summer School Contract Recommendations

H. Second Friday Count 240

Attached please find information regarding the Second Friday in January Student Count. The first attachment provides the grade by grade information and the second attachment compares September student counts to January student counts.

XIII. BOARD BUSINESS

A. Conventions/Workshops

B. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Schedule a Time for the Board to Tour the New Heritage Elementary Project

B. Special Board Meeting -- Before March 2024 Meeting for Planning Purposes

C. Agenda Items for Next Board Meeting

D. Budget Committee

- E. Co-Curricular
- F. Curriculum Committee
- G. Facility Committee
- H. Insurance Committee
- I. Human Resources Committee
- J. Policy Committee
- K. 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, January 8, 2024, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Dotzler - Yes, Engebretson – Yes, Ensign- Yes, Frey – Yes, Heinemann - No (arrived at 6:09), Heinrichs – Yes, Hetzel- Yes

Also Present: Guttenberg (Virtually), Grabarski, Summers

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

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

V. BOARD DEVELOPMENT WORKSHOP

The board reviewed the listening session protocol. This protocol will be discussed during the DEI committee.

Ensign welcomed all in attendance and started open session at 7:04pm. She announced that Randy Guttenberg is out ill. He was able to zoom in for closed session, however, Steve Summers, Executive Director of Operations, will assist in facilitating the open session meeting.

VI. APPROVAL OF MINUTES

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

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

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS

There were no public comments.

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

A. Student Report

Victoria Raemisch provided the student update of events from the high school.

January is a lighter month since students are focusing on finals. Student council is focusing on winter formal, Valentine roses, collecting gently used blankets and clothing for Porch Light, 2nd blood drive of the year on Jan. 10 & 11.

B. Teacher Update

Shad Fanta and Ellen Willrett gave the teacher update. They thanked administration for the early warning of the snow day on 1/9/24; for the provided lunch, which included options for dietary needs, during the PD day on 1/15/24; for the student panel on PD day; Intermediate is thankful for the robotic, AI, and 3d printing availability; Heritage appreciates the extra days to move to the new building.

C. Board Reports/Action Items

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

Board members reported on listening to audio events regarding Act 20.

2. 2024 WASB Resolutions

The board members discussed the WASB Resolution and shared any opinions they had regarding them with Dawn Heinrichs, who is the board delegate at the State Ed. Convention. Ensign asked the board if they had any concerns regarding the 2024 resolutions to let Dawn know prior to convention.

3. Spring Election Update

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

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

Each board member reviewed the status of their current Campaign Finance Statement.

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:

The Board discussed the evaluation process and will schedule an evaluation meeting for April. The evaluation tools will be sent to the board members as they are available.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Co-Curricular Meeting

1. The minutes from the 12/12/23 meeting were reviewed
2. Co-Curricular Report
Dotzler gave a summary update and introduced Conrad who summarized and answered questions regarding the co-curricular report.
3. Co-Curricular Considerations
 - a. Adaptive Sports League
Loken presented and answered questions regarding this request.
 - b. Best Buddies
Loken presented and answered questions regarding this request.

A motion was made by Frey, second by Dotzler, to approve the Adaptive Sports League and the Best Buddies Club as presented. Motion carried 7-0

- c. The Investment Club
The board reviewed the Investment Club as proposed.
MH DH all in Investment and Car X
- d. Car Enthusiasts Club
The board reviewed the Car Enthusiasts Club as proposed.

A motion was made by Hetzel, second by Heinrichs, to approve the Investment Club and the Car Enthusiast Club as presented. Motion carried 7-0.

- e. Reinstate the MS Ukulele Club and rename it as MS Chamber Orchestra and request for a paid advisor
The board reviewed the proposal to reinstate the MS Ukulele Club, rename it as MS Chamber Orchestra, and request for a paid advisor to the middle school. Grabarski was available to answer any questions.
- f. Aviation Club request for a paid advisor
The board reviewed the proposal to request pay for the advisor to the Aviation Club at the high school. Grabarski was available to answer questions.

A motion was made by Frey, second by Engebretson, to approve the paid advisor positions for the MS Chamber Orchestra group and the HS Aviation Club as presented. Motion carried 7-0.

4. WIAA Co-op Renewal for Gymnastics & Girls Hockey

The board reviewed the proposal to renew our Coop agreements for Gymnastics and Girls Hockey. Conrad was available to answer questions.

A motion was made by Hetzel, second by Heinrichs, to approve the Co-op agreements as presented. Motion carried 7-0.

B. Budget Committee Meeting

1. The Minutes from the 1/2/24 Budget Committee Meeting were reviewed.
2. Lamers Contract
Summers presented and answered questions regarding the review of our contract with Lamers. Administration is recommending a three-year contract extension for the 2024-25 to

2026-27 school years. The budget committee is requesting revisions to the proposed extension, as well as evaluate contract language regarding meeting performance standards. This will be reviewed and brought back in February

C. Policy Committee

1. The Committee minutes from 1/3/24 Meeting were reviewed.

2. Policies for Discussion, Review, and Consideration.

Frey presented the policy summary spreadsheet and the policy process. Summers explained the language change to the insurance policy, the suspension language that included bussing situations, and that the expulsion policies were pulled for legal review.

After some discussion a motion was made by Heinemann, second by Hetzel to approve all the policies as presented with the exception of policy 446, which the board requested that administration review the language closer and bring it back to the committee. Motion carried 7-0.

a. 443 Student Conduct

b. 446 Student Search Activities

c. 443.72 Threats of School Violence.

d. 447 Student Discipline

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

f. 447.11 Use of Seclusion and Restraint

g. 447.2 Student Detention

h. 447.3 Student Suspension

i. 447.31 Student suspension (In-School Suspension)

j. 447.5 Discipline Suspension and Expulsion, Students with Disabilities

k. 451 Student Insurance

D. Facility Committee

1. The Minutes from the 01/04/24 Meeting were reviewed.

2. Warrior Pitch Fundraising Update/Planning

Summers presented and answered questions regarding the planning process for the Warrior Pitch. 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

Summers and Cramer presented and answered questions regarding the request of approval for district wide maintenance projects.

A motion was made by Dotzler, second by Hetzel, to approve the planning process for the Warrior Pitch updates and to bring these back to the administration and committee for final review and to also approve the capital districtwide maintenance projects. Motion carried 7-0.

4. Consider Temporary Contracted Cleaning Services for Vacant Positions

Grabarski and Cramer presented and answered questions regarding the request to approve a contracted cleaning service on a short term basis because of staff vacancies at the high school.

A motion was made by Heinemann, second by Dotzler, to approve the concept of hiring a contracted cleaning service on a temporary basis. Motion carried 7-0.

5. Consideration of Steel Purchase for New Middle School

Summers and Cramer presented and answered questions regarding the request to pre-purchase steel for the new middle school. The purchasing of the steel will assist the district in meeting our August 1, 2024 spend down requirements. A motion was made by Frey, second by Dotzler, to approve the pre purchasing of steel for the new Middle School as presented. Motion carried 7-0.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. 2024-2025 Open Enrollment Capacity Recommendations

Summers presented and answered questions regarding the approval of open enrollment space availability for the 2024-25 school year. Administration is recommending utilizing the December enrollment in the calculations for open enrollment capacity. A motion was made by Hetzel, second by Dotzler to approve the open enrollment space availability using the December enrollment when calculating capacity. Motion carried 7-0.

2. Announcements/Correspondence - NA

XII. CONSENT AGENDA

The board acknowledged the donation from Meffert Oil Co.

A motion was made by Engebretson, second by Heinrichs to approve the consent agenda as presented. Motion carried 7-0.

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of December 2023.

B. Finance

1. Monthly Finance Reports

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

D. Gifts and Field Trips

1. Gifts

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

2. Field Trips

a. Cheer Request - Illinois Jan. 28, 2024

b. Volleyball Request Plainfield IL October 2024

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

New Teacher Staff

Gina Trower, Agriculture Teacher, HS

New Support Staff

Beck Baird, Para Educator Special Education, MS

Skylar Bauer, Technology Assistant, PES/HES

Resignations

Sadika Paradzikovic, Custodian, HS

Selma Paradzikovic, Custodian, HS

Daniel Ziegler, Agriculture Teacher, HS

One-Year LOA for 2024-25 School Year

Justin Acker, Math Teacher, HS

Co-Curriculars – posted on agenda extras section

F. Review Summer School Contract Recommendations posted on agenda extras section

XIII. BOARD BUSINESS

A. Legislative Update - NA

B. Conventions/Workshops - NA

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 - A motion was made by Hetzel, second by Dotzler, to approved a Special Meeting Evaluations 4/9/24 @ 5:30PM. Motion carried 7-0.

C. Budget Committee – 2/6/24 @ 7:30AM

D. Co-Curricular Committee

E. Curriculum Committee 1/22/24 @ 3PM

F. Facility Committee 2/8/24 @ 7:30AM

G. Human Resources Committee

H. Policy Committee

I. DEI Committee- 1/25/24 @ 5:30PM

XV. RETURN TO CLOSED SESSION - NA

XVI. RETURN TO OPEN SESSION - NA

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

XVIII. ADJOURN

The Board of Educaton adjourned at 8:13PM on a motion by Dotzler, second by Frey, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____
JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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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]

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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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
January 2022

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, January 22, 2024, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Hetzel called the meeting to order at 3pm

II. ROLL CALL

Present: Hetzel, Frey, Dotzler

Also present: Schell, Johnson, Guttenberg

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS –There were no public comments for this meeting.

V. NEW COURSE PROPOSAL-HERITAGE BILINGUAL ENVIRONMENTAL SCIENCE

Schell presented and answered questions regarding the new course request for Environmental Science. After much discussion a motion was made by Frey, second by Dotzler, to recommend to the full board to approve this request as presented. Motion carried 3-0.

VI. ROBOTICS UPDATE

Schell presented and answered questions regarding our work in robotics and coding. This will include some information on where we offer robotics and coding, coding in some of our comparable districts, and exploring a robotics club as an out of school or extracurricular program. The presentations are attached in the Extras section of the agenda.

TS presented and answered questions

Answered question from the boe

VII. ITEMS FOR FUTURE MEETINGS

February 15-Alternative Education

March-Act 20 Update, First look at summer curriculum project requests and textbook requests.

The committee also asked for:

More of a presentation or information regarding some of the Textbook requests. Especially the math pilot.

VIII. ADJOURN

A motion was made by Frey, second by Dotzler, to adjourn the meeting at 4:29PM. Motion carried 3-0.

NEW COURSE APPROVAL FORM
(Due October 1, 2023)

Date: **1/9/24**

Department Chairperson/Building Coordinator: _____

Department: _____ Building: **High School**

Proposed Course Title: **Heritage Bilingual Environmental Studies** Grade Level: **9-12**

Course Length: **1 year** Credits: **1.0**

Requirement/Elective: _____

Meeting Frequency: **Every other day - 90 minute class**

Anticipated Enrollment: **10 - 15+ students**

Prerequisites: **Students have an overall English language proficiency (ELP) level of 1-2 and are Heritage Spanish speakers**

Principal's Approval: ____ 1/9/2024 _____

Comments:

Review & Discuss w/Activities Director for NCAA Eligibility –

Date: ____ 1/9/2024 _____

Comments:

Review & Discuss Within the Building Between Departments –

Date: ____ 1/15/2024 _____

Comments:

Systemwide Curriculum Committee Review

Date: _____ 1/10/2024 _____

Comments:

Director of Instruction/District Administrator's Approval: _____ 1/11/2024 _____

Board of Education Curriculum Sub-committee Review Date: _____

Board of Education Approval Date: _____

I. COURSE INFORMATION

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

During the 2023-2024 academic year, Waunakee High School took an innovative step by introducing the Heritage Bilingual Biology class to newcomer/recent comer native Spanish speakers. This course, satisfying 1.0 of the 3.0 required science credits for graduation, enrolled 13 students, four of whom joined after the commencement of the school year, highlighting the demand and relevance of such offerings. The Heritage Bilingual Biology class has been instrumental in providing an equitable access to bilingual education and content learning of science, effectively bridging language barriers and fostering a more inclusive learning environment.

The success of the Heritage Bilingual Biology highlights the need for continued efforts to address the educational needs of newcomer and recent comer Spanish-speaking students. Recognizing the importance of bilingual education and acknowledging the diverse linguistic backgrounds of our student body, it is proposed to offer the Heritage Environmental Studies class for the 2024-2025 school year.

Offering the Heritage Environmental Studies class continues with the goal of providing students with the opportunity of deeper learning of scientific concepts in their native language, it promotes the use of translanguaging, and it encourages students to bridge

into English language learning through the content of science. The Heritage Environmental Studies class aligns with the broader goal of providing an inclusive and comprehensive education to all students.

By alternating between Heritage Bilingual Biology and Heritage Bilingual Environmental Studies in subsequent years, we ensure that newcomer and recent comer native Spanish speakers have continuous access to science content in their native language. This approach allows students to accumulate 2.0 of the 3.0 required science credits for graduation through the bilingual Science program, thus contributing significantly to their academic progress and success.

The benefits of this proposal extend beyond the academic realm. By offering Heritage Environmental Studies, we are not only enriching the educational experience of our students but also fostering a more inclusive and culturally responsive educational community. Anticipated student outcomes include higher order learning of science content, increased academic achievement, a sense of belonging, and enhanced academic language proficiency in both Spanish and English.

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

This is an introductory course in Environmental Studies with a focus on Ecology. This class will be primarily conducted in Spanish and incorporates Spanish language through reading, writing, speaking and listening activities. It is intended for students to build their academic native language skills, learn NGSS (Next Generation Science Standards) and support academic English language development. Both classroom activities, case studies, and field study activities are used in studying the principles of Ecology. Major unit themes of this course include: The Biosphere, Ecosystems and the flow of energy, Population dynamics and behavior (how populations interact with each other and their environment), Communities and Ecosystem Dynamics, Humans and Global Change.

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

1. Science is a process.

- Science is a method of learning more about the world.
- Science constantly changes the way we understand the world.

2. Energy conversions underlie all ecological processes.

- Energy is neither created nor destroyed.
- As energy flows through systems, at each step more of it becomes available.

3. Global systems

- The Earth itself is one interconnected system.

- climate, weather and life
- Biomes and aquatic ecosystems
- Natural systems change over time and space.
- Systems vary in ability to recover from disturbances.

4. Ecosystems

- Energy, producers and consumers
- the flow of energy in ecosystems
- the cycles of matter

5. Populations

- how populations grow
- limits to growth
- human population growth

6. Communities and ecosystem dynamics

- habitats, niches and interactions between species
- Succession
- Biodiversity, ecosystems and resilience

7. Humans and global change

- Humans alter natural systems
- ecological footprints
- causes and effects of global change
- measure and respond to change
- sustainability

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

- SAVVAS Biology book in Spanish
- Gimkit account
- Brainpop - Spanish
- Quizlet
- [Next Generations Storylines](#)
- [PBS Learning Media](#)
- [Khan Academy en Español](#)
- <https://www.educ.ar/buscador?q=ecologia>
- <https://www.wisconsincolatinos.org/>

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

Which of these are used: Check with "X"

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

F. Student Evaluation Procedures:

Assessment methods may include:

- Quizzes and tests
- Projects (brochure, poster)
- Lab practical formative assessments
- Labs - field survey (hands-on) - completion of written reports as well as lab / survey activity
- Other formative and summative measures

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

Additional Spanish language SAVAAS Biology books may need to be purchased due to an increase student enrollment numbers.

H. Financial Impact: (First Year)

<u>Added Personnel</u>	How Many	Approx. Cost	Total Cost
	Professional	_____	\$ _____
\$ _____			
	Non-Professional	_____	\$ _____
\$ _____			
	(Assistants, secretarial, etc.)		

Added Materials

Textbooks _____ @ \$ _____ =
\$ _____

Supplies
\$ _____

Added Equipment Needed:

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

_____ @ \$ _____ =
\$ _____

_____ @ \$ _____ =
\$ _____

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

[Next Generation Science Standards](#)

[HS-LS - ECOSYSTEMS - INTERACTIONS, ENERGY, & DYNAMICS](#)

[HS-LS2-1](#) Use mathematical and/or computational representations to support explanations of factors that affect carrying capacity of ecosystems at different scales.

[HS-LS2-2](#) Use mathematical representations to support and revise explanations based on evidence about factors affecting biodiversity and populations in ecosystems of different scales.

[HS-LS2-3](#) Construct and revise an explanation based on evidence for the cycling of matter and flow of energy in aerobic and anaerobic conditions.

[HS-LS2-4](#) Use mathematical representations to support claims for the cycling of matter and flow of energy among organisms in an ecosystem.

[HS-LS2-5](#) Develop a model to illustrate the role of photosynthesis and cellular respiration in the cycling of carbon among the biosphere, atmosphere, hydrosphere, and geosphere.

HS-LS2-6 Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions, but changing conditions may result in a new ecosystem

HS-LS2-7 Design, evaluate, and refine a solution for reducing the impacts of human activities on the environment and biodiversity.

HS-LS4-5 Evaluate the evidence supporting claims that changes in environmental conditions may result in (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species.

HS-LS4-6 Create or revise a simulation to test a solution to mitigate adverse impacts of human activity on biodiversity.

HS-ESS - EARTH'S SYSTEMS / EARTH AND HUMAN ACTIVITY

HS-ESS2-4 Earth's Systems: Analyze and interpret data to explore how variations in the flow of energy into and out of Earth's systems result in changes in atmosphere and climate.

HS-ESS2-6 Earth's Systems: Develop a quantitative model to describe the cycling of carbon among the hydrosphere, atmosphere, geosphere, and biosphere.

HS-ESS3-3 Human Sustainability: Create a computational simulation to illustrate the relationships among management of natural resources, the sustainability of human populations, and biodiversity.

HS-ESS3-4 Human Sustainability: Evaluate or refine a technological solution that reduces impacts of human activities on natural systems.

HS-ESS3-5 Analyze geoscience data and the results from global climate models to make an evidence-based forecast of the current rate of global or regional climate change and associated future impacts to Earth's systems.

HS-ESS3-6 Human Sustainability: Use a computational representation to illustrate the relationships among Earth systems and how those relationships are being modified due to human activity.

HS-ETS - ENGINEERING DESIGN

HS-ETS1-1 - Analyze a major global challenge to specify qualitative and quantitative criteria and constraints for solutions that account for societal needs and wants.

HS-ETS1-2 - Design a solution to a complex real-world problem by breaking it down into smaller, more manageable problems that can be solved through engineering.

HS-ETS1-3 - Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics as well as possible social, cultural, and environmental impacts.

HS-ETS1-4 - Use a computer simulation to model the impact of proposed solutions to a complex real-world problem with numerous criteria and constraints on interactions within and between systems relevant to the problem.

II. OTHER PERTINENT INFORMATION

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

- an addition to the department's offering
- a replacement for _____
- a pilot study

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

- the adoption of a new textbook
- the use of a text previously adopted and in use

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

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

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

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

No conflict

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

No conflict

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

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

Discussions regarding the proposed course have taken place with key stakeholders, including Administration, the ELL/Bilingual Department, and the CESA 2 Dual Language Development Consultant. Throughout these discussions, we focused on the course rationale, outline, and the logistical aspects of offering Heritage Bilingual Environmental Studies and Heritage Bilingual Biology on alternating years. This strategic approach aims to enhance our high school bilingual programming by offering students the opportunity to fulfill 2.0 of the required 3.0 science credits for graduation.

Engaging in these conversations has allowed us to address the specific needs of our EL newcomer/recent comer Spanish-speaking students. By incorporating this dual-science content approach, we are better positioned to provide a comprehensive bilingual education experience.

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

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

Rev. 8/15/2018

Minutes of DEI Committee

The Board of Education Waunakee Community School District

A DEI Committee of the Board of Education of Waunakee Community School District was held Thursday, January 25, 2024, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinrichs called the meeting to order at 5:30PM

II. ROLL CALL

Present: Ensign, Heinrichs, Hetzel

Also Present: Guttenberg, Loken, Schell (virtual)

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

No public comments were made virtually. There were public comments made in person by the following:

Gina Pagel: Student Data Report

V. REVIEW DISTRICT PLANNING EFFORTS RELATED TO DEI

A. Update on DEI Advisory Committee

Loken provided an update and answered questions regarding the DEI Steering Committee. Administration will find a time that this will be presented to the full board.

VI. LISTENING SESSION PROTOCOL

Schell presented and answered questions regarding the protocol for upcoming student learning sessions. The committee reviewed and discussed this protocol and also included discussion regarding staff listening sessions.

Heinrichs and Guttenberg will develop a brief description of the board that may be shared at the beginning of each listening session.

VII. UPDATE ON INCIDENT REPORTING TOOL DATA

Tim Schell provided an update to the Committee on the data related to the District Reporting Tool. The committee would like to see action steps on closing the loop of incidents and what that would look like. Schell informed the committee that there will be more restorative practice training for staff. The committee would also like to see data on incidents that are reported without using the reporting tool, perhaps on a quarterly basis.

VIII. FUTURE MEETINGS

Action plan pieces as developed / DEI Steering committee

Listening Sessions outcome as well as finalize protocol and Board Description.

Restorative Practice training

Disciplinary action for harassment or bullying

What are the strengths and weaknesses of the data.

what we see as strengths and weaknesses of data.

Next meeting - March 5th. - 5:30pm

IX. **ADJOURN**

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 6:32PM.

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, February 6, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinemann called the meeting to order at 7:29am.

II. ROLL CALL

Present: Heinemann, Heinrichs, Hetzel

Also Present: Guttenberg, Summers, Dye, Grabarski, Schell

III. APPROVAL OF AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS – There were no public comments for this meeting.

V. 2023-2024 BUDGET UPDATE

A. End of the Year Balance Projection

Dye presented and answered questions regarding the projected end of the year balance. The 23-24 Fund 10 budget approved in October was balanced and included a \$100,000 contingency. The School Board has not approved any contingency expenses through the end of January.

There are three other items to note:

- 1) The utility expenditures could exceed the utility budget.
- 2) Transportation fuel clause expenses could result in an additional budgetary impact.
- 3) Postemployment benefit payments have not been budgeted for the last several years.

B. Department/Building Carryover Balances

Dye presented and answered questions regarding building and department plans for their carryover funds. Meetings with the department/building administration to discuss the budget plans in detail will take place within the next month. The committee asked about PLC staff development funds being requested out of building carryover.

VI. 2024-2025 BUDGET PLANNING

A. Timeline

Dye presented and answered questions regarding the 2024-2025 budget process.

B. Preliminary Budget Planning Process

Dye and Summers presented and answered questions regarding a high level five-year budget projection. The budget projection includes 4 additional teaching staff reserved for the middle school scheduling process. A motion was made by Hetzel, second by Heinrichs, to recommend the budget planning process onto the full board for consideration. Motion

carried 3-0.

C. 3-Year Budget Planning Update

Dye presented and answered questions regarding the review of the building and department 3-year budget planning data.. Bethel circle administration will be meeting with each building/department administration over the next month to review the priorities related to these budget requests.

D. Next Steps

Administration will review the next steps in the 2024-25 budget planning process.

District administration will be meeting with department/building administration to discuss this process.

VII. **DISCUSSION/ACTION ON PROPOSALS**

VIII. **OTHER ITEMS FOR DISCUSSION**

A. Lamers Contract

Summers presented and answered questions regarding our contract extension with Lamers.

After much discussion, administration will review the contract language regarding performance incentives and will bring this back to the committee next month.

B. Community Survey Draft

Summers presented and answered questions regarding the review of the draft of the community survey. After much discussion, Summers and Dye will work with School Perceptions to have information on what an additional operational referendum survey question could look like. They would like to bring this back to the board on the 2/12 meeting.

C. November 2022 Referendum Borrowing Planning

Summers presented and answered questions regarding planning options for the November 2022 referendum borrowings. After much discussion the committee would like to compare various options for the borrowing in order to minimize interest costs.

IX. **FUTURE AGENDA ITEMS**

The committee would like to see an overall master plan for the district's athletic complex.

This topic will be brought up at the Facility Committee meeting on Thursday.

X. **ADJOURN**

A motion was made by Hetzel, second by Heinrichs, to adjourn the meeting at 9:14am.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

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

DRAFT

Budget Committee Meeting
February 6, 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
TOTAL	1729	1678	1741	1765	1764
ELEM					
5	349	309	326	294	320
6	299	342	318	342	300
TOTAL	648	651	644	636	620
INTER.					
7	304	295	349	330	346
8	341	305	303	354	329
TOTAL	645	600	652	684	675
MIDDLE					
9	339	343	316	314	374
10	347	338	348	318	304
11	342	343	341	347	318
12	326	353	349	350	351
TOTAL	1354	1377	1354	1329	1347
HIGH					
TOTAL	4376	4306	4391	4414	4406
DISTRICT					

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 6.13% in 24-25, 5% in 25-26, and 4.5% in 26-27
- Health costs increase at 5% 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
- The student count change between September 2023 and January 2024 was an increase of 15 students

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 -2 section in sections for grades K-6.

7 th – 8 th 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 th – 12 th 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

7th – 12th 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

<u>K</u>	-	<u>14 Sections- (-1 section at Heritage)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>1</u>	-	<u>14 Sections- (+1 section at Heritage and -1 section at Prairie)</u>	
		Arboretum-	4
		Heritage-	6
		Prairie-	5
<u>2</u>	-	<u>15 Sections- (-1 section at Heritage and +1 section at Prairie)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	6
<u>3</u>	-	<u>14 Sections- (no change)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>4</u>	-	<u>15 Sections- (-1 section at Heritage)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>K-4</u>	-	<u>Total (estimates indicate a -1.0 FTE in grades K-4)</u>	
		Arboretum-	20
		Heritage-	26
		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	Current	Projections				
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Enrollment Growth	0.2%	0.9%	0.6%	0.2%	-1.7%	-0.1%
Eq. Valuation Growth	16.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Rev. Limit/Member Incr.	325	325	325	325	325	325
Referendum	5,127,502	8,127,502	8,127,502	8,127,502	8,127,502	8,127,502
Fund 10 Revenues	63,564,863	67,030,363	68,779,981	70,627,974	72,056,736	73,250,532
Fund 10 Expenditures	63,564,863	67,052,965	70,088,591	72,764,719	75,149,437	77,853,699
Surplus (Deficit)	0	(22,603)	(1,308,610)	(2,136,745)	(3,092,701)	(4,603,167)
Fund Balance	8,022,167	7,999,564	6,690,954	4,554,209	1,461,508	(3,141,659)
Fund Balance %	12.6%	11.9%	9.5%	6.3%	1.9%	-4.0%
Operating Expenses	67,757,176	71,709,731	74,941,482	77,788,668	80,337,396	83,196,862
Equalization Aid	24,685,494	24,433,193	25,419,840	25,957,009	26,251,253	24,922,142
Total Tax Levy	41,692,918	44,590,206	45,252,590	46,518,884	46,019,265	42,565,764
Mill Rate	\$8.97	\$9.31	\$9.17	\$9.16	\$8.79	\$7.90

- 24-25 fiscal year includes an additional 4 FTE to the middle school staffing for the potential schedule change
- 24-25 open enrollment in does not reflect additional capacity approved by school board in January 2024
- 24-25 open enrollment out includes an increase of 10 students above current levels

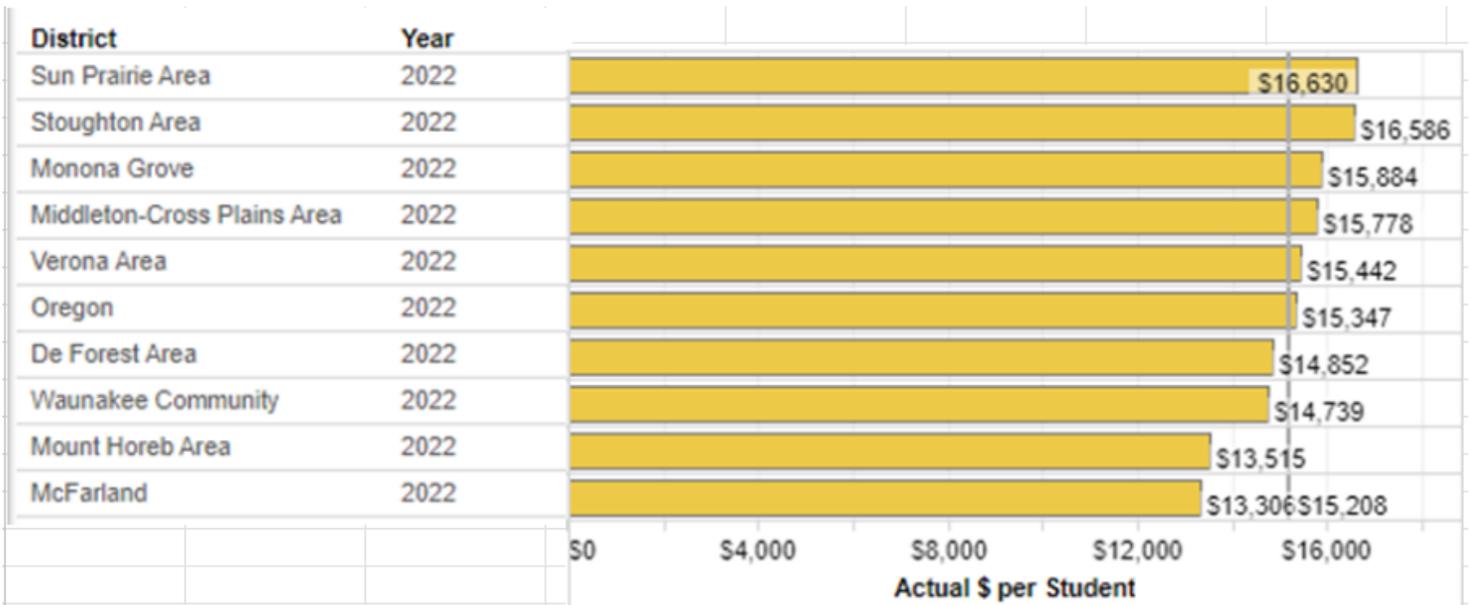
Waunakee Community School District

Sample Scenario

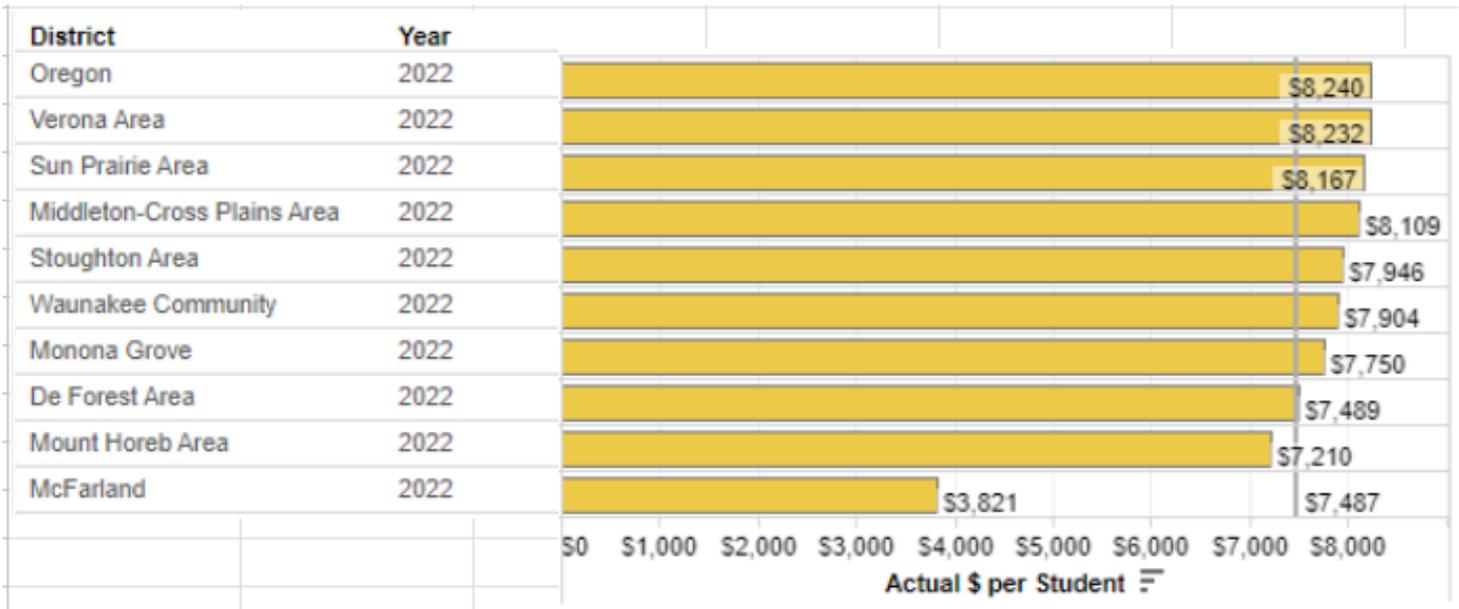
Assumption	Current	Projections				
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<u>Revenue Limit FTE</u>	4,125	4,162	4,187	4,197	4,124	4,118
Headcount	4,418	4,412	4,426	4,458	4,417	4,410
OE In (FTE)	224	234	244	262	268	268
OE Out (FTE)	<u>60</u>	<u>80</u>	<u>104</u>	<u>97</u>	<u>74</u>	<u>73</u>
OE margin	164	153	140	164	194	196
<u>Per pupil Increase</u>	325	325	325	325	325	325
PPCA	742	742	742	742	742	742
<u>Operating Referenda</u>	5,127,502	8,127,502	8,127,502	8,127,502	8,127,502	8,127,502
Vouchers	118,155	121,457	121,457	121,457	121,457	121,457
<u>All Funds Salaries</u>	42,593,120	45,579,078	47,866,783	50,034,184	52,054,130	54,156,012
All Funds Benefits	14,108,284	14,829,839	15,468,253	16,105,324	16,737,989	17,399,549
<u>Fund 10 revenues</u>	63,564,863	67,030,363	68,779,981	70,627,974	72,056,736	73,250,532
<u>Fund 10 expenses</u>	<u>63,564,863</u>	<u>67,052,965</u>	<u>70,088,591</u>	<u>72,764,719</u>	<u>75,149,437</u>	<u>77,853,699</u>
Margin	0	(22,603)	(1,308,610)	(2,136,745)	(3,092,701)	(4,603,167)
Fund Balance	8,022,167	7,999,564	6,690,954	4,554,209	1,461,508	(3,141,659)
Fund Balance %	12.6%	11.9%	9.5%	6.3%	1.9%	-4.0%
Fund 10 Levy	28,460,117	33,390,525	34,052,046	35,190,490	36,279,771	38,821,517
Fund 38 Levy	0	0	0	0	0	0
Fund 39 Levy	12,838,301	10,699,681	10,700,544	10,828,394	9,239,494	3,244,247
Fund 41 Levy	0	0	0	0	0	0
Fund 80 Levy	<u>394,500</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
<u>Total Levy</u>	41,692,918	44,590,206	45,252,590	46,518,884	46,019,265	42,565,764
Prop Value	4,649,771,435	4,789,264,578	4,932,942,515	5,080,930,791	5,233,358,715	5,390,359,476
Mill Rate	\$ 8.97	\$ 9.31	\$ 9.17	\$ 9.16	\$ 8.79	\$ 7.90

Waunakee Community School District

Budget Analysis

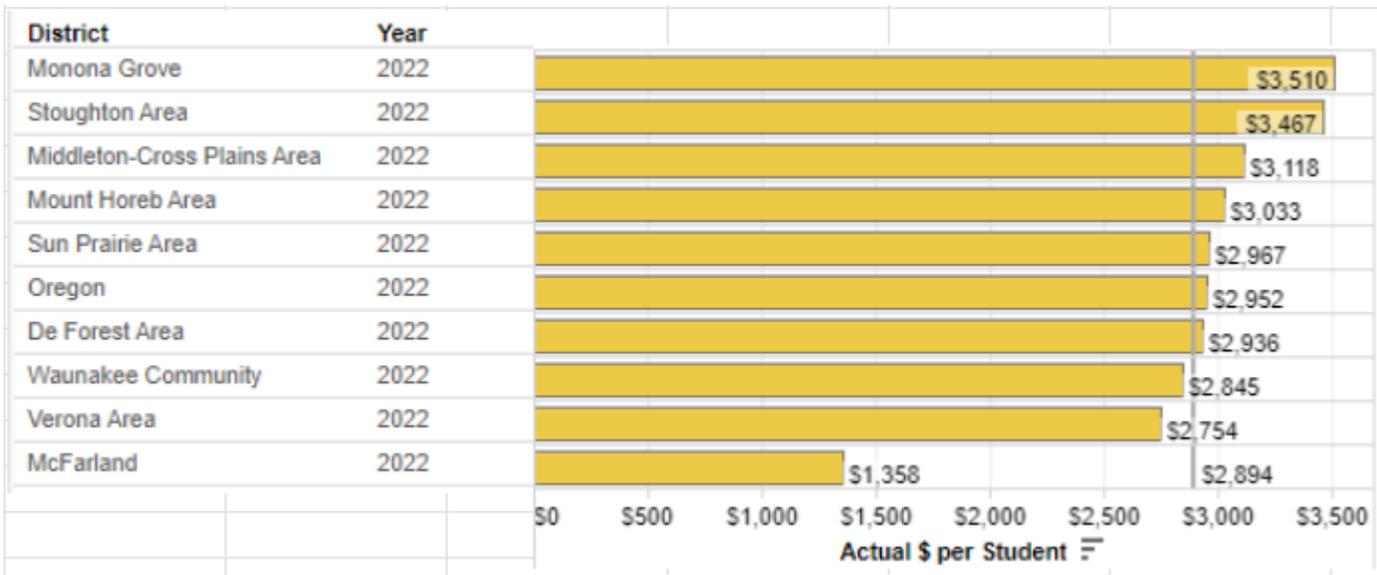


- Waunakee is the 3rd lowest spending district in Dane County between funds 10 & 27

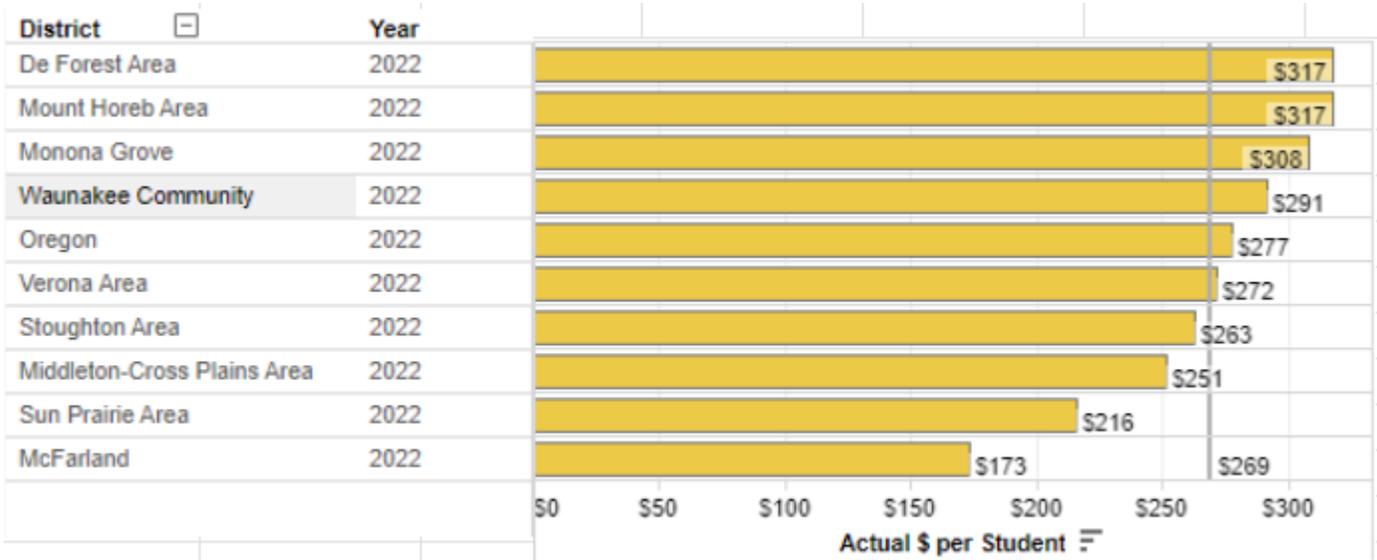


- Waunakee is slightly above the county average of \$7,487 for salaries

Waunakee Community School District

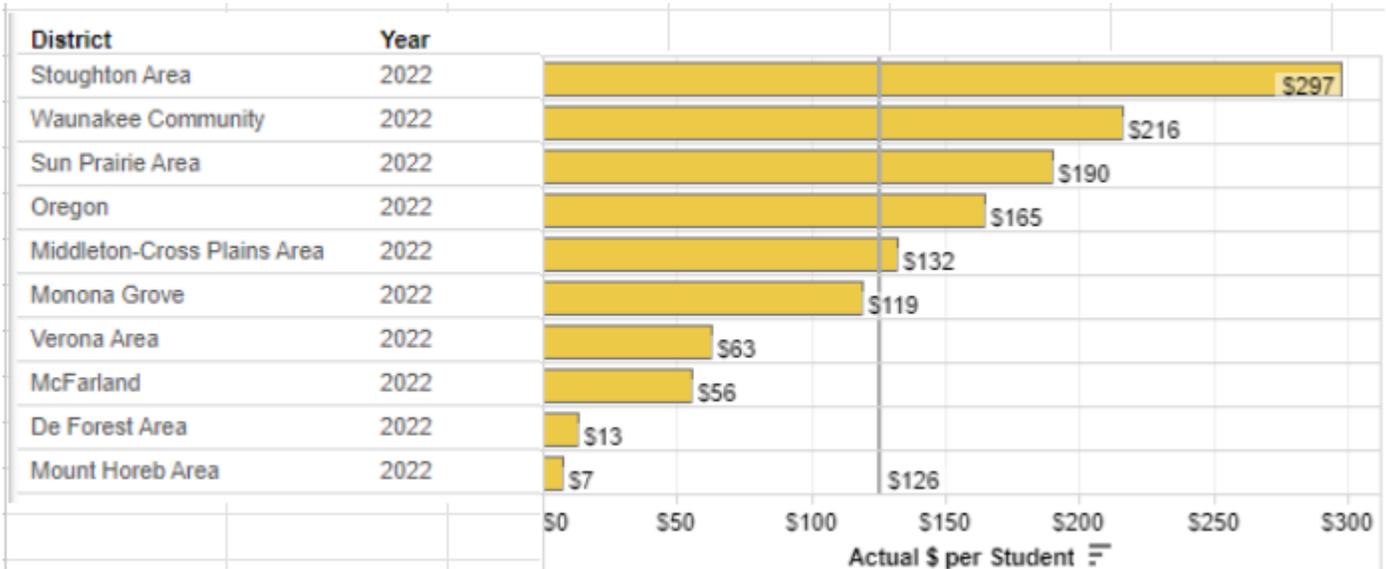


- Waunakee is slightly below the average of \$2,894 for benefits

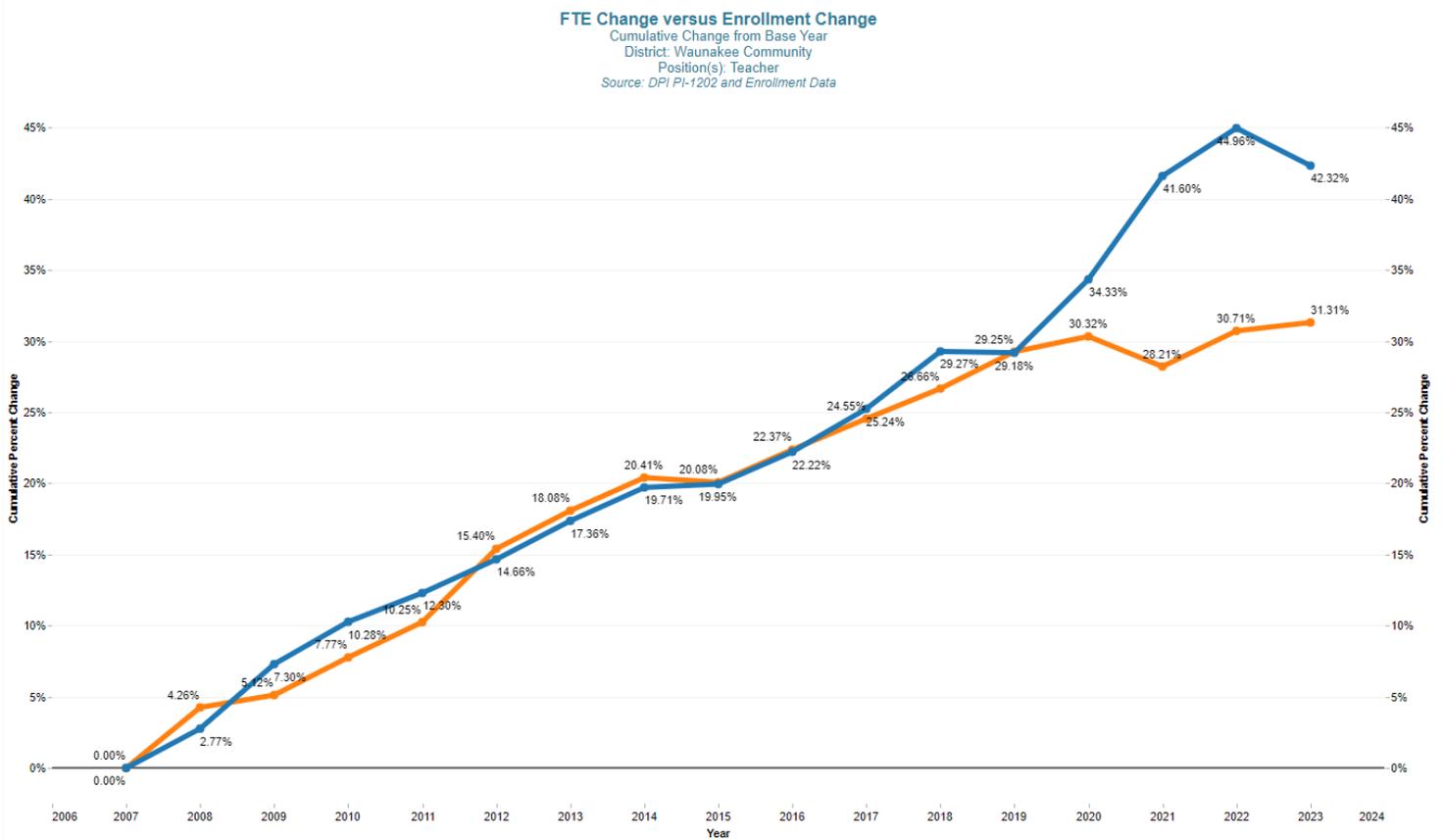


- Waunakee is the 4th highest spending district in Dane County for utilities

Waunakee Community School District



- Waunakee is the 2nd highest spending district in Dane County for information technology



- The blue line is enrollment change over time compared to FTE change over time in orange



Waunakee Community School District

Dear Families and Community Members:

As you may be aware, I will be retiring at the end of the 2023-24 school year. Serving the Waunakee Community School District for the past 16 years as your superintendent has been the greatest privilege and blessing of my career. I am proud of the progress we have made together in serving our students, meeting their individual needs, and creating pathways for them to be successful after high school.

On July 1, 2024, Dr. Monica Kelsey-Brown will begin as Waunakee's superintendent. I have been collaborating with Dr. Brown on her transition to our community and to her new role here. With that mind, this survey has two purposes:

- ✓ To provide data to Dr. Brown on the areas that we do well and areas where we can improve.
- ✓ To gather your feedback on upcoming financial decisions the District must make.

As always, our plans must reflect the priorities of the Waunakee community. Please take a few minutes to respond to this survey. Your feedback is kept confidential. All survey data is returned to School Perceptions, an independent education research firm.

TAKE THE SURVEY IN ONE OF TWO WAYS

Option 1: To reduce mailing expenses –

Go to the survey website:

www.Feedback2000.com

Enter your survey code:



Option 2: If you do not have internet access, please return the survey to any school office, or mail it to School Perceptions, PO Box 607, Slinger, WI 53086.

Additional Surveys: The survey code can be used only once. To obtain additional surveys for other adults in your household, please call the district office at 608.849.2000.

Para pedir una copia traducida de esta encuesta en español, favor de llamar 608.219.6542.

Please complete the survey before **DATE.**

If you need assistance in a different language, please contact the Translation and Interpretation Coordinator via email at translation_request@waunakee.k12.wi.us or by phone at (608) 849-2200 ext. 2220.

Thank you for taking the time to complete this important survey, and for your part in supporting the continued success of the students who attend the Waunakee Community School District.

Sincerely,

Randy Guttenberg
Superintendent

Respondent Information

What is your age? 18-24 25-34 35-44 45-54 55-64 65+

In which municipality do you reside?

Village of Waunakee

Town of Dane

Town of Springfield

Town of Vienna

Town of Westport

City of Madison

City of Middleton

Other

Do you live in the Waunakee Community School District?

Yes

No

Not sure

Are you an employee of the District?

Yes

No

Do you have children attending a school in the District?

Yes

No

DRAFT

School District Feedback

We need to ensure our district is achieving the expectations the Waunakee community has for us. The following items will establish a baseline to measure our progress.

Each item begins with the words, "The District..."

Communications					
Provides me with opportunities to offer feedback.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Communicates with me effectively.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Has a website that is an effective place for me to learn about what's going on at school.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Climate					
Maintains a safe and secure campus.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Has the support of the community.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Employs high-quality teachers/staff.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Effectively partners with local businesses and community members.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Leadership					
Administration is doing what it takes to make our district successful.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
School board is doing what it takes to make our district successful.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Is heading in the right direction.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Academics & Development					
Prepares students for potential careers.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Prepares students for education after high school (such as tech school or college).	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Has high expectations for students.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Develops students' character.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion
Helping students achieve their fullest potential.	<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree	<input type="checkbox"/> Not sure/ no opinion

Comments/questions/suggestions:

Our mission: Committed to Children ... Committed to Community ... Committed to Excellence

Choose up to 5 areas you believe we should focus our planning efforts to best fulfill our mission.

- A wider range of courses for students
- Academic/Career Planning
- Academic rigor
- Athletics
- Bilingual education courses/services
- Career and technical education
- Communications with parents and the community
- Community/business partnerships for students (youth apprenticeships, co-ops, mentoring)
- Education on the uses of artificial intelligence (AI)
- Fine arts (such as art, music, theater, drama, forensics)
- Integrate technology into coursework
- Math achievement
- Online/distance/virtual course offerings
- Opportunities for students to earn college credits
- Preparing students for life after high school
- Reading/literacy achievement
- Recruit/retain high-quality staff
- School safety and security
- Services for students who have difficulties learning
- Social/emotional/mental health services for students
- Student discipline
- Student transportation services
- Technology access and devices
- Understanding of and support for diversity

Other areas you believe planning and resources should be focused:

Financial Sustainability

The following areas could be funded through an operational referendum.

- **Maintaining Programs and Services:** We are very fortunate that in 2020 and 2022, the Waunakee community supported the District through operational referendums. Both referendums, which combined will provide \$8.1 million, are set to expire in 2026.

The District is asking voters to consider renewing the referendum for each of the next four years.

Comments/questions/suggestions:

- **Hourly Employees:** A recent compensation study showed that 80% of Waunakee's hourly staff salaries (food service, custodial, support staff, secretarial, etc.) are below average as compared to neighboring districts. Approximately one-third of our employees fall into this category.

The District is asking voters to consider expanding the referendum by \$900,000 per year to increase hourly staff compensation to be competitive with neighboring school districts.

Comments/questions/suggestions:

- **Increasing Costs:** Even with the recently approved state budget, funding has not kept up with increasing costs for transportation/fuel, utilities, insurance, technology, and special education services.

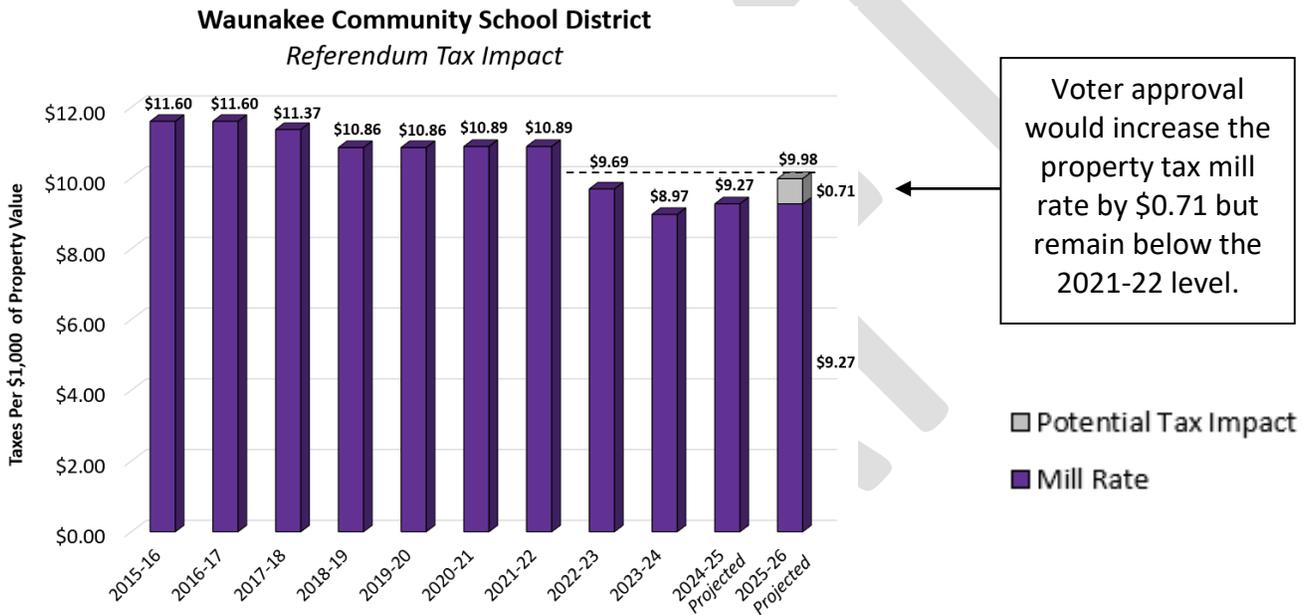
The District is asking voters to consider expanding the referendum by \$2.6 million per year to help pay for increasing operational expenses.

Comments/suggestions/questions:

Operational Referendum Support

Funding Purpose	Amount Per Year	Property Tax Impact
Maintain current programs/services	\$8.1 million	No increase over the current level
Increase hourly staff compensation	\$900,000	\$18 for every \$100,000 of property value
Fund increasing operational costs	\$2.6 million	\$53 for every \$100,000 of property value
Total	\$11.6 million	\$71 for every \$100,00 of property value

The chart below displays the estimated property tax mill rate increase of a \$11.6 million referendum.



Would you support an operational referendum that provides the District with \$11.6 million each year for two school years (2025-26 and 2026-27)?

Approval would increase the estimated property tax mill rate by \$0.71, representing an annual tax increase of \$71 per year for every \$100,000 of property value.

- Definitely yes
- Probably yes
- Undecided
- Probably no
- Definitely no

If you would not support this operational referendum, what are the primary reasons?

- Don't support renewing the current referendum to maintain programs/services
- Don't support increasing compensation for hourly employees
- Don't support additional funding for increasing costs
- I support cost-cutting measures.

Comments/suggestions/questions:

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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Permit No. 30

***Please complete the survey before April X, 2024.
We need your input!***

**If you have questions, please email
Steve Summers stevesummers@waunakee.k12.wi.us or visit
www.waunakee.k12.wi.us/district/referendum-2024**

“Committed to Children ... Committed to Community ... Committed to Excellence”

*This publication was produced for the residents of the **Waunakee Community School District**. Due to the overlap of postal routes, residents from neighboring school districts may receive this publication. Given the limitations of bulk mailing, this overlap was difficult to eliminate without significant cost. Thank you for your understanding.*

2-Year Options

- 2-year operational referendum (25/26 & 26/27)
- Would line up with a November 26 capital and operational referendum
- Additional \$3.5 million in each fiscal year

Current Scenario	Prior Years		Current	Projections				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Enrollment Growth	1.9%	1.0%	0.2%	0.9%	0.6%	0.2%	-1.7%	-0.1%
Eq. Valuation Growth		15.8%	16.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Rev. Limit/Member Incr.	0	0	325	325	325	325	325	325
Referendum	2,127,502	3,127,502	5,127,502	8,127,502	11,627,502	11,627,502	11,627,502	11,627,502
Fund 10 Revenues	56,513,086	59,625,532	63,564,863	67,030,363	72,279,981	74,127,974	75,556,736	76,750,532
Fund 10 Expenditures	55,312,394	60,298,881	63,564,863	67,052,965	70,601,312	73,813,234	76,239,893	78,987,772
Surplus (Deficit)	1,200,692	(673,348)	0	(22,603)	1,678,669	314,740	(683,157)	(2,237,241)
Fund Balance	8,695,515	8,022,167	8,022,167	7,999,564	9,678,233	9,992,974	9,309,817	7,072,576
Fund Balance %	15.7%	13.3%	12.6%	11.9%	13.7%	13.5%	12.2%	9.0%
Operating Expenses	58,456,116	64,038,945	67,757,176	71,709,731	75,454,203	78,837,183	81,427,851	84,330,936
Equalization Aid	22,688,840	23,888,515	24,685,494	24,433,193	25,419,840	25,906,042	26,144,045	24,784,341
Total Tax Levy	37,434,390	38,555,555	41,692,918	44,590,206	48,752,590	50,069,851	49,626,473	46,203,565
Mill Rate	\$10.89	\$9.69	\$8.97	\$9.31	\$9.88	\$9.85	\$9.48	\$8.57

- 2-year operational referendum (25/26 & 26/27)
- Would line up with a November 26 capital and operational referendum
- Additional \$1.75 million in each fiscal year (ends at \$3.5M)

Current Scenario	Prior Years		Current	Projections				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Enrollment Growth	1.9%	1.0%	0.2%	0.9%	0.6%	0.2%	-1.7%	-0.1%
Eq. Valuation Growth		15.8%	16.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Rev. Limit/Member Incr.	0	0	325	325	325	325	325	325
Referendum	2,127,502	3,127,502	5,127,502	8,127,502	9,877,502	11,627,502	11,627,502	11,627,502
Fund 10 Revenues	56,513,086	59,625,532	63,564,863	67,030,363	70,529,981	74,127,974	75,556,736	76,750,532
Fund 10 Expenditures	55,312,394	60,298,881	63,564,863	67,052,965	70,601,312	73,813,234	76,239,893	78,987,772
Surplus (Deficit)	1,200,692	(673,348)	0	(22,603)	(71,331)	314,740	(683,157)	(2,237,241)
Fund Balance	8,695,515	8,022,167	8,022,167	7,999,564	7,928,233	8,242,974	7,559,817	5,322,576
Fund Balance %	15.7%	13.3%	12.6%	11.9%	11.2%	11.2%	9.9%	6.7%
Operating Expenses	58,456,116	64,038,945	67,757,176	71,709,731	75,454,203	78,837,183	81,427,851	84,330,936
Equalization Aid	22,688,840	23,888,515	24,685,494	24,433,193	25,419,840	25,906,042	26,144,045	24,784,341
Total Tax Levy	37,434,390	38,555,555	41,692,918	44,590,206	47,002,590	50,069,851	49,626,473	46,203,565
Mill Rate	\$10.89	\$9.69	\$8.97	\$9.31	\$9.53	\$9.85	\$9.48	\$8.57

4-Year Options

- 4-year operational referendum (25/26 through 28/29)
- Would line up with presidential elections
- Additional \$5 million in each fiscal year

Current Scenario	Prior Years		Current	Projections				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Enrollment Growth	1.9%	1.0%	0.2%	0.9%	0.6%	0.2%	-1.7%	-0.1%
Eq. Valuation Growth		15.8%	16.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Rev. Limit/Member Incr.	0	0	325	325	325	325	325	325
Referendum	2,127,502	3,127,502	5,127,502	8,127,502	13,127,502	13,127,502	13,127,502	13,127,502
Fund 10 Revenues	56,513,086	59,625,532	63,564,863	67,030,363	73,779,981	75,627,974	77,056,736	78,250,532
Fund 10 Expenditures	55,312,394	60,298,881	63,564,863	67,052,965	70,601,312	73,813,234	76,239,893	78,987,772
Surplus (Deficit)	1,200,692	(673,348)	0	(22,603)	3,178,669	1,814,740	816,843	(737,241)
Fund Balance	8,695,515	8,022,167	8,022,167	7,999,564	11,178,233	12,992,974	13,809,817	13,072,576
Fund Balance %	15.7%	13.3%	12.6%	11.9%	15.8%	17.6%	18.1%	16.6%
Operating Expenses	58,456,116	64,038,945	67,757,176	71,709,731	75,454,203	78,837,183	81,427,851	84,330,936
Equalization Aid	22,688,840	23,888,515	24,685,494	24,433,193	25,419,840	25,906,042	26,144,045	24,784,341
Total Tax Levy	37,434,390	38,555,555	41,692,918	44,590,206	50,252,590	51,569,851	51,126,473	47,703,565
Mill Rate	\$10.89	\$9.69	\$8.97	\$9.31	\$10.19	\$10.15	\$9.77	\$8.85

- 4-year operational referendum (25/26 through 28/29)
- Would line up with presidential elections
- Additional \$1.5 million in each fiscal year (ends at \$6 million)

Current Scenario	Prior Years		Current	Projections				
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Enrollment Growth	1.9%	1.0%	0.2%	0.9%	0.6%	0.2%	-1.7%	-0.1%
Eq. Valuation Growth		15.8%	16.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Rev. Limit/Member Incr.	0	0	325	325	325	325	325	325
Referendum	2,127,502	3,127,502	5,127,502	8,127,502	9,627,502	11,127,502	12,627,502	14,127,502
Fund 10 Revenues	56,513,086	59,625,532	63,564,863	67,030,363	70,279,981	73,627,974	76,556,736	79,250,532
Fund 10 Expenditures	55,312,394	60,298,881	63,564,863	67,052,965	70,601,312	73,813,234	76,239,893	78,987,772
Surplus (Deficit)	1,200,692	(673,348)	0	(22,603)	(321,331)	(185,260)	316,843	262,759
Fund Balance	8,695,515	8,022,167	8,022,167	7,999,564	7,678,233	7,492,974	7,809,817	8,072,576
Fund Balance %	15.7%	13.3%	12.6%	11.9%	10.9%	10.2%	10.2%	10.2%
Operating Expenses	58,456,116	64,038,945	67,757,176	71,709,731	75,454,203	78,837,183	81,427,851	84,330,936
Equalization Aid	22,688,840	23,888,515	24,685,494	24,433,193	25,419,840	25,906,042	26,144,045	24,784,341
Total Tax Levy	37,434,390	38,555,555	41,692,918	44,590,206	46,752,590	49,569,851	50,626,473	48,703,565
Mill Rate	\$10.89	\$9.69	\$8.97	\$9.31	\$9.48	\$9.76	\$9.67	\$9.04

The operational referendum could be structured in two ways:

Option 1: As a non-recurring referendum providing funding for a limited amount of time.

This type of referendum will need to be renewed when it expires in four years. The next referendum would need to be approved by voters and could be for a different dollar amount.

Option 2: As a recurring referendum providing funding on a permanent basis.

This type of referendum does not expire. As a result, we would not need to ask voters to renew it every four years. It also means the amount stays the same year after year.

<p>Which referendum option do you support?</p>	<ul style="list-style-type: none"><input type="checkbox"/> I only support Option 1 (non-recurring/expires).<input type="checkbox"/> I only support Option 2 (recurring/permanent).<input type="checkbox"/> I support <u>either</u> option.<input type="checkbox"/> I <u>do not</u> support either option.<input type="checkbox"/> I'm not sure/need more information.
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WAUNAKEE
COMMUNITY SCHOOL DISTRICT

62

Review of Community Survey Draft

Regular Board Meeting
February 12, 2024



Survey Timeline

December 11 - School Board approved community survey

December to February - Community survey drafts developed

February 6 - Budget Committee review

February 12 - School Board review

March - Budget Committee and School Board review

April - Survey released

May - Review initial survey data/review draft resolutions

June - Approval of November 24 operational referendum resolution



Referendum Budget & Facilities Timeline

November 2020 Referendum - \$2.1 Million (5- year non-recurring)

November 2022 Referendum - \$1/\$3/\$6 Million (3-year non-recurring)

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November 2022 Referendum - \$175 Million (Long-range planning- Phase 2)

November 2024 Referendum - Replacement of 2020/2022 operational referendums

November 2026 Referendum - Long-range planning - Phase 3 (HS Campus & DW maint.)

Beyond 2026 - Long-range planning report update available soon



Survey Themes

- Superintendent Transition
 - What is the district doing well?
 - What can the district improve on?
- District Finances
 - Replacement of \$2.1 million operational referendum from November 2020
 - Replacement of \$1/\$3/\$6 million operational referendum from November 2022
 - Reminder: For 2025-26 fiscal year, not effective 2024-25



Superintendent Transition

Page 1 - Survey introduction by Randy Guttenberg/How to complete survey

Page 2 - Respondent information

Page 3 - School district feedback

Page 4 - Planning focus



District Finances

Page 5 - Financial sustainability

Page 6 - Operational referendum support

Page 7 - Overall satisfaction

Page 8 - Survey completion



Feedback from Budget Committee

The budget committee discussion focused on:

- 2 year vs 4 year operational referendum
 - 2 year bridge to potential November 2026 HS referendum capital question
 - 4 year option for presidential election cycle (2024, 2028, etc.)
- Recurring vs non-recurring
- Step-up \$ amounts vs stable \$ amount
 - Step-up: \$1M (1st year)/\$3M (2nd year) /\$5M (3rd year)
 - Stable: \$4 million for 4 years



Feedback from Budget Committee

Potential additional survey question:

The operational referendum could be structured in two ways:

Option 1: As a non-recurring referendum providing funding for a limited amount of time.

This type of referendum will need to be renewed when it expires in four years. The next referendum would need to be approved by voters and could be for a different dollar amount.

Option 2: As a recurring referendum providing funding on a permanent basis.

This type of referendum does not expire. As a result, we would not need to ask voters to renew it every four years. It also means the amount stays the same year after year.

<p>Which referendum option do you support?</p>	<ul style="list-style-type: none"><input type="checkbox"/> I only support Option 1 (non-recurring/expires).<input type="checkbox"/> I only support Option 2 (recurring/permanent).<input type="checkbox"/> I support <u>either</u> option.<input type="checkbox"/> I <u>do not</u> support either option.<input type="checkbox"/> I'm not sure/need more information.
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School Board Feedback Requested

- 1) Include additional question in survey?
- 2) 2 years vs 4 years?
- 3) Step-up \$ amounts vs stable \$ amount?
- 4) Any other feedback related to survey questions

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A Special School Board Meeting is being requested between the February and March Board Meetings to address these questions and to provide greater context to short and long-range planning options.

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, February 7, 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 7:29AM

II. ROLL CALL

Present: Frey, Engebretson, Heinemann

Also present: Guttenberg

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS – There were no public comments for this meeting

V. FOLLOW-UP POLICIES FROM JANUARY MEETING.

Guttenberg presented clarifications regarding Policy 466 and notifying guardians of student searches. There were not any concerns with 447.3. This was just included for clarification.

Guttenberg will bring 466 back to the full board and will clarify the parent notification process for searches with the full board.

A. 446 Student Search Activities

B. 447.3 Student Suspension

VI. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg presented and answered questions regarding the policies being considered. A motion was made by Heinemann, second by Engebretson, to approve the polices as presented with one exception –to pull policy 460 and bring it back next month with the complete 460 series of policies surrounding scholarships. Motion carried 3-0.

A. 447.4 Student Expulsion

447.4 and 447.4R

B. 447.4R Early Reinstatement for Expelled Students

C. 453.11 & 453.11 Rule Use of Automated External Defibrillators

D. 453.1 Emergency Nursing Services

E. 453.1 R Emergency Nursing Services

F. 453.2 Student Immunizations

G. 453.3 Communicable Disease Control

H. 453.3 Rule 1 Communicable Disease Control Procedures - Students

453.3 Rule 2 Communicable Disease Control Procedures - Staff

I. 453.3 R Procedures for Handling Students with AIDS, HIV or CMV

453.31 R Students with Cytomegalovirus (CMV or acquired Immune Deficiency Syndrome (AIDS)(HIV)

- J. 453.4 Exhibit A Prescription Medication Consent Form
- 453.4 Exhibit B Over-The-Counter Medication Consent Form
- K. 454 and 454 R Reporting of Child Abuse/Neglect
- L. 455.1 Supervision of Students
- M. 455.3 Student Automobile Use
- 455.3 R Parking and Parking Permits
- N. 455.4 Student Safety Patrols
- O. 457 Student Suicide Prevention and Intervention
- P. 460 Student Scholarships
- Q. 656 Student Fees
- R. 480 Student Volunteers
- S. 491 & 491 Rule Children of Divorced/Separated Parents
- T. 492 Student Photographs
- VII. **FUTURE MEETINGS** – Future meetings will be set at a later date
- VIII. **ADJOURN**

A motion was made by Engebretson, second by Heinemann to adjourn the meeting at 8:09AM. Motion carried 3-0.

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

Waunakee 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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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~~ will 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:

Revised:

Adoption Date: 12/13/82

Revised: 9/9/85
5/11/92
March 1994
March 1996
August 10, 1998
March 2002
January 2024

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

Waukegan Community School District

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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

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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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~~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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Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Committee Recommendation:
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
453.11	Use of Automated External Defibrillators	452	Replace with PRG policy 453.11 and rule 453.11 and recode to align with WASB policy coding	This is the first policy I got to under the general emergency nursing services category. I will include these with Part 4, but I should go back and update cross-references after I go through the 10 or so policies under the 453 heading. I will check in with you when I get through that and will send updated 453.11 drafts when I sort out the cross references.	Policy is OK Rule - per edits reviewed by HR Dir
453.1	Emergency Nursing Services	453.1	Replace with PRG 453.1 sample policy 2.	State law requires emergency nursing services policies/procedures and medication administration policies/procedures to be developed by a professional nurse or nurses registered in Wisconsin, in cooperation with other school district personnel and representatives from community health agencies and services as may be designated by the school board.	accept per edits
453.1 R	Emergency Nursing Services	453.1 R	Keep current rule	It is critical that the practices and procedures adopted in this rule reflect what you are doing in the district. I think it is better to keep your current rule than to adopt the PRG sample.	accept per edits

453.2	Student Immunizations	453.2	Replace policy and rule with PRG 453.2 sample policy 1.		Accept per edits
453.3	Communal Disease Control	453.3	Replace policy with PRG 453.3 sample policy 1	Note: This policy should be reviewed by the district's school nurse or medical adviser.	Facility to review
453.3 R	Communal Disease Control Procedures	none	Adopt PRG 453.3 rule 1	PRG 453.3 R 1 contains procedures implementing provisions of PRG 453.3 sample policy 1. This is a long rule that you might break into 2 or more separate rules. See the introductory note (I deleted it, but you can see it with Track Changes set to all markup). This rule contains provisions for exclusion of students and staff that should be aligned with district practices and student and employee handbook provisions. This rule should be reviewed by the district's school nurse or medical advisor.	****SPLIT INTO 2 STAFF STUDENT
	Procedures for Handling Students with AIDS, HIV or CMV	453.3 R	Review with school nurse or medical advisor and modify or delete.	This rule has not been reviewed since 2005 and may no longer be relevant. It should be reviewed by a medical professional. If you choose to keep this or oa modified version of this rule, renumber is to 453.31 or 453.32.	Repeal
	Students with Cytomegalovirus (CMV) or aquired Immune Deficiency Syndrome (AIDS)(HIV)	453.31 R	Review with school nurse or medical advisor and modify or delete.	This rule has not been reviewed since 2002 and may no longer be relevant. It should be reviewed by a medical professional.	Repeal
453.4 Exh A	Prescription Medication Consent Form	453.4 Exh A	Keep current form	The PRG does not have a sample form - this form is acceptable.	Accept per edits
453.4 Exh B	Over-The-Counter Medication Consent Form	453.4 Exh B	Keep current form	The PRG does not have a sample form - this form is acceptable.	accept per edits
454 and 454 R	Reporting of Child Abuse/Neglect	454 and 454 R	Replace policy and rule with PRG 454 sample policy 1 and 454 sample rule 1		accept Policy - per edits Rule as is

455.1	Supervision of students	455.1	Review policy for clarity and either revise or delete	The PRG does not have a sample on this topic. I have no legal concerns about the policy other than the lack of clarity. The following questions from the 2019 QC should be addressed: "What does it mean to leave an "assigned group unsupervised" for a peirod of time? What about certain group work and trips where some students may not be in the same physical location?"	Repeal
455.3	Student automobile use	455.3	Keep current policy	The PRG does not have a sample policy on student automobile use. The policy is acceptable as written. You might cross-reference the student search policy 446. Take a look at the draft 446 I sent to you. You might want to incorporate the paragraph on searches of student automobiles into this policy.	Summers reivewed
455.3 R	Parking and Parking Permits	455.3 R	Keep current rule	The PRG does not have a sample policy or rule relating to parking on school property. The current policy is acceptable as written.	Summers & Borowski reviewed
455.4	Student Safety Patrols	455.4	Keep current policy	The PRG does not have a sample policy or rule relating to student safety patrols. The policy is acceptable as written.	accept per edits
457	Student Suicide Prevention and Intervention	457 and 457 R	Replace policy and rules with PRG 457 sample policy 1		Accept per Edits
460	Student Scholarships	460	Replace policy with PRG 460 sample policy 1	I added relevant language from current policy to the PRG sample.	Bring back next month with other 460 series policies
656	Student Fees	470	Replace policy with PRG 656 sample policy 1 and recode	Note that your curent policy uses free and reduced lunch information in a manner that is not allowed by USDA rules without consent of parents and guardians. I included a link to the requirement in a footnote. WASB groups this with the financial policies in the 600s and I recommend recoding.	Keep current policy, renumber, add language to paragraph 4
480	Student Volunteers	480	Keep current policy	The PRG does not have a sample policy on this topic. Your policy is acceptable.	accept per edits

491	Children of Divorced/Separated Parents	491	Replace policy with PRG 491 Sample policy 2 and sample rule 1		accept per edits
492	Student Photographs	492	Keep current policy	The PRG does not have a sample policy on this topic. Your policy is acceptable.	Accept per edits.

STUDENT EXPULSION

447.4

Independent Hearing Officer

The Waunakee Community School District Board of Education has adopted a resolution under Sec. 120.13(1)(e) to appoint an independent hearing officer to determine pupil expulsion from school. The resolution to appoint an independent hearing officer must be renewed annually. The hearing officer shall expel a pupil from school whenever he/she finds that the pupil engaged in conduct that constitutes grounds for expulsion under Wisconsin Statutes §§120.13(1)(c)1 or 2, or 120.13(1)(c)2m.

Prior to expelling a pupil, the hearing officer shall hold a hearing in accordance with state statute and District policy.

The hearing officer shall keep a full record of the hearing and shall inform each party of the right to a complete record of the proceeding. Upon request, the hearing officer shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the pupil and, if a minor, the pupil's parent or guardian.

The hearing officer shall issue a ruling at the conclusion of the expulsion hearing, if possible, but in any event, the hearing officer shall issue a ruling and a final written decision concerning the student's expulsion no later than prior to the end of the applicable statutory time limit on the student's suspension from school. If the expulsion hearing is held within five (5) school days of the end of the applicable statutory time limit on the student's suspension from school, the hearing officer may utilize the student's remaining suspension days plus five (5) additional school days to issue a final written expulsion decision following the expulsion hearing, provided that a ruling on the expulsion has been issued at the conclusion of the expulsion hearing.

The Board of Education student expulsion policy shall be in accordance with state law and, in the event of any inconsistency between Board policy and state law, state law shall control.

1. The school board or appointed independent hearing officer may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion.

2. In addition to the grounds for expulsion under subd. 1., the school board or appointed independent hearing officer may expel from school a pupil who is at least 16 years old if the school board finds that the pupil 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 that such conduct does not constitute grounds for expulsion under subd. 1., and is satisfied that the interest of the school demands the pupil expulsion.

(2m) The school board or appointed independent hearing officer shall commence proceedings under subd. 3. and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921(a)(3). Annually, the school board shall report to the department the information specified under 20 USC 8921(d)(1) and (2)*.

3. For purposes of expulsion conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. Prior to expelling a pupil, the school board or appointed independent hearing officer shall hold a hearing. Not less than 5 days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the following:
 - a. The specific grounds, under ss. 120.13 (1)(c) 1, 2 or 2m of the Wisconsin Statutes and the particulars of the pupil's alleged conduct upon which the expulsion proceeding is based;
 - b. The time and place of the hearing;
 - c. That the hearing may result in the pupil's expulsion;
 - d. That, upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed;
 - e. That the pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel;
 - f. That the hearing officer shall keep a full record of the hearing and, upon request, the hearing officer shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the pupil and, if the pupil is a minor, the pupil's parent or guardian;
 - g. That if the hearing officer orders the expulsion of the pupil the school district shall mail a copy of the order to the school board, the pupil and, if the pupil is a minor, to the pupil's parent or guardian;
 - h. That within 30 days of the issuance of an expulsion order the school board shall review the order and shall, upon review, approve, reverse or modify the order;
 - i. That, if the pupil is expelled by the hearing officer or the order of the hearing officer shall be enforced while the school board reviews the order;
 - j. That, if the pupil's expulsion is approved by the school board, the expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the school board's decision to the Department of Public Instruction (DPI);

- k. That if the school board's decision is appealed to the DPI, within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse or modify the decision;
- l. That the decision of the school board shall be enforced while the DPI reviews the school board's decision;
- m. That an appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located;
- n. That the state statutes related to pupil expulsion are ss. 119.25 and 120.13(1) of the Wisconsin Statutes.

5. 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.

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 Ref.: Sections 120.13(2)(c) Wisconsin Statutes
 118.13
 Individual with Disabilities Education Act
 PI 9.03(1), Wisconsin Administrative Code

Cross. Ref.: ~~411-Rule (1), Student Discrimination/Harassment Complaint Procedures~~
~~447.4 Rule, Early Reinstatement from Expulsion~~
~~447.5, Discipline of Students with Disabilities~~
 WASB PRG 447 Sample Policy 1
 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
 447.3 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

Adopted: 12/13/82

Revised: 9/14/87
 March 1994
 September 1994
 12/11/95

March 2002
August 2014
XXXX 2024

Waunakee Community School District

EARLY REINSTATEMENT OF EXPELLED STUDENTS

447.4-Rule

The Board of Education, or its independent hearing officer or panel authorized by the school board, may specify one or more early reinstatement conditions in an expulsion order if such conditions are related to the reasons for the students' expulsion.

Early reinstatement condition is defined as: (1) a condition that a student is required to meet before he/she may be granted early reinstatement or (2) a condition that a student is required to meet after his/her early reinstatement but before the expiration of the term of expulsion specified in the expulsion order.

If the expelled student or parent/guardian does not believe the early reinstatement condition(s) is related to the reasons for the expulsion, an appeal may be made to the Board within fifteen (15) days after the date on which an expulsion order is issued by an independent hearing officer. The Board's decision is final and not subject to appeal.

Determining whether expelled students have met early reinstatement conditions:

If the Superintendent or designee determines that a student has met the early reinstatement condition(s) that he/she is required to meet before reinstatement, the student may be granted early reinstatement. The Superintendent's designee must be someone other than a principal, administrator or teacher in the student's school. The determination of the Superintendent or designee is final.

If a student violates an early reinstatement condition that the student was required to meet after his/her early reinstatement but before the expiration of the term of expulsion, the Superintendent or principal or teacher designated by the Superintendent may revoke the student's early reinstatement. Before revoking the student's early reinstatement, however, the Superintendent or designee must do all of the following:

1. Advise the student of the reason for the proposed revocation, including the early reinstatement condition alleged to have been violated;
2. Provide the student an opportunity to present his/her explanation of the alleged violation; and
3. Make a determination that the student violated the early reinstatement condition and that revocation of the student's early reinstatement is appropriate.

If the student's early reinstatement is revoked, prompt written notice of the revocation and the reason for the revocation (including the early reinstatement condition violated) must be given to the student and, if the student is a minor, to the student's parent/guardian.

Within five (5) school days after the revocation of a student's early reinstatement, the student or parent/guardian may request a conference with the Superintendent or designee. If requested, the conference must be held within five school days of the request.

If, after the conference, the Superintendent or designee finds that the student did not violate an early reinstatement condition or that the revocation was inappropriate, the student must be reinstated to school under the same reinstatement conditions as the expulsion order and the early reinstatement revocation must be expunged from the student's records.

If the Superintendent or designee finds that the student violated an early reinstatement condition and that the revocation was appropriate, he/she must mail separate copies of the decision to the student and, if the student is a minor, to the student's parent/guardian. The decision of the Superintendent or designee is final.

If a student's early reinstatement is revoked, the student's expulsion must continue to the expiration of the term of expulsion specified in the expulsion order unless the student or parent/guardian and the school board, or independent hearing officer or panel, agree in writing to modify the expulsion order.

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 Ref.: Sections 120.13 (2)(h) Wisconsin Statutes
118.13

Cross Ref.: 447.4 Student Expulsions
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
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
447.3 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

Adopted: August 2000

Revised: March 2002
August 2014
XXXX, 2024

Waunakee Community School District

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

Policy 453.11

Waukegan Community School District

Page 1 of 2

(This sample policy authorizes the use of automated external defibrillators (AEDs) in the schools. The policy addresses training of district personnel and assigns responsibilities related to AED use. This sample is intended to coordinate with 453.11 Sample Rule 1 in the PRG.)

Automated external defibrillators (AEDs) shall be made available in designated school locations to be used in administering emergency care to individuals who may be experiencing a heart-related emergency (e.g., cardiac arrest, ventricular fibrillation) for which the use of an AED may be indicated.

In administering this policy, the District will follow state law requirements and shall also:

1. Arrange for the provision of training on both the use of the AED and cardiopulmonary resuscitation (CPR) to at least *[insert description of who will be trained – e.g., all full-time administrative staff, all registered nurses and health assistants who regularly render services on school premises, all individuals who are designated by the district as site-based first responders, and any other individuals who may be specifically designated to provide such emergency care services in the district]*. The District Administrator or his/her administrative-level designee may approve requests to provide such training to additional school personnel.
2. Maintain and test each AED unit in accordance with any operational guidelines of the manufacturer.
3. Notify the nearest emergency medical services program of the type of defibrillators that are present in the District and the location(s) of the defibrillators, as well as of any changes to this information. *(Editor's Note: Although no longer required by state law, a district may choose by policy to provide the notification referenced in this paragraph as a matter of emergency care coordination.)*

In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. When necessary, an AED may be used (by following the device's instructions) by a person who has not previously received any AED training. However, without causing any undue delay in providing the emergency care, school personnel who are responding to such an emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. Such school personnel shall also ensure that 911 is contacted as soon as practical.

After an incident involving the use of an AED, the incident and the services rendered should be documented according to the District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including a registered nurse serving the schools and the designated school safety coordinator, shall meet and review the AED-related incident to determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if he/she is available.

In consultation as needed with a registered nurse serving the District, the *[insert position – e.g.,*

¹ Insert staff positions to be trained to use AED.

² The editor's note indicates that paragraph 3 is optional language, but probably a very good idea. Delete the editor's note from the final draft.

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USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

Policy 453.11

Waukegan Community School District

Page 2 of 2

District Administrator or Director of Student Services³ or his/her administrative-level designee shall be responsible for overseeing the implementation of this policy and any associated procedures.

Legal References:

Wisconsin Statutes

[Section 121.02\(1\)\(a\)](#) [school district standard; emergency nursing services requirement]

[Section 440.01\(1\)\(ad\)](#) [automated external defibrillator definition]

[Sections 895.48\(4\)](#) [civil liability exemption for emergency use of automated external defibrillator]

Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) [school district standard; emergency nursing services requirement]

Cross References:

WASB PRG 453.11 Sample Policy 1

Adoption Date: December 2003

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³ Insert position responsible for administering policy.

AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukegan Community School District

453.11-Rule

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(This sample rule outlines general procedures related to (1) maintenance and testing of automated external defibrillators (AEDs); (2) staff AED/CPR training; (3) AED use in an emergency; (4) school and community access to the AED; (5) post-use of the AED; and (6) damaging an AED. The procedures are intended to coordinate with 453.11 Sample Policy 1 in the PRG but could also be used in coordination with the district's emergency nursing services policy and procedures – for example, 453.1 Sample Policy 1 and 453.1 Sample Rule 1.)

A. Maintenance and Testing of AED

The District shall maintain and test each automated external defibrillator (AED) unit in accordance with the operational guidelines of the manufacturer.

1. The District will contract with the manufacturer or with another qualified service provider for any scheduled maintenance of the District's AED unit(s) that requires a technician.
2. The ~~identify the appropriate staff position(s) – e.g., registered nurse serving the schools or the school safety coordinator~~ Health Office Staff shall conduct periodic testing of the AED equipment (e.g., routine verification of the AED unit's readiness status) at least ~~insert minimum interval per the manufacturer's specifications – e.g., every 60 days~~ and shall also periodically check the adequacy of any related supplies that are stored with the AED.
3. Documentation of the maintenance and testing of the AED will be kept ~~insert location – e.g., in the District Office~~ with the District Nurse. The records shall show the date, type of maintenance or testing, and the identity of the person performing the maintenance and testing.

B. AED/CPR Training

AED and cardiopulmonary resuscitation (CPR) training, and periodic re-certification and refresher training, shall be provided by an individual who is certified as a trainer by the American Red Cross or by the American Heart Association, or by another individual/entity approved by the Department of Health Services. CPR training shall include information and instruction regarding cardiocerebral resuscitation. Trainers providing on-site instruction specifically for school personnel will be asked to emphasize any safety instructions that might directly affect or restrict the use of an AED or the use of CPR on a child.

1. Recertification training of individuals designated for mandatory AED/CPR training under Board policy will be provided ~~insert interval consistent with certification – e.g., every two years~~.
2. ~~An optional refresher course will be offered at the beginning of each school year and may be taken by District personnel who receive supervisory permission even when the staff member is not due for recertification training.~~
3. Training/certification records shall be kept ~~insert location – e.g., in the District Human Resources Office~~.

C. AED Use in an Emergency

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AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukegan Community School District

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In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. Without causing any undue delay in providing the emergency care, school personnel who are responding to the emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. For example, individuals who have not received AED/CPR training should defer to an individual who has received such training, and District personnel should defer to the direction provided by any health care professional or certified emergency personnel who may be present.

Any time District personnel are involved in an incident in which an AED unit is used, and if 911 was not contacted prior to the use of the AED, 911 should be contacted as soon as practical after the use of the AED.

Upon request, school personnel shall permit any certified/professional emergency medical personnel to take temporary possession of the District's AED unit, as certain data stored by the unit may be needed by or helpful to the medical professionals who provide care to the person who experienced the medical emergency.

~~(Editor's Note: If the district determines that it is helpful to include more specific procedures or protocols surrounding the actual use of an AED unit, such procedures should be developed with the assistance of a registered nurse serving the district, taking into account AED/CPR training and the manufacturer's instructions for the use of the AED unit. Such procedures could be inserted into this section of this sample rule. If no such procedures are added to this rule, a reference to the separate location of any such procedures/protocols could also be inserted.)~~

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D. School and Community Access to the AED

AED units maintained in certain locations may be accessible to non-school personnel and may be used by members of the public, for example, at a time when district facilities have been opened for a non-school activity.²

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Because the school office may be closed at the time of such an incident, the person using the AED should follow the unit's instructions, and the District may add additional instructions to be maintained with the unit regarding notifying District personnel of an incident in which a District-owned AED was used by non-school personnel. In general, any such non-school use of a District-owned AED unit should be reported to a building principal or to the District Administrator as soon as practicable.

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E. Post-Use of the AED

1. After an incident involving the use of an AED (even if no shock was delivered from the AED), the specific incident and the services rendered should be documented according to District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including a registered nurse serving the schools and the designated school safety coordinator, shall meet and review the AED-related incident to

¹ Review the editor's note and delete from final draft.

² Your current policy lists schools where AEDs are located. If you wish to continue to do that you might include that list here.

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AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukeek Community School District

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determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if he/she is available.

2. The District's medical advisor shall be notified of AED use by the ~~insert administrative position~~ ~~Director of Student Services~~. If deemed necessary by the medical advisor, the ~~insert administrative position~~ ~~Director of Student Services~~ or his/her designee shall complete a follow-up report on the incident detailing the circumstances surrounding the event and its outcome. The medical advisor may make recommendations for changes to the District's emergency preparedness and response procedures. ***{Editor's Note: Include this paragraph as a mandatory step if the District believes that it will be practical to implement in light of the District's working relationship with its medical advisor.}***

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3. Whenever an AED unit has been removed from its storage location for possible use (and regardless of whether the unit actually was used), the AED shall be checked and put back into a state of readiness by the ~~insert the position title of the person designated above who directs the testing and maintenance of the AED equipment~~ ~~Health Office Staff~~, who shall follow all procedures and standards established by the manufacturer. At a minimum, this process shall include the following:

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- Restock the AED case per AED inventory (e.g., pads, batteries, first aid supplies), if necessary.
- Clean the AED, according to the manufacturer's directions, if necessary.
- Test the AED, according to the manufacturer's directions, and document the unit's readiness status in the maintenance/testing log.
- Return the AED to its standard location.

F. Damaging an AED

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~~Any person who intentionally damages an AED, including any tampering with the equipment/supplies or the effective functioning of the device, shall be held responsible.~~

~~Students and District employees who cause such damage shall be subject to disciplinary action and may be referred to law enforcement for possible prosecution. Other individuals or groups who cause such damage may be referred to law enforcement for possible prosecution and may be prohibited from future use of school facilities.~~

~~The School Board shall seek reimbursement for the cost of repair or replacement from the person(s) responsible for damage to an AED. When a minor student is unable to make restitution, the student's parent or guardian may be held responsible in accordance with state law.~~

Cross References:

WASB PRG 453.11 Sample Rule 1

**AUTOMATED EXTERNAL
DEFIBRILLATOR USE PROCEDURES**

Waunakee Community School District

Adoption Date:

453.11-Rule

Page **4** of **4**

EMERGENCY NURSING SERVICES

Policy 453.1

Waukegan Community School District

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~~(This sample policy is intended to be used by districts that directly employ a registered nurse(s) to provide input, direction, coordination, and oversight of emergency nursing services for the district. This sample provides general guidance for the provision of emergency nursing services under the direction and supervision of the administration and the designated nurse(s), and it also addresses the legally required annual evaluation of the emergency nursing services program. In order to meet the complete policy requirement for emergency nursing services, this policy would need to be supplemented with board-approved protocols/procedures for the administration of medication to students (see PRG topic 453.4), protocols for responding to student illness and injury, and protocols for recording any incidents in which the school district renders any emergency nursing services (see 453.1 Sample Rule 1 in the PRG). This sample policy further assumes that the district has a separate policy addressing communicable disease management (see PRG topic 453.3) and a separate bloodborne pathogens/exposure control plan. Prior to adapting/adopting this policy and any implementing procedures for use in the district, the district should obtain input from the individuals who advise the district on emergency nursing services protocols and other student-related health/medical procedures. State law requires emergency nursing services policies/procedures and medication administration policies/procedures to be developed by a professional nurse or nurses registered in Wisconsin, in cooperation with other school district personnel and representatives from community health agencies and services as may be designated by the school board.)~~

Emergency nursing services for the _____ Waukegan Community School District are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, ~~including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.~~

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To ensure the provision of an appropriate emergency nursing services program:

1. The identify applicable position – e.g., District Administrator or Director of Student Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the District Administrator ~~and School Board.~~
2. The District shall designate the registered nurse(s) whose employment responsibilities include the nursing-related duties identified in this policy.
3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of a registered nurse pursuant to applicable law and this policy.
4. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The identify applicable position(s) – e.g., Director of Student Services and the registered nurse(s) employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in each school.

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EMERGENCY NURSING SERVICES

Policy 453.1

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5.
6. In consultation with the registered nurse(s) employed by the District, the ~~identify applicable position—e.g., Director of Student Services~~ or an administrative-level designee shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The building principal of each school shall always be among the designated staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As used in District policy, the term “site-based first responder” is a local term that should be not equated with a “certified first responder” under state law.

In providing for the coordination and oversight of emergency nursing services, one or more registered nurses designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with ~~identify appropriate school personnel—e.g., the Director of Student Services, the building principals, and other appropriate school personnel~~ and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. ~~The nurse(s) developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor prior to being presented for adoption by the Board.~~ **Editor's Note: include the second sentence of this paragraph, referencing the role of the medical advisor only if it is realistic for the district to implement.**

- 2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.
- 3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols ~~(e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED))~~; the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training. **Editor's Note: If the district does not have AEDs available for use in providing emergency care services, references to AEDs should be deleted from this policy and any related implementing procedures.**
- 4. Provide, ~~or provide~~ any necessary nursing-related supervision in connection with, any specialized health-related services that the District provides to individual students with special health care needs.

¹ The highlighted text should be reviewed in light of the editor's note and edited as appropriate.

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EMERGENCY NURSING SERVICES

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5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.

Closely related to the responsibilities identified above, the registered nurse(s) employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for administrators and school personnel on the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

Legal References:

Wisconsin Statutes

[Section 118.07\(1\)](#)

[first aid kit requirement]

[Section 118.076](#)

[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]

[Section 118.125](#)

[student records management, including student physical health records and patient health care records]

[Section 118.29](#)

[medication administration by school personnel, including emergency administration in certain situations]

[Section 118.291](#)

[possession and use of inhalers by asthmatic students]

[Section 118.292](#)

[possession and use of epinephrine by students]

[Section 118.2925](#)

[plans for the management of life-threatening allergies]

[Section 118.293](#)

[concussions and head injuries]

[Section 118.2935](#)

[requirements for providing information about sudden cardiac arrest in connection with youth athletic activities]

[Section 121.02\(1\)\(g\)](#)

[school district standard; emergency nursing services requirement]

[Section 146.81](#) to [146.84](#)

[confidentiality of patient health care records]

[Section 440.01\(1\)\(ad\)](#)

[automated external defibrillator definition]

EMERGENCY NURSING SERVICES

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Wauwaukee Community School District

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[Section 895.48](#)

[limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

Wisconsin Administrative Code

[Chapter N 6](#)

[standards of practice for registered nurses and licensed practical nurses]

[Pl 8.01\(2\)\(a\)](#)

[school district standard; emergency nursing services policy/procedure requirements]

[SPS 332.50](#)

[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

Federal Laws

[29 Code of Federal Regulations \(CFR\), Part 1910 - Subpart Z](#)

[bloodborne pathogens/exposure control plan requirements]

Cross References:

WASB PRG 453.1 Sample Policy 2

[453.1-Rule, Emergency Nursing Services](#)

[453.4, Medications Administration to Students](#)

[453.4-Rule, Medication Administration to Students Procedures](#)

[453.4-Exhibit A, Prescription Medication Consent Form](#)

[453.4-Exhibit B, Over-The-Counter Medication Consent Form](#)

[453.5, Life-Threatening Allergy Management](#)

[453.5-Rule, Standing Order for Allergic Reaction](#)

Adoption Date: 1/19/83

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Emergency Nursing Services

453.1-Rule

Emergency Information

1. The District's Student Enrollment Form, which includes student emergency contact and health information, must be completed and signed annually by the student's parent/guardian and kept in each school office. Additional emergency contact names should be listed in case the student's parent/guardian cannot be reached. These designated contact individuals may remove the student from school if needed for illness or injury. On the day of the illness or injury, the parent/guardian may give permission for others to remove their child from school. It is the responsibility of the student's parent/guardian to update the school district with new information.
2. When students are involved in activities away from their home school, emergency information will be available should a need arise to activate emergency medical services. It is the responsibility of the principal or his/her designee to see to it that this information is readily available. The District's curricular and co-curricular permission form and checklist will be completed by parent/guardian as indicated as well as appropriate District personnel for all field trips (including extended field trips).

Emergency Equipment and Supplies

1. First aid supplies will be located in each school health office and will be available for field trips. A first aid kit will also be located in each District bus.
2. Automatic external defibrillators (AEDs) shall be used and maintained in accordance with District policy and procedures.
3. District school buses will be equipped with a radio that can be used to call Emergency Medical Services. The radio has limited distance communication. Insure that a fully charged cell phone is taken on a field trip. ~~When taking students on a field trip, verify that at the trip's destination, there is access to a land line telephone.~~

General Emergency Care

1. In life threatening situations or in situations where the need for immediate medical care is suspected, the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency Medical Services must be activated by calling 911.

2. The principal, designee or program supervisor must act on behalf of the parent/guardian when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances, Emergency Medical Services will be called first, the parent/guardian second.
3. No student who is ill or injured during the school day will be allowed to leave the building without the knowledge of the ~~principal or his/her designee~~ Health Office Staff.
4. No student who is ill or injured will be allowed to leave the building during the school day without the permission of his/her parent/guardian unless they are an 18-year-old student.

Emergency Plan for Athletic Events

The head coach/designee shall:

1. Determine how 911 (Emergency Medical Services) would be called in the event of an emergency.
2. Assign one person to alert Emergency Medical Services should the need arise.
3. Designate person(s) to carry necessary emergency supplies in Field Kit, which includes athletic emergency information. It is the responsibility of the student's parent/guardian to update the program supervisor/designee of new information.
4. Keep a list of personnel/athletes currently certified in cardiopulmonary resuscitation (CPR), automatic external defibrillator (AED) and first aid.

Record Keeping

A method to record each incident of service provided will be maintained. Student physical health records and patient health records will be maintained and released in accordance with legal requirements and District procedures.

Legal Ref.: 118.07, Health and safety requirements
 118.125, Pupil records
 118.29, Administration of drugs and emergency care
 121.02(1)(g), Provide for emergency nursing services
 146.81, Health care records
 146.82, Confidentiality of patient health care records
 146.83, Access to patient health care records
 146.84, Violations related to patient health care records

Cross Ref: 453.1-Rule, Emergency Nursing Services
 453.4, Medications Administration to Students
 453.4-Rule, Medication Administration to Students Procedures

453.4-Exhibit A, Prescription Medication Consent Form
453.4-Exhibit B, Over-The-Counter Medication Consent Form
453.5, Life-Threatening Allergy Management
453.5-Rule, Standing Order for Allergic Reaction

APPROVED: January 2020

REVISED: April, 2020

Waunakee Community School District

STUDENT IMMUNIZATIONS

Policy 453.2

Waukegan Community School District

Page 1 of 2

~~(This sample policy outlines general student immunization requirements and related compliance responsibilities. This sample takes the position that the district will not use its discretionary power to exclude a student from school for lack of meeting the immunization/waiver requirements if the student's parent or guardian is actively cooperating in and taking the steps needed to reach compliance.)~~

Students admitted to any school in the District shall be required to present written evidence of meeting the state immunization requirements or to provide the appropriate waiver.

Immunization requirements may be waived if the student's parent or guardian, or an adult student, submits a written statement to the school identifying their objections to the immunization(s) for reasons of health, religion, or personal conviction. In the case of a waiver for health reasons, the Department of Health Services (DHS) requires a physician's signature certifying that one or more vaccinations is or may be harmful to the student's health.

The ~~insert designated position - e.g., building principal or designee, school nurse, nurse serving the school~~ shall be responsible for notifying students and parents and guardians of the immunization requirements, the availability of an immunization waiver, and the possible consequences for noncompliance. In addition, the ~~designated person/nurse~~ shall be responsible for maintaining complete and up-to-date immunization records for each student attending school in the District, issuing appropriate individualized notices of noncompliance, and submitting required reports to the local health department.

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The ~~insert designated position - e.g., district administrator or any building principal~~ shall be responsible for giving notice of and enforcing any exclusion from school that is related to the student's immunization status. Except where exclusion is required by law or by order of the DHS, the District shall not exclude a student from school due to lack of compliance with immunizations/waiver requirements provided that the District determines that there is no undue risk to the health of others and that the student's parent or guardian (or adult student) is actively cooperating with school and health officials and taking reasonably-available steps that would facilitate reaching compliance as soon as reasonably possible.

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An immunization plan shall be developed, in cooperation with ~~identify the appropriate local public health agency - e.g., county public health department, city public health department~~, to encourage compliance with state immunization requirements. The plan shall be reviewed annually and revised as necessary. This plan shall be submitted to the DHS annually as required by law.

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Legal References:

Wisconsin Statutes

- [Section 115.997\(4\)](#) [facilitating timely enrollment of military children]
- [Section 118.125](#) [maintenance and disclosure of student records]
- [Section 118.13](#) [student nondiscrimination]
- [Section 120.12\(16\)](#) [school board duty; develop immunization plan and submit annually to DHS]

STUDENT IMMUNIZATIONS

Policy 453.2

Waunakee Community School District

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[Section 120.13\(1\)\(c\)](#) [procedures a student and parent may use to appeal an exclusion from school of more than 10 days due to noncompliance with immunization requirements]

[Section 252.04](#) [student immunization requirements; consequences for noncompliance]

Wisconsin Administrative Code

[DHS 144](#) [student immunization requirements]

[DHS 146](#) [state-provided immunization programs]

Federal Laws

[McKinney-Vento Homeless Education Assistance Act](#) [facilitating timely enrollment of homeless children and youth; providing assistance in obtaining immunization records]

Cross References:

WASB PRG 453.2 Sample Policy 1

Adoption Date: ~~12/13/82~~

Revised: ~~1/11/88~~

~~March 1994~~

~~March 2002~~

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COMMUNICABLE DISEASE CONTROL

Policy 453.3

Waukegan Community School District

Page 1 of 3

~~*(This sample policy provides general guidance for communicable disease control in the district, including communicable disease reporting, exclusion from school or work due to communicable diseases, and confidentiality of related student and staff record information. This sample includes an express commitment to the adoption of written procedures that implement the policy and that (1) cover the district's public health reporting obligations, and (2) include an appeal procedure concerning decisions to exclude a student or employee from school. PRG 453.3 Sample Rule 1 can be used in conjunction with this policy to meet those commitments.)*~~

The School District shall cooperate with state and local public health officials in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. The administration shall ensure that the District has written procedures that document requirements for reporting communicable disease information to public health agencies. Schools or other District facilities or work locations may be closed for public health reasons by order of a public health officer or agency or as determined to be necessary by the District Administrator.

In an effort to maintain a safe and healthful school environment, the District shall provide information to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and during school-related activities. District employees with occupational exposure to blood or other potentially infectious agents or materials, as well as any other employees who may be designated by the administration, shall receive specific training regarding the District's Exposure Control Plan and will be expected to comply with the precautions and procedures identified in the plan and in the related training.

Students and District employees may be excluded from school or the workplace (including school-related activities) if they are suspected of or diagnosed as having a communicable disease, including any disease identified within the [Wisconsin Childhood Communicable Diseases Chart](#) that is published by the Department of Health Services or any other disease expressly defined or identified as communicable by a public health agency, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. In some situations, exposure to or close contact with a source of a communicable disease may be sufficient to result in a temporary exclusion. Except as otherwise necessary to comply with a specific public health order or directive, such decisions will normally be made on an individualized basis and in consultation as needed with appropriate health care professionals, public health officials, and/or with reference to applicable public health standards. Students and employees excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedures implementing this policy. ~~*{Editor's Note: Ensure that the district either adopts administrative rules that include such an appeal procedure or modifies this portion of the policy.}*~~

The District recognizes that an individual's health status implicates a variety of privacy interests. Therefore, the District shall handle information regarding students and District employees with suspected or confirmed communicable diseases in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health and medical records.

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In connection with communicable disease management and with the purpose of mitigating any known and significant health risk, the District Administrator, or his/her administrative-level designee, is further authorized to exercise authority on behalf of the Board regarding conditions or directives under which persons other than students and employees may be present at, or temporarily excluded from, District property or District-sponsored events or activities. Such other persons include, as examples, contractors, employees of contracted services, authorized volunteers, parents, and other visitors. Administrative directives and decisions affecting such persons that are related to communicable disease management shall be consistent with any directly applicable policies or directives established by the Board and shall otherwise consider the potential relevance of the rules and standards that the District applies to students and employees as well as such other information as may be reasonably available under the circumstances (e.g., applicable public health standards and/or information obtained from appropriate health care professionals or public health officials).

Legal References:

Wisconsin Statutes

Section 103.15	[restrictions on use of HIV test results in relation to employment]
Section 111.31	[fair employment law; nondiscrimination]
Section 115.01(10)	[addressing school closures for public health and other reasons]
Section 118.01(2)(d)2.c	[instructional program goals; teaching about certain health subjects including symptoms of disease and sexually transmitted diseases]
Section 118.07(3)	[requirement to provide parents of sixth-grade students information about meningococcal disease]
Section 118.125	[student records management, including student physical health records and patient health care records]
Section 118.13	[student nondiscrimination]
Section 118.15(3)(a)	[compulsory school attendance; exception for student excused because he/she is temporarily not in proper physical or mental condition to attend school]
Section 118.195	[teacher nondiscrimination on basis of handicap]
Section 120.13(35)	[authority to govern the presence of persons in district buildings]
Section 121.02(1)(f)	[provision of safe and healthful facilities]
Sections 146.81 – 146.83	[patient health care records]
Section 252.04	[student immunization requirements]
Section 252.15	[restrictions on use of HIV test results]
Section 252.19	[protection of public from communicable diseases]
Section 252.21	[communicable disease reporting requirements and exclusion from school]

Wisconsin Administrative Code

DHS 144	[student immunization requirements; school district responsibilities]
DHS 145	[communicable disease control regulations]
DHS 145 – Appendix A	[list of communicable diseases and other notifiable conditions]
PI 8.01(2)(a)	[emergency nursing services standards]
SPS 332.50	[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

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Federal Laws

[29 C.F.R. 1910.1030](#)

[bloodborne pathogens/exposure control plan requirements and required training]

[29 U.S.C. §794 et seq.](#)

[Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability; implementing regulations at [34 C.F.R. Part 104](#) and [28 C.F.R. Part 42, Subpart G](#)]

[42 U.S.C. §12111 et seq.](#)

[The Americans with Disabilities Act, Title I, as amended, prohibiting employment discrimination based on a qualifying disability; implementing regulations at 29 C.F.R. [Part 1602](#) and [Part 1630](#)]

[42 U.S.C. §12131 et seq.](#)

[The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at [28 C.F.R. Part 35](#)]

Cross References:

WASB PRG 453.3 Sample Policy 1

[342.2, Homebound Instruction](#)

[347, Student Records](#)

[411, Equal Educational Opportunities](#)

[453.31, Students with AIDS/CMV](#)

[511, Equal Opportunity Employment](#)

[526, Personnel Records](#)

[523.5, Infection Control](#)

[District Exposure Control Plan](#)

Adoption Date: 12/13/82

Revised: 1/11/88

March 1994

March 2002

May 2005

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(This sample rule outlines procedures for implementing the district's communicable disease control policy, including (1) measures that will be taken to reduce the risk of contracting or transmitting communicable diseases; (2) communicable disease reporting; (3) exclusion of students and staff from school who are suspected of or diagnosed as having communicable diseases that pose a significant health risk to others or renders them unable to perform their jobs or pursue their studies; and (4) maintenance and confidentiality of related records. It would be possible to divide this lengthy rule into one set of procedures that are student focused, and another set of procedures that are employee focused. Or, it would also be possible to break the rule into four separate rules based on Section A, Section B, Sections C, D, and E (jointly), and Section F of this rule.)

A. Educational and Preventive Measures

1. The District, under the primary administrative responsibility and direction of insert designated position(s) the health office staff, will ensure that it obtains and appropriately retains records of all immunizations (or a related waiver) and health examinations/tests (e.g., tuberculin screening or test results) required of students and staff by law and Board policy.
 - a. The insert designated position(s) Director of Student Services shall periodically review the District's student immunization procedures and evaluate school-level compliance with relevant state statutes (including Chapter 252) and regulations (including Chapter DHS 144).
 - b. The insert designated position(s) shall have primary responsibility for ensuring that District employees complete all required physical examinations (including tuberculin screening or testing, as applicable).
2. The identify designated position District Registered Nurses shall post or verify the posting of the Department of Health Services' Wisconsin Childhood Communicable Diseases Chart at each school in at least the nurse/health office or other primary station/area that is designated for student health services. The chart is a non-comprehensive reference and general guide for school staff that includes information on selected diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide an appropriate and readily-accessible space for the provision of emergency nursing services to students.}*
3. First aid kits and other supplies and equipment appropriate for reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials and/or a health care professional serving the District, will be provided in each school building. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide appropriate and readily-accessible equipment and supplies for the provision of emergency nursing services to students.}*
4. insert if accurate or modify to better reflect local practices and standards: "Information regarding suppression and control of communicable diseases will be included as a

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~~regular part of the District's health curriculum for students." (Editor's Note: Ensure that the district is able to identify the elements of the health curriculum that meet any statements about the curricular content. General content standards for the health education curriculum can be found in sections 118.01(2)(d) and 115.31(1) of the state statutes. See also PL 8.01(2)(1).)~~

5. ~~[Insert if accurate or modify to better reflect local practices: "The [identify designated position teaching and learning staff] shall ensure that student handbooks or other school-to-home communications inform parents and guardians of general expectations and standards for keeping students who are sick, or who are known or believed to be at risk of carrying or spreading a communicable disease, home from school (including avoiding in-person participation in school activities)."] (Editor's Note: Ensure that the district is able to identify specific communications that align with the information distribution commitments stated in this paragraph.)~~

6. The [identify designated position District Registered Nurses] shall ensure that the District provides parents and guardians of students in the 6th grade with information about meningococcal disease as mandated by state law.

7. ~~(Editor's Note: A district should carefully review this optional paragraph to ensure that it aligns with actual district practices, or with intended practices going forward. For example, ensure that the district is able to identify the "general information" that is made available to "all employees," as referenced in this paragraph. Otherwise, delete the entire paragraph as such information distribution and training may occur even in the absence of an express commitment.)~~ ³ The [identify the appropriate position or office e.g., nurse serving the school, Director of Human Resources, District Office] shall make general information regarding suppression and control of communicable diseases available to all employees. Such general information may be supplemented by additional role-based training and/or by the periodic distribution of other role-based informational materials. The [insert relevant position(s)] shall be responsible for defining the audience, content, and frequency for any such additional role-based training opportunities or informational initiatives.

8. ~~(Editor's Note: The exposure control plan and training requirements referenced in this paragraph reflect mandates established by the U.S. Occupational Safety and Health Administration.)~~ Those employees who are occupationally exposed to blood or other potentially infectious materials in the performance of their duties shall receive special training upon initial employment and annually thereafter. "Occupationally exposed" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Such training shall incorporate applicable provisions of the District's Exposure Control (Bloodborne Pathogens) Plan.

¹ I left the editor's note in to prompt a review of this section in light of the district health curriculum.

² This section also needs editing in light of the editor's note.

³ This is an optional section describing information provided to employees about communicable diseases. I did not see anything in your current policy suggesting you do this, but imagine you may address that somewhere else. Again, it is optional, delete if you think it is not relevant.

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- a. The administration may elect to provide training on the Exposure Control Plan to additional employees or other persons who are not considered to have occupational exposure.
- b. All employees who receive such training are expected to adhere to the Exposure Control Plan and the procedures covered in the training, including but not limited to complying with procedures that address exposure prevention/mitigation and the procedures to follow in the event of an exposure incident in a school or other work-related setting, including, to the extent practical, District-related activities occurring off-District premises.

B. Reporting Communicable Disease Information and Exposure Incidents

- 1. ~~Editor's Note: This paragraph is optional. School districts are not required to formally designate such liaisons.~~ Except as otherwise directed by the District Administrator, ~~insert the relevant position title(s) — e.g., "each school's principal" [the Human Resources Director and/or District Registered Nurses]~~ shall function as the District's primary liaison with students and staff, parents and guardians, medical practitioners, public health officials and the community at large concerning communicable disease issues in any individual school. ~~insert the relevant position Director of Student Services]~~ shall normally serve as the primary liaison for any such issues arising on a District-wide basis or in connection with the District office or any District facility that is not directly part of a school's physical premises.

2. Intra-District Reporting:

- a. Any District employee, as well as any non-employee contracted service provider who works in any school or directly with students, who knows or suspects that a student, District employee, or other person who has been present in a school or other District facility has a communicable disease or that a communicable disease may be otherwise present in any such setting shall immediately report the information to the school principal or his/her designee. Such information may alternatively be reported to ~~insert an appropriate alternate contact, such as the district level liaison identified in the previous paragraph, the Human Resources Director]~~. Other persons, including any parent, student, school volunteer, or visitor who knows or suspects that a communicable disease may be present in a school setting or in any other District facility, are strongly encouraged to report the information in the same manner as is outlined for school employees. Upon receiving a report under this paragraph, the relevant District official shall:
 - i. Promptly evaluate the relevant information for purposes of determining an appropriate response. The relevant official should seek clarifying information (e.g., from the subject of the report, a student's parent or guardian, etc.) and confer with relevant subject matter experts (e.g., medical professionals, public health officials, etc.) as needed and to the extent circumstances permit.
 - ii. If the District Administrator has not already been notified, notify the District Administrator of the situation no later than the point at which a decision is made

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to pursue external reporting (see below) or the point at which the official determines there is a reasonable probability that the District will need to formulate an incident specific response.

- b. ~~Whenever any occupationally exposed employee, as defined above, or other person who has received training in the District's Exposure Control Plan has an actual incident involving exposure to blood or other potentially infectious agents or materials, the person is expected to report the incident to relevant supervisors or administrators in accordance with the procedures outlined in the Exposure Control Plan.~~

3. Reports to Public Health Officials:

- a. Pursuant to state law and as further outlined in this section, a teacher, school nurse, or principal of any school (or childcare center) who knows or suspects that a communicable disease is present in a school (or center) is required to immediately notify a local public health officer. By policy, the District extends the external reporting responsibilities outlined in this section to the following additional positions: the District Administrator, insert any additional position title(s) the District Registered Nurses, Director of Student Services and the Human Resources Director. ~~Editor's Note: Due to reporting requirements established in section DHS 144.07 of the Wisconsin Administrative Code, a district should consider expressly extending the external reporting obligations defined in this section to at least the district administrator (as written) and to the district's lead human resources officer and any director of pupil services.~~

- i. ~~While a person who is subject to this reporting duty may consult with others to determine the need to make an external report and to coordinate the District's report, such consultation and coordination shall not delay the making of a timely report once a reportable situation has been identified.~~
 - ii. ~~The District encourages staff to attempt to coordinate such reports through a nurse serving the school or through the school principal, but such coordination may not be practical in all situations. No staff member will be disciplined for making a direct external report provided that the staff member also informs appropriate administrators within the District of the situation and the report.~~
 - iii. ~~Any staff member who makes an external report shall ensure that at least the District Administrator and any relevant school principal are promptly notified of the submission of the report.~~
- b. All known or suspected cases of a vaccine-preventable disease covered by a student vaccination mandate (i.e., as identified in [section 252.04\(2\)](#) of the state statutes and/or in [Chapter DHS 144](#) of the Wisconsin Administrative Code) which occur among students or staff shall be reported immediately by telephone to the local health department.
 - c. In addition to the reports made by telephone under the preceding paragraph, the communicable diseases that are listed by the Department of Health Services in the

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categories below are also subject to external reporting requirements (see [Appendix A to Chapter DHS 145](#); the lists include some overlap with diseases covered by the vaccine mandates that apply to students):

- Category I diseases are of urgent public health importance. If not already reported by telephone as a vaccine-preventable disease, as described above, these diseases must be reported immediately by telephone to the local public health officer or to the local health officer's designee upon identification of a case or a suspected case. In addition to the immediate telephone report, a written report must be made on the [required reporting form](#) within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human, animal), hepatitis A, tuberculosis, and pertussis (whooping cough). This category also includes any confirmed or suspected outbreaks of any foodborne or waterborne disease, occupationally-related disease, or other acute illness regardless of whether the cause or source is known.
 - Category II diseases (in addition to making a telephone report for any disease covered by a student vaccination mandate that is in this category) must be reported by fax, mail, or electronic reporting to the local public health officer or to the local health officer's designee on the [required reporting form](#) or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial), mumps, salmonellosis, sexually transmitted diseases (e.g., gonorrhea, chlamydia), tetanus, hepatitis B, C, D or E, varicella (chicken pox), and influenza-associated hospitalization, influenza-associated pediatric death or influenza A virus infection of any novel subtypes.
 - Category III diseases include human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on a Wisconsin Human Immunodeficiency Virus Infection Case Report Form (DHS F-44338) or by other means within 72 hours after identification of a case or suspected case.
- d. To the extent public health officials establish or modify external reporting procedures or expectations in response to a public health emergency (e.g., via a specific public health order, emergency regulation, or other similar directive), such additions or modifications shall supplement the expectations found in these procedures and, in the event of any conflict, supersede these procedures.
- e. Nuisance diseases not addressed in the categories above, such as head lice, are not required to be reported to the local public health officer. However, a school nurse or school principal or their designee may contact public health officials for information about the prevention, control, and treatment of such diseases and request their involvement in addressing particular outbreaks.

C. Exclusion of Students from School

1. Students in any of the following situations shall be granted an excused absence from school until their presence, as ultimately determined by the District or any applicable

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public health order or directive, no longer poses an unacceptable threat to the health of themselves or others:

- a. Any student who has been diagnosed as having a communicable disease that renders them unable to pursue their studies or that poses a significant risk of transmission to others in the school environment, or any student who is in the process of seeking a diagnosis due to a reasonable concern or suspicion of having such a disease.
 - b. Any student who is subject to a public health order that excludes them from school. Notwithstanding the remainder of these procedures, a public health order that requires a student's exclusion from school (including an order excluding non-vaccinated students from school following a substantial outbreak of a vaccine-preventable disease) is sufficient, by itself, to justify an exclusion.
 - c. Any student who is subject to a District-issued directive related to a communicable disease that excludes the student from attending school.
 - d. A student's absence has otherwise been deemed an excused absence for a medical reason under the District's policy governing excused absences.
2. Under state law, any teacher, any nurse who is employed by or directly serving a school, or any school principal may send a student home from school if the student is suspected of having a communicable disease or other disease that the Department of Health Services has specified by rule. The District Administrator is also authorized to make such a determination as a designee on behalf of any school principal. Under District procedures, teachers are normally expected to refer such issues to the school's health staff and/or to the school principal for a decision unless such individuals are unavailable and there is a need for the teacher to make a decision in their absence.
- a. Any District employee or nurse serving a school who sends a student home under the above authority shall immediately notify the student's parent or guardian of the action and the reasons for the action. As soon as practicable, the District shall also notify the student's parent or guardian of any specific terms or conditions on the student's return to school.
 - ~~b. A nurse who sends a student home shall also promptly notify the school principal of the action and the reasons for the action.~~
 - c. A teacher sends a student home shall also promptly notify the school principal and any nurse serving the school (or, if there is no such nurse, a staff member who regularly works in the student health office) of the action and the reasons for the action.
3. A District decision to exclude a student from school (including any restrictions on a student's participation in school-sponsored activities) beyond the current school day for reasons related to a communicable disease, including the duration and any other terms and conditions of such an exclusion, shall initially be made or expressly approved by insert the applicable position title(s) — e.g., the school principal or his/her administrative-

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level designee. The District Administrator or his/her administrative-level designee may also make or give final approval to such a decision. Such decisions shall be based on all of the relevant facts and circumstances, giving appropriate consideration to information that may be provided by health care professionals and/or public health officials and to any applicable public health orders or standards that may be established by any authorized public health agency or official(s).

- a. Any initial determination shall be revisited as soon as reasonably practicable if a student has been initially sent home or excluded from school as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of student's parent or guardian.
 - b. If the administrator(s) charged with making a decision regarding exclusion from school determines that the need for exclusion or the appropriate duration or other terms or conditions of an exclusion are unclear or would otherwise benefit from further expert input and analysis, such administrator(s) may refer the situation to a health care team. Members of such a team should be selected based on the specific circumstances, but may include individuals such as the relevant school administrator(s), any nurse serving the school, the District's designated medical advisor, and/or any state or local public health official(s). Based on the individuals who are contacted/involved, District staff shall observe any legal limitations on the disclosure of personally-identifiable information or patient health care records. To the extent the cooperation of the individuals can be obtained, the student and/or the student's parent or guardian and the student's own health care provider(s) may be invited to provide relevant information or otherwise participate in the evaluation of the situation.
4. Any time a decision or order to exclude a student from school due to a communicable disease involves a student with a disability under either Section 504 or under the Individuals with Disabilities Education Act (IDEA), the District employees involved in the matter shall promptly inform the District's lead administrator or coordinator for special education or Section 504, so that appropriate District personnel can evaluate the District's obligations and options regarding any required notices, potential changes in placement, modifications to the student's individualized education program (IEP) or section 504 plan, etc.
 5. Any student who is excluded and excused from school attendance due to a communicable disease concern is entitled to at least the same opportunities to make up work as are available to other students with an excused absence. In addition, the student's parent or guardian (or an adult student) may submit a request for particular program or curriculum modifications. Depending on the duration of the period of exclusion, the District may also affirmatively propose other alternative educational arrangements and opportunities for the student.
 6. Following any incident or student absence from school that involves a concern about a communicable disease, the administration may require a statement from a public health

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official or from a qualified health care provider about a student's suitability to return to school, if the matter warrants such a statement.

7. **Appeals:** An adult student or any minor student's parent or guardian who disagrees with a determination or related action of the District concerning an exclusion from school (including any restrictions on access) under these procedures may appeal such determination or action to the District Administrator or his/her designee at any time prior to the student's return to school without any restrictions. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator or his/her administrative-level designee shall normally render a decision in writing within ~~insert appropriate time period - e.g., five school days~~, unless the administrator informs the appealing party of the need and reason for an extension. ~~**{Editor's Note: A further appeal could be provided to the school board, but such a step is not required, and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.}**~~ Such appeals are further subject to the following:

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- a. Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Policy and Procedure Handbook.
- b. Any allegation of unlawful student discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's student discrimination complaint procedures.
- c. Except to the extent prohibited by law, a student may be excluded from school and/or any student activity during the pendency of any appeal.

D. ~~Exclusion of Employee from the Workplace~~

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1. ~~**{Editor's Note: This paragraph and its sub-paragraphs should likely be included in the district's employee handbook to provide better notice of the expectations. The expectations might also be included in any general information that employees are provided regarding the suppression and control of communicable diseases.}**~~ Employees who know or reasonably suspect that they have any communicable disease that would present a danger in a school or other work-related environment are expected to take reasonable measures to avoid the risk of transmission of the disease in such environments, including by at least informing an appropriate supervisor/administrator of any potential risk of the presence or transmission of a communicable disease in such environments and avoiding activities in such environments that pose a risk of transmission (up to and including, if necessary, avoiding being present in such environments) while awaiting

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⁴ ~~This section of the policy should closely align with any relevant employee handbook provisions. I have not reviewed your employee andbook~~

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~~further direction. The communicable diseases covered by this expectation include the diseases identified by the Department of Health Services in [Appendix A to Chapter DHS 145](#), and any communicable disease covered by a current and relevant public health order or declared public health emergency. The administration may inform certain contracted service providers or authorized volunteers that the expectations established in this paragraph also apply to such individuals.~~

~~a. In accordance with state law:~~

- ~~i. Freedom from tuberculosis in a communicable form is a condition of employment for all District employees who come into contact with children or who handle or prepare food for school children.~~
- ~~ii. School food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.~~

~~b. Employees are expected to follow any applicable public health orders or other applicable emergency orders related to a communicable disease that may be issued by local, state, or federal officials or agencies.~~

~~2. Notwithstanding the remainder of these procedures, an order that requires an employee's exclusion from the workplace is sufficient, by itself, to justify the exclusion.~~

~~3. Employees who are suspected of having or who are diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work by the District consistent with District procedures and applicable legal requirements.~~

~~a. Such decisions shall be made by either the identify the appropriate position(s) – e.g., District Administrator, the Director of Human Resources, or the relevant building principal, in consultation with one or more appropriate health care professionals (e.g., a nurse serving the District, the District's designated medical advisor, etc.) or public health officials.~~

~~4. Before making a determination that an employee will be involuntarily excluded from work due to a communicable disease concern:~~

~~a. The employee, if reasonably available, shall be informed of the reasons for the contemplated action.~~

~~b. Any information the employee may choose to offer regarding his/her condition(s) shall be considered, to the extent time allows.~~

~~c. Consideration should be given to whether an accommodation that is acceptable to the District could eliminate the health risk to others and/or permit adequate performance. To the extent the employee has a medical condition that constitutes a disability under state or federal law, the District shall evaluate potential accommodations under the applicable legal frameworks for such accommodations. Under no circumstances is the District required to approve an accommodation that~~

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~~results in undue hardship to the District or that would pose a "direct threat" to the health or safety of others.~~

5. In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from the workplace, the following factors will be considered: (1) the duration of the risk; (2) the nature of severity of the potential harm; (3) the likelihood of potential harm; and (4) any applicable public health regulations, orders, or standards.

6. The administrator or supervisor charged with making a decision under these procedures to exclude an employee from the workplace, or his/her designee, shall provide written notice of any exclusion to the affected employee(s).

a. The employee shall be reasonably informed of the duration of the exclusion and any other terms or conditions of the exclusion and/or reinstatement, and of any changes to such terms or conditions.

b. Any initial determination shall be revisited as soon as reasonably practicable if an employee has been initially excluded from work as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of the employee.

7. An employee excluded from the workplace who is not able to fully perform his/her duties may utilize any applicable employment rights or benefits provided under applicable law, existing Board policies, any applicable contract, and/or provisions of the Employee Handbook which may include (as examples) accrued sick leave, other accrued paid leave (e.g., paid vacation), family and medical leave (if eligible), applying for an unpaid leave of absence, or consideration for reassignment. Except to the extent provided by any such employment rights or benefits, an employee who is excluded from work under these procedures is not guaranteed paid leave or continued or renewed employment.

8. At the District's discretion, the administration may require a statement from a public health official or from a qualified health care provider, or other documentation acceptable to the District, that confirms an employee's suitability to return to work after an issue has arisen in connection with a communicable disease. Except in the very limited circumstances authorized under applicable law, the District will not solicit or require an HIV test as a condition of employment for any employee.

9. **Appeals:** A District employee who disputes the determinations or actions of the District concerning his/her exclusion from work under these procedures may appeal the determination or action to the ~~[identify the appropriate position - e.g., District Administrator]~~. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the ~~[designated position]~~ shall normally render a decision in writing within ~~[insert appropriate time period - e.g., five workdays]~~, unless the administrator informs the appealing party of the need and reason

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for an extension. ~~*(Editor's Note: This appeal step, or a further appeal, could be directed to the school board, but such a step is not required and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.)*~~ Such appeals are further subject to the following:

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- a. Except to the extent prohibited by law, an employee may be excluded from work during the pendency of any appeal.
- b. Any allegation of unlawful employment discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's employment discrimination complaint procedures.

E. Applicability of these Procedures

1. The procedures, above, governing individualized decisions to exclude students ~~and staff for reasons related to a communicable disease are not intended to~~ apply:
 - a. In the event of the temporary closure of a school or any workplace due to a communicable disease concern; or
 - b. To an exclusion decision that the District Administrator or his/her administrative-level designee determines is necessary to comply with a public health order or directive and that applies to a defined class of employees or a defined group of students, regardless of any case-by-case, individualized circumstances.
2. In the event of a school or workplace closure or any non-individualized exclusion decision, as described above in this section, the District will make reasonable efforts to notify affected persons. In addition, a person affected by a non-individualized exclusion decision may appeal the decision using the appeal procedure included in these procedures (above) for students or employees, as applicable.
3. Nothing in these procedures prevents the administration from taking lawful and reasonable actions to exclude persons other than students and District employees from District property or District activities in order to address concerns with health and safety and the possible transmission of any communicable disease. For example, the administration may apply the decision-making procedures regarding the exclusion of District employees to contracted service providers and authorized District volunteers who are performing roles that are similar to roles that may otherwise be filled by a District employee.

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F. Maintenance and Confidentiality of Communicable Disease Records and Information

1. Maintenance and Confidentiality of Student-Related Records:
 - a. Health and medical records of an individually-identifiable student that relate to any communicable disease, except for a student's immunization records and any other records that state law expressly defines as "pupil physical health records" (see

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below), shall be maintained in a confidential manner and with greater restrictions on access and disclosure than the student's general progress and behavioral records. Specifically:

- i. Any records covered by the previous paragraph, except for a record concerning the results of an HIV test (see below), must be treated as patient health care records under sections [146.81](#) to [146.84](#) of the state statutes. Therefore, any disclosure of such records by the District must be on a basis that is either expressly mandated by an applicable federal law; expressly mandated by an applicable state law and not simultaneously prohibited by a separate federal law; **or** expressly permitted under **both** [Chapter 146](#) of the statute statutes **and** the federal FERPA (Family Educational Rights and Privacy Act) confidentiality law. **Examples** of applicable disclosure exceptions include the following:
 - 1) Patient health care records may be disclosed after obtaining the informed consent of the student (if an adult) or the informed consent of the parent or guardian of a minor student. Informed consent must be obtained in writing and must meet the requirements of [section 146.81\(2\)](#) of the state statutes.
 - 2) Patient health care records maintained by the District may be disclosed to a District employee or authorized agent of the District if the employee or agent is a school official who has legitimate educational interests in the record **and** if either (a) the employee or agent has responsibility for preparation or storage of such patient health care records, or (b) access to the patient health care records is necessary to comply with a requirement in federal or state law.
 - 3) Patient health care records of a student that the District obtains as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under [Chapter 146](#)) may be redisclosed by the District without obtaining informed consent if the redisclosure without consent is authorized by FERPA **and** if either (a) the redisclosure is limited to the purpose for which the patient health care record was initially received, or (b) a court has ordered the redisclosure.
 - 4) To the extent the District maintains any patient health care records in the capacity of a "covered entity" (as defined under [Chapter 146](#)) and the records relate to the health of a patient and were prepared by or under the supervision of a health care provider (including but not limited to a nurse licensed under ch. 441), the District may disclose such records without informed consent if the circumstances meet FERPA's health and safety emergency standards **and** if the purpose of the disclosure concerns a good faith effort to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- ii. Any record that concerns the results of an HIV test, as defined in [section 252.01\(2m\)](#) of the state statutes, shall be treated as provided under [section 252.15](#) of the state statutes. Disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under **both** section 252.15 and the federal FERPA confidentiality law.

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- b. Subject to the District's student records policies and applicable law, a student's personally-identifiable immunization records and certain lead screening records shall be maintained and treated as progress records of the student. Any other records of basic student health information that state law expressly defines as "pupil physical health records" (e.g., emergency medical cards, records of medication and first aid administration, etc.), shall be maintained and treated as behavioral records of the student.

2. ~~Maintenance and Confidentiality of Employee-Related Records:~~

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- a. ~~Except as otherwise permitted or required by law, the District will treat health and medical records of an employee that relate to any communicable disease as records that are subject to the confidentiality requirements of the Americans with Disabilities Act (ADA) as it applies to records of employee medical histories and examinations and disability-related inquiries. Such records shall be maintained in a file that is separate from the employee's other non-medical personnel records. See [29 C.F.R. §1630.14](#).~~
- i. ~~A record that indicates only that an employee either has or has not been vaccinated for a particular communicable disease is not considered a record of a medical examination or a response to a disability-related inquiry under the ADA.~~
- b. ~~Employee medical records that are subject to the confidentiality requirements of the ADA, may be disclosed with the written consent of the employee or a person expressly authorized by the employee, which shall meet the requirements of "informed consent" if the records are also patient health care records under Ch. 146 of the state statutes. Such records may be disclosed without obtaining such written consent to the extent the disclosure is authorized by the ADA, including to the following persons:~~
 - i. ~~Appropriate supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).~~
 - ii. ~~First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).~~
- c. ~~If the employee medical records are patient health care records of the employee that the District has obtained as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146), then the District may re-disclose the records under any the following conditions:~~
 - i. ~~By obtaining the informed, written consent of the employee or a person authorized by the employee.~~

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- ii. Without obtaining informed consent if the re-disclosure is limited to the purpose for which the patient health care record was initially received. However, if the record is also subject to the confidentiality requirements of the ADA, then the re-disclosure must also be authorized under the ADA (see above).
- iii. Without obtaining informed consent if a court has ordered the redisclosure.
- iv. As expressly mandated under an applicable and superseding federal law.
- d. If the employee medical records are records of an HIV test, disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under ~~both~~ [section 252.15](#) of the state statutes and under the ADA (see above).

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Cross References: WASB PRG 453.3 Sample Rule 1
Adoption Date:

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(This sample rule outlines procedures for implementing the district's communicable disease control policy, including (1) measures that will be taken to reduce the risk of contracting or transmitting communicable diseases; (2) communicable disease reporting; (3) exclusion of students and staff from school who are suspected of or diagnosed as having communicable diseases that pose a significant health risk to others or renders them unable to perform their jobs or pursue their studies; and (4) maintenance and confidentiality of related records. It would be possible to divide this lengthy rule into one set of procedures that are student focused, and another set of procedures that are employee focused. Or, it would also be possible to break the rule into four separate rules based on Section A, Section B, Sections C, D, and E (jointly), and Section F of this rule.)

A. Educational and Preventive Measures

1. The District, under the primary administrative responsibility and direction of ~~insert designated position(s) the Human Resources Staff~~, will ensure that it obtains and appropriately retains records of all immunizations (or a related waiver) and health examinations/tests (e.g., tuberculin screening or test results) required of students and staff by law and Board policy.
 - a. The ~~insert designated position(s)~~ shall periodically review the District's student immunization procedures and evaluate school-level compliance with relevant state statutes (including Chapter 252) and regulations (including Chapter DHS 144).
 - b. The ~~insert designated position(s) Human Resources Director~~ shall have primary responsibility for ensuring that District employees complete all required physical examinations (including tuberculin screening or testing, as applicable).
2. The ~~identify designated position District Registered Nurses~~ shall post or verify the posting of the Department of Health Services' [Wisconsin Childhood Communicable Diseases Chart](#) at each school in at least the nurse/health office or other primary station/area that is designated for student health services. The chart is a non-comprehensive reference and general guide for school staff that includes information on selected diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide an appropriate and readily-accessible space for the provision of emergency nursing services to students.}*
3. First aid kits and other supplies and equipment appropriate for reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials and/or a health care professional serving the District, will be provided in each school building. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide appropriate and readily-accessible equipment and supplies for the provision of emergency nursing services to students.}*
4. ~~insert if accurate or modify to better reflect local practices and standards: "Information regarding suppression and control of communicable diseases will be included as a regular part of the District's health curriculum for students."~~ *{Editor's Note: Ensure that the*

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- a. The administration may elect to provide training on the Exposure Control Plan to additional employees or other persons who are not considered to have occupational exposure.
- b. All employees who receive such training are expected to adhere to the Exposure Control Plan and the procedures covered in the training, including but not limited to complying with procedures that address exposure prevention/mitigation and the procedures to follow in the event of an exposure incident in a school or other work-related setting, including, to the extent practical, District-related activities occurring off District premises.

B. Reporting Communicable Disease Information and Exposure Incidents

1. ~~Editor's Note: This paragraph is optional. School districts are not required to formally designate such liaisons.~~ Except as otherwise directed by the District Administrator, ~~insert the relevant position title(s) — e.g., "each school's principal," "the Human Resources Director and/or District Registered Nurses,"~~ shall function as the District's primary liaison with students and staff, parents and guardians, medical practitioners, public health officials and the community at large concerning communicable disease issues in any individual school. ~~insert the relevant position Director of Student Services,~~ shall normally serve as the primary liaison for any such issues arising on a District-wide basis or in connection with the District office or any District facility that is not directly part of a school's physical premises.

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2. Intra-District Reporting:

a. Any District employee, as well as any non-employee contracted service provider who works in any school or directly with students, who knows or suspects that a student, District employee, or other person who has been present in a school or other District facility has a communicable disease or that a communicable disease may be otherwise present in any such setting shall immediately report the information to the school principal or his/her designee. Such information may alternatively be reported to ~~insert an appropriate alternate contact, such as the district level liaison identified in the previous paragraph the Human Resources Director,~~ Other persons, including any parent, student, school volunteer, or visitor who knows or suspects that a communicable disease may be present in a school setting or in any other District facility, are strongly encouraged to report the information in the same manner as is outlined for school employees. Upon receiving a report under this paragraph, the relevant District official shall:

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- i. Promptly evaluate the relevant information for purposes of determining an appropriate response. The relevant official should seek clarifying information (e.g., from the subject of the report, a student's parent or guardian, etc.) and confer with relevant subject matter experts (e.g., medical professionals, public health officials, etc.) as needed and to the extent circumstances permit.
- ii. If the District Administrator has not already been notified, notify the District Administrator of the situation no later than the point at which a decision is made

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to pursue external reporting (see below) or the point at which the official determines there is a reasonable probability that the District will need to formulate an incident-specific response.

- b. Whenever any occupationally exposed employee, as defined above, or other person who has received training in the District's Exposure Control Plan has an actual incident involving exposure to blood or other potentially infectious agents or materials, the person is expected to report the incident to relevant supervisors or administrators in accordance with the procedures outlined in the Exposure Control Plan.
- 3. Reports to Public Health Officials:

a. Pursuant to state law and as further outlined in this section, a teacher, school nurse, or principal of any school (or childcare center) who knows or suspects that a communicable disease is present in a school (or center) is required to immediately notify a local public health officer. By policy, the District extends the external reporting responsibilities outlined in this section to the following additional positions: the District Administrator, insert any additional position title(s) the District Registered Nurses, Director of Student Services and the Human Resources Director, Editor

Note: Due to reporting requirements established in section DHS 144.07 of the Wisconsin Administrative Code, a district should consider expressly extending the external reporting obligations defined in this section to at least the district administrator (as written) and to the district's lead human resources officer and any director of pupil services.

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- i. While a person who is subject to this reporting duty may consult with others to determine the need to make an external report and to coordinate the District's report, such consultation and coordination shall not delay the making of a timely report once a reportable situation has been identified.
- ii. The District encourages staff to attempt to coordinate such reports through a nurse serving the school or through the school principal, but such coordination may not be practical in all situations. No staff member will be disciplined for making a direct external report provided that the staff member also informs appropriate administrators within the District of the situation and the report.
- iii. Any staff member who makes an external report shall ensure that at least the District Administrator and any relevant school principal are promptly notified of the submission of the report.
- b. All known or suspected cases of a vaccine-preventable disease covered by a student vaccination mandate (i.e., as identified in [section 252.04\(2\)](#) of the state statutes and/or in [Chapter DHS 144](#) of the Wisconsin Administrative Code) which occur among students or staff shall be reported immediately by telephone to the local health department.

~~c. In addition to the reports made by telephone under the preceding paragraph, the communicable diseases that are listed by the Department of Health Services in the~~

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categories below are also subject to external reporting requirements (see [Appendix A to Chapter DHS 145](#); the lists include some overlap with diseases covered by the vaccine mandates that apply to students):

~~Category I~~ diseases are of urgent public health importance. If not already reported by telephone as a vaccine-preventable disease, as described above, these diseases must be reported immediately by telephone to the local public health officer or to the local health officer's designee upon identification of a case or a suspected case. In addition to the immediate telephone report, a written report must be made on the [required reporting form](#) within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human, animal), hepatitis A, tuberculosis, and pertussis (whooping cough). This category also includes any confirmed or suspected outbreaks of any foodborne or waterborne disease, occupationally-related disease, or other acute illness regardless of whether the cause or source is known.

~~Category II~~ diseases (in addition to making a telephone report for any disease covered by a student vaccination mandate that is in this category) must be reported by fax, mail, or electronic reporting to the local public health officer or to the local health officer's designee on the [required reporting form](#) or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial), mumps, salmonellosis, sexually transmitted diseases (e.g., gonorrhea, chlamydia), tetanus, hepatitis B, C, D or E, varicella (chicken pox), and influenza-associated hospitalization, influenza-associated pediatric death or influenza A virus infection of any novel subtypes.

~~Category III~~ diseases include human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on a Wisconsin Human Immunodeficiency Virus Infection Case Report Form (DHS F-44338) or by other means within 72 hours after identification of a case or suspected case.

d. To the extent public health officials establish or modify external reporting procedures or expectations in response to a public health emergency (e.g., via a specific public health order, emergency regulation, or other similar directive), such additions or modifications shall supplement the expectations found in these procedures and, in the event of any conflict, supersede these procedures.

~~e. Nuisance diseases not addressed in the categories above, such as head lice, are not required to be reported to the local public health officer. However, a school nurse or school principal or their designee may contact public health officials for information about the prevention, control, and treatment of such diseases and request their involvement in addressing particular outbreaks.~~

C. Exclusion of Students from School

1. Students in any of the following situations shall be granted an excused absence from school until their presence, as ultimately determined by the District or any applicable

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public health order or directive, no longer poses an unacceptable threat to the health of themselves or others:

- a. Any student who has been diagnosed as having a communicable disease that renders them unable to pursue their studies or that poses a significant risk of transmission to others in the school environment, or any student who is in the process of seeking a diagnosis due to a reasonable concern or suspicion of having such a disease.
 - b. Any student who is subject to a public health order that excludes them from school. Notwithstanding the remainder of these procedures, a public health order that requires a student's exclusion from school (including an order excluding non-vaccinated students from school following a substantial outbreak of a vaccine-preventable disease) is sufficient, by itself, to justify an exclusion.
 - c. Any student who is subject to a District-issued directive related to a communicable disease that excludes the student from attending school.
 - d. A student's absence has otherwise been deemed an excused absence for a medical reason under the District's policy governing excused absences.
2. Under state law, any teacher, any nurse who is employed by or directly serving a school, or any school principal may send a student home from school if the student is suspected of having a communicable disease or other disease that the Department of Health Services has specified by rule. The District Administrator is also authorized to make such a determination as a designee on behalf of any school principal. Under District procedures, teachers are normally expected to refer such issues to the school's health staff and/or to the school principal for a decision unless such individuals are unavailable and there is a need for the teacher to make a decision in their absence.
- a. Any District employee or nurse serving a school who sends a student home under the above authority shall immediately notify the student's parent or guardian of the action and the reasons for the action. As soon as practicable, the District shall also notify the student's parent or guardian of any specific terms or conditions on the student's return to school.
 - b. A nurse who sends a student home shall also promptly notify the school principal of the action and the reasons for the action.
 - c. A teacher sends a student home shall also promptly notify the school principal and any nurse serving the school (or, if there is no such nurse, a staff member who regularly works in the student health office) of the action and the reasons for the action.
3. A District decision to exclude a student from school (including any restrictions on a student's participation in school-sponsored activities) beyond the current school day for reasons related to a communicable disease, including the duration and any other terms and conditions of such an exclusion, shall initially be made or expressly approved by ~~insert the applicable position title(s) — e.g., the school principal or his/her administrative~~.

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~~level designee~~. The District Administrator or his/her administrative level designee may also make or give final approval to such a decision. Such decisions shall be based on all of the relevant facts and circumstances, giving appropriate consideration to information that may be provided by health care professionals and/or public health officials and to any applicable public health orders or standards that may be established by any authorized public health agency or official(s).

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- a. Any initial determination shall be revisited as soon as reasonably practicable if a student has been initially sent home or excluded from school as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of student's parent or guardian.
 - b. If the administrator(s) charged with making a decision regarding exclusion from school determines that the need for exclusion or the appropriate duration or other terms or conditions of an exclusion are unclear or would otherwise benefit from further expert input and analysis, such administrator(s) may refer the situation to a health care team. Members of such a team should be selected based on the specific circumstances, but may include individuals such as the relevant school administrator(s), any nurse serving the school, the District's designated medical advisor, and/or any state or local public health official(s). Based on the individuals who are contacted/involved, District staff shall observe any legal limitations on the disclosure of personally identifiable information or patient health care records. To the extent the cooperation of the individuals can be obtained, the student and/or the student's parent or guardian and the student's own health care provider(s) may be invited to provide relevant information or otherwise participate in the evaluation of the situation.
4. Any time a decision or order to exclude a student from school due to a communicable disease involves a student with a disability under either Section 504 or under the Individuals with Disabilities Education Act (IDEA), the District employees involved in the matter shall promptly inform the District's lead administrator or coordinator for special education or Section 504, so that appropriate District personnel can evaluate the District's obligations and options regarding any required notices, potential changes in placement, modifications to the student's individualized education program (IEP) or section 504 plan, etc.
 5. Any student who is excluded and excused from school attendance due to a communicable disease concern is entitled to at least the same opportunities to make up work as are available to other students with an excused absence. In addition, the student's parent or guardian (or an adult student) may submit a request for particular program or curriculum modifications. Depending on the duration of the period of exclusion, the District may also affirmatively propose other alternative educational arrangements and opportunities for the student.
 6. Following any incident or student absence from school that involves a concern about a communicable disease, the administration may require a statement from a public health

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official or from a qualified health care provider about a student's suitability to return to school, if the matter warrants such a statement.

7. **Appeals:** An adult student or any minor student's parent or guardian who disagrees with a determination or related action of the District concerning an exclusion from school (including any restrictions on access) under these procedures may appeal such determination or action to the District Administrator or his/her designee at any time prior to the student's return to school without any restrictions. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator or his/her administrative level designee shall normally render a decision in writing within ~~insert appropriate time period - e.g., five school days~~, unless the administrator informs the appealing party of the need and reason for an extension. ***{Editor's Note: A further appeal could be provided to the school board, but such a step is not required, and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.}*** Such appeals are further subject to the following:

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- a. Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Policy and Procedure Handbook.
- b. Any allegation of unlawful student discrimination on the basis of disability or on the basis of any other legally protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's student discrimination complaint procedures.
- c. Except to the extent prohibited by law, a student may be excluded from school and/or any student activity during the pendency of any appeal.

D. Exclusion of Employee from the Workplace

1. ***{Editor's Note: This paragraph and its sub-paragraphs should likely be included in the district's employee handbook to provide better notice of the expectations. The expectations might also be included in any general information that employees are provided regarding the suppression and control of communicable diseases.}*** Employees who know or reasonably suspect that they have any communicable disease that would present a danger in a school or other work-related environment are expected to take reasonable measures to avoid the risk of transmission of the disease in such environments, including by at least informing an appropriate supervisor/administrator of any potential risk of the presence or transmission of a communicable disease in such environments and avoiding activities in such environments that pose a risk of transmission (up to and including, if necessary, avoiding being present in such environments) while awaiting

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⁴ This section of the policy should closely align with any relevant employee handbook provisions. I have not reviewed your employee andbook

COMMUNICABLE DISEASE CONTROL PROCEDURES - STAFF

453.3-Rule 2

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Waunakee Community School District

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further direction. The communicable diseases covered by this expectation include the diseases identified by the Department of Health Services in [Appendix A to Chapter DHS 145](#), and any communicable disease covered by a current and relevant public health order or declared public health emergency. The administration may inform certain contracted service providers or authorized volunteers that the expectations established in this paragraph also apply to such individuals.

- a. In accordance with state law:
 - i. Freedom from tuberculosis in a communicable form is a condition of employment for all District employees who come into contact with children or who handle or prepare food for school children.
 - ii. School food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.
 - b. Employees are expected to follow any applicable public health orders or other applicable emergency orders related to a communicable disease that may be issued by local, state, or federal officials or agencies.
2. Notwithstanding the remainder of these procedures, an order that requires an employee's exclusion from the workplace is sufficient, by itself, to justify the exclusion.
 3. Employees who are suspected of having or who are diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work by the District consistent with District procedures and applicable legal requirements.
 - a. Such decisions shall be made by either the ~~identify the appropriate position(s) – e.g., District Administrator, the Director of Human Resources, or the relevant building principal~~ in consultation with one or more appropriate health care professionals (e.g., a nurse serving the District, the District's designated medical advisor, etc.) or public health officials.
 4. Before making a determination that an employee will be involuntarily excluded from work due to a communicable disease concern:
 - a. The employee, if reasonably available, shall be informed of the reasons for the contemplated action.
 - b. Any information the employee may choose to offer regarding his/her condition(s) shall be considered, to the extent time allows.
 - c. Consideration should be given to whether an accommodation that is acceptable to the District could eliminate the health risk to others and/or permit adequate performance. To the extent the employee has a medical condition that constitutes a disability under state or federal law, the District shall evaluate potential accommodations under the applicable legal frameworks for such accommodations. Under no circumstances is the District required to approve an accommodation that

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COMMUNICABLE DISEASE CONTROL PROCEDURES - STAFF

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results in undue hardship to the District or that would pose a "direct threat" to the health or safety of others.

5. In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from the workplace, the following factors will be considered: (1) the duration of the risk; (2) the nature of severity of the potential harm; (3) the likelihood of potential harm; and (4) any applicable public health regulations, orders, or standards.
6. The administrator or supervisor charged with making a decision under these procedures to exclude an employee from the workplace, or his/her designee, shall provide written notice of any exclusion to the affected employee(s).
 - a. The employee shall be reasonably informed of the duration of the exclusion and any other terms or conditions of the exclusion and/or reinstatement, and of any changes to such terms or conditions.
 - b. Any initial determination shall be revisited as soon as reasonably practicable if an employee has been initially excluded from work as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of the employee.
7. An employee excluded from the workplace who is not able to fully perform his/her duties may utilize any applicable employment rights or benefits provided under applicable law, existing Board policies, any applicable contract, and/or provisions of the Employee Handbook—which may include (as examples) accrued sick leave, other accrued paid leave (e.g., paid vacation), family and medical leave (if eligible), applying for an unpaid leave of absence, or consideration for reassignment. Except to the extent provided by any such employment rights or benefits, an employee who is excluded from work under these procedures is not guaranteed paid leave or continued or renewed employment.
8. At the District's discretion, the administration may require a statement from a public health official or from a qualified health care provider, or other documentation acceptable to the District, that confirms an employee's suitability to return to work after an issue has arisen in connection with a communicable disease. Except in the very limited circumstances authorized under applicable law, the District will not solicit or require an HIV test as a condition of employment for any employee.
9. **Appeals:** A District employee who disputes the determinations or actions of the District concerning his/her exclusion from work under these procedures may appeal the determination or action to the ~~identify the appropriate position – e.g., District Administrator~~. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the ~~designated position~~ District Administrator shall normally render a decision in writing within ~~insert appropriate time period – e.g., five workdays~~ unless the administrator informs the appealing party of the

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need and reason for an extension. ~~*(Editor's Note: This appeal step, or a further appeal, could be directed to the school board, but such a step is not required and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.)*~~ Such appeals are further subject to the following:

- a. Except to the extent prohibited by law, an employee may be excluded from work during the pendency of any appeal.
- b. Any allegation of unlawful employment discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's employment discrimination complaint procedures.

E. Applicability of these Procedures

1. The procedures, above, governing individualized decisions to exclude ~~students and~~ staff for reasons related to a communicable disease are not intended to apply:
 - a. In the event of the temporary closure of a school or any workplace due to a communicable disease concern; or
 - b. To an exclusion decision that the District Administrator or his/her administrative-level designee determines is necessary to comply with a public health order or directive and that applies to a defined class of employees or a defined group of students, regardless of any case-by-case, individualized circumstances.
2. In the event of a school or workplace closure or any non-individualized exclusion decision, as described above in this section, the District will make reasonable efforts to notify affected persons. In addition, a person affected by a non-individualized exclusion decision may appeal the decision using the appeal procedure included in these procedures (above) for students or employees, as applicable.
3. Nothing in these procedures prevents the administration from taking lawful and reasonable actions to exclude persons other than students and District employees from District property or District activities in order to address concerns with health and safety and the possible transmission of any communicable disease. For example, the administration may apply the decision-making procedures regarding the exclusion of District employees to contracted service providers and authorized District volunteers who are performing roles that are similar to roles that may otherwise be filled by a District employee.

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F. Maintenance and Confidentiality of Communicable Disease Records and Information

1. ~~Maintenance and Confidentiality of Student-Related Records:~~
 - a. ~~Health and medical records of an individually identifiable student that relate to any communicable disease, except for a student's immunization records and any other records that state law expressly defines as "pupil physical health records" (see~~

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COMMUNICABLE DISEASE CONTROL PROCEDURES - STAFF

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below), shall be maintained in a confidential manner and with greater restrictions on access and disclosure than the student's general progress and behavioral records. Specifically:

- i. Any records covered by the previous paragraph, except for a record concerning the results of an HIV test (see below), must be treated as patient health care records under sections ~~146.81 to 146.84~~ of the state statutes. Therefore, any disclosure of such records by the District must be on a basis that is either expressly mandated by an applicable federal law; expressly mandated by an applicable state law and not simultaneously prohibited by a separate federal law; ~~or~~ expressly permitted under ~~both Chapter 146~~ of the state statutes ~~and~~ the federal FERPA (Family Educational Rights and Privacy Act) confidentiality law. ~~Examples~~ of applicable disclosure exceptions include the following:
 - 1) ~~Patient health care records may be disclosed after obtaining the informed consent of the student (if an adult) or the informed consent of the parent or guardian of a minor student. Informed consent must be obtained in writing and must meet the requirements of section 146.81(2) of the state statutes.~~
 - 2) ~~Patient health care records maintained by the District may be disclosed to a District employee or authorized agent of the District if the employee or agent is a school official who has legitimate educational interests in the record and if either (a) the employee or agent has responsibility for preparation or storage of such patient health care records, or (b) access to the patient health care records is necessary to comply with a requirement in federal or state law.~~
 - 3) ~~Patient health care records of a student that the District obtains as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146) may be redisclosed by the District without obtaining informed consent if the redisclosure without consent is authorized by FERPA and if either (a) the redisclosure is limited to the purpose for which the patient health care record was initially received, or (b) a court has ordered the redisclosure.~~
 - 4) ~~To the extent the District maintains any patient health care records in the capacity of a "covered entity" (as defined under Chapter 146) and the records relate to the health of a patient and were prepared by or under the supervision of a health care provider (including but not limited to a nurse licensed under ch. 441), the District may disclose such records without informed consent if the circumstances meet FERPA's health and safety emergency standards and if the purpose of the disclosure concerns a good faith effort to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.~~
- ii. Any record that concerns the results of an HIV test, as defined in ~~section 252.01(2m)~~ of the state statutes, shall be treated as provided under ~~section 252.15~~ of the state statutes. Disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under ~~both~~ section 252.15 and the federal FERPA confidentiality law.

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~~b. Subject to the District's student records policies and applicable law, a student's personally identifiable immunization records and certain lead screening records shall be maintained and treated as progress records of the student. Any other records of basic student health information that state law expressly defines as "pupil physical health records" (e.g., emergency medical cards, records of medication and first aid administration, etc.), shall be maintained and treated as behavioral records of the student.~~

2. Maintenance and Confidentiality of Employee-Related Records:

- a. Except as otherwise permitted or required by law, the District will treat health and medical records of an employee that relate to any communicable disease as records that are subject to the confidentiality requirements of the Americans with Disabilities Act (ADA) as it applies to records of employee medical histories and examinations and disability-related inquiries. Such records shall be maintained in a file that is separate from the employee's other non-medical personnel records. See [29 C.F.R. §1630.14](#).
 - i. A record that indicates only that an employee either has or has not been vaccinated for a particular communicable disease is not considered a record of a medical examination or a response to a disability-related inquiry under the ADA.
- b. Employee medical records that are subject to the confidentiality requirements of the ADA, may be disclosed with the written consent of the employee or a person expressly authorized by the employee, which shall meet the requirements of "informed consent" if the records are also patient health care records under Ch. 146 of the state statutes. Such records may be disclosed without obtaining such written consent to the extent the disclosure is authorized by the ADA, including to the following persons:
 - i. Appropriate supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).
 - ii. First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).
- c. If the employee medical records are patient health care records of the employee that the District has obtained as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146), then the District may re-disclose the records under any the following conditions:
 - i. By obtaining the informed, written consent of the employee or a person authorized by the employee.

COMMUNICABLE DISEASE CONTROL PROCEDURES - STAFF

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- ii. Without obtaining informed consent if the re-disclosure is limited to the purpose for which the patient health care record was initially received. However, if the record is also subject to the confidentiality requirements of the ADA, then the re-disclosure must also be authorized under the ADA (see above).
- iii. Without obtaining informed consent if a court has ordered the redisclosure.
- iv. As expressly mandated under an applicable and superseding federal law.
- d. If the employee medical records are records of an HIV test, disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under **both** [section 252.15](#) of the state statutes and under the ADA (see above).

Cross References: WASB PRG 453.3 Sample Rule 1

Adoption Date:

Policies of the Board of Education

Series 400: Students

PROCEDURES FOR HANDLING STUDENTS WITH AIDS, HIV OR CMV

453.3-Rule

A student removed from the classroom for biting or lack of toilet training should be immediately referred for assessment and, thereafter, for the development of an appropriate program if warranted.

A student temporarily removed from the classroom for open sores or skin eruptions which cannot be covered should be placed on homebound instruction and re-admitted only with medical documentation that the risk no longer exists.

Removal from the classroom under the above instances should not be construed as the only responses to reduce risk of transmission. The District should be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

In any case of temporary removal of the students from the school setting, state regulations and school policy regarding homebound instruction or an appropriate alternative education program can be established.

Each removal of a student with AIDS from normal school attendance should be reviewed by the school nurse in consultation with the student's physician at least once every month to determine whether the condition precipitating the removal has changed.

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV related services as needed. Public information about resources in the community will be kept available for voluntary student use. Services, including dispensing of medication, will maintain student confidentiality.

A student with AIDS, as with any other immunodeficient student, may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision should be made by the student's physician and parent/guardian in consultation with the school nurse.

Legal ref: Wis. Stat. 252.15 –
Wis. Stat. 253.07
Wis. Stat 48.981

Adopted: 5/11/87

Revised: March 1994
March 2002
May 2005

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

**STUDENTS WITH CYTOMEGALOVIRUS (CMV) OR
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)(HIV)**

453.31-Rule

The superintendent has the authority to temporarily remove a student with CMV, HIV or AIDS in accordance with the following guidelines:

- 1) Under the following circumstances, a student with CMV, HIV or AIDS, might pose a risk of transmission to others:
If the student lacks toilet training, has open sores that cannot be covered, or demonstrates behavior (e.g. biting) which could result in direct inoculation or potentially infested body fluids into the bloodstream.
If any of these circumstances exist, the school nurse and the student's physician must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from the classroom.
- 2) A student with CMV, HIV or AIDS may be temporarily removed from the classroom for the reasons stated in #1 until either an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the school nurse and student's physician determines that the risk has abated and the student can return to the classroom.

Adopted: March 1994

Revised: March 2002

Waunakee Community School District

OVER -THE-COUNTER MEDICATION CONSENT FORM

TO BE COMPLETED BY THE PARENT/GUARDIAN: *Parent/guardian signature is required for over-the-counter medication administration. Authorized school personnel must document medication they administer. Each medication requires a separate form. Authorization of this form is not to exceed the current school year, including field trips and summer school.*

Student Name:	DOB:
School:	Grade:
Medication Name:	Reason for medication:
Dose:	Frequency/Times:
Start Date:	Possible Side Effects:
Additional Info:	

PARENT/GUARDIAN, please CHECK ONE:

Over-the-Counter Medication Administered By Authorized School Personnel

- *I give my permission to authorized school personnel to administer to my child the over-the- counter medication listed above according to directions provided on this form. I agree to hold the Waunakee Community School District and authorized staff harmless in any events arising from the administration of this medication. I agree to notify the school in writing of any changes in the above order.*

Over-the-Counter Medication Is To Be Self-Administered By The Student

- *This over-the-counter medication will be self-administered. I have reviewed the proper method of administration (storage of medication, dosage, date(s) and time(s) to be taken, and possible side effects) with my child. I request my child be able to carry and self-administer this medication independently. I understand the school district does not accept any responsibility for the self-administration of over-the-counter medication, including, but not limited to, the administration, supervision, or documentation thereof.*

Parent/Guardian Signature:	Date:
Telephone:	Telephone:

CONSENTIMIENTO PARA MEDICAMENTO SIN RECETA

A SER COMPLETADO POR EL PADRE/MADRE/TUTOR: *Se requiere la firma del padre/madre/tutor para todos la administración de medicamentos sin receta. El personal autorizado de la escuela debe documentar los medicamentos que administran en el registro/diagrama de flujo. Cada medicamento requiere una hoja aparte. La autorización de este formulario no debe exceder el año escolar en curso, incluidas las excursiones y la escuela de verano.*

Nombre del estudiante:	Fecha de nacimiento:
Escuela:	Grado:
Nombre del medicamento:	Motivo de la medicación:
Dosis:	Frecuencia/Horario:
Fecha de inicio:	Posibles efectos secundarios:
Información adicional:	

PADRE/MADRE/TUTOR, por favor MARQUE UNA:

Medicamento sin receta administrado por personal autorizado de la escuela

- *Doy mi permiso al personal autorizado de la escuela para administrar a mi estudiante el medicamento sin receta mencionado anteriormente, de acuerdo con las instrucciones proporcionadas en este formulario. Estoy de acuerdo en eximir de toda responsabilidad al Distrito Escolar de la Comunidad de Waunakee y al personal autorizado en cualquier evento que surja de la administración de este medicamento. Estoy de acuerdo en notificar por escrito a la escuela sobre cualquier cambio en la orden anterior.*

Medicamento sin receta autoadministrado por el estudiante

- *Este medicamento sin receta será autoadministrado. He revisado el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios) con mi estudiante. Solicito que mi estudiante pueda tener y autoadministrarse este medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento sin receta, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Firma del padre/madre/tutor	Fecha
Teléfono	Teléfono



Policy 453.4 Exhibit A
Revised: 2024

PRESCRIPTION MEDICATION CONSENT FORM

Both licensed practitioners and parents/guardians are required to sign for prescription medications. Authorized school personnel must document medication they administer. Each medication requires a separate form. Authorization of this form is not to exceed the current school year, including field trips and summer school.

TO BE COMPLETED BY THE LICENSED PRACTITIONER:

Student Name:	DOB:
School:	Grade:
Medication Name:	Reason for medication:
Dose:	Frequency/Times:
Start Date:	End Date:
Possible Side Effects:	
Additional Info:	

LICENSED PRACTITIONER, please CHECK ONE:

- Prescription Medication Administered By Authorized School Personnel**
Authorized school personnel will administer this prescription medication. As the licensed practitioner, I will direct administration and am willing to accept communication from authorized school personnel.
- Prescription Medication Is To Be Self-Administered By The Student**
This prescription medication will be self-administered. I have instructed the student in the proper method of administration (storage of medication, dosage, date(s) and time(s) to be administered, and possible side effects). In my professional opinion, this student is able to carry and self-administer the medication independently. I understand the school district does not accept any responsibility for the self-administration of prescription medication, including, but not limited to, the administration, supervision, or documentation thereof.

Licensed Practitioner's Name:	Clinic Name:
Licensed Practitioner's Signature:	Date:
Telephone:	Fax:

PARENT/GUARDIAN, please CHECK ONE:

- Prescription Medication Administered By Authorized School Personnel**
I give my permission to authorized school personnel to administer to my student the prescription medication listed above according to the licensed practitioner's directions provided on this form. I agree to hold the Waunakee Community School District and authorized staff harmless in any events arising from the administration of this medication. I agree to notify the school in writing of any changes in the above order.
- Prescription Medication Is To Be Self-Administered By The Student**
This prescription medication will be self-administered. I have reviewed the proper method of administration (storage of medication, dosage, date(s) and time(s) to be taken, and possible side effects) with my student. I request that my student be able to carry and self-administer this medication independently. I understand the school district does not accept any responsibility for the self-administration of prescription medication, including, but not limited to, the administration, supervision, or documentation thereof.

Parent/Guardian Signature:	Date:
Telephone:	Telephone:



Política 453.4 Anexo A
Revisado: 2024

FORMULARIO DE CONSENTIMIENTO PARA MEDICAMENTO RECETADO

A COMPLETAR POR EL PROFESIONAL AUTORIZADO: Tanto los médicos colegiados como los padres/tutores deben firmar la prescripción de medicamentos. El personal escolar autorizado debe documentar la medicación que administra. Cada medicamento requiere un formulario por separado. La autorización de este formulario no debe exceder el año escolar en curso, incluidas las excursiones y la escuela de verano.

Nombre del estudiante:	Fecha de nacimiento:
Escuela:	Grado:
Nombre del medicamento:	Motivo de la medicación:
Dosis:	Frecuencia/Horario:
Fecha de inicio:	Fecha final:
Posibles efectos secundarios:	
Información adicional:	

PROFESIONAL AUTORIZADO, por favor MARQUE UNA:

- Medicamento recetado administrado por personal autorizado de la escuela** - *El personal autorizado de la escuela administrará este medicamento recetado. Como profesional autorizado, dirigiré la administración y estoy dispuesto a aceptar comunicación de parte del personal autorizado de la escuela.*
- Medicamento recetado autoadministrado por el estudiante** - *Este medicamento recetado será autoadministrado. He instruido al estudiante sobre el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios). Según mi opinión profesional, este estudiante puede tener y administrar el medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento recetado, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Nombre del profesional autorizado:	Nombre de la clínica:
Firma del profesional autorizado:	Fecha:
Numero de telefono:	Numero de fax:

PADRE/MADRE/TUTOR, MARQUE UNA:

- Medicamento recetado administrado por personal autorizado de la escuela** - *Doy mi permiso al personal autorizado de la escuela para administrar a mi estudiante el medicamento recetado mencionado anteriormente, de acuerdo con las instrucciones del profesional autorizado proporcionadas en este formulario. Estoy de acuerdo en eximir de toda responsabilidad al Distrito Escolar de la Comunidad de Waunakee y al personal autorizado en cualquier evento que surja de la administración de este medicamento. Estoy de acuerdo en notificar por escrito a la escuela sobre cualquier cambio en la orden anterior.*
- Medicamento recetado autoadministrado por el estudiante** - *Este medicamento recetado será autoadministrado. He revisado el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios) con mi estudiante. Solicito que mi estudiante pueda tener y autoadministrarse este medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento recetado, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Firma del padre/madre/tutor	Fecha
Teléfono (casa)	Teléfono (trabajo)

REPORTING OF CHILD ABUSE/NEGLECT

Waukeek Community School District

Policy 454

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~~(This sample policy requires child abuse and neglect reporting by state mandated reporters only. The sample includes general expectations for staff when making such reports and addresses actions that will be taken if the expectations are not met. This policy would be in line with child abuse and neglect reporting language included in the WASB Model Employee Handbook.)~~

The School Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor, social worker) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

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 child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse

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REPORTING OF CHILD ABUSE/NEGLECT

Policy 454

Waukeek Community School District

Page 2 of 2

and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually ~~through the employee handbook and through other means deemed appropriate by the District Administrator.~~

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Legal References:

Wisconsin Statutes

Section 48.02	[definitions of child abuse and neglect]
Section 48.981	[child abuse and neglect reporting requirements, including confidentiality]
Section 115.31	[reporting certain types of staff misconduct to state superintendent of public instruction]
Section 118.01(2)(d)8	protective behavior instruction]
Section 118.07(5)	[school employee training related to child abuse and neglect reporting]
Section 118.125	[confidentiality of student records]
Section 118.126(1)	[privileged communication regarding student alcohol and drug use and related problems; exception for required child abuse/neglect reporting purposes]
Section 165.68	[address confidentiality program]

Federal Laws and Regulations

20 U.S.C. § 1232(a)	[Family Educational Rights and Privacy Act; the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]

Cross References:

WASB PRG 454 Sample Policy 1
[454-Rule, Child Abuse/Neglect Reporting Procedures](#)
[882, Relations with Police Authorities](#)

Adoption Date: ~~4/22/91~~

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Revised: ~~March 1994~~
~~March 2002~~
~~March 2012~~
~~April 2020~~

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PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

454-Rule

Waukeke Community School District

Page 1 of 3

(This sample rule outlines general procedures for reporting suspected or threatened child abuse or neglect. It can be used to implement PRG 454 Sample Policy 1.)

1. Reports of suspected or threatened child abuse or neglect shall be made immediately by phone or personally to the _____ Dane County Social/Human Services Department – Child Protective Services *[add phone number]*. If a report to that department is not possible, or if the person making the report suspects that the health or safety of a child is in immediate danger and wishes to request an immediate investigation, the school employee should make the child abuse or neglect report to the _____ Dane County Sheriff's Department *[add phone number]* or the ~~Waukeke local~~ Police Department *[add phone number]*.

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{Editor's Note: School districts located in more than county should work with their respective agencies and law enforcement personnel to identify appropriate reporting procedures based on school location, student residence, etc.}

School employees may consult with student services staff prior to making a report but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of abuse or neglect or threatened abuse or neglect arises. It is not the responsibility of school personnel to obtain definitive proof that abuse or neglect has occurred, and school personnel shall not further investigate a child abuse or neglect situation following the making of a report, except in cases where an administrator has a responsibility to conduct an independent internal investigation into alleged misconduct by a student, school employee, agent of the District, etc. For example, school personnel shall not contact for investigative purposes a caregiver, or other person in the community, who is suspected of or who potentially may be responsible for the suspected abuse or neglect.

2. When making a child abuse or neglect report, the reporter should be prepared to provide as much of the following information as possible:
 - a. The employee's name, phone number, relationship to the child, and school phone number.
 - b. The name, home address, and age of the child suspected of or threatened with being abused or neglected.
 - c. The name, home address(es) and work place(s) of the child's parent(s) or guardian.
 - d. The names and ages of the child's siblings, if relevant to the report.
 - e. A description of why he/she believes the child has been abused or neglected or has been threatened with abuse or neglect, statements allegedly made by the child to others, and any relevant circumstances or conditions in the home or elsewhere of which the reporter is aware.

If the child abuse/neglect report involves a child who is a participant in the state's address confidentiality program (the Safe at Home program), the reporter should keep in mind the confidentiality requirements for that program and inform social/human services or law

PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

454-Rule

Waukeek Community School District

Page 2 of 3

enforcement officials that the child is a Safe at Home participant and that he/she is prohibited from releasing any actual address information related to the child. Social/human services can ask law enforcement officials to request a release of participant information directly from the Safe at Home program.

3. In all cases, the building principal or his/her designee shall be informed that a child abuse or neglect report has been or will be filed. The building principal or designee shall support the employee in their action(s) and shall not attempt to delay, modify or prevent any report of suspected child abuse or neglect. Informing the principal or designee of any suspected or threatened abuse or neglect does not eliminate a school employee's independent responsibility to make a report to county child protective services or the appropriate law enforcement agency.
4. The county agency charged with responsibility for investigating child abuse or neglect reports may generally contact, observe or interview a child at any location, including school, to determine if the child is in need of protection or services. School personnel may not require parent notification before allowing such interviews to take place at school when the department or agency is exercising its investigative authority under state law. County child protective services or law enforcement personnel may request the cooperation of a school teacher, counselor or other person whose presence would aid in the interview process. They may also, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.
5. School personnel shall keep in mind state and federal laws and school district procedures regarding the confidentiality of student records when disclosing information from a student's school records to child protective services or law enforcement personnel. Student records may be disclosed under state and federal laws to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of a student or other individuals. School personnel should take into consideration the totality of the circumstances pertaining to the threat to health or safety. When student record information is disclosed in this situation, school personnel shall record: (1) the threat to the health or safety of the student or other individuals that formed the basis for the decision; and (2) the parties to whom the student record information was disclosed.
6. To provide for compliance with state law requirements, school personnel should keep child abuse and neglect reports and any information obtained from child protective services or law enforcement personnel regarding a child abuse or neglect report in a confidential file that is separate from the student's regular school records file(s). Such information can only be disclosed to the persons and for the purposes specified by law.

Cross References:

WASB PRG 454 Sample Rule 1

Adoption Date: 4/22/91

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PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

Waunakee Community School District

454-Rule

Page 3 of 3

Revised: March 1994
September 1994
March 2012
April 2020

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SUPERVISION OF STUDENTS

455.1

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision when they are in school, on school grounds, engaging in school-sponsored activities, or traveling under school auspices, (with the exception below). School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The school bus driver is responsible for supervision of students during the regular bus routes before and after the student's regular school day. Bus drivers are to report behavior or discipline problems to the building principal.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes
121.02(1)(I)

Cross Ref.: 751-Rule (2), Bus Discipline Procedures

Adopted: 12/13/82

Revised: 5/11/92
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT AUTOMOBILE USE

455.3

Driving on school roadways and parking on school property is a courtesy extended to students and others by the Board. The administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety on school property and the maximum protection of vehicles. However, the District shall assume no responsibility for damage to cars or for theft.

Regulations governing all traffic on school property shall include speed limits, stops, one-way lanes as needed, restriction of driving/parking to staff and authorized students and visitors, and special parking areas for staff, visitors, and students. Specific regulations are the responsibility of the building principal. The regulations may provide a means for imposing a limitation on the number of students who may use the parking lot if parking space is at a premium.

The school administration shall rescind permission for any student to drive or park on school property who drives unsafely or who does not observe the school's traffic or parking regulations.

The use of go-carts, minibikes, motorcycles, and similar vehicles shall not be permitted on school property except in designated areas. This action is a precautionary measure for the protection of students playing on school grounds and the protection of school property.

Legal Ref.: Sections 118.015 Wisconsin Statutes
118.09
118.10
120.12(1)

Cross Ref.: 455, Safety of Students
455.3-Rule, Parking and Parking Permits
720, District Safety Policy

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

PARKING AND PARKING PERMITS

455.3-Rule

Due to the limited number of parking spaces available on school lots in the South Street and School Drive area, the district has directed administration to develop a system to control access to lots and provide greater supervision of those lots. This system shall include:

1. ~~Developing a plan with the Village of Waunakee Police Department and area residents to restrict and manage parking on village streets adjacent to school property to provide safer intersections and roadways.~~
2. Establish “parking by permit” only from 7:30 a.m. to 3:30 p.m. in all high school, ~~middle school, intermediate school, and Heritage School~~ parking lots. Permits shall be issued free to staff. Permits shall be issued on a fee basis to students. This fee shall be established annually ~~by administration and reviewed periodically~~ by the Board. ~~The annual fee may vary based on the proximity of the lot to the high school.~~
3. Permits shall be issued to students on a “first come, first served” basis at registration beginning with seniors and working down through the classes. Additional permits shall be issued after registration based on space available without regard to class level.
4. Parking permits shall be revoked for students who violate school parking or driving regulations. Other penalties may also be imposed.
5. Parking in school lots without a permit ~~shall~~ **may** result in a citation and towing of the vehicle.
6. Entrances to all lots shall be posted with signs informing drivers of the parking restrictions and need for a permit.

Cross Ref: 445.3, Student Automobile Use

Adopted: September 1997

Revised: March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT SAFETY PATROLS

455.4

The safety of school children traveling to and from school is a responsibility of all concerned parents/guardians, citizens, school officials, law enforcement officials and students themselves. Obviously, ~~the~~ **T**he school's greatest responsibility lies in those areas immediately adjacent to school property. In an effort to carry out its responsibility the school will participate in a cooperative effort with the police department and parents/guardians in the formation and operation of a student safety patrol at the Waunakee community school areas.

The school's participation will not extend beyond those intersections adjoining school grounds. Further, this participation will be limited to those intersections through which vehicular traffic flows in such a manner as to provide gaps sufficient to allow student crossings. The details of the safety patrol will be worked out by the administrators working with the police department ~~and parent volunteers.~~

Legal Ref.: Sections 118.10 Wisconsin Statutes
121.02(1)(I)
PI 8.01(2)(I), Wisconsin Administrative Code

Cross Ref.: 882, Relations with Police Authorities

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukegan Community School District

Page 1 of 3

(This sample policy establishes a general local framework for a school district's efforts regarding youth suicide prevention, intervention, and response. The sample also assigns administrative responsibility and identifies the civil immunity that state law provides in connection with good faith attempts by agents of a school district to prevent suicide by a student.)

General Framework

With the goals of promoting students' well-being, intervening with students who may be identified as struggling or in crisis, reducing actual or attempted incidents of youth suicide and other forms of self-endangerment, and responding appropriately to any such incident that has a connection to the District, the School Board directs the administration to address youth suicide prevention and intervention through a multi-faceted approach that includes at least the following components:

(Editor's Note: Some districts may decide to modify or expand upon the items in the list below to better reflect local goals, expectations, and practices.)

1. Initiatives to increase staff awareness of issues related to youth suicide, including, at a minimum and as required under state law, providing annual notice to the District's licensed staff of the suicide prevention resources and services ~~that are available through the Department of Public Instruction.~~
2. Additional periodic professional development opportunities for appropriate staff, as determined by the administration, that relate to youth suicide prevention and intervention. Such opportunities may be voluntary or required and may be provided internally or through external sources.
3. Age-appropriate instructional programming for students in the area of personal development that, as required under state law, is designed to address matters such as:
 - a. The promotion of students' positive social and emotional development;
 - b. The promotion of positive psychological, emotional, and problem-solving responses among students;
 - c. Skills that help students cope with social change; and
 - d. At appropriate developmental levels, instruction that addresses the causes and signs of suicidal ideation/tendencies or other forms of self-harm, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, and knowledge of youth suicide prevention and intervention services that are available in the community.
4. The incorporation of services and resources that address student mental health needs, positive social and emotional development, and suicide prevention and intervention within the District's approach to providing guidance and counseling programs and services for students.
5. The incorporation of suicide intervention and response components within the District's crisis intervention and response procedures, including appropriate communication of such

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STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukeek Community School District

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procedures to staff. *{Editor's Note: This item is intended to address the need for procedures that address what staff should do with their observations or direct or indirect reports that identify a student as being in crisis or otherwise potentially at risk of possible suicide. Such procedures generally identify appropriate internal reporting procedures, appropriate external contacts (e.g., parents, emergency services, etc.), initial status assessments, directions to make all reasonable efforts to ensure that the student remains under adult accompaniment/supervision until a transfer of such responsibility occurs, and appropriate near-term follow-up steps. However, such procedures are very localized and generally not at the level of board policy.}*

6. The identification of and, where feasible, the engagement of cooperative efforts with relevant agencies, community organizations, and other experts. This may include identifying qualified agencies or organizations that:
 - a. Offer consultative services to school professionals related to youth suicide prevention, intervention, and response; or
 - b. Serve as emergency and non-emergency points of contact for youth who may be experiencing a suicidal crisis or other form of emotional distress and/or for students or families who may have related concerns regarding themselves or others. *{Editor's Note: School districts that issue student identification cards may wish to insert the following additional statement: "As required by state law, student identification cards shall include specific contact information on the card for organizations that provide support to individuals in crisis." Otherwise, that statutory requirement is also broadly covered by the general reference to compliance with "specific mandates found in state law" that is found in the "Assignment of Responsibility" section of this sample.}*

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7. ~~*{Insert any additional foundational aspects of the district's local approach to youth suicide prevention, intervention, and response.} {Editor's Note: Examples may include the ongoing implementation of a peer-to-peer suicide prevention program, a protective behaviors program, or specific student mental health collaborations.}*~~

Assignment of Responsibility

The ~~*{insert relevant position title(s)}*~~ *Director of Student Services* shall have primary administrative responsibility and accountability to the Board for overseeing and coordinating the District's approach to youth suicide prevention and intervention in a manner that is consistent with the above-identified general framework and the specific mandates found in state law.

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~~*{Editor's Note: A school board could further address its accountability expectations by, for example, requiring the applicable administrator(s) to periodically present to the board a plan document or a report or review of the district's efforts to implement this policy. Alternatively, some boards may conclude that sufficient relevant information is already likely to be presented to the board through other mechanisms — such as through curriculum reviews, departmental reports to the board, the review of school safety and crisis intervention plans, etc. Even with no*~~

¹ If your district issues students identification cards, you may wish to include this language in the policy.

STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukegan Community School District

Page 3 of 3

~~additional accountability expectation stated in the policy, the board could always periodically request a report or other update by motion.~~

State Civil Liability Exemption

The State of Wisconsin encourages attempts to intervene in and prevent youth suicide by providing that the School Board and any District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability under state law for his or her acts or omissions in respect to the suicide or attempted suicide.

Legal References:

Wisconsin Statutes

Section 49.45(30c)	[licensed treatment professionals]
Section 115.365	[DPI suicide prevention resources and assistance to school; annual notice to professional staff required]
Section 115.366	[grants to support peer-to-peer suicide prevention programs]
Section 115.367	[school-based mental health services grants]
Section 115.368	[assistance to schools for protective behaviors programs]
Section 118.01(2)(d)	[required personal development curriculum]
Section 118.169	[crisis support contact information on student identification cards]
Section 118.295	[liability exemption for suicide intervention]
Section 895.48	[civil liability exemption for certain emergency medical care]

Wisconsin Administrative Code

PI 8.01(2)(e)	[school district standard; guidance and counseling program requirements]
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Cross References:

WASB PRG 457 Sample Policy 1

Adoption Date: ~~10/13/87~~

Revised: ~~March 1994~~

~~March 2002~~

~~June 2022~~

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Policies of the Board of Education

Series 400: Students

STUDENT FEES

470656

The Board of Education shall set the amount of student fees by August first of each year. Optional fees for personal use items such as yearbooks, pictures, t-shirts, schedulers, etc. shall be set annually by each school building.

No individual fees will be charged for academic courses except for behind-the-wheel driving, recorders and instrument rental for music, and materials for art, technical education, and family and consumer education.

A fee will be charged for field trips, workbooks, consumable materials, towels, locks, etc. A participant fee will be charged for participation in co-curricular activities.

Upon completion of the information sharing with others form, Any student who qualifies under the federal guidelines for free or reduced price lunches ~~may~~ shall have their participant or fee waived. The waiving of fees shall include fees for curriculum related field trips, workbooks, consumable materials, towels, locks, etc. Students who qualify under the federal guidelines for free or reduced price lunches may participate in co-curricular activities at no cost.

This policy and the established fees apply to all students attending Waunakee Community Schools, including open enrollment and tuition students. Part time open enrollment students will pay a prorated general fee based on a one-semester course being 1/16th of a maximum load.

Legal Ref.: Sections 118.001 Wisconsin Statutes
 118.03
 118.17
 120.13
 120.13 (2m)
 120.12 (11)
 121.41

Cross Ref.: 761, Free and Reduced Price Meals

Adopted: 12/13/82

Revised: 4/22/91
 March 1994
 4/13/98
 March 2002
 July 2009
 May 2016

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

480

The Board of Education encourages the utilization of student volunteers in the educational program (~~e.g. student librarians, student office helpers, etc.~~) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of obtaining an education.

Teachers and members of the community are encouraged to check with the ~~guidance~~ **school** counselor and **or** the principal before students are sought for volunteer help, to make sure that the students can afford academically to undertake the additional responsibility.

Legal Ref.: Sections 118.001 Wisconsin Statutes
120.13 (currently coded as 861)

Cross Ref.: 353.1, School Volunteers

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

CHILDREN OF DIVORCED/SEPARATED PARENTS AND PARENTS NOT SHARING THE SAME HOUSEHOLD

Policy 491

Waukeek Community School District

Page 1 of 2

~~(This sample policy requires school personnel to maintain neutrality when it comes to dealing with parents involved in legal actions affecting the family. School personnel may limit a parent's access to student record information or involvement in the schools only to the extent specified in an official court order or other legally binding document presented to the district.)~~

The District recognizes the importance of parent participation and involvement in the education of their children. When parents are involved in a legal action affecting the family such as divorce or legal separation, it is important for the District to have the information necessary to make appropriate decisions regarding their child(ren)'s educational program and parent involvement in the schools.

The District shall maintain neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or other legally binding document. It is the responsibility of a student's parent(s) to notify the ~~their child's~~ ~~identify the appropriate staff position — e.g., building principal, Director of Student Services, District Administrator or designee~~ of any court document restricting a parent's rights. Upon receipt of such document, the ~~designated position building principal or designee~~ shall inform classroom teachers and other staff, as appropriate, of any restrictions placed on a parent's access to a student, access to a student's school records, or participation in school-related activities.

The parent of any student enrolled in a school subject to District control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records, unless otherwise expressly curtailed or restricted by a provision of a court order or other legally binding document that has been provided to the District. The parent may participate in all school activities related to their child, including conferences, unless a court order or other legally binding document provides otherwise. The school generally will conduct only one conference meeting for parents at appropriate times in which both parents of a student will be permitted to participate. Exceptions may be permitted as agreed to by school personnel.

A student enrolled in the District may be released from school to either parent, unless a court order or other legally binding document has been provided to the District that prohibits such a release. The building principal or designee shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the student. If such parent requests to remove his/her child from school during the school day, or takes other action to do so, local law enforcement authorities shall be contacted immediately by the building principal or designee.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent's interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their

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CHILDREN OF DIVORCED/SEPARATED PARENTS AND PARENTS NOT SHARING THE SAME HOUSEHOLD

Policy 491

Waukeek Community School District

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respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

Parents of students enrolled in District schools shall be informed of this policy via student and parent handbooks or through other appropriate means as determined by the building principal.

Legal References:

Wisconsin Statutes

[Section 118.125\(2\)\(m\)](#) [access to student records by parents denied periods of physical placement]

[Section 767.41](#) [child custody and physical placement]

[Section 767.41\(7\)](#) [parent access to records]

Federal Laws

[20 U.S.C. § 1232\(a\)](#) [Family Educational Rights and Privacy Act; the federal student records law]

[34 C.F.R. part 99](#) [U.S. Department of Education FERPA regulations]

Cross References:

WASB PRG 491 Sample Policy 2

~~[347-Rule, Student Records Procedures](#)~~

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Adoption Date: ~~4/22/91~~

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Revised: ~~March 1994~~

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~~March 2002~~

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GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

Page 1 of 6

A. Definitions

1. "Action affecting the family" means a divorce, legal separation, custody or child support action, paternity proceeding, or other legal action that may affect parental rights, whether pending or completed.
2. "Court order" means any order, adjudication or decree, temporary or permanent, entered by a judge or court commissioner of competent jurisdiction in Wisconsin or any other state as a result of an action affecting the family. Letters from attorneys or other individuals will not be construed as a court order. The District will treat a court-approved parenting plan as a court order.
3. "Custodial parent" means a parent having sole legal custody of a child by virtue of a court order.
4. "Joint custodial parent" means a parent who shares legal custody of the child with the other parent by virtue of a court order.
5. "Enrolling parent" means a parent who: (a) is a party to an action affecting the family and resides in a residence separate from the other party to such action; and (b) enrolls or intends to enroll in a District school a child subject to the jurisdiction of the court in which such action affecting the family is venued.
6. "Parent with physical placement rights" as used within these guidelines means a parent who by virtue of a court order has a right to have the child physically placed with him/her and has the right and responsibility to make routine daily decisions regarding the child's care during the placement, which are consistent with the major decisions made by a parent having legal custody.
7. "Parent denied periods of physical placement" means a parent who has been denied periods of physical placement with a child by virtue of a court order. A parent may be denied periods of physical placement with a child when a court finds that the physical placement with a child would endanger the child's physical, mental or emotional health.

B. Providing Information to the District Regarding Actions Affecting the Family

1. It is the parents' responsibility to keep the District informed of: (a) any legal action affecting the family that may have an impact on parent involvement and participation in the schools; and (b) any court order that may define or restrict a parent's rights in relation to children enrolled in the schools, including any changes to a court order.
2. At the time of enrollment or prior to the commencement of each school year, each enrolling parent shall be requested to provide the following information to the [identify the appropriate staff position – e.g., building principal or designee, District Administrator], as may be applicable to their family's situation:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

Page 2 of 6

- a. Name and current contact information (mailing address, telephone number and email address) of the enrolling parent and type of any applicable action affecting the family;
- b. Name of each of the enrolling parent's children who is, or who has a parent who is, subject to a court order as a result of any action affecting the family that is relevant to child's enrollment in school;
- c. Name of each school in which such children will be enrolled (if known);
- d. Identity and location of the court having jurisdiction over the action affecting the family;
- e. Whether there is any court order currently in effect that addresses child custody or physical placement rights, or any other matter that may be relevant to the child's school enrollment;
- f. Whether the enrolling parent is the custodial parent or a joint custodial parent;
- g. Whether the child(ren) physically reside with the enrolling parent, the other parent who is a party to the action affecting the family, or both (i.e., the parent should clarify the residency arrangements as to each child);
 - If the child regularly resides with both parents during the normal school year, declare a primary residence for school purposes for each child.
 - If the child regularly resides with both parents and the enrolling parent fails to declare a primary residence, the address of the enrolling parent will be identified as the children's primary residence for school purposes.
- h. Name and current contact information (mailing address, telephone number and email address) of the non-enrolling parent;
- i. Whether the most recent court order in effect restricts the rights and privileges of either parent with respect to making decisions regarding their child's educational program, access to their child, access to the child's school records, or the parent's participation in school-related activities; and
- j. Whether the most recent court order expressly prohibits or permits the child(ren) to be released from school to either parent who is a party to the action affecting the family.

In the event any enrolling parent advises the designated position above building principal or designee that the most recent court order in effect restricts parental rights in relation to children enrolled in the District, the enrolling parent shall be requested to provide the District with a certified copy of the most recent court order reciting such restriction(s). Should an enrolling parent fail to provide the District with a certified copy of

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

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the most recent court order clarifying any parental rights, privileges or restrictions related to an action affecting the family, or fail to provide the current contact information of the non-enrolling parent, the non-enrolling parent may provide this information. In addition, the non-enrolling parent may, at any time, provide the school with court records or other documentation that refutes or supplements the information provided by the enrolling parent.

3. Upon receipt of a court order, the ~~(designated position above or his/her building principal or designee)~~ shall review the court order to see if it grants one parent rights over the other parent with regard to their child(ren) or education-related decision making, or restricts a parent's rights in relation to children enrolled in the District. The ~~(designated position building principal or designee)~~ may, with permission from the District Administrator and consistent with Board policy, request assistance from the District's legal counsel in interpreting the court order and in understanding its applicability to the schools. Any relevant information from the court order restricting parental rights in relation to school activities or parent access to their children or school records shall be entered in the student's record and shared with the child's classroom teacher(s) and other staff as appropriate.
4. Should neither parent to an action affecting the family notify the District of the existence of such a court order, neither parent shall be deemed to have rights superior to the other with respect to any child enrolled in the District or with respect to parent participation in school-related activities.
5. In addition to providing copies of court orders related to actions affecting the family, the enrolling parent, the non-enrolling parent, or any other person with a legal relationship to the child (e.g., a guardian, an individual acting under a power of attorney) may provide the District with other official documents or other records that are relevant to the child's school enrollment and attendance. Such records may include (a) letters of guardianship; (b) court orders related to a "CHIPS" (child in need of protection or services) petition; or (c) court orders related to any other legal proceedings that may be relevant to the child's school enrollment and attendance (e.g., a restraining order or harassment injunction that relates to the child).

C. School Communications with Parents Involved in Actions Affecting the Family and Access to Student Records

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to school communications with parents and access to student records:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

Page 4 of 6

1. A parent, regardless of whether the parent has legal custody of the student, shall have equal access to the student's medical, dental and school records as required by law unless the parent has been denied periods of physical placement with the student or otherwise denied access to the records under a court order on file with the District.
2. The parent with whom a student primarily resides (provided the parent is also a custodial or joint custodial parent) shall be the primary contact person for school communication purposes and for receipt of routine school mailings. Routine mailings include parent newsletters, parent-teacher conference information and report cards, behavioral information, parent surveys, parent-teacher organization events, etc.
3. A joint custodial parent or a parent with physical placement rights who resides at a location other than his/her child(ren)'s primary residence, may file a request with the District to receive a copy of the materials and communications routinely provided to the parent with whom the child normally (or primarily) resides. Such requests will be honored to the extent practicable, but would not include, for example, making copies of all school work that is returned to the student. However, nothing in this rule shall be construed to permit a parent denied periods of physical placement with a child to have access to a child's school records or other school information in violation of a court order on file with the District.

D. Participation in Parent-Teacher Conferences and Meetings

Except as restricted in a court order on file with the District, both parents of a student are generally welcomed and encouraged to participate in parent-teacher conferences, disciplinary meetings or hearings, individualized education program team (IEP team) meetings, and any other conferences or meetings called by District personnel regarding the student's education or school activities. Scheduling information for such conferences and meetings shall be provided to the parent with whom the student primarily resides (provided the parent is also a custodial or joint custodial parent). The parent with whom the student primarily resides is expected to share the scheduling information with the other parent. The District will provide conference/meeting scheduling information separately to both parents only in the following circumstances: (1) where any applicable law, regulation, or District policy expressly requires the District to do so; or (2) the District has received a ~~written~~ request from the child's parent asking for such duplicate notification.

E. Parent Visits with Their Children at School During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to parent visits with their children at school during the school day:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

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1. A custodial or joint custodial parent, or a parent with physical placement rights, may visit their child at school during school hours as authorized by the building principal or designee in accordance with the school visitor policy, unless the visitation is prohibited by the court order on file with the District. Unless expressly prohibited by a court order, it is not a violation of District policy or these procedures for such a parent to, for example, volunteer in his/her child's class or chaperone a school field trip on a day when the parent does not have physical placement of the child. All parents visiting their child at school shall abide by established school visitor rules.
2. The District may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school during school hours, or otherwise participating in school-sponsored activities, if he/she disrupts the educational process or his/her presence is detrimental to the health, safety, academic learning or productivity of students or others at school.

F. Release of Students from School to a Parent During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to the release of students from school during the school day:

1. As a general rule, no student may be released from school during the school day to any person other than the custodial parent, or joint custodial parent as authorized by the court order on file with the District, without the written authorization of the custodial or joint custodial parent.
2. A student may be released from school during the school day to a parent with physical placement rights who does not have legal custody of the student when authorized by the custodial parent, or as expressly authorized by the court order on file with the District. If a parent with physical placement rights who does not have legal custody seeks to remove a student from school on a day or at a time that the school staff members who are dealing with the matter know is outside of the time period during which the parent has been awarded physical placement, and if specific permission has not been provided to the school by the custodial parent, the staff is expected to take the precaution of attempting to contact the custodial parent. If the custodial parent cannot be contacted, the staff member should involve the building principal or other administrator to determine a course of action that appropriately accounts for the safety of the child, which may involve contacting law enforcement.
3. The building principal or designee shall not allow a parent denied periods of physical placement with a child as specified in a court order on file with the District to remove a child from school. If such parent requests to remove his/her child from school during the school day in violation of the court order, or takes

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

Waunakee Community School District

491-Rule

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other action to do so, local law enforcement officials shall be contacted immediately by the building principal or designee.

Cross References:

WASB PRG 491 Sample Rule 1

Adoption Date:

Policies of the Board of Education

Series 400: Students

STUDENT PHOTOGRAPHS

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Student photographs may be taken on school premises by commercial photographers only when there is a school purpose for them such as a yearbook, class pictures, athletics, student records, or identification cards. Fundraising activities by school-related organizations will not be considered a school purpose.

When permission to take such photographs has been granted, they may be taken either during or outside school hours, and teachers or other school personnel may assist in the process.

The commercial photographer who is taking the photographs may advise students by means of a card, brochure, or other appropriate device, that copies may be purchased directly from the photographer. However, school personnel may not participate during school hours or on school grounds in the solicitation of orders or the collection of charges.

The commercial photographer shall be selected by the ~~building principal~~ District Administrator or his/her designee and bids should be sought at least once every three years to assure that the price for services and packages are competitive.

Cross Ref.: 672.4, Vendor Relations
850, Public Sales and Solicitations on School Premises

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, February 8, 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 7:29AM

II. ROLL CALL

Present: Dotzler, Ensign, Heinemann (Heinemann left at 8:20am)

Also Present: Guttenberg, Summers, Cramer, Dye, Bauer, Weisman, Jay Thomson and Adriana Martins (Vogel) Robin Savola (EUA), Jim Jozwiakowski (EMC)

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

Micah Thingvold, WHS Baseball Head Coach, requested consideration of a baseball concession upgrade in the lower level of the press box which would result in the need for an equipment shed.

V. HERITAGE ELEMENTARY SCHOOL

A. Update on Schedule/Finances

Summers presented and answered questions regarding the update on the schedule and finances for the Heritage Elementary School project. No action was taken on this agenda item.

B. Moving Quotes

Summers presented and answered questions regarding the moving quotes for the Heritage Elementary move. A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider accepting the quote from SFI in Waunakee. Motion carried 3-0.

C. Custodial Maintenance Equipment

Summers and Cramer presented and answered questions regarding the custodial maintenance equipment purchases for the new Heritage Elementary. A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider accepting the equipment purchases as presented. Motion carried 3-0.

VI. NEW MIDDLE SCHOOL

A. Abatement Contract

Summers and Jay Thomsen presented and answered questions regarding the abatement bids for the demolition of the existing Heritage Elementary. Vogel is working with EMC, the district's environmental consultant, to request bids on this work. A motion was made by

Dotzler, second by Heinemann, to recommend that the full board approve the bid by Robinson Bros. Motion carried 3-0.

VII. WAUNAKEE HIGH SCHOOL

A. Update on Planning Process

The Vogel and EUA team presented and answered questions on the planning process for the high school referendum work. Several options were presented for the creation of a family changing and restroom space at the pool area. No action was taken on this agenda item.

B. Approval of Flooring

The Vogel and EUA team presented and answered questions regarding the high school flooring replacement that is a part of the high school remodeling work. In an effort to have this project scheduled in a timely manner, the Administration is requesting the committee to consider a “not to exceed” approval. A motion was made by Dotzler, second by Ensign, to recommend that the full board consider providing the District Administrator with the authority to work with EUA & Vogel to approve a vendor to complete this project at a cost not to exceed \$1,000,000.00. Motion carried 2-0.

VIII. BETHEL CIRCLE REMODEL

A. Update on Planning Process

The EUA team and the Vogel team presented and answered questions regarding the Bethel Circle remodeling referendum project. This was an informational item only.

IX. CONSIDERATION OF CAPITAL PROJECTS

Summers and Cramer presented and answered questions regarding the update on capital projects, and requested consideration of additional capital projects for HVAC and districtwide maintenance..

A. Districtwide Capital Maintenance Projects

Summers and Cramer presented and answered questions regarding the consideration of district wide maintenance projects.

A motion was made by Dotzler, second by Ensign, to recommend that the full board consider all projects as presented with the exception of the Middle School Solar project. Motion carried 2-0. Administration will also verify the cost of the Intermediate School graphics project.

1. Solar System

Summers and Cramer presented and answered questions on the additional details on the solar proposals included in the districtwide capital maintenance list. The proposals include an expansion at the new Heritage, expansion at the Intermediate School, and the existing Middle School.

2. LED Lighting

Summers and Cramer presented and answered questions on the update on the LED lighting project. The district has installed two pilot LED lighting classrooms at Prairie Elementary. The proposal for the Middle School will be reevaluated before requesting approval.

3. Clock, Bell & PA System

Summers and Cramer presented and answered questions regarding the clock/bell/PA project. The proposals include the existing Middle School, the High School, and Arboretum. The proposal for the Middle School will be reevaluated before requesting approval.

4. Varsity Softball Field

Summers and Cramer presented and answered questions regarding the varsity softball field project.. The project budget will include batting cages, an audio system, and a backstop netting system. The remaining aspects of the design will be reviewed at a later date. A motion was made by Dotzler, second by Ensign, to recommend that the full board consider approving the District Administrator to continue to move forward with the project as presented at a cost not to exceed \$325,000.00. Motion carried 2-0.

5. Varsity Baseball Field

Summers and Guttenberg presented and answered questions regarding a request from the baseball program for a facility modification/addition. The committee requested that administration review this request and come back to the committee with details on the structural integrity of the press box and options for a new storage location.

X. **FUTURE MEETINGS** –

A meeting will be scheduled for March at the February 12, 2024 regular board meeting.

XI. **ADJOURN**

A motion was made by Dotzler, second by Ensign, to adjourn the meeting at 9:26AM. Motion carried 2-0.

**Relocation Vendor- Request for Proposal
Exhibit A- Fee Proposal - Coakley
Waunakee Community School District**

Definitions:	Start	End			
Regular Hours	8am	5pm	Monday -Friday		
Overtime Hours	5pm		Monday -Friday		
Holiday Hours	Defined as observed/recognized Federal Holidays				
Weekend Hours	8am	finish	Saturday & Sunday		
Section A: Moving and Storage Services			Regular Hourly Rate	Overtime Hourly Rate	Holiday Hourly Rate
Large Capacity Truck (24 feet or More)			\$58	\$63	\$63
Medium Capacity Truck (Less than 24 feet)			\$58	\$63	\$63
Project Manager			\$58	\$63	\$63
Supervisor			\$58	\$63	\$63
Lead Installer			\$58	\$63	\$63
Laborer			\$57	\$62	\$62
Forklift Operator			\$60	\$65	\$65
Other:					
Other:					

Section B: Storage	Daily Rate	Monthly Rate
Container Storage Rate (Enclosed, lockable semi box of 40-60ft, usually stored on location)		NA
12ft portable storage container (stored either on location or at vendor's warehouse)		NA
16ft portable storage container (stored either on location or at vendor's warehouse)		NA
Offsite storage (per square foot)		\$.60/sqft
Section C: Equipment/Supplies	Price	
Totes	\$.15/to te/day	
Speed Pack Boxes	free on move days	
Library Carts/Gondola	\$2/rack /day	
Packing Tape (Roll)	\$1.25	
Large Bubble Wrap (Roll)	\$50	
Small Bubble Wrap (Roll)	\$25	
Computer "Anti Static" Bags (per Bag)	\$1.00	
Cartons	\$2.00/ small box	

Stretch wrap roll	\$25
Pack of move labels 500 count	\$25

Relocation Vendor- Request for Proposal
Exhibit A- Fee Proposal - SFI
Waunakee Community School District

Definitions:	Start	End				
Regular Hours	7:00 am	3:30 pm	Monday -Friday yes			
Overtime Hours	weekends, holidays, and hours before or after regular time hours					
Holiday Hours	Defined as observed/recognized Federal Holidays					
Weekend Hours	7:00 am	3:30 pm	Saturday & Sunday			
Section A: Moving and Storage Services			Regular Hourly Rate	Overtime Hourly Rate	Holiday Hourly Rate	Weekend Hourly Rate
Large Capacity Truck (24 feet or More)			\$150/d ay		SAME	
Medium Capacity Truck (Less than 24 feet)			\$150/d ay		SAME	
Project Manager			\$45/H R	\$65.00/HR	\$90/H R	\$90/HR
Supervisor			\$45/H R	\$65.00/HR	\$90/H R	\$90/HR
Lead Installer			\$42/H R	\$60.00/HR	\$80/H R	\$80/HR

Packing Tape (Roll)	\$4.00/ROLL
Large Bubble Wrap (Roll)	\$300/ROLL
Small Bubble Wrap (Roll)	\$250/ROLL
Computer "Anti Static" Bags (per Bag)	2.00
Cartons (Banker Boxes?) ECONOMY STORAGE FILE BOXES WITH LID	2.50
Stretch wrap roll	\$40/ROLL
Pack of move labels 500 count	50.00

Department	Type	Model #	Reuse	Purchase	Budget Bucket				Quantity	Construction	District Cost
					Construction	Furniture	WCSD Equip	Other			
Facility/Maint	robot floor scrubber		0	4 [1]			x		4		76,000
Facility/Maint	Rider floor scrubber		0	1							15,628
Facility/Maint	walk-behind floor scrubbers		1 [2]	1 [3]			x		1		11,105
Facility/Maint	battery backpack vacuum		0	5			x		5		5720
Facility/Maint	battery upright vacuum			5							4,215
Facility/Maint	corded upright vacuum		2	3 [4]			x		3		1,761
Facility/Maint	carpet extractor		2 [5]	1 [6]			x		1		9730
Facility/Maint	battery-operated trimmer		0	1			x		1		500
Facility/Maint	battery-operated blower		0	1			x		1		500
Facility/Maint	2-stage snow blower		1	0			x		0		0
Facility/Maint	single-stage snow blower		0	2			x		2		1500
Facility/Maint	Lawn Mowers (battery-operated push mower)		0	1			x		1		1200
Facility/Maint	broadcast salt spreader		0	1			x		1		500

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WCMS - New Middle School
Abatement Scope

	Robinson Bros	Hogan Enviro Cleaning	Dirty Ducts	Integrity Enviro Services	Budget	Difference
Company						
Date	5-Feb	5-Feb	5-Feb	5-Feb		
Contact	Mike Bricco	John Hogan	Justin Vondra	Pat Gogin		
Phone #	608-849-2633	815-675-6683	608-204-3828	262-613-5160		
BASE BID NO. 1	\$ 348,400	\$ 383,395	\$ 365,504	\$ 750,000	\$ 300,000	\$ (48,400)
BASE BID NO. 2	\$ 341,432	\$ 354,829	\$ 348,800	\$ 750,000	\$ 300,000	\$ (41,432)
ALT. UNIT PRICE: Per TSI fitting	\$ 24	\$ 28	\$ 24	\$ 30		
ALT. UNIT PRICE: Per LF	\$ 16	\$ 15	\$ 16	\$ 20		
ALT. UNIT PRICE: Per all-inclusive man hour	\$ 85	\$ 85	\$ 90	\$ 100		
ALT. UNIT PRICE: Per additional mobilization	\$ 250	\$ 350	\$ 150	\$ 500		

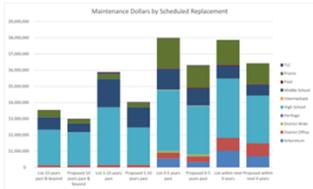


WAUNAKEE¹⁸¹
COMMUNITY SCHOOL DISTRICT

**WAUNAKEE COMMUNITY MIDDLE
SCHOOL – BUDGET UPDATE**

FEBRUARY 8, 2024

BUDGET BREAKDOWN - \$175 MILLION

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



HIGH SCHOOL, TLC AND DISTRICT OFFICE

- **TOTAL BUDGET
AMOUNT OF
\$5,025,000**

- **WORK COMPLETED - \$500,000**
 - BLEACHER EXTENSION
- **2024 WORK - \$3,930,000**
 - OLD AUDITORIUM UPGRADES
 - WELDING AREA MODIFICATIONS
 - SHOP AND LAB MODIFICATIONS
 - DISTRICT OFFICE
 - LMTC FURNITURE
 - FAMILY CHANGING AND TOILET RENOVATION *
- **FUTURE WORK - \$595,000**
 - LARGE GROUP INSTRUCTION
 - TLC/CLINIC

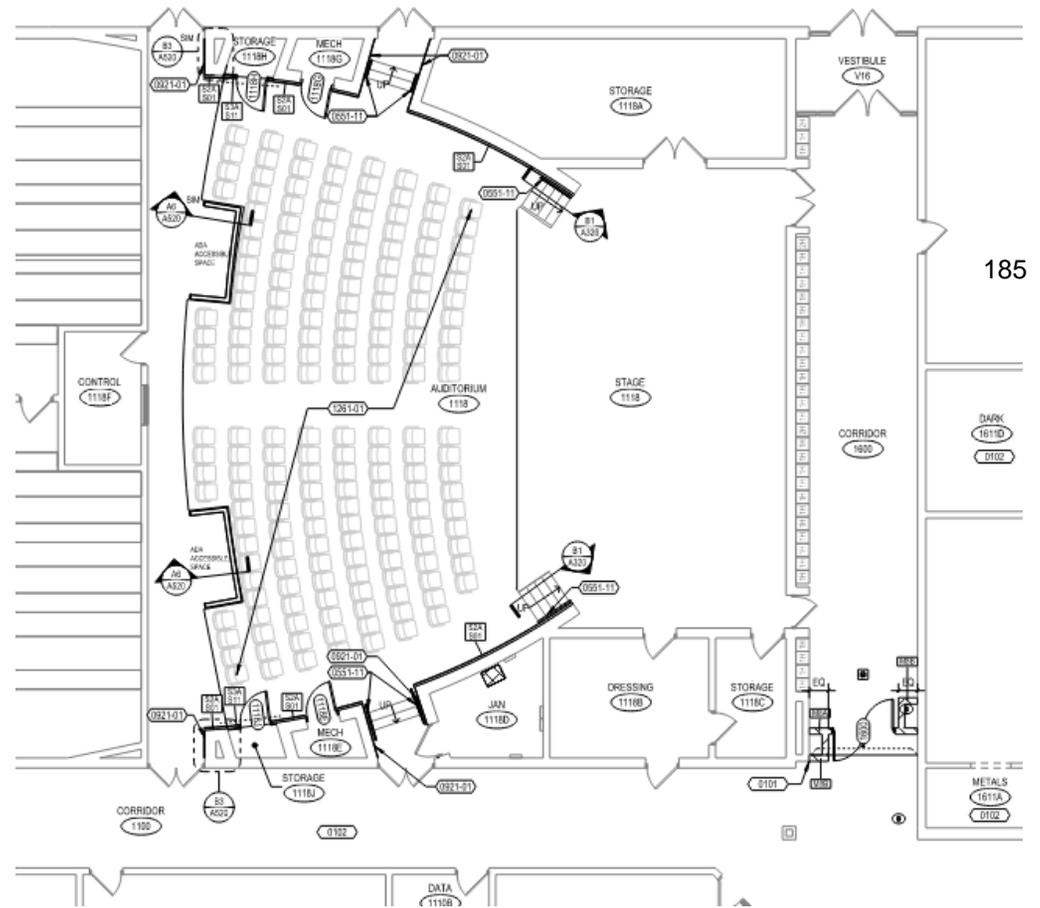
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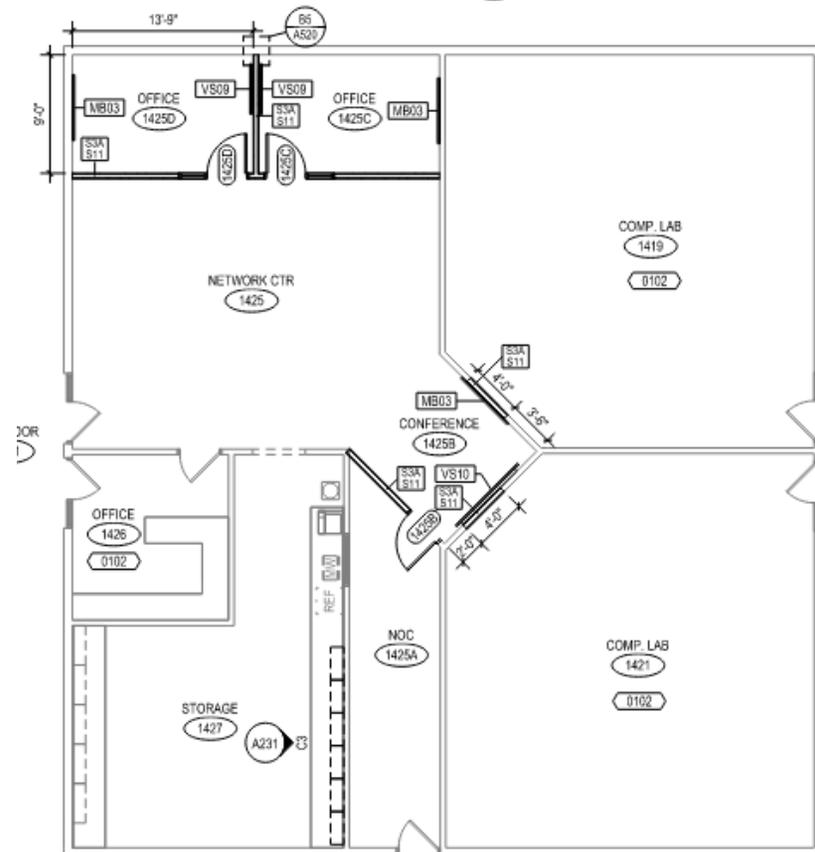
SMALL AUDITORIUM

- Accessible seating
- Auditorium seats
- Interior finishes
- Stage Lighting and A/V



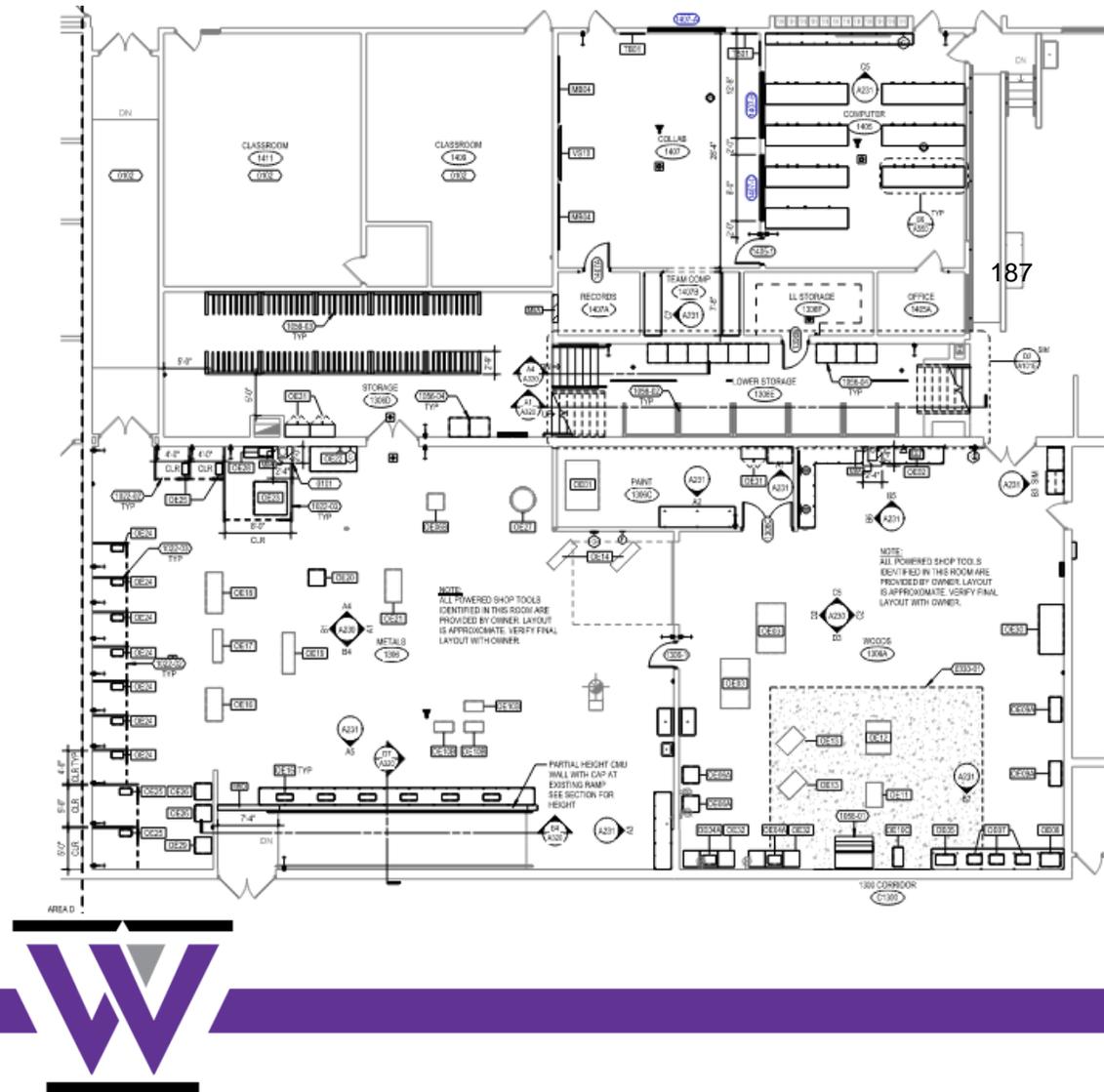
NETWORK CENTER

- Offices
- Open conference area
- Furniture
- Interior finishes



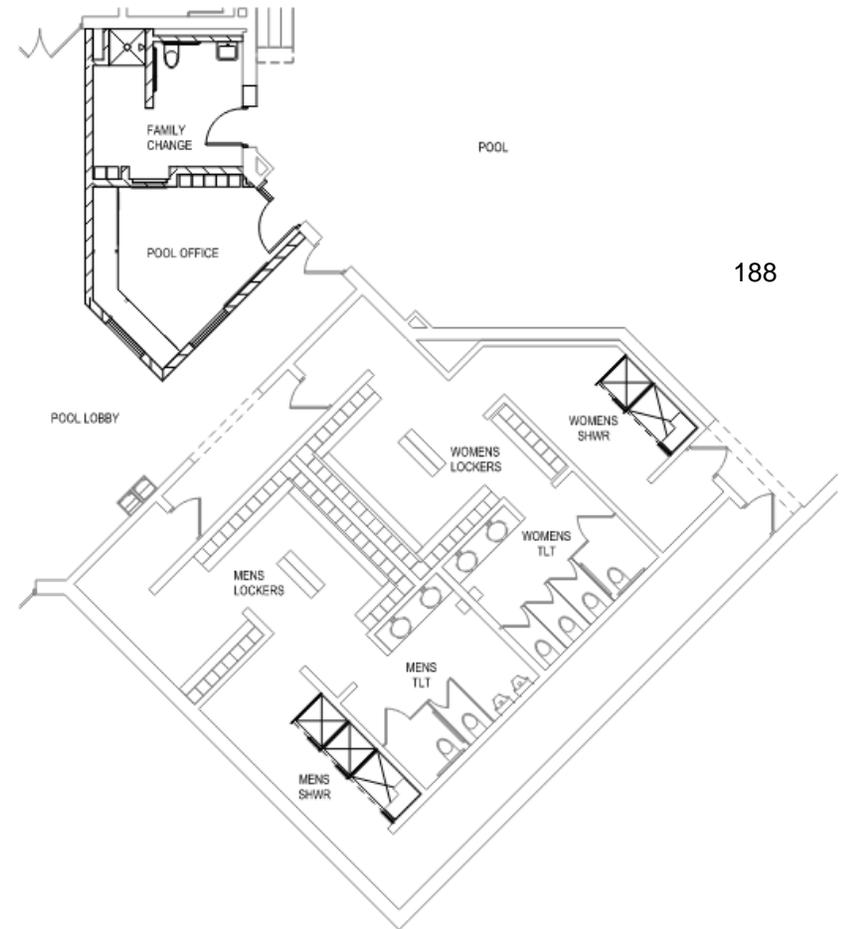
TECH ED

- Welding booths
- Storage access
- Casework
- Furniture
- Interior finishes



FAMILY CHANGING

- Family changing room at pool
- Reconfigure pool office

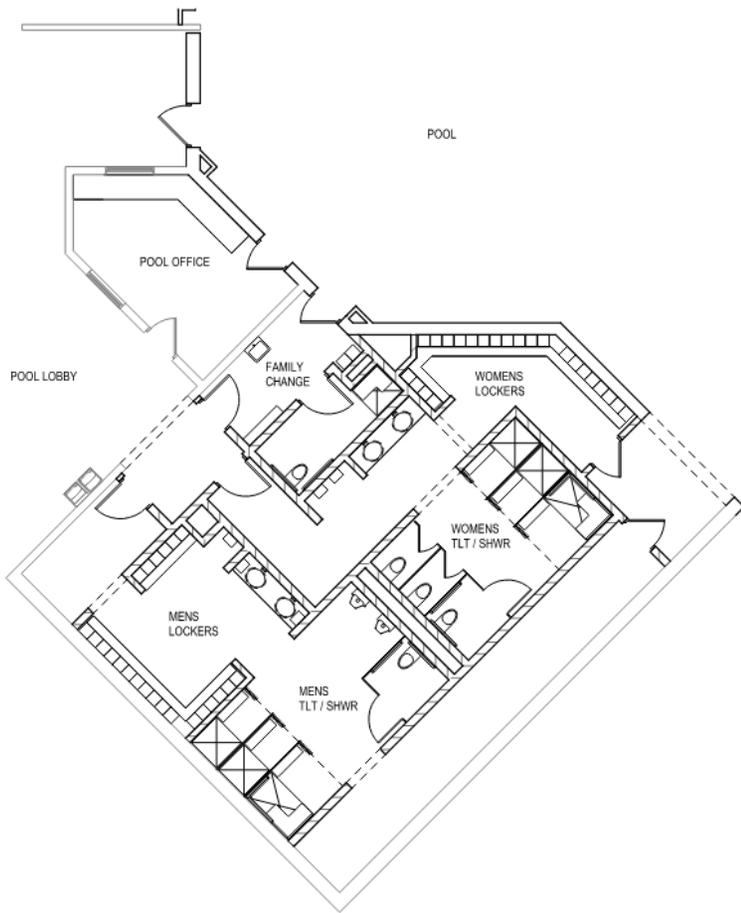


HIGH SCHOOL WORK UPDATED BUDGET

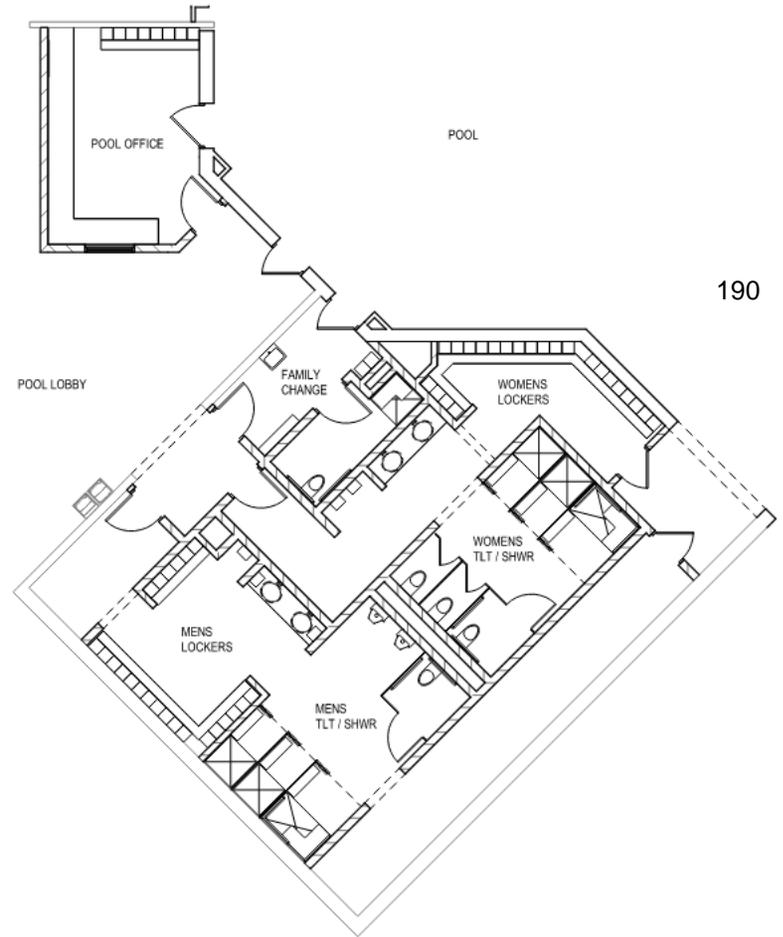
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- **2024 WORK - \$3,315,000**
 - OLD AUDITORIUM UPGRADES
 - WELDING AREA MODIFICATIONS
 - SHOP AND LAB MODIFICATIONS
 - LMTC FURNITURE
 - FAMILY CHANGING AND TOILET RENOVATION*
- **Schematic Design Budget January 2024 – on budget**
- **Final bids presented at March Facility Committee and School Board Meetings**
- **Work proposed to start 6/10/24**





ALTERNATE 1



ALTERNATE 2



ALTERNATE LOCKER ROOM OPTIONS - BUDGET

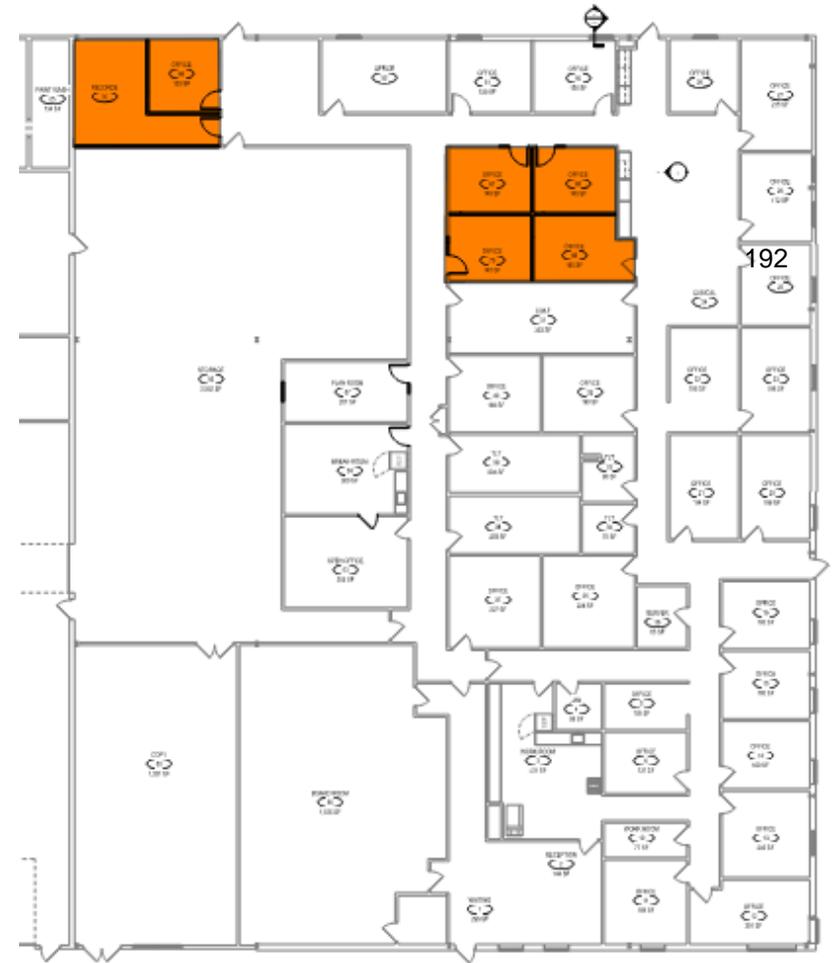
- ALTERNATE 1 - ADD \$ 600,000
- ALTERNATE 2 - ADD \$ 750,000

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DISTRICT OFFICE

- 5 Offices
- Relocate records room
- Parking lot improvements



DISTRICT OFFICE WORK UPDATED BUDGET

- **2024 WORK - \$615,000**
 - OFFICE MODIFICATIONS
 - PARKING LOT REPLACEMENT/ADDITION
- **Schematic Design Budget Update - March**
- **Final bids presented at April/May Facility Committee and School Board Meetings**
- **Work proposed to start summer 2024**

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HIGH SCHOOL MAINTENANCE

- **PRIORITIZATION LIST - \$5,217,000**
 - Same list that was presented at 12/4 board meeting
 - Final bids presented at March Facility Committee and School Board Meetings
- **CURRENT FUNDS AVAILABLE - \$8,556,002**
- **LONG LEAD PROCUREMENT**
 - FLOORING REPLACEMENT – CORRIDORS/COMMONS
 - BUDGET - \$ 1,000,000
 - LOW BID AMOUNT - \$ TBD (Final bids available at meeting on 2/8)







Facility	Division		Qty	Unit	Unit price	Estimated	CONTRACTOR
		FEBRUARY FACILITIES COMMITTEE CONSIDERATION				FEBRUARY REQUEST	
District	Equipment	Brush and snow blower attachments	1	EA	\$11,600.00	\$11,600.00	MID-STATE
District	Athletics	Resurface all gym floors in district	1	LS	\$24,668.00	\$24,668.00	STALKER
District	Playground	Wood chips for school playgrounds	1	LS	\$14,500.00	\$14,500.00	JR'S MULCH
District	Building	Signature Choral Risers - 4 Tier	6	EA	\$2,765.00	\$16,590.00	WENGER
District	Low Voltage Systems	Power outage monitoring electrical meter	1	LS	\$88,600.00	\$88,600.00	WESTPHAL
District	Safety	SRP card for each classrom	1	LS			MINUTEMAN
Arboretum	Lighting	Outside bollard lights need to be updated with LED (20 total)	1	LS	\$82,449.00	\$82,449.00	SPECTRUM/WESTPHAL
Arboretum	Low Voltage Systems	Add card reader to rear entrance of front office	1	EA	\$4,000.00	\$4,000.00	GLOBALCOM
Arboretum	Wall Finishes	Front entrance - exterior stain	1	LS	\$2,569.00	\$2,569.00	FIVE STAR
Arboretum	Floor Finishes	Carpet - remaining rooms 1st and 2nd floor	1	LS	\$87,000.00	\$87,000.00	COYLE
Arboretum	Doors	Doors 9 gym, door 11, door 12 (6 total doors)	1	LS	\$37,354.00	\$37,354.00	QUALITY DOOR/LYCON
Arboretum	Floor Finishes	Cracked tile replacement (various areas)	1	LS	\$5,000.00	\$5,000.00	H & R
Arboretum	Landscaping	Landscaping around building	1	LS	\$70,000.00	\$70,000.00	BRUCE
Arboretum	Site Development	Playground sun shades	2	EA	\$9,144.00	\$18,288.00	BARABOO AWNING
High	Wall Finishes	198 Boiler room (penthouse) roof walls	1	LS	\$73,000.00	\$73,000.00	NORTHERN METAL ROOF
High	Athletics	Bleachers, Portable	1	LS	\$47,500.00	\$47,500.00	GOODSON
High	Athletics	Furnish and install 2 new windows for baseball press box	1	LS	\$20,500.00	\$20,500.00	HELLENBRAND
High	Athletics	Furnish and install 3 new windows for football press box	1	LS	\$10,280.00	\$10,280.00	LAKE CITY GLASS
High	Athletics	Furnish and install 2 new windows for soccer press box	1	LS	\$20,500.00	\$20,500.00	HELLENBRAND
High	Athletics	Varsity Softball Field batting cages/audio/backstop	1	LS			RETTLER
High	Security	Card readers in shipping/receiving area	1	LS	\$9,395.00	\$9,395.00	GLOBALCOM
High	Security	Door 1 storefront	1	LS	\$33,000.00	\$33,000.00	QUALITY/GLOBALCOM/AUTO ENTRANC
High	Security	Door 18 security	1	LS	\$934.00	\$934.00	QUALITY DOOR/LYCON
High	Equipment	John Deere tractor plus attachments	1	EA	\$52,200.00	\$52,200.00	MID-STATE
Intermediate	Floor Finishes	Fix joint bump in the floor	1	LS	\$1,843.00	\$1,843.00	VOGEL
Intermediate	Wall Finishes	Wallpaper Graphics	1	LS	\$55,391.00	\$55,391.00	SUTTLE
Intermediate	Doors	Gymnasium electronic closers	1	LS	\$8,352.00	\$8,352.00	GLOBALCOM/QUALITY
Intermediate	Site Development	Solar PV expansion	1	LS	\$498,982.00	\$498,982.00	WESTPHAL
Intermediate	Athletics	Slow gym curtain	1	LS	\$4,177.00	\$4,177.00	E.T. PADDOCK
Intermediate	Building	Whiteboards from old HES	30	EA	\$730.00	\$21,900.00	VOGEL
Middle	Floor Finishes	Classroom carpeting rooms 136, 110, 223, 239	1	LS	\$19,000.00	\$19,000.00	H & R
Middle	Doors	Door 7 replace stairway treads	1	LS	\$26,300.00	\$26,300.00	H & R
Middle	Floor Finishes	Carpet landings - doors 5, 6	1	LS	\$9,000.00	\$9,000.00	H & R
Middle	Site Development	Solar PV	1	LS	\$616,163.00	\$616,163.00	WESTPHAL
Prairie	Equipment	Rider floor scrubber - 30" (Trident R30-HIL56009)	1	EA	\$17,837.00	\$17,837.00	HILLYARD



VOGEL
BROS. BUILDING CO.

Facility	Division		Qty	Unit	Unit price	Estimated	CONTRACTOR
Prairie	Low Voltage Systems	Add card reader to rear entrance of front office	1	EA	\$4,000.00	\$4,000.00	GLOBALCOM
Prairie	Site Development	Concrete work on Sidewalks	1	LS	\$49,030.00	\$49,030.00	VOGEL
Prairie	Wall Finishes	Add privacy panels in restrooms	6	EA	\$455.00	\$2,730.00	MARSHFIELD BOOK
Prairie	Site Development	Play ground shade canopy	1	LS	\$1,600.00	\$1,600.00	MIDWEST PLAYSCAPES
Prairie	Wall Finishes	Acoustical panels for cafeteria	1	EA	\$14,484.00	\$14,484.00	CENTRAL CEILING
Prairie	Floor Finishes	Replace carpet	1	LS	\$32,000.00	\$32,000.00	H & R
Prairie	Site Development	Downspout sink hole	1	LS	\$3,287.00	\$3,287.00	VOGEL
Prairie	Playground	Move old hoops at existing Heritage & install at Prairie	7	EA	\$2,183.00	\$15,275.00	VOGEL
New Heritage	Site Development	Expanding solar	1	LS	\$702,045.00	\$702,045.00	WESTPHAL
New Heritage	Equipment	Rider floor scrubber (Trident R26-HIL56027)	1	EA	\$15,628.00	\$15,628.00	HILLYARD
New Heritage	Equipment	Walk-behind floor scrubber (Trident T26-HIL56007)	1	EA	\$11,105.00	\$11,105.00	HILLYARD
New Heritage	Equipment	Backpack vacuum (Karcher BVL 5/1 Bp)	5	EA	\$1,144.00	\$5,720.00	HILLYARD
New Heritage	Equipment	Battery upright vaccum (Karcher Sensor Bp12)	5	EA	\$843.00	\$4,215.00	HILLYARD
New Heritage	Equipment	Corded upright vaccum (Trident V12S-HIL56080)	3	EA	\$587.00	\$1,761.00	HILLYARD
New Heritage	Equipment	Walk behind carpet extractor (Trident EX20-HIL56087)	1	EA	\$9,730.00	\$9,730.00	HILLYARD
New Heritage	Equipment	Indoor/outdoor carpet//turf/hard surface sweeper (Karcher KM75/40BP-WIN98407390)	1	EA	\$10,021.00	\$10,021.00	HILLYARD
					TOTAL	\$2,891,503.00	

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If approved, the new Heritage items will be moved to the new Heritage Elementary budget.

PRELIMINARY COST ESTIMATE

Waunakee High School - Softball Redevelopment Project

Waunakee, Wisconsin

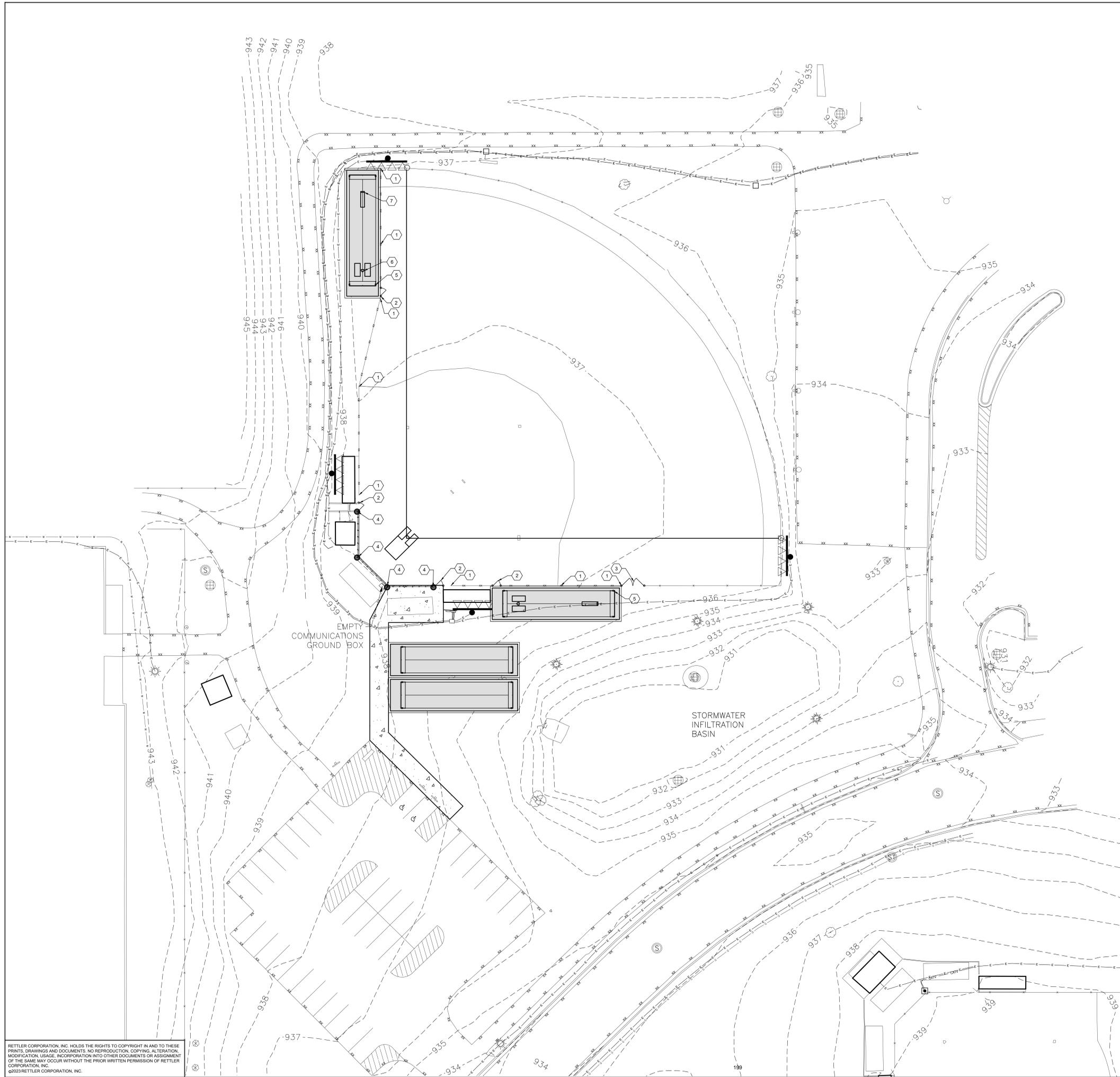
February 6, 2024

Rettler Project No.: 23.030



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Category Sub Total
EARTHWORK / DEMOLITION						\$33,040.00
1.	Mobilization	L.S.	1	\$15,000.00	\$15,000.00	
2.	Common Excavation, 12-inch depth	C.Y.	315	\$3.00	\$945.00	
3.	Strip Topsoil, 6-inch depth	C.Y.	160	\$6.00	\$960.00	
4.	Place Screened Topsoil, 6-inch depth	S.Y.	945	\$3.00	\$2,835.00	
5.	Excavation below Sub Grade w/ Breaker Run Allowance	L.S.	1	\$5,000.00	\$5,000.00	
6.	Seed/Fertilize/Mulch Common Green Space	S.F.	6,000	\$0.55	\$3,300.00	
7.	Erosion Control	L.S.	1	\$5,000.00	\$5,000.00	
UTILITIES						\$39,000.00
8.	4" Perforated Underdrain w/ Sock	L.F.	200	\$70.00	\$14,000.00	
9.	Site Electrical / IT Allowance	L.S.	1	\$25,000.00	\$25,000.00	
SOFTBALL FIELD						\$181,930.00
10.	12" x 12" Concrete Curb and Board	L.F.	356	\$35.00	\$12,460.00	
11.	Base Drainage Stone, 6" Depth	S.Y.	260	\$12.00	\$3,120.00	
12.	Finish Drainage Stone, 2" Depth	S.Y.	260	\$6.00	\$1,560.00	
13.	Geotextile Fabric	S.Y.	260	\$2.75	\$715.00	
14.	30' Backstop In Line Safety Net System	L.S.	1	\$55,000.00	\$55,000.00	
15.	Backstop Padded Wall System	L.S.	1	\$30,000.00	\$30,000.00	
16.	8' Vinyl Coated Fence	L.F.	178	\$65.00	\$11,570.00	
17.	Pitchers Rubber & Home Plate	SET	2	\$2,500.00	\$5,000.00	
18.	Dual Batting Cage/Bull Pen: 14'H x 28'W x 68'L	EACH	1	\$62,500.00	\$62,500.00	
PAVEMENT / SIDEWALKS						\$14,890.00
19.	5" Reinforced Concrete Walks/Pads	S.F.	1,895	\$7.00	\$13,265.00	
20.	Dense Graded Base Course - 6" Depth (Under Concrete)	S.Y.	232	\$7.00	\$1,621.28	
SITE FEATURES						\$15,000.00
21.	Sound System	L.S.	1	\$15,000.00	\$15,000.00	
ALTERNATE SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$283,860.00
CONTINGENCY at 7%:						\$19,880.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$303,740.00
ENGINEERING / PERMITTING / BIDDING/CONST PHASE SERVICES						\$19,743.10
SUMMARY - PROJECT TOTAL						\$323,483.10

Notes:



SITE LAYOUT - GENERAL NOTES

1. ALL PROPOSED DIMENSIONS ARE REFERENCED PARALLEL OR PERPENDICULAR TO THE PROPOSED FEATURES SHOWN.
2. ALL PAVED SURFACES SHALL MEET ADA REQUIREMENTS. CONTRACTOR TO REMOVE AND REPLACE ANY NON CONFORMING PAVEMENT.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING AND RESTORING THE RIGHT OF WAY TO ITS ORIGINAL CONDITION. NOTE THE CURB AND GUTTER FLOW LINE AT THE CONSTRUCTION ACCESS LOCATION MUST REMAIN FREE OF ANY OBSTRUCTIONS AT ALL TIMES.

SITE LAYOUT - LEGEND

5" CONCRETE PAVEMENT		1-2 C603
6" BASE AGGREGATE DENSE 3/4 INCH		8 C601
MEDIUM RIP RAP		1-2 C603
6" INFIELD MIX		1-5 C604
SALVAGED 6H CHAIN LINK FENCING & RAILS ON NEW POSTS		1-5 C604
8'H BLACK CHAIN LINK FENCING W/ FENCE GUARD (POSTS SIZED FOR WINDSCREEN - WINDSCREEN BY OTHERS)		1-5 C604
IN-LINE 30'H BACKSTOP NETTING SYSTEM		1 C605
36'H INTEGRATED WALL PAD BACKSTOP W/ REAR WINDSCREEN ENCLOSURE & HARDWARE (SECURE NET TO TOP OF 36" WALL)		1 C605
LIMITS OF CONSTRUCTION		

SITE LAYOUT - KEYNOTES

1	8'H CHAIN LINK FENCING W/ FENCE GUARD (POSTS SIZED FOR WINDSCREEN - WINDSCREEN BY OTHERS)	1-5 C604
2	8'H x 4'W CHAIN LINK GATE	6 C604
3	8'H x 12'W CHAIN LINK GATE	6 C604
4	30'H IN-LINE POLE TENSION NETTING SYSTEM 36'H INTEGRATED WALL PAD BACKSTOP W/ REAR WINDSCREEN ENCLOSURE & HARDWARE (SECURE NET TO TOP OF 36" WALL)	1 C605
5	SINGLE TENSION SOFTBALL BATTING TUNNEL W/ GROUND SLEEVES	2 C605
6	HOME PLATE FORMING SYSTEM	5 C605
7	DUAL STANCHION PITCHING RUBBER W/ DUAL ANCHOR	2-3 C606
		7 C605

REV	DATE	ISSUED FOR
08/22/23	12/27/23	SITE SURVEY REVIEW

DRAWN:	CR
CHECKED:	JK
DOCUMENT NO.	23.030

RETTLER corporation
 3317 Business Park Drive, Stevens Point, WI 54482
 Telephone: 715-341-2855, Fax: 715-341-0651
 Email: info@rettlr.com, website: www.rettl.com

SOFTBALL FIELD
 REDEVELOPMENT PROJECT
 SITE LAYOUT PLAN - OPTION 2

WAUNAKEE COMMUNITY
 SCHOOL DISTRICT
 905 BETHEL CIR.
 WAUNAKEE, WI 53597

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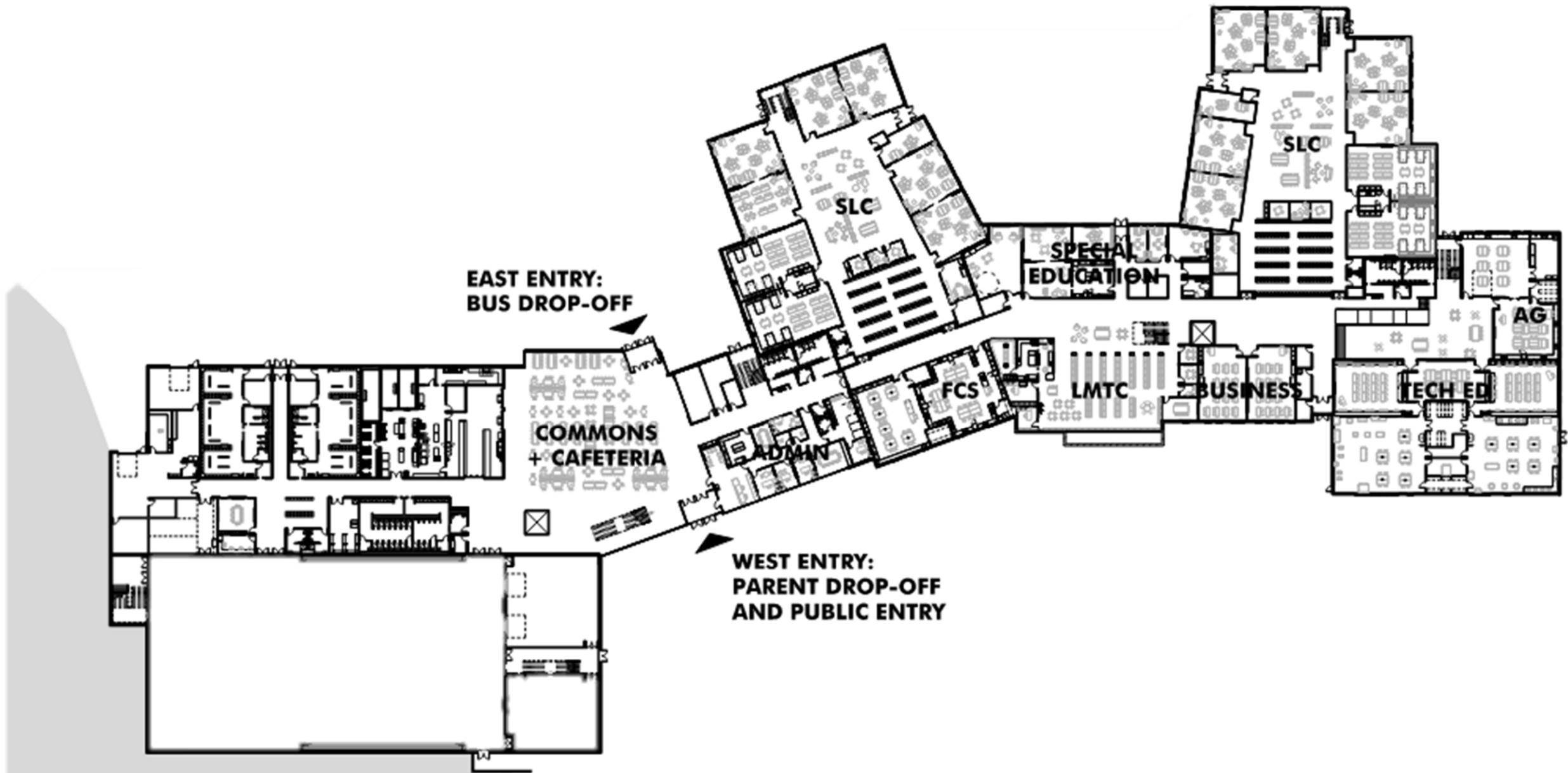


WAUNAKEE
COMMUNITY SCHOOL DISTRICT

**WAUNAKEE COMMUNITY SCHOOL
DISTRICT - INTERIOR DESIGN**

FEBRUARY 12, 2024

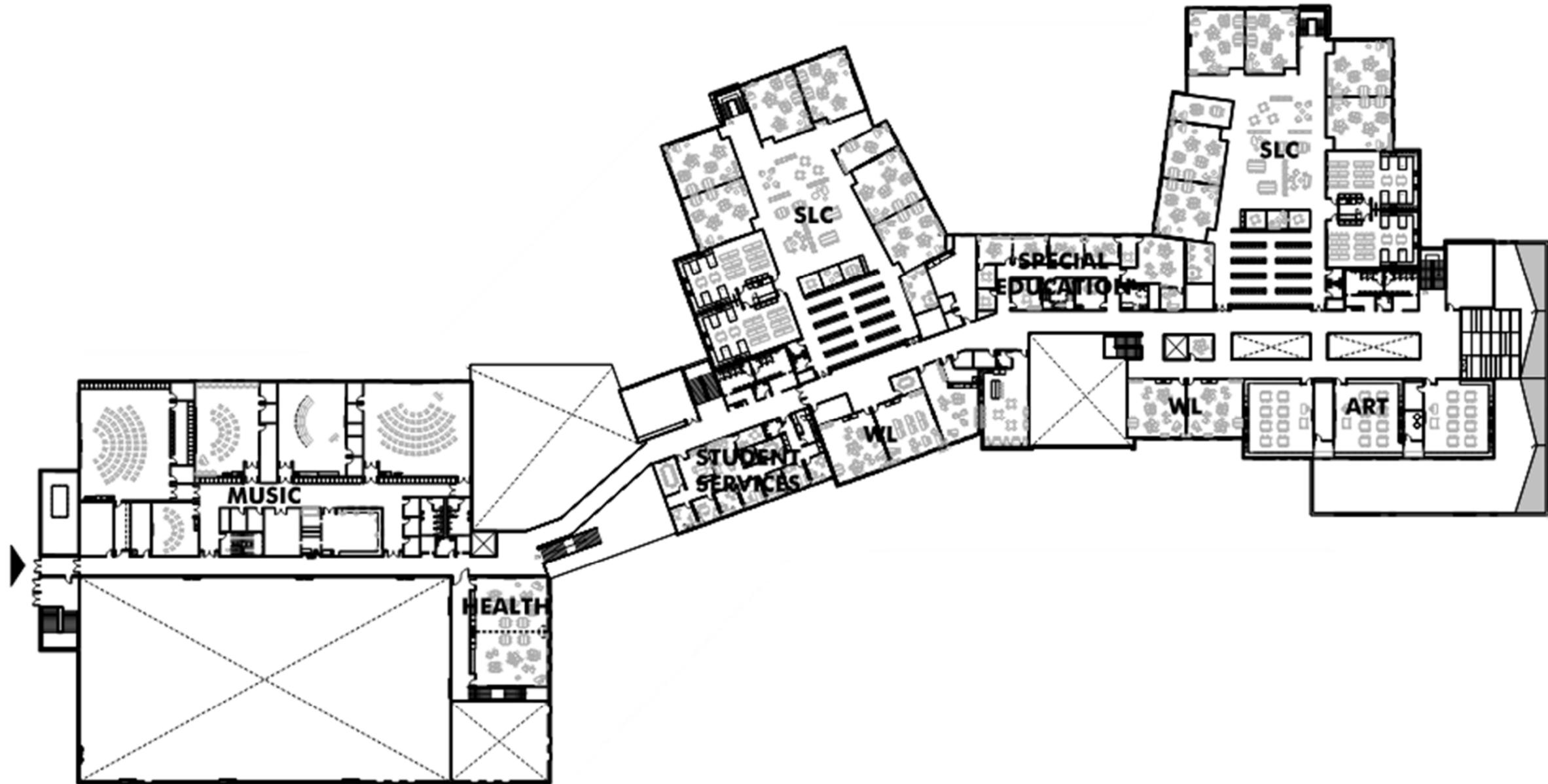
MIDDLE SCHOOL



FIRST FLOOR



MIDDLE SCHOOL



SECOND FLOOR



GUIDING PRINCIPLES

WELCOMING AND INCLUSIVE

The new middle school should be welcoming to all individuals into safe and secure learning environments that promote a sense of belonging and reflect your school district's values. ²⁰⁴

ENCOURAGING AND INSPIRING

The new middle school should encourage students and staff to grow through exploration and creativity. The design should provide opportunities for hands-on learning and collaboration that inspires and supports innovative approaches to problem-solving.

SUSTAINABLE AND RESPONSIBLE

The new middle school should be designed for the future, creating flexible spaces that will be capable of adapting to the evolving needs of modern learning. The design should help promote and prioritize the health of students, the community, and the planet by designing for energy and resource efficiency.

EMPOWERING AND ENABLING

The new middle school should help prepare students for their next chapter in life by helping them be empowered, independent, and responsible young adults.



INVESTIGATE AND EXPLORE

DISCOVER : EXPERIMENT : INNOVATE : INSPIRE : ADAPT : ENGAGE



CONCEPT STATEMENT

The new middle school will encourage all to seek new adventures, experience hands-on learning and discover their true self.

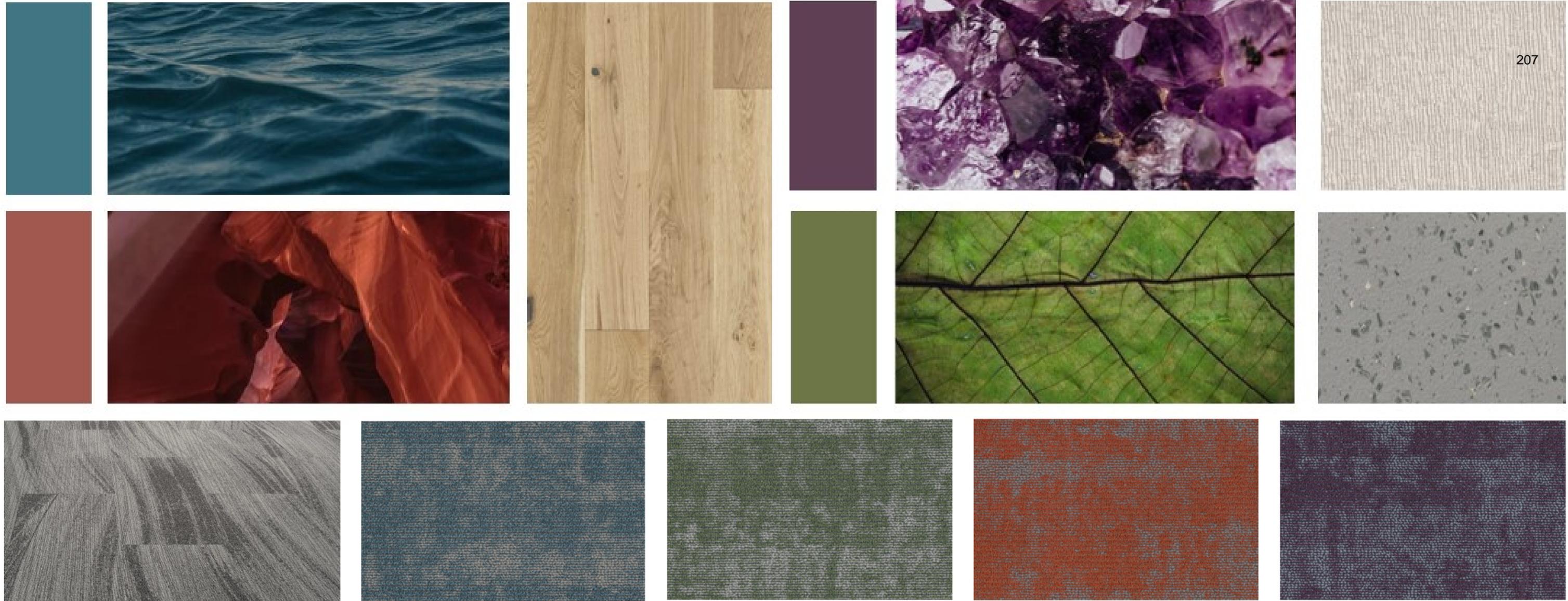


INVESTIGATE AND EXPLORE

TEXTURE : PATTERNS FROM NATURE : NATURAL MATERIALS



INVESTIGATE AND EXPLORE





COMMONS – BUS ENTRY





LMTC





SLC COLLAB





211

WAUNAKEE
COMMUNITY
MIDDLE SCHOOL

MAIN OFFICE





SLC ENTRY





GYM





2023-24 Budget Status Report - January 31, 2024

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	32,988,502	32,993,502	16,918,563.93	0.00	51.28%	16,074,938.07
Personnel Costs: Benefits	10,865,347	10,865,347	5,945,743.94	0.00	54.72%	4,919,603.06
Total	43,853,849	43,858,849	22,864,307.87	0.00	52.13%	20,994,541.13

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,280	88,280	58,872.93	6,319.99	73.85%	23,087.08
Prairie School CSF	26,521	33,222	13,292.37	3,900.76	51.75%	16,028.87
Heritage School	97,160	97,160	64,720.14	9,081.75	75.96%	23,358.11
Heritage School CSF	26,627	33,632	7,329.36	1,312.01	25.69%	24,990.63
Arboretum School	76,520	76,520	56,781.90	4,512.58	80.10%	15,225.52
Arboretum School CSF	22,303	27,775	12,329.91	4,296.37	59.86%	11,148.72
Intermediate School	150,350	150,350	73,331.65	14,640.62	58.51%	62,377.73
Intermediate School CSF	32,269	40,173	22,894.14	7,115.06	74.70%	10,163.80
Middle School	163,150	163,150	74,786.90	18,402.08	57.12%	69,961.02
Middle School CSF	34,378	43,016	31,058.69	4,337.47	82.29%	7,619.84
High School	575,155	575,155	371,359.79	44,154.83	72.24%	159,640.38
High School CSF	66,383	83,483	34,450.61	2,373.39	44.11%	46,659.00
Athletics	392,477	392,477	261,509.17	101,631.50	92.53%	29,336.33

Departments						
Utilities	1,126,923	1,126,923	681,498.14	645,413.86	117.75%	-199,989.00
Maintenance	721,990	721,990	478,160.70	254,744.31	101.51%	-10,915.01
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	750,393.65	1,459,036.28	164.37%	-865,233.93
Technology	718,729	718,729	832,776.92	14,913.94	117.94%	-128,961.86
Technology Erate/Fees	31,200	31,200	98,727.66	0.00	316.43%	-67,527.66
Curriculum-Secondary	527,300	527,300	304,780.55	44,372.39	66.22%	178,147.06
Curriculum-Elementary Operations	455,382	455,382	409,986.77	20,378.02	94.51%	25,017.21
Curriculum-4K District	873,800	873,800	435,070.26	431,588.76	99.18%	7,140.98
Human Resources	54,550	54,550	26,553.48	0.00	48.68%	27,996.52
Superintendent	84,600	84,600	61,362.19	43,061.23	123.43%	-19,823.42
Student Services-Operations	71,250	71,250	31,980.61	5,340.76	52.38%	33,928.63
Student Services-District	92,500	92,500	45,535.82	43,500.00	96.25%	3,464.18
Business Office	444,673	444,673	366,828.46	180,720.59	123.14%	-102,876.05
District Wide	1,755,672	1,755,672	691,096.74	102,407.43	45.20%	962,167.83
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	36,642.32	149.82	30.78%	82,757.86
Title 1 Grant (Private)	4,900	4,900	1,133.85	0.00	23.14%	3,766.15
Title 2 Grant (Public)	51,672	51,672	28,621.77	0.00	55.39%	23,050.23
Title 2 Grant (Private)	7,785	7,785	0.00	0.00	0.00%	7,785.00
Title 3 Grant	16,890	16,890	7,378.84	5,073.75	73.73%	4,437.41
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	19,895.72	0.00	27.01%	53,758.28
CEIS Federal Flo-Through	137,000	138,000	39,616.76	0.00	28.71%	98,383.24
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	729,673.55	289,900.00	72.18%	392,887.45
Peer Mentor Grant	0	0	5,831.17	0.00	---	-5,831.17
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	130,239	1,475.83	0.00	---	128,763.17

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	142,267.15	139,522.71	98.10%	5,460.14

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,858,849	22,864,307.87	0.00	52.13%	20,994,541.13
Building Totals	1,751,573	1,804,393	1,082,717.56	222,078.41	72.31%	499,597.03
Department Totals	6,325,220	6,136,161	4,124,447.39	2,927,018.94	114.92%	-915,305.33
Grant Totals	1,905,014	2,036,253	900,733.16	295,123.57	58.73%	840,396.27
Other Program Totals	7,552,417	7,552,417	142,267.15	139,522.71	3.73%	7,270,627.14
Total Fund 10 Expenditures	61,388,073	61,388,073	29,114,473.13	3,583,743.63	53.26%	28,689,856.24

2023-24 Budget Status Report - January 31, 2024

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	5,914.99	0.00	115.98%	-814.99
Arboretum School	8,200	8,200	4,384.40	0.00	53.47%	3,815.60
Intermediate School	37,900	37,900	12,909.70	0.00	34.06%	24,990.30
Middle School	21,400	21,400	13,431.10	0.00	62.76%	7,968.90
High School	184,525	184,525	198,522.91	0.00	107.59%	-13,997.91
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	13,271	13,271	16,496.03	0.00	124.30%	-3,225.03
Maintenance	5,000	5,000	4,813.25	0.00	96.27%	186.75
Energy Conservation	0	0	0.00	0.00	---%	0.00
Athletic Dept	30,000	30,000	2,455.24	0.00	8.18%	27,544.76
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	3,400	3,400	2,795.00	0.00	82.21%	605.00
E-Rate	31,200	31,200	124,110.41	0.00	397.79%	-92,910.41
District	61,075,877	61,075,877	22,918,863.51	0.00	37.53%	38,157,013.49

Grants - Fund 10

Common School Fund-District	215,170	267,990	0.00	0.00	0.00%	267,990.00
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	17,177.37	0.00	33.24%	34,494.63
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	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	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	137,000	138,000	17,129.00	0.00	12.41%	120,871.00
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	130,239	15,000.00	0.00	---%	115,239.00
SAODA	25,000	25,000	0.00	0.00	---%	25,000.00
Early College Credit						
Total Fund 10 Revenues	63,564,863	63,748,922	23,367,875.60	0.00	36.66%	40,381,046.40

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	4,740,310.84	0.00	47.24%	5,294,892.16
Departments						
Special Ed-Operations	28,839	28,839	1,060.34	0.00	3.68%	27,778.66
Special Ed-District	166,557	166,557	106,124.71	72,999.17	107.55%	-12,566.88
Transportation	185,833	185,833	56,029.90	143,970.10	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	474,213.73	32,059.25	51.92%	468,775.02
IDEA PreSchool Grant	57,000	58,500	40,411.34	94.87	69.24%	17,993.79
Total Fund 27 Expenditures	11,457,480	11,458,980	5,428,335.99	249,123.39	49.55%	5,781,520.62

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	328,232.48	0.00	33.66%	646,815.52
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---%	0.00
IDEA PreSchool Grant	57,000	58,500	31,940.59	0.00	---%	26,559.41
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	859,695.68	0.00	8.25%	9,565,736.32
Total Fund 27 Revenues	11,457,480	11,458,980	1,219,868.75	0.00	10.65%	10,239,111.25

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	1,141,454.65	1,773,788.02	100.27%	-7,807.67

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	1,590,321.17	0.00	54.27%	1,340,178.83

2023-24 Budget Status Report - January 31, 2024

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	65,192.92	23,087.08	21,873.89	48,361.91
Heritage School	11,499.60	5,100.00	5,914.99	-814.99	97,160	73,801.89	23,358.11	24,173.10	35,672.70
Arboretum School	17,352.92	8,200.00	4,384.40	3,815.60	76,520	61,294.48	15,225.52	11,409.92	28,762.84
Intermediate School	72,069.15	37,900.00	12,909.70	24,990.30	150,350	87,972.27	62,377.73	37,387.43	109,456.58
Middle School	73,163.59	21,400.00	13,431.10	7,968.90	163,150	93,188.98	69,961.02	61,992.12	135,155.71
High School	71,516.17	184,525.00	198,522.91	-13,997.91	575,155	415,514.62	159,640.38	173,638.29	245,154.26
4K	-	0.00	0.00	0.00	873,800	866,659.02	7,140.98	7,140.98	7,140.98
Athletic Dept	22,147.52	30,000.00	2,455.24	27,544.76	392,477	363,140.67	29,336.33	1,791.57	23,939.09
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	430,364.79	25,017.21	25,017.21	269,371.22
Curriculum-Secondary	100,064.62	13,271.00	16,496.03	-3,225.03	527,300	349,152.94	178,147.06	181,372.09	281,436.71
CTE Grant	109,962.58	73,654.00	0.00	73,654.00	73,654	19,895.72	53,758.28	-19,895.72	90,066.86
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	26,553.48	27,996.52	27,996.52	25,921.30
Maintenance	157,680.46	5,000.00	4,813.25	186.75	721,990	732,905.01	-10,915.01	-11,101.76	146,578.70
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	1,060.34	27,778.66	27,778.66	60,752.82
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	37,321.37	33,928.63	33,928.63	129,219.34
Superintendent	18,795.80	0.00	0.00	0.00	84,600	104,423.42	-19,823.42	-19,823.42	-1,027.62
Technology	227,596.72	34,600.00	126,905.41	-92,305.41	749,929	946,418.52	-196,489.52	-104,184.11	123,412.61
	1,285,249.63							469,560.95	1,754,810.58

WAUNAKEE COMMUNITY SCHOOL DISTRICT
 CASH RECONCILIATION FOR THE MONTH OF December 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	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)	Checking (Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	ACCT (FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	54,088.20	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	93,048,055.45
REVENUES:														
+ DEPOSITS	4,800,349.88	7,981,921.57	8,624,237.62	0.00	7,300,613.23	119,309.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,826,431.50
+ INTEREST	3,965.50	27,595.24	926.28	70,118.54	18,522.98	2,178.40	0.00	1,534.17	6,645.67	2,215.45	47,478.30	29,948.49	199.61	211,328.63
TOTAL REVENUES	4,804,315.38	8,009,516.81	8,625,163.90	70,118.54	7,319,136.21	121,487.60	0.00	1,534.17	6,645.67	2,215.45	47,478.30	29,948.49	199.61	29,037,760.13
EXPENSES:														
ACCOUNTS PAYABLE	0.00	5,865,487.48	8,946,861.48	6,345,344.55	7,542,000.00	10,938.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,710,632.09
PAYROLL	5,290,082.84	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,290,082.84
TOTAL EXPENSES	5,290,082.84	5,865,487.48	8,946,861.48	6,345,344.55	7,542,000.00	10,938.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,000,714.93
ENDING BALANCE	98,121.61	7,501,761.00	111,515.76	10,397,417.78	355,780.43	527,785.14	8.71	1,285,349.36	1,469,279.10	328,119.06	10,496,287.96	55,998,332.76	45,142.85	88,614,901.52
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	98,121.61	7,501,761.00	111,045.76	10,397,417.78	355,780.43	527,785.14	8.71	1,285,349.36	1,469,279.10	328,119.06	10,496,287.96	55,998,332.76	45,142.85	88,614,431.52
OUTSTANDING ACH	518,005.76		470.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518,475.76
ACTUAL BALANCE	-419,884.15	7,501,761.00	111,515.76	10,397,417.78	355,780.43	527,785.14	8.71	1,285,349.36	1,469,279.10	328,119.06	10,496,287.96	55,998,332.76	45,142.85	88,096,895.76
SKYWARD BALANCE	-419,884.15													

No Change December '23

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



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 January 2024.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	HOLD	01/10/2024
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	FIRE	01/31/2024
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	HOLD	01/24/2024
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	HOLD	01/23/2024
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	ALICE	01/17/2024
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	HOLD	01/11/2024

Board of Education Representative: _____

Joan Ensign, President

www.waunakee.k12.wi.us

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

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

School Site and Address	Arboretum Elementary	Drill Date	January 10, 2024
Type of Drill/Exercise	Hold Procedures	Drill Supervisor	Sheila Weihert Miranda Moe
Number of Students Present	409	Number of Staff Present	65
Duration of Drill	9:45-9:50 a.m.	Assisting Staff	All staff Bob Homan Denise Mehlhoff

<u>Pre-Drill Planning</u>	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? General announcement in parent newsletter.		x	
Were staff notified prior to the drill?		x	
Were police, fire or other emergency responders invited to attend?		x	
<u>During the Drill</u>	Yes	No	N/A
Was plain language used to initiate the drill?	x		
Were any code words used during the drill?		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	
<u>After the Drill</u>	Yes	No	N/A
Was a debrief held with the School Safety Team?		x	
Were police, fire and other included in the debrief?		x	
Will staff and students be debriefed?		x	
Will parents be informed of the drill results?		x	

Narrative - Description of the drill, problems encountered, lessons learned
<p>Plan worked well.</p> <p>https://drive.google.com/file/d/16qoayFF56LoB_Lx9aVUXkHEORF3rMwnu/view?usp=drive_link</p>

Report Prepared by: Sheila Weihert//Karen Rundhaug Date: 1/16/2024 (digitally signed and dated)

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

School Site and Address	Intermediate 6273 Woodland Dr.	Drill Date	01/23/24
Type of Drill/Exercise	Hold	Drill Supervisor	Tim Mommaerts
Number of Students Present	584	Number of Staff Present	85
Duration of Drill	4 Minutes	Assisting Staff	Lindsey Laufenberg

<u>Pre-Drill Planning</u>	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	
<u>During the Drill</u>	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		
<u>After the Drill</u>	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>Mr. Mommaerts made an announcement that we would be practicing a hold drill and gave a scenario in which a student needed assistance by the Social Stairs. He gave clear and concise directions to HOLD in place. Mr. Mommaerts and Ms. Laufenberg walked through checking all core and village doors which were all found to be locked and no staff or students were in the hallway. A few minutes later, Mr. Mommaerts made a 2nd announcement indicating a student was still being attended to but that students may transition to their next class taking care to avoid the area of the Social Stairs. Mr. Mommaerts made a final announcement at the conclusion of the drill. The Superintendent's office, HR at Bethel & non-administrative maintenance staff were notified prior to the drill.</p>

Report Prepared by: Jennifer Stephens-Roy Date: 01/23/2024

Date submitted to Superintendent Office: 01/23/2024



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

February 1, 2024

To: Randy Guttenberg
Board of Education

From: Brian Borowski

RE: Donation of SIA Flight Simulator to the Waunakee HS Aviation Club.

The Students in Aviation (SIA) Foundation made a donation to the Waunakee High School of a flight simulator valued at \$6000.00.

Acknowledgement of receipt of this donation may be sent to SIA, CEO Joe Canepa, S4125A Rocky Point Rd., Baraboo, WI 53913.

This donation will be used by the High School Aviation club but is appropriate for students in elementary, middle school, and high school. A fact sheet, of the details of this donation, is attached.

Students in Aviation (SIA) Foundation Donation to Waunakee High School Aviation Club

Organization (donating): Students in Aviation (SIA) Foundation – 501(c) (3) Charity

SIA is a non-profit organization that supports students, school districts and companies by creating the conditions for successful training and career development in aviation.

- Address: S4125A Rocky Point Rd., Baraboo, WI, 53913
- CEO: Joe Canepa
- Phone: (866) 356-6822

Donation Item: SIA Flight Simulator

- Flight Simulator designed by SIA, and includes:
 - Flight simulator software
 - Computer
 - Keyboard
 - 40" monitor
 - Flight controls
 - Yolk control
 - Throttle control
 - Rudder pedals

Estimated Value of the SIA Flight Simulator

- \$6,000

Grade Levels:

- High School (Aviation Club)
- Appropriate for Elementary and Middle School students

Requirements

- Connection to internet – for flight simulator software updates

Limitations / Restrictions for Use

- Simulator to be used for aviation training and promotion purposes only
- Simulator to remain intact as a complete unit

Additional Benefits offered by SIA

- Free aviation training materials for teacher/aviation club advisor use
- Scholarships for students and schools
- Free classes, learning materials and practical training for students preparing for a pilot license.

Further Flight Instruction Option related to logged Flight Simulator Time

- Discussion currently taking place whereas students who log hours on the flight simulator, which can be verified by a teacher, will have the opportunity to earn flight training through the Waunakee Flyers Club. The flight simulator hours required to earn this opportunity are yet to be determined.

TO: Waunakee School District Board of Education

FROM: Dean Kaminski/Erin Mayrand

DATE: January 26, 2024

RE: Refrigerator donation from Nonn's

Prairie Elementary School has received a donation of a new Samsung refrigerator from Nonn's Kitchen, Bath & Flooring with an approximate value of \$1875.00. The refrigerator will be used as a replacement for the staff lounge/break room.

Shawna Plendl
% Nonn's Kitchen, Bath & Flooring
7550 Graber Road
Middleton, WI 53562

Waunakee Community High School

**Request for Out-of-State
Overnight Travel**

TO: Mr. Guttenberg
Board of Education

FROM: Mr. Brian Borowski

RE: WHS Model United Nations (MUN)
Northwestern University Model UN Conference
April 11-14, 2024

Ms. Corina Rogers, High School Model UN Advisor, is requesting permission to plan an overnight out-of-state trip for Model UN students to participate. The group would leave for Evanston, Illinois on April 11, 2024 and return on April 14, 2024. The group would stay at one of the hotels listed below.

The estimated costs include:

- Transportation: \$55/per student (shared bus w/West HS / Baraboo HS to reduce cost)
- Food: \$30-\$50/per day*
- Hotel: \$150-\$200
- Registration: WHS Model UN will cover the cost

WHS Model UN will provide snacks in hotel rooms. If financial needs exist, WHS MUN will look for donations from local families and funds.

In previous years, the students represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner. I do support Ms. Rogers in her request and ask that you do so as well. This request needs your approval as it would involve overnight out-of-state accommodations.

Thank you for considering this request for our Waunakee High School Model UN participants!

Please feel free to contact me or Ms. Rogers with any questions about this trip.

**1 of 3 hotels depending on availability, split in half if students share a room*

1st: Holiday Inn Chicago North-Evanston

Single King Bed \$149 Double Queen Bed \$149

2nd: Hilton Orrington Evanston

Single King Bed \$179 Double Queen Bed \$189

3rd: Hilton Garden Inn Chicago North Shore/Evanston

Single King Bed \$194 Double Queen ²²⁷ Bed \$184

Field Trip Request

Please accept this request for a field trip approval. Thank you for consideration, and if approved, please forward on to the District Superintendent and Board of Education for final approval with your approval recommendation.

Name of Organization	WHS Model United Nations
Advisor(s) Attending	Corina Rogers
Event or Field Trip Purpose (detailed and concise)	Northwestern University Model United Nations Conference (NUMUN) An opportunity to engage in critical thinking, dialogue and diplomacy about current and historical international issues with over 500 high school students from around the country.
Date(s) of Trip	Depart Thursday, April 11, 2024 @ 11 am
Departure/Return Time	Return Sunday, April 14, 2024 @ 2pm
Transportation Information (mode of transport, miles)	Shared Bus with West High School & Baraboo High School to reduce cost. 154 miles
Parent Permission Slips	Parent Permission Slip Form
Link to Detailed Trip Itinerary	Itinerary
Financial/Payment Information including support for students with financial need	Bus est.: \$55/student Food: - \$30-\$50/day. WHS MUN will provide snacks in hotel rooms. If Financial Need exists, WHS MUN will look for donations from local families and funds.
Lodging Information & Address	1 of 3 hotels depending on availability, split in half if students share a room 3rd Hilton Garden Inn Chicago North Shore/Evanston Single King Bed \$194 Double Queen Bed \$184 1st Holiday Inn Chicago North-Evanston Single King Bed \$149 Double Queen Bed \$149

	<p>2nd Hilton Orrington Evanston</p> <p>Single King Bed \$179 Double Queen Bed \$189</p>
Other student expenses not included in Field Trip payment (food, etc.)	<p>Registration Fee - WHS Model UN will cover the cost</p> <p>Each Delegate \$100</p> <p>Each Advisor \$50</p> <p>Delegation Fee \$65</p> <p>For schools with fewer than 17 delegates</p> <p>Total = \$1015.</p>
Online Link to Event (if available)	<p>NUMUN</p>

Check List

- Submit bus/van request requesting transportation
- Submit sub requests once the trip is approved (steps 1 & 2)
- Email the list of students attending and complete details of trip to Nola Luhtala (Health) and Christina Raemisch (Attendance).
- Communicate out to families the permission slip, code of conduct, and collect monies due. Sign and turn in Minor Travel Consent Form
- Sign and turn in Over-the-Counter Medication Consent Form
- Sign and turn in Emergency Contact Form
- Sign and turn in the Medical Profile Form
- Read and agree to the WHS trip regulations and guidelines.
- Turn in a photocopy of your passport (if traveling outside the U.S.)

Waunakee Community High School
Request for Out-of-State Travel

January 24, 2024

TO: Mr. Guttenberg

FROM: Mr. Brian Borowski

RE: High School Science Club Trip
Shedd Aquarium, Chicago IL

Mr. Andrew West, High School Science Club Advisor is requesting permission to take 10-12 students on a day trip to the Shedd Aquarium in Chicago, IL on Saturday, April 20, 2024. The group would leave the High School at 6:00 AM and return at approximately 5:00 PM.

The admission cost per student is \$48. Students may bring their own lunch or purchase lunch from the Bubble Net Cafe (\$20-\$30). Souvenir purchases are at the expense of the student.

I approve Mr. West's request as it will offer our students hands-on experiences and the opportunity to explore. Please consider approving this request as well.

Thank you.

Science Club Trip to Shedd Aquarium Permission Slip

Saturday, April 20th, 2024

Departure: 6:00am from north side of high school

Cost: ~\$48 for admission (tickets will be purchased as a group before & pricing varies based on the time). Recommended to bring some extra money for souvenirs

Lunch Options:

1. Bring your own lunch (free – but tasty)
2. Buy food from The Bubble Net Café [expensive (plan \$20-30) – but tasty]

Return: 5:00pm (depending on traffic)

On April 20th, students will meet in the parking lot on the north side of the high school at 5:45am. We will be leaving the parking lot at 6:00am in the school vans to arrive at the aquarium when it opens at 9am.

Students will be able to explore the museum with their group in the morning, and then we will meet at the Bubble Net Café at noon to eat lunch. Students may bring their own lunch or purchase food at the café. After lunch students will break back into their groups to continue exploring the aquarium.

We will meet near the front of the building at 1:50pm to leave as a group, and should arrive back at the high school around 5:00 pm (depending on traffic).

By signing below, I give permission for my son/daughter to attend this trip. Student's phone number is being collected in case Mr. West needs to contact them during the trip at the museum.

Please don't hesitate to contact Mr. West with any questions or concerns.

Thanks,

Andrew West
andrewwest@waunakee.k12.wi.us or 608.849.2100

Student's Name: _____ Student Cell Phone # _____

Parent Name: _____ Parent Signature: _____

Parent/Emergency Phone #: _____ 232



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

January 23, 2024

To: Randy Guttenberg
Board of Education

From: Brian Borowski

RE: High School Orchestra Chicago, IL

The Waunakee High School Orchestra Instructor, Mrs. Elizabeth Heiks is requesting to take approximately 35 students (Grades 10-12) to the Color Factory Museum of Chicago, Symphony Hall, and to Michigan Avenue on April 25-26, 2024.

The group's itinerary (see below) includes a performance at Symphony Hall. This would be considered a once in a lifetime performance that is the type of opportunity Mrs. Heiks plans for her upperclassmen students every 2 or 3 years.

The group would stay at the Hampton Inn, Chicago IL. Cost estimate: \$250 (includes hotel, bus, dinner, concert and museum ticket). Financial assistance would be possible from the Music Boosters (FORMATA), if needed.

I support Mrs. Heik's request and respectfully request that you do so as well. This request needs your approval as it would involve overnight, out-of-state, accommodations.

Waunakee High School Orchestra Chicago Trip

Itinerary:

THURSDAY, APRIL 25

12:00 pm- depart Waunakee High School (LAMERS COACH)
3:00 pm- Color Factory - interactive art museum, Chicago
5:30 pm supper: Berghoff Restaurant
7:00 pm Pre-Concert lecture (Symphony Hall)
7 30 pm performance
10:00 pm arrival to hotel

FRIDAY, APRIL 26

8:00 am breakfast included at hotel
9:00am -11:45 am Michigan Ave "Golden Mile" shopping (Water Tower Place drop off)
12:00 pm depart Water Tower Place
3:00 pm arrive back to WHS

Hotel information:

Hampton Inn
160 E Huron St, Chicago, IL 60611
10:30 pm lights out

Hilton.com
(312) 706-0888

Travel accommodations: Lamers Coach Bus

Number of Students: 35

Names of Chaperones: Elizabeth Heiks, Mike Steen, Aaron Cornelio*

Cost: \$250 (includes bus, hotel, dinner, breakfast, concert, museum)- does NOT include lunches

***requesting BOE approval to allow 11.6 students to chaperone ratio to keep costs slightly lower.**



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

February 1, 2024

To: Randy Guttenberg
Board of Education

From: Brian Borowski

RE: High School DECA International Career Development Conference

The Waunakee High School DECA advisors, Ms. Maggie Biermeier and Ms. Sandra Meinholz, are requesting your permission to plan an extend day trip and travel to Anaheim CA to attend the International Career Development Conference on April 27-30, 2024.

Attached is the trip request from Ms. Biermeier and Ms. Meinholz.

I support Ms. Biermeier's and Ms. Meinholz's request and respectfully request that you do so as well. This request needs your approval as it would involve overnight, out-of-state, accommodations.

DECA International Career Development Conference Request

To Whom It May Concern:

Please accept this formal request for a CTSO field trip approval. Thank you for your consideration, and if approved, please forward on to the District Superintendent for final approval with your approval recommendation.

Name of Organization	DECA
Advisors Attending	Biermeier, Meinholz
Event or Field Trip Purpose (detailed and concise)	DECA students will be attending the International Career Development Conference.
Date(s) of Trip	4/26-5/1 (aprx)
Departure/Return Time	TBD
Transportation Information (mode of transport, miles)	We will be taking a bus and a plane
Parent Permission Slips	Not Prepared
Link to Detailed Trip Itinerary	Not Prepared
Financial/Payment Information including support for students with financial need	Between \$800 and \$1300
Lodging Information & Address	Anaheim, CA
Other student expenses not included in Field Trip Payment (food, etc.)	\$\$ for food, activities, etc.
Online Link to Event (if available)	

If you need any further information, please let us know.

Sincerely,
Maggie Biermeier and Sandra Meinholz

To Whom It May Concern:

Waunakee DECA has reached an agreement with Middleton DECA to travel together to **Anaheim, CA for the 2024 DECA International Career Development Conference.**

Middleton DECA has purchased the flights for the group and we will be purchasing flights from this lot. As of now, we plan to purchase 10 flights with a \$50 deposit, totalling \$500. That \$500 will then be deducted from the total cost of the flights closer to the travel dates when all travel arrangements have been completed.

Waunakee DECA knows that they are responsible for the 10 agreed upon tickets and will work with Middleton DECA to proceed through the next level of details. Once an invoice has been created, Waunakee DECA will pay that invoice to Middleton DECA. If the number of tickets needed changes, Waunakee DECA will work with Middleton DECA to make adjustments, as adjustments are a regular part of the travel agreement.

Thank you for supporting two chapters working together to handle travel! It makes the job as advisors easier when we are all collaborating!

If you should have any questions, please feel free to reach out to Maggie Biermeier (maggiebiermeier@waunakee.k12.wi.us) or Sandra Meinholz (sandrameinholz@waunakee.k12.wi.us).

Sincerely,

Maggie Biermeier

Waunakee Community High School

***Request for Out-of-State
Overnight Travel***

February 30, 2024

To: Mr. Randy Guttenberg
Board of Education

From: Mr. Brian Borowski

RE: Vocal Music 2025 Trip Proposal
New York City, NY

Mrs. Molly Petroff, High School Vocal Instructor requested permission to plan for a High School Vocal Music trip to **New York City, NY in 2025**. Trip details are noted in the proposal provided by Mrs. Petroff.

The purpose of this request is to obtain permission to begin the process of meeting with students, parents, and guardians to research potential trip dates, costs, performance opportunities, and trip vendors. If initial Board approval to proceed with planning the trip is granted, Mrs. Petroff will provide a detailed trip agenda to review at a future Board of Education Meeting.

Mrs. Petroff feels New York City to be an excellent choice that would offer musical, historical, and cultural opportunities for the students to experience. It will also provide an opportunity for students to represent the school and community as positive musical ambassadors. Therefore, I am respectfully requesting that approval be given to Mrs. Petroff to begin the trip planning process.

Feel free to contact me or Mrs. Petroff with questions related to the trip proposal and itinerary.

Waunakee High School Vocal Music Department
2025 Trip Proposal – New York City
301 Community Dr.
Waunakee, Wisconsin 53597
Molly Petroff - mollypetroff@waunakee.k12.wi.us

Educational Goals/Objectives

1. To share our music with a captive audience in a different acoustical environment like a cathedral or concert hall.
2. To educate students regarding careers in music performance or musical theatre with a performance and talk-back by a Broadway performer or a dance/movement workshop.
3. To broaden cultural and historical perspectives of our students.
4. To provide our students with a high quality musical performance.
5. To foster camaraderie, pride and a sense of family/team within our ensemble.
6. To provide an opportunity to hear and dialogue with excellent professional musicians and actors/actresses.
7. To provide an opportunity to represent the school and community as positive musical ambassadors.

Student Needs

1. To provide a performance and travel opportunity for all choir and drama students and strive to remove financial barriers.
2. To provide a reward for participation in music at least once in four years of involvement.

Performances(s): Two performances at retirement facility, veterans home, children's hospital, cathedral, concert hall or other venue with a captive audience. Possibly an exchange experience with another high school or a clinic experience with a collegiate director.

Proposed Travel Date: Leave Thursday, March 20th –Arrive home Sunday, March 23rd (Time TBD)

Participants: 42 junior/senior students; 5 teachers

Timelines

All Payments will be collected via travel vendor collection site as follows:

September 15: \$500.00 deposit due/medical release form; **October 20**: \$500.00 payment due

November 20: \$500.00 payment due; **January 10**: final payment due (Approx.\$500.00)

Trip Itinerary Possibilities

1. 4 days/3 night tour via airplane round trip from Madison, WI to New York, NY. **Double occupancy as per school board policy.**
2. Two performances at retirement facility, veterans home, homeless shelter, cathedral, concert hall or other venue with a captive audience and/or unique acoustic. One Broadway talkback or workshop to connect students with professional musicians/performers.
3. Tour stops/visits like the following but not limited to: 2 Broadway musical performances (Is there a possibility of student choice?), Lincoln Center Tour, Central Park, Metropolitan Museum of Art or the Guggenheim, Rockefeller Center, Top of the Rock or Empire State Building, The Cathedral of St. John the Divine, tour Lincoln Centre and 911 museum.
4. Breakfast and one meal per day at appropriate restaurants provided by the vendor as part of the package to be determined.
5. Meals on our own at Times Square, 5th Avenue, Garment District, or the like.
6. New York City local tour guides.
7. Liability Insurance Coverage for the tour and motorcoaches if applicable and hotel security.

WAUNAKEE COMMUNITY SCHOOL DISTRICT - SECOND FRIDAY IN JANUARY COUNT 2024

FOR DPI PURPOSES: OPEN ENROLLMENT- IN STUDENTS ARE NOT COUNTED
 OPEN ENROLLMENT- OUT STUDENTS ARE COUNTED

PRAIRIE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN			0
EC/S&L			0
FULL DAY KINDERGARTEN		7	0
FIRST GRADE		10	0
SECOND GRADE		4	0
THIRD GRADE		6	0
FOURTH GRADE		8	0
BUILDING TOTAL	0	35	0

HERITAGE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	0	0	0
EC/S&L			0
FULL DAY KINDERGARTEN		9	0
FIRST GRADE		4	0
SECOND GRADE		12	0
THIRD GRADE		9	0
FOURTH GRADE		8	0
BUILDING TOTAL	0	42	0

ARBORETUM	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	0	0	0
EC/S&L			0
FULL DAY KINDERGARTEN		7	0
FIRST GRADE		3	0
SECOND GRADE		3	0
THIRD GRADE		2	0
FOURTH GRADE		4	0
BUILDING TOTAL	0	19	0

EC-4 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FOUR-YEAR OLD KINDERGARTEN	209	29	8
EC/S&L	22	0	0
FULL DAY KINDERGARTEN	268	23	1
FIRST GRADE	288	17	3
SECOND GRADE	287	19	2
THIRD GRADE	285	17	0
FOURTH GRADE	291	20	2
ELEMENTARY TOTALS	1650	125	16

INTERMEDIATE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
FIFTH GRADE	304	13	3
SIXTH GRADE	287	17	1
BUILDING TOTAL	591	30	4

MIDDLE SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
SEVENTH GRADE	333	17	2
EIGHTH GRADE	312	18	3
BUILDING TOTAL	645	35	5

HIGH SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
NINTH GRADE	358	17	7
TENTH GRADE	295	8	11
ELEVENTH GRADE	307	13	7
TWELFTH GRADE	332	15	8
BUILDING TOTAL	1292	53	33

PK-12 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT
	4178	243	58
TOTAL DPI COUNT	4236		

	STUDENTS	FACTOR	FTE
FOUR-YEAR OLD KINDERGARTEN	217	0.6	130
EC	22	0.5	11
FULL DAY KINDERGARTEN	269	1	269
1ST-12TH	3728	1	3728
TOTAL	4236		

TOTAL REVENUE CAP FTE	4138
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SUMMARY REPORT - STUDENT COUNT 2023-24

	January 2024	September 2023
Residents	4178	4161
Open Enrollment In	243	245
Open Enrollment Out	58	60
DPI Count Total	4236	4221
Actual Attendance	4421	4406

The DPI count is equal to residents plus open enrollment out.

The actual attendance is equal to residents plus open enrollment in.

The DPI Count changes during the school year over the last five years are as follows.

19-20 September to January	16
20-21 September to January	12
21-22 September to January	15
22-23 September to January	12
23-24 September to January	15

Changes by building, based on residents plus open enrollment students:

Prairie	6
Heritage	1
Arboretum	4
Intermediate	1
Middle	5
High	-2
4K	0
Total Change	15