

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

Monday, May 13, 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/UCIgebJT-i0GbAiYqrkpaBmA>

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

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

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

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

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

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

- A. Review Minutes of the April 8,2024 regular meeting
- B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal
- C. Review Individual Co-Curricular / Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations
- E. Review Summer School Contract Recommendations
- F. Discussion with the Board on the District's Status and Response Related to Litigation Involving the School District

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

- A. Review Minutes of April 8, 2024 regular meeting, the April 9, 2024 Evaluations meeting and the April 29, 2024 Re-Organizational Meeting. 12

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS **22**

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/RECOMMENDATIONS/ACTION ITEMS

A. Staff Report

Members of the WTA will provide an update to the Board from the Teachers.

B. Student Report

Kendall Haviland and Victoria Raemisch are the student representatives from the high school and will be present to report to the board on what is occurring at the high school.

C. Board Reports/Action Items

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

- 2. CESA 2 Delegate Convention June 18, 2024 - 25
Attached please find correspondence from CESA2 regarding the delegate convention on June 18th.

- 3. Board 2024-2025 Committee Assignments 33
Board President, Joan Ensign, will share the Board's committee assignments that she recommends based on the committee membership interest survey each member filled out as part of the reorganizational process. She will also name who she designates as chair for each committee.

Her recommendations are attached.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

- 1. Review Minutes of the Budget Committee Meeting on 5/7/24 35
- 2. Approval of the First Draft of 2024-25 Budget 38

The purpose of this agenda item is to request approval of the first draft of the budget for the 24-25 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

- 1. The \$0/student increase in the per pupil categorical aid, with a \$325/student increase in the revenue limit formula
- 2. The personnel cost line includes an inflationary salary increase of 4.12%, implementation of the teacher and classified staff compensation systems at 2%, a

0% increase in dental insurance rates, and a 5% increase for health insurance rates, and transportation.

3. The capital maintenance projects are funded from Fund 49
4. The first draft includes an increase of 8.5 FTE, as outlined on page 13 of the document.
5. The debt service fund includes an estimate for the remaining debt that needs to be issued from the \$175 million referendum.
6. Budget adjustments and revenue increases per the memo from the April budget committee meeting. (High cost special ed aid, fund 80, and flow-through grant)
7. All of the remaining budget requests have been placed on hold at this time.

The second draft of the budget in June will include:

1. Grant allocations, if available
2. Staffing updates based on additional schedule changes, reallocation proposals or new positions
3. Updates to the Food Service budget (Fund 50), and other budgets as a result of School Board approved student fees
4. Updates to the gift fund (Fund 21)
5. Updates to the community service fund (Fund 80)
6. Updates to building/department revenue accounts and corresponding expense accounts

Please let me know if you have any questions on the first draft of the budget.

The budget committee is recommending approval on a 3-0 motion.

3. Approval of 24-25 Student Fees 61

Attached please find the proposed student fees for the 2024-2025 school year. The budget committee is recommending approval on a 3-0 motion.

4. Approval of 24-25 Facility Use Fees 64

Attached please find the proposed facility use fees for the 2024-2025 school year. Nick Conrad has updated several of the fees for consideration by the Budget Committee. Rick Braun provided input for the PAC fees. Kristy Nacker provided input on the increased pool fees. The budget committee is recommending approval on a 3-0 motion.

5. Review Draft Results of Community Survey 70

Attached please find a draft of the community survey results. The final version of the community survey results will be available at the June board meeting. School Perceptions will be attending the June meeting to go over the final report. The administration will review the draft results and will discuss next steps.

Additionally, the administration started the process of resolution drafts so the school board could see the options that range from recurring, nonrecurring, and a hybrid of

both. Please note that the budget committee directed the administration to bring additional resolution drafts forward that are aligned with the results of the survey. These additional drafts will be shared at the next budget committee meeting as well as the June board meeting.

B. Co-Curricular Committee

1. Review the minutes of the 4/16/24 Co-Curricular Meeting 117

2. Young Conservatives Club Affiliation

The Young Conservatives Club at the high school has approached the administration about wanting to affiliate their club with High School Turning Point -- a national organization with a high school component. Their reason for wanting to affiliate with this organization is to add organizational structure to their club. Since an affiliation with a national organization changes the original proposal for the club when it was approved by the Board, we are bringing this request back through the Board process, starting with the Co-Curricular Committee.

Christina Raemisch, advisor, and members of the club were present at the Co-Curricular Meeting and the Committee approved their request on a 3-0 vote, and are recommending this action to the full Board.

3. MS Wrestling Update 119

At the June 2023 School Board Meeting, there were public comments from a parent requesting that the middle school wrestling program expand to allow for 6th grade students from the Intermediate School to participate.

Athletic Director, Nick Conrad, researched this request and made the recommendation to the Committee to allow 6th grade students to be part of the Middle School Wrestling program. This recommendation does not have financial implications as staff, equipment, transportation, etc. are already part of this established program.

The Committee approved this recommendation on a 3-0 vote.

See the attached memo and recommendation from Nick Conrad.

4. Consideration of Boys Volleyball Proposal 120

Attached please find documentation related to a request to start a Boy's Volleyball Team at the high school. Nick Conrad, Athletic Director, has been working on this request with parents and students, and presented the proposal to the Committee for review, questions, and consideration. The Committee approved the recommendation on a 3-0 vote to begin the program as a club and allow it to transition into a coop with Deforest for the 2025-2026 school year.

Costs for the program have been included in the first draft of the budget and those costs, in summary, include:

Cost of a coach: \$3792 - \$4875

Transportation: Club

Uniforms will be covered by the club.

Other Equipment: Club

See the attached memo for more details on cost implications.

5. Consideration of E-Sports at the High School

The E-Sports Club at the high school was discussed with the Co-Curricular Committee three years ago, and there was consensus at that time to approve this club as a student organization. However, for various reasons, this club was not voted on by the Committee or the Board at that time, so the administration is bringing it back to formalize its approval, and to seek compensation for its advisor, since the club has been viable for the last three years.

Cost of the eSports Advisor = \$3792 - \$5959.

The cost of the advisor is included in the 1st draft of the budget.

This activity runs for the length of the school year.

C. Facility Committee

1. Review the minutes of the May 7, 2024 Facility meeting. 139

2. Middle School Bid Report and Approval 141

District administrators (Guttenberg, Summers, and Dye) had the opportunity to attend the Middle School Bid Day on April 16th. Vogel Bros has prepared a presentation that provides a high level overview of the bidding process. In addition, Vogel is requesting approval of the following subcontractors: fire protection, concrete reinforcement, and concrete redi-mix. The facility committee is recommending approval on a 3-0 motion.

3. Waunakee High School LED Project Changes 153

The facility committee/school board approved an LED project for the high school at the March meetings for \$1,440,850. The administration has worked with Westphal to obtain updated quotes for both Prairie and Arboretum. The quotes are attached. The quotes for Arboretum and Prairie total up to \$1,372,500. Materials have been ordered and staffing has been secured to work on the projects. However, Westphal is willing to redirect the work from the high school and towards Prairie and Arboretum. The facility committee is recommending approval of directing the work from the high school towards Prairie and Arboretum on a 3-0 vote.

4. Approval of Bethel Circle Remodeling Bids

Based on the direction provided by the facility committee, the Bethel Circle plans

were sent out for bid. The bid results were included in the middle school presentation. There are two options for consideration. One option is a slight increase in the referendum approved budget and the second option requires value engineering to get back to the referendum approved budget. The facility committee is recommending approval at the referendum approved budget and is recommending approval for administration to value engineer the project back to the referendum budget amount. The facility committee is also recommending that administration have the authority to review and consider any bid changes as a result of value engineering in order to keep the project on the timeline required. Motions passed 3-0.

5. Approval of Capital Projects 157

The purpose of this agenda item is to provide an update on capital projects, and request approval of additional capital projects for HVAC and districtwide maintenance.

Attached please find our budget tracking document for capital projects. Please note that this document has been updated to reflect the April School Board meeting capital projects approvals, the GMP savings for Heritage Elementary School, and \$5 million of interest earnings. Administration will review this budget tracking document before reviewing the potential additional capital projects. Also attached please find a request for additional capital maintenance approvals. The requests fit within the remaining funds. The facility committee is recommending approval 3-0, with removal of the two playground projects. Administration will review the playground projects for alternative funding options.

D. Policy Committee

1. Review Minutes of April 15, 2024 and May 3, 2024 policy meetings. 161

2. Policies for Discussion, Review & Consideration 165

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration. The Committee has reviewed these policies and is recommending them for approval to the full Board on a 3-0 vote.

a. 526.1 Employment References and Verifications 171

b. Professional Staff Postions 173

c. 531.1 Professional Staff Licensure PI 34 174

d. 531.1 R Administration /Staff Responsibilities 175

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f. 532.1 Negotiations/contract Management. 178

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aa. 546.2 Suspension and dismissal of Classified Staff members.	221
bb. 548 Evaluation of Support Staff Personnel	222
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E. Human Resources Committee Meeting	
1. Review the April 15 HR Negotiations meeting and the April 30 regular HR Meeting Minutes	225
2. Consideration of the Tentative Agreement with the Waunakee Teachers Association on Base Wage Increase for 2024-2025.	228
This action item is to approve the attached proposal that was tentatively agreed upon at the negotiations session on May 15, 2024 for a base wage increase for teachers. The WTA membership also has to take action to finalize the agreement.	
3. Consideration of pay increases for 2024-2025 for Administration, Administrative Support, Administrative Assistants, Classified staff, Custodial/Maintenance Staff and supplemental pay for Teachers.	229
This action item is to approve wage increases for all non-represented employee groups. Wage increases include the WERC-calculated CPI increase of 4.12% for all groups. Administrative / Administrative Support roles with compensation below the average of peer districts are raised within CatchUp pay. Total cost also involves advancement within the salary schedule for hourly employees based upon their hire dates. Within the Teacher's group, the costing information includes operation of the Teacher Compensation system as Supplemental Wages.	

A 4.12% Base Wage increase for the Waunakee Teacher's Association was tentatively agreed upon at Negotiations on 4/15/2024. This is a separate action item for the whole Board on 5/13/2024.

4. Consideration of Summer Office Schedule

The purpose of this agenda item is to request office personnel in both school and district offices to consider closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August.

These weeks have historically very low to non-existent volume of public visitors. The administration would not have to make any adjustments to their work calendars. Administrative Assistants would continue to be paid only for hours worked. Administrative Assistants could adjust their weekly summer schedules with the permission of their supervisors to maintain their hours or continue to work as normally scheduled. The HR committee is recommending approval along with the flexibility of custodial/maintenance staff.

F. DEI Committee Meeting

- 1. Review the minutes of the 4/23/24 DEI Committee 230

G. Curriculum Committee Meeting

- 1. Review the minutes of the 4/25/24 Curriculum Committee Meeting 232
- 2. Summer Curriculum Projects 233

Tim Schell and Amy Johnson

Attached is an updated list of summer curriculum projects and is a recommended action item. This list has been reviewed for allocations and other internal funding sources, and is being recommended by the Curriculum Committee for approval.

- 3. Textbook Request 248

Tim Schell and Amy Johnson

Attached please find the updated textbook requests for 2024-2025. The 7-8 ELA team decision-making will occur May 1, so the overview on that request will appear at the committee's May meeting. The attached document outlines the textbook requests and is being recommended by the Curriculum Committee for approval.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

- 1. Announcements/Correspondence 249
- 2. Hazardous Transportation Areas Report 251

The purpose of this agenda item is to review the final traffic analysis study report. Attached please find the complete report that includes maps of each school that was evaluated. Maps were shared with the budget committee and full board in April.

Administration had the opportunity to meet with the Village of Waunakee staff regarding the safety improvements identified in the report. Village staff indicated a

willingness to collaborate with the district on these safety improvements. Our request will be to prioritize Arboretum and Hogan due to the already scheduled project as well the new Heritage Elementary.

Administration will be relocating the crossing guard from 5th and Q to Woodland and Q to assist any students who would be walking or biking to school through that location.

The administration's recommendation is further connected to a policy decision related to the New Heritage Elementary. The administration will outline the two policy options and will seek your feedback as we present these options on Monday. The options include:

1) Should the district create busing consistency between the Intermediate School and the new Heritage Elementary transportation boundaries.

OR

2) Should the district create busing consistency between all three elementary school's transportation boundaries

The current school board policy for busing elementary schools is 1.0 mile away from school, with the Intermediate School being 1.75 miles away from the intersection of Aldora Lane and Woodland Drive. Option 1 above would require a board policy change related to the 1.0 distance for Heritage Elementary only.

The administration is requesting approval of the Unusually Hazardous Transportation Plan as written, along with option 1 or 2 identified above. The plan would be implemented for the 24-25 school year for all schools, except the middle school, which would be implemented for the 26-27 school year. If option 2 is selected, no further action is necessary. If option 1 is selected, the board's transportation policy will need to come forward to the next policy committee meeting.

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 April.

1. Monthly Financial Reports

272

Attached you will find the 2023-24 Budget Status report as of April 30th and the Cash Reconciliation report for March 2024.

B. Cooper and Tweed Scholarships

The purpose of this agenda item is for the Board to approve the allocation of the dollars out of this scholarship fund, per the agreement with the donors of these awards.

C. Consideration of K-6 Family/Student Handbook for 2024-2025	276
Attached please find a memo outlining the changes to the K-6 handbook. The handbook is attached to the extras section, for your reference.	
D. Consideration of Secondary Education Family Handbooks.	278
Attached please find the cover memos for the MS and HS Student/Family Handbooks. The handbooks in their entirety can be found in the Extra Section of BoardBook.	
E. Consideration of 2024-25 Pupil Transportation Handbook	281
The purpose of this agenda item is to request School Board approval of the attached 2024-25 Pupil Transportation Handbook.	
<p>The handbook is distributed by the District via the building student handbooks. Administration is requesting approval in May so the school buildings can incorporate the Pupil Transportation Handbook into their 2024-25 student handbooks. The majority of the information in the Pupil Transportation Handbook references School Board transportation policies. The Administrative Team has been provided an opportunity to provide feedback on this handbook. The only changes include language to the eligibility for transportation services regarding the recent traffic study. The handbook has been drafted according to option 2 identified in the UHT agenda item. Based on the board decision, administration would request authority to amend the handbook per school board direction.</p>	
F. Consideration of Open Enrollment Applications for 2024-25	294
G. Safety Drills Report	296
H. Gifts and Field Trips	
1. Gifts	
2. Field Trips	
a. FBLA National Leadership Conf. - Orlando FL June 29, 2024-July 2,2024	297
b. HOSA International Leadership Conf. Houston TX June 26-30, 2024	298
c. Travel Abroad to Spain Summer 2025	300
d. Future Problem Solvers - International Competition Bloomington IN June 5-9, 2024	303
e. Final Approval France June 13-27, 2024	305
I. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.	
J. Summer School Recommendations	
XIII. <u>BOARD BUSINESS</u>	
A. Correspondence	
1. Staff Recognition Celebration - May 17, 2024 starting at 6:30PM	316

B. Upcoming Meetings

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

We will ask the budget committee to meet on May 28th, 29th, or 31st at 7:30 am. We will review budget revisions for 2023-24 and the second draft of the budget for 2024-25.

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. DEI Committee

H. Human Resources Committee

I. Policy Committee

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

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

Minutes of Regular Meeting - 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, April 8, 2024, beginning at 6:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

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

Also Present: Guttenberg, Grabarski, Summer

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

- A. Review Minutes of March 11, 2024 meeting
- B. Review Individual Teacher/Administrator Contract Recommendations, Leave Requests, Resignations and Retirements
- C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations and Individual Coaches Performance Evaluations
- E. Review Summer School Contract Recommendations
- 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

A motion was made by Hetzel, second by Frey, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 6:45PM

V. BOARD DEVELOPMENT WORKSHOP

The board used this time to schedule future committee meetings that are indicated at the end of the minutes.

Ensign welcomed all in attendance and reconvened the meeting in open session at 6:59PM.

VI. APPROVAL OF MINUTES

- A. Review Minutes of March 11, 2024 Regular Meeting.

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

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS -

Email public comments were reviewed by the board and are posted on the Extras section of the meeting agenda. Email comments were received by the following:

Nick Jacobsen - Regarding the Community Survey managed by School Perceptions LLC.

There were no in person comments.

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

A. Staff Report

Members of the WTA, Lea Zwettler, Melanie Trainor-Burton, and Amy Frank provided an update to the Board, This included a request that the Board Listening Sessions have a Zoom option, Thank you for the 2 hour delay with the late March snow storm and congratulations to Mark Hetzel and Ted Frey for the continued service on the board.

B. Student Report

Victoria Raemisch and Kendall Haviland, the student representatives from the high school reported to the board on what is occurring at the high school. This report included, pride week with special lunches and bake sale, special assemblies for students and staff, post prom at the village center, HS Drama will be May 23rd, student council will have a drive for the River Food Pantry, the senior scholarship drive will be on April 24th, the Youth Apprentice recognition will be April 24th, Senior AP testing is coming up and Para professional appreciation in April.

C. Board Reports/Action Items

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

Ensign made two announcements:

- 1) The Community Survey came out and needs to be completed by April 23rd. If you need a 2nd code for your household, please call the District Office.
- 2) As we end the legacy of the Heritage Complex, we will have an open house – last look on April 22nd. Please consider attending.

There were no other events shared at this time.

2. National Teacher Appreciation Week Board Correspondence

National Teacher Appreciation Week is May 6-10, 2024. The board reviewed the communication drafted from Mark Hetzel and Communication Specialist, Anne Blackburn, This will be sent out the week of May 6th as well as be published in the Waunakee Tribune.

3. Spring Election Update

The Canvass of the April 2nd School Board Election Results took place on Monday April 8th, The results will be attached to the Extra section of the agenda as well as being posted on the District Webpage.

Mark Hetzel and Ted Frey won the election. A special thank you was given to to Ben Opel for running in this election.

4. Consideration of Mental Health Awareness Flag Resolution

Dawn Heinrichs submitted a resolution for the Board to consider flying the Mental Health Flag at its buildings during the month of May, which is designated as Mental Health

Awareness Month.

After much discussion a motion was made by Heinemann, second by Frey, to not approve the resolution to fly the Mental Health flag in May. Motion carried 4-3 on a roll call vote. Roll Call: Dotzler - Yes, Ensign- No, Engebretson – Yes, Frey – Yes, Heinemann - Yes, Heinrichs – No, Hetzel- No .

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. The minutes of the 03/19/24 meeting were reviewed.
2. K-4 Math Curriculum Approval
Amy Johnson provided an update and answered questions on elementary mathematics, focusing on the outcome of the materials pilot. The recommendation is to adopt the Imagine Learning Illustrative Mathematics resource.
A motion was made by Dotzler, second by Hetzel, to approve the Imagine Learning Illustrative Mathematics.
3. Act 20 Reading Curriculum Update
Amy Johnson provided an update and answered questions on ACT 20 and our local implementation of its requirements based on guidance available to date from the state level.

B. Human Resources Committee Meeting

1. The minutes from the 4/2/24 meeting were reviewed.
2. Consideration of the 2024-25 Employee Benefits Plan
Grabarski presented and answered questions regarding the proposed changes to the district health insurance plan and a new offering called a Family Reimbursement Account. The district also offers dental, voluntary vision, term life, voluntary short-term disability and long-term disability insurances, but the corresponding rates and/or employee costs are not changing for 24/25.
A motion was made by Hetzel, second by Dotzler, to approve the proposed changes to the district health insurance plan as presented. Motion carried 7-0.
A motion was made by Dotzler, second by Engebretson, to approve the new benefit offering called Family Reimbursement Account. Motion Carried 7-0.

C. Policy Committee

1. The minutes from the 4/4/24 policy committee meeting were reviewed.
2. Policies for Discussion, Review & Consideration
Guttenberg presented and answered questions regarding the policies attached for discussion. A motion was made by Hetzel, second by Frey, to approve the policies as presented. Motion carried 7-0.
 - a. 447.3 Student Suspension
 - b. 460 Student Scholarships
461 Wisconsin Academic Excellence Scholarship
462 Wisconsin Technical Excellence Scholarship
 - c. 510 Personnel Policy Goals
 - d. 521 Staff Involvement in Decision making
 - e. 521.1 Board-Staff Communications
 - f. 522.1 Alcohol and Drug Free Workplace
 - g. 522 Staff Conduct
 - h. 522.3 Employee Misconduct Reporting

- i. 523 Staff Health and Safety
 - j. 523.1 Employee Health Examinations
 - k. 523.2 & 523.2R Employee Assistance Program (EAP) Procedures
 - l. 523.3 and 523.3 R Employee's Right to Know
 - m. 523.4 Employee Wellness
 - n. 523.5 and 523.5 R Infection control/Bodily Fluids/Bloodborne Pathogens
 - o. 524 Staff Ethics
 - p. 524.1 Conflicts of Interest
 - q. 525 Staff Participation in Community Affairs
 - r. 526 Personnel Records
 - s. 528 Staff-Student Relations
- D. Facility Committee Meeting
1. The minutes from the 4/5/24 facility committee meeting was approved.
 2. District Capital Maintenance Projects

Summers presented and answered questions regarding the update on capital projects, and request approval of additional capital projects for HVAC and districtwide maintenance. A motion was made by Heinemann, second by Dotzler, to approve the capital projects as presented. Motion carried 7-0.
 3. Update on Heritage Elementary Change Order

Summers presented and answered questions regarding the update on the finances for the Heritage Elementary School project. An updated financial report related to contingency funds and change orders has been attached. Rich Stoffels from Vogel was in attendance at the facility committee meeting and reviewed a proposed change order that falls into the financial threshold that requires facility committee approval. This was an informational item only.
 4. Update on High School Project

Summers presented and answered questions regarding the planned High School summer 2024 maintenance projects and some potential changes to the summer 2024 maintenance projects. In addition, Vogel Bros. completed some additional scope review for the casework supply and would like approval to award to Hillcraft in lieu of Wynn Jones as previously approved.

A motion was made by Heinemann, second by Dotzler to approve both changes as presented. Motion carried 7-0.
- E. Budget Committee Meeting
1. The minutes from the 4/5/24 budget committee meeting were reviewed.
 2. Hazardous Transportation Areas Report

Summers presented and answered questions regarding the draft traffic analysis study. Consultants TADI were available during the meeting to answer any questions. No action is required at this time.
 3. Approval of New Positions for 2024-25 School Year

Dye presented and answered questions regarding the administration review of the next steps in the 2024-25 budget planning process and outlined accounting changes and FTE additions for the 2024-25 school year. These FTE additions are the highest priorities based on the building/department meetings. A motion was made by Hetzel, second by Engebretson, to approve the FTE additions for the 2024-2025 school year as presented. Motion carried.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administration Reports/Action Items

1. Update on District 4K Program
Miranda Moe, Assistant Principal at Arboretum Elementary and District 4K Coordinator, presented and answered questions regarding an update on the District's 4K program.
2. Presentation on TIF District Impacts on School Districts
Summers presented and answered questions regarding the connection between the Wisconsin School Financial System and tax incremental districts.
3. Announcements - NA

XII. CONSENT AGENDA

The board acknowledged the donation Kohler Engine of 12 engines to be used in the Tech. Ed. & Engineering course – Small Engines
A motion was made by Heinemann, second by Dotzler, to approve the consent agenda as presented. Motion carried 7-0.

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

C. Fund Raising Approval - WCHS Science and Service Trip

D. Safety Drills Report

E. 2024-2025 Dane County New Teacher Project Shared Service Contract

F. Consideration of the 2024-2025 CESA 2 Contract

G. Consideration of the 2024-2025 CESA 5 Contract

H. Gifts and Field Trips

1. Gifts

a. Kohler Engine Donation >\$5000

2. Field Trips

a. Physics II Trip EMDC Championships - Rochester MN April 18 - 19, 2024

b. Physics Trip to Illinois - May 17, 2024

c. MS Washington DC Trip (Final) June 9-15, 2024

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

New Teacher Staff

Allison Heckert, Phy Ed Teacher,
Stephanie Judge, Library Media Specialist, MS
Cole Scott, Technology Education Teacher, HS

New Support Staff

Allison Althof, Custodian, HS
Barbara Rykal, Para Educator Special Education, IS

Retirements

Chris Vlachakis - revised retirement date: 6/1/24

Resignations

Katie Flick, 3rd Grade Teacher, AES
Madison Krohn, Custodian, HS

Internal Staff Changes - No Action

Andy Miller, from Cross Categorical Teacher, IS, to Cross Categorical Teacher, HS
Kyle Miller, from Phy Ed Teacher IS/MS/HS, to Phy Ed Teacher, MS
Christen Pothof, from 1-Year School Counselor, MS, to regular contract School Counselor, MS
Paige Raymond, from 1-Yr School Psychologist, MS, to reg. contract School Psychologist, MS

Christena Rollins, from Custodian, HS, to Head Custodian, IS
Emily Thomas, from 1-Year 3rd Grade Teacher, PES, to reg. contract 3rd Grade Teacher, PES
Gina Trower, from 1-Year Agriculture Teacher, HS, to regular contract Agriculture Teacher, HS
Matthew Withrow, from Phy Ed Teacher, MS, to Phy Ed Teacher, HS

Co-Curricular Staff Updates attached to the extras section in boardbook

J. Approve Summer School Contract Recommendations

Summer school staff updates attached to the extras section in boardbook.

XIII. BOARD BUSINESS

A. Board Reorganization

The board was given documents with officer and committee choices for the re-organizational meeting.

B. Correspondence - NA

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Meetings - A motion was made by Dotzler second by Frey, to approve the Board retreat for July 17, 2024 starting at 5:30PM, location to be determined. Motion carried 7-0.

C. Budget Committee – May 7th @ 5:30pm

D. Co-Curricular Committee –April 16 @ 7:30AM

E. Curriculum Committee – April 25th @ 3pm

F. Facilities Committee – May 7th @ 7:30am

G. Insurance Committee

H. Human Resources Committee – April 30th @ 7:30am

I. Policy Committee – April 15 @ 7:30AM

J. DEI Committee – April 23rd @ 5pm

XV. RETURN TO CLOSED SESSION - NA

XVI. RETURN TO OPEN SESSION -NA

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

XVIII. ADJOURN

The Board of Education adjourned at 9:49PM on a motion by Dotzler, second by Hetzel, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Board of Education Self Evaluation and Review of District Priorities Meeting

The Board of Education Waunakee Community School District

A Board of Education Self Evaluation and Review of District Priorities Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 9, 2024, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Ensign called the meeting to order at 5:29pm

II. ROLL CALL

Present: Dotzler, Engebretson, Ensign, Frey, Heinemann(arrived 5:32PM), Heinrichs (virtual), Hetzel

Also Present: Guttenberg

III. APPROVE THE AGENDA

A motion was made by Hetzel, second by Dotzler, to approve the agenda as posted. Motion carried 6-0.

IV. PUBLIC COMMENTS – No public comments for this meeting.

V. BOARD OF EDUCATION SELF-EVALUATION AND PRIORITIES

The Board reviewed the combined self-evaluations tools and the priorities evaluation.

Items that came out of this discussion are as follows:

- CESA 6 Evaluation Tool for Superintendent/Central Office Administration
- Superintendent/Central Office Administration Evaluation tools of other peer districts – Grabarski
- Board of Education 1:1 meeting with Dr. Brown before board retreat (July 15)
- Dr. Brown Transition plan – possible presentation to the Board of Education
- Align Current Priority/Bullet Points with committee meeting schedules.
- Community Partnership Meeting – Municipalities, WNC, etc.
- Program Evaluation – self-study – follow up at the curriculum committee
- Initial Draft of Board Retreat Meeting
 - Ice Breaker
 - Dr. Brown’s Transition Plan
 - 2024-2025 Priorities

VI. ADJOURN

A Motion was made by Heinemann, second by Hetzel, to adjourn the meeting at 6:44PM. Motion carried 7-0.

Minutes of Board Reorganizational Meeting

The Board of Education Waunakee Community School District

A Board Reorganizational Meeting of the Board of Education of Waunakee Community School District was held Monday, April 29, 2024, beginning at 7:00 PM in the Prairie Elementary School , 201 N. Madison St., Waunakee, Wisconsin 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Hetzel, second by Frey , to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, resignations, and retirements. Motion carried 7-0 on a roll call vote. Time 7:10PM

II. ROLL CALL

Present: Dotzler, Engebretson, Ensign, Frey, Heinemann, Heinrichs, Hetzel

Also Present: Guttenberg, Summers, Grabarski, Schell

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

A. Review Individual Teacher Contract Recommendations, Contract Extensions, and Resignations

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Heinemann, second by Dotzler, to return to open session 7:21PM

V. APPROVE THE AGENDA

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

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

VII. OATH OF OFFICE - NEW BOARD MEMBERS

For the record, the oath has been administered to the appropriate newly elected Board members with such a notation being provided in the minutes of this meeting. Ted Frey and Mark Hetzel took the oath of office on 04/08/24 .

VIII. BOARD REORGANIZATION

A. Election of Officers

The Board will be electing the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year.

President

Motion by Dotzler, seconded by Heinrichs that Joan Ensign be nominated for President of the Waunakee Board of Education.

Since no other nominations were made for the position of President, Joan Ensign was awarded the role of President by unanimous ballot.

Vice-President

Motion by Hetzel seconded by Heinrichs that Katie Dotzler be nominated for Vice-President of the Waunakee Board of Education.

Since no other nominations were made for the position of Vice President, Katie Dotzler was awarded the role of Vice President by unanimous ballot.

Clerk

Motion by Dotzler seconded by Frey that Judith Engebretson be nominated for Clerk of the Waunakee Board of Education.

Since no other nominations were made for the position of clerk, Judith Engebretson was awarded the role of clerk by unanimous ballot.

Treasurer

Motion by Hetzel seconded by Dotzler that Jack Heinemann be nominated for Treasurer of the Waunakee Board of Education.

Motion by Ensign seconded by Engebretson that Dawn Heinrichs be nominated for Treasurer of the Waunakee Board of Education.

Multiple people were nominated for Treasurer, paper ballots were available and completed by the board. Randy Guttenberg and Rebecca McDonough counted the ballots. These ballots resulted in Jack Heinemann 6 Dawn Heinrichs 1. Jack Heinemann was awarded the role of Vice President.

In the event that only one person is nominated for any position, the following motion provides you guidance on how to handle that situation.

B. Appointment Process Committees

The Board President and Vice President who will develop committee assignments for the 2024-2025 school year.

C. Designations and Memberships

1. Official Newspaper

A motion was made by Heinemann, second by Heinrichs to appoint the official newspaper (Waunakee Tribune) for the district. Motion carried 7-0.

2. Meeting Times and Dates

A motion was made by Hetzel, second by Heinemann that the WCSD Board of Education is to hold its regular meeting on the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. Motion carried 7-0.

3. Legal Counsel

A motion was made by Dotzler, second by Hetzel, to appoint Strang Law LLC. as our firm, with Kirk Strang as primary contact. The board discussed the possibility of visiting this again once Dr. Brown starts. Motion carried 7-0.

4. Official Depositories

A motion was made by Heinemann, second by Heinrichs, to appoint the list of current banking/depository institutions for approval by the Board to carry out the financial functions of the district for the coming year.

Depository, Expenditure, and Payroll Accounts:

One Community Bank

Investments:

One Community Bank

Wisconsin Local Government Investment Pool
AUL Trust
PMA-Public Fund Specialists/WISC
Credit Cards:
WASBO/BMO Harris
Motion carried 7-0.

5. WASB and WIAA Memberships

A motion was made by Hetzel, second by Heinemann, to approve district membership in the Wisconsin Association of School Boards (WASB) and the Wisconsin Interscholastic Athletic Association (W.I.A.A.). Motion Carried 7-0.

IX. **SET ANNUAL MEETING**

The Board of Education, pending discussion, will need to determine a time and date for the annual meeting per the motion/action of the electorate at the last annual meeting authorizing the Board to set the meeting date/time of the annual meeting. State Statute 120.08(1) states: A common school district (Waunakee) shall hold an annual meeting on the 4th Monday in July at 8:00 p.m. unless the electors at the annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the school board to establish a different date or hour. No annual meeting may be held before May 15, 2024 or later than October 31, 2024. The motion to set the annual meeting will need to include the date, the time and the place the annual meeting will be held. Last year the meeting was held on the third Monday in October which was October 16, 2023 at 7:00 p.m. in the board room at 905 Bethel Circle. We suggest that this year's meeting be set for August 26, 2024 at 7:00 p.m.

X. **CONSENT AGENDA**

XI. Approve Individual Teacher Recommendations, Resignations, Leaves & Retirements

Retirement - Special Request

Janet Steck, Family and Consumer Ed (FCE) Teacher, MS

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

XII. **FUTURE MEETINGS** - NA

XIII. **ADJOURN**

A motion was made by Engebretson, second by Heinrichs, to adjourn the meeting at 7:28PM. Motion carried 7-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

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

Cross References:

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

Adoption/Revision Date(s):

October 1989
March 1994
September 1994
January 2000
February 2002
May 2020
January 2022



Innovative Thinking. Tailored Delivery.

Dear District Administrators,

The CESA 2 Delegate Convention has been scheduled for Tuesday, June 18th, 2024 at 7 pm. The Delegate Convention will be held at the CESA 2 offices at 1221 Innovation Drive, Whitewater, WI 53190.

Enclosed please find the Appointment of 2024 CESA Convention Representatives notification from Jill Underly, State Superintendent; the CESA 2 Delegate Convention Notice from Marian Viney, CESA 2 Board of Control Chairperson; and two copies of the form to notify CESA 2 of the delegate from your district.

Please return one copy of the form to notify CESA 2 of the delegate from your district in the enclosed self-addressed stamped envelope or via email to kayla.barr@cesa2.org. Please keep the second copy for your records.

We will send out information regarding the CESA 2 Delegate Convention to the delegate for your district via email once we receive the form.

The CESA 2 Board of Control is made up of a representative from each of the 11 geographic clusters. The following clusters will need to elect a representative to the Board of Control at the 2024 Delegate Convention:

- Cluster A: DeForest, Marshall, Sun Prairie, Waterloo and Waunakee
- Cluster B: Middleton-Cross Plains, Mount Horeb, Verona and Wisconsin Heights
- Cluster D: Albany, Belleville, Monroe, Monticello and New Glarus
- Cluster E: Beloit, Beloit-Turner, Brodhead, Juda and Parkview

We very much appreciate your district's involvement in the CESA 2 Delegate Convention!

Please feel free to contact me at 262.473.1473 or kayla.barr@cesa2.org if you have any questions.

All the best,

A handwritten signature in black ink that reads "Kayla Barr".

Kayla Barr
Executive Administrative Assistant

1221 Innovation Drive, Suite 205
Whitewater, WI 53190
262-473-1473



Date: April 4, 2024

To: CESA Administrators
CESA Board of Control Chairpersons
School Board Clerks

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2024 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

Section 116.02, Wis. Stats., in its entirety, reads as follows:

116.02 Board of control; membership (1)(a) Each agency shall be governed by a board of control composed of members of school boards of school districts within the agency. Annually on or after the 4th Monday in April, the school board of each school district in the agency shall appoint one of its members as its representative for the purpose of determining the composition of the board of control. For the purpose of determining membership on the board of control, a school district operating elementary grades only and lying in more than one union high school district shall be considered part of the union high school territory in which the major portion of its equalized valuation lies. The board of control shall hold an annual organizational meeting on or after the 2nd Monday in May. No annual organizational meeting may be held after the 2nd Monday in August.

(c) The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district. The convention may direct the board of control to determine a different date for the annual organizational meeting.

(2) The annual convention shall establish bylaws for governing the agency, including bylaws for all of the following:

(a) Subject to sub.(1)(a), setting the date of the annual convention and establishing procedures for calling a special meeting.

(b) Providing for regular meetings of the board of control.

(c) Establishing an initial plan of representation for the agency and specifying how the plan may be amended.

(d) Specifying the number of members on the board of control.

(e) Specifying what constitutes a vacancy on the board of control and establishing procedures for filling a vacancy on the board of control.

(f) Specifying the officers on the board of control, establishing procedures for choosing those officers, specifying their terms of office and their duties and establishing procedures for removing them from office.

(g) Providing for the establishment of fiscal control, responsibility and accountability requirements.

(h) Designating a public depository.

**FORM FOR NOTIFYING SCHOOL BOARD OF
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

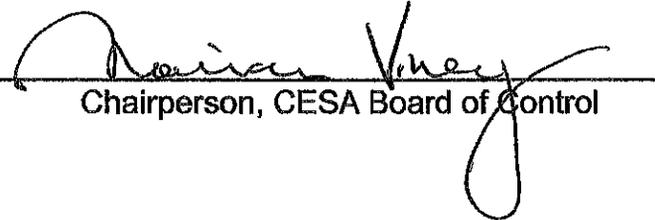
TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Dr. Jill K. Underly's request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Marian Viney is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the p.m. in the conference room of the Whitewater Innovation Center in the City, Town, or Village of Whitewater on Tuesday, June 18th, 2024.

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: 
Chairperson, CESA Board of Control

Date: 3.19.2024

Board of Education Committee Assignments

2024-2025

BUDGET

Jack Heinemann, Chair
Mark Hetzel
Dawn Heinrichs

CO-CURRICULAR

Katie Dotzler, Chair
Ted Frey
Judy Engebretson

CURRICULUM

Mark Hetzel, Chair
Joan Ensign
Katie Dotzler

FACILITIES

Joan Ensign, Chair
Jack Heinemann
Ted Frey

POLICY

Ted Frey, Chair
Judy Engebretson
Katie Dotzler

HUMAN RESOURCES

Judy Engebretson, Chair
Joan Ensign
Dawn Heinrichs

DEI

Dawn Heinrichs, Chair
Mark Hetzel
Jack Heinemann

CESA #2 DELEGATE

Judy Engebretson

WASB DELEGATE/CORRESPONDENT

Dawn Heinrichs

INSURANCE COMMITTEE

Joan Ensign, Mark Hetzel

VILLAGE PLAN COMMISSION LIAISON

Jack Heinemann

PROGRAM EVALUATION

Ted Frey

LEGISLATIVE LIAISON

Board Member As Needed/Available

STUDENT FINANCIAL ASSISTANCE FUND

Katie Dotzler

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, May 7, 2024, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinemann called the meeting to order at 5:37PM

II. ROLL CALL

Present: Heinemann, Heinrichs (zoom), Hetzel

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

III. APPROVAL OF AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS - No Public comments for this meeting.

V. 2023-2024 BUDGET UPDATE

Summers presented and answered questions regarding that there will be some budget changes that will be brought back in June for the 2023-2024 Budget. There is a specific DPI format for budget changes that are presented for School Board consideration in June.

VI. 2024-2025 BUDGET PLANNING

A. Timeline

Dye presented and answered questions regarding the timeline.

B. Approval of First Draft of 2024-25 Budget

Dye presented and answered questions regarding the highlights of the first draft of the budget as well as outlined what will be coming in the second draft in June. The budget is currently balanced. The major assumptions are outlined in the agenda notes. Summers stated that the district is in the second year of a state budget process, which means that the majority of the budgetary numbers have already been determined. The estimates are related to the student enrollment, equalization aid, and property values that come later in the process.

A motion was made by Hetzel, second by Heinrichs, to recommend that the full board review and approve the first draft of the budget as presented. Motion carried 3-0.

C. Approval of 24-25 Student Fees

Dye presented and answered questions regarding the proposed student fees for the 2024-2025 school year. Guttenberg stated that a discussion regarding high school student event participation fees is taking place, and administration is requesting additional data on this topic. A motion was made by Heinrichs, second by Hetzel, to recommend that the full board consider the 2024-2025 student fees as presented. Motion carried 3-0.

D. Approval of 24-25 Facility Use Fees

Dye presented and answered questions regarding the 2024-2025 facility use fees. A motion

was made by Hetzel, second by Heinrichs to recommend that the full board consider the 2024-2025 facility fees as presented. Motion Carried 3-0.

E. Review Fund 10

Dye presented and answered questions regarding a request to post for an additional bilingual/EL teacher. A motion was made by Hetzel, second by Heinrichs, to recommend that the full board consider this request as presented. Motion carried 3-0.

F. Review Fund 27

Dye and Tiffany Loken, Director of Special Education, presented and answered questions regarding two requests to post new positions for an additional high school special ed teacher (individual student need) and an early childhood paraprofessional. A motion was made by Heinrichs, second by Hetzel, to recommend that the full board consider these requests as presented. Motion carried 3-0.

G. Review Fund 50

Dye presented and answered questions regarding the operation of the food service program and the plan for 2024-25. Taher management's budget proposal that has an estimated positive balance of slightly over \$15,000. A motion was made by Hetzel, second by Heinrichs, to recommend that the full board consider this review as presented. Motion carried 3-0.

H. Review Fund 80

Summers presented and answered questions regarding the changes to the Fund 80 budget. Summers also discussed the concept of tracking and charging appropriate utility expenses to fund 80 with a software system called Data Wrangler.

The committee would like to receive more information from the Data Wrangler representative. Administration will schedule them for the next meeting.

I. Next Steps

Administration is asking that the next budget committee meeting be held on May 28th, 29th, or 31st at 7:30 am. Committees are changing due to the re-organizational meeting. They will schedule this meeting on at the full board meeting on May 13th.

VII. **DISCUSSION/ACTION ON PROPOSALS** - NA

VIII. **OTHER ITEMS FOR DISCUSSION**

A. Review Draft Results of Community Survey – Summers reviewed the draft results of the community survey. School Perceptions will be present at the June School Board meeting to review the final version of the report. Summers shared that the survey participation rate showed a high level of community engagement, and the responses to the educational questions were overall very positive. The support for the financial survey questions ranged for each of the topics, and they also ranged based on the demographics of the participants. The draft survey results will also be shared at the May School Board meeting.

B. Review Draft Resolutions for November 2024 Referendum

Summers presented and answered questions regarding a draft of operational referendum question options for November 2024. The committee asked administration to work with our bond attorney on developing alternative resolutions to review. These additional drafts would be focused on aligning to the community survey results.

IX. FUTURE AGENDA ITEMS - NA

X. ADJOURN

A motion was made by Hetzel, second by Heinrichs, to adjourn the meeting at 6:51PM.

Motion carried 3-0.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

2024-2025 Budget
FIRST DRAFT

Prepared by Allie Dye, Director of Business Services

May 7, 2024

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Board of Education

<u>Name</u>	<u>Municipality</u>	<u>Term Expires</u>
Joan Ensign, President	Town of Westport, City of Middleton, City of Madison	Spring 2026
Katie Dotzler, Vice-President	Village of Waunakee	Spring 2025
Jack Heinemann, Treasurer	Village of Waunakee	Spring 2025
Judy Engebretson, Clerk	Towns of Dane/Springfield	Spring 2025
Ted Frey	Town of Westport, City of Middleton, City of Madison	Spring 2027
Dawn Heinrichs	Village of Waunakee	Spring 2026
Mark Hetzel	Town of Vienna	Spring 2027

Budget Committee Members

To be updated for the second draft in June.

Waunakee Community School District

Introduction

A budget is a financial plan designed to achieve the educational objectives of the Waunakee Community School District. The budget needs to be accountable to meet these educational objectives within the financial constraints that exist. The budget needs to be understandable to the Board of Education, administration, staff, parents, and the district taxpayers. The budget was developed with significant staff input regarding needs and priorities. The budget was developed based on principals of long-term fiscal planning.

Timeline

The budget process for the 2024-2025 fiscal year began in December 2023 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 2nd. All staffing budget requests were due to the Director of Business Services by January 26th. A draft of the budget planning process document was presented at a Budget Committee meeting in February. The school board approved the budget planning process document on March 11th. Building/department level budget planning took place in March. Administrative review of the budget took place in March. The first draft of the budget was presented to the Budget Committee and the Board of Education in May. The second draft of the budget will be presented in June. The third draft of the budget will be presented in July. The preliminary budget will be presented at the Annual Meeting on August 26th with community approval of the tax levy. The Board of Education will approve the final version of the budget and set the tax levy at a special meeting scheduled for October 28th.

Executive Summary

A school district's budget is divided into many "funds". These "funds" are used to account for specific school district programs. The different "funds" and their descriptions are presented below:

FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund*
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

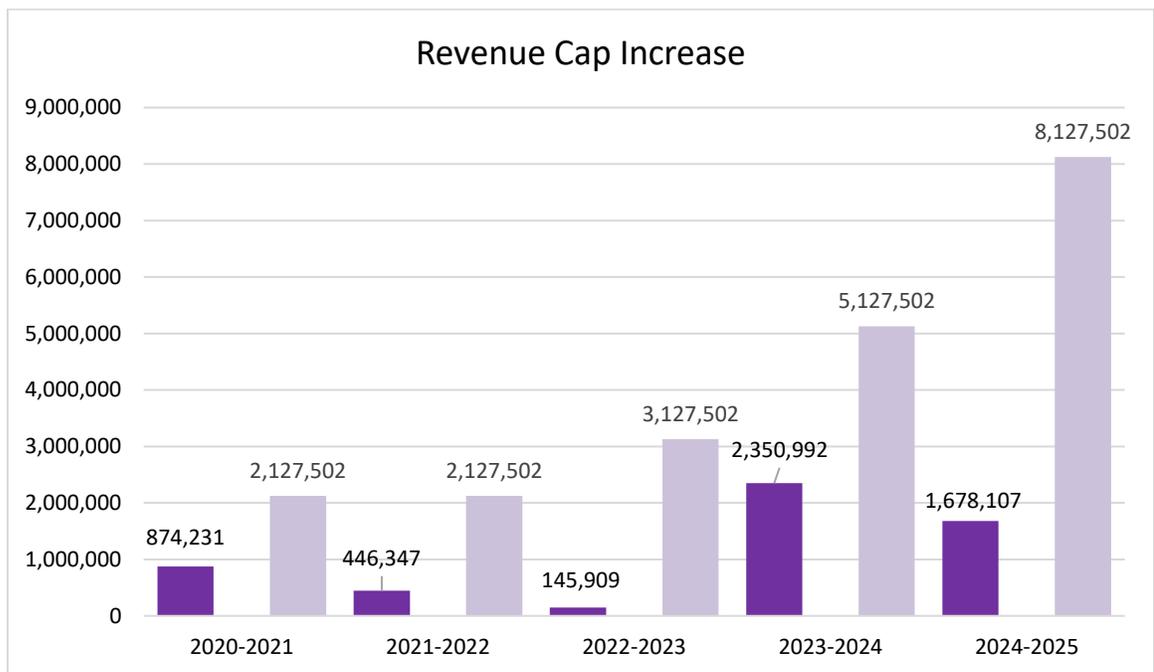
* Currently not being utilized

Waunakee Community School District

A state revenue cap formula is a significant factor in the development of the budget. The revenue cap limits the amount of revenue available to school districts from the two main sources- property taxes and state equalization aid. The revenue cap directly affects Funds 10, 38, and 41, and indirectly affects Fund 27. Fund 27 is primarily funded from a transfer from Fund 10.

The 2024-25 Waunakee state budget planning process increases the revenue cap per student amount by \$325.00. The budget includes a \$0 change in the per pupil categorical aid. The most recent four years of revenue cap changes and the estimated increase for 2024-25 is shown below (dark purple reflects the revenue limit increases from state budgets).

The 2020-21 through 2024-25 revenue caps will be increased by \$3,127,502 in 2022-23, \$5,127,502 in 2023-24, and \$8,127,502 in 2024-25 due to a November 2020 and November 2022 non-recurring operational referendum question (light purple reflects the referendum approved revenue limit increases).



Waunakee Community School District

Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimated September 2024 numbers are shown below:

Grade	2020-21	2020-21	2021-22	2022-23	2023-24
EC	4	12	15	18	18
4K	268	270	249	238	240
K	256	295	292	289	262
1	272	278	303	299	300
2	298	297	285	307	314
3	270	304	310	301	313
4	310	285	311	312	309
TOTAL	1678	1741	1765	1764	1756
ELEM					
5	309	326	294	320	319
6	342	318	342	300	325
TOTAL	651	644	636	620	644
INTER.					
7	295	349	330	346	311
8	305	303	354	329	356
TOTAL	600	652	684	675	667
MIDDLE					
9	343	316	314	374	341
10	338	348	318	304	374
11	343	341	347	318	303
12	353	349	350	351	327
TOTAL	1377	1354	1329	1347	1345
HIGH					
TOTAL	4306	4391	4414	4406	4412
DISTRICT					

The historical student count shows an increasing enrollment, with the exception of 2023-24. The estimated September 2024 enrollment shows a increase of 6 students. Enrollment increases result in more revenues being available through the revenue cap formula.

The 2024-2025 revenue cap limit increases to \$58,117,883 or \$4,678,107 higher than 2023-24. This equates to a 8.7% increase. The \$4,678,107 is a combination of referendum approved funds (\$3,000,000) and state budget funds (\$1,678,107). The 2024-2025 state equalization aid is estimated to decrease to \$24,504,440 or \$181,054 lower than 2023-24. This change equates to a 0.01% decrease. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2024-2025 tax levy increases to \$44,738,959 or \$3,046,041 higher than 2023-2024. This increase equates to an 7.3% increase. Two years of historical information and the proposed tax levy for this year is shown below.

Proposed Property Tax Levy			
FUND	Audited	Unaudited	Proposed
	2022-23	2023-24	2024-25
General Fund	23,818,251.00	28,460,117.00	33,464,278.00
Referendum Debt Service Fund	14,342,804.00	12,838,301.00	10,699,681.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	394,500.00	394,500.00	575,000.00
TOTAL SCHOOL LEVY	38,555,555.00	41,692,918.00	44,738,959.00
PERCENTAGE INCREASE --			
TOTAL LEVY FROM PRIOR YR	8.0%	8.1%	7.3%

The 2024-2025 tax base is estimated to increase to \$4,857,264,578 or \$207,496,143 higher than 2023-2024. This change equates to a 4.5% increase. The 2024-2025 tax rate (tax levy/tax base) increases to \$9.21. This equates to a 2.7% increase. The net rate will not increase by 2.7% because of the increased school levy credit. Additional information will be available in August.

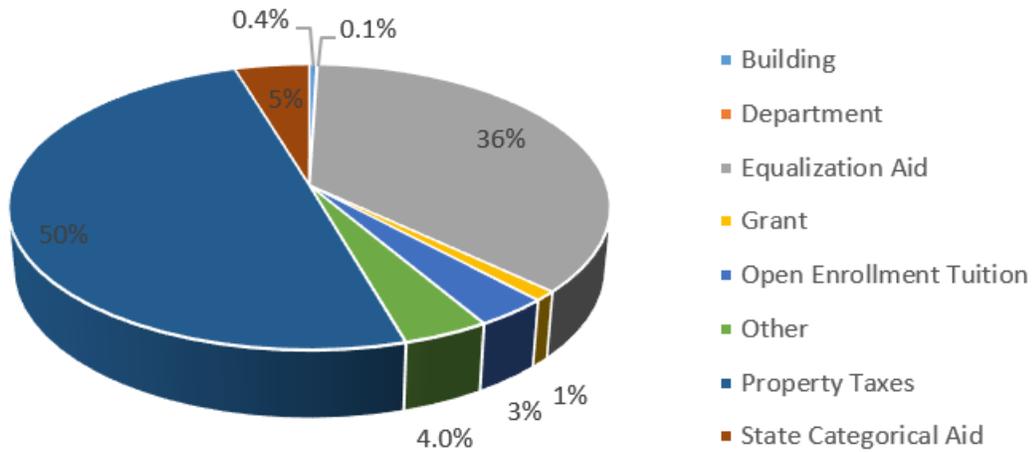
A summary of the expenditures showing two years of historical information and the proposed 2024-2025 budget is shown below. Fund 73 is not included in the summary below.

Total Expenditures and Other Financing Uses			
ALL FUNDS	Audited	Unaudited	Proposed
	2022-23	2023-24	2024-25
GROSS TOTAL EXPENDITURES--ALL FUNDS	86,764,295.00	158,668,195.00	162,735,563.00
Interfund Transfers (Source 100) - ALL FUNDS	6,416,057.00	6,416,057.00	7,286,651.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	80,348,238.00	152,252,138.00	155,448,912.00
PERCENTAGE INCREASE -- NET TOTAL FUND			
EXPENDITURES FROM PRIOR YEAR	5.5%	89.49%	2.10%

Waunakee Community School District

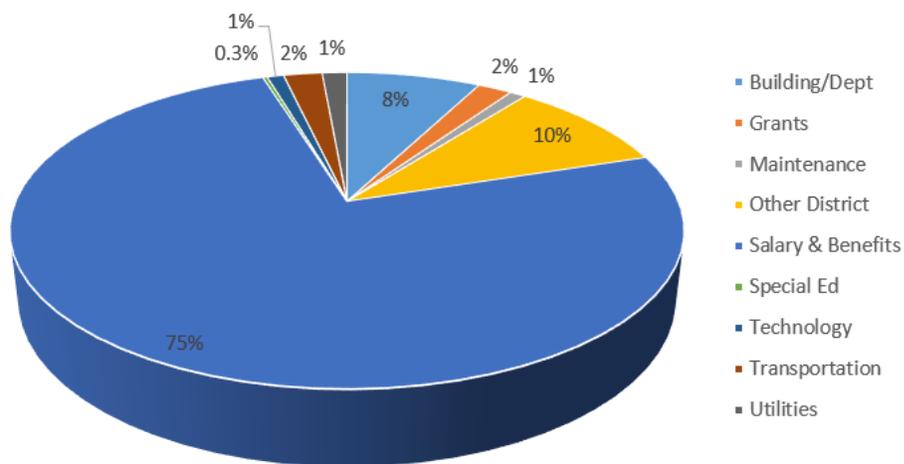
Where do the revenues come from? (Funds 10 and 27)

Total 10/27 Revenues



What are the expenditures spent on? (Funds 10 and 27)

Total 10/27 Expenses



Each fund is presented in more detail on the following pages.

Waunakee Community School District

General Fund 10

Purpose of Fund: The purpose of the general fund 10 is to account for the educational programs and operations of the school district, excluding special education programs.

The 2024-25 grant budgets are not available at this time. The 2023-24 open enrollment budgets will be updated based on actual student attendance in the fall of 2024. The state equalization aid/property tax budgets will be revised based on the aid estimate amounts from the Department of Public Instruction from July 1st.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Prairie School Bldg Fees	\$3,400	\$3,400	\$0	0%
Heritage School Bldg Fees	\$5,100	\$5,100	\$0	0%
Arboretum School Bldg Fees	\$8,200	\$8,200	\$0	0%
Intermediate School Bldg Fees	\$37,900	\$37,900	\$0	0%
Middle School Bldg Fees	\$21,400	\$21,400	\$0	0%
High School Bldg Fees	\$184,525	\$184,525	\$0	0%
Athletics Fees	\$30,000	\$30,000	\$0	--
Building Revenues	\$290,525	\$290,525	\$0	0.00%
Curriculum Secondary Revenues	\$13,271	\$13,271	\$0	0%
Human Resouces Revenues	\$0	\$0	\$0	0%
Maintenance Revenues	\$5,000	\$5,000	\$0	0%
Technology Erate/Fees	\$31,200	\$31,200	\$0	0%
Technology Revenues	\$3,400	\$3,400	\$0	0%
Department Revenues	\$52,871	\$52,871	\$0	0.00%
Common School Funds	\$215,170	\$215,170	\$0	0%
Title 1 Public Grant	\$119,550	\$119,550	\$0	0%
Title 1 Private Grant	\$4,900	\$4,900	\$0	0%
Title 2 Grant (Public)	\$51,672	\$51,672	\$0	0%
Title 2 Grant (Private)	\$7,785	\$7,785	\$0	0%
Title 3 Grant	\$16,890	\$16,890	\$0	0%
Title 4A Grant (Public)	\$8,697	\$8,697	\$0	0%
Title 4A Grant (Private)	\$1,303	\$1,303	\$0	--
Peer Mentor	\$0	\$0	\$0	0%
Perkins Grant	\$25,078	\$25,078	\$0	0%
Federal Flo-Through	\$137,000	\$137,000	\$0	100%
ESSER3	\$1,412,461	\$0	-\$1,412,461	0%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
ARP Homeless Children/Youth	\$7,095	\$7,095	\$0	0%
AODA Grant	\$25,000	\$25,000	\$0	0%
Ed. Effectiveness Grant	\$30,960	\$30,960	\$0	0%
School-Based Mental Health	\$0	\$0	\$0	100%
Mental Health Wellness Grant	\$0	\$0	\$0	0%
Grant Revenues	\$2,145,590	\$733,129	(\$1,412,461)	-192.66%

Waunakee Community School District

Fund 10 Revenues (continued)

District Fees-Prairie	\$27,295	\$27,295	\$0	0%
District Fees-Heritage	\$26,573	\$26,573	\$0	0%
District Fees-Arboretum	\$23,100	\$23,100	\$0	0%
District Fees-Intermediate	\$33,150	\$33,150	\$0	0%
District Fees-Middle School	\$42,720	\$42,720	\$0	0%
District Fees-High School	\$85,000	\$85,000	\$0	0%
District Fees-Athletics	\$198,000	\$198,000	\$0	0%
Summer School Fees	\$10,000	\$10,000	\$0	0%
District Student Fees	\$20,000	\$20,000	\$0	0%
Property Taxes	\$28,460,117	\$33,464,278	\$5,004,161	15%
Interest	\$800,000	\$800,000	\$0	0%
Tuition – OE	\$2,122,668	\$2,302,488	\$179,820	8%
Transportation Aid	\$100,000	\$100,000	\$0	0%
Equalization Aid	\$24,685,494	\$24,504,440	-\$181,054	-1%
Computer Aid	\$60,921	\$60,921	\$0	0%
Misc	\$25,000	\$25,000	\$0	0%
Insurance Payments Received	\$0	\$0	\$0	100%
Transportation	\$16,000	\$16,000	\$0	0%
Tuition Payments	\$8,000	\$8,000	\$0	0%
Property/Non-Capital Sales	\$7,500	\$7,500	\$0	0%
Gifts	\$0	\$0	\$0	0%
Rentals	\$60,000	\$60,000	\$0	0%
Aid for School Mental Health	\$170,000	\$170,000	\$0	0%
Payment Lieu Taxes	\$33,000	\$33,000	\$0	0%
Personal Property Aid	\$233,244	\$233,244	\$0	0%
State Categorical Aid	\$3,098,592	\$3,118,626	\$20,034	1%
Governor's Federal Funding	\$0	\$0	\$0	100%
Medicaid	\$605,000	\$605,000	\$0	0%
Premium	\$49,503	\$49,503	\$0	0%
Aidable Refund	\$75,000	\$75,000	\$0	0%
District Revenues	61,075,877	66,098,838	\$5,022,961	7.60%
Total Revenues	63,564,863	67,175,363	3,610,500	5.37%

Waunakee Community School District

Fund 10 Expenditures

	2023-2024	2024-2025	\$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	\$33,041,495	\$36,845,427	\$3,803,932	12%
Personnel Costs: Benefits	\$10,812,354	\$11,785,714	\$973,360	9%
Salary & Benefits Totals	43,853,849	48,631,141	4,777,292	11%
Prairie School	\$84,880	\$84,880	\$0	0%
Prairie School Common School Funds	\$26,521	\$26,521	\$0	0%
Prairie School Bldg Fees	\$3,400	\$3,400	\$0	0%
Heritage School	\$92,060	\$92,060	\$0	0%
Heritage School Common School Funds	\$26,627	\$26,627	\$0	0%
Heritage School Bldg Fees	\$5,100	\$5,100	\$0	0%
Arboretum School	\$68,320	\$68,320	\$0	0%
Arboretum School Common School Funds	\$22,303	\$22,303	\$0	0%
Arboretum School Bldg Fees	\$8,200	\$8,200	\$0	0%
Intermediate School	\$112,450	\$112,450	\$0	0%
Intermediate School Common School Funds	\$32,269	\$32,269	\$0	0%
Intermediate School Bldg Fees	\$37,900	\$37,900	\$0	0%
Middle School	\$141,750	\$141,750	\$0	0%
Middle School Common School Funds	\$34,378	\$34,378	\$0	0%
Middle School Bldg Fees	\$21,400	\$21,400	\$0	0%
High School	\$482,630	\$482,630	\$0	0%
High School Common School Funds	\$66,383	\$66,383	\$0	0%
High School Bldg Fees	\$92,525	\$92,525	\$0	0%
Athletics	\$354,477	\$354,477	\$0	0%
Athletics Fees	\$38,000	\$38,000	\$0	0%
Building Totals	1,751,573	1,751,573	-	0%
Utilities	\$1,126,923	\$1,126,923	\$0	0%
Maintenance	\$716,990	\$716,990	\$0	0%
Maintenance Fees	\$5,000	\$5,000	\$0	100%
Capital Projects	\$0	\$0	\$0	--
Contingency Fund	\$100,000	\$100,000	\$0	0%
Energy Conservation	\$0	\$0	\$0	0%
Transportation	\$1,344,196	\$1,568,381	\$224,185	17%
Technology	\$715,329	\$715,329	\$0	0%
Technology Fees	\$3,400	\$3,400	\$0	0%
Technology Erate	\$31,200	\$31,200	\$0	0%
Curriculum-Elementary Operations	\$455,382	\$455,382	\$0	0%
Curriculum-4K Program	\$873,800	\$873,800	\$0	0%
Curriculum-Secondary	\$514,029	\$514,029	\$0	0%
Curriculum-Secondary Fees	\$13,271	\$13,271	\$0	0%
Human Resources	\$54,550	\$54,550	\$0	0%
Superintendent	\$84,600	\$84,600	\$0	0%
Student Services-Operations	\$71,250	\$71,250	\$0	0%
Student Services-District	\$92,500	\$92,500	\$0	100%
Business Office	\$444,673	\$444,673	\$0	0%
District Wide	1,740,772	1,740,772	\$0	0%
Summer School	\$82,050	\$82,050	\$0	0%
Department Totals	8,469,915	8,694,100	224,185	3%

Waunakee Community School District

Fund 10 Expenditures (continued)

Common School Fund-District	\$6,689	\$6,689	\$0	0%
Title 1 Public Grant	\$119,550	\$119,550	\$0	0%
Title 1 Private Grant	\$4,900	\$4,900	\$0	0%
Title 2 Grant (Public)	\$51,672	\$51,672	\$0	0%
Title 2 Grant (Private)	\$7,785	\$7,785	\$0	0%
Title 3 Grant	\$16,890	\$16,890	\$0	0%
Title 4A Grant (Public)	\$8,697	\$8,697	\$0	0%
Title 4A Grant (Private)	\$1,303	\$1,303	\$0	0%
Peer Mentor Grant	\$0	\$0	\$0	-
Perkins Grant	\$25,078	\$25,078	\$0	0%
Federal Flo-Through	\$137,000	\$137,000	\$0	0%
ARP Homeless Children/Youth	\$7,095	\$7,095	\$0	0%
AODA Grant	\$25,000	\$25,000	\$0	0%
ESSER2	\$0	\$0	\$0	100%
ESSER3	\$1,412,461	\$0	-\$1,412,461	100%
Career/Tech Ed Grant	\$73,654	\$73,654	\$0	0%
Ed. Effectiveness Grant	\$30,960	\$30,960	\$0	0%
Reading Readiness Grant	\$8,375	\$8,375	\$0	0%
School-Based Mental Health	\$0	\$0	\$0	0%
Mental Health Wellness Grant	\$0	\$0	\$0	0%
Grant Totals	\$1,937,109	\$524,648	(1,412,461)	-73%
Transfer to Fund 27	\$7,265,167	\$7,286,651	\$21,484	0%
Wellness Clinic	\$287,250	\$287,250	\$0	-
Other Program Totals	\$7,552,417	\$7,573,901	21,484	0%
Total Expenditures	\$63,564,863	\$67,175,363	\$3,610,500	6%
Rev-Exp	\$0	\$0	\$0	100%
Beg Fund Balance	\$6,428,153	\$8,695,445	\$2,267,292	35%
End Fund Balance	\$8,695,445	\$8,695,445	\$0	0%

Overall considerations for Fund 10:

- The budget is balanced for 2024-25.
- The budget will continue to reserve \$11,875 for parking lot/band uniform fees and \$60,000 for Warrior Stadium and the Soccer Stadium turf replacement.
- The revenue cap increase is based on an estimated September 2024 student count and a \$325/student increase.
- The per pupil aid increase of \$0/student.
- The state equalization aid estimate will be provided by the DPI in July.
- A general contingency of \$100,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 4.12%, advancement on the district compensations systems, a 0% increase in dental rates, a 5% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be approved at the May board meeting.
- The 4K program budget will be adjusted based on actual enrollment in the fall of 2024.

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie		
Heritage		
Arboretum	Social Worker	0.50
Intermediate		
Middle School	Teachers for Schedule Change	4.00
High School	Weight Room Coordinator/Supervisor (Stipend)	0.00
Special Ed	Administrative Assistant	1.00
	Special Education Coordinator	1.00
Student Services	Bilingual Counselor	1.00
	Bilingual Paraeducator	1.00
	School Nursing	0.50
Athletics	Middle School Athletic Director (Stipend)	0.00
	Increased Administrative Assistant	0.50
District	Reading/Math Interventionist for Title I	1.00
	K-6 Section Reductions	(2.00)
Other Budget Requests	To Be Determined	
Total Additional Staffing		8.500
(Fund 10)		6.00
(Fund 27)		2.00
(Fund 80)		0.50

Waunakee Community School District

Fund 21

Purpose of Fund: The purpose of the Special Revenue Trust Fund 21 is to account for gifts specified by donors to be used for operating purposes.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Arboretum School	\$20,000	\$20,000	\$0	0%
Heritage School	\$26,500	\$26,500	\$0	0%
Prairie School	\$24,700	\$24,700	\$0	0%
Intermediate School	\$8,600	\$8,600	\$0	0%
Joint Elementary PTO	\$0	\$0	\$0	100%
Middle School	\$29,190	\$29,190	\$0	0%
High School-Scholarships	\$16,280	\$16,280		
High School	\$150,640	\$150,640	\$0	0%
Athletics	\$362,200	\$362,200	\$0	0%
Superintendent	\$0	\$0	\$0	0%
Business Office	\$30,000	\$30,000	\$0	0%
Maintenance	\$0	\$0	\$0	0%
Mentor	\$93,250	\$93,250	\$0	0%
Student Services	\$0	\$0	\$0	0%
Special Education	\$41,000	\$41,000	\$0	0%
Total Revenues	\$802,360	\$802,360	\$0	0%
Expenditures:				
Arboretum School	\$32,000	\$32,000	\$0	0%
Heritage School	\$26,500	\$26,500	\$0	0%
Prairie School	\$33,700	\$33,700	\$0	0%
Intermediate School	\$7,840	\$7,840	\$0	0%
Joint Elementary PTO	\$300	\$300	\$0	100%
Middle School	\$29,190	\$29,190	\$0	0%
High School - Scholarships	\$10,500	\$10,500		
High School	\$177,955	\$177,955	\$0	0%
Athletics	\$362,200	\$362,200	\$0	0%
Superintendent	\$0	\$0	\$0	--
Business Office	\$30,000	\$30,000	\$0	0%
Maintenance	\$0	\$0	\$0	100%
Mentor	\$122,464	\$122,464	\$0	100%
Student Services	\$0	\$0	\$0	0%
Special Education	\$41,000	\$41,000	\$0	0%
Total Expenditures	\$873,649	\$873,649	\$0	0%
Rev – Exp:	(\$71,289)	(\$71,289)	\$0	--
Beg Fund Balance	\$1,129,933	\$1,241,189	\$111,256	10%
End Fund Balance	\$1,241,189	\$1,169,900	(\$71,289)	-6%

Fund 21 will be updated for the second draft of the budget in June.

Waunakee Community School District

Special Education Fund 27

Purpose of Fund: The purpose of the special education Fund 27 is to account for all of the special education programs and operations in the school district.

	2023-2024	2023-2024	\$ Change	% Change
Revenues:				
Federal Grant PS	\$41,610	\$41,610	\$0	0%
Federal Grant PS--ESSER3	\$15,390	\$15,390	\$0	0%
Federal Grant FT	\$877,543	\$877,543	\$0	0%
Federal Grant FT--ESSER3	\$97,505	\$97,505	\$0	0%
Grand Totals	\$1,032,048	\$1,032,048	\$0	0%
State Aid	\$2,960,265	\$3,526,368	\$566,103	19%
Transfer In Fund 10	\$7,265,167	\$7,286,651	\$21,484	0.3%
High Cost Aid	\$0	\$350,000	\$350,000	--
Medicaid	\$185,000	\$185,000	\$0	0%
Transit of State Aid	\$15,000	\$15,000	\$0	0%
Open Enrollment Tuition	\$0	\$0	\$0	0%
Aid For School Mental Health	\$0	\$0	\$0	---
Other Revenue	\$10,425,432	\$11,363,019	\$937,587	9%
Total Revenues	\$11,457,480	\$12,395,067	\$937,587	8%
Expenditures:				
Federal Grant PS	\$41,610	\$41,610	\$0	0%
Federal Grant PS--ESSER3	\$15,390	\$15,390	\$0	0%
Federal Grant FT	\$877,543	\$877,543	\$0	0%
Federal Grant FT--ESSER3	\$97,505	\$97,505	\$0	0%
Grant Totals	\$1,032,048	\$1,032,048	\$0	0%
Personnel Costs: Salaries	\$7,390,747	\$8,155,835	\$765,088	10%
Personnel Costs: Benefits	\$2,644,456	\$2,816,955	\$172,499	7%
Salary & Benefits Totals	\$10,035,203	\$10,972,790	\$937,587	9%
Special Ed-Operations	\$28,839	\$28,839	\$0	0%
Special Ed-District	\$166,557	\$166,557	\$0	0%
Transportation	\$185,833	\$185,833	\$0	0%
Medicaid	\$9,000	\$9,000	\$0	0%
Program Totals	\$390,229	\$390,229	\$0	0%
Total Expenditures	\$11,457,480	\$12,395,067	\$937,587	8%
Rev - Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The personnel budget includes an inflationary salary increase of 8%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on page 13. Final decisions on salary increases were approved at the July board meeting.

Waunakee Community School District

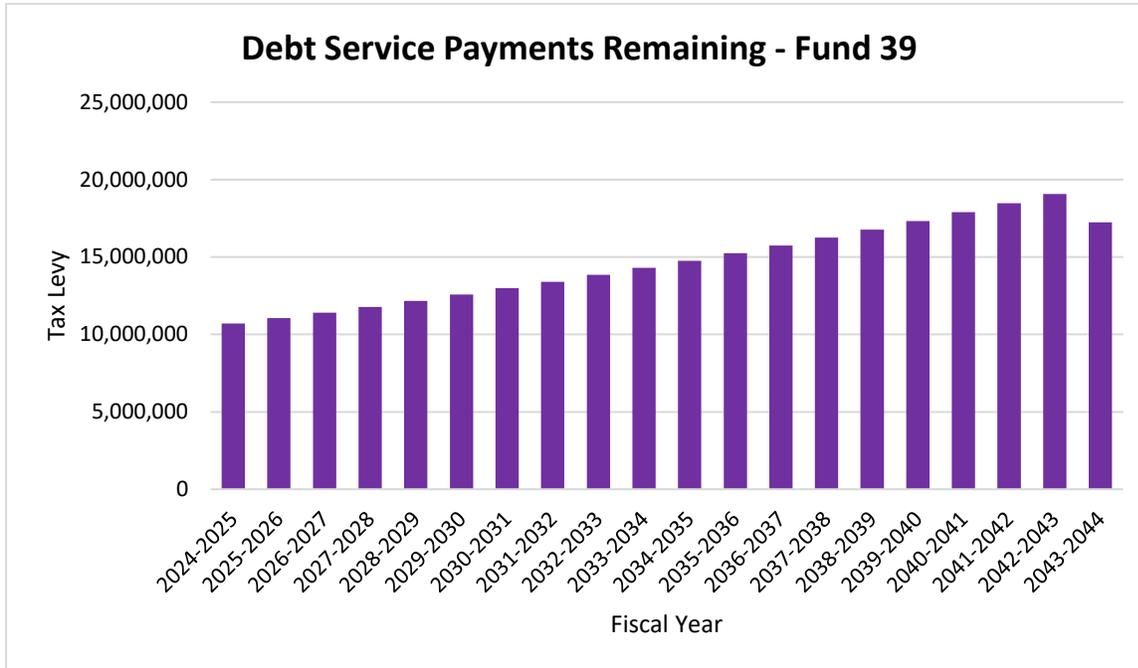
Debt Service Fund 39

Purpose of Fund: The purpose of the debt service fund 39 is to repay prior debts borrowed with authority of an approved referendum.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Premium	\$0	\$0	\$0	--
Refinancing	\$0	\$0	\$0	--
Interest Earned	\$5,000	\$5,000	\$0	0%
Property Taxes	\$12,838,301	\$10,699,681	(\$2,138,620)	-17%
Interest Rebate	\$0	\$0	\$0	--
Total Revenues:	\$12,843,301	\$10,704,681	(\$2,138,620)	-17%
Expenditures:				
Refinancing	\$0	\$0	\$0	0%
Interest Owed	\$6,004,106	\$5,847,433	(\$156,673)	-3%
Principal Owed	\$8,700,000	\$5,910,000	(\$2,790,000)	-32%
Other Debts	\$6,000	\$6,000	\$0	0%
Total Expenditures	\$14,710,106	\$11,763,433	(\$2,946,673)	-20%
Rev – Exp:	(\$1,866,805)	(\$1,058,752)	\$808,053	-43%
Beg Fund Balance	\$8,531,606	\$6,664,801	(\$1,866,805)	-22%
End Fund Balance	\$6,664,801	\$5,606,049	(\$1,058,752)	-16%

The following graph and table reflects the future tax levies (10 borrowings) in this fund. The school board has approved two bond issues related to the November 2022 referendum. Additional bond issues will be approved as the project continues. These additional bond issues have estimated interest costs added to the 2024-2025 fiscal year.

Waunakee Community School District



FISCAL YEAR	AMOUNT DUE
2024-2025	10,700,000
2025-2026	11,050,919
2026-2027	11,409,906
2027-2028	11,782,181
2028-2029	12,165,891
2029-2030	12,565,394
2030-2031	12,978,238
2031-2032	13,405,813
2032-2033	13,843,075
2033-2034	14,294,544
2034-2035	14,760,788
2035-2036	15,241,363
2036-2037	15,737,269
2037-2038	16,247,894
2038-2039	16,776,269
2039-2040	17,320,344
2040-2041	17,887,888
2041-2042	18,471,569
2042-2043	19,072,627
2043-2044	17,245,813
TOTAL DUE	\$292,957,785

The amount due includes estimates based on the most recent financial plan. Only a portion of the November 2022 capital referendum has been borrowed long-term.

Waunakee Community School District

Capital Expansion Fund 41

Purpose of Fund: The purpose of the capital expansion fund 41 is to account for capital expenditures related to buildings and sites.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Property Taxes	\$0	\$0	\$0	0%
Interest	\$0	\$0	\$0	100%
Total Revenues	\$0	\$0	\$0	0%
Expenditures:				
Maintenance Projects	\$194,046	\$0	(\$194,046)	-100%
Total Expenditures	\$194,046	\$0	(\$194,046)	--
Rev – Exp:	(194,046.00)	0.00	194,046	-100%
Beg Fund Balance	194,046	0	(194,046)	-100%
End Fund Balance	\$0	\$0	\$0	0%

Capital expansion fund 41 will no longer be utilized, starting with the 2023-24 school year. The facility committee approved the final fund 41 projects in early 2023. There were a few projects that carried across from the 22-23 fiscal year.

Waunakee Community School District

Capital Projects Fund 49

Purpose of Fund: The purpose of the capital projects fund 49 is to account for referendum approved capital expenditures related to buildings and sites. The November 2022 capital referendum question of \$175 million is accounted for in this fund.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Bond Proceeds	\$110,000,000	\$66,020,000	(\$43,980,000)	0%
Interest	\$3,000,000	\$4,000,000	\$1,000,000	33%
Total Revenues	\$113,000,000	\$70,020,000	(\$42,980,000)	-38%
Expenditures:				
Heritage Elementary	\$55,000,000	\$7,500,000	(\$47,500,000)	100%
Middle School	\$5,000,000	\$50,000,000	\$45,000,000	100%
HS/TLC/District	\$1,000,000	\$4,000,000	\$3,000,000	100%
Districtwide Maintenance	\$3,000,000	\$5,000,000	\$2,000,000	100%
Total Expenditures	\$64,000,000	\$66,500,000	\$2,500,000	--
Rev – Exp:	49,000,000.00	3,520,000	(45,480,000)	-93%
Beg Fund Balance	0	101,487,266	101,487,266	--
End Fund Balance	\$101,487,266	\$105,007,266	\$56,007,266	3%

The \$110,000,000 in 2024 will be a 2023-24 budget revision. The first draft of the budget has been updated to reflect the anticipated expenditures for the new Heritage Elementary, new Middle School, and other districtwide projects.

Waunakee Community School District

Food Service Fund 50

Purpose of Fund: The purpose of the food service fund 50 is to account for the food service program.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Milk Sales	\$78,558	\$78,558	\$0	0%
Ala-Carte Sales	\$1,307,822	\$1,307,822	\$0	0%
Lunch Sales-Students	\$1,069,130	\$1,069,130	\$0	0%
Lunch Sales-Adults	\$5,780	\$5,780	\$0	0%
Lunch-Dane County	\$139,825	\$139,825	\$0	0%
Catering	\$72,537	\$72,537	\$0	0%
Breakfast Sales	\$15,598	\$15,598	\$0	0%
Madison Country Day	\$157,383	\$157,383	\$0	100%
Westside Christian	\$83,867	\$83,867	\$0	200%
Total Revenues	\$2,930,500	\$2,930,500	\$0	0%
Expenditures:				
Contracted Services	\$1,199,938	\$1,199,938	\$0	0%
Food Purchase	\$1,464,560	\$1,464,560	\$0	0%
Other Supplies	\$117,937	\$117,937	\$0	0%
Equipment Purchase	\$25,000	\$25,000	\$0	0%
Software/Tech Costs	\$60,000	\$60,000	\$0	0%
Personnel Costs	\$40,000	\$40,000	\$0	0%
Total Expenditures	\$2,907,435	\$2,907,435	\$0	0%
Rev-Exp:	\$23,064	\$23,064	\$0	--
Beg Fund Balance	\$0	\$0	\$0	--
End Fund Balance	\$0	\$23,064	\$23,064	--

The food service program is contracted out to Taher, Inc. The Dane County lunch program provides meals to community members and the revenue is received from the Dane County Department of Health and Human Services. The Madison Country Day/Westside Christian School programs provide meals to private schools.

This budget will be updated for the second draft of the budget in June based on School Board approval of the 2024-25 fees at the May Board meeting.

Waunakee Community School District

Employee Benefit Trust Fund 73

Purpose of Fund: The purpose of the employee benefit trust fund 73 is to account for formally established benefit pension plans, defined contribution plans, or employee benefit plans.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Interest – AUL Trust	\$30,000	\$30,000	\$0	0%
Interest – HRA Trust	\$250,000	\$250,000	\$0	0%
Employer Contributions - AUL	\$0	\$0	\$0	100%
Employee Contributions – AUL	\$7,000	\$7,000	\$0	0%
Employer Contributions – HRA	\$490,000	\$490,000	\$0	0%
Employee Contributions – HRA	\$0	\$0	\$0	--
Total Revenues	\$777,000	\$777,000	\$0	0%
Expenditures:				
Disbursements – AUL	\$600,000	\$600,000	\$0	0%
Disbursements – HRA	\$450,000	\$450,000	\$0	--
Disbursements - Implicit Rate	\$76,000	\$76,000	\$0	0%
Total Expenditures	\$1,126,000	\$1,126,000	\$0	0%
Rev – Exp:	(\$349,000)	(\$349,000)	\$0	0%
Beg Fund	\$7,634,984	\$8,521,126	\$886,142	12%
End Fund	\$8,521,126	\$8,172,126	(\$349,000)	-4%

This budget will be updated in the final draft of the budget based on the final retirement benefits for the 2023-2024 retirees. The annual district contribution to the Fund 73 trust fund has been placed on hold until further discussion with the budget committee.

Waunakee Community School District

Community Service Fund 80

Purpose of Fund: The purpose of the community service fund 80 is to account for community activities such as adult education, recreation, athletic camps, and other related community programs.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
Property Taxes	\$394,500	\$575,000	\$180,500	46%
Athletic Camps	\$0	\$0	\$0	--
Community Ed	\$17,000	\$17,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Middle School Athletics	\$15,500	\$15,500	\$0	0%
Community Ed/Swim	\$45,000	\$45,000	\$0	0%
WCCC Grant	\$125,000	\$125,000	\$0	0%
Warrior Media	\$5,000	\$5,000	\$0	100%
Total Revenues	\$603,200	\$783,700	\$180,500	30%
Expenditures:				
Community Education	\$70,000	\$70,000	\$0	0%
Communications	\$30,000	\$30,000	\$0	100%
Athletic Camps	\$0	\$0	\$0	--
Middle School Clubs/Orgs	\$0	\$100,000	\$100,000	--
Middle School Athletics	\$135,000	\$195,000	\$60,000	44%
Community Ed/Swim	\$160,000	\$160,000	\$0	0%
Maintenance	\$10,000	\$10,000	\$0	0%
Public Safety	\$90,000	\$90,000	\$0	0%
Police Liaison Officer	\$40,000	\$40,000	\$0	0%
Summer School Camps	\$1,200	\$1,200	\$0	0%
Workers Compensation	\$2,000	\$2,000	\$0	0%
WCCC Grant	\$125,000	\$125,000	\$0	0%
Warrior Media	\$110,000	\$110,000	\$0	100%
Total Expenditures	\$773,200	\$933,200	\$160,000	21%
Rev – Exp:	(\$170,000)	(\$149,500)	\$20,500	--
Beg Fund Balance	\$473,122	\$324,265	(\$148,857)	-31%
End Fund Balance	\$324,265	\$174,765	(\$149,500)	-46%

A community service fund tax levy covers the administrative costs of the community education program and other costs such as custodial, maintenance, public safety, middle school athletics, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees. New for 2024-25: Middle School clubs and organizations have been opened up to the entire community. Middle School athletics have been increased to reflect an athletic director stipend/part time administrative assistant.

The budget will be updated for the third draft of the budget in July.
2024-25 First Draft

Waunakee Community School District

Other Cooperative Fund 99

Purpose of Fund: The purpose of the other cooperative fund 99 is to account for cooperative fiscal agreements made between school districts.

	2023-2024	2024-2025	\$ Change	% Change
Revenues:				
DCNTP	\$187,416	\$187,416	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Revenues	\$187,416	\$187,416	\$0	0%
Expenditures:				
DCNTP	\$187,416	\$187,416	\$0	0%
Mentor Grants	\$0	\$0	\$0	---
Total Expenditures	\$187,416	\$187,416	\$0	0%
Rev – Exp:	\$0	\$0	\$0	---
Beg Fund Balance	\$0	\$0	\$0	---
End Fund Balance	\$0	\$0	\$0	---

The Dane County New Teacher project is accounted for in this fund. This project is the new teacher mentoring program with 14 participating districts. Each district pays a share of the total costs of this program. The budget will be updated for the third draft of the budget in July.

**Waunakee Community School District
2024-2025 School Year Student Fees**

Elementary Schools / Escuelas Primarias	2023-24	2024-25	% Increase/ aumento
Kindergarten / Kínder	\$55.00	\$55.00	
1st-4th / 1° a 4°	\$55.00	\$55.00	
Milk / Leche	\$0.40	\$0.50	25%
Lunch / Almuerzo	\$4.00	\$4.00	
Breakfast / Desayuno	\$1.50	\$1.50	
Recorders / Flautas dulces	\$7.00	\$7.00	
Intermediate School / Escuela Intermedia	2023-24	2024-25	% Increase/ aumento
5th-6th / 5° a 6°	\$60.00	\$60.00	
Percussion / Percusión	\$50.00	\$50.00	
Large Instrument /Instrumento grande	\$100.00	\$100.00	
Milk / Leche	\$0.40	\$0.50	25%
Lunch / Almuerzo	\$4.00	\$4.00	
Breakfast / Desayuno	\$1.50	\$1.50	
Middle School / Escuela Media	2023-24	2024-25	% Increase/ aumento
7th-8th / 7° a 8°	\$70.00	\$70.00	
Art 7th-8th / Arte 7° a 8°	\$5.00	\$5.00	
Tech. Ed–8th / Ed. Tec 8°	\$5.00	\$5.00	
Gateway/Tech. – 8th / Portal/Tec 8°	\$5.00	\$5.00	
F/CE – 8th / F/CE 8°	\$5.00	\$5.00	
Co-Curricular Fee / Tarifa co-curricular	\$40.00	\$40.00	
Football Equip. Fee / Tarifa equipo de fútbol americano	\$20.00	\$25.00	25%

Locks / Candados	\$7.00	\$8.00	14%
Assignment Notebook / Cuaderno de tareas	\$5.00	\$5.00	
Percussion / Percusión	\$50.00	\$50.00	
Large Instrument / Instrumento grande	\$100.00	\$100.00	
Milk / Leche	\$0.40	\$0.50	25%
Breakfast / Desayuno	\$1.75	\$1.75	
Lunch Meal Deal / Oferta de combo del almuerzo	\$5.00	\$5.00	
High School / Preparatoria	2023-24	2024-25	% Increase/ aumento
9th-12th / 9° a 12°	\$60.00	\$60.00	
2D & 3D Art Foundations / Fundamentos del Arte 2D y 3D	\$5.00	\$10.00	100%
Advanced 2D & 3D Art / Arte Avanzado 2D y 3D	\$5.00	\$10.00	100%
Band Uniform / Uniforme de banda	\$10.00	\$10.00	
Ceramics / Cerámica	\$10.00	\$10.00	
Art Metals / Arte con Metales	\$10.00	\$10.00	
Drawing/Printmaking - Dibujo/Grabado	\$10.00	\$10.00	
Advanced Art / Arte Avanzado	\$10.00	\$10.00	
Painting / Pintura	\$10.00	\$10.00	
Photography / Fotografía	\$10.00	\$10.00	
Textiles / Tejidos	\$10.00	\$10.00	
Tech. Ed. Metals / Ed. Tec. Metales	\$20.00	\$20.00	
Tech. Ed. Home/Auto / Ed. Tec Hogar/Auto	\$10.00	\$10.00	
F/CE Foods Courses / Cursos de comida F/CE	\$40.00 62	\$40.00	

AP US History / Historia de los EEUU AP	\$21.95	\$21.95	
Tech Ed IDEA & BIG IDEA / Ed. Tec. IDEA y BIG IDEA	\$25.00	\$25.00	
Lunch Meal Deal / Oferta de combo del almuerzo	\$5.00	\$5.00	
Milk / Leche	\$0.50	\$0.50	
Tech. Ed. Woods and F/CE individual project supplies provided by students Los suministros para proyectos individuales de Ed. Tec. Maderas y F/CE son proporcionados por los estudiantes			
Co-Curricular / Co-curricular	\$75.00	\$75.00	
Football Equipment Fee / Tarifa de equipamiento para fútbol americano	\$35.00	\$35.00	
HS Football Player Optional Helmet Purchase Program / Programa opcional de compra de casco para jugador de fútbol americano de la preparatoria	\$295.00	\$295.00	
Driver's Education / Educación del conductor	(Fees set by CESA 2) / (Tarifas establecidas por CESA 2)	(Fees set by CESA 2) / (Tarifas establecidas por CESA 2)	
Parking Fee / Tarifa por estacionamiento	\$50.00	\$50.00	
Locks / Candados	\$5.50	\$8.00	45%
Percussion / Percusión	\$50.00	\$50.00	
Solo & Ensemble / Solo y Conjunto	\$25.00	\$35.00	40%
Large Instruments / Instrumentos grandes	\$100.00	\$100.00	

Note: Students eligible for free/reduced meals are not charged any school district fees if the DPI waiver form is signed.

Nota: No se le cobra ninguna tarifa del distrito escolar a los estudiantes que califican para las comidas gratuitas/a precio reducido si el formulario de exención del DPI está firmado.

Waunakee Community School District

Facility Use Fee Schedule

	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6
Warrior Stadium / Warrior Pitch	N/C	\$100/hr	\$100/hr	\$125/hr	\$150/hr	\$175/hr
Aquatic Center	N/C	See Attached Rental Fee Schedule				
Performing Arts Center	See Attached Rental Fee Schedule					
Class 1 Facility						
- WCHS Fieldhouse	N/C	\$200	\$250	\$300	\$400	\$500
- WIS Lax. Fields						
Class 2 Facility						
- WCHS Old Gym						
- WCHS Commons						
- WCHS Small Aud.						
- WCHS Weight Room						64
- WCMS Gym						
- HES Gym						
- WIS Gym	N/C	\$60	\$80	\$100	\$160	\$200
- WIS Cafeteria						
- WCHS Baseball Field						
- WCHS Softball Field						
- WCHS Soccer Field						
- Specialized Classroom (Computer Labs, F/CE, Tech-Ed, Science, Music Suite, Drama Classroom)						
Class 3 Facility						
- Elementary Schools	N/C	\$40	\$60	\$80	\$100	\$160
- WCHS Wrestling Room						
- WCMS Wrestling Room						
Class 4 Facility						
- Classrooms	N/C	\$25	\$25	\$25	\$25	\$50
- Conference Rooms						

ALL RATES ARE PER DAY UNLESS OTHERWISE NOTED

Additional Fees and Charges

- When a custodian is not scheduled, and one needs to be assigned, there will be a \$45/hour custodial fee charged to all groups. If the event size requires more staff, the WCSD reserves the right to add custodial staff and charge a fee to the user group.
- Facility uses or events for groups 2, 3, 4, 5, or 6 that involve large groups (in excess of 100 people consisting of participants/attendee/audience) will be assessed a daily supply charge to offset the cost of custodial supplies (i.e. toilet paper, paper towels, trash liners, cleaning supplies, etc...) require to support the event.
- Group Size (participants/attendees/audience) 100-199 (\$25), 200-299 (\$35), 300-399 (\$25), 400-499 (\$45), 500-750 (\$60), 750 and above (\$85). For large events, additional charges for portable restrooms, trash receptacles, or trash disposal may be added.
- When an admission fee is charged to spectators/audiences, the facility use fees will be charged to group classifications 2, 3, 4, 5, and 6.
- District Gymnasiums (Classes 1, 2, 3) can be rented for half days at a rate of 50% of the daily fee.

	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6
Setup/Take Down*	N/C	\$45/hr	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Field Prep. (Lining)	N/C	N/C	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Specialized Equipment	N/C	\$50/hr	\$50/hr	\$50/hr	\$50/hr	\$50/hr

*Outside of scheduled time.

WCSD Facilities User Group Expectations

- Reserve the facilities well **at least 48 hours** in advance through the WCSD Activities Office (849-2103) or at <https://shorturl.at/jmnu0>.
- Complete/Submit necessary paperwork that will include a Waiver Damage Form and a Certificate of Insurance which may be required.
- Be as specific as possible on needs you may have in terms of set-up so that things such as tables, chairs, garbage cans, etc. can be made available prior to the event.
- For events/activities where children are involved, there will be a custodian on duty. They are there to assist during the events, but will also have other work responsibilities to attend to.
- During an event and at the completion of the event, please assist in cleaning up the areas that are being used. Immediately report any damage that may take place.
- WCSD provides supervision for school sponsored events only. There is no supervision of children done by school staff for non-school sponsored events/activities. All participants and spectators should remain in the areas designated for the event.
- Small children must be supervised and not allowed to roam around school facilities unsupervised. If children are left unsupervised around the schools, the district can restrict the use of a facility or hire supervision that will be charged back to the user group.

User Group Classifications

GROUP 1

WCSD SCHOOL SPONSORED ACTIVITIES:

All school sponsored activities approved by the building principal shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school sponsored events, activities or practices during times when the school's custodial staff is normally on duty. A school employee must be present for all school sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the Athletic Director.

GROUP 2

WCSD SCHOOL AFFILIATED GROUPS:

School affiliated groups include: Parent Teacher Organizations (PTO's), Booster Organizations, Village Recreation Department, Friends of Waunakee Performing Arts, Local Educational Foundations.

GROUP 3

DESIGNATED RESIDENT NONPROFIT GROUPS/ORGANIZATION & FEDERAL, STATE OR LOCAL GOVERNMENTAL (NON-EDUCATIONAL) AGENCIES:

Designated resident nonprofit groups/organizations include:

- A. Recognized civic youth groups which include a majority (80%) of District students (examples: Boy Scouts, Girl Scouts, Cub Scouts, 4H, etc.). The District may request a copy of the roster to verify status.
 - B. Recognized resident youth athletic groups/organizations which include a majority (80%) of District students (examples: Waunakee Area Soccer Club, Tri-County/BDL Basketball, Traveling Softball Program, Legion Baseball Program, Waunakee Youth Wrestling, Waunakee Youth Lacrosse Club, Waunakee Youth Football, Waunakee Youth Hockey, Waunakee Wave Swim Club). The District may request a copy of the roster to verify status.
 - C. Local community service organizations (examples: Rotary, Lions/Leos, Jaycees, Optimists, etc.)
 - D. Waunakee Chamber of Commerce
 - E. Waunakee Public Library
 - F. Resident Neighborhood/Condominium Associations
 - G. Resident Home Talent League Baseball Teams
 - H. Waunakee Community Band
 - I. Waunakee Public Post-Secondary Educational Institutions (i.e. University of Wisconsin System, Madison College)
-

GROUP 4

WCSD RESIDENT INDIVIDUALS, SCHOOLS, OR OTHER NONPROFIT* GROUPS/ORGANIZATIONS LOCATED IN DANE COUNTY

GROUP 5

NON-RESIDENT, NONPROFIT GROUPS/ORGANIZATIONS OR INDIVIDUALS

*Nonprofit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Services (IRS). The District may request a copy of the appropriate documentation to verify nonprofit status.

GROUP 6

WCSD RESIDENT, FOR PROFIT ENTITIES, OR NON PROFIT GROUPS/ORGANIZATIONS OR SCHOOLS LOCATED OUTSIDE OF DANE COUNTY

Waunakee School District
Performing Arts Spaces
Rental Fee Chart

(1) Performing Arts Center (PAC) Room 1800	For Profit – Non Community Per Hour Unless Noted (Group 5)	Non-Profit/Non- Community or For Profit Community Per Hour Unless Noted (Group 4)
(a) Rehearsal Hours – (set up, rehearsal, etc. prorated in half hour increments)	\$100	\$50
(b) Show Hours – (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$200	\$100
(c) Front of Curtain Only	\$80	\$30
(2) Auditorium (AUD) Room 1118		
(a) Rehearsal Hours – Full Lighting and Sound (set up, rehearsal, etc. prorated in half hour increments)	\$75	\$30
(b) Show Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$150	\$50
(c) Front of Curtain	\$80	\$30
(3) Labor Charges		
(a) Site Supervisor/Director (required at all times)	\$40 (Same for all groups)	
(b) Adult Technician Light/Sound/Stage (as needed)	\$30 (Same for all groups)	
(c) Student Technician Light/Sound/Stage (as needed)	\$20 (Same for all groups)	
(d) House Manager (required for all ticketed events)	\$30 (Same for all groups)	
(e) Ushers (as needed)	\$20 (Same for all groups)	
(e) Custodial Fee (as needed)	MARKET RATE (Same for all groups)	
(f) Glitter/Confetti Clean-up Fee	\$50.00 (Same for all groups)	
(4) Additional Charges		
(a) Piano Tuning	Market Price (Same for all groups)	
(b) Orchestra Pit Cover Removal/Installation	\$200 per change (Same for all groups)	
(c) Acoustical Shell	\$40 per use	\$20 per use
(d) Risers	\$30 per use	\$15 per use

(e) Light Trees	\$50 per tree	\$25 per tree
(f) Dance Floor	\$200 per installation	\$100 per installation

- **Groups 1, 2, 3 & 6 would be N/C for all fees listed above.**
- **Show hours are charged whenever non-performers are in the house**
- **Set up charges may be assessed for items such as Dance floor, monitors, and other extra items at a rate of \$20/hour/staff member**

PROPOSED UPDATE TO AQUATIC CENTER RENTAL FEE SCHEDULE
Policy 830 Exhibit 2

Pool Rental

Pool rentals will be invoiced based on the total number of attendees. Renters will also be invoiced for lifeguard wages and a custodial supply fee will be assessed for events. Resident and Non-Resident determinations will be made by the Athletic Director per Board Policy 830-Rule.

Total Attendees (includes participants, spectators, officials, etc...)	Resident Rental Fee*#	Non-Resident Rental Fee*#
1-25 Attendees	\$70.00/hr \$75.00/hr	\$95.00/hr
26-50 Attendees	\$85.00/hr \$90.00/hr	\$110.00/hr \$115.00/hr
51-75 Attendees	\$100.00/hr \$110.00/hr	\$125.00/hr \$135.00/hr
76-100 Attendees	\$115.00/hr	\$140.00/hr
100+ Attendees	\$130.00/hr	\$155.00/hr

*Plus Lifeguard wages

#Custodial Supply Fee, will be assessed based on number of attendees: \$25/base, 100-199 (\$40), 200-299 (\$45), 300-399 (\$50), 400-499 (\$55), 500-750 (\$60), 750+ (\$75)



Waunakee Community School District

70

Preliminary Community Survey Report
Current as of May 2, 2024

Contents



Background Info



Survey/Respondent
Information



Results & Analysis



Wrap-up/Questions





Our mission is to help educational leaders gather, organize, and use data to make strategic decisions.

- Founded in **2002** to provide independent research
- Conducted over **10,000** staff, parent, and student, and community surveys for school improvement
- Helped more than **900** districts navigate the strategic planning and referendum planning process



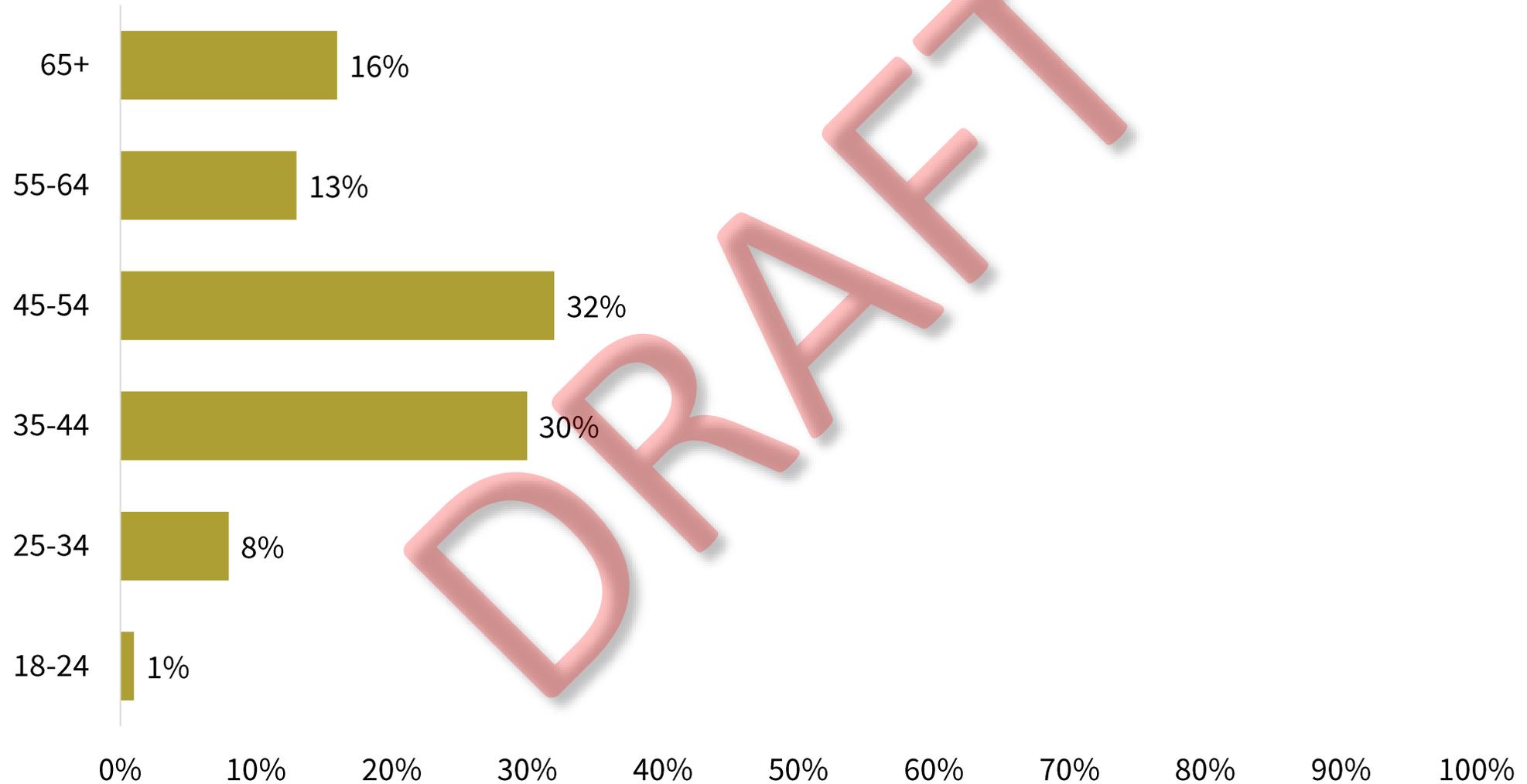
Survey Information

- **April 23, 2024** survey deadline
- **2,153** total respondents
- **23%** response rate
- **+/- 2.16%** statistical margin of error

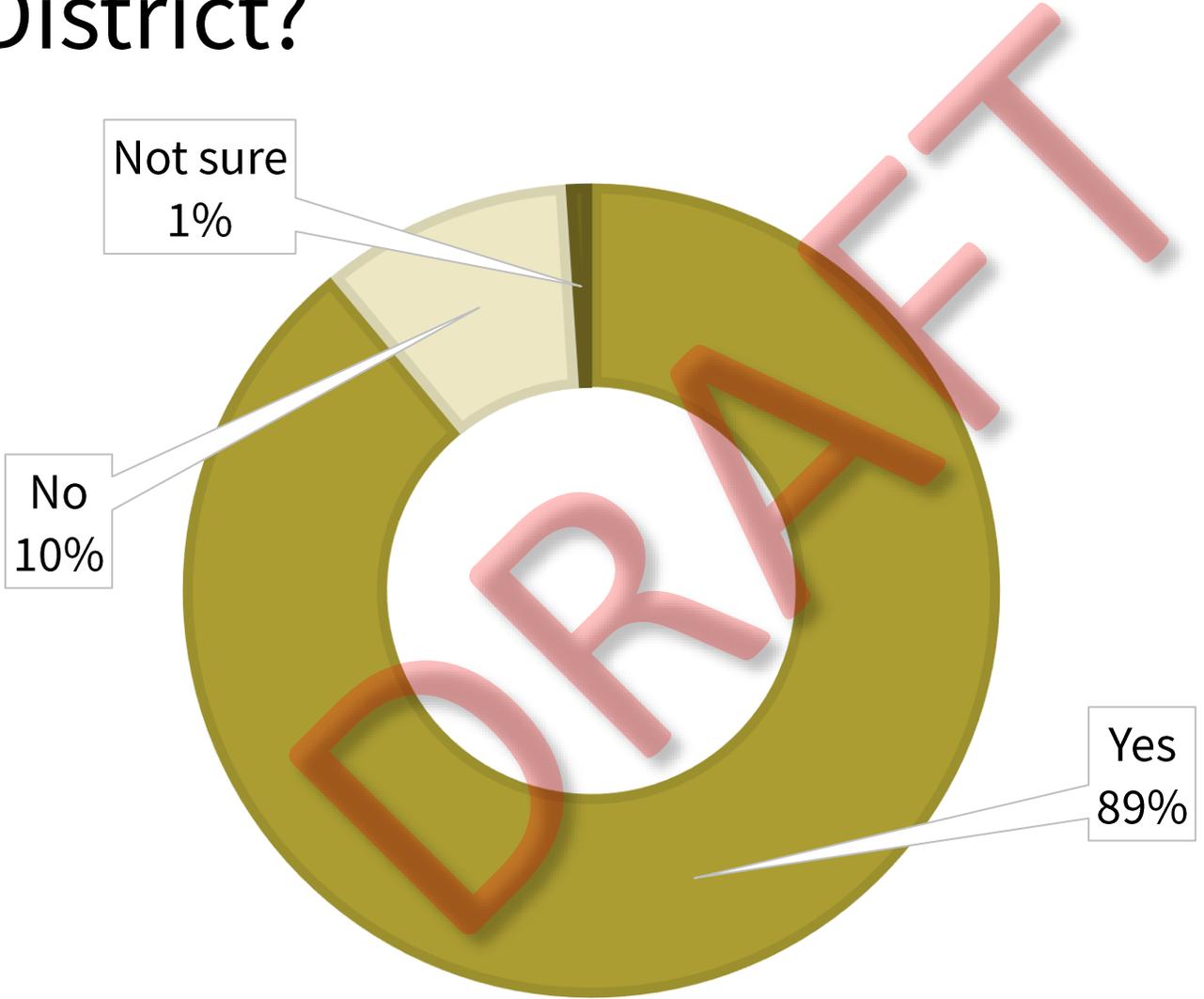
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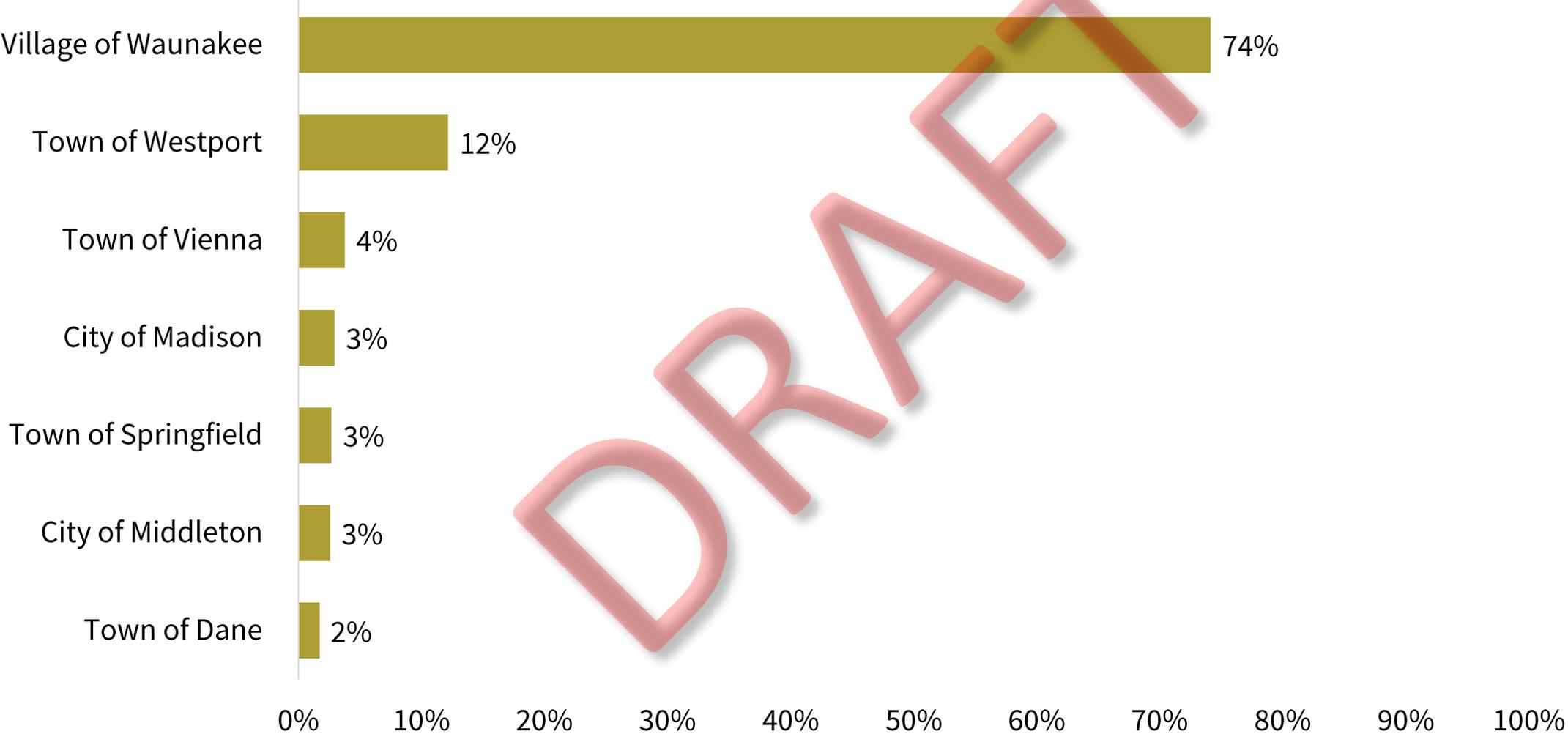
What is your age?



Do you live in the Waunakee Community School District?



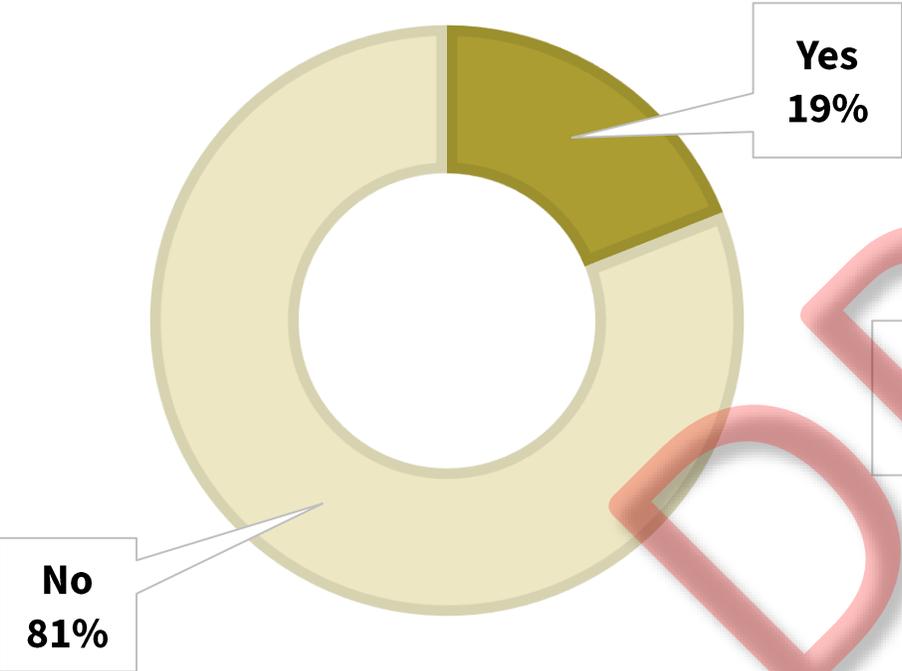
In which municipality do you reside?



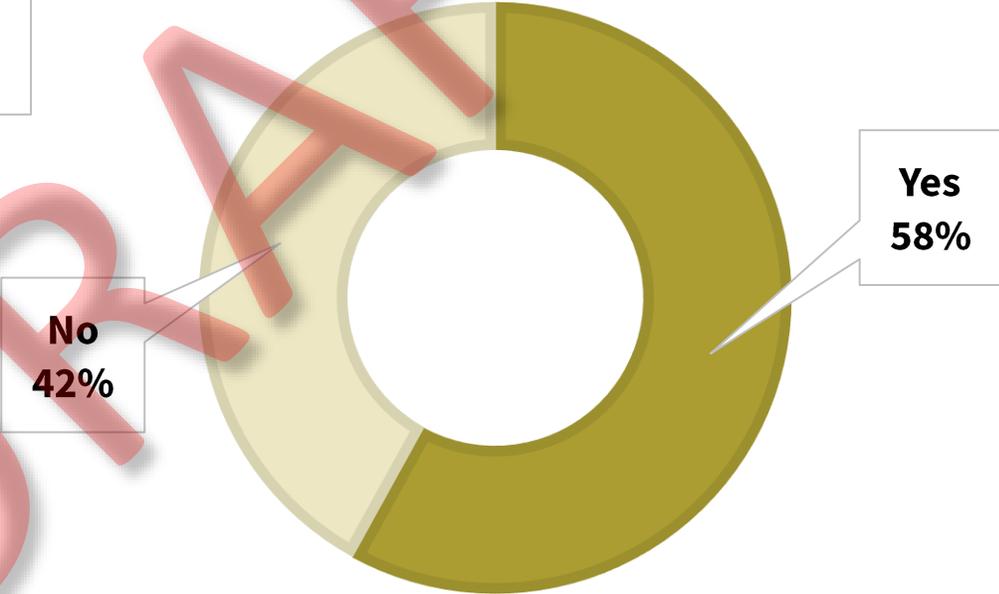
Respondent Information



Are you an employee of the District?



Do you have children attending a school in the District?





Results & Analysis

Section: Referendum Planning

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Funding to Maintain Current Programs and Services

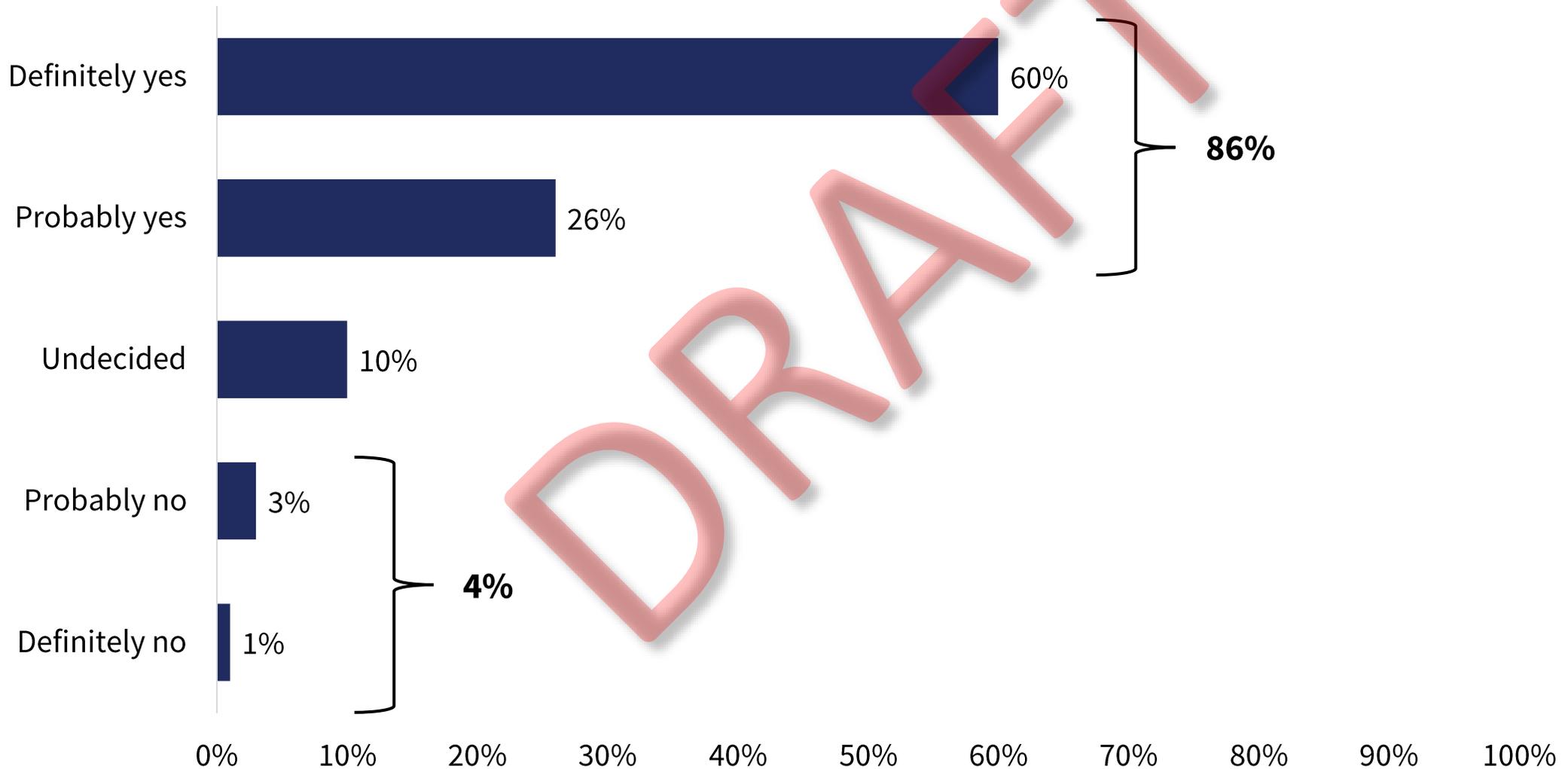
We are very fortunate that in 2020 and 2022, the Waunakee community supported the District through operational referendums. Both referendums, which combined will provide \$8.1 million, will expire next year.

This funding helps us pay for ongoing expenses, such as salaries, transportation/fuel, utilities, insurance, technology, special education services, and student programs and services.

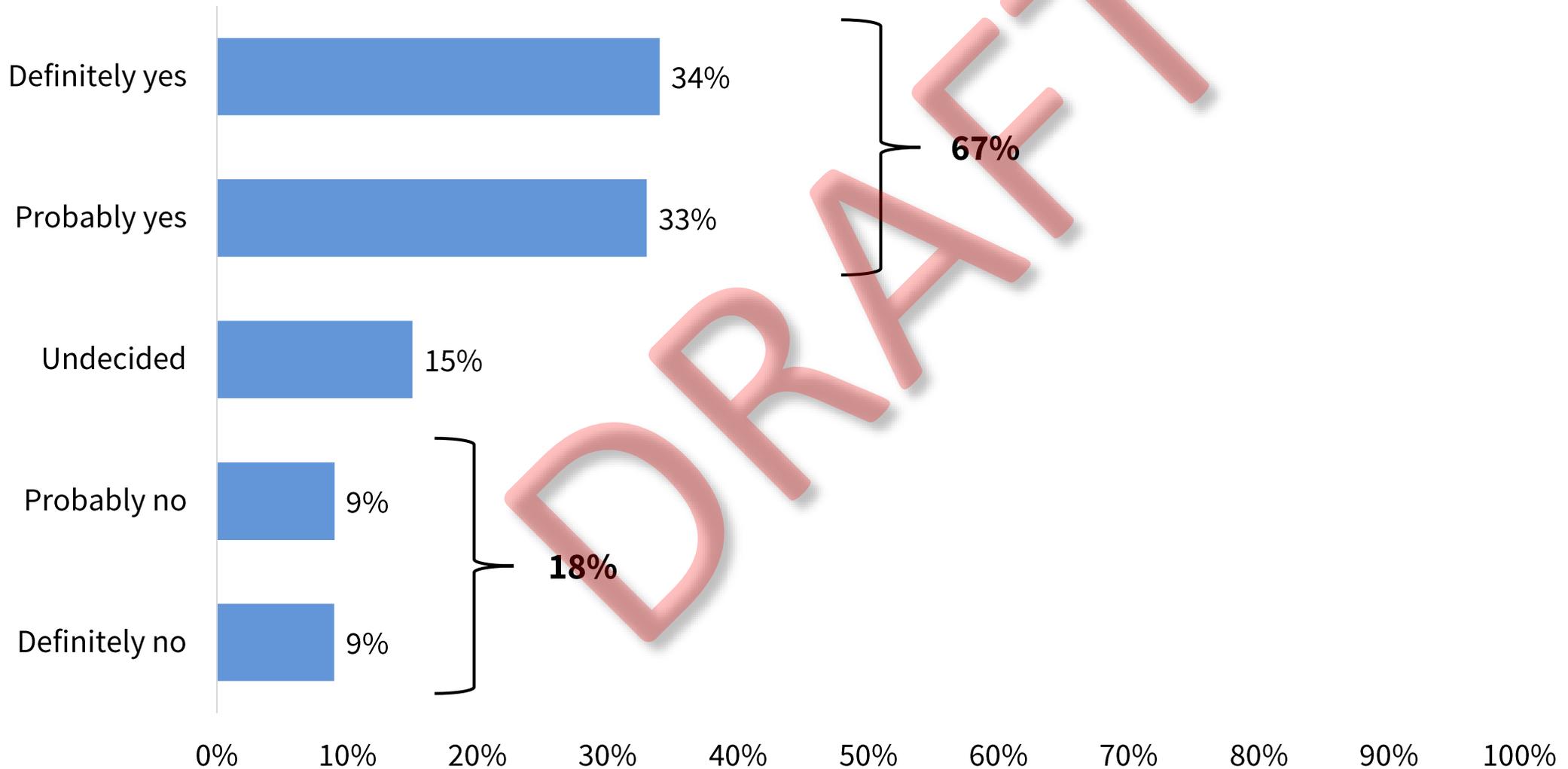
The District is asking voters to consider renewing this referendum on an ongoing (recurring) basis. This funding would not expire, and we would not need to ask voters to renew it in the future.



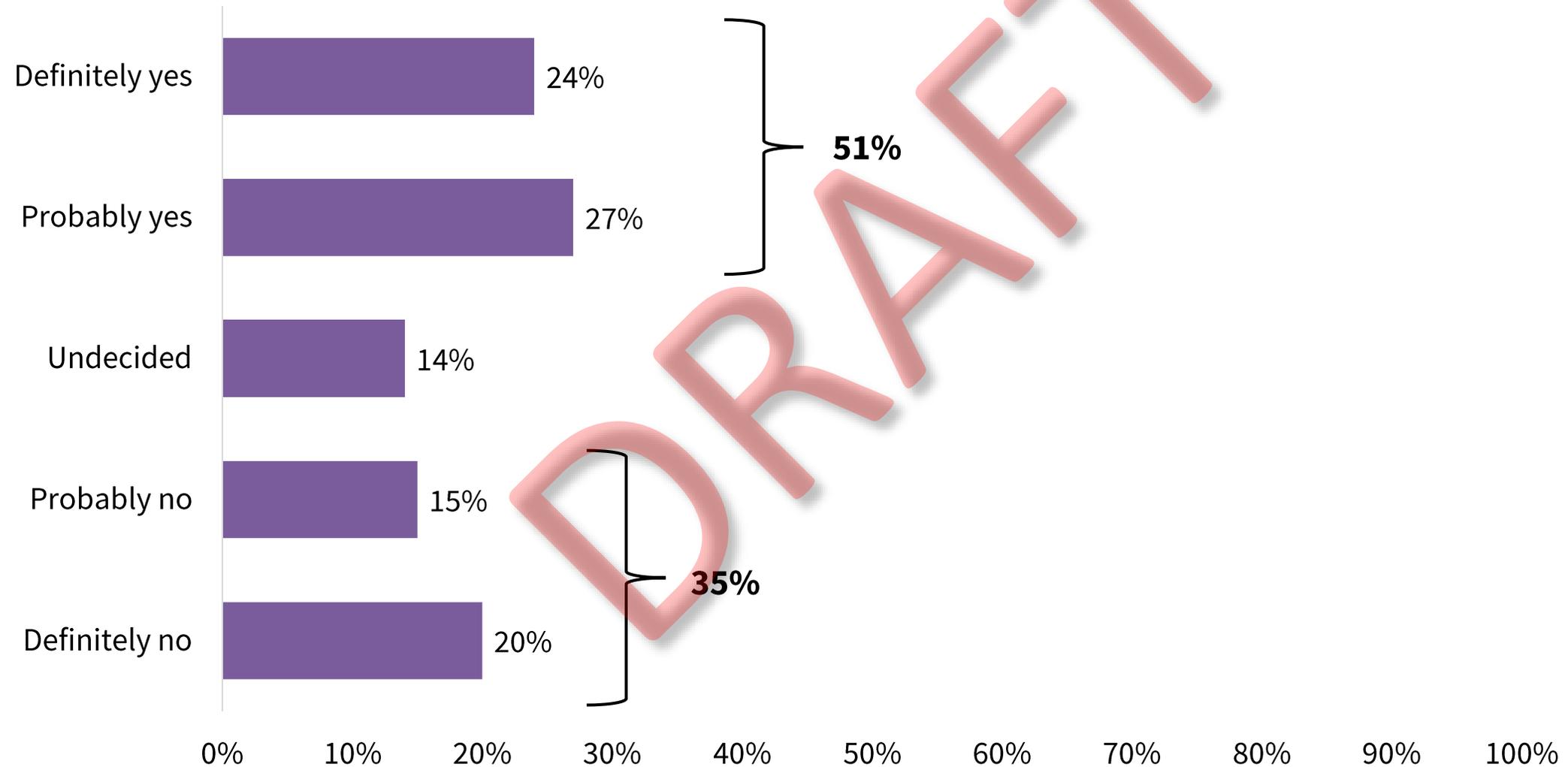
Would you support an operational referendum that provides the District \$8.1 million on an ongoing basis? (*Staff Residents*)



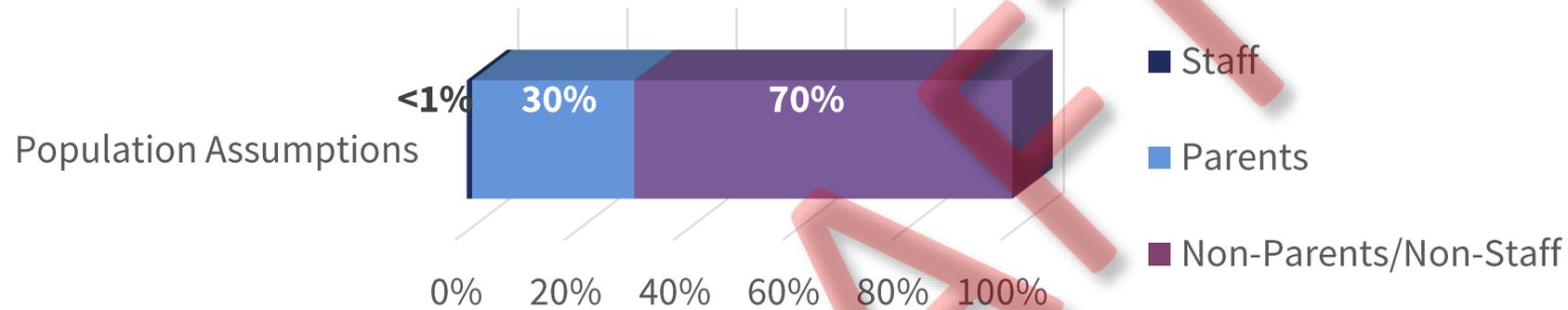
Would you support an operational referendum that provides the District \$8.1 million on an ongoing basis? (*Parent Residents*)



Would you support an operational referendum that provides the District \$8.1 million on an ongoing basis? (*Non-Parent/Non-Staff Residents*)



Additional Analysis: Ongoing \$8.1M



Weighted support for *Definitely yes* and *Probably yes*:

$$0.30 (67\%) + 0.70 (51\%) = \underline{\underline{55.8\%}}$$

Additional Funding

Hourly Employee Compensation: A recent review showed that our hourly staff salaries (custodial, support staff, secretarial, etc.) are below average compared to neighboring districts. Approximately one-third of our employees fall into this category.

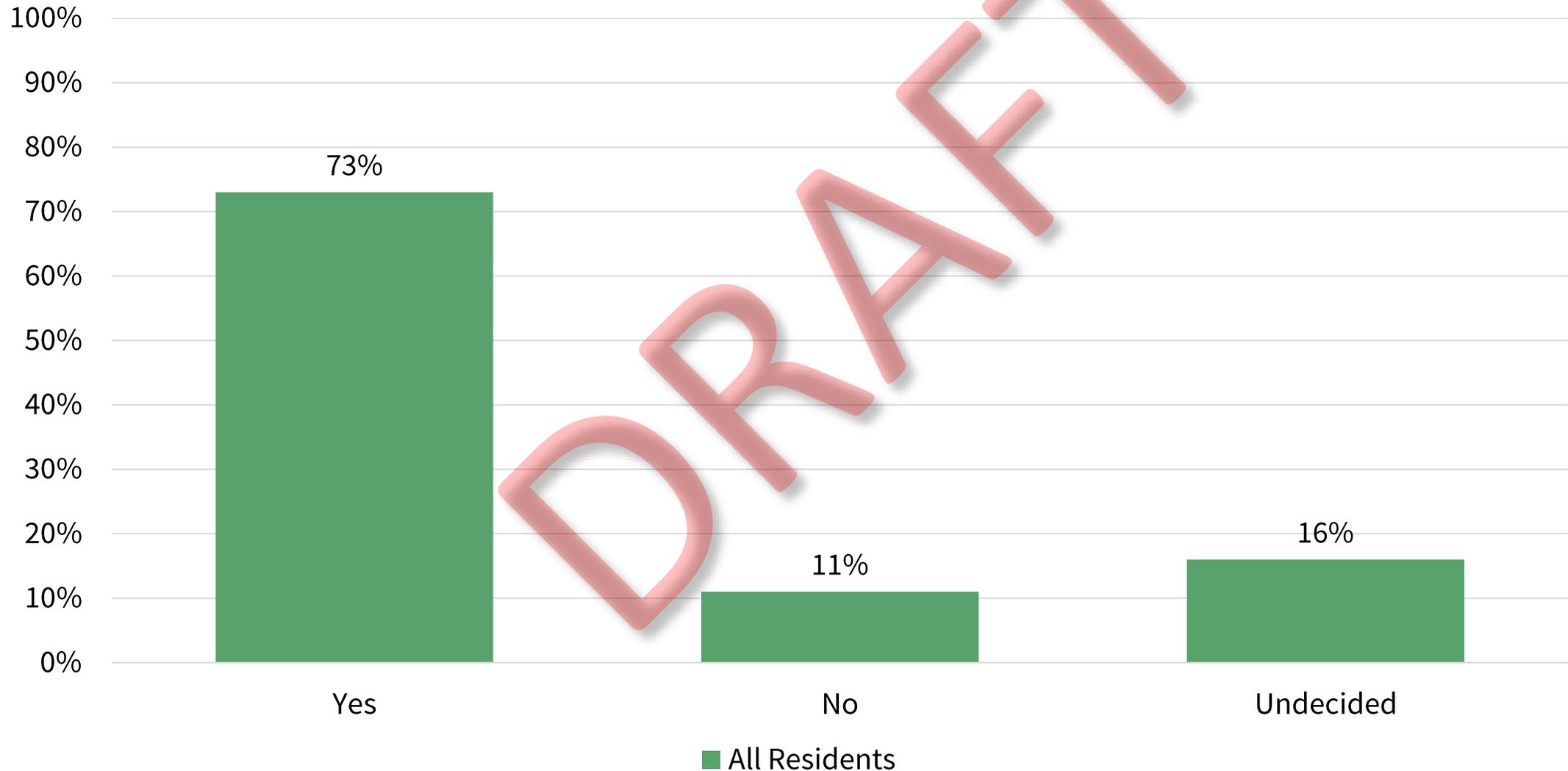
The District is asking voters to consider a referendum that provides \$500,000 in 2025-26 and \$1 million in 2026-27 to increase hourly staff salaries.

Increasing Costs: Even with the recently approved state budget, funding has not kept up with increasing costs for salaries, benefits, transportation, utilities, insurance, technology, and special education.

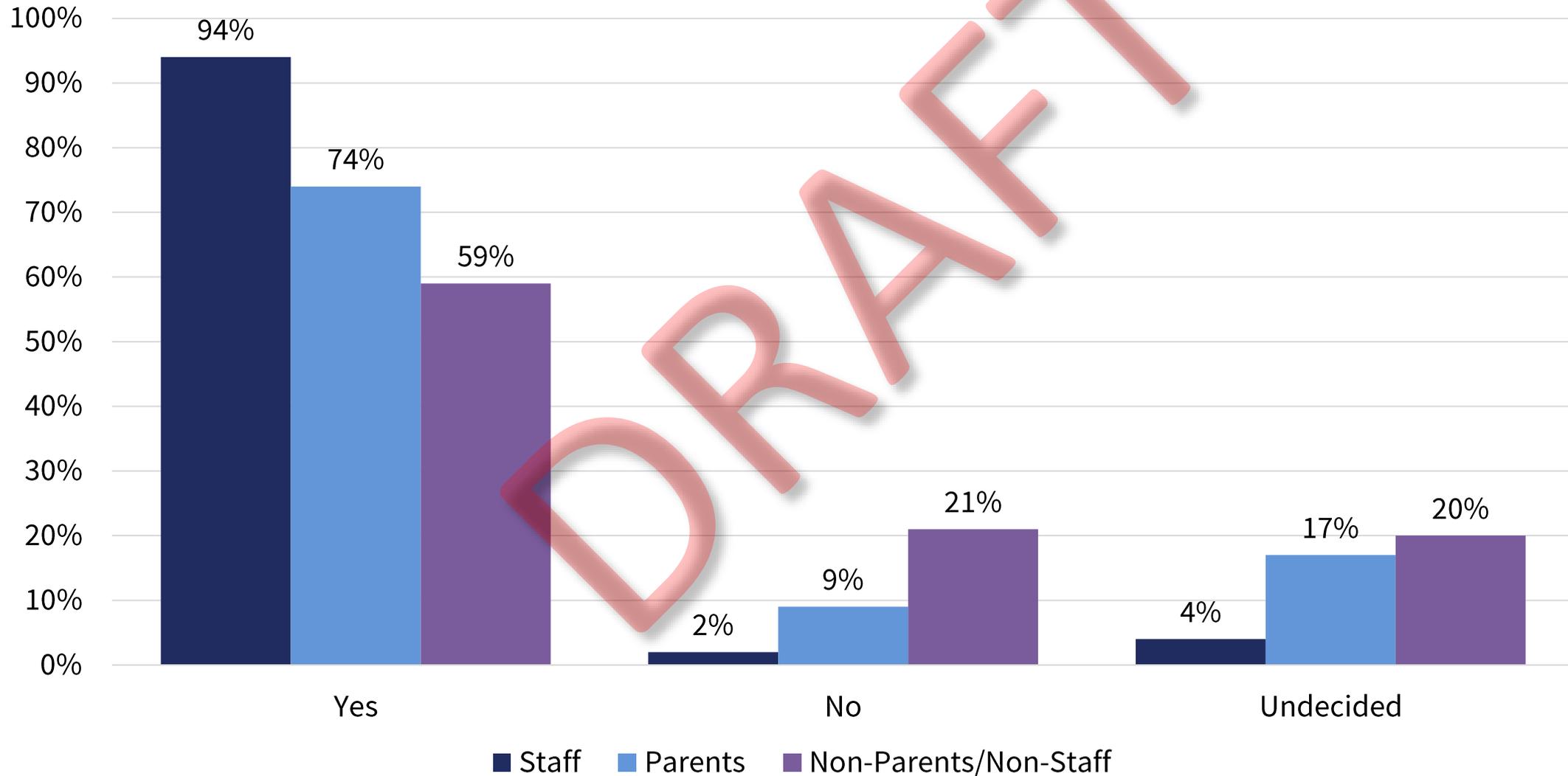
The District is asking voters to consider a referendum that provides \$1.5 million in 2025-26 and \$3 million in 2026-27 to help pay for increasing operational expenses.



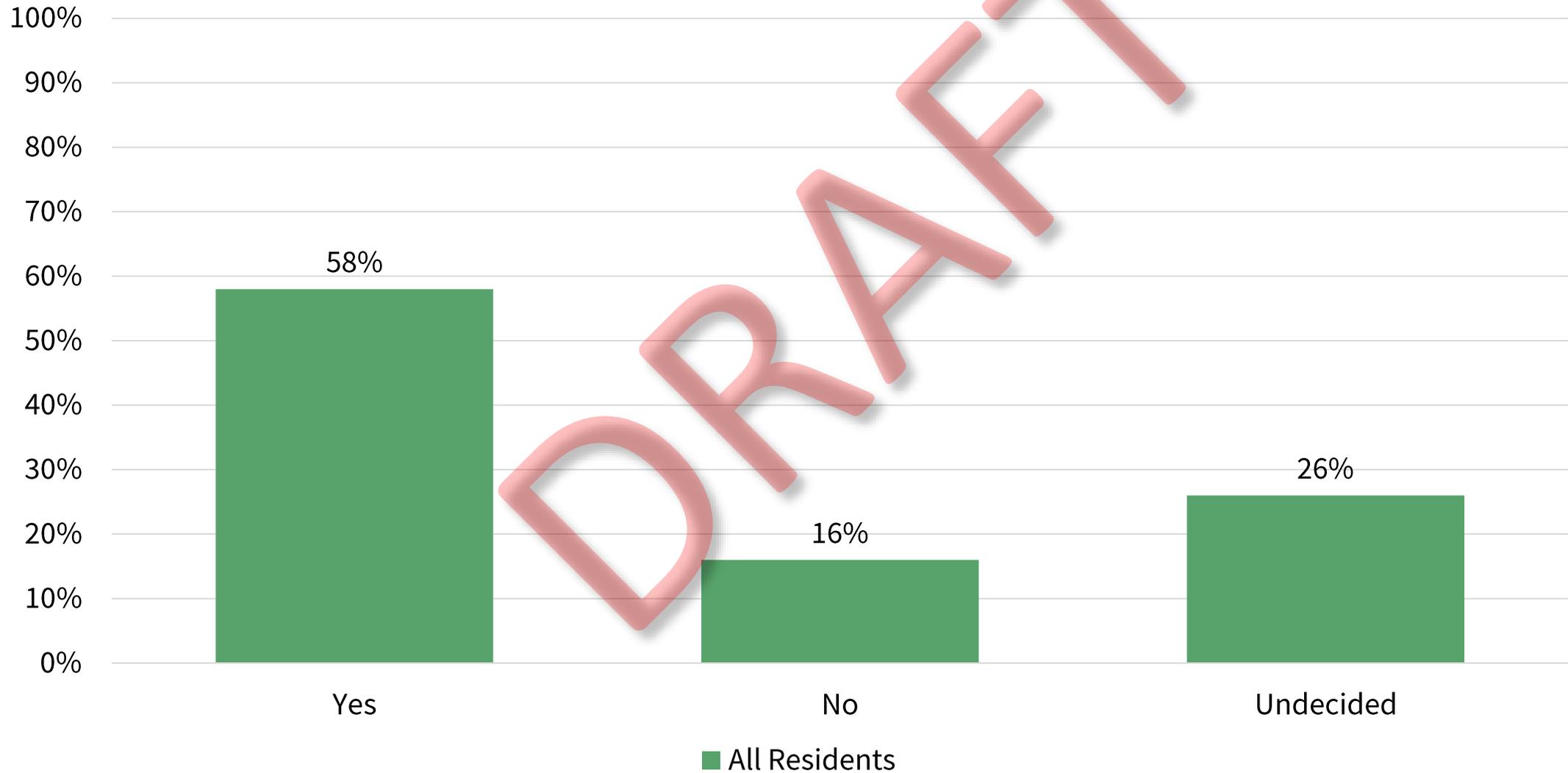
Would you support expanding the referendum to pay hourly employees more competitively with neighboring school districts?



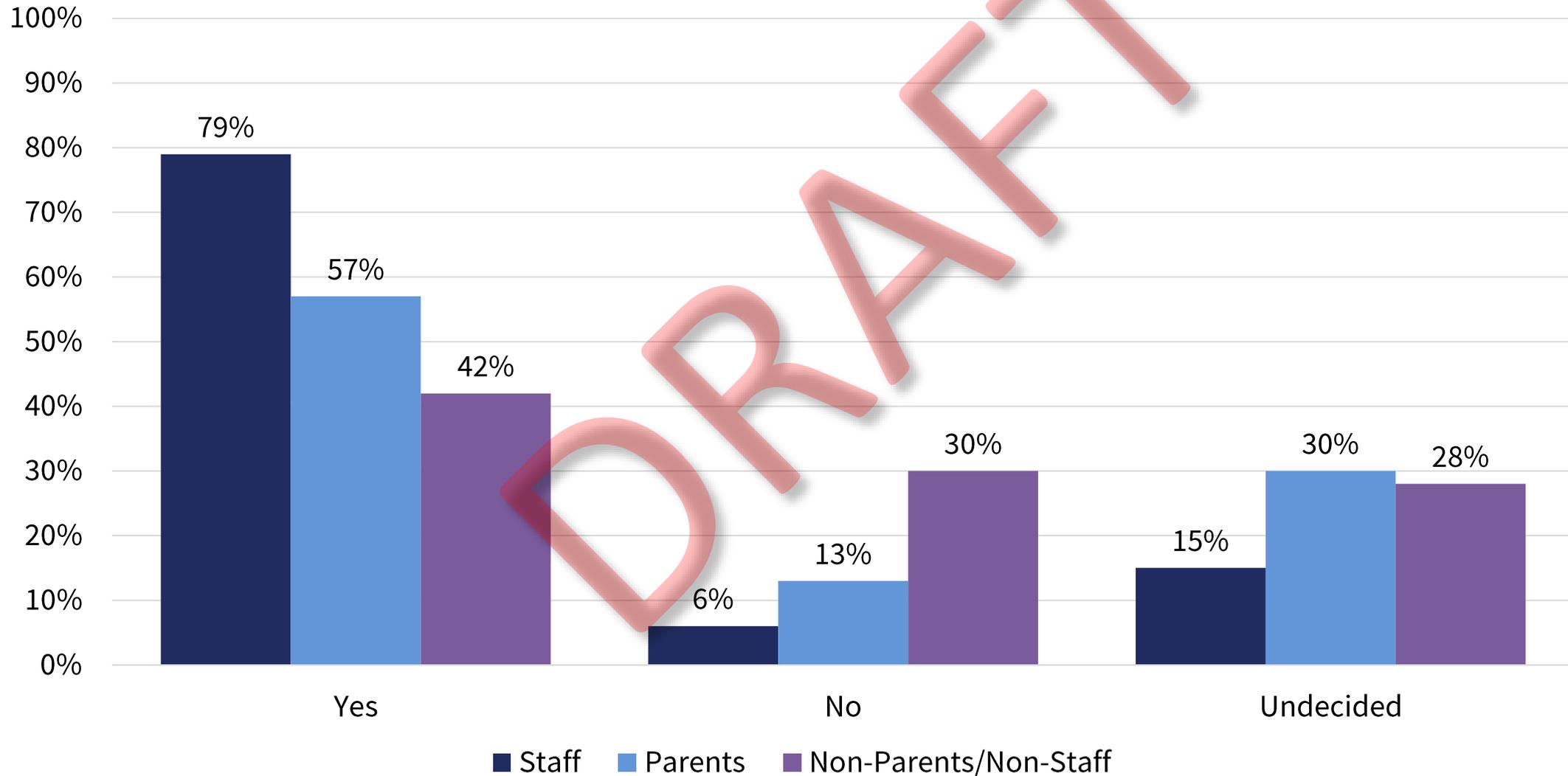
Would you support expanding the referendum to pay hourly employees more competitively with neighboring school districts?



Would you support expanding the referendum to help offset increasing costs?



Would you support expanding the referendum to help offset increasing costs?



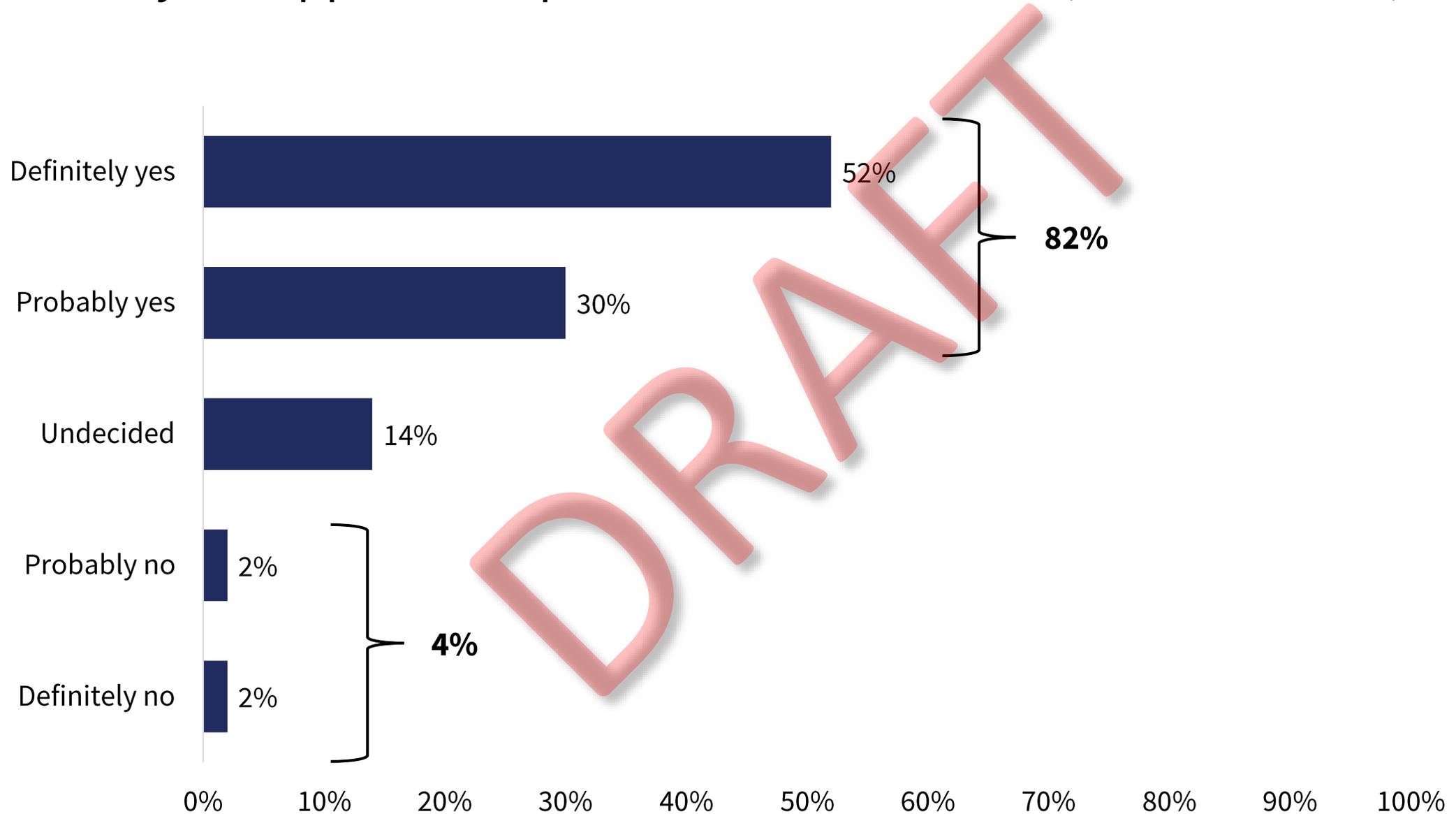
Operational Referendum Support



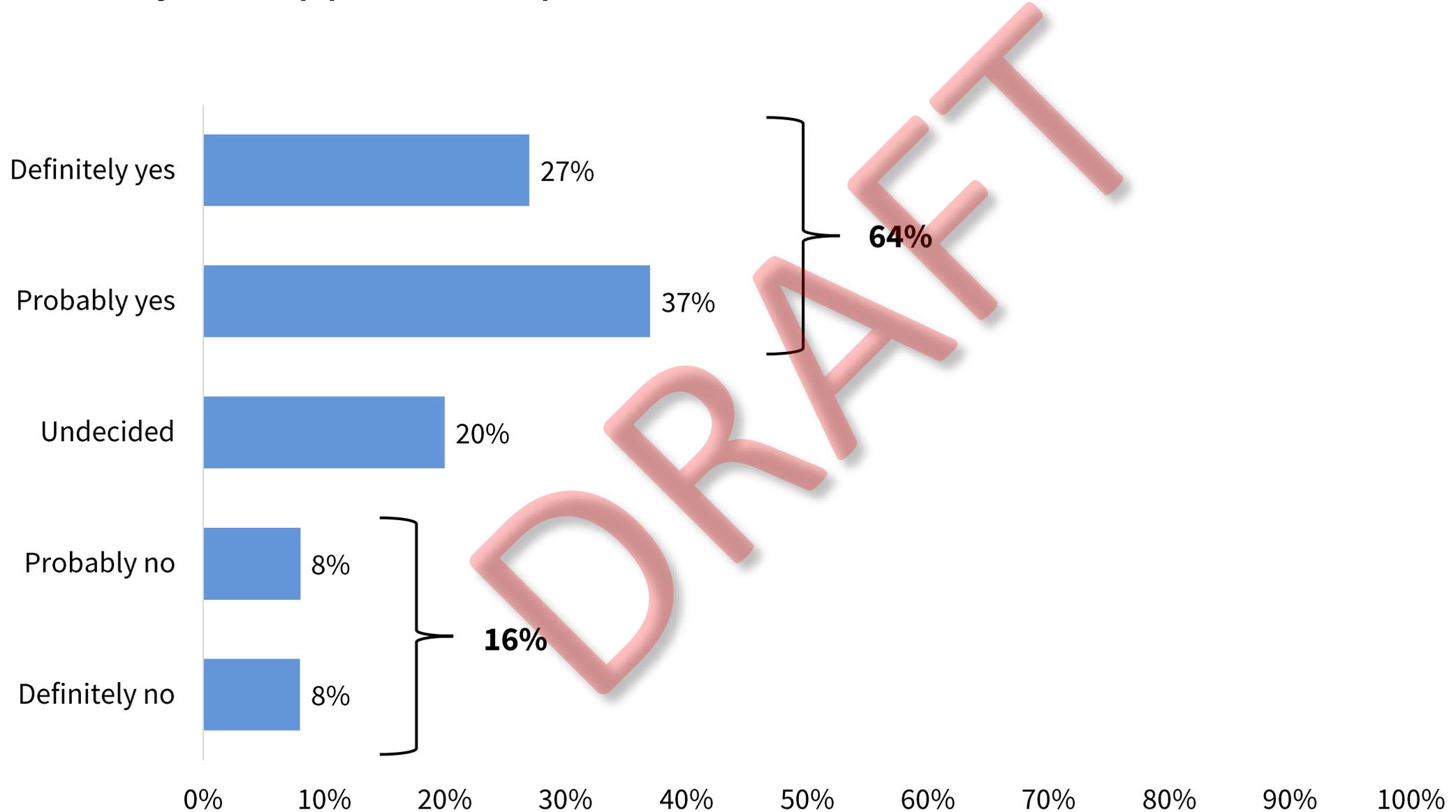
Funding Initiatives	2025-26	2026-27
Maintaining current programs/services (ongoing)	\$8.1 million	\$8.1 million
Increasing hourly employee compensation (for two years)	\$500,000	\$1 million
Increasing operational costs (for two years)	\$1.5 million	\$3 million
Total	\$10.1 million	\$12.1 million



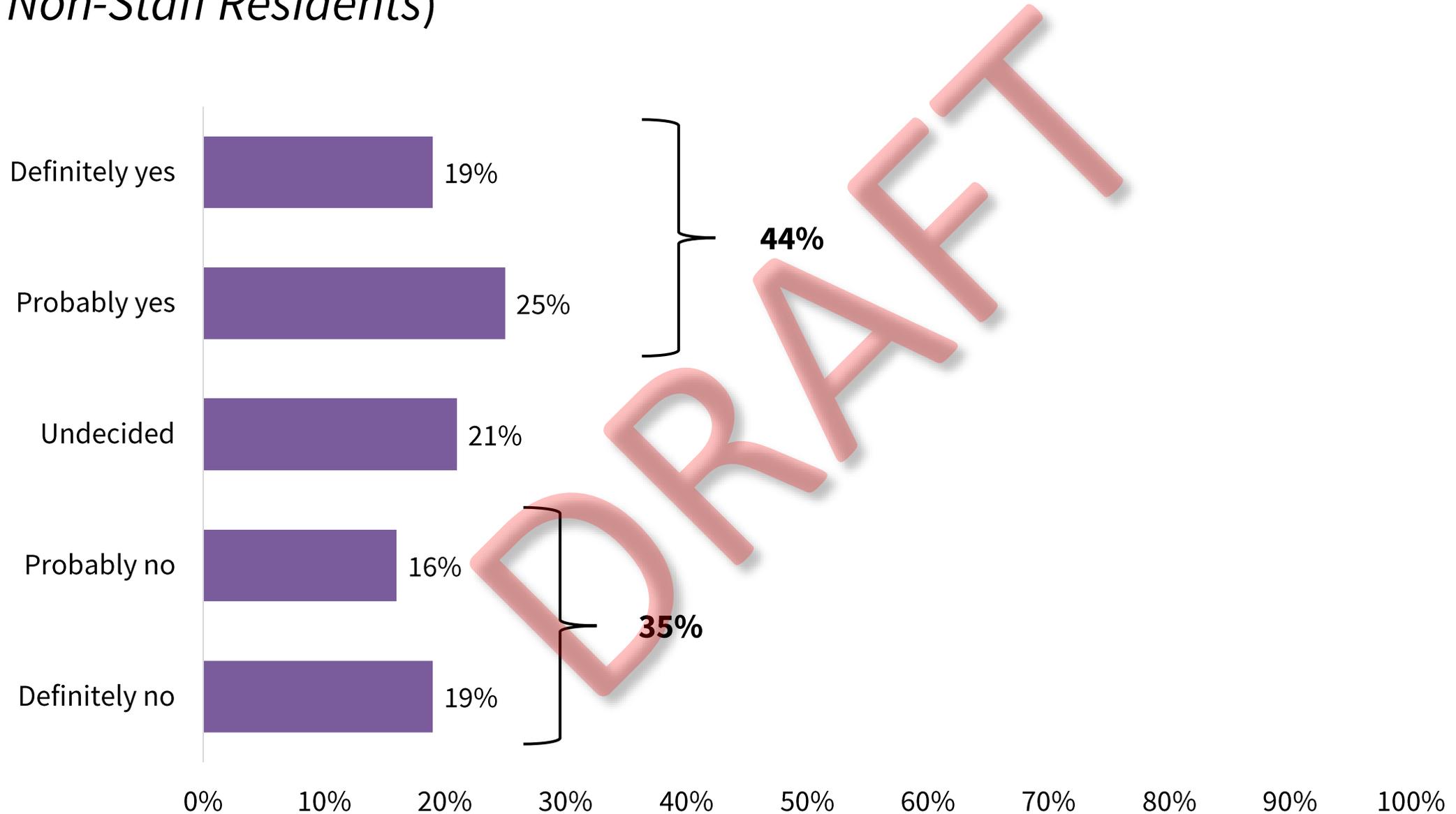
Would you support the operational referendum? (*Staff Residents*)



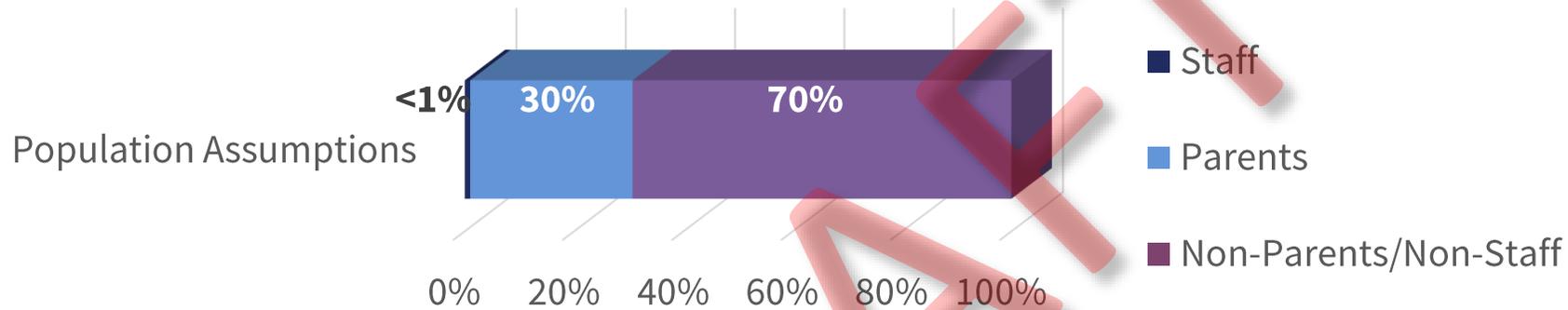
Would you support the operational referendum? (*Parent Residents*)



Would you support the operational referendum? (*Non-Parent/ Non-Staff Residents*)



Additional Analysis: Operational Referendum



Weighted support for *Definitely yes* and *Probably yes*:

$$0.30 (64\%) + 0.70 (44\%) = \underline{\underline{50.0\%}}$$





Results & Analysis

Section: Overall Satisfaction

The following scores are calculated based on these weights:

Great = 4

Good = 3

Fair = 2

Poor = 1

The percentages are respondents who Strongly agree and Agree.

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...”

How is the District doing in each of the following areas?

Item	Staff	Parents	Non-Parents/ Non-Staff
Delivering a high-quality education	3.50	3.35	3.33
Keeping the public informed	3.24	3.08	2.78
Managing funds appropriately	3.19	2.80	2.73
Building pride in the community	3.18	3.11	3.20

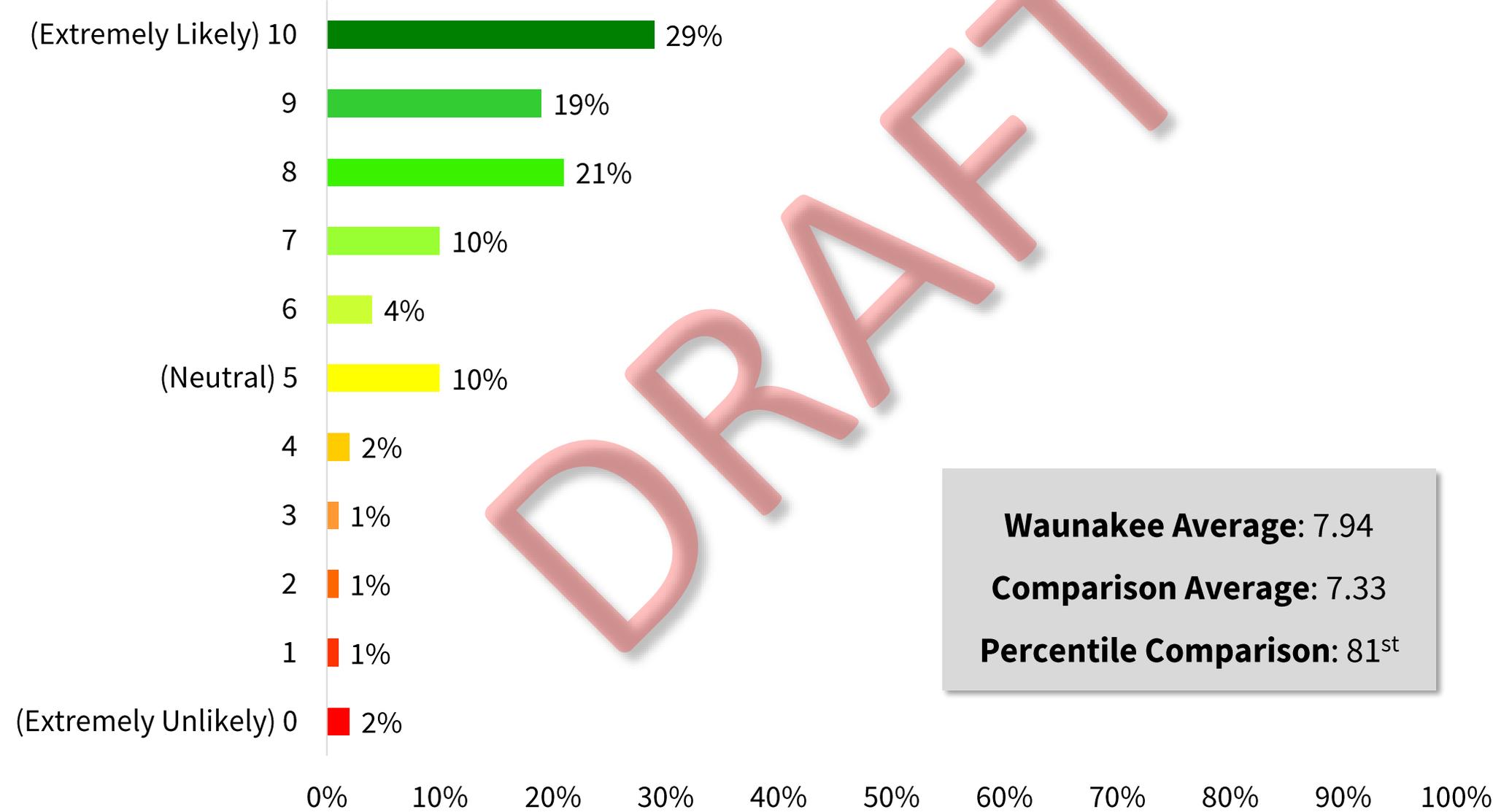


How is the District doing in each of the following areas?

Item	Percent “Great” or “Good”	Average	Comparison Percentile
Delivering a high-quality education	91%	3.38	91 st
Keeping the public informed	80%	3.04	85 th
Managing funds appropriately	71%	2.87	63 rd
Building pride in the community	82%	3.15	72 nd



On a scale of 0 – 10, how likely would you be to recommend the District to a friend or family member?





Results & Analysis

Section: School District Feedback

The following scores are calculated based on these weights:

Strongly agree = 5

Agree = 4

Disagree = 2

Strongly disagree = 1

The percentages are respondents who Strongly agree and Agree.

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 (All Respondents)

Item	% Agree/ Strongly Agree	Average	Comparison Percentile
Provides me with opportunities to offer feedback.	85%	3.89	89 th
Communicates with me effectively.	89%	4.02	99 th
Has a website that is an effective place for me to learn about what's going on at school.	84%	3.89	74 th



Climate (All Respondents)

Item	% Agree/ Strongly Agree	Average	Comparison Percentile
Maintains a safe and secure campus.	93%	4.16	81 st
Has the support of the community.	94%	4.23	82 nd
Employs high-quality teachers/staff.	95%	4.33	99 th
Effectively partners with local businesses and community members.	92%	4.10	99 th



Leadership (All Respondents)



Item	% Agree/ Strongly Agree	Average	Comparison Percentile
Administration is doing what it takes to make our district successful.	86%	3.97	86 th
School board is doing what it takes to make our district successful.	82%	3.81	88 th
Is heading in the right direction.	82%	3.84	81 st

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Academics (All Respondents)

Item	% Agree/ Strongly Agree	Average	Comparison Percentile
Prepares students for potential careers.	90%	4.08	99 th
Prepares students for education after high school (such as tech school or college).	92%	4.17	99 th
Has high expectations for students.	89%	4.13	99 th
Develops students' character.	83%	3.86	77 th
Helps students achieve their fullest potential.	84%	3.89	N/A



Communications (by Subgroup)

Item	Staff	Parents	Non-Parents/ Non-Staff
Provides me with opportunities to offer feedback.	87% (3.91)	85% (3.90)	85% (3.85)
Communicates with me effectively.	91% (4.06)	92% (4.11)	81% (3.77)
Has a website that is an effective place for me to learn about what's going on at school.	80% (3.78)	84% (3.89)	89% (4.00)



Climate (by Subgroup)

Item	Staff	Parents	Non-Parents/ Non-Staff
Maintains a safe and secure campus.	92% (4.15)	93% (4.18)	93% (4.12)
Has the support of the community.	92% (4.10)	94% (4.26)	95% (4.27)
Employs high-quality teachers/staff.	97% (4.47)	95% (4.32)	94% (4.25)
Effectively partners with local businesses and community members.	92% (4.09)	91% (4.11)	92% (4.08)



Leadership (by Subgroup)



Item	Staff	Parents	Non-Parents/ Non-Staff
Administration is doing what it takes to make our district successful.	84% (3.92)	87% (3.98)	87% (4.00)
School board is doing what it takes to make our district successful.	86% (3.91)	81% (3.78)	81% (3.81)
Is heading in the right direction.	86% (3.91)	82% (3.83)	80% (3.77)

DRAFT

Academics (by Subgroup)

Item	Staff	Parents	Non-Parents/ Non-Staff
Prepares students for potential careers.	95% (4.26)	88% (4.04)	88% (4.02)
Prepares students for education after high school (such as tech school or college).	94% (4.30)	91% (4.14)	91% (4.12)
Has high expectations for students.	93% (4.31)	88% (4.07)	90% (4.10)
Develops students' character.	81% (3.81)	83% (3.87)	82% (3.80)
Helps students achieve their fullest potential.	88% (4.01)	82% (3.82)	85% (3.90)



Top Five “Feedback” Items by Subgroup

*(Items in the top five across all three groups are in **blue**.)*



Rank	Staff	Parents	Non-Parents/Non-Staff
1	Employs high-quality teachers/staff. (4.47)	Employs high-quality teachers/staff. (4.32)	Has the support of the community. (4.27)
2	Has high expectations for students. (4.31)	Has the support of the community. (4.26)	Employs high-quality teachers/staff. (4.25)
3	Prepares students for education after high school (such as tech school or college). (4.30)	Maintains a safe and secure campus. (4.18)	Prepares students for education after high school (such as tech school or college). (4.12)
4	Prepares students for potential careers. (4.26)	Prepares students for education after high school (such as tech school or college). (4.14)	Maintains a safe and secure campus. (4.12)
5	Maintains a safe and secure campus. (4.15)	Communicates with me effectively. (4.11)	Has high expectations for students. (4.10)

Bottom Five “Feedback” Items by Subgroup

(Items in the bottom five across all three groups are in red.)

Rank	Staff	Parents	Non-Parents/Non-Staff
15	Has a website that is an effective place for me to learn about what's going on at school. (3.78)	School board is doing what it takes to make our district successful. (3.78)	Communicates with me effectively. (3.77)
14	Develops students' character. (3.81)	Helps students achieve their fullest potential. (3.82)	Is heading in the right direction. (3.77)
13	School board is doing what it takes to make our district successful. (3.91)	Is heading in the right direction. (3.83)	Develops students' character. (3.80)
12	Is heading in the right direction. (3.91)	Develops students' character. (3.87)	School board is doing what it takes to make our district successful. (3.81)
11	Provides me with opportunities to offer feedback. (3.91)	Has a website that is an effective place for me to learn about what's going on at school. (3.89)	Provides me with opportunities to offer feedback. (3.85)



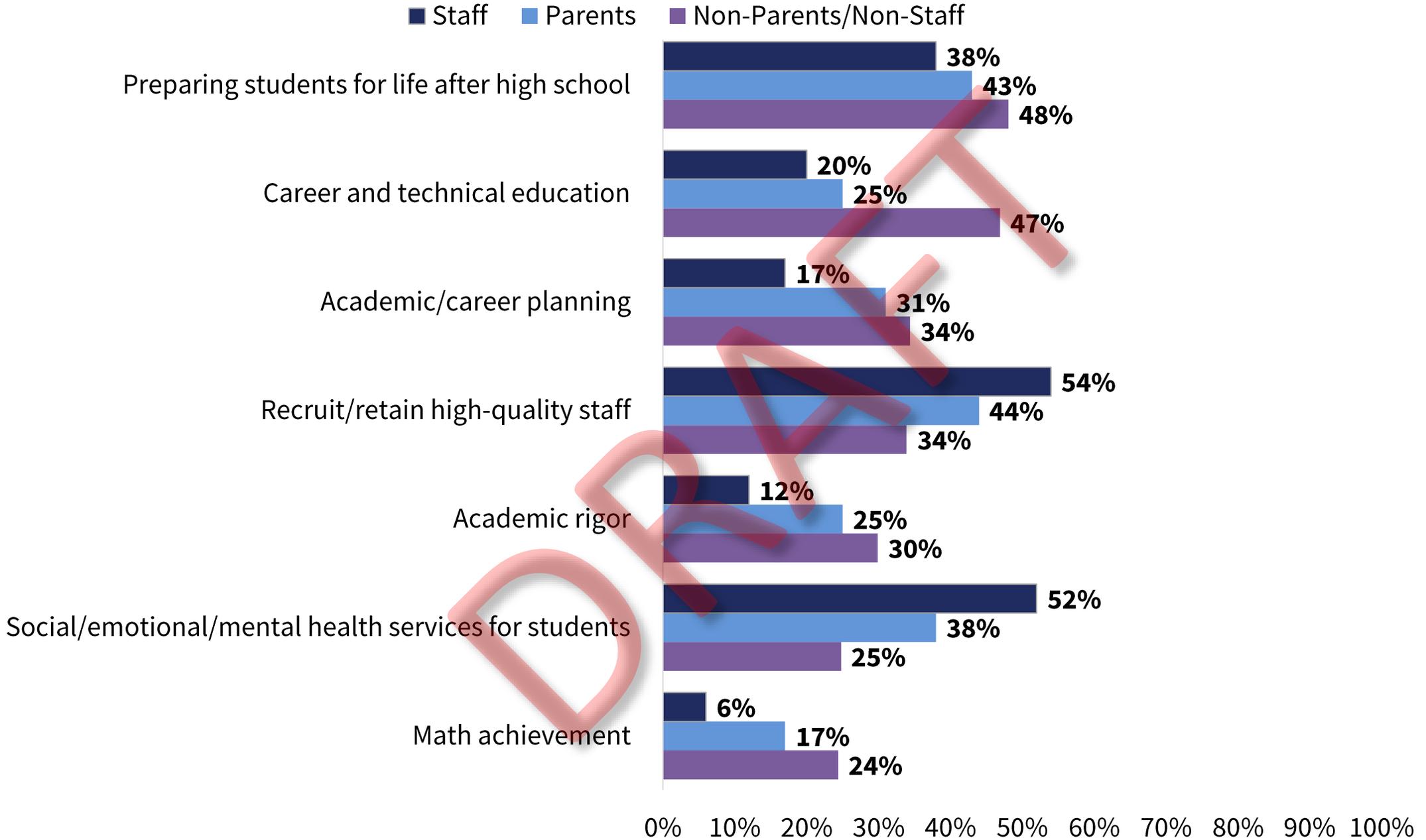


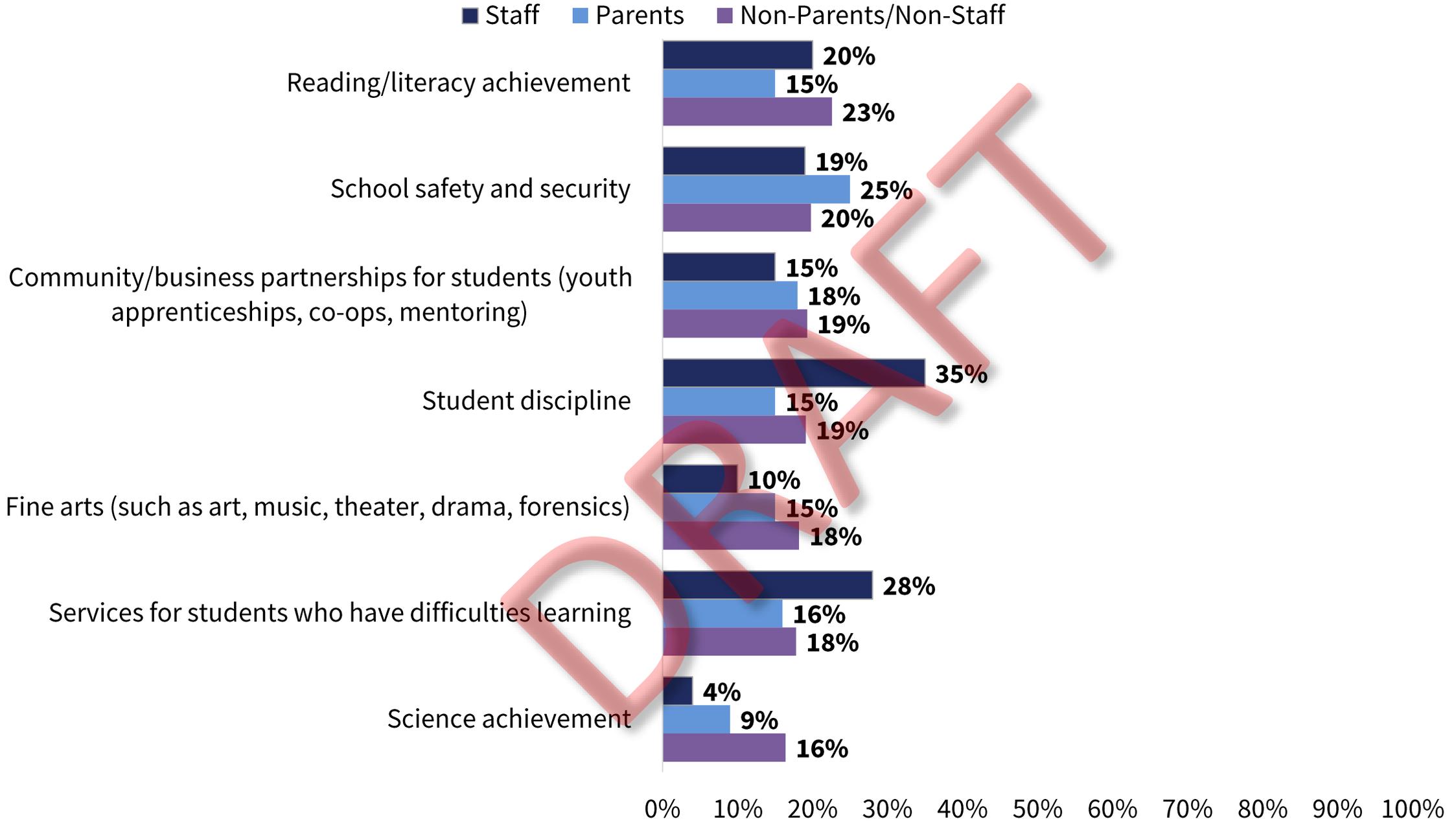
Results & Analysis

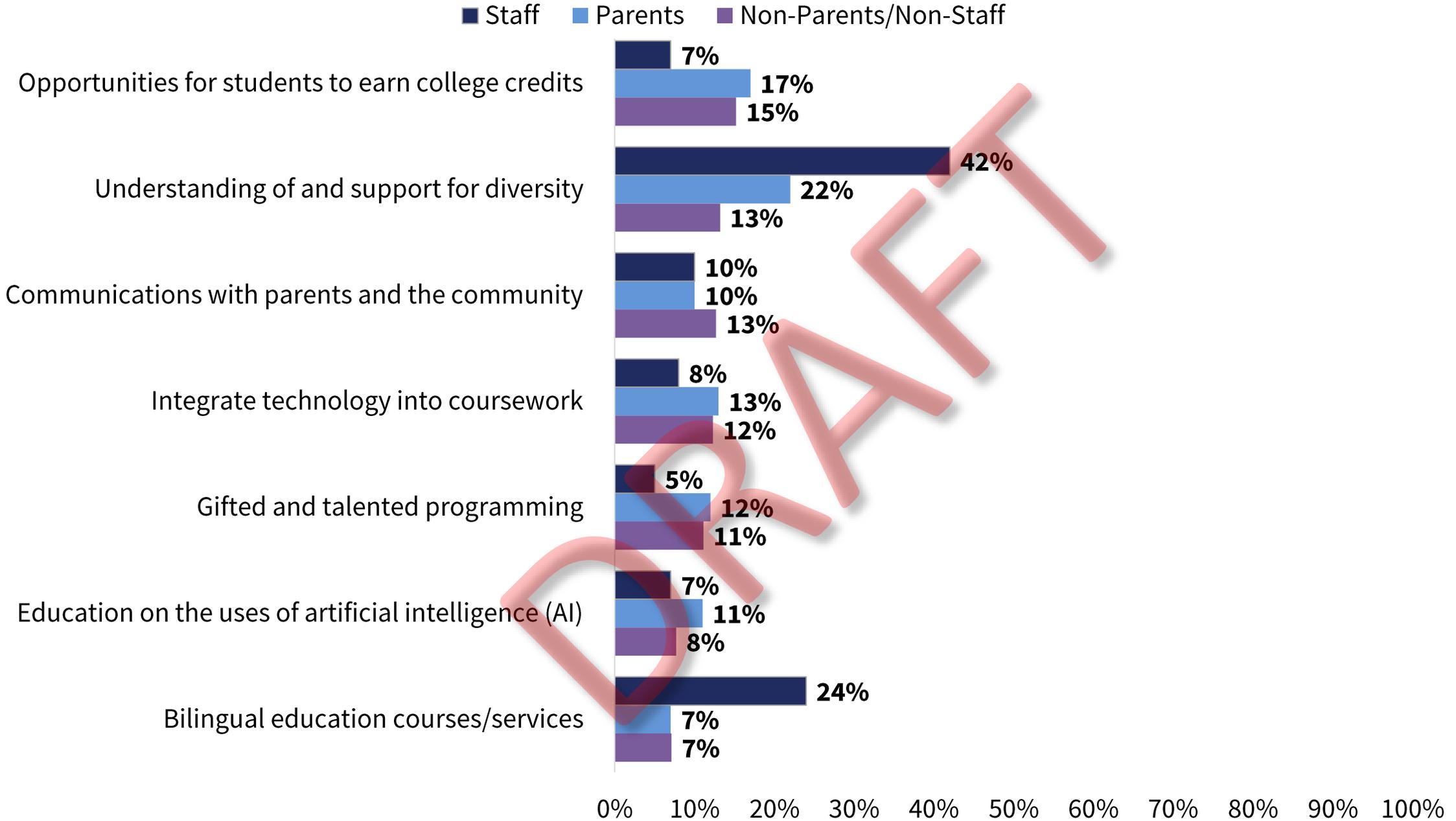
Section: Our Mission

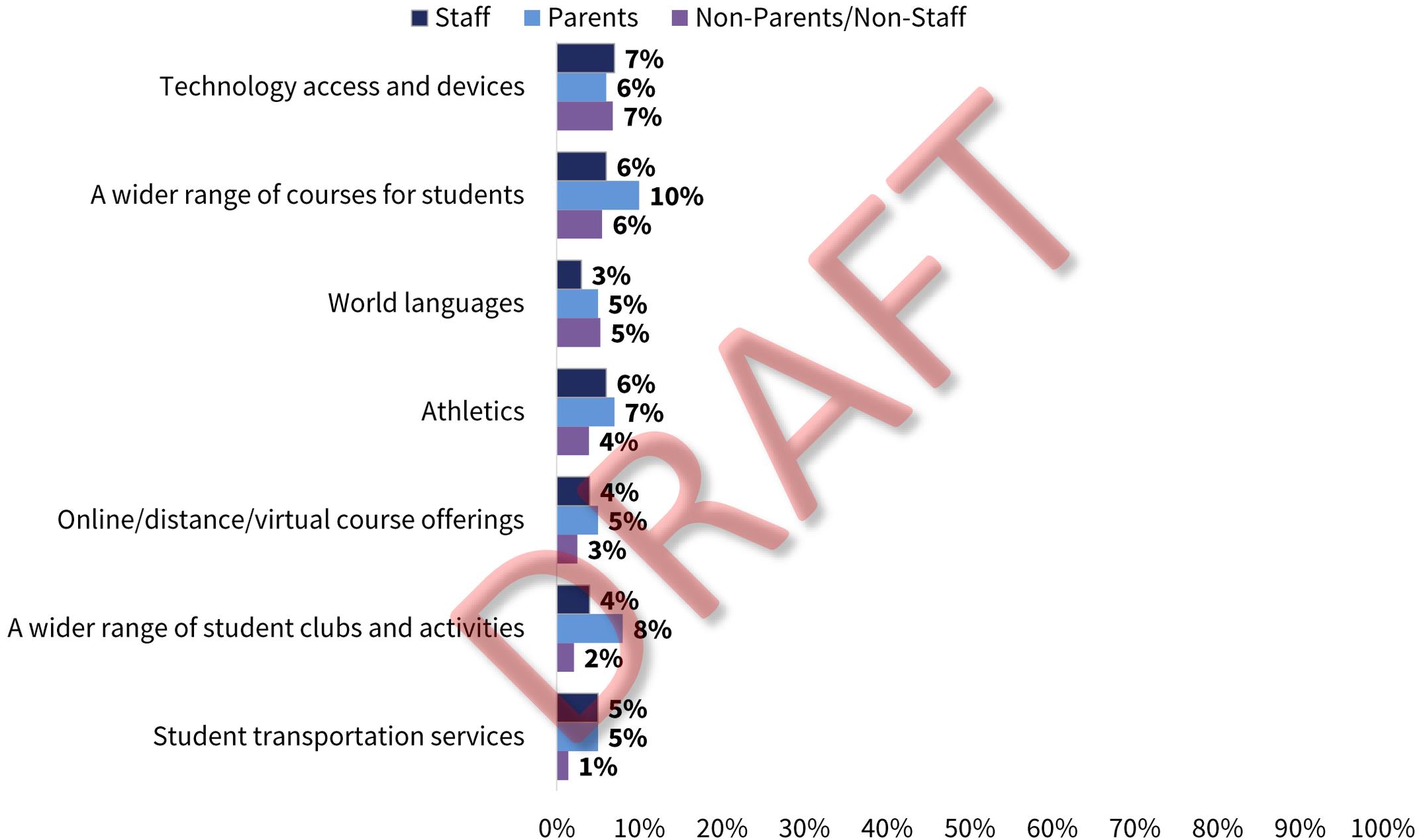
Choose up to 5 areas you believe we should focus our planning efforts to best fulfill our mission.

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Top Five Planning Priorities by Subgroup

*(Items in the top five across all three groups are in **blue**.)*

Rank	Staff	Parents	Non-Parents/Non-Staff
1	Recruit/retain high-quality staff (54%)	Recruit/retain high-quality staff (44%)	Preparing students for life after high school (48%)
2	Social/emotional/mental health services for students (52%)	Preparing students for life after high school (43%)	Career and technical education (47%)
3	Understanding of and support for diversity (42%)	Social/emotional/mental health services for students (38%)	Academic/career planning (34%)
4	Preparing students for life after high school (38%)	Academic/career planning (31%)	Recruit/retain high-quality staff (34%)
5	Student discipline (35%)	School safety and security (25%)	Academic rigor (30%)



Bottom Five Planning Priorities by Subgroup

(Items in the bottom five across all three groups are in red.)

Rank	Staff	Parents	Non-Parents/Non-Staff
28	World languages (3%)	Online/distance/virtual course offerings (5%)	Student transportation services (1%)
27	Online/distance/virtual course offerings (4%)	World languages (5%)	A wider range of student clubs and activities (2%)
26	Science achievement (4%)	Student transportation services (5%)	Online/distance/virtual course offerings (3%)
25	A wider range of student clubs and activities (4%)	Technology access and devices (6%)	Athletics (4%)
24	Student transportation services (5%)	Bilingual education courses/services (7%)	World languages (5%)





SCHOOL PERCEPTIONS

Measuring what matters

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Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 16, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Dotzler called the meeting to order at 7:30am

II. ROLL CALL

Present: Dotzler, Engebretson, Frey

Also Present: Guttenberg, Conrad. Sean Gehrke (Boys Volleyball)

III. APPROVE THE AGENDA

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

Motion Carried 3-0.

IV. PUBLIC COMMENTS

There were no emailed public comments. In person public comments were made by the following:

Jeremy Alsaker. – 6th Grade Wrestling

Kaleb Fisher - Boys Volleyball

Jude Gehrke – Boys Volleyball

V. YOUNG CONSERVATIVES CLUB AFFILIATION

Guttenberg introduced the request of the Young Conservatives Club (YCC) to affiliate their club with High School Turning Point USA -- a national organization with a high school component. Jaxon Beck, High School president of the YCC presented and answered questions from the committee. Christina Raemisch, advisor for the YCC was also available to answer questions. A motion was made by Frey, second by Engebretson to recommend to the full board to consider this request as presented. Motion carried 3-0.

VI. CO-CURRICULAR REPORT

Conrad presented and answered questions regarding the Winter Co-Curricular Report. This was an informational item only.

VII. MS WRESTLING UPDATE

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

A motion was made by Frey, second by Engebretson, to recommend to the full board to consider this request starting during the 2024-25 school year, as presented. Motion carried 3-0.

VIII. CONSIDERATION OF BOYS VOLLEYBALL

Conrad along with Sean Gehrke presented and answered questions regarding to start a Boy's Volleyball Team. A motion was made by Frey, second by Engebretson, to recommend that the full board consider the starting a Boy's Volleyball team as presented. Motion carried 3-0.

IX. REVIEW AND CONSIDER E-SPORTS AT HIGH SCHOOL

Guttenberg presented and answered questions regarding the request for e-sports at the high school as a competitive club. Conrad was also available to answer questions. A motion was made by Dotzler, second by Engebretson, to recommend to the full board to consider this request as presented. Motion carried 3-0

X. CO-CURRICULAR CODE FOLLOW-UP DISCUSSION AND FEEDBACK

Guttenberg and Conrad presented and answered questions regarding the board member request for administration to bring back information related to individual sports/coaches having more strict team rules than outlined in the Co-Curricular Code/Guidelines. After much discussion the committee asked for more specifics to bring back at another Co-Curricular meeting.

XI. FUTURE MEETINGS

set meeting at May meeting.

XII. ADJOURN

A motion was made by Frey, second by Engebretson to adjourn the meeting at 8:50AM. Motion carried 3-0.



Agenda Item: MS Wrestling Update

Background Information: At the December 12, 2023 co-curricular meeting, information was shared regarding the potential addition of allow 6th-graders the ability to participate with the middle school wrestling team. No decision was made as more information was needed regarding potential transportation challenges, academic eligibility, and if this was allowed by other schools in our middle school athletic conference.

These potential challenges have now been resolved and will be discussed at the co-curricular meeting.

Administrative Recommendation: To approve 6th-grade students to participate in middle school wrestling, starting with the 2024-25 school year. This change will allow us to be in alignment with the other schools in the conference while helping to build interest in the sport.

Board Action Requested: The following motion would be in order: “Move to approve allowing 6th-grade students the ability to participate in the middle school wrestling program, provided they meet academic requirements.”

Fiscal Note: There are no financial impacts related to this requested action.



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

Agenda Item: Boys Volleyball Club Team

Background Information: The sport of boys volleyball is one of the more rapidly growing sports in the country. Several families have reached out to me to inquire about the possibility of adding the sport to our athletic offerings at Waunakee High School. To gauge interest in the possibility of forming a club team, four open gyms were held in the fall, with six more scheduled this spring. 16 Boys in the district attended at least one of the open gyms held in the fall. Of those 16, 12 of the boys would be freshman next school year.

If interest is high enough this fall, the athletic department would recommend joining a local co-op for the 2025-26 school year. The deadline to request this co-op is September 1, 2024.

For the upcoming school year, students would register through the athletic department. An abbreviated schedule of matches would be scheduled for the fall season, if we have enough to form a team. WIAA boys volleyball rules, procedures, and season times would be followed.

Administrative Recommendation: To approve the creation of a club boys volleyball team at the high school level for the 2024-25 school year, with the potential of joining a co-op for the 2025-26 school year.

Board Action Requested: The following motion would be in order: "Move to approve the boys volleyball club request for the 2024-25 school year."

Fiscal Note: See attached.

2024-25 Expenses		
	District Expense	Club Expense
<i>Head Coach</i>	- Assistant Coach stipend	
<i>Transportation</i>	- Initial cost to the district	- Billed back to the club at the conclusion of the season - This will vary depending on the amount of games that are scheduled
<i>Officials</i>	- Paid by the athletic department - Estimated cost: \$650 (five games)	
<i>Equipment</i>		- Covered by the club
<i>Jerseys</i>		- Covered by the club

- A fund 21 account would be created for the boys volleyball program to collect donations.
- Club status allows the club to avoid gym rental fees.
- Club would be covered under district insurance.
- Timeline:
 - Year 1 = Club team and abbreviated schedule (10 games) based on numbers.
 - Year 2 = Club team and increased schedule (up to 15 games) based on numbers OR co-op with local school.
 - A co-op would require signature by October 1, 2024.
 - Year 3 = Possible full schedule and WIAA status.

Prospect of long term participation and student involvement:

1. Several families interested in the Waunakee school district starting as freshman Fall 2024, and other families in other age groups. See attached list.
2. **Fastest growing sport in the country.** It's coming...
 - Madison Area Schools:
 - All Madison schools have teams (East, West, Memorial, Edgewood, Lafollette, MCDS, Abundant Life)
 - Memorial had 40 *freshman* boys go out for their program last fall)
 - Middleton won the state championship last year (2023)
 - Freshman, 2 JV, and varsity teams
 - DeForest had 20 kids in their first year as a club (2022). 2 fully WIAA sanctioned teams in 2nd year (2023)
 - Sun Prairie had 3 teams in the first year
 - Verona, McFarland, Oregon, etc working on forming teams
 - 4 Madison area **boys** volleyball clubs
 - New dedicated Vball facility in Sun Prairie (Madtown / Inferno) with 13 boys teams this season ranging from **13s** to **18s**.
3. Madison Hosted the Dale Rohde Boys Volleyball Tournament this year.
 - At Alliant Energy Center. 134 teams from around the state and region
4. Inexpensive to start. \$1000 Grant from Great Lakes Region. 6 Mens' Balls provided free. Main ask is for Gym space. (other: Uniforms, coach, refs, tournament fees, miscellaneous).
5. Has shown that it does NOT take away players / athletes from other sports like football, maybe your 5th string WR or CB, but not your OL / DL, etc.. Great combo with Basketball (i.e. Zak Showalter).
6. Kids who don't have another sport. Allows for child development and mentoring. Right now club Vball is expensive, preventing some kids from having an opportunity to play.
7. Another opportunity for boys in college. Over 120 division 3 schools, 50 division 1 and 2, and 50 NAIA schools offer in college. A LOT of opportunity at the next level.
8. Coaches - I have a strong connection with local college and club level staff.
9. Men's professional leagues are in development

	Grade Fall 2024	Attended Open Gym
Jude Gehrke	9	Yes
Ethan Frank	12	Yes
Caleb Fisher	11	Yes
Jonathon Rode	11	Yes
Evan Broeckert	9	Yes
Jack Bilderback	9	Yes
Andrew Statz	9	Yes
Brady Pokrass	9	Yes
Jackson Sheahan	9	Yes
Evan Christianson	9	Yes
Michael Pelzer	12	Yes
Lincoln W	11	Yes
Jett Delzer	11	Yes
Charlie Zimbric	11	Yes
Louis Zimbric	11	Yes
Vishna Kata	11	Yes
Alex Manley	9	Yes
Brennan Duffy	10	No
Matt Comins		No
Charlie Ellis	8	Yes
Nolan Cashen	7	Yes
Tavin Lezoette	7	Yes
Jacob Trandafir	7	Yes
Hudson Dodd	7	Yes
Austin Brunet	8	Yes
Sawyer Crosby	8	Yes
Ezra	8	Yes
Kam Meier		No
Endres		No
Hoff		123 No

Estimated Expenses (Deforest 1st year numbers)

<i>Expense Type</i>		% of total
Club Setup & Management	\$564.10	10.26%
Coaching	\$2,500.00	45.48%
Equipment	\$1,817.36	33.06%
Insurance	\$105.00	1.91%
Officials	\$360.00	6.55%
Tournament	\$150.00	2.73%
Grand Total	\$5,496.46	~ 20 kids ~ \$270 / athlete

Non profit organization created (~ Booster Club) used to cover 1st year costs

- Brought in **\$9,959.50** in donations
- Other Revenue
 - Spectators
 - Concessions
 - Donations
- •Balance donated to school (as well as uniforms and equipment)

Waunakee Boys Volleyball

Presentation to the School District Co-Curricular Committee
Proposal to add as a club sport for the fall 2024 Season

7/16/24

It's here...

Boys high school volleyball numbers have increased by 40% since 2017 making it the

Fastest growing sport in the country

- <https://usavolleyball.org/resource/give-the-boys-a-chance/>

It's here...

- Other schools with boys' volleyball programs in our area and the big 8 conference:
 - All Madison teams:
 - East
 - West
 - Memorial: 40 Freshman boys tried out 2023
 - Lafollette
 - Edgewood coop with Abundant Life
 - Madison Country Day School
 - Middleton: 2023 State Champions!!!
 - Sun Prairie: 2023 = 3 teams in their 1st year of existence (2023)
 - DeForest: 20 kids in 1st year (2022) of club program, 2 fully WIAA sanctioned teams in 2nd year (2023)
 - McFarland/Monona Grove/Cottage Grove are also working on a club team for the fall 2024.
 - Verona and Oregon have shown significant interest and likely to start school teams in the near future.

It's here:

- Local boys volleyball clubs:
 - Inferno
 - 13 teams from U13 to U18. New 10 court dedicated volleyball facility (2023)
 - Elite
 - Keva – proposing new east / west side volleyball facility
 - Starlings
 - Non profit club for low income families
 - Sting
 - Independent club for boys involved in other winter / spring sports
 - All Stars
 - Boys only club started by Waunakee parent to promote sport for local boys
- Madison Hosted annual Dale Rhode boys tournament this year
 - At Alliant Energy Center. 134 teams from around the state and region

What about Waunakee?

- Open Gyms

- Held 4 boys only volleyball open gyms September / October 2023 and currently hosting more Spring 2024

- Saturday afternoons in the fall and Friday nights in the Spring at Waunakee intermediate school

- 2 hour sessions, training coach, drills and competitive play

- Locally advertised via school announcements / newsletters / social media



What about Waunakee?

- Requirements for a team
 - At least **10-12 boys** required to field a team
- Open Gym data / results
 - Surveys and promotion resulted in 31 boys expressing interest in participating ¹³¹
 - Total of 26 boys within Waunakee school district attended at least one open gym (not all could attend)
 - 20-21 would be of high school age as of fall 2024 including 8 freshmen
 - There were also 9-10 additional boys of younger age (4th – 7th grade)

School district numbers

- **High School:**
 - 648 students participating of 1352 students (47.9%)
- **Middle School:**
 - 322 of **696** students participated in fall sports (46.2%)
- Data has shown boys volleyball does NOT take athletes from other sports

Further Opportunities

- College playing and scholarship availability
 - Over 120 division 3 schools
 - 50 division 1 and 2 schools
 - 50 NAIA schools
 - A LOT of opportunity at the next level.

The numbers (DeForest numbers after year 1)

<i>Expense Type</i>	SUM of Amount	% of total
Club Setup & Management	\$564.10	10.26%
Coaching	\$2,500.00	45.48%
Equipment	\$1,817.36	33.06%
Insurance	\$105.00	1.91%
Officials	\$360.00	6.55%
Tournament	\$150.00	2.73%
Grand Total	\$5,496.46	~ 20 kids ~ \$270 / athlete

Revenue

- Non profit organization created to cover initial start up costs
 - Brought in **\$9,959.50** in donations
- Other Revenue
 - Spectators
 - Concessions
 - Donations
- Balance donated to school (as well as uniforms and equipment)

Future considerations

	1 Team	2 Teams	3 Teams
Club Setup & Management	\$564.10	\$564.10	\$564.10
Coaching	2500	5000	7500
Equipment		\$1,817.36	\$3,634.72
Insurance	\$105.00	\$210.00	\$315.00
Officials	\$500.00	\$1,000.00	\$1,500.00
Tournament	\$400.00	\$800.00	\$1,200.00
Total Cost Estimate	\$4,069.10	\$9,391.46	\$14,713.82

Commitment

- Gym time
 - 4 nights a week, evenings Mon – Fri
 - 4 – 8 matches, home and away
 - 2-3 tournaments
- Access to equipment
 - Nets, balls, ball carts
 - Scoring equipment for matches
- Transportation?
 - Parents and families if not available

Other

- Liability insurance purchased by club
- Coach
 - Have an interested party, nothing would be hired until program secured

Minutes of Facility Committee Meeting

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

Chairperson Ensign opened the meeting at 7:29AM.

II. ROLL CALL

Present: Dotzler, Ensign, Heinemann

Also Present: Guttenberg, Summers, Cramer, Jay Thomsen (Vogel), Adam Griep (Vogel), Adriana Martins (Vogel), Schell, Bauer, Weiseman

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no email public comments.

In person comments were from the following:

Jacob Jankowski – Grateful that District utilizes local subcontractors and requests consideration of bid provided by Advanced Concrete.

V. HERITAGE ELEMENTARY SCHOOL

Summers presented and answered questions regarding an update on the schedule and finances for the Heritage Elementary School project. This project is on schedule to be completed by July 31^s for substantial completion and district move in.

VI. NEW MIDDLE SCHOOL

Summers introduced the Vogel team who presented and answered questions on a high level overview of the bidding process and are requesting approval of the following subcontractors: Fire protection , concrete reinforcement, and concrete redi-mix.

A motion was made by Heinemann, second by Dotzler, to recommend that the full board consider the following subcontractors: Fire protection –Hooper Corp, Concrete Reinforcement – Hatch Building Supply, Concrete Redi Mix - Advanced Concrete. Motion carried 3-0.

VII. WAUNAKEE HIGH SCHOOL

Summers presented and answered questions regarding the March approval for the LED project at the high school in the amount of \$1,440,850. Administration has worked with Westphal to obtain updated quotes for both Prairie and Arboretum, these quotes total \$1,372,500. Due to project changes at the high school, Westphal is willing to redirect the work away from the high school and towards Prairie and Arboretum.

A motion was made by Dotzler, second by Heinemann, recommend to the full board to consider shifting the LED project from the High School to Prairie and Arboretum

Elementary as presented. Motion carried 3-0.,

VIII. BETHEL CIRCLE REMODEL

Summers and Jay Thomsen from Vogel presented and answered questions regarding the bid process for the Bethel Circle plans. The committee was given two options for consideration. One option is an increase of \$14,000.00 in the referendum approved budget. The second option requires value engineering to get back to the referendum approved budget. A motion was made by Dotzler, second by Heinemann, to recommend that the full board consider having value engineering to keep this project at the referendum approved budget amount.

Motion carried 2-1

A motion was made by Heinemann, second by Dotzler, to give Administration the authority to review and consider any bid changes as a result of value engineering in order to keep this project on the timeline required. Motion carried 3-0.

IX. CONSIDERATION OF CAPITAL PROJECTS

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

After much discussion a motion was made by Heinemann, second by Dotzler, to recommend that the full board approved the May Capital Projects considerations with taking the ADA Swing Seat and the civil engineering playground projects off the list for separate consideration. Motion carried 3-0.

X. FUTURE MEETINGS

The June meeting will be scheduled during the May 13/2024 regular board meeting.

XI. ADJOURN

A motion will be made by Dotzler, second by Heinemann, to adjourn the meeting at 8:22AM. Motion carried 3-0



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

141

**WAUNAKEE COMMUNITY MIDDLE
SCHOOL – PROJECT UPDATE**

MAY 7, 2024

AGENDA

- BETHEL CIRCLE PROJECT BID RESULTS
- MIDDLE SCHOOL PROJECT BID RESULTS
- MIDDLE SCHOOL SUBCONTRACTOR AWARDS



BUDGET BREAKDOWN - \$175 MILLION

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



WCSD MIDDLE SCHOOL – BID RESULTS UPDATE

DESCRIPTION	MAY 2024
CONSTRUCTION	\$ 84,539,820
CONTINGENCY	\$ 3,580,180
SOFT COSTS	\$ 11,700,000
TOTAL	\$ 99,920,000



- Included items previously identified as alternates
 - Track resurfacing, outdoor classroom, lockers, cellular repeater system, full height tile
- Includes budget for solar panels



WCSD MIDDLE SCHOOL NEXT STEPS

- **JUNE 2024**
 - FINAL GUARANTEED MAXIMUM PRICE (GMP)
 - MULTIPLE SUBCONTRACTOR BID AWARDS
 - MOBILIZATION ON SITE
- **JULY 2024**
 - REMAINING SUBCONTRACTOR BID AWARDS
 - BUILDING DEMOLITION
 - NEW BUILDING FOUNDATION



MIDDLE SCHOOL BID AWARDS

- **SUBCONTRACTOR BID AWARDS**

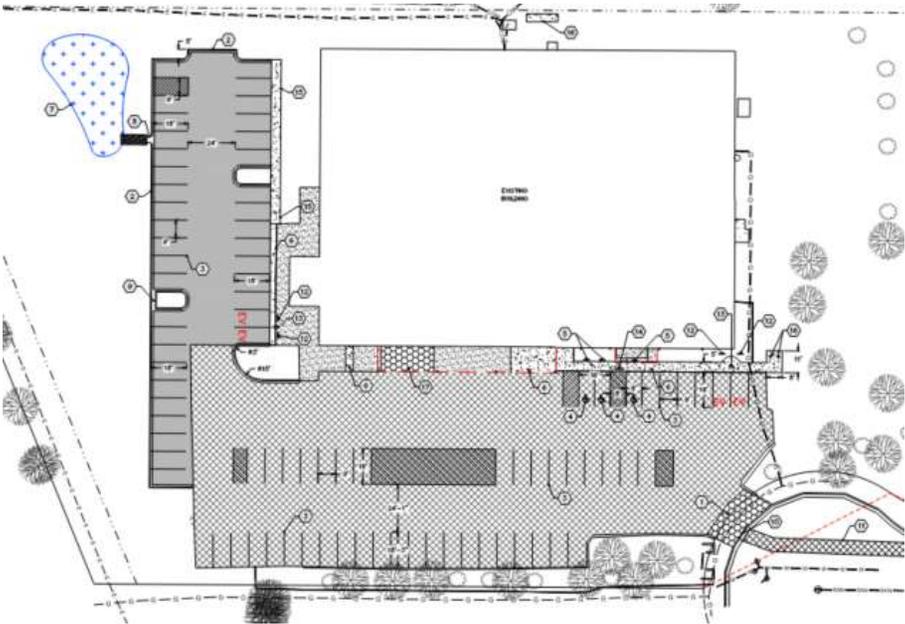
- REBAR SUPPLY
- CONCRETE REDI-MIX SUPPLY
- FIRE PROTECTION

HATCH BUILDING SUPPLY
ADVANCED CONCRETE
HOOPER CORPORATION

*****SEE SEPARATE ATTACHMENT FOR BID TABULATIONS**

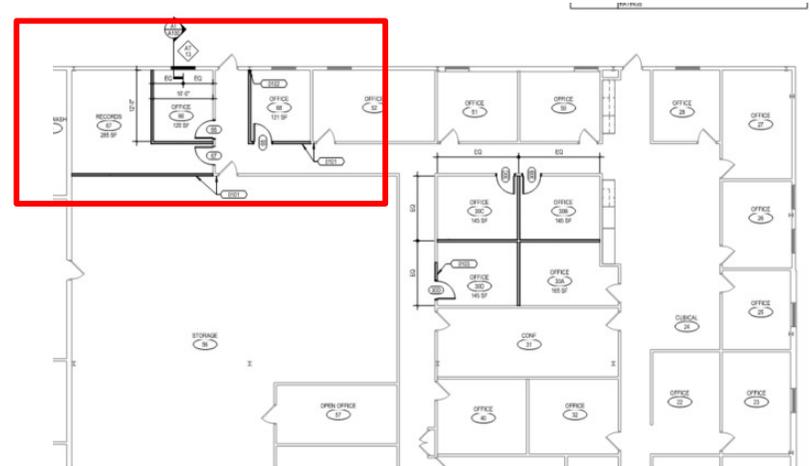


DISTRICT OFFICE SCOPE OF WORK



DISTRICT OFFICE WORK

- **2024 WORK – TARGET BUDGET \$615,000**
 - OFFICE MODIFICATIONS
 - PARKING LOT REPLACEMENT/ADDITION
- **FINAL BID RESULTS - \$629,000**
 - INCLUDES ELECTRIC VEHICLE CHARGING ROUGH-IN
 - INCLUDES ADDITIONAL OFFICES/RECORDS SPACE
 - VOGEL BROS. SUPERVISION/MANAGEMENT INCLUDED IN HIGH SCHOOL GMP
- **APPROVAL TO PROCEED AT \$615,000 WITH VALUE ENGINEERING PROCESS TO REACH TARGET (VOGEL/EUA/WCSD ADMINISTRATION)**
- **ASK FOR ADMINISTRATION APPROVAL FOR SUBCONTRACTORS AWARDS**
 - WILL PROVIDE FINAL LISTING IN JUNE





WAUNAKEE
COMMUNITY SCHOOL DISTRICT

WCSD - New Middle School									
Fire Protection									
Date: 5/2/24									
	Company	Hooper Corp	1901	Monona	Prairie Fire	Ahern		VBBC Budget	Difference
	Date	4/16/2024	4/16/2024	4/16/2024	4/16/2024	4/16/2024			
	Contact	Clayton Tibbetts	Sean Wright	Wade Huston	Michael Mahn	Mark Bossenbroek			
	BID								
	Fire Protection Work	\$ 678,128	\$ 720,270	\$ 740,091	\$ 864,000	\$ 991,595		\$ 700,238	\$ (22,110)
									15

WCSD - New Middle School							
Concrete Reinforcement							
Date: 5/2/24							
		Hatch Building Supply	Brock White	Nucor		VBBC Budget	Difference
Company							
Date		4/16/2024	4/16/2024	4/16/2024			
Contact		Zach Linck	Gary Busch	Jim Rocolo			
BID							
Concrete Reinforcement (175 tons)		\$ 222,250	\$ 226,450	\$ 245,175		\$ 198,968	\$ 23,282

WCSD - New Middle School					
Concrete Redi-Mix					
Date: 5/2/24					
		Advanced Concrete	Lycon	VBBC Budget	Difference
Company					
Date		4/16/2024	4/16/2024		
Contact		Jacob Jankowski	Kayla Lyons		
BID					
Concrete Redi-Mix		\$ 1,014,716	\$ 1,070,407	\$ 1,065,107	\$ (50,391)



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

April 18, 2024

Steve Summers
Waunakee School District
905 Bethel Cir.
Waunakee Wi.

Arboretum School alternate WHSPR fixture, including shift labor

Westphal & Company, Inc. would like to present a Quote for the project referenced above:

Quote: \$755,125.00

Included in this quote is supply and installation of WHSPR LED flat panel fixtures to replace existing fluorescent fixtures per the same layout, recessed lighting will be upgraded to new recessed LED fixtures, mechanical room lighting will be upgraded to new LED fixtures to match. Lighting controls to be added in corridors to include occupancy sensor's to automatically turn the lights off during unoccupied times, classrooms will have occupancy sensors installed to automatically control the lights when unoccupied and new switches with the capability to manually dim all fixtures in the classrooms. Small rooms, mechanical spaces and office spaces will have occupancy switches installed for automatic control.

Included in quote is shift labor working (4) 10-hour days, 12:00pm to 8:30PM Monday-Thursday

- Demo existing fixtures and dispose in owner provided dumpsters
- Install new fixtures, secure fixtures to ceiling grid
- Install new system sensor lighting control devices and dimming cables, set up lighting control devices off time and sensitivity per owners request
- Install new or extend existing lighting branch circuits as needed for new fixture installation
- All EM or night light fixtures will be switched off with occupancy sensors and still have the ability to automatically switch on during a power failure
- All classrooms will have (2) zones with dimming control of each
- Specialty fixtures in the LMC and main stairwell will be replaced from the existing fluorescent lamps to LED replacement lamps.
- Excluded in this proposal is the Cafeteria and Gymnasium lighting, both have already had LED upgrades.

General notes:

1. Excludes
 - a. Any contingency
 - b. Any lamp recycling or disposal

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- c. Any dumpster rental or fees
2. All work to be performed during normal Westphal & Co. working hours
3. Any unforeseen or additional work outside of our interpretation of scope may increase price

These quotations are based on current commodity pricing for the electrical materials used in our scope and are valid for (30) days. Westphal & Company, Inc. reserves the right to modify these quotations if there is a significant scope or commodity pricing increase or decrease prior to entering any contractual agreements. Also, any deviations from scope, changes to schedule, or changes in locations may reflect a change in pricing. Please let me know if you have any questions or need additional information.

Nate Frisch

Nate Frisch
Project Manager
608-512-9806
Nfrisch@westphalec.com



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P.O. Box 7428 • Madison, WI 53707-7428 • Fax (608)-222-0230

April 18, 2024

Steve Summers
Waunakee School District
905 Bethel Cir.
Waunakee Wi.

Prairie WHSPR LED upgrades and Lighting Control additions, including shift labor

Westphal & Company, Inc. would like to present a Quote for the project referenced above:

Quote: \$617,375.00

Included in this quote is supply and installation of WHPSR LED flat panel fixtures to replace existing fluorescent fixtures per the same layout, recessed lighting will be upgraded to new recessed LED fixtures, mechanical room lighting will be upgraded to new LED fixtures to match. Lighting controls to be added in corridors to include occupancy sensor's to automatically turn the lights off during unoccupied times, classrooms will have occupancy sensors installed to automatically control the lights when unoccupied and (2) new switches with the capability to manually dim all fixtures in the classrooms. Small rooms, mechanical spaces and office spaces will have occupancy switches installed for automatic control.

Included in quote is shift labor working (4) 10 hour days, 12:00pm to 8:30PM Monday-Thursday

- Demo existing fixtures and dispose in owner provided dumpsters
- Install new fixtures, secure fixtures to ceiling grid
- Install new lighting control devices and dimming cables, set up lighting control device off time and sensitivity per owners request
- Install new or extend existing lighting branch circuits as needed for new fixture installation

General notes:

1. Excludes
 - a. Any contingency
 - b. Any Lift rental
 - c. Any lamp recycling or disposal
 - d. Any dumpster rental or fees
2. All work to be performed during normal Westphal & Co. working hours
3. Any unforeseen or additional work outside of our interpretation of scope may increase price

These quotations are based on current commodity pricing for the electrical materials used in our scope and are valid for (30) days. Westphal & Company, Inc. reserves the right to modify

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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Nate Frisch

Nate Frisch
Project Manager
608-512-9806
Nfrisch@westphalec.com



WCS D Maintenance Work Tracking Summary

5/2/2024

MAINTENANCE BUDGET

11/4/2022	Total amount budgeted in referendum	\$ 6,395,000
11/4/2022	Bleacher Extension Referendum Amount	\$ 500,000
5/2/2024	Approved projects amount to date	\$ (10,615,437)
12/22/2023	Funds allocated from contingency or interest	\$ 1,120,000
12/22/2023	Funds allocated from interest	\$ 5,000,000
TOTAL FUNDS AVAILABLE		\$ 2,399,563

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	\$ 1,300,000
APPROVED AT 4/10/2023 BOARD MEETING			
4/10/2023	Roof replacement - entire roof	Middle	\$ 631,000
4/10/2023	Redo TLC Roof*	High	\$ 46,300
4/10/2023	Freight Elevator Security *	High	\$ 10,132
APPROVED AT 4/10/2023 BOARD MEETING			
5/1/2023	Emergency Roof Repairs (NORTHERN)	District	\$ 40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	\$ 25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	\$ 25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	\$ 25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	\$ 33,453
5/1/2023	Safety Film on all doors	District	\$ 46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	\$ 2,842
5/1/2023	(2) Card Readers	Prairie	\$ 13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	\$ 13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	\$ 19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	\$ 7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	\$ 13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	\$ 26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	\$ 26,539
5/1/2023	Classroom 131 Window *	Middle	\$ 10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	\$ 21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	\$ 29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	\$ 20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	\$ 4,950
5/1/2023	16 Lockable Restrooms *	High	\$ 6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	\$ 13,290
5/1/2023	4 Card Readers at front office, other locations	High	\$ 16,000
5/1/2023	Repair dust collector in Woodshop	High	\$ 4,711
5/1/2023	High School CO2 Tank Pad and Fencing	High	\$ 9,902
5/1/2023	Front Door Canopy	District Office	\$ 6,303
5/1/2023	Air Handling Unit 05 Replacement	High	\$ 300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	\$ 515,000
5/1/2023	Replacement of Chiller CH001	High	\$ 200,000
APPROVED AT 5/1/2023 BOARD MEETING			
6/12/2023	Middle School Fire Safety Project	Middle	\$ 36,859
6/12/2023	Prairie Elementary Remodeling Proposal	Prairie	\$ 82,832
APPROVED AT 6/12/2023 BOARD MEETING			
7/10/2023	Parking lot landscaping repair	Intermediate	\$ 9,970
7/10/2023	Trees and light-blocking material for fence @ Warrior Stadium	High	\$ 17,200
7/10/2023	Playground playmat chips	AES, PES, IS	\$ 12,266
7/10/2023	Parking lot striping and minor repairs	All lots except HES, Bethel	\$ 25,159
7/10/2023	Special education restroom remodel	Middle	\$ 11,000
7/10/2023	Sentronic Closers	AES, PES, IS	\$ 16,798
7/10/2023	WIS Security System Install	Intermediate	\$ 1,020
7/10/2023	Eaves, Troughs & Downspouts - North side	High	\$ 19,728
7/10/2023	Pool bleacher repair	High	\$ 1,050

7/10/2023	Flag pole repair	Intermediate	\$	3,410
	APPROVED AT 7/10/2023 BOARD MEETING		\$	117,601
8/14/2023	Dishwasher Replacement	Middle	\$	29,430
8/14/2023	Softball Field Lights	High School	\$	175,000
	APPROVED AT 8/14/2023 BOARD MEETING		\$	204,430
9/11/2023	High School Signage	High School	\$	21,500
	APPROVED AT 9/11/2023 BOARD MEETING		\$	21,500
10/9/2023	Special Education Room Project	Middle	\$	29,036
	APPROVED AT 10/9/2023 BOARD MEETING		\$	29,036
12/11/2023	Replace non working water softener (19 yrs old)	Arboretum	\$	5,588
12/11/2023	Bleacher repairs	Arboretum	\$	2,472
12/11/2023	Repair water heater 1	High	\$	6,050
12/11/2023	Old gym bleacher repairs	High	\$	2,459
12/11/2023	Main gym bleacher repairs	High	\$	4,780
12/11/2023	Discus throwing area concrete	High	\$	16,500
12/11/2023	Bleacher repairs	Intermediate	\$	2,950
12/11/2023	Bleacher repairs	Middle	\$	3,858
12/11/2023	Installation of closed loop filtration equipment	Middle	\$	3,169
12/11/2023	Bleacher repairs	Prairie	\$	2,472
12/11/2023	UPS circuit additions (to prevent power outage problems)	Prairie	\$	4,310
12/11/2023	Replace 5 radio system UPS systems	District	\$	8,635
12/11/2023	JOHN DEERE 60 Heavy-Duty Rotary Broom	District	\$	5,600
12/11/2023	Skid Loader Pallet forks	District	\$	1,100
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Arboretum	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Prairie	\$	50,200
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	High School	\$	96,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Intermediate	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Middle	\$	46,600
	APPROVED AT 12/22/2023 BOARD MEETING		\$	326,743
1/8/2024	Bleacher Boss - Power Assist Unit	Athletics	\$	4,900
1/8/2024	Robotic Athletic Field Painter	Athletics	\$	29,700
1/8/2024	Water Reel with Booster	Grounds	\$	14,000
1/8/2024	Robotic Mowers	Grounds	\$	22,000
1/8/2024	John Deere 1575 tractor (includes snow blower and broom)	Grounds	\$	55,600
1/8/2024	Fork Lift	Maintenance	\$	50,000
	APPROVED AT 1/8/2024 BOARD MEETING		\$	176,200
2/12/2024	Brush and snow blower attachments	District	\$	11,600
2/12/2024	Resurface all gym floors in district	District	\$	24,668
2/12/2024	Wood chips for school playgrounds	District	\$	14,500
2/12/2024	Signature Choral Risers - 4 Tier	District	\$	16,590
2/12/2024	Power outage monitoring electrical meter	District	\$	88,600
2/12/2024	SRP card for each classroom	District		
2/12/2024	Outside bollard lights need to be updated with LED (20 total)	Arboretum	\$	82,449
2/12/2024	Add card reader to rear entrance of front office	Arboretum	\$	4,000
2/12/2024	Front entrance - exterior stain	Arboretum	\$	2,569
2/12/2024	Carpet - remaining rooms 1st and 2nd floor	Arboretum	\$	87,000
2/12/2024	Doors 9 gym, door 11, door 12 (6 total doors)	Arboretum	\$	37,354
2/12/2024	Cracked tile replacement (various areas)	Arboretum	\$	5,000
2/12/2024	Landscaping around building	Arboretum	\$	70,000
2/12/2024	Playground sun shades	Arboretum	\$	18,288
2/12/2024	198 Boiler room (penthouse) roof walls	High	\$	73,000
2/12/2024	Bleachers, Portable	High	\$	47,500
2/12/2024	Furnish and install 2 new windows for baseball press box	High	\$	20,500
2/12/2024	Furnish and install 3 new windows for football press box	High	\$	10,280
2/12/2024	Furnish and install 2 new windows for soccer press box	High	\$	20,500
2/12/2024	Varsity SoGball Field batting cages/audio/backstop	High		
2/12/2024	Card readers in shipping/receiving area	High	\$	9,395
2/12/2024	Door 1 storefront	High	\$	33,000
2/12/2024	Door 18 security	High	\$	934
2/12/2024	John Deere tractor plus attachments	High	\$	52,200
2/12/2024	Fix joint bump in the floor	Intermediate	\$	1,843
2/12/2024	Wallpaper Graphics	Intermediate	\$	55,391
2/12/2024	Gymnasium electronic closers	Intermediate	\$	8,352

2/12/2024	Solar PV expansion	Intermediate	\$	498,982
2/12/2024	Slow gym curtain	Intermediate	\$	4,177
2/12/2024	Whiteboards from old HES	Intermediate	\$	21,900
2/12/2024	Classroom carpeting rooms 136, 110, 223, 239	Middle	\$	19,000
2/12/2024	Door 7 replace stairway treads	Middle	\$	26,300
2/12/2024	Carpet landings - doors 5, 6	Middle	\$	9,000
2/12/2024	Rider floor scrubber - 30" (Trident R30-HIL56009)	Prairie	\$	17,837
2/12/2024	Add card reader to rear entrance of front office	Prairie	\$	4,000
2/12/2024	Concrete work on Sidewalks	Prairie	\$	49,030
2/12/2024	Add privacy panels in restrooms	Prairie	\$	2,730
2/12/2024	Play ground shade canopy	Prairie	\$	1,600
2/12/2024	Acoustical panels for cafeteria	Prairie	\$	14,484
2/12/2024	Replace carpet	Prairie	\$	32,000
2/12/2024	Downspout sink hole	Prairie	\$	3,287
2/12/2024	Move old hoops at existing Heritage & install at Prairie	Prairie	\$	15,275
2/12/2024	Waunakee Softball Upgrades	District	\$	325,000
APPROVED AT 2/12/2024 BOARD MEETING			\$	1,840,115
3/5/2024	Items from Maintenance list in Vogel Bros. High School Scope of work	High	\$	3,503,800
3/5/2024	Concrete lip at door 2	Arboretum	\$	1,200
3/5/2024	District mechanic tools and tool box	District	\$	22,000
3/5/2024	Project management services for generator installation project	District	\$	5,400
3/5/2024	LED upgrades and lighting controls additions	High	\$	1,440,850
3/5/2024	Carpeting in (17) classrooms	High	\$	95,000
3/5/2024	Boiler closed loop filtration equipment	High	\$	3,186
3/5/2024	JV Softball press box wood stairs w/ composite deck board at treads, risers, and landings	High	\$	14,389
3/5/2024	Varsity baseball press box wood stairs w/ composite deck board at treads, risers, and landings	High	\$	17,314
3/5/2024	Varsity soccer press box wood stairs w/ composite deck board at treads, risers, and landings	High	\$	17,314
3/5/2024	Varsity football press wood stairs w/ composite deck board at treads, risers, and landings	High	\$	22,484
3/5/2024	Clock/Bell/PA (InformaCast Fusion IP Speaker Endpoint Add-On for WHS)	High	\$	826,011
3/5/2024	Video cameras	High	\$	115,000
3/5/2024	Fieldhouse projector and audio	High	\$	65,000
3/5/2024	Audio upgrade for the Commons and Cave	High	\$	15,000
3/5/2024	New basketball hoop controls (old gym)	High	\$	6,900
3/5/2024	Painting of field house and logos	High	\$	37,000
3/5/2024	Furnish & install new floor traction power operation for field house bleachers	High	\$	36,356
3/5/2024	Varsity baseball shed and press box	High	\$	10,000
3/5/2024	Replace fieldhouse backboard motors	High	\$	20,000
3/5/2024	Fieldhouse mid-court curtain and motor	High	\$	25,000
3/5/2024	Replace wall mounted basketball structure and hoops	Prairie	\$	66,500
3/5/2024	Boiler closed loop filtration equipment	Prairie	\$	3,186
3/5/2024	Energy efficiency audit	Prairie	\$	3,060
3/5/2024	Gymnasium audio system	Prairie	\$	30,000
APPROVED AT 3/11/2024 BOARD MEETING			\$	6,401,950
4/8/2024	Postpone Items from Maintenance list in Vogel Bros. High School Scope of work	High	\$	(740,000)
4/8/2024	Postpone - LED upgrades and lighting controls additions	High	\$	(1,440,850)
4/8/2024	Rack-it drying & storage for art class	Arboretum	\$	2,739
4/8/2024	Reinforce Warrior stadium fencing with bigger posts plus vertical metal straps	High	\$	12,680
4/8/2024	Field house banners 27 Championship Signs + Logo	High	\$	22,533
4/8/2024	Drywall cracking	Intermediate	\$	2,888
4/8/2024	Playground crushed granite walkways upgrade	Intermediate	\$	43,200
4/8/2024	Rack-it drying & storage for art class	Prairie	\$	2,739
4/8/2024	TurfTime 84 inch AR-24 series leveling roller	District	\$	8,445
APPROVED AT 4/8/2024 BOARD MEETING			\$	(2,085,626)
			Total Approved to Date	\$ 10,615,437

Facility	Division	MAY FACILITIES COMMITTEE CONSIDERATION	Qty	Units	Unit price	Estimated Total
New Heritage	Safety	2-way radio system expansion	1	LS	\$16,058.00	\$16,058.00
High	Doors	Music area door opening 1803 reconfiguration for piano moves	1	LS	\$7,796.00	\$7,796.00
High	Athletics	Press box gutters and downspouts (JV Softball, Soccer, Varsity Baseball)	1	LS	\$1,650.00	\$1,650.00
High	Athletics	Replace fieldhouse HVAC duct sock	1	LS	\$50,000.00	\$50,000.00
High	Safety	Security upgrades parts and installation of mag lock on pair of doors from office to school	1	LS	\$5,455.00	\$5,455.00
High	Safety	Security upgrades installation of electric strikes at back office door and back mailroom door	1	LS	\$3,591.00	\$3,591.00
High	Athletics	Warrior fence light-block material replace/repair/reinforcement	1	LS	\$775.00	\$775.00
High	Athletics	Fabricate/install gate latch at Warrior Pitch Stadium	1	LS	\$875.00	\$875.00
High	Athletics	Program for robo-paint logos for additional fields	1	LS	\$2,000.00	\$2,000.00
Arboretum	Athletics	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	1	LS	\$3,094.00	\$3,094.00
Arboretum	Building	Cracked corian heated seating along windows (4 places)	1	LS	\$44,175.00	\$44,175.00
Arboretum	Building	ADA Swing Seat for an 8' Toprail	1	LS	\$1,780.00	\$1,780.00
Intermediate	Building	5 window treatments in exercise area	1	LS	\$2,125.00	\$2,125.00
Prairie	Athletics	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	1	LS	\$4,672.00	\$4,672.00
District	Grounds	4044R Compact Utility Tractor (33 PTO hp)	1	LS	\$47,000.00	\$47,000.00
District	Maintenance	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	1	LS	\$34,147.20	\$34,147.20
District	Low Voltage Systems	Additional cost power outage monitoring electrical meter (original approved budget \$88,600)	1	LS	\$9,900.00	\$9,900.00
District	Site Development	Proposal for civil engineering services for playground renovations (PES, AES, WIS)	1	LS	\$26,700.00	\$26,700.00
District	Safety	New emergency kits for classroom (supplies)	1	LS	\$7,964.00	\$7,964.00
District	Building	Additional funds for remainder school year emergency roofing repairs (\$45,000 original)	1	LS	\$25,000.00	\$25,000.00
Heritage	Athletics	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	1	LS	\$1,284.00	\$1,284.00
						\$269,757.20

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 Monday, April 15, 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 7:28AM.

II. ROLL CALL

Present: Frey, Engebretson, Heinemann

Also Present: Guttenberg, Grabarski

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

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg presented and answered questions regarding the policies listed on the summary spreadsheet that was reviewed at the meeting. Grabarski was also present to answer questions regarding the Human Resources related policies.

A motion was made by Engebretson, second by Heinemann, to approve the policies as presented including the discussed edit on policy 532.1 to allow for any bargaining unit. Motion carried 3-0.

A. 526.1 Employment References and Verifications

B. Professional Staff Postions

C. 531.1 Professional Staff Licensure PI 34

D. 531.1 R Administration /Staff Responsibilities

E. Negotiations Legal Status

F. 532.1 Negotiations/contract Management.

G. 533 Recruitment and Hiring of Professional Employees

H. 533.1 Criminal Background Checks

I. 534 Substitute Professional Staff Employment

J. 535.21 Coaches

K. 535.3 Professional Staff Promotions

L. 535.4 & 535.4R Telework

M. 536 Termination of Employment

N. 529 Employee Discipline

O. 536.3/546.3 Health/Dental Insurance - Early Retirement

P. 536.5/546.5 Retirement of Staff Members

Q. 537.3 Professional Organizations

R. 538 Professional Staff Evaluation

S. 538E Head Coach

VI. **FUTURE MEETINGS**

Future meetings will be discussed as the next group of policies come from WASB

VII. **ADJOURN**

A motion was made by Heinemann, second by Engebretson, to adjourn the meeting at 7:58AM. Motion carried 3-0.

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 Friday, May 3, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Frey called the meeting to order at 7:35AM

II. ROLL CALL

Present: Engebretson, Frey, Heinemann

Also Present: Guttenberg, Grabarski

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 – No public comments for this meeting.

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Guttenberg and Grabarski presented and answered questions regarding the policies that will be reviewed at the meeting.

A motion was made by Heinemann, second by Engebretson to recommend that the full board consider these policies as presented. Motion carried 3-0.

JH move to full board Judy all in

A. 538.1 Supervision of Professional Staff

B. 541 Support Staff Positions

C. 541.1 Criminal Background Checks

D. 542 Classified Staff Employment

E. 543 Classified Staff Hiring

F. 545.1 Support Staff Workload

G. 546.1 Resignation of Non-contracted Employees

H. 546.2 Suspension and dismissal of Classified Staff members.

I. 548 Evaluation of Support Staff Personnel

J. 549.1 Non-School Employment/Activities

VI. Listening Session Follow Up regarding Policy 671.2 - Expense Reimbursement

Guttenberg presented and answered questions regarding a policy language change request. After some discussion the committee asked that we review this policy when the 600's are reviewed.

VII. FUTURE MEETINGS - NA

VIII. ADJOURN

A motion was made by Engebretson, second by Heinemann, to adjourn the meeting at 8:07AM. Motion carried 3-0.

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin. Recommendation:
526.1	Employment Referemces and Verifications	526.1	Adopt PRG 526.1 Sample Policy 1	I should have sent this with the last set, but missed it. This is a required policy under the ESEA and Wisconsin law that prohibits assisting someone suspected of engaging in sexula misconduct with a minor. It was on Table 1 of the Quick Check (Table 1 is missing policies that are required or strongly recommended).	agree w/WASB
531	Professional Staff Positions	531	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
531.1	Professional Staff Licensure - PI 34	531.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/WASB
	Administration/staff Responsibilities	531.1R	Delete current policy	Your current policy simply restates legal requirements and is not needed.	Repeal
532	Negotiations Legal Status	532	Modify current policy with BF edit.	The PRG does not offer a sample for this topic. I modified the policy to make it comply with the current bargaining law. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/WASB Take off cross ref. to WTA contract
532.1	Negotiations/Contract Management	532.1	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written. Note that if district staff has not certified a collective bargaining unit, this policy should be deleted.	agree w/ WASB include committee requested edits

533	Recruitment and Hiring of Professional Employees	533	Replace with PRG 533 Sample Policy 3	I selected sample 3 because it allowed for a separate process for approval of substitute teachers. I think this aligns with your current policies. If you wanted a simpler and less detailed policy, you might take the second paragraph of sample 3 and incorporate it into sample 1.	Agree w/ WASB insert dr. of HR edit * under item 3e
533.1	Criminal Background Checks	533.1	Replace with PRG 533.1 Sample Policy 3	Note there is also a sample exhibit for 533.1. Note that the Fair Credit Reporting Act requires that employers using a 3rd party to conduct background checks comply with FCRA requirements including obtaining written consent from the applicant. See the May 2012 Legal Comment for more information on FCRA application to employment background checks.	Agree w/ WASB insert dr. of HR
534	Substitute Professional Staff Employment	534	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Per Edits from BG
535.21	Coaches	535.21	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	Agree w/ WASB with edits and comments from AD
535.3	Professional Staff Promotions	535.3	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree w/ WASB take off cross ref of WTA contract

535.4	Telework	529	Replace with PRG 535.4 sample policy 1 and sample rule 1	<p>You may choose to incorporate some of the procedures in your current policy in the rule - I noted several places in the rule where you might do that.</p> <p>I looked in the teacher handbook I have for your district for language relating to telework but did not find any. You should review any employee handbooks you have for telework language and align that language with the sample policies.</p>	agree with edits
	Termination of Employment	536	Delete current policy	<p>Your current policy provides an incomplete description of an employee's health plan continuation rights under state and federal law. The PRG does not have sample language on this topic, but it is addressed in the WASB Employee Handbook (a separate subscription publication by WASB). I included sample language on COBRA that you might use in your employee handbook or as a policy.</p>	Repeal
529	Employee Discipline	536.2	Replace with PRG 529 Sample Policy 1 and renumber to align with WASB Policy coding system	<p>Note your current policy addresses both disciplinary suspensions and involuntary leaves for medical reasons while the WASB sample focuses on employee discipline and leaves related to discipline and investigation of misconduct.</p>	Agree w/ WASB

536.3/546.3	Health/Dental Insurance - Early Retirement	536.3/546.3	Review and update policy if needed.	The PRG does not offer sample early retirement benefit policies and your policy is acceptable as written. You should review the policy to make certain it reflects your current benefit package for retirees.	agree w/WASB include BG edits
536.5/546.5	Retirement of Staff Members	536.5/546.5	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB
537.3	Professional Organizations	537.3	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree w/ WASB include BG edits
538	Professional Staff Evaluation	538	Replace with PRG 538 Sample Policy 5	You might also look at sample 1. I thought sample 5 was simpler and a better fit as it does not address how you use Educator Effectiveness in the evaluation process.	agree w/WASB include BG edits
538E	Head Coach Evaluation	538E	Keep current exhibit.	The PRG does not offer a sample exhibit for this topic and your exhibit is acceptable as written.	Agree w/ WASB with edits and comments from AD

	Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin Recommendation:
	538.1	Supervision of Professional Staff	538.1	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/ WASB
	541	Support Staff Positions	541	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/ WASB include edits
	541.1	Criminal Background Checks	541.1	Delete current policy	This content is covered by the proposed 533.1 (PRG 531.1, sample policy 3) that was sent to you earlier.	Agree w/WASB
	542	Classified Staff Employment	542	Keep current policy, consider comments	The PRG does not offer a sample policy for this topic and your policy is acceptable as written. Note however that the giving of notice of continuing employment to school year employees after the 1st day of the current school year may make such employees eligible for summer unemployment compensation benefits for any time after the last day of school up to when notice of continuing employment is actually given. I am guessing your last day of school for school year employees is at least a week before June 15 and giving notice on June 15 may make some employees eligible for UC benefits prior to the notice.	Agree w/WASB Include edits

	543	Classified Staff Hiring	543	Replace with PRG 533 sample policy 2	Sample 2 was written for all staff, but you already covered professional staff in a separate policy. I modified the sample to make it specific to support staff. Note there are a few references to contracted employees in case you have any support staff employees who are given individual contracts.	Agree w/WASB Include edits
	545.1	Support Staff Workload	545.1	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/WASB Include edits
	546.1	Resignation of Non-contracted Employees	546.1	Replace with PRG 546.1 sample policy 1		Agree w/WASB Include edits
	546.2	Suspension and Dismissal of Classified Staff Members	546.2	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/WASB Include edits
	536.3/546.3	Health/Dental Insurance - Early Retirement	536.3/546.3	Review and update policy if needed.	The PRG does not offer sample early retirement benefit policies and your policy is acceptable as written. You should review the policy to make certain it reflects your current benefit package for retirees.	Reviewed & updated during Part 1 of 500's
	536.5/546.5	Retirement of Staff Members	536.5/546.5	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Reviewed & updated during Part 1 of 500's
	548	Evaluation of Support Staff Personnel	548	Replace with PRG 548 Sample Policy 1		Agree w/WASB
	549.1	Non-school Employment/Activities	549.1	Keep current policy.	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree w/WASB

EMPLOYMENT REFERENCES AND VERIFICATION (Aiding and Abetting of Sexual Abuse)

Policy 526.1

Waunakee Community School District

Page 1 of 2

~~(This sample policy addresses a federal policy requirement and a related state law that mutually prohibit school boards and employees, contractors, and agents of a school district from assisting certain persons who have engaged in known or suspected sexual misconduct to obtain new employment. School districts receiving federal funds under the Elementary and Secondary Education Act (as amended) are required by 20 U.S.C. 7926 to adopt a policy prohibiting such actions.)~~

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

Neither the School Board nor any employee, contractor, or agent of the District shall assist another school employee, contractor, or agent in obtaining a new position or other employment in a school, local educational agency, Cooperative Educational Service Agency, or child care program, or in any other substantially-similar work environment that would involve contact with or responsibility for children or students, if he/she or the Board knows or has reasonable suspicion to believe that the other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. ~~{Editor's Note: State law expressly prohibits assisting such persons to obtain a new job "in a school or with a local educational agency." Federal law requires school districts to adopt policies that prohibit assisting such persons to obtain "a new job." This sample policy is drafted to apply to a broader list of job opportunities than are identified in the state law, and attempts to draw a line with respect to jobs and employment settings that relate to children/students in a manner that would be consistent with the apparent intent of the federal policy requirement.}~~ Sexual misconduct in violation of the law includes a violation, or the solicitation, conspiracy, or attempt to commit a violation, of any of the offenses specified in section 301.45(1d)(b) of the state statutes. This prohibition does not include the routine transmission of administrative and personnel files. In addition, this prohibition does not apply if the information that is known, or that is the basis of reasonable suspicion, has been properly reported to a law enforcement agency, and any other authorities as required by law, AND at least one of the following conditions applies:

1. School district officials have been notified by the prosecutor or police that any related case or investigation has been closed without a conviction (including cases or investigations that are closed without the filing of any charges); or
2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct.

Legal References:

Wisconsin Statutes

[Section 19.36\(10\)](#)

[limitations on public access to district records, including certain personnel records such as letters of reference]

[Section 103.13\(6\)](#)

[limitations on employee and former employee access to their own personnel records, including letters of reference]

EMPLOYMENT REFERENCES AND VERIFICATION (Aiding and Abetting of Sexual Abuse)

Policy 526.1

Waunakee Community School District

Page 2 of 2

Section 111.322	[discriminatory actions prohibited]
Section 115.31	[reporting certain known, or suspected, immoral or criminal conduct to the department of public instruction for possible license-related action]
Section 118.07(4p)	[prohibited assistance to persons who are known or who are suspected to have engaged in sexual misconduct]
Section 301.45(1d)(b)	[sex offense definition]
Section 895.487	[civil liability exemption; employment references]
Federal Law	
20 U.S.C. 7926	[required policy prohibiting school employees, contractors or agents from aiding and abetting sexual abuse]

Cross References:

WASB PRG 526.1 Sample Policy 1

Adoption Date:

Policies of the Board of Education

Series 500: Personnel

PROFESSIONAL STAFF POSITIONS

531

All professional staff positions are created only with the approval of the Board of Education. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the superintendent will present for the Board's approval, a job description for the position which specifies the qualifications necessary for the position, the essential functions of the positions, and the method by which the performance of these functions will be evaluated.

The Board also instructs the superintendent to maintain a comprehensive and up to date set of job descriptions of all positions in the school system.

Legal Ref.: Sections 118.19 Wisconsin Statutes
121.02(1)(a)
PI 8.01(2)(q), Wisconsin Administrative Code
PI 3
PI 34
Americans with Disabilities Act of 1990

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

PROFESSIONAL STAFF LICENSURE – PI34

531.1

The Board of Education of the Waunakee Community School District recognizes the need to meet the legal requirements of PI34.

As part of the district’s hiring process applicant’s will need to provide verification that they have met the certificate, license and/or permit requirements of the Department of Public Instruction, and any qualifications required of applicants by the Waunakee Community School District.

The Board will implement rules/procedures that are in compliance with applicable State law and DPI regulations, including PI 34. The Board directs the administration to implement, maintain, and periodically revise District administrative rules and procedures regarding administration and staff responsibilities in order to comply with PI 34, concerning Professional Development plans and licensing.

Legal Ref.: PI 34 Wis. Adm. Code

Adopted: November 2005

Waunakee Community School District

ADMINISTRATION/STAFF RESPONSIBILITIES – PI34

531.1 – Rule (1)

Professional staff members (teacher/administrator) being considered for employment by the Waunakee Community School District shall satisfy all requirements of the State of Wisconsin and the Department of Public Instruction.

A. License Renewal

Professional staff may fulfill their applicable license renewal obligations under the current credit acquisition process (i.e. staff licensed prior to July 1, 2004), the PI34-Professional Development Plan-PDP or, the Master Educator license process.

B. License Acquisition and Renewal Alternatives

1. College Credit Approach

Professional staff licensed prior to July 1, 2004 may continue to utilize college credit in support of their license applications. They may accumulate credits by following the approval process as outlined in the Waunakee Board of Education/Waunakee Teacher Association Educational Agreement – Teacher Incentive Program and submit for re-licensure following applicable Department of Public Instruction guidelines.

2. PI 34/Professional Development Plan Approach

Initial Educator licensed staff and/or professional licensed staff who pursue their license renewal through the PI34 Professional Development Plan-PDP approach will call together a Professional Development Plan Review team as outlined in the applicable Department of Public Instruction – PI34/Administrative Rules. The Professional Development Plan Review Team selection process is the responsibility of the individual staff member except as it relates to the appointment of an administrator to the review team. A staff member who wants to pursue licensure through the PI34/Professional Development Plan process must notify the Superintendent, in writing, of their intent to do so and the need to have an administrator appointed to their PDP review team. The Superintendent or his/her designee will appoint an administrator to the PDP review team within 45 days of receiving the staff member's request. The review team shall include persons required by state statutes and DPI regulations, including an administrator who is not responsible for evaluating the staff member engaged in the Professional Development Plan – PDP process. Subsequent meeting(s) and/or review of the PDP are the responsibility of the individual staff member.

- C. Maintaining appropriate licenses to perform the district contracted duties/responsibilities is the individual staff member's responsibility and failure to maintain up-to-date licensure shall void the individual's teacher contract with the Waunakee Community School District.

Legal Ref.: PI34 Wisconsin Adm. Code
§118.21 Wis. Stats.

Adopted: October 2005

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

NEGOTIATIONS LEGAL STATUS

532

The Board of Education negotiates salary and other conditions of employment with its employees under requirements and subject to limitations set forth in the Wisconsin Fair Employment Act. As required by state law, the Board shall 1) recognize and negotiate with duly chosen staff associations; and 2) enter into written agreement with local associations.

Basic to all employer/employee negotiations is the concept of "bargaining in good faith". It is the legal responsibility of both the Board and employee organizations to bargain in good faith as they conduct negotiations.

Legal Ref.: Section 111.70 Wisconsin Statutes
532.1, Negotiations/Contract Management

Cross Ref.: ~~WTA Contract~~

Adopted: 2/14/83

Revised: March 1994
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

NEGOTIATIONS/CONTRACT MANAGEMENT

532.1

The Board of Education shall select a bargaining agent for the purpose of negotiating with ~~the Waunakee Teacher's Association~~ any bargaining unit. This individual shall be a Board member, administrator, or other individual selected by the Board. The designee shall act as team leader in negotiations and shall compile such information for the purposes of negotiations, as the Board desires.

The Board shall appoint a committee of Board members to work with the bargaining agent in negotiations. The negotiations team may not officially act for the Board except in areas specifically authorized by official Board approval. Final decisions and agreements are subject to the approval of the Board.

The superintendent manages the labor contract(s) for the district and interprets the contract(s) on a daily operational basis. He/she also makes recommendations to the Board for contract changes. Final decision on issues related to negotiations and contract management rest with the Board.

Legal Ref.: Section 111.70 Wisconsin Statutes

Cross Ref.: 185, Board Committees

Adopted: 2/14/83

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Waukegan Community School District

Policy 533

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~~(Like PRG 533 Sample Policy 1, this sample policy addresses the hiring of licensed, professional employees who are not administrators. The primary difference between this sample policy and PRG 533 Sample Policy 1 is that this sample provides more detailed direction and establishes more specific expectations regarding the recruitment, selection and hiring processes. The exclusion of on-call substitute employees from the "professional employee" definition assumes that the district has a separate policy related to recruitment and hiring of such substitutes.)~~

This policy addresses the recruitment and hiring of professional employees in the District. All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related School Board policies.

As used in this policy, the term "professional employee" includes all individuals who are hired to fill a position that is an exempt position under the federal Fair Labor Standards Act and that requires the employee to hold a license or permit issued by the Department of Public Instruction (DPI), but does not include (1) on-call substitute employees; (2) special education assistants; or (3) positions requiring a license or permit in one or more of the DPI's administrative categories and for which the individual holds an employment contract under the state law that governs employment contracts held by licensed administrators and certain personnel administrators and supervisors, curriculum administrators, and assistants to such personnel. Any registered nurse employed by the District to work as a nurse in the schools (even if the individual is not licensed as a school nurse) shall also be considered a professional employee under this policy. Some specific examples of "professional employees" include teachers and non-administrators whose positions require licensure in any of DPI's pupil services categories.

The Board, without being bound by any administrative recommendation, is responsible for the final decision to employ a professional employee and to enter into any contract with a professional employee. In making its discretionary employment decisions, the Board may consider any aspect of the individual's candidacy, regardless of whether the administration also assessed such issues and found the candidate acceptable to recommend to the Board for possible employment. To the extent required by law, professional employees will be employed only by a majority vote of the full membership of the Board.

After the Board has voted to employ an individual in a position covered by this policy and approved the terms and condition of any individual employment contract, and also provided that any remaining contingencies have been addressed as required by this policy, the District Administrator, acting as the Board's authorized agent, may execute the employment contract on behalf of the Board.

The ~~insert appropriate positions – e.g., District Administrator, Director of Human Resources, and building principals~~ are responsible for ensuring that the District's practices and procedures surrounding recruitment, selection, and hiring for professional positions address the following:

1. Adequate and timely planning surrounding the District's staffing needs. Such planning shall take into account issues such as changes in the District's programs and curriculum, changes in student enrollment, and anticipated changes among staff (e.g., anticipated attrition, anticipated retirements, etc.);

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RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Waukegan Community School District

Policy 533

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2. Prior to seeking candidates, identifying and incorporating into the job notice/posting any specific District needs or preferences (e.g., multiple licenses, particular prior experience, etc.) that relate to the duties and responsibilities that the District may assign to the individual selected for the specific position;
3. A reasonably consistent and reliable process for informing potential applicants of openings in professional positions that the District expects to fill;
4. The use of application screening, candidate assessment, and related selection procedures and materials that are appropriate for the position being filled and that incorporate practices that are intended to identify and emphasize the objective and subjective information that is most relevant to the District's selection decision;
5. Providing appropriate training and guidance to individuals who are involved in the screening, assessment and selection processes;
6. A plan for expediting the recruitment and hiring process in situations where time is of the essence or where some other exceptional need arises; and
7. A process for identifying and employing qualified substitutes, limited-term employees, and other temporary employees whenever needed or whenever determined to be in the District's best interests.

As to the process used to fill all positions addressed by this policy, the following minimum requirements shall be observed:

1. Except where the Board fills a position with either (a) an internal candidate where the change in positions requires a modification to the employee's contract; or (b) a highly-qualified external candidate who was previously identified in connection with the District's recent recruiting for a similar position, the District will seek and consider applications that are received from both internal and external applicants in response to the advertisement of a specific opening. Nothing in this paragraph prohibits the administration from transferring or reassigning qualified staff without Board approval where such personnel actions do not require a modification of the employee's individual employment contract.
2. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the administrator with primary responsibility for identifying the administration's recommended candidate:
 - a. has personally interviewed the individual who is being recommended to the Board;
 - b. is satisfied that the individual is sufficiently qualified for the position and capable of performing the essential functions of the position (either with or without reasonable accommodations); and
 - c. is satisfied that the District would not be better served by re-opening recruiting for the position or considering some other method of satisfying the staffing need.

RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

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- 3. Unless fully satisfied prior to the point at which an offer of employment is made, all offers of employment made to candidates for administrative positions shall be made expressly contingent on the following:
 - a. verification of current licensure or verification of other pre-licensure status (e.g. provisional licensure or permit) that is acceptable to the District and that is sufficient for the position in question under the rules and guidelines of the DPI;*
 - b. completion of a criminal and professional background check, with results that the ~~insert appropriate position – e.g., District Administrator or his/her licensed designee or Director of Human Resources~~, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment;*
 - c. completion of any required physical examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
 - d. if applicable, the candidate providing documentation acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if such contract were not released, would prevent the Board from contracting with the candidate; and
 - e. the Board's wholly discretionary approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

* *It is the Board's strong preference that the administration verify a candidate's licensure status and conduct and initially review the results of all criminal, professional, and personal background checks prior to ~~extending even a conditional offer of employment.~~ a recommendation to the Board of Education.*

Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above in this policy) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, unless expressly approved by the Board in an individual case with such advice from legal counsel as the Board deems necessary or appropriate, the District shall not execute any contract with any professional employee for any position until all outstanding contingencies have been satisfied.

Nothing in this policy shall be interpreted to prevent the Board from deciding to address professional staffing needs by means other than hiring individuals who are employed directly by the District. Examples of alternative staffing options (which may also be recommended to the Board by the administration) include contracting with a Cooperative Educational Service Agency and entering into an inter-governmental agreement.

Legal References:

Wisconsin Statutes

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RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

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- [Section 66.0502](#) [employee residency requirements prohibited]
- [Section 111.31](#) [declaration of fair employment policy]
- [Section 118.19](#) [licensure and certification]
- [Section 118.195](#) [discrimination against handicapped teachers prohibited]
- [Section 118.20](#) [teacher/administrator discrimination prohibited]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts]
- [Section 118.25\(2\)](#) [employee physical examination required as condition of employment]
- [Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]
- [PI 34](#) [licensure requirements]

Federal Laws

- [Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

Cross References:

- WASB PRG 533 Sample Policy 3
- [511, Equal Opportunity Employment \(Affirmative Action\)](#)
- [524.1, Staff Conflicts of Interest](#)
- [733, Data Management](#)

Adoption Date: 11/8/82

- Revised:** 9/14/87
5/11/92
March 1994
April 2002

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Criminal Background Checks

Policy 533.1

Wanakee Community School District

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~~(This sample policy requires (1) pre-employment criminal background checks to be conducted for all persons recommended for employment in the district, and (2) criminal background checks and driver record checks to be conducted as required by law for individuals employed or under contract to transport students for the district who do not hold a valid school bus endorsement. This sample also requires current district employees, and individuals employed or under contract to transport students for the district, to inform the district when they have been charged with or convicted of certain types of offenses. This sample sets forth an expectation that the district will conduct an individualized assessment of circumstances prior to excluding someone from employment based upon pending charges or a criminal conviction.)~~

The District is charged with responsibility for the health, safety, welfare and supervision of children in a variety of settings—including some settings in which students should be considered vulnerable. As part of meeting this significant responsibility, and in consideration of other important factors related to safety and due diligence, pre-employment criminal background checks shall be conducted for all persons recommended for employment in the District, regardless of the category or type of position. No one may begin employment with the District until the criminal background check is completed and verified by the ~~identify the appropriate administrative position—e.g., District Administrator, Director of Human Resources, or hiring administrator~~. All offers of employment are contingent upon the results of the criminal background check that are deemed satisfactory to the District.

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~~**Editor's Note:** If the district ever permits a new hire to begin working for compensation prior to the point at which the district has received and evaluated the results of the criminal background check, the above paragraph would need to be modified to address who has authority to permit such work and under what conditions.~~

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If the District learns through a criminal background check or any other means that an applicant or employee has a past conviction or has (or had) a pending charge which the individual failed to disclose as required on the District's employment application or under any other applicable District policy or directive, the District may take adverse action against the applicant or employee, including but not limited to refusing to employ the person, revoking an offer of employment, or terminating the individual's employment.

The District shall also conduct criminal background checks and driver record checks as required by law for persons employed or under contract to transport students for the District who do not hold a valid school bus endorsement. A person must be free of any disqualifying driving violations in order to be authorized to transport students. If after the background check and driver record check is conducted the person is convicted of a disqualifying offense, he/she shall be required to inform the District of any motor vehicle accident in which he/she was the driver, any suspension or revocation of operating privileges, and any conviction or operating privilege revocation that would disqualify him/her from providing student transportation. The person shall not be allowed to transport students for the time period specified.

At its discretion and even when not required by law, the District may also periodically conduct criminal background checks of current District employees to the extent permitted by law.

Any current District employee who has been charged with or convicted of any Class A misdemeanor, any felony, any crime against children, or any crime involving a victim who is a minor shall report that fact to the ~~identify the appropriate position~~ Director of Human

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Criminal Background Checks

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Wanakee Community School District

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Resources without delay. Failure to report under this policy may result in disciplinary action, up to and including termination.

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In determining whether to screen an applicant or employee for possible exclusion or other adverse employment action based on pending charges or a criminal conviction, the District will consider the nature of the allegations or the crime/conduct, the time elapsed, and the nature of the job. Before an applicant or employee would be excluded from employment based on pending charges or a criminal conviction, the District will conduct an individualized assessment as follows:

1. The District will notify the individual that he/she has been identified for possible exclusion because of a pending charge or a criminal conviction;
2. The District will offer the individual an opportunity to demonstrate that the exclusion should not be applied due to his/her particular circumstances; and
3. The District will consider whether the additional information provided by the individual, if any, warrants an exception to the proposed exclusion based upon a conclusion that applying the proposed exclusion under the specific circumstances would not reflect legitimate job-related concerns, or that applying the conclusion would be otherwise inconsistent with state or federal law. For example, state law prohibits an employer from denying employment to an individual based upon a pending charge or a misdemeanor conviction except where the circumstances of the charge/conviction are substantially related to the circumstances of the job.

The administration shall establish the procedures necessary to obtain the required criminal background checks and carry out the other provisions of this policy.

Legal References:

Wisconsin Statutes

Section 111.31	[fair employment and nondiscrimination]
Section 111.321	[prohibited bases of employment discrimination]
Section 111.335	[arrest or conviction record; exceptions and special cases]
Section 115.31	[staff misconduct reporting to the state superintendent]
Section 121.555(3)	[criminal background check and driver record check requirements related to transporting students]
Section 973.25	[certificates of qualification for employment for individuals convicted of a crime]

Federal Law

42 U.S.C. § 2000e et seq.	[Title VII of the Civil Rights Act of 1964, as amended – employment discrimination]
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Cross References:

WASB PRG 533.1 Sample Policy 3

Adoption Date: August 2010

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Criminal Background Checks

Wanakee Community School District

Policy 533.1

Page **3** of **3**

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The district shall maintain records for substitute teachers who may be called on to replace regular teachers who are absent.

The district's substitute ~~caller~~ **coordinator** shall be responsible for arranging for substitute teachers. Whenever possible, the substitute teacher should be certified to teach the grade or subjects of the absent teacher. Principals should make themselves aware of the quality of a subs' performance.

The superintendent and his/her administrative staff shall develop specific guidelines and procedures for substitute teachers. Such guidelines and procedures shall be provided each substitute teacher employed by the Waunakee Community School District. In all schools, substitute folders are to be available in each room, or in the office.

Substitute teachers shall be paid according to the ~~following rates:~~

- ~~1. A per diem rate as established by the Board of Education.~~
- ~~2. Base pay on the salary schedule beginning with the 10th consecutive day at the same teaching position.~~

Legal Ref.: Section 121.02(1)(a) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 3.03 (8)

Adopted: 11/8/82

Revised: 9/9/85
9/14/87
4/22/91
March 1994
12/11/95
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

COACHES

535.21

Coaches in the Waunakee Community School District will adhere to all WIAA and conference regulations as well as regulations and requirements outlined in the Waunakee Community School District Coaches' Handbook.

The Waunakee Community School District shall have a coaches' handbook which outlines coaching responsibilities, eligibility requirements, award requirements, and other information for coaches. It shall be distributed to all coaches. It shall be reviewed and revised annually by the athletic director and secondary principals.

All coaches in the Waunakee Community School District shall be approved by the Board of Education prior to each season (fall, winter, spring).

Coaches will be recruited and hired based on a procedure established by the superintendent.

Volunteer Coaches

As volunteer coaches are not paid employees of the District, it is necessary that these guidelines be followed for volunteer coaches:

- 1) Volunteer coaches must be approved by the athletic director and ~~building principal~~ follow the regular Human Resources application process.
- 2) The volunteer coach will not be permitted to supervise students without a certified faculty member or regularly employed (paid) coach present.
- 3) The volunteer coach will not have special access to school facilities at any time other than when the paid coaches are present.
- 4) Volunteer coaches will serve at the pleasure of the District and may be removed from the position by the building principal or activities director at any time.
- 5) The volunteer coach will not be given an assignment that could not be closely supervised by the coach (paid) in charge of a particular team. (e.g. Weight training, drills in another gym or playing field).

~~Non-Staff Coaches~~ Paid Head Coaches and Assistant Coaches

- 1) ~~During the season, non-staff Head coaches must meet with the athletic director and/or principal at least once every other week if the sport is coached by all non-staff coaches.~~ New coaches will have a preseason, midseason, and postseason meeting with the Athletic Director. Head coaches meet with the Athletic Director preseason and postseason.

2) Non-staff coaches must attend any and all athletic meetings and training sessions.

535.21 continued

3) All ~~non-staff head~~ coaches must attend WIAA interpretation meetings or view on-line rules meetings if offered and take WIAA rules exams on-line. Assistants are ~~strongly recommended to also~~ **required to** attend or view meetings and take rule exams.

Present Coaches Resigning

Accepting or denying a resignation will be based on contractual obligations and, if possible, a four (4) month notification.

WIAA Approval

~~All non-faculty coaches must be approved by the WIAA. This includes both paid non-faculty coaches and volunteer coaches.~~

Cross. Ref.: WIAA Handbook

Approved: 4/22/91

Revised: March 1994
April 2002
August 2013

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

PROFESSIONAL STAFF PROMOTIONS

535.3

All promotions within the instructional and administrative staff of the Waunakee Community School District will be considered under the same policy as that governing original assignments. A candidate is to be recommended to the Board of Education by the superintendent for the vacant position. The Board will approve or disapprove the recommendation. In no case, however, will the Board promote personnel without the recommendation of the superintendent.

Cross Ref.: 511, Equal Opportunity Employment
533, Professional Staff Hiring
~~WTA Contract~~

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

TELEWORK

Policy 535.4

Waukegan Community School District

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(This sample policy establishes the District's willingness, in limited circumstances, to allow certain employees the opportunity to telework. The policy (1) addresses administrative authority with respect to telework arrangements; (2) identifies situations where telework may be required or allowed; and (3) sets forth performance expectations for telework. This sample policy was written to coordinate with PRG-535.4 Sample Rule 1, which provides additional administrative guidelines applicable to telework arrangements, including further parameters for the approval or denial of such arrangements and further work rules and expectations for employees who are working remotely. School districts adopting this policy must also ensure that the policy is consistent with any related provisions found in the district's employee handbook.)

The District recognizes that, in certain limited circumstances, it may benefit the District, an employee, or both the District and an employee for an employee to perform their normal work responsibilities via telework. In addition, the District recognizes that telework may be appropriate during times when the District implements a non-traditional or hybrid instructional delivery model in order to follow local, state, or federal requirements, recommendations, or guidelines regarding student, employee, or community health concerns. Finally, the District recognizes that telework may be necessary to provide continuing education to students during school closures related to local, state, or national health emergencies. Telework is not a benefit for all employees or employee groups within the District. However, telework may be required or allowed under this policy in situations where an individual employee and/or his/her position are well suited to telework or where the District determines that other circumstance(s) make a telework arrangement necessary or desirable.

The administration is authorized to approve, deny, modify, and terminate telework arrangements for District employees except with respect to (1) arrangements applicable to the District Administrator, or (2) arrangements that involve or require a modification to an individual employment contract that is subject to School Board approval. Decisions concerning employee telework and the approval of voluntary employee telework requests will occur on a case-by-case basis and are at the sole discretion of the District, subject to any applicable law, to this policy, to any telework guidelines developed under this policy, and to any specific conditions or directives applied to an individual employee's telework arrangement.

Definitions

"Telework" is defined as a voluntary or involuntary working arrangement between the District and an employee where the employee performs his/her normal job responsibilities at an alternate work location.

"Alternate work location" is defined as a location, other than an employee's regular District work location(s), from which an employee will perform his/her normal job responsibilities. The alternate work location will generally be the employee's personal residence. However, an employee may request approval from his/her supervisor to telework from a location other than the employee's personal residence so long as the location satisfies the alternate work location requirements of any telework guidelines developed under this policy and any applicable requirements of the employee's specific telework arrangement.

Availability of Voluntary Telework Arrangements

While any employee may propose/request a voluntary telework arrangement with respect to some or all of their job duties, some duties cannot be performed away from the regular worksite.

TELEWORK

Policy 535.4

Waunakee Community School District

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In addition, in some situations, the District may determine as a matter of managerial discretion that telework is not the preferred approach for the performance of certain roles and duties.

As examples, telework is highly unlikely to be a viable option for the following types of positions/duties:

1. Food service (e.g., meal preparation and meal service);
2. Custodial/maintenance work related to District buildings and grounds;
3. Student transportation; and
4. Work that involves responsibility for the direct supervision of students who are physically present at school.

Review of Telework Requests

In situations where an employee makes a voluntary request to telework, and unless otherwise required by law, the decision whether to allow or decline a telework request shall be made on a non-precedent setting, case-by-case basis at the sole discretion of the District. ~~*{Editor's Note: An example of an important function of administratively-developed telework guidelines would be to specify which administrators or supervisors may give final approval for a voluntary telework arrangement. If a district using this sample does not develop additional administrative guidelines for telework arrangements, the district should consider adding a sentence to this paragraph that identifies the administrator(s) or supervisor(s) who are authorized to give final approval.}*~~

Involuntary Telework Arrangements

In addition to mandating that an employee performs his/her job responsibilities/duties from an alternate work location, the District may structure positions as telework positions. Examples of telework positions could include non-permanent involuntary telework during school closures, public/employee health concerns, or paid administrative leave. In addition, examples of telework positions could include involuntary long-term or permanent telework where the job responsibilities/duties of a position, department, office, or school building allow/require telework (e.g., teachers assigned to work as part of a virtual charter school or office employees whose positions do not require significant face-to-face service). Except as otherwise approved or directed by the Board or this policy, the District Administrator or his/her administrative-level designee shall determine the appropriateness of and authorize any involuntary telework arrangements, obtaining the input of affected employees, relevant supervisors, and other administrators as needed.

Work Performance and Responsibilities

Employees who telework will be responsible for managing their personal affairs and personal responsibilities in a way that allows them to successfully work their set schedule of hours, fulfill job responsibilities, complete work assignments, meet deadlines, and adhere to the District's telework guidelines.

It is expected that the quantity and quality of work performed by a telework employee will be similar to the work the employee would perform if working at a regular worksite within the District. An employee who teleworks will complete work assignments in a timely manner satisfying the

TELEWORK

Policy 535.4

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objectives established by his/her supervisor. Telework employees may be required to provide reports, logs, timesheets, or other documentation to substantiate the work they have completed, and the hours performed in order to complete telework assignments.

In the absence of express written acknowledgement from the District, assignment to, or approval of, telework does not modify an employee's performance expectations, job duties or responsibilities, or the terms and conditions of employment as described in the employee's job description, Board policies, the District's Employee Handbook, any collective bargaining agreement (if applicable), or any individual employment contract (if applicable).

There may be instances where the District requires an employee with a telework arrangement to be physically present at the employee's regular District work location(s) on specific days or portions of days during which the employee would otherwise be teleworking. The District will attempt to provide reasonable advance notice of such required in-person attendance (e.g., in most situations, it would be reasonable to be notified at least the day before such a need to be physically present at work). In extraordinary circumstances, it may be necessary to call an employee to a regular work location without advance notice; and if such a situation were to arise during an employee's established working hours, then the telework employee will be expected to make all reasonable efforts to appear at work, taking the specific circumstances into account (including the parameters of the employee's individual telework arrangement).

Telework Schedule

In the absence of a written agreement, acknowledgement, or directive from the District, the work schedules for telework employees shall be the same as the work schedules for similarly situated employees working from a regular worksite. This includes starting and ending times, meal breaks (where applicable), and other break periods (where applicable). Use of leave time must be appropriately tracked and documented.

During scheduled working hours, telework employees will be reasonably available (i.e., equivalent to the expectations that would apply if the employee were not teleworking) to communicate via telephone, video calling, and/or email with supervisors, co-workers, and any persons or group(s) that are regularly served by employees within the telework employees' job classification (e.g., parents, students, members of the School Board, vendors, and/or contractors).

Non-exempt employees may only work their approved hours. Working non-approved overtime or other additional hours that are not approved is not permitted and may result in discipline.

Non-applicability

This policy does not apply to telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations. Accommodations for disabilities shall be arranged through the applicable District procedures for requesting, identifying, and implementing such accommodations. However, telework that is authorized in connection with a workplace injury or as a disability-related accommodation may, in individual cases, be made subject to expectations that are similar to or the same as expectations established in this policy and/or in any telework guidelines established under this policy.

TELEWORK

Policy 535.4

Waukegan Community School District

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Modification and Termination of Telework Arrangements

Once approved or mandated, telework arrangements that are not structured as Board-approved contractual obligations are subject to continuous review and to possible modification or termination at the District's discretion at any time.

If the District establishes or approves a specific end date for an authorized telework arrangement, then the arrangement shall terminate no later than such end date unless the District expressly agrees to extend the arrangement. In the absence of such an end date, or if the District decides to terminate a telework arrangement prior to the expected end date, then the District will provide the employee with reasonable advance notice of the termination of the arrangement and of the expectation for returning to regular employment. *Insert if desired: "While what is reasonable will vary by the specific circumstances, providing at least one week's advance notice, will normally be considered reasonable."*

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Employee requests to terminate a telework arrangement and return to regular employment shall be reviewed, and approved or denied, in accordance with any telework guidelines developed under this policy and in accordance with any specific provisions of an employee's specific telework arrangement.

Cross References:

WASB PRG 535.4 Sample Policy 1

Adoption Date: 08/10/20

Revised:

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

Page 1 of 7

(This sample rule has been written to coordinate with PRG 535.4 Sample Policy 1. School districts adopting this sample rule must also ensure that the rule is consistent with any related provisions found in the district's employee handbook.)

Telework Arrangements

Telework arrangements may be structured to be short-term or long-term, may be full-time or part-time, and may be voluntary (by mutual agreement) or involuntary (District required) at the discretion of the District.

Telework may have an established/estimated end date (e.g., end of semester or school year) or may be created in anticipation that the arrangement will continue indefinitely. In either case, the District maintains discretion to end or modify a telework arrangement at any time.

Although some considerations and requirements addressed in this rule may also be relevant in other contexts, this rule does not directly address or apply to:

1. Telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations.
2. Incidental and ad hoc telework, such as incidental and ad hoc work that an exempt employee completes from a non-District location outside of regular working hours or while taking short-term authorized leave (such as a vacation day or sick day). Non-exempt employees are not authorized to engage in such incidental, ad hoc telework without advance permission.

Eligible Employees

Voluntary telework requests may be made by employees who work in job classifications that are amenable to telework. ~~Insert if desired: "In addition, the employee must meet the following criteria:~~

1. ~~The employee must not be on a "plan of assistance" or other performance improvement plan;~~
2. ~~The employee must have worked for the District for at least [insert time period] prior to being considered for an employee-initiated telework arrangement."¹~~

Editor's Note: Include the optional list of eligibility requirements, above, if the district knows that it wants to establish such minimum criteria. However, an alternative to specifying minimum eligibility criteria would be to evaluate the same criteria as part of the review and approval of a request (see below), which may offer greater flexibility. The sample criteria listed above are intended only as examples that may or may not reflect a district's needs/preferences.

¹ You might choose to include here some of the eligibility requirements on pages 1 to 2 of your current policy.

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ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

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Examples of job classifications that may be appropriate for telework include jobs that have minimal face-to-face interaction or supervisory responsibility, primarily involve data entry, or have measurable objectives, completion points, and performance standards that can be assessed while the employee is located at an alternate work location.

Examples of job classifications that are generally not amenable to telework include those that require preparation of food for students, transportation of students, custodial/maintenance of facilities and grounds, need to provide on-site customer service or have access to confidential materials, or the direct supervision of students who are physically present at school. In addition, in certain situations, the District may determine, as a matter of managerial discretion, that telework is not the preferred approach for the performance of certain roles and duties.

Telework Requests

Employees who satisfy the eligibility requirements and are interested in any regular or semi-regular schedule of telework (whether on a full-time or part-time basis) shall submit a written or email telework request to ~~insert the position(s) to whom requests should be submitted – e.g., "their immediate supervisor" or "the Director of Human Resources or the applicable school principal"~~.

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Telework requests should be submitted as far in advance as practical of the proposed/intended start date for the arrangement. For example, if an employee wishes for the District to consider a telework arrangement for an upcoming school year, it generally would be reasonable to submit the proposal during the preceding spring.

Evaluation of Voluntary Telework Proposals²

Approval or denial of voluntary telework requests will be based on the District's discretionary evaluation of any information that the District considers relevant to the decision. This includes, for example, the telework requirements listed in this rule (below), as well as all of the following additional factors:

~~Editor's Note: All items in the list below are provided solely as possible examples of potentially relevant factors. A school district may modify the list at its discretion.~~

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1. The ability of the District to sufficiently evaluate and plan for the possible implementation of the proposed telework arrangement.
2. The employee's past job performance, including but not limited to the extent to which the employee has demonstrated the ability to work with minimal direct oversight.
3. Equitable considerations, such as the impact of the arrangement on co-workers and the practical ability of the District to consider similar arrangements for other similarly situated employees.

² You might include the three month trial period in your current policy at an appropriate place under this heading.

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

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4. Projected or potential costs to the District associated with the arrangement, including both direct costs and indirect costs.
5. Whether any similar telework arrangement attempted in the past was successful or not successful, recognizing any relevant differences in the situations and recognizing that a prior successful telework arrangement in no way obligates the District to approve any additional arrangement(s).

6. ~~[Insert any additional factors that are not already covered in this rule.]~~

The ~~[insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources]~~ must approve any voluntary telework arrangement. Any other administrator or other supervisor who intends to deny a telework request initiated by an employee is expected to consult with ~~[insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources]~~ prior to denying the request.

Even if there appears to be a reasonable probability that an employee could effectively perform his/her job under a telework arrangement, a subjective supervisory/administrative preference for the employee to work from his/her normal District-specified location can be a sufficient reason to deny a telework proposal provided that the decision is not discriminatory or otherwise unlawful.

Telework Requirements

Telework requirements include all requirements specified in any applicable School Board policy and the general categories of alternate work location, technology, job responsibilities, and schedule, as further detailed below. An employee's inability to satisfy telework requirements prior to the start date of a telework arrangement or the District's decision that an employee is unlikely to be able to satisfy telework requirements during a telework arrangement will result in the modification, revocation, or denial of a voluntary telework arrangement.

1. Alternate Work Location

Employees will maintain a designated working space at their alternate work location, which will be safe, free from hazards or other dangers, and ergonomically sound in order to minimize the risk of injury to the employee.

The alternate work location must provide the employee with the ability to engage in appropriately professional interactions/communications and the ability, as needed, to maintain confidentiality and secure confidential information. In situations where an employee's alternate work location is shared with other individuals (e.g., members of the employee's family or roommates), employees may need to take additional steps in order to establish an appropriate setting for their work and maintain confidentiality, such as:

- a. Establishing/creating a secure area within the alternate work location where the employee will be able to receive and discuss confidential information via telephone or video call;

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- b. Establishing/creating a secure area within the alternate work location where confidential paper documents may be stored in order to prevent unauthorized access (e.g., secure file cabinet or room/office space); and
- c. Establishing/creating a secure area within the alternate work location where any District property (e.g., laptop, computer, monitor, tablet, cell phone, printer, etc.) will be free from damage, theft, or unauthorized use.

Unless otherwise agreed to by the District or required by law, an employee who is approved for a telework arrangement will be responsible for providing a suitable workspace, suitable workspace furniture, appropriate storage solutions (e.g., filing cabinets), lighting, and reliable internet and telephone service. Similarly, unless expressly approved by the District or required by law, the District will not be responsible for costs that may be associated with the creation, maintenance, or operation of an alternate work location (such as remodeling, repairing, or modifying a location to create an office space) or for any charges for other incidental expenses such as electricity, lighting, heating/cooling, water, etc. that may be associated with using the alternate work location.

The District reserves the right to have a supervisor inspect a telework employee's alternate work location to ensure it is appropriate for telework. At the discretion of the supervisor, inspection may be conducted in person, through the submission of photographs, or, if possible, virtually via video conferencing tools.

Employees will not hold in-person, work-related meetings at their alternate work location without the prior approval of their supervisor.

An employee may only change their alternate telework location, whether temporarily or permanently, with the approval of their supervisor and only if the new telework location meets the District's telework requirements and any additional requirements that have been specified in connection with an employee's individual telework arrangement.

2. Technology

The District will determine the technology needs of each position and will provide employees with technology/devices according to the job responsibilities for their respective position. For example, in situations where the use of a computer is required to complete an employee's job responsibilities during a telework arrangement, the District will provide the employee with a District-issued computer (laptop or desktop/monitor). At the discretion of the District, additional technology/devices or related equipment may be provided (e.g., printer, scanner, iPad/tablet, additional monitor(s), cellular phone, surge protector, etc.) according to the needs of an individual employee.

During telework, the use of District provided technology equipment, software, and supplies is limited to the telework employee or other authorized individuals. Telework employees must exercise reasonable care for District issued equipment and should take appropriate steps to protect items from damage, unauthorized use, or theft. Use will be limited to purposes relating to the completion of the employee's work or the performance of the employee's

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job responsibilities/duties, except to the same extent that incidental personal use of District equipment while working is permitted at in-District work locations.

The District will establish the requirements for network connectivity, which, at a minimum, shall be through a secured home network. The District may require the use of a virtual private network (VPN) at its discretion. Employees who have a need to electronically access confidential District information/records or who connect to District networks (including file drives) from a remote location must do so only on a District-issued device, unless otherwise expressly authorized by the District. This will help to ensure appropriate file/record storage (including backups) and ensure the appropriate use of other security measures (e.g., firewalls, internet filters, passwords, or anti-virus software), as required by the District's Information Technology department.

No employee working from an alternate work location may compromise the security of District technology resources or confidential data/records/information by leaving equipment unattended in a state (e.g., logged in) such that another person could use the equipment without authorization.

3. Job Responsibilities

With the exception of any procedures outlined in this rule, the performance expectations, job duties, and employment terms and conditions contained within an employee's job description, Employment Handbook, Board policies and rules, and individual employment contract (where applicable) are not affected by an employee entering into a voluntary or involuntary teleworking arrangement.

Employees will be productive and reasonably available during their scheduled work hours and, to the extent applicable, will take reasonable steps to minimize distractions and avoid conflicting responsibilities during their scheduled work hours (e.g., by securing appropriate childcare). Unless otherwise approved by a supervisor, employees will only complete personal tasks (e.g., housework, exercise, personal entertainment, dog walking, etc.) or "run errands" away from their telework location during a scheduled break or lunch period. This provision does not preclude an employee from briefly addressing a personal issue in a manner that does not materially interfere with their productivity and availability to the same extent that employees working at in-District work locations may occasionally need to address a personal matter during their workday.

Employees will respond to communications in a timely manner and will adhere to the same District expectations concerning the timeliness of responses to emails and telephone or other inquiries that exist for non-telework employees.

Employees will communicate and interact with supervisors and colleagues on a regular basis, which is generally defined to be each day the employee is scheduled to work. Communication/interaction can include emails, individual telephone calls, submission of completed work assignments, text messaging, participation in professional development, or participation in group video or telephone calls/meetings.

4. Schedule

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Employees who telework will follow the schedule provided by their supervisor. This may include the days worked during each workweek, daily start and end times, and any scheduled breaks and lunch periods where applicable. Adjustments to the established schedule will require advance approval from the employee's supervisor.

As applied to most telework arrangements, the District's productivity and availability expectations during scheduled working hours will preclude the simultaneous performance of non-District roles. Therefore, employees may be required to certify that they do not have primary responsibility for providing childcare or dependent care during scheduled work time and/or that they are not engaging in any other form of employment or other similar non-District work/tasks during their scheduled telework hours. In an emergency telework situation where, as a result of school or childcare closures, a telework employee's childcare or dependent care needs conflict with the schedule provided by their supervisor, the supervisor and employee will attempt to develop a flexible schedule, with the final schedule being established at the discretion of the District.

A telework schedule may include instances where the employee will be required (whether regularly or irregularly) to be present at an onsite location (e.g., a school) for meetings, professional development, or events, to perform specific work responsibilities, or for other situations deemed necessary by the employee's supervisor(s). Accordingly, the District may require, or there may otherwise be a need for, an employee who is teleworking to travel between the employee's alternate work location and a District-designated non-alternate work location. Whether any such travel will be treated as (1) compensable "hours worked" (for a non-exempt employee), and/or (2) covered by worker's compensation shall be determined by applicable law under the specific circumstances. Any non-exempt employee who has questions about whether such travel time should be counted and reported as paid "hours worked" should contact the ~~District's Business Office~~ ~~District's Human Resource office~~. ~~Insert the district's approach to providing mileage reimbursement for work-related travel by telework employees to/from their alternate work location, based on the district's expense reimbursement policy, or state that when an employee uses a personal vehicle for such travel, any mileage reimbursement shall be as determined under the District's expense reimbursement policies.~~ ~~Editor's Note: The need to establish consistent reimbursement rules for such mileage may require an amendment to the district's current policy on mileage reimbursement that specifically addresses telework situations. The following is an example of such a policy statement: "When an employee who has been authorized or required to telework engages in work-related travel to/from their alternate work location using their personal vehicle, mileage reimbursement for such travel will be provided (1) when the travel time would constitute compensable "hours worked" if the employee were (or actually is) non-exempt; (2) as otherwise approved in writing (including by electronic communication) by the District's Business Office or the District Administrator, the District's Human Resource office for particular intra-workday travel; or (3) as otherwise specified by the District in writing in the telework arrangement or directive that applies to the employee. (Unless otherwise approved by the School Board, any such mileage reimbursement shall be paid for the lesser of the actual miles driven or no more than 30 miles in each direction (i.e., not more than 60 miles round-trip, if applicable)."~~

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ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

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Telework employees who are exempt (salaried) will sometimes work additional hours outside of their normal schedule to respond to emails or phone calls, attend meetings, or perform other responsibilities in order to complete required job responsibilities.

Telework employees who are non-exempt (hourly) may not work beyond the hours/minutes scheduled by their supervisor or more than 40 hours during their workweek (overtime) except as required by their supervisor or except as approved in advance by a supervisor. Working such non-approved overtime or other additional hours as a non-exempt employee may result in discipline, although the District will also pay wages for any such compensable time worked to the extent required by law.

Telework Injuries

Telework employees will notify the District as soon as practicable (e.g., same day or the following day for injuries that happen after business hours) of any work-related injuries sustained while at their alternate work location as required by the District's worker's compensation procedures. Injuries sustained by family members, roommates, or other individuals (non-work-related) will be the responsibility of the telework employee and should be submitted to the employee's personal liability (e.g., homeowner or rental insurance) carrier.

Emergency Telework

Emergency telework may be required in response to a serious or unexpected event or situation (e.g., District, local, statewide, or national emergency) requiring the immediate need for employee telework.

In situations where an employee is required to quickly transition from onsite work to emergency telework, the District may waive or individual employees may request that the District waive certain telework requirements that would otherwise be applicable to employees in a voluntary or involuntary telework arrangement. Waivers may be granted at the discretion of the District.

Cross References:

WASB PRG 535.4 Sample Rule 1

Adoption Date:

Policies of the Board of Education

Series 500: Personnel

TERMINATION OF EMPLOYMENT
(Continuation of Health and Dental Insurance)

536

Employees shall be able to continue health and dental insurance benefits with the Waunakee Community School District if they terminate employment in conjunction with state law and federal COBRA laws. If an employee has his/her hours reduced, is laid off, voluntarily terminates employment or is discharged due to misconduct, the employee may continue health or dental insurance coverage up to eighteen (18) continuous months from the date of termination. If an employee becomes legally separated, divorced or becomes eligible for medicare, the employee may continue health or dental insurance coverage up to thirty-six (36) continuous months from the date of eligibility.

The Waunakee Community School District will notify employees in writing as to the options available to the employee. The employee has thirty (30) days from the date of notification to notify the District what choice he/she would like.

In order to retain his/her benefits under the group policy, the employee will be required to make premium payments on the first day of each month. Checks are to be made payable to the present insurance carrier and are to be sent to Waunakee Community School District, 101 School Drive - Administration Building, Finance Office, Waunakee, WI 53597.

Legal Ref.: Section 632.897 Wisconsin Statutes

Cross Ref.: 536.3/546/4, Retirement

Adopted: 9/9/85

Revised: 9/14/87
March 1994

Waunakee Community School District

EMPLOYEE DISCIPLINE

Policy 529

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~~(This sample policy primarily addresses the authority to make particular disciplinary decisions, as well as related decisions — such as the possible use of administrative leave. In this sample, the administration is given substantial authority to discipline employees, up to and including discharge in some circumstances. In terms of a substantive standard for imposing discipline, this sample policy defaults to any standard that is expressly specified in the Employee Handbook and that is applicable to the situation in question. It is critical for a district to ensure that this policy is consistent with any related provisions found in the district's Employee Handbook.)~~

Scope of Policy

This policy does not address the discipline of the District Administrator, which is within the prerogative of the School Board, or the nonrenewal of an individual employment contract under either section 118.22 or section 118.24 of the state statutes. The Board specifically intends that (1) discharge involving termination of an existing employment contract, and (2) the nonrenewal of an employment contract at the conclusion of the contract's term (even when the nonrenewal decision gives consideration to the employee's conduct/performance) are distinct concepts and involve distinct and different procedures.

Nothing in this policy shall be interpreted to supersede the valid and enforceable terms of an employment contract that the Board has executed with an employee.

Discipline

To the extent consistent with applicable law, disciplinary consequences may be imposed against an employee in appropriate circumstances, including for conduct, action, or inaction that the District determines is sufficiently detrimental to the interests of the District and/or the District's students; for violations of statutes, regulations, policies, or procedures; for failure to meet supervisory directives or expectations; or for unsatisfactory job performance.

Where no statute, regulation, contract, or Board policy requires the Board to make the final disciplinary decision, the District Administrator and/or any appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may determine the disciplinary action to be taken against an employee. However, the authority to make the decision to discharge a District employee for disciplinary reasons is more specifically addressed in the next section of this policy.

The substantive standard applicable to the imposition of discipline shall be the standard (if any) expressly identified in the *Employee Handbook* for the situation in question, provided that such disciplinary action is also otherwise consistent with the District's and the employee's respective rights and obligations under applicable law and under any contract held by the employee. If no disciplinary standard is expressly set forth in the *Employee Handbook* that is applicable to the specific situation, then discipline shall meet the minimum requirement that it shall not be unlawful ~~[include this additional basic standard if desired: "or arbitrary and capricious"].~~

Discharge for Disciplinary Reasons

Whenever a District employee holds a written, individual employment contract for a specified term, the Board, rather than the administration, shall make any disciplinary decision to discharge the employee and terminate the contract ~~[include if the district wishes to grant as much administrative authority as possible, "in any situation where either the employment contract or applicable law requires the Board to take such action"].~~ In some cases, the employment

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EMPLOYEE DISCIPLINE

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contract or applicable law may further require a majority vote of the full membership of the Board in order to dismiss such an employee and terminate the contract.

Where no statute, regulation, contract, or separate Board policy requires the Board to make the final disciplinary decision to discharge an employee, the ~~insert position(s) – e.g., District Administrator~~ may take final action to discharge an employee for disciplinary reasons.

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Not every termination of the employment relationship short of an express retirement or resignation shall be considered a discharge. For example, in appropriate circumstances, job abandonment reasonably may be construed as a voluntary quit, rather than a disciplinary discharge.

Administrative Leave

The District Administrator or an appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may place an employee on a non-disciplinary, paid administrative leave pending the further investigation or further resolution of a potentially-disciplinary matter.

In appropriate circumstances, an employee may also be involuntarily suspended under this policy without pay pending the further investigation or further resolution of a pending matter, but such involuntary suspension without pay shall itself be considered disciplinary action in at least those situations where the employee is otherwise available for and willing to work.

Applicability of Grievance Procedure

If an employee is disciplined, such adverse employment action is subject to processing through the grievance procedure that the District has adopted pursuant to section 66.0509(1m) of the state statutes.

Legal References:

Wisconsin Statutes

- [Section 66.0509\(1m\)](#) [public employer grievance procedures covering termination, discipline, and workplace safety]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts and nonrenewal]

Cross References:

WASB PRG 529 Sample Policy 1

Adoption Date: ~~5/11/92~~

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Revised: ~~March 1994~~
~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

HEALTH/DENTAL INSURANCE - ~~EARLY~~ RETIREMENT

536.3/546.3

Employees who terminate employment with the Waunakee Community School District through voluntary early retirement and have worked fifteen (15) consecutive years in the Waunakee Community School District, met the vesting requirement as articulated in the employee handbook, may continue participation in the District's health/dental insurance program at the employee's expense. The retired employee will provide payment of the premium to the District by the first day of each month. When the employee reaches age 65, he/she may convert his/her present health policy to a medicare supplemental program with billing handled directly between the insurance company and the retired employee. When the retiree reaches age 65, he/she may continue participation by converting his/her health policy to a District Medicare supplement plan at the retiree's own expense. All retiree billing and payments will be handled directly between the insurance company and the retired employee.

This policy is subject to the terms of the group policy of the insurance carrier and federal and state law.

~~Employees who wish to continue with health or dental coverage may elect to use the amount of money accumulated through unused sick leave and put it towards the payment of premiums.~~

Cross Ref.: Current Employee Agreement

Adopted: 9/9/85

Revised: 9/14/87
4/22/91
March 1994

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

RETIREMENT OF STAFF MEMBERS

536.5/546.5

There shall be no compulsory retirement age for any employees of the Waunakee Community School District.

Legal Ref.: Section 111.33 Wisconsin Statutes
Age Discrimination Act

Adopted: 11/8/82

Revised: 9/10/84
March 1994
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

PROFESSIONAL ORGANIZATIONS

537.3

The Board of Education recognizes the right of its professional staff members to join and take part in professional associations of their own choosing.

Absence from work for the purpose of taking part in activities of professional organizations shall require ~~Board~~ **supervisor** approval. Therefore, staff members who accept association offices and/or duties which will require their absence from school during working hours, or which otherwise will encroach upon the time they normally spend on their regular District assignments, are advised to seek ~~Board~~ **Supervisor** approval before accepting such association offices or duties.

Cross Ref.: ~~WTA Contract~~

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

PROFESSIONAL STAFF EVALUATION

Policy 538

Waukegan Community School District

Page 1 of 2

~~(This sample policy reflects the minimum requirements for the number and timing of formal, written professional staff evaluations and provides other general guidance related to the district's plan for such evaluations. This policy does not attempt to capture the district's specific choices in regard to implementation of the state's educator effectiveness evaluation process, such as how student test scores and other achievement data will be incorporated into and used within the evaluation process. Those additional details about the local evaluation process would be captured in a rule/procedure or in an evaluation plan document.)~~

Employee evaluation is a continuing process conducted for the purpose of assessing the individual performance of staff members, facilitating professional development, and improving student instruction and District operations.

Every professional employee in the District will be supervised and evaluated by a certified school administrator and/or his/her appropriately-licensed designee.

- A new-to-the-District professional employee shall be formally evaluated in writing at the end of the employee's first year of employment.
- After the first year, a continuing employee shall be formally evaluated in writing ~~at least every third school year~~, **as indicated in the employee handbook.**
- As deemed appropriate by an evaluator or by another administrator who is serving in a supervisory role, the District may, at any time and not necessarily connected to a formal evaluation, provide an employee with recommendations, directives, or other types of assistance in order to foster the employee's professional growth and/or in an attempt to remedy any performance deficiencies or professional difficulties that have been identified.

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Nothing in this policy shall be interpreted as a limitation to the number of formal or informal evaluations that may be conducted by the administration.

The School Board delegates to the District Administrator and his/her administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the professional employees covered by this policy. The evaluation of professional employees shall be based on written job descriptions, including key job-related activities, and shall include observation of the individual's performance as part of the evaluation data. **Information about the District's professional staff evaluation plan shall be included in the District's Employee Handbook.**

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For the purpose of this policy, professional employees include all staff members holding a professional license issued by the Wisconsin Department of Public Instruction who are under contract with the District, other than individuals who are employed as licensed administrators.

Legal References:

Wisconsin Statutes

¹ ~~Note this is not required – I wanted to flag this in case you did not include information about evaluations in the employee handbook.~~

PROFESSIONAL STAFF EVALUATION

Policy 538

Waukegan Community School District

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- [Section 115.415](#) [educator effectiveness evaluation requirements]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.225](#) [limited authority to use student assessment data as part of a teacher evaluation program]
- [Section 118.30\(2\)\(c\)](#) [prohibited uses of student assessment data]
- [Section 120.12\(2m\)](#) [school board duty to evaluate teachers using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
- [Section 121.02\(1\)\(a\)](#) [verification of licensure]
- [Section 121.02\(1\)\(b\)](#) [professional development of employees]
- [Section 121.02\(1\)\(a\)](#) [evaluation of licensed staff]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(a\)](#) [annual certification to DPI of educator's current license]
- [PI 8.01\(2\)\(b\)](#) [professional development plan for employees]
- [PI 8.01\(2\)\(a\)](#) [evaluation of licensed staff]
- [PI 34](#) [DPI standards and licensure]
- [PI 34.064](#) [license requirements for individuals who supervise and evaluate other professional staff]
- [PI 47](#) [equivalency process for educator effectiveness evaluation; principals and teachers]

Cross References:

- WASB PRG 538 Sample Policy 5
- [Certified Staff Job Descriptions Policies 530-531](#)
- [536.3, Suspension and Dismissal of Professional Staff Members](#)
- [538.1, Supervision of Professional Staff](#)

Adoption Date: 5/10/82

Revised: 4/22/91
March 1994
April 2002

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HEAD COACH EVALUATION

538-Exhibit

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Activities Athletic Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Activities Athletic Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short-term goal setting (for upcoming season)
- Long-term goal setting (for entire program)
- Communication skills
- Organizational skills
- Knowledge of game (Individual skills and team strategies)

These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Activities Athletic Director. A signed copy will be kept by each as well as the High School Principal Human Resources Office.

- I) Short term goals
 - Goals and expectations for the immediate season.
 - Team strengths/weaknesses to work on.
- II) Long term goals
 - Areas the head coach wants to see improved in the overall programs.
 - Off-season expectations of players.
 - Development of feeder programs.
- III) Communication skills
 - Demonstrates ability to effectively communicate with
 - Players
 - Assistant coaches
 - Support staff (managers, custodians, trainers, etc.)
 - Administration
 - Teaching staff
 - Parents/Booster Clubs
 - Media
- IV) Organizational skills

- Demonstrates effective organization of:

538-Exhibit continued

- Practice time
- Programs organization i.e.: (youth programs, off-season programs, etc.)
- Program business i.e.: (Budget, bus and facility forms, pre-season parent meeting, post season banquet, etc.)

V) Knowledge of Game

- Understanding of individual skills
- Understanding of team strategies
- Player management
- Application of knowledge in practice and game settings

VI) Leadership Abilities

- Contributes to overall positive school environment
- Supportive of all school programs
- Involvement in professional associations/professional development

VII) Summary

- A. Strengths
- B. Areas for Improvement
- C. Suggestions for Improvement

Head Coaches' Signature _____ Date _____

Activities Director Signature _____ Date _____

Adopted: June 2000
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

SUPERVISION OF PROFESSIONAL STAFF

538.1

Classroom visits are for several purposes: 1) to keep the administration informed about what is going on in the school program, 2) to observe student conduct and progress, 3) to encourage the growth and exchange of new ideas in teaching techniques and use of materials, 4) to discover ways and means of coordinating the curriculum, and 5) to evaluate teaching effectiveness.

Classroom visits may last the full period or be of shorter duration. In the former case, it may be followed by a conference. The shorter visit does not require a conference since its purpose is to catch a quick glimpse of a program or to observe a particular student or group in a classroom situation.

Should any deviation from expected work performance develop, the supervisor shall be responsible for discussing it with the teacher at the earliest possible time. These discussions shall be constructive in approach, and designed to help correct weaknesses.

Legal Ref.: Section 120.12(2) Wisconsin Statutes
121.002(1)(q)
PI 8.01(2)(q) Wisconsin Administrative Code

Cross Ref.: WTA Contract
538, Evaluation of Professional Staff

Adopted: 11/8/82

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

SUPPORT STAFF POSITIONS

Written job descriptions shall be established for support staff positions which state the purpose of the position, list the expertise and abilities required to perform its various functions and outline the essential functions of the job. These job descriptions shall be adopted by the Board of Education upon recommendation of the superintendent. The purposes of job descriptions are as follows:

1. To promote greater sense of personal security to staff members.
2. To develop in each staff member the role expectations set for them.
3. To create an understanding in the individual staff members of the ranges of the position.
4. To provide a general framework of individual responsibilities which will enhance the organizational structure in the district.
5. To identify the basic **knowledge**, skills **and abilities** which will help achieve the purposes of the District.

The Board is aware that the functions of staff positions may change as the future needs of the District may determine. Therefore, the periodic review of job descriptions will be necessary to afford that flexibility.

Legal Ref.: Americans with Disabilities Act of 1990

Cross Ref.: Job Descriptions
511, Equal Opportunity Employment

Adopted: 5/11/92

Revised: March 1994

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

**INTERMITTENT CRIMINAL BACKGROUND CHECKS FOR NON-LICENSED
EMPLOYEES**

541.1

All non-licensed district employees shall be subject to criminal background checks every three (school) years. Conviction records shall not be used or considered in making employment decisions unless the convictions are substantially related to the circumstances of the particular job.

Licensed employees are subject to criminal background checks by the Department of Public Instruction as part of the licensure and license renewal process.

Adopted: August 2010

Policies of the Board of Education

Series 500: Personnel

CLASSIFIED STAFF EMPLOYMENT

542

Letters of employment shall be provided all **custodial & maintenance staff, secretaries, administrative assistants, custodians, bus drivers, crossing guards and assistants** and classified staff groups employed by the Board of Education. A **custodial & maintenance staff member, administrative assistant secretary, or classified staff member** ~~custodian, bus driver, crossing guard or assistant~~ shall be given written notice of renewal or refusal of his/her employment for the ensuing year on or before ~~June 15th~~ **May 15th** of the calendar year during which said staff member holds employment. Employment shall be accepted or rejected not later than ~~July 1~~ following **the last day of school**.

All **custodial & maintenance staff members, administrative assistants, crossing guards, secretaries, custodians, bus drivers, and assistants** and classified staff members are expected to fulfill the provisions of their job description. Failure to do so will disqualify the member for recommendations for continuing employment by the Board. The superintendent may release a staff member when in the judgment of the superintendent there is a reason that warrants it. Two weeks notice should be given by the employer when terminating employment.

Legal Ref.: Section 121.52 (2)(1) Wisconsin Statutes

Cross Ref.: Current Employee Agreements
546.2, Suspension and Dismissal of Support Staff Members

Adopted: 11/8/82

Revised: 5/6/96
April 2002

Waunakee Community School District

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukeek Community School District

Page 1 of 3

~~(This sample policy (1) establishes minimum expectations for recruitment and hiring processes; (2) delegates to the district administrator responsibility for defining specific recruitment and hiring procedures, which may be differentiated by type of position; (3) permits the administration to make binding offers of employment to fill those positions that have neither an individual employment contract nor any supervisory duties; and (4) establishes additional expectations specific to the hiring of licensed and contracted personnel. This sample policy does not address the process for recruiting and hiring the district administrator. This policy is included as a sample under 221.1, 533 and 543 in the PRG.)~~

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for ~~all positions of employment in the District, except for the position of District Administrator, custodial & maintenance, administrative assistants, and classified staff groups~~ shall be conducted in accordance with provisions of this policy.

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The District Administrator shall ensure that the District's core practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different core practices and procedures may be defined for different types of positions.

The ~~insert appropriate position(s), e.g., District Administrator and/or Director of Human Resources~~ shall have the power, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where the School Board will make the final decision to approve, or not approve, the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual.

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If the ~~insert appropriate position(s), e.g., District Administrator and/or Director of Human Resources~~ determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by, e.g., shortening the standard application period, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

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1. Participating in a personal interview;
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion;
3. For all positions, either of the following:

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukeek Community School District

Page 2 of 3

- a. The District has completed licensure (where applicable), reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of employment is made; or
 - b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable; and
4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:
- a. be made following Board approval of the hiring decision and the terms of any employment contract; or
 - b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

If, in the judgment of the District Administrator in consultation with the vacant position's direct supervisor, the administration fills or recommends filling a position with an internal candidate without seeking external candidates, the administration shall (1) inform the Board when any non-contractual and non-supervisory position was filled in this manner; (2) inform the Board when any contractual, non-administrative position was filled in this manner, provided that the change in position or assignment does not necessitate an amendment to the employee's current contract; or (3) in connection with any other contractual or supervisory position, present this recommendation and the supporting rationale to the Board for approval. The requirements of this paragraph do not apply to routine changes in assigned duties or work schedules, or to reassignments or lateral transfers between materially similar positions.

Additional Provisions Applicable to Most Contracted Positions

~~Professional staff who are required to be licensed or certified by law must provide the District with a copy of the current license or certificate. Such employees are expected to remain licensed in good standing, including knowing the expiration date of their license/certification and meeting the requirements for maintenance/renewal in a timely manner. A contract with any person not legally authorized to hold the licensed position identified in his/her contract shall be (1) deemed materially breached by the individual holding the contract; and/or (2) void by operation of law. All teaching contracts shall terminate if, and when, the authority to teach terminates.~~

~~To the extent required by state law, teachers and administrators may be employed in or dismissed from their contracted positions only by a majority vote of the full membership of the Board. To the extent prohibited by state law, the District shall not enter into a contract of~~

RECRUITMENT AND HIRING OF ~~DISTRICT EMPLOYEES~~ CLASSIFIED STAFF

Policy 533

Waukegan Community School District

Page 3 of 3

~~employment with any teacher or administrator for any period of time that the individual is then under a contract of employment with another board.~~

Legal References:

Wisconsin Statutes

- [Section 66.0502](#) [employee residency requirements prohibited]
- [Section 111.31](#) [declaration of fair employment policy]
- [Section 118.19](#) [licensure and certification]
- [Section 118.195](#) [discrimination against handicapped teachers prohibited]
- [Section 118.20](#) [teacher/administrator discrimination prohibited]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts]
- [Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]
- [PI 34](#) [licensure requirements]

Federal Laws

- [Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

Cross References:

WASB PRG 533 Sample Policy 2

Adoption Date: ~~11/8/82~~

Revised: ~~9/14/87~~

~~1/15/90~~

~~5/11/92~~

~~March 1994~~

~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

SUPPORT STAFF WORK LOAD

545.1

The **Director of Human Resources** ~~superintendent~~, in consultation with appropriate administrators, will establish work schedules for the support staff in keeping with the standard workday and workweek and in conformance with such reduced time schedules for various classifications of employees as approved by the Board of Education.

The work year for the various classifications of employees shall be as set forth in the current **employee guidelines** ~~salary schedules~~.

Cross Ref.: ~~Current Employee Agreements~~ **Employee Guidelines**

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

RESIGNATION OF NON- CONTRACTED EMPLOYEES

Policy 546.1

Waukegan Community School District

Page 1 of 2

(This sample policy addresses the resignation of employees who do not hold written, individual employment contracts. It is critical for a district to ensure that this policy is consistent with any related provisions found in the district's Employee Handbook.)

District employees who do not hold written, individual employment contracts for a specified term and who wish to voluntarily and affirmatively resign from District employment are expected to submit a written notice of resignation to ~~insert the applicable position(s) – e.g., the employee's immediate supervisor, the Director of Human Resources Services~~ that clearly identifies the intended effective date of the resignation. The District requests that employees give as much advance notice of resignation as is reasonably practicable.

If a non-contracted employee submits a notice of resignation that is contingent on any specified terms or conditions (other than the effective date selected by the employee) that are not dictated by applicable law or by existing policy and that the District has the discretion to accept or reject, then the School Board shall either directly make the decision to accept or reject the conditional resignation or determine the extent of administrative delegation applicable to the specific situation. If a notice of resignation that specifies such contingencies is not expressly accepted, it is considered rejected. In all other situations, the ~~insert administrative level position(s) Director of Human Resources~~ may accept the resignations of non-contracted employees on behalf of the District.

Upon the District's acceptance of a resignation, the resignation is not unilaterally revocable by the employee even if the resignation has not yet taken effect. A Board vote to accept a resignation constitutes acceptance. When a resignation is accepted by administrative action, then acceptance is complete once it has been communicated to the employee. The District's acceptance of a resignation shall be documented in writing even if the acceptance is initially communicated to the employee verbally.

Other than the circumstances specifically addressed above, this policy does not attempt to identify or address every possible means by which an employee may cause, request, or agree to the severance of the employment relationship. ~~Optional example: "For example, in appropriate circumstances, job abandonment reasonably may be construed as a decision by the employee to sever the employment relationship."~~

~~Include if applicable: "Additional direction and expectations related to employee resignation may be found in the District's Employee Handbook."~~

Legal References:

Wisconsin Statutes

[Subch. V of Ch. 19](#) [open meetings law]

Cross References:

WASB PRG 546.2 Sample Policy 1

Adoption Date: ~~11/8/82~~

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RESIGNATION OF NON- CONTRACTED EMPLOYEES

Waukegan Community School District

Policy 546.1

Page 2 of 2

Revised: ~~9/14/87~~
~~1/15/90~~
~~5/11/92~~
~~March 1994~~
~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF MEMBERS

546.2

Dismissal of Support Staff Members

A support staff employee may be permanently removed from his/her duties by the superintendent or designee. This action is subject to appeal to the Board.

Suspending Employees

- 1) The superintendent or the designated representative is empowered to suspend any employee, with or without pay, whose physical and/or emotional condition is deemed detrimental to the physical, social, or emotional welfare of the student body, faculty or other employees and in relation to an investigation.
- 2) The superintendent or the designated representative is empowered to suspend any employee, with or without pay, whose behavior or actions are deemed detrimental to his/her ability to function in the school setting or could endanger the welfare of the students and/or staff.
- 3) The superintendent or the designated representative shall be empowered to require employees who are apparently ill and cannot effectively perform essential functions of the job to assume sick leave status until said condition is rectified or until reasonable accommodations can be made to allow the individual to perform the essential functions of the job under Americans with Disabilities Act.
- 4) Suspensions enumerated above shall be in effect until acted upon by the Board.
- 5) Suspensions may be appealed to the Board.

Cross Ref.: Current Employee Agreements

Adopted: 1/15/90

Revised: 5/11/92
March 1994
April 2002

Waunakee Community School District

EVALUATION OF SUPPORT STAFF PERSONNEL

Waukegan Community School District

Policy 548

Page 1 of 2

~~*(This sample policy provides general parameters for the regular evaluation of support staff personnel employed by the school board. This sample policy delegates responsibility for establishing specific evaluation procedures, criteria and instruments to the district administrator. Any school district that has a collective bargaining agreement addressing topics other than base wages should carefully review the provisions of the labor agreement and its obligations to the union prior to adapting this sample policy for district use.)*~~

This policy applies to the evaluation of District-employed support staff personnel, which shall be understood to include (among other positions) all licensed special education paraprofessionals, and to exclude all administrators, all formally-designated supervisors, and all professional staff members licensed by the Department of Public Instruction.

The School Board delegates to the District Administrator and his/her administrative or supervisory designee(s) the responsibility for defining and implementing a program of evaluation for the support staff personnel covered by this policy, including the specific procedures, criteria and instruments that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

1. The evaluation process shall be designed to identify individual strengths and weaknesses, guide an employee's skill development and future performance, and meaningfully distinguish among employees whose overall performance exceeds, meets, or fails to meet the District's expectations.
2. Nothing in this policy or within the evaluation program designed by the administration shall be implemented in a manner that violates an employee's contractual or other legal rights, ~~including any rights established under a valid collective bargaining agreement.~~
3. The District shall retain discretion to select an employee's primary evaluator(s). Evaluator(s) may seek input and data from multiple sources, including both supervisors and non-supervisors who are familiar with the employee's performance.
4. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.
5. Administrative and supervisory personnel shall determine the normal frequency of evaluations for support staff personnel, except that the process shall recognize that a new employee generally needs to receive a greater degree of informal and formal feedback as compared to, for example, a long-term employee who has consistently demonstrated strong skills and who consistently makes a positive contribution to the overall working and educational environments.

All individuals identified as evaluators shall themselves be evaluated on the extent to which they consistently meet the District's expectations for evaluating the performance of support staff personnel.

Policies of the Board of Education

Series 500: Personnel

NON-SCHOOL EMPLOYMENT/ACTIVITIES

549.1

Whenever an employee considers assuming any paid, or non-paid responsibilities or activities which the employee foresees might affect the performance on the job, he/she is expected to discuss the activity with the **employee's supervisor** ~~superintendent or the superintendent's designee~~ prior to incurring the outside responsibility. If the continual evaluation of a staff member's effectiveness in the assignment reveals that the activities other than those designed as part of the work interferes with good performance, such staff member shall be required to restrict or give up such activities or resign from the position.

Cross Ref.: Current Employee Agreements
548, Support Personnel Evaluation

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District

Minutes of Human Resources Committee - Negotiations

The Board of Education Waunakee Community School District

A Human Resources Committee - Negotiations of the Board of Education of Waunakee Community School District was held Monday, April 15, 2024, beginning at 4:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 4:30PM.

II. ROLL CALL

Present: Engebretson, Ensign, Heinrichs

Also Present: Guttenberg, Grabarski, Dye, Summers

III. APPROVE AGENDA

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

Motion Carried 3-0.

IV. PUBLIC COMMENTS – No Public comments for this meeting.

V. ADJOURN TO CLOSED SESSION (19.85 (1) (c) (e))

A motion was made by Ensign, second by Heinrichs to go into closed session for negotiation preparation with the District Negotiations Team. Motion carried 3-0. 4:32pm

VI. RETURN TO OPEN SESSION

A motion was made by Heinrichs, second by Ensign, to return to open session Motion carried 3-0 4:40pm

VII. INTRODUCE NEGOTIATING TEAMS

Brian Grabarski - HR Director, Randy Guttenberg – Superintendent, Judy Engebretson – Board member, Joan Ensign – Board Member, Allie Dye, Director of Business Services, Dawn Heinrichs – Board Member, Steve Summers – Executive Dir. Of Operations, Todd Shucha – High School Teacher, Gina Pagel – Arboretum Teacher, John Wedge – Region 6 Director WEAC, Nick Saeger – Intermediate Teacher, Brian Lussier – High School Teacher, Erin Schroeder – High School Teacher, Ashley Taylor – Intermediate School Teacher.

VIII. EXCHANGE INITIAL PROPOSALS

The initial proposals were shared with the WCSD Negotiation team and the WTA Negotiation team.

A. Waunakee Teacher's Association

B. Board of Education

IX. ADJOURN TO CLOSED SESSION (19.85 (1) (c) (e)) - NA

X. NEGOTIATE

Tentative agreement was reached on a base wage increase of 4.12% equally distributed to all members of the teaching group.

XI. RETURN TO OPEN SESSION - NA

XII. MEET AND CONFER WITH ALL INTERESTED TEACHERS (WTA MEMBERS AND NON-MEMBERS)

The WTA Negotiation Team shared their Topics to discuss. These topics are attached to the agenda. The WCSD Negotiation team discussed they topics with the WTA team and answered any questions.

Guttenberg shared thoughts regarding the negations with the WTA over the years and also gave an update on the transition process with Dr. Brown.

XIII. ADJOURN

A motion was made by Engebretson, second by Heinrichs, to adjourn the meeting at 5:03PM. Motion carried 3-0.

Minutes of Human Resources Committee Meeting.

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

Chairperson Engebretson called the meeting to order at 7:32AM

II. ROLL CALL

Present: Engebretson, Ensign, Heinrichs

Also Present: Guttenberg, Summers, Grabarski

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS – No public comments for this meeting.

V. CONSIDERATION OF PAY INCREASES FOR 2024-2025 FOR

ADMINISTRATION, ADMINISTRATIVE SUPPORT, ADMINSTRATIVE ASSISTANTS, CLASSIFIED STAFF, CUSTODIAL / MAINTENANCE STAFF AND SUPPLEMENTAL PAY FOR TEACHERS.

Grabarski presented and answered questions regarding the wage increases for all employee groups. Summers explained and answered questions on how this information relates to the budget planning, referendum and community survey.

A motion was made by Ensign, second by Heinrichs, to recommend that the full board consider these pay increases as presented. Motion carried 3-0.

VI. DISCUSS THE CONCEPT OF ADJUSTED SCHOOL DISTRICT OFFICE HOURS DURING THE SUMMER MONTHS AND POSSIBLE EXPANSION OF THE CONCEPT.

Grabarski presented and answered questions regarding last summer's practice of closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August and to consider expanding the practice to other hourly employee groups, as long as district operations are not negatively affected.

This was an informational item and the committee was in favor of this practice.

VII. ADJOURN

A motion was made by Ensign, second by Heinrichs, to adjourn the meeting at 7:50AM.



ADMINISTRATION OFFICE

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

Human Resources

Board of Education Initial Proposal

Presented to the WTA

April 15, 2024

The following proposal represents the initial proposal of the Board of Education for an agreement with the WTA, commencing on July 1, 2024. The Board of Education reserves the right to add to, modify, or delete this proposal.

1. AGREEMENT between WAUNAKEE COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION and the WTA, July 1, 2024 - June 30, 2025.
2. A base wage increase of 4.12%.
3. Per the request of the WTA on April 15, 2024, an equal distribution to all FTE of \$2874



STAFF COSTING SALARY & WAGES for 2024-25
For the HR Committee April 2024

2/5/2024 & 2.27.24. 3.8.24, 3.20.24 final je

	CPI INCREASE					
Administrator / Admin Support	Current		4.12%		Total Cost	% Increase
Returning Staff + Vacancies + Summer School Coord	\$5,492,794	+	\$226,303	=	\$5,719,097	
Catchup Pay				=	\$57,000	
Total Increase					5,776,097	5.16%
24-25 Detail Costing sprdsh 2.5.24 je						

	CPI INCREASE					
Hourly Employee Groups	Current		4.12%		Total Cost	% Increase
Give step increase if anniversary date falls: JUL 1 - DEC 31 --> Full year step movement 1st PR of fiscal year JAN 1 - JUN 30 --> Step movement effective Jan 30 PR						
				Step Movement. OPTION 1 ONE STEP		With step movement

Administrative Assistants	Total work day changes from last year: 12M 260 to 261. 11M 239 to 238.					
Returning Staff & Vacancies. 1 Step increase.	\$1,973,537	+	\$81,310	+	\$25,484	= \$2,080,331 5.41%
Detail Costing - 1 Step						
Salary Matrix 24-25 same as 23-24						

Classified Staff / Para Educators / Crossing Guards	Total work day changes from last year: 12M 260 to 261.					
Returning Staff & Vacancies. 1 Step increase.	\$3,410,746	+	\$140,523	+	48,224	= \$3,599,493 5.53%
Budgeted Positions Classified_XingGuard						
Detail Costing - 1 Step						
Salary Matrix 24-25 same as 23-24						

Custodian / Maintenance	Total work day changes from last year: 12M 260 to 261.					
Returning Staff & Vacancies. 1 Step increase.	\$2,146,579	+	\$88,439	+	27,836	= \$2,262,854 5.42%
Budgeted Positions 2-8-24						
Detail Costing- 1 Step 2-8-24						
Salary Matrix 24-25 same as 23-24						

	CPI INCREASE					
Teachers	Current		4.12%		Total Cost	% Increase
23-24 Teacher Contract Total	26,716,155	+	1,100,706	+		= 27,816,861
Compensation System Supplemental Wages:						
\$400 Returning Teacher Yr Exp					148,000	
\$750 Prof Dev Points Redeemed					287,250	
\$750 Year 5 Prof Dev Points Redeemed					39,000	
Advance Degree Earners					??	
Estimated Advancement Total						= 474,250
23-24 Teacher Overloads	17,803		733			= 18,536
Total Increase						28,309,647 5.96%
24-25 Detail Costing Spreadsheet started 2.5.24 je						

Vacancies. Included in above returning staff figures.

	CPI INCREASE		Supplemental Wages			
Teachers	Current		4.12%		Total Cost	% Increase
				Hourly Step & Tchr Points Advance		
Admin/AS Total	\$5,492,794		\$226,303		5,776,097	
Hourly Total	\$7,530,862		\$310,272	\$101,544	7,942,678	
Teacher Total	26,733,958		1,101,439	474,250	28,309,647	
GRAND TOTAL	\$39,757,614		\$1,638,014	\$575,794	42,028,422	
						5.71%

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 Tuesday, April 23, 2024, beginning at 5:00 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 5:00PM. DH called to order at 5pm
Adjust agenda review bully & harassment first.
more time - Student listening session
MH JE all in

II. ROLL CALL

Present: Ensign, Heinrichs, Hetzel
Also Present: Guttenberg, Schell, Loken,

III. APPROVE AGENDA

A motion was made by Hetzel, second by Ensign, to approve the agenda as posted with the change to start with item VIII first then go back to the first item. Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no online public comments. There was one in person public comment from the following:

Gina Pagel. – DEI Comprehensive Plan. .

V. REPORT/DISCUSSION WITH MSAN STUDENT GROUP

Loken introduced the high school students, Eric, Johana, and Taylor, from the MSAN group. These students reported and answered questions about what they have experienced as they have attended the MSAN events. This group has grown and are working on the process of becoming a formalized WHS club/org.

VI. UPDATE ON THE WORK OF THE DISTRICT DEI STAFF COMMITTEE

Loken presented and answered questions regarding the draft of the comprehensive DEI plan. This plan has been reviewed by the District /Staff DEI Committee. The final draft will be brought back to this committee in June.

VII. FOLLOW UP ON BOARD/STUDENT LISTENING SESSIONS

The committee reviewed and discussed the notes from the Board/Student Listening Sessions that took place over the last several weeks. Members of the board will be meeting with one more group next week. Once all meetings and notes are complete. The administration will find the paths that any questions or concerns should go to and a response will be worked together with the chair of this committee to share with the student groups.

VIII. REVIEW DATA ON BULLYING AND HARASSMENT

Schell presented and answered questions regarding updated data on Bullying and Harassment as per the information received from the reporting tools.

IX. FUTURE MEETINGS

For the June meeting:

Follow up on DEI Comprehensive plan.

Follow up on Listening session notes.

Possible next meeting date June 27. Will be set at the May meeting.

X. ADJOURN

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 5:58PM.

Motion carried 3-0.

Minutes of Curriculum Presentations Meeting

The Board of Education Waunakee Community School District

A Curriculum Presentations Meeting of the Board of Education of Waunakee Community School District was held Monday, April 29, 2024, beginning at 5:00 PM in the Prairie Elementary School, 201 N. Madison St., Waunakee, Wisconsin 53597.

I. CALL TO ORDER

Ensign called the meeting to order.

II. ROLL CALL

Present: Dotzler, Engbretson, Ensign, Frey, Heinemann, Heinrichs, Hetzel.

III. APPROVE THE AGENDA

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

Motion carried.

IV. CURRICULUM AND INSTRUCTION PRESENTATION/UPDATES FROM K-6 ELA, EL/Bilingual Ed., Special Education, Social Studies

A. K-6 ELA (Rm B100) and EL/Bilingual Ed. (Rm B129) -Starts at 5:05PM

Each department will present the same presentation twice.

The first presentation for both departments will be from 5:05-5:30 PM

The second presentation for both departments will be from 5:35-6:00 pm.

B. Special Education (Rm B100) and Social Studies(Rm B129) Starts at 6:05PM

Both departments will be presenting the same presentation twice.

The first presentation for both departments will be from 6:05-6:30 pm

The second presentation for both departments will be from 6:35-7:00 pm

V. ADJOURN

A motion was made by Dotzler, second by Heinemann, to adjourn the meeting at 7:05PM.

2024 Summer Curriculum Writing Requests - as of 4/9/24

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/per hour.	Amount
7-12 ELA	Dig. Comm. Curriculum Writing	Jason McConnell	Jason McConnell	Major course revision	With sponsorships more than likely becoming integrated into our videoboard & livestream, Dig. Comm. will undergo several updates to its curriculum in both semesters. The inclusion of sponsorships will change several of the learning targets, projects, and student outcomes. We have also updated our graphic design software/website from Boxout to Gipper full time for the 2024-2025 school year. Daktronics and other tech suppliers have also updated their current software and tech that replaces the previous tech which will also affect the curriculum. This has resulted in several of the units, projects, etc. needing to undergo restructuring to stay aligned with the learning outcomes, student goals, etc. The overhaul affects both semesters of Dig. Comm as each are different in what they target.	1 School Only	40	\$1,200
7-12 ELA	Mass Media Curriculum Writing	Jason McConnell	Jason McConnell	Major course revision	It has been several years since the last revision to Mass Media. With the media world evolving faster than ever, it is necessary to update, revise, and remodel much of the curriculum, learning targets, and projects to reflect the current world of mass media. The technology students use in the class has also changed significantly since the last revision and will need to be updated in order to reflect the current state of the software/hardware for students to be successful with the learning outcomes.	1 School Only	20	\$600
7-12 ELA	English 9 Revisions	Walter Stenz	Walter Stenz, Rachel Guralski, Renee Esparza, Lisa Carothers, Sarah Blicher, Bridgette Quandt, Kristen Thomason, Marly Hellenbrand, Collin Anderson	Major course revision	With several new people on the team, we are looking to redesign common summative assessments for all of our major units. This will include conversations about how to include ideas from the Discussion Project into our formal assessments.	Department project	40	\$1,200
7-12 ELA	Adv. English 9 Revisions	Walter Stenz	Walter Stenz	Major course revision	Revising assessments based on information from ongoing Pathways discussions, and formalizing changes that were piloted this year. Creating more formal activities and assessments related to information from the Discussion Project.	Department project	20	\$600
7-12 ELA	Adoption of MS ELA Curriculum	Stephanie Boegh	Stephanie Boegh, Jason Kaltenberg, Autumn Pedersen, Lynn Stenroos	Major course revision	After adopting a new curriculum, we will work on our scope and sequence, look through resources and materials, etc.	1 School Only	40	\$1,200

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7-12 ELA	ELA New Adoption Planning and Pacing	Sallie Piotrowski	Kayse Lavin; Ethan Edwards; Lynn Sterroos	Major course revision	New curriculum adoption.	1 School Only	40	\$1,200
					I like what I have developed for the first unit of the class. We begin by looking at Puritan writings, and we work our way through Romantics, Transcendentalists, Realists and Naturalist writings by reading essays, poetry and short stories. I would like to redevelop the remainder of the course. Currently, students read The Great Gatsby as well as Catcher in the Rye as we talk about Modernist writers. The course ends with Postmodernism and students reading The Perks of Being a Wallflower. While I love students being exposed to all of these novels, I can't help but think there are better pieces of literature out there to demonstrate the ideas of these writers and their styles. I would like to look at adding 2-3 different novels to the course and redesign the curriculum around them. I want to continue with the larger, overriding question that guides American Literature - "How does literature serve as a mirror to society, reflecting its values, challenges, and aspirations, and how can it inspire social change and empathy?" I also want to continue with my overriding skills: 1. Read literature that reflects American history and the American experience. 2. Write & think critically about literature that contribute to the construction & exploration of American identity 3. Analyze the historical context of literary works that influence their portrayal of American identity. 4. Learn effective discussion tools & use them to analyze major works of American literature.			234
7-12 ELA	American Literature - Revamp of Curriculum	Melissa Hanson	Melissa Hanson	Major course revision		1 School Only	30	\$900
7-12 ELA	English 10 - C3WP Year 2	Molly Swanhorst	Molly Swanhorst, Melissa Hanson, Lisa Carothers, Grace Malek, Bridgette Quandt, Renee Esparza	Major course revision	We are in our second year of working with the Greater Madison Writing Project's College, Career, and Community Writers program, and we have some major units and assessments to move/adapt/reconnect concepts in light of the data we've gathered this year.	1 School Only	60	\$1,800

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7-12 ELA	AI Getting Started with Students 7-8	Lynn Stenroos	Lynn Stenroos	Other	This will be a 5-10 day lesson series of integrating AI lessons into middle school education. This will cover the basic foundational skills of introducing AI concepts across disciplines in the 7-8 classrooms. Tasks that foster digital literacy, critical thinking skills, and ethics will be included. Students will develop a deeper understanding of how to best use the technology when appropriate and the safeguards for best practice. Through hands-on projects exercises and discussions, they will learn to navigate AI as well as opportunities presented by AI, preparing them for the increasingly AI-driven world they will inherit. The new AI guidelines will be included as well as information from high-quality vetted educational resources.	1 School Only	20	\$600
Art	3D Animation/Rendering	Kayla Burgess	Kayla Burgess	Major course revision	The render engine completely changed in the software that I have been using for 3D Animation. I will need to rework the curriculum to update and learn for this renderer.	1 School Only	30	\$900
Art	Curriculum Updates	Melanie Trainor-Burton	Chris Madden, Renee Gavigan, Jessica Storch, Sophie Wagner-Marx, Mandy Longtin, Kayla Proctor, Mary Wright, and Beth Crook	Other	Revisit standards, Agree on a consistent format, Create document of possible projects at each level, Discuss project goals/Philosophy, look at changes in curriculum.	Department project	144	\$4,320
Art	Continue Curriculum Revisions and Alignment	Jessica Stortz	Jessica Stortz, Renee Gavigan, Chris Madden	Other	We have revised our learning targets to align with the new Wisconsin Art Standards. We need continued work on our scope and sequence documents and creating CFAs.	Multi-schools	45	\$1,350
CTE	Ag Standards update & scope	Rhonda Knapp	Rhonda Knapp, Kristina Puntney, Gina Trower (new ag teacher)	Other	The new Ag Ed Standards will be released this summer and we want to make sure we are aligning our curriculum with the new standards. And we need to revisit our Scope and Sequence to accommodate the new standards and the addition of the CASE curriculum in 8th grade.	Department project, Multi-schools	60	\$1,800
CTE	IDEA Software/Machinery Updates	Kayla Burgess	Kayla Burgess	Other	New updates to software impact curriculum.	1 School Only	20	\$600
CTE	New Textbook for Marketing 1 & Marketing 2 course	Sandra Meinholz	Sandra Meinholz	Other	One of the things I have done since COVID-19 was to record all my lectures ahead of teaching them in class. I do this because students that are absent will have access to my lecture at the same time I am teaching in class. I would like to do this with the next textbook for next year.	Department project	40	\$1,200

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CTE	CTE Re-formatting of Syllabi to district format	Rhonda Knapp	All CTE Staff	Other	CTE teachers teaching multiple singleton courses need some extra time to reformat their syllabi to the district format. Each teacher in the department will get up-to one hour per course to update their syllabus.	Department project	67	\$2,010
CTE	Health Science Occupations Course Revision with New Textbook	Chrissy Gascho	Chrissy Gascho	Other	I will be updating the health science occupations curriculum to align with both the State and National Health Science Standards and our new course textbook.	Department project	20	\$600
CTE	Personal Relationships Course Updates with New Resources	Chrissy Gascho	Chrissy Gascho	Other	I will be updating our Personal Relationships curriculum to align with our new resources and State and National Family and Consumer Science standards.	Department project	20	\$600
CTE	Technology Education Curriculum Writing	Rhonda Knapp	Bradley Burgess	Major course revision	Alignment of GTT and 7th TE curriculum with new ITEEA (and potentially new Wisconsin) technology standards and align curriculum with new bell schedule with longer periods and less overall time.	Department project	40	\$1,200
English Learners	Co-teaching with Mrs. Michiels US history	Yelena Walther	Lauren Michiels, Yelena Walther	Other	Scaffolding for level 2 EL students	1 School Only	20	\$600
English Learners	Bilingual Co-Teaching program	Lisa Jondle	Sarah Israel, Kallie Ziegler, Kelly Pertzborn	Other	Together, we would create a positive learning environment for our EL student population in the Heritage bilingual program.	Department project	30	\$900
English Learners	Bilingual Science Curriculum Development	Kelly Pertzborn	Elena Fernandez, Anne Sparks	New course	Our bilingual program is entering its second year and we need to continue to work on our curriculum development. Last year we developed a scope and sequence for using Mystery Science in 1st and 3rd grade, and this year we need to develop a scope and sequence for Kindergarten, 2nd and 4th grade. The program is growing this year to be offered in 4th grade as well. Elena and I will be able to offer Anne support in designing her lessons and incorporating the Spanish ELA standards into her work. We will create unit plans for each Mystery Science unit, and look for additional enrichment opportunities for our students. Finally we will spend time looking at the Estrellitas Phonics program and how this is being used across grade levels to develop Spanish literacy skills for the bilingual students.	1 School Only	30	\$900

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English Learners	Refresher for Newcomer English and ESL English	Yelena Walther	Yelena Walther and Pam Emmerich	Other	Many newcomer and recent comer students have joined the district. However, many students are not yet ready to exit to the mainstream. I need to update Newcomer English class with new units and create a few new units for ESL English as the small group of students will be taking an extra semester of this class in 2024-25	1 School Only	20	\$600
English Learners	Collaboration Time for Co-Teaching/Co-Planning	Pamela Emmerich	Jill Statz, Mandy Rice, Pam Emmerich	Other	Current bilingual teachers and connected classroom teachers were encouraged to submit summer curriculum hours in order to plan. Although our cohort is not yet part of the bilingual program, we will be shortly and would like to be fully prepared when it launches at the Intermediate School . Time to meet over the summer would give us the opportunity to review our current curriculum and create additional scaffolds and supports to best support multilingual learners. In addition, we are currently part of the ongoing Co-Teaching/ Co-Planning professional development through CESA 2. As part of this work, we would like to review our lessons and determine which types of co-teaching methods we would like to incorporate into our instruction.	1 School Only	30	\$900
Health, Safety, & PE	Unified PE Class	Madeline Flanders	Maddie Flanders, Christine Leising, Marcus Richter	New course	Unified PE Curriculum development	Department project, 1 School Only	32	\$960
Health, Safety, & PE	Physical Education Curriculum Review	Jonathon Gustafson/Christine Leising	Anne Dahlie, Jonathon Gustafson, Christine Leising, Stefanie Steinagel, Maddie Flanders-Neizgoda	Major course revision	New curriculum, that was developed by the UW-La Crosse, was purchased to more effectively align our instructional standards with the reviewed national standards. Our goal is develop and improve improved common formative assessments, develop a more thorough and complete scope and sequence of our lessons to hit all learning standards, and develop lessons that plan for the use of adaptive PE.	Department project, Multi-schools	32	\$960
K-6 ELA	Develop Act 20 Documents	Amy Johnson	ELA teachers, Reading Interventionists ~ 6 members	Other	Group will create required documents for Act 20 including Personal Reading Plan and Early Literacy Remediation Plan.	Multi-schools	90	\$2,700
K-6 ELA	Literacy Leadership Team	Amy Johnson	ELA chair, coordinators, coaches, teacher reps	Other	The LLT will meet to update literacy teacher resources.	Multi-schools	100	\$3,000
K-6 ELA	Prairie Book Room	Dawn Peters	Dawn Peters and Trudi Leder	Other	Organize and update book room resources	1 School Only	20	\$600

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K-6 ELA	2nd Grade Foundations Compacting	Dawn Peters	2nd grade teachers and coaches	Major course revision	Consider how to compact the 2nd grade Foundations curriculum to account for teaching all the 6 syllable types before Level 3.	Multi-schools	24	\$720
K-6 ELA	Book Room	Lori Armstrong	Lori Armstrong / Heather May	Other	Update Book Room	1 School Only	20	\$600
K-6 ELA	Book Room	Heather Siedschlag	Jessica Hendrickson, Pam Smith, Heather Siedschlag, Jamie Long	Other	Organizing, updating and adding in new texts, and weeding out texts.	1 School Only	20	\$600
K-6 ELA	Summer Curriculum Work	Kristin McKenna	Kristin McKenna, Andrea Fitzpatrick, Stacy Starin, Lori Ketter, Bob Gracia, Bryant Ward, Margaret Gulvik	Other	Updating our yearly pacing guide, adjust curriculum units based on our SLO, adjusting our baseline, mid-year, and end of year assessment on student reading progress based on Act 20 guidelines.	1 School Only	56	\$1,680
K-6 ELA	Summer Curriculum Hours	Gretchen Kestler	Margaret Martin, Erin Weller, Mandy Trudell, Mandy Rice, Claire Little, Nick Saeger, Gretchen Kestler	Other	We will be creating our pacing guide for 2024-2025 school year, review formative and summative assessments, and distribution of trimester grading and data. After reviewing the new ELA standards; we recognized some gaps in our curriculum, and will be working to fill in those gaps to meet the needs of all learners. We will also be looking at small group instruction, specifically using Seravello's new book. We will continue to reflect on our unit read alouds and materials through a culturally responsive lens.	1 School Only	56	\$1,680
K-6 ELA	Intervention Work	Elizabeth Winiecki	Lisa Seiler, Elizabeth Winiecki	New course	Update the slideshows from one of our interventions to be more relevant to intermediate-grade learners including: creating a list of nonsense words for encoding and decoding, adding higher vocabulary words for decoding, linking pictures to help with vocabulary development, locating additional activities and decodable texts for reteaching.	1 School Only	16	\$480

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LMTC & Computer Resources	Back to School Technology Preparation	Sarah Wendorf	Sarah Wendorf Amy Frank Meg Quella Jake Swance Melissa Hill Meaghan Nelson Brittany Phelps Cassie Roberts MS LMTC Director (if hired in time) Alec Kartz Courtney Lovell Chris Schiemann	Other	This purpose of this project is to prepare our school devices, digital subscriptions, learning platforms and professional development offerings for the 2024-2025 school year. The amount of educational technology available to our staff and students has grown tremendously in the past decade in terms of device access, digital subscriptions, apps and other tools. The increasing digital landscape requires more time for preparation and deployment. Part of this project is also to address an inequity between Ed Tech Specialists. LMTC Directors currently receive at least three days beyond the school year for work necessary to prepare the library, its resources and services for the school year. The EdTech specialists receive no days beyond contract. Both positions in our department see increased demand during August in delivering training, getting new devices ready, helping teachers with their classroom technology, etc. These hours would bring us all to four days beyond contract for our summer work. The requested hours would also cover our work for the new teacher training many of us assist with each year. If the district budget situation is such that the Ed Tech specialists can receive the four days on their contract, then the 192 hours will not be needed. Librarians would still be requesting the 48 hours to meet the four days.	Multi-schools	239	
LMTC & Computer Resources	WCSD Library Plan Review & Creation	Sarah Wendorf	Sarah Wendorf Melissa Hill Brittany Phelps Meg Quella Chris Schiemann MS LMTC Director (if hired in time)	Other	WCSD librarians will meet to draft, update and revise our District Library Plan as required by state statute. We started this work in the spring of 2023 and continued it through the 2023-2024 school year. Since the start of the project, our department has gained a better understanding of the requirements of the library plan and has had to adjust accordingly. Our goal is to finalize the board and have the plan ready to share with the WCSD curriculum committee by early September at the latest. DPI would like the finalized plan on file no later than December 2024.	Multi-schools	24	\$720

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LMTC & Computer Resources	AI & Digital Literacy: Curriculum Update	Sarah Wendorf	Sarah Wendorf Amy Frank Meg Quella Jake Swance Melissa Hill Meaghan Nelson Brittany Phelps Cassie Roberts MS LMTC Director (if hired in time) Alec Kartz Courtney Lovell Chris Schiemann	Major course revision	We will be creating, curating, evaluating and revising lessons to add about artificial intelligence (background knowledge, how it works, types, benefits, detrimental effects, etc) and digital literacy to student curriculum K-12. This will also include finding places to incorporate instruction on this topic universally in 6-12 as there are no standard classes at those levels led by Ed Tech Specialists or LMTC Directors. This project would continue work started by our WCSD AI Task Force and LMTC/EdTech Specialist department during the 2023-2024 school year. The goal is to make at least two lessons available per grade level pertaining to artificial intelligence.	Multi-schools	48	\$1,440
LMTC & Computer Resources	K-6 Ed Tech Curriculum Work	Cassandra Roberts	Cassandra Roberts, Meaghan Nelson, Jacob Swance, Amy Frank	Other	We will be working as a team to update and modify our curriculum for the K-5 technology classes. We are going to be entering our third year of this new curriculum and need to adjust activities and lessons for students who have now had consistent technology classes going into their third year. There are also some tech tools we have been using for some of our lessons that are either no longer available or have changed and we need to research some new tools to use for these lessons. We will also be continuing our work with aligning our curriculum outcomes across all grade levels and to both the Wisconsin IFL standards and the ISTE standards.	Multi-schools	32	\$960
Mathematics	Proficiency Scales and Rubrics for Pre-Calc and FST	Karin Carson	Erin Schroeder, Deb Becker, Pani Weber, Karin Carson	Other	Revisit current learning targets for Pre-Calc and FST course (and compacted) to create proficiency scores and rubrics for the updated learning targets in both courses. Looking to incorporate the idea of proficiency scales & rubrics as discussed in our 2024 Book Study - Proficiency Based Instruction.	Department project, 1 School Only	80	\$2,400
Mathematics	Updates to Algebra Foundations	Caitlyn Hoff	Caitlynn Hoff, Mark Natzke	Other	Revise Algebra Foundations to reflect lessons learned	Department project, 1 School Only	20	\$2,400
Mathematics	K-4 New Math Documents	Lori Armstrong	Various	New course	Newly Adopted Math Curriculum Documents / Needs	Multi-schools	90	\$2,700

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Mathematics	Math Intervention Family Engagement Resources	Jaime Radtke	Annemarie Paradisin, Sue Lindloff, Jaime Radtke, Jennifer Peterson	Other	Our goal is to better engage families in their child's math learning. We will put together a combination of math games, worksheets, and activities for math intervention students that are tailored to the various levels of math development. These resources will focus on number sequences, conceptual place value, and fact fluency. We will also develop parent-friendly handouts that explain the math strategies students are using as well as questions they can pose to their child to help further their math thinking.	Multi-schools	14	\$420
Mathematics	Development of Structure, Routines, Discourse in a Block	Gina Pokrass	Holler, Thibo, Booms, O'Connell, Pokrass, Anich, Kaltenberg, Ehle, Houzner, Slinger-Sevilla, and possibly 1-2 new math positions added to the staff for next year	Major course revision	Looking at new pilot curriculum and work with Gwen to develop structure, routine, discourse within a longer block.	1 School Only	240	\$7,200
Mathematics	New K-4 resource	Amy Johnson	K-4 classroom teachers	Major course revision	Teachers will become acclimated to the new math materials prior to the start of school. Preparations such as preparing for the new centers model and understanding the new pacing guide will be key outcomes.	Multi-schools	600	241 \$18,000
Mathematics	Senior Math Reasoning Rewrite	Brian Lussier	Brian Lussier	Major course revision	Madison College is moving away from the online portion of the course and transferring things to myopenmath, a new platform. More details are unknown at this time, but this will require major changes to the presentation and organization of the curriculum and resources used.	1 School Only	40	\$1,200
Music	MS Music Performance Classes Curriculum Reorganization	Jamie Sercombe	Jamie Sercombe, Jessica Spicer, Aaron Cornelio, Jessica Spicer	Major course revision	The new MS schedule will significantly change how we structure our music performance classes and deliver SGI. Outcomes will include restructured learning targets.	Department project, 1 School Only	50	\$1,500
Music	HS Music Workshop Course Curriculum Writing	Molly Petroff	Ryan Caloud, Ryan Gill, Molly Petroff or Elizabeth Heiks	New course	Getting familiar with textbook, developing syllabi, projects and assessments	1 School Only	40	\$1,200
Music	HS Music Production Course	Molly Petroff	Ryan Caloud, Ryan Gill, Elizabeth Heiks or Molly Petroff	New course	Get familiar with curriculum and software/hardware, final set up of lab, create syllabus, assessments and project design.	1 School Only	40	\$1,200

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Music	Elementary General Music Curriculum Update	Abigail Taulbee	Abigail Taulbee, Christina Metzger and Emily Cassel	Other	The Elementary Music Team would like to request a few summer curriculum hours (half day). There have been some big changes the past few years with our personnel, as well as changes to our units, such as removing keyboards and the addition of the spring concert. We would like to make sure we are all on the same page and would use the time to focus on our unit planning, reviewing I Can statements, the pacing of units, common assessments, and anchor activities. Ideally we would like to have these in place before the start of the 2024-2025 school year.	Multi-schools	24	\$720
Pathways	Pathways K-4 Math Assessment Updates	Janell Dorn	Lyn Cederholm & Lori Armstrong	Other	Pathways uses curricular assessments to determine if there is a need for students to accelerate in math. With the adoption of new materials in math for K-4, we need to update our assessments to ensure we are testing students on the material they will be expected to master in the courses.	Department project	19	\$570
Science	Physics Lab Redesign	Andrew Nelson	Andrew Nelson, Tammy Rademacher	Major course revision	We would like to propose curriculum writing hours for Physics for the summer of 2024. We would be focusing on labs for Physics 1. Aspects would include: Scope, sequence, and alignment work for each unit Generation of unified lab packets for each unit Incorporation of "practice, scrimmage, game" model presented during November PLC PD. As a result, students will receive a unit packet that includes all in-class activities (practice). Each of these activities will be directly aligned to the learning objectives of each unit that are assessed on the end of unit summative assessment and summative lab (game). Students will be supported in their metacognition by building exit slip activities for each lab (scrimmage) that are aligned with the performance expectations for the respective summative lab.	Department project	50	\$1,500
Science	Cross Cutting Concepts in Matter	Aimee Spahos	Aimee Spahos, Heather Parsons, Tammy Miller, Spencer Lee, Dan Gage, Micah Thingvold, Bryant Ward	Major course revision	We have a few new science standards that were previously taught in 7th grade. We need time to create a 6th grade unit that combines the new standards with our current curriculum.	1 School Only	40	\$1,200

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Science	Science 7 Curriculum Writing	Erica Schauf	Erica Schauf, Hailey Bond, Carrie Jeschke, Camryn Booms, Jess North, Rebecca Cullen, Paul Nesbitt	Major course revision	We would like to continue to build up our life science curriculum as we are adapting more of a hands-on lessons and projects which align to the Next Generation Science Standards (NGSS). We are also taking over the Climate Change Amplify curriculum from 6th grade and are taking on several natural selection standards from 8th grade. We want to also work on the weather and climate unit, which 7th grade is passing up to 8th grade. Overall goal is to work towards project-based learning and incorporating the Cross-Cutting Concepts (CCC) within each unit.	Department project, 1 School Only	125	\$3,750
Science	Curriculum stages of matter planning	Aimee Spahos	Tammy Miller, Spencer Lee, Heather Parsons, Dan Gage, Micah Thingvold, Bryant Ward, Aimee Spahos	Major course revision	Sixth grade has taken on a new NGSS standard that seventh grade used to teach. We need to plan the unit to include the changes of matter, while also creating common science assessments.	1 School Only	10	\$300
Science	MS Science Curriculum Updates for New Schedule	Jessica North	Rebecca Cullen, Hailey Bond, Camryn Booms, Jess North	Other	Middle School Science Teachers will dive into some learning and work time to prepare for a potential new schedule with more science class time each day. We can use some of this time as PD to meet with other MS teachers from another district who have larger time blocks (will work with Tim to coordinate). For the remainder of time, we will discuss & collaborate how we'll use the additional daily class time to dig deeper and create time for interventions and extensions.	1 School Only	70	\$2,100
Science	8th grade science - matter curriculum update	Jessica North	Rebecca Cullen, Jess North, Camryn Booms	Major course revision	Last summer, we made some shifts in the MS NGSS grade band performance expectations. This resulted in a need for updated curriculum for our matter unit (removal of some standards and addition of new ones). We also had to update all rubrics to match the new PEs and shift to 3D with a focus on practices and/or cross cutting concepts. We'd like to continue this project this summer in order to reframe the entire unit around a new unit-level phenomenon, as well as digging into updates around a new potential schedule and how we might best use this extra class time.	1 School Only	50	\$1,500

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Social Studies	Cultural Studies Electives	Lauren Michiels	Lauren Michiels and Colin Anderson	New course	The goal is to create two semester-long electives that will each focus on an important identity group within American society as part of an effort to respond to student, family, and community interest in broadening the scope of the history/social studies courses offered at the high school. One elective would focus on the history of American Indians through the lens of U.S. law. Students would use case-studies to examine intersections between the Constitution, treaties, court cases, and laws that have shaped the relationships between the US Government, the Indian nations, and non-native communities throughout different historical eras. Additionally, throughout the semester students would apply information and skills taught in class to research one nation and track their specific development throughout history to engage in the process of in-depth historical research and writing. The other elective would focus on the history of Black Americans through the lens of their cultural innovations in music. Students would examine different eras of American history with an emphasis on how Black creators responded to the times through the media of art and music. We are not sure of the culminating project/summative for this elective yet, though it would also involve the students engaging in the process of history. One idea that we are also considering is the use of these electives to offer students a chance to participate in AP Seminar. Additional time and research is needed to determine if that will fit well with the subject matter and other learning goals of the courses.	Department project	100	244 \$3,000
Social Studies	4th grade Social Studies - WI Studies Weekly	Dawn Peters	4th grade teachers	Other	Continue to revise 4th grade Social Studies curriculum	Multi-schools	32	\$960
Social Studies	Social Studies summer work hours	Gretchen Kestler	Kerry Lozano, Kristin McKenna, Lori Ketter, Stacy Starin, Andrea Fitzpatrick, Robert Gracia, Bryant Ward, Margaret Martin, Erin Weller, Mandy Trudell, Mandy Rice, Nick Saeger, Claire Little, Gretchen Kestler	New course	Grade levels will be working with their new resource, "Kids Discover", and summarizing with in our units to support our District goal.	Multi-schools	56	\$1,680

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Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/per hour.	Amount
Social Studies	US history coteaching collaboration	Lisa Jondle	????	Other	The summer project is aimed at enhancing the US History curriculum and materials, specifically tailoring them to better meet the needs of Newcomer ELL students. These students, with very limited English proficiency and interrupted formal education in Spanish, present a unique challenge.	1 School Only	32	\$960
Social Studies	Curriculum Re-working due to New Schedule at MS	Shad Fanta	Fanta, LaFlash, Walter, New 8th grade SS teacher (if hired by then)	Other	We have been working in a 44 minute period schedule for the past 20+ years. We would like time to re-work our curriculum to fit the new 58 minute period schedule that was just passed on Feb 12. We have cut several items from our curriculum since Covid and would like to re-visit bringing them back. This will also allow us to engage our new department member and bring them up-to-speed on what we do in 8th grade Social Studies.	Department project	35	\$1,050
Social Studies	AP Psychology Course Update	Catrina Specht	Randy Jennerjohn & Rick Breunig	Major course revision	The College Board has just (3/1/24) updated the course framework for AP Psychology and it will be a major redesign. Additionally, the College Board just announced that AP Psychology will be moving fully online. We were not sure when exactly this redesign would be released and what exactly it would entail until today when this information came out.	Department project	60	\$1,800
Student Support Services	SEL Universal Expectations	Lisa Jondle	Sarah Israel	Major course revision	As district SEL Coordinators, Sarah Israel and I would like to request this time to align our universal expectations, revise our Developmental Designs lesson plans for universal spaces, and update our universal expectation videos in English and Spanish for the 2024-2025 school year. As Heritage Elementary is opening our doors to a new building, we must redesign all areas of our school so that all adults and students are clear on the learning goals and expectations. Our final outcome will be shared with all staff and students at HES as well as a shared resource with all K-12 District SEL Coordinators.	Department project, 1 School Only	16	\$480
Student Support Services	SEL Middle School Advisory Planning	Ty Jury	Ty Jury, Christen Pothof, Erica Schauf, Kristi Puntney	Other	We would like to review, revise, and update our Middle School Advisory lessons regarding specific SEL Domains from the CASEL Framework. We also want to work with our administration to lay out a plan for 2024-25 that all staff and students would participate in during our Advisory time.	1 School Only	40	\$1,200

2024 Summer Curriculum Writing Requests - as of 4/9/24

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/per hour.	Amount
Student Support Services	k/1 bilingual program-curriculum hours	Kallie Ziegler, Sarah Israel, Kelly Pertzborn	Kallie Ziegler, Sarah Israel, Kelly Pertzborn	Other	Diving into curriculum- bridging, visuals, vocabulary, translanguaging Bilingual classroom visuals- directions, schedules, etc Bilingual resources- translating materials for families Planning a way to educate families -Infinite campus -Translating s'mores newsletters -Emails and who to contact -Expectations of children's knowledge i.e. name writing, letters, etc -Snack -Winter gear What school is in general, partnering with them, all on the same team. A plan for materials to send home to support learning Maybe make a seesaw? Easy access for students to work on materials/games at home. Build a continuation of expectations between grade level and bilingual room	1 School Only	30	\$900
Student Support Services	PES SEL Summer Planning	Cassandra Roberts	Cassandra Roberts, Brittany Phelps, Lara Ostrander, Christine Leising	Other	PES SEL team members will utilize core SEL resources (e.g. DPI SEL Competencies, Developmental Designs, etc.) to develop adult learning opportunities and student lessons/activities. This will include resources for building-wide expectations, materials for building wide SEL goal data to drive our work for the year and resources for teachers to incorporate SEL work into lessons.	1 School Only	24	\$720
World Language	SLA 1 Cycle 2	Elaine Simmons	Catie Anderson, Jenni Balcázar, Rachel Burkard	New course	This project will be the course outline, units, and assessments for the 2nd cycle in our SLA 1 (9-10) course.	Department project	140	\$4,200
World Language	SLA 2 Cycle 1	Elaine Simmons	Catie Anderson, Rachel Burkard, Jenni Balcázar	New course	This project will be the course outline, units, and assessments for the 1st cycle in our SLA 2 (11-12) course.	Department project	140	\$4,200
World Language	MS 7 / 8 WL Redesign	Samantha Pilsner	Ellen Willrett, Beth Stachour, Claudia Bright, Rosy Zhu, Samantha Pilsner	Major course revision	Due to the proposed schedule changes at the Middle School level, we will need summer curriculum hours to redesign our world language courses. We will be redesigning the course outline, units and assessments for Intro Spanish, Continuing Spanish, Spanish II, French 7, French 8, Chinese 7 and Chinese 8.	1 School Only	160	\$4,800

2024 Summer Curriculum Writing Requests - as of 4/9/24

Department	Title of Project	Project Coordinator	Staff members involved	Reason for request	Brief explanation of the project w/final outcome(s)	Select schools, multi-school, or department project	Hours requested @ \$30.00/per hour.	Amount
World Language	7-12 French and Spanish Essential Unit Outcomes	Elaine Simmons	Catie Anderson, Tiffany Simandl, Rachel Burkard, Jenni Balcázar, Shari Thompson, Alissa Bratz, Claudia Bright, Beth Stachour, Ellen Willrett, Sam Pilsner	Other	With the proposed changes at the middle school, we are requesting time as a whole group to review and revise essential unit outcomes, cultural topics/resources, grammar and vocabulary.	Multi-schools	33	\$990
World Language	Units of Chinese 2	Xiuping Zhu	Xiuping Zhu	Major course revision	Changing Topics of units and updating essential learning outcomes.	1 School Only	40	\$1,200
World Language	K-4 WL 3rd Grade Power Standards & Curriculum Revision	Gina Pagel	Hailee Hamer, Mary Keenan, Gina Pagel, and Barb Shultz-Becker	Other	We need time to revise the current 3rd grade curriculum and its assessments/projects based on revised power standards. Throughout the remainder of this school year, we will be focusing our attention on K-2nd grade power standards. This summer we will work to revise the curriculum to reflect the new standards we have chosen to prioritize ensuring that the assessments and curriculum materials match. We then focus on updating assessment charts and rubrics across all grades levels as needed based on our upcoming K-2 power standards revision.	Department project, Multi-schools	100	\$3,000
TOTAL							4,136	\$125,880

2024 Textbook Adoption Requests - as of 04/22/24

Dept. Submitting Proposal	Title for this textbook or resource	Publisher	Copyright Date	Book/Resource type:	Cost per book/subscription and how many (incl shipping charges) Example 125 @ \$14.27 per, plus 8% shipping	Total Cost
Sandra Meinholz, HS Marketing 1	Marketing (8th Edition)	McGraw Hill	2022	Traditional Paper Textbook	100 books @\$186.37 plus \$736.12 for shipping	\$19,373.12
Michael Place, 7th Grade Social Studies	Geography Alive! Regions and People	TCI	2024	Hybrid (both paper and digital)	120 @ \$153 plus \$59 shipping for total	\$18,419.00
Kyle Jones, 7th Grade World Geography	The Nystrom World Atlas	Nystrom	2019	Hybrid (both paper and digital)	5 (30 ATLASES, 1 STUDENT ACTIVITY BOOK, 5-YEAR E-ATLAS SUBSCRIPTION WITH INTERACTIVE ACTIVITIES) @ \$595 per plus \$357 shipping	\$3,332.00
Molly Petroff, HS Music Workshop Course	Modern Band Lesson Book Series	Hal Leonard	2021 (I think)	Hybrid (both paper and digital)	20 of each instrument - guitar, bass, piano and drums @ \$13.99 for a total of \$1,119.20 plus. Can be purchased by local vendor without shipping.	\$1,119.20
Molly Petroff, HS Digital Music Production	Curriculum Purchase	Music Education Resources	NA	Hybrid (both paper and digital)	\$3,000.00	\$3,000.00
Lea Zwettler, Intermediate Social Studies	Kids Discover	Kids Discover	NA - Digital Library	Digital Resource	\$3,072.00	\$3,072.00
Molly Petroff, Music Teachers and Enrichment for Students	Sibelius Composition Software	AVID Technology Inc	2024	Digital Resource	\$30 per year per site - 32 Sites (20 for teachers and 12 for lab)	\$960.00
Amy Johnson, K-4 Mathematics	TBD - Eureka Math ^2 OR Illustrative Math	TBD - Eureka Math ^2 OR Illustrative Math		Hybrid (both paper and digital)	\$182,000.00	\$182,000.00
Molly Petroff, New HS Music Workshop Course	Miscellaneous Instruments and Audio Equipment	Vendor: Sweetwater or Full Compass	NS	Digital Resource	quote run from \$4600-5800 depending on vendor and item	\$5,800.00
Amy Johnson, K-4 ELA	Decodable texts from Custom Education Solutions	various such as Benchmark, Beanstalk		Traditional Paper Textbook	\$50,000.00	450,000.00 248,000.00
Jonathon Gustafson, K-4 Physical Education	Core PE Curriculum System	Sonja Riddle and Dr. Sue Brand	2024	Digital Resource	5 licenses @ \$ 600.00 per	\$3,000.00
Bryan Barfknecht, HS Sociology	The Real World Sociology High School Edition	WW Norton	2023	Traditional Paper Textbook	90 @ \$113 per book, have not yet received a specific quote from publisher (hardcover version is not yet available but will be soon)	\$10,170.00
Elaine Simmons/Catie Anderson, HS World Language	Yearly subscriptions for K-12 World Language Department	https://docs.google.com/spreadsheets/d/1QcsTw4KXaG5Wr1EoTTNLHsvnv_pz7LXn9iu8cbUk4iY/edit#gid=832073031		Digital Resource	\$6,334.35 for multiple yearly subscriptions for the entire department (see spreadsheet)	\$6,334.35
Chrissy Gascho, HS Health Science Occupations	Health Careers Today 7th Edition	Elsevier	2023	Hybrid (both paper and digital)	60 @ \$101.36 and free shipping and free instructor resources	\$6,081.60
Chrissy Gascho, HS Health Science Occupations	Relationship Smarts PLUS 5.0	The Dibble Institute, Marline E Pearson, MA	2022	Traditional Paper Textbook	1@ \$475 instructor Resource, 60 student journals @ \$11	\$1,135.00
Amy Johnson, 4K Pilot	PreK Creative Curriculum	Teaching Strategies	2024			\$4,545.00
Tim Schell, MS ELA	TBD - Amplify or My Perspectives				High Estimate	\$145,000.00
Tim Schell, MS Math pilot	TBD - Amplify (all digital) or Imagine Learning				Estimated	\$25,000.00
Tammy Rademacher, HS Physics	9-12 Inspire Physics	McGraw Hill	2020	Hybrid (both paper and digital)	48 bundle (digital + hard copy) @ \$135.45. 102 digital only @ \$102.53. \$520 shipping.	\$17,479.66
Total						\$505,820.93



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

Fwd: Just published: Wauaukee High School is a Best High Schools winner

1 message

Borowski, Brian <brianborowski@wauaukee.k12.wi.us> Tue, Apr 23, 2024 at 9:43 AM
To: "Blackburn, Anne" <anneblackburn@wauaukee.k12.wi.us>, Tim Schell <timschell@wauaukee.k12.wi.us>, Randy Guttenberg <randyguttenberg@wauaukee.k12.wi.us>
Cc: "McDonough, Rebecca" <rebeccamcdonough@wauaukee.k12.wi.us>

FYI

Brian Borowski
Principal: Wauaukee Community High School
608-849-2100



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

From: **U.S. News & World Report** <specialtymarketing@biz-messaging.usnews.com>
Date: Tue, Apr 23, 2024 at 6:19 AM
Subject: Just published: Wauaukee High School is a Best High Schools winner
To: <brianborowski@wauaukee.k12.wi.us>



Wauaukee High School earned high National and metro-area rankings in 2024 Best High Schools, which U.S. News released this morning. Here is your school's updated U.S. News profile page, with details about its rankings: <https://www.usnews.com/education/best-high-schools/wisconsin/districts/wauaukee-community-school-district/wauaukee-high-school-21950>.

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

Promoting your award

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

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

BrandConnex has created a [convenient online store](#) where highly ranked schools can purchase customized plaques and banners featuring the badge. You can also buy a license that provides permission to display the badge on your school's website, social media, signage, apparel and a

variety of other locations. Purchase of a badge license or promotional materials will not affect current or future rankings.

About 2024 Best High Schools

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



Contact Information

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Sincerely,

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

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Unusually Hazardous Transportation Plan



PROVIDING TRAFFIC ENGINEERING SOLUTIONS

To: Steve Summers, Executive Director of Operations, Waunakee Community School District
Alexandra Dye, Director of Business Services, Waunakee Community School District

From: Christian R. Sternke, P.E., RSP₂, TADI
John Campbell, P.E., RSP₂, TADI
Angela Rinaldi, EIT, TADI

Subject: Waunakee Community School District – Unusually Hazardous Transportation Plan



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

waunakee Community School District
Board of Education

Approved on _____

INTRODUCTION

TADI was hired by the Waunakee Community School District to update the School District's unusually hazardous transportation (UHT) plan. The Waunakee Community School District consists of the following six schools:

- Arboretum Elementary School (K-4),
- Prairie Elementary School (K-4),
- Heritage Elementary School (K-4),
- Waunakee Intermediate School (5-6),
- Waunakee Community Middle School (7-8), and
- Waunakee Community High School (9-12).

According to Wisconsin law, any students residing two or more miles from the school are entitled to transportation to/from school by the school district. Therefore, students who reside within two miles are not automatically eligible for transportation provided by the school district. However, if students residing within two miles encounter unusually hazardous conditions walking to/from school, the school district may deem it necessary to provide transportation for those students.

This report outlines state statutes regarding UHT plan development, provides a description of TADI's methodology used in UHT plan analysis, and proposes UHT plans for the schools within the school district.

Note that full UHT plans were developed for Heritage Elementary School (K-4), Waunakee Intermediate School (5-6), Waunakee Community Middle School (7-8), and Waunakee Community High School (9-12). Partial areas (i.e. focus areas) for newly developed neighborhoods were analyzed for Arboretum Elementary School (K-4) and Prairie Elementary School (K-4) with the existing UHT plans for those two schools remaining as-is.

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TRANSPORTATION IN AREAS OF UNUSUAL HAZARDS

Transportation in areas of unusual hazards and pick-up points for District based pupils require constant evaluation. Wisconsin statutes require transportation of pupils residing 2 miles or more from the school, except in cities where school boards choose not to transport pupils within the school boundaries.

Because of unusually hazardous conditions in certain areas, a school board may deem it necessary to provide transportation to some pupils residing less than 2 miles from the school. An unusual hazard is an existing condition which seriously jeopardizes the safety of students in their travel to and from school and is further defined below. It is recognized that all traffic situations through which students must travel present some degree of hazard. When such hazards reach a degree of danger that is unacceptable to the community, the school board may identify such hazards as unusual for the purpose of proposing a plan to remove or diminish them.

Section 121.54(9), Wis. Stats., permits a school board to provide transportation in areas of unusual hazards.

Procedures for the Development or Revision of an Unusually Hazardous Transportation (UHT) Plan as Delineated in State Statutes

1. The school board shall develop a plan which shall show by map and explanation the nature of the unusual hazards to pupil travel and propose a plan of transportation if such transportation is necessary, which will provide proper safeguards for the school attendance of such pupils.
2. Copies of the plan shall be filed with the sheriff of the county in which the principal office of the school district is located.
3. The sheriff shall review the plan and may make suggestions for revision deemed appropriate. The sheriff shall investigate the site and plan and make a determination as to whether unusual hazards exist which cannot be corrected by local government and shall report the findings in writing to the state superintendent and the school board concerned.
4. Within 60, but not less than 30, days from the day on which the state superintendent receives the sheriff's report, the state superintendent shall determine whether unusual hazards to pupil travel exist and whether the plan provides proper safeguards for such pupils.
5. If the state superintendent makes findings which support the plan and the determination that unusual hazards exist which seriously jeopardize the safety of the pupils in their travel to and from school, the school board shall put the plan into effect and state aid shall be paid under s.121.58(2)(c) for any transportation of pupils under this subsection.

The Appeal Process in State Statute

1. Any person aggrieved by the failure of the school board to file a UHT plan with the sheriff may notify the school board in writing that an area of unusual hazard exists.
2. The school board shall reply to the aggrieved person in writing within 30 days of receipt of the aggrieved person's notice.
3. The school board shall send a copy of the board's reply to the sheriff of the county in which the principal office of the school district is located and to the state superintendent.
4. Upon receipt of the school board's reply, the aggrieved person may request a hearing before the state superintendent for a determination that an area of unusual hazard exists.
5. If the state superintendent determines that an area of unusual hazard exists, the state superintendent shall direct the school board to proceed as stated in the development and revision procedures listed previously.
6. Within 30 days after the sheriff's report is received by the state superintendent, any aggrieved person may request a hearing before the state superintendent on the determination by the sheriff and on the plan. After such hearing, the state superintendent shall proceed as stated in the development and revision procedures listed previously.

Suggested Criteria to Use for Identifying UHT Areas

Width of the shoulder of the road	Traffic count
Lack of crossing guards	Lack of law enforcement
Ages of children	Railroad crossing
Temporary hazards (e.g. construction projects or street repairs)	Lack of sidewalks

Definitions of "Unusual Hazard"

Chapter PI 7.01(2) of DPI Administrative Code defines an unusual hazard as an existing condition which constitutes more than an ordinary hazard and which seriously jeopardizes the safety of pupils in their travel to and from school. It is recognized that all traffic situations through which pupils must travel present some degree of hazard. That degree of hazard often depends on the age of the pupils concerned. When such hazards reach a degree of danger which is unacceptable to the community in which they exist, the school board, with its combined judgment reflecting the safety interests of the community, may identify such hazards as unusual for the purpose of proposing a plan to remove or diminish them.

TADI UNUSUAL HAZARD CRITERIA DEVELOPMENT

TADI’s team of Road Safety Professionals (RSP), as certified through the Transportation Professional Certification Board, reviewed unusual hazard criteria in both Wisconsin and national school districts and researched factors that impacted pedestrian safety. The team developed objective and science-based criteria based on amount of exposure to a potential hazard a student would be subjected to on a walking route to or from school.

The criteria estimate the risk a student would be exposed to walking along roadways and crossing roadways. The resultant numerical values are based on fundamental criteria research of hazards which have been shown to impact risk to pedestrians.

Walking Along Criteria

- Distance Walked
- Available Walking Path
- Traffic Volume
- Vehicle Speeds
- Parking Activity

Crossing Criteria

- Crossing Width
- Traffic Volume
- Vehicle Speeds
- Risk Adjustments
- Existing Safety Features

The total exposure score is calculated by summing the walking along exposure score and the crossing exposure score.



Hazardous Classification Thresholds

The hazardous classification thresholds used for categorizing routes as acceptable or hazardous are shown in the following graphic. The thresholds are decided by the school district and project team, and incorporate research that shows crash risk varies by the age of the child, and that younger children have less perceptual judgement and motor skills than older children¹.

Elementary School	>	50	=	Hazardous
Intermediate School	>	100	=	Hazardous
Middle School	>	200	=	Hazardous
High School	>	400	=	Hazardous

¹ O’Neal, Elizabeth & Jiang, Yuanyuan & Franzen, Lucas & Rahimian, Pooya & Yon, Junghum & Kearney, Joseph & Plumert, Jodie. (2017). Changes in Perception-Action Tuning Over Long Time Scales: How Children and Adults Perceive and Act on Dynamic Affordances When Crossing Roads. *Journal of Experimental Psychology: Human Perception and Performance*. 44. 10.1037/xhp0000378.

Walking Along Exposure Score

The walking along exposure score is calculated by summing the score for each individual segment that pupils walk along from origin to school. Each segment score is calculated by multiplying the factors of each of the five *Walking Along* criteria.

$$\text{Walking Along Exposure Score} = \sum W_D * W_P * W_V * W_S * W_R$$

Where

- W_D = distance walked (mi);
- W_P = available walking path;
- W_V = hourly traffic volume;
- W_S = posted speed limit;
- W_R = parking activity and sight distance restrictions.

Distance Walked (WD)

The numerical value for walking distance, W_D , is the number of miles a student walks along the particular segment being analyzed.

Available Walking Path (WP)*

Numerical values for available walking path, W_P , are based on crash modification factors developed from research that showed sidewalks resulted in an 88% reduction in pedestrian crash risk² and that paved shoulders of at least 4 feet results in a 71% reduction in pedestrian crash risk³. The categories used in selecting W_P are shown in the following table.

Category	W_P
Walking Path \geq 10 feet from Thru Lane	1
Sidewalk without Driveways	5
Sidewalk with Driveways	10
\geq 4 feet	25
<4 feet*	50
None	85

***Automatic hazard:** It is considered an automatic hazard if pupils would need to navigate an arterial roadway that does not have a sidewalk or multiuse path and has a posted speed limit of 35 mph or above for elementary/intermediate pupils and 45 mph or above for middle/high school pupils.

The values above were estimated based on the results of the referenced research. For example, the value of 10 used for the “*Sidewalk with Driveways*” category is 88 percent less than the value of 85 used for the “*None*” category [$85 * (1 - 0.88) = 10$].

Most sidewalk crashes occur at driveway conflict points, thus stretches of sidewalk that do not have conflicting driveways are expected to have lower crash risk. Roadways with no access points have

² McMahon, P., Zegeer, C., Duncan, C., Knoblauch, R., Stewart, R., and Khattak, A., “An Analysis of Factors Contributing to ‘Walking Along Roadway’ Crashes: Research Study and Guidelines for Sidewalks and Walkways,” FHWA-RD-01-101, (March 2002).

³ Gan, A., Shen, J., and Rodriguez, A., “Update of Florida Crash Reduction Factors and Countermeasures to improve the Development of District Safety Improvement Projects.” Florida Department of Transportation, (2005).

been shown to have crash reductions of up to 44 percent for all crash types⁴. Thus, stretches of sidewalk that do not have conflicting driveways, “Sidewalks without Driveways”, are expected to have a lower crash risk than sidewalks that cross driveways. The lower risk for sidewalks without driveways is reflected in the scoring criteria.

Lastly, when sidewalks or pathways do not have conflicting driveways, and have a large buffer zone from the travel lane, the risk to pedestrians is further reduced. To account for pathways with a large buffer, a category for pathways separated from the thru-lane of roadway travel by 10 feet or more was included and assigned a low risk exposure factor.

Hourly Traffic Volume (W_v)

Numerical values for hourly traffic volume, W_v , assumes a linear relationship that more traffic volume will lead to more risk exposure to a pedestrian. The categories used in selecting W_v are shown in the following table and represent the peak hour of traffic volumes. If peak hour volumes were not available but daily traffic counts were available, the peak hour volumes were estimated to be 10 percent of the daily traffic volumes. Any roadways with peak hour volumes exceeding 3,000 vehicles per hour are considered an automatic hazard for walking along.

Category	W_v	Category	W_v	Category	W_v
≤ 200	1	1,001-1,200	11	2,001-2,200	21
201-400	3	1,201-1,400	13	2,201-2,400	23
401-600	5	1,401-1,600	15	2,401-2,600	25
601-800	7	1,601-1,800	17	2,601-2,800	27
801-1,000	9	1,801-2,000	19	2,801-3,000	29

Posted Speed Limit (W_s)

Numerical values for posted speed limit, W_s , are based on a AAA research⁵ regarding speed and pedestrian injury risk. The categories used in selecting W_s are shown in the following table.

Category	W_s	Category	W_s
≤25 or NP [^]	1.0	40	3.0
25	1.5	45	3.1
30	2.0	50	3.2
35	2.5	55	3.3

[^]NP = not posted

Parking Activity & Sight Distance Restrictions (W_R)

Limited research is available that specifically isolates the impact of parking on pedestrian crash risk with regard to walking along roadways, but it is known that limiting sight distance increases crash risk⁶. When a sidewalk is not available, parking activity is expected to increase the risk of pedestrian

⁴ Lee, C., Xu, X., and Nguyen, V, "Non-intersection-related Crashes at Mid-block in an Urban Divided Arterial Road with High Truck Volume." Presented at the 90th Meeting of the Transportation Research Board, Washington, D.C., (2011).

⁵ Tefft, B.C. (2011). Impact Speed and a Pedestrian’s Risk of Severe Injury or Death. AAA Foundation for Traffic Safety.

⁶ Elvik, R. and Vaa, T., "Handbook of Road Safety Measures." Oxford, United Kingdom, Elsevier, (2004)

crashes as students would need to navigate around parked vehicles. This activity would put students closer to the travel lanes and could create sight distance restrictions as they navigate around vehicles.

The numerical values for parking activity and sight distance restrictions, W_R , were estimated based on research⁷ regarding sight distance for injury crashes of all crash types. The categories used in selecting W_R are shown in the following table and defined below.

Category	W_R	Definitions
N/A - Sidewalk	1.0	A sidewalk is present for pupils to walk on.
No Parking	1.0	Parking is not allowed or rarely used.
Light Parking	1.2	Sporadically parked vehicles during school arrival or departure hours.
Moderate Parking	1.5	Approximately half of available on-street parking spaces are parked in during school arrival or departure hours.
Heavy Parking or Other Sight Distance Restriction	2.0	Majority of the available parking spaces are parked in during school arrival or departure hours or another sight distance restriction, such as horizontal or vertical curvature exists that could impede the visibility of pedestrians.

Crossing Exposure Score

The crossing exposure score is calculated by summing the score for each individual crossing that students must cross from origin to school. Each crossing score is calculated by multiplying the factors of each of the five crossing criteria.

$$\text{Crossing Exposure Score} = \sum C_W * C_V * C_S * C_R * C_E$$

Where

- C_W = crossing width;
- C_V = hourly traffic volume;
- C_S = posted speed limit;
- C_R = risk adjustments;
- C_E = existing safety feature adjustment.

Crossing Width (C_W)

Numerical values for crossing width, C_W , are based on an assumed linear relationship that more distance to cross will lead to more risk exposure. The categories used in selecting C_W are shown in the following table.

Category	C_W	Category	C_W
≤ 10 ft	1	51-60 ft	6
11-20 ft	2	61-70 ft	7
21-30 ft	3	71-80 ft	8
31-40 ft	4	81-90 ft	9
41-50 ft	5	>90 ft	10

⁷ Elvik, R. and Vaa, T., "Handbook of Road Safety Measures." Oxford, United Kingdom, Elsevier, (2004)

Hourly Traffic Volume (C_V)*

Numerical values for hourly traffic volume, C_V , assumes a linear relationship that more traffic volume will lead to more risk exposure to a pedestrian. The categories used in selecting C_V are shown in the following table and represent the peak hour of traffic volumes. If peak hour volumes were not available but daily traffic counts were available, the peak hour volumes were estimated to be 10 percent of the daily traffic volumes.

Category	C_V	Category	C_V	Category	C_V
≤ 200	1	1,001-1,200	11	2,001-2,200	21
201-400	3	1,201-1,400	13	2,201-2,400	23
401-600	5	1,401-1,600	15	2,401-2,600	25
601-800	7	1,601-1,800	17	2,601-2,800	27
801-1,000*	9	1,801-2,000	19	2,801-3,000	29

**Automatic hazard*: It is considered an automatic hazard if elementary/intermediate aged pupils would need to cross a roadway with an hourly traffic volume of 800 vehicles or greater.

Posted Speed Limit (C_S)*

Numerical values for posted speed limit, C_S , are based on a AAA research⁸ regarding speed and pedestrian injury risk. The categories used in selecting C_S are shown in the following table and represent the posted speed of the roadway to be crossed.

Category	C_S	Category	C_S
≤25 or NP [^]	1.0	40	3.0
25	1.5	45	3.1
30	2.0	50	3.2
35	2.5	55	3.3

[^]NP = not posted

**Automatic hazard*: It is considered an automatic hazard if pupils would need to cross a roadway with a posted speed of 45 mph or greater.

Risk Adjustments (C_R)

Numerical values for risk adjustments, C_R , are based on *CMF Clearinghouse* data regarding the impact of all-way stop control⁹, traffic signals with right-turn-on-red allowed¹⁰ and sight distance restrictions¹¹. Research has shown that these characteristics impact the likelihood of pedestrian related crashes. Intersections with all-way stop control, for instance, require all vehicles to stop thereby reducing vehicle speeds and reducing the risk to pedestrians. At signalized intersections, right-turn-on-reds (RTORs) can increase the risk to pedestrians as drivers can be focused on looking for approaching traffic to their left rather than looking for pedestrians in their path. Lastly, if the crossing has sight-distance restrictions, such as roadway curvature or nearby parking, applying the sight distance restrictions adjustment is suggested. The categories used in selecting C_R are shown in

⁸ Tefft, B.C. (2011). Impact Speed and a Pedestrian's Risk of Severe Injury or Death. AAA Foundation for Traffic Safety.

⁹ Lovell, J. and Hauer, E., "The Safety Effect of Conversion to All-Way Stop Control." Transportation Research Record 1068, Washington, D.C., Transportation Research Board, National Research Council, (1986) pp. 103-107.

¹⁰ American Association of State Highway and Transportation Officials. Highway Safety Manual. Washington, DC, 2010.

¹¹ Elvik, R. and Vaa, T., "Handbook of Road Safety Measures." Oxford, United Kingdom, Elsevier, (2004)

the following table and include combination categories if all-way stop control or traffic signals with RTORs are combined with a sight distance restriction.

Category	C_R
Sight Distance Restriction	2.0
All-Way Stop Control	0.6
All-Way Stop Control with Sight Distance Restriction	1.2
Traffic Signal with RTORs	1.7
Traffic Signal with RTORs and Sight Distance Restriction	3.4

Existing Safety Features (C_E)

At roadway and intersection crossings, there are several safety improvements that have been shown to reduce the risk of pedestrian crashes. Numeric values for safety treatment adjustment, C_E , are based on research showing certain treatments reduce the risk of pedestrian crashes. Note that only one treatment can be selected for this analysis and it is suggested that the most effective treatment be chosen. For example, if the crossing has a high visibility crosswalk and a pedestrian countdown timer, the factor of 0.3 for pedestrian countdown timer is suggested. The categories used in selecting C_E are shown in the following table and are based on crash modification factors from either the Wisconsin DOT’s Crash Modification Factor Spreadsheet¹² or the Crash Modification Factor Clearinghouse¹³.

Research is limited on the specific safety benefit of crossing guards – which are difficult to isolate in studies. It is reasonable to conclude, however, that the safety benefits of crossing guards are expected to exceed that of engineering countermeasures. In a 2009 study of school zones in Florida¹⁴, it was stated “perhaps the clearest observation from the site visits and data analysis conducted for the 14 school sites throughout Florida was the great beneficial value of school crossing guards”. It is suggested that sites with a crossing guard or guards be provided with a high-visibility crosswalk to help users of the crosswalk and the roadway recognize the importance of the crossing.

Category	C_E	Category	C_E
Multiple Crossing Guards	0.1	Rectangular Rapid Flash Beacon	0.5
Single Crossing Guard	0.2	High-Visibility Crosswalk	0.6
Pedestrian Hybrid Beacon	0.25	Median Refuge	0.7
Pedestrian Countdown Timer	0.3	Standard Crosswalk	1.0

¹² <https://wisconsindot.gov/Pages/doing-bus/local-gov/traffic-ops/manuals-and-standards/teops/ch12.aspx>

¹³ www.cmfclearinghouse.org/

¹⁴ Study of school zones with traffic signals: final report, June 2009. M3 - Tech Report M1 - Report No. 7762-110 UR - https://rosap.ntl.bts.gov/view/dot/17495/dot_17495_DS1.pdf?

UHT PLAN RECOMMENDATIONS

The areas recommended to be classified as unusually hazardous are displayed on Exhibits 1 – 6. Also included in the exhibits are the proposed walk zones and recommendations for safety improvements to potentially expand the walk zones and/or reduce crash risk.

- Exhibit 1 – Arboretum Elementary School
- Exhibit 2 – Prairie Elementary School
- Exhibit 3 – Heritage Elementary School
- Exhibit 4 – Waunakee Intermediate School
- Exhibit 5a – Waunakee Community Middle School
- Exhibit 5b – Waunakee Community Middle School (zoomed)
- Exhibit 6 – Waunakee Community High School

For the convenience of the reader, safety improvement recommendations are summarized below. Certain recommendations are suggested to enable some areas identified as “unusually hazardous” to become sections of the walk zone. Other recommendations are also provided to potentially reduce crash risk in the community but do not specifically impact the proposed limits of the walk zones.

Arboretum Elementary School

No recommended changes to existing walk zone based on the focus area evaluation.

Arboretum Drive Intersection with Hogan Road

The following recommendations are intended to improve the walking conditions for crossing Arboretum Drive at Hogan Road as described in *Exhibit 1*:

1. Consider adding high-visibility crosswalk to the Arboretum Drive crossing (west leg).
2. Consider improving street lighting at the Arboretum Drive crossing (west leg) to provide more visibility.

Prairie Elementary School

No recommended changes to existing walk zone based on the focus area evaluation.

Heritage Elementary School

The following recommendations are intended to improve the walking conditions to make area “A” southwest of WIS 19 and County Q score below the threshold of 50 for elementary school students as described in *Exhibit 3*:

1. Add high-visibility crosswalks along routes on Aldora Lane, Dorn Drive, Ganser Drive, Centennial Parkway, Holiday Drive, Fourth Street and Raymond Road.

Waunakee Intermediate School

County Q/Century Avenue Intersection with Woodland Drive

The following recommendations are intended to reduce crash risk for pedestrians crossing County Q/Century Avenue and Woodland Drive, as described in *Exhibit 4*, but will not change the limits of the walk zone:

1. Consider adding one or two crossing guards to assist students in crossing the intersection.
2. Consider adding “no turn on red” LED signs for all vehicular right-turn movements that are activated when the pedestrian push buttons are pressed.

Waunakee Community Middle School

Century Avenue Intersection with Fairview Drive

The following recommendations are intended to reduce crash risk for pedestrians crossing Century Avenue at Fairview Drive, as described in *Exhibit 5b*, but will not change the limits of the walk zone:

1. Consider adding high-visibility crosswalk to the Century Ave crossing on the south leg of the intersection.
2. Consider extending the 30-mph speed limit along Century Avenue further north through the Fairview Drive intersection. It is recommended to extend the 30-mph speed limit approximately 450-feet north of Fairview Drive.
3. Consider adding a rectangular rapid flashing beacon (RRFB) to the Century Ave crossing on the south leg of the intersection.

WIS 19/Main Street Intersection with Holiday Drive

The following recommendation is intended to reduce crash risk for pedestrians crossing WIS 19/Main Street at Holiday Drive, as described in *Exhibit 5b*, but will not change the limits of the walk zone:

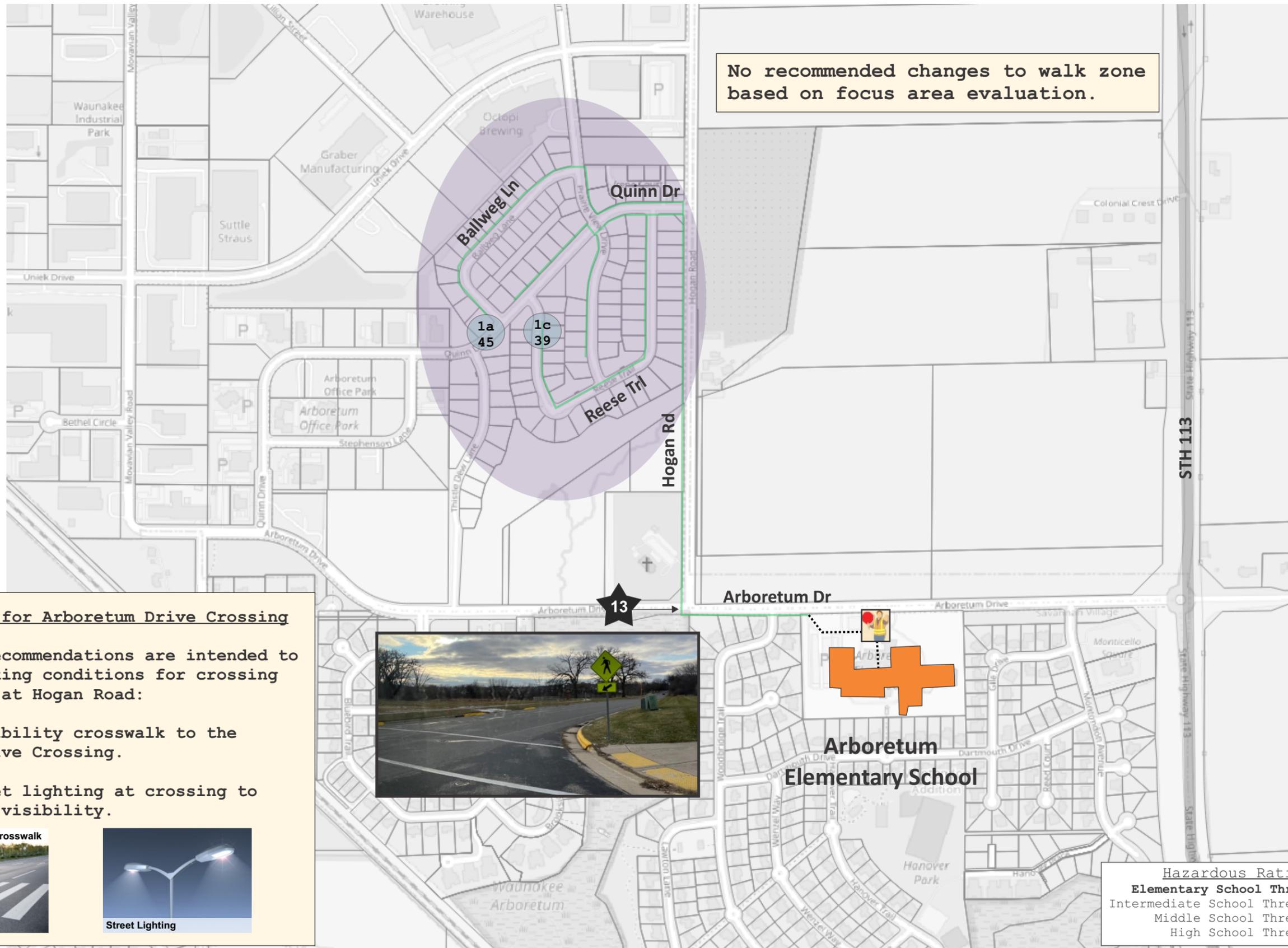
1. Consider adding “no turn on red” LED signs for all vehicular right-turn movements that are activated when the pedestrian push buttons are pressed.

Waunakee Community High School

No additional high school specific improvement recommendations.

UHT EXHIBITS

No recommended changes to walk zone based on focus area evaluation.



Recommendations for Arboretum Drive Crossing

The following recommendations are intended to improve the walking conditions for crossing Arboretum Drive at Hogan Road:

1. Add high-visibility crosswalk to the Arboretum Drive Crossing.
2. Improve street lighting at crossing to provide more visibility.

High-Visibility Crosswalk

Street Lighting

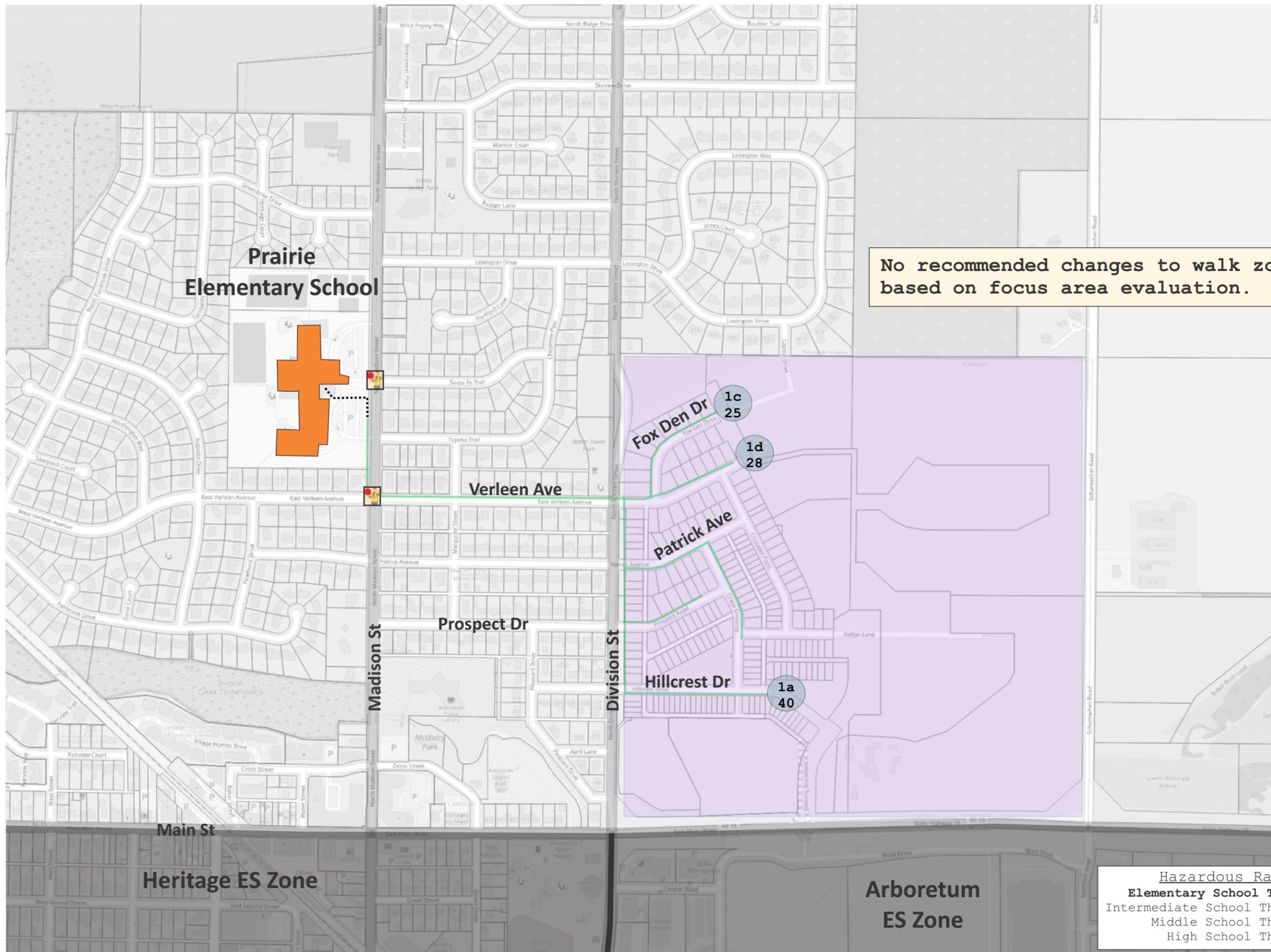
Hazardous Rating Thresholds

Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



LEGEND

- Focus Area
- 1a
45 Hazardous evaluation label & score
- 1c
39 Crossing guard location



Hazardous Rating Thresholds	
Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



LEGEND	
	Focus Area
	Hazardous evaluation label & score
	Crossing guard location

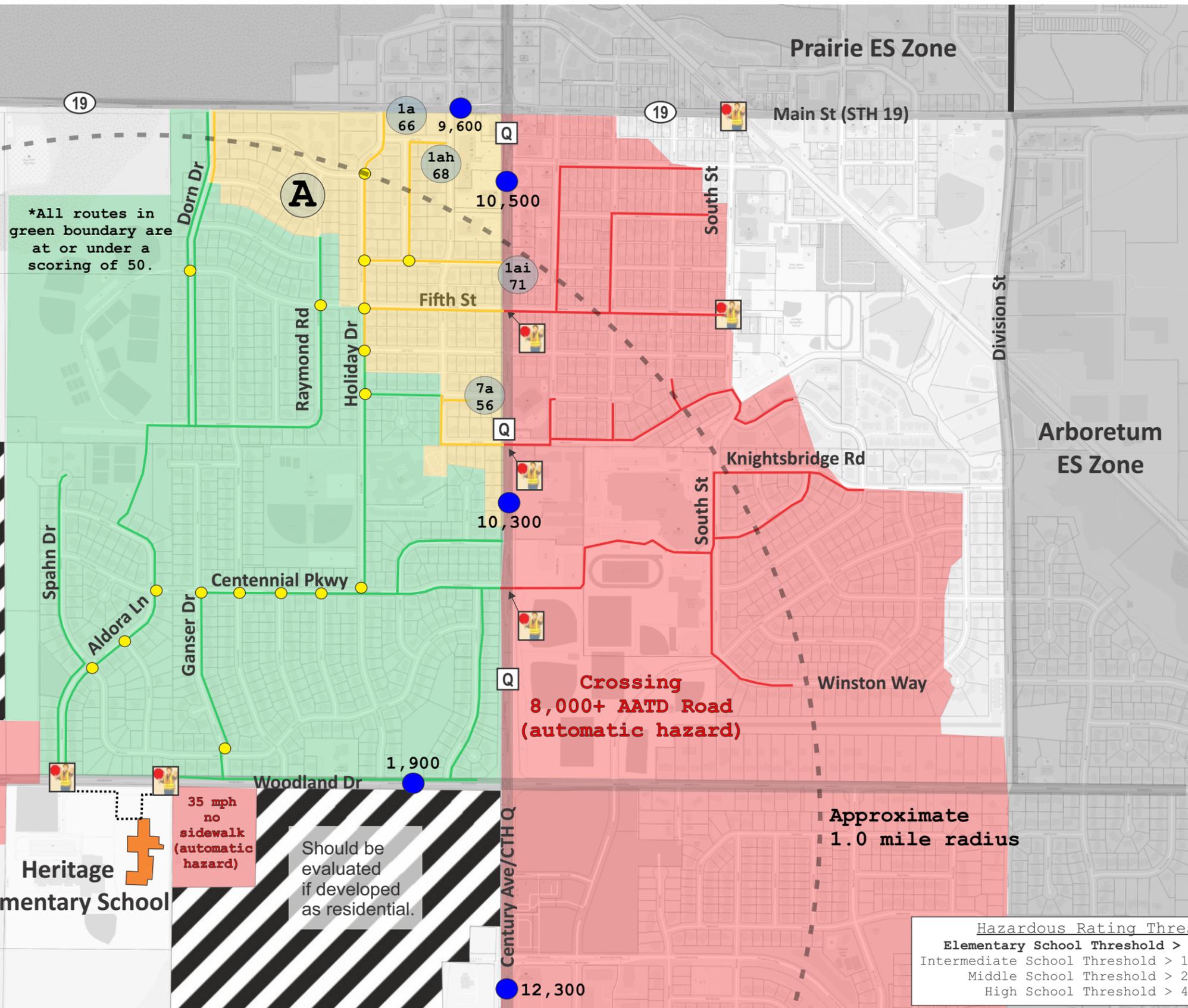
**EXHIBIT 2
PRAIRIE ELEMENTARY SCHOOL
FOCUS AREA EVALUATION**

Recommendations (Area "A")

The following recommendation is intended to improve the walking conditions to/from Area "A":

1. Add high-visibility crosswalks along routes on Aldora Ln, Dorn Dr, Ganser Dr, Centennial Pkwy, Holiday Dr, Fourth St and Raymond Rd.

- The scores south of STH 19 and west of CTH Q would reduce to 50 and below.



Should be evaluated if developed as residential.

45 mph no sidewalk (automatic hazard)

Should be evaluated if developed as residential.

35 mph no sidewalk (automatic hazard)

Crossing 8,000+ AATD Road (automatic hazard)

Approximate 1.0 mile radius

1.75 miles boundary limits are estimated at this time and will be finalized at a later date.

Walking route evaluations completed to a distance of 1.75 miles walking distance from school.

Hazardous Rating Thresholds	
Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



LEGEND	
■	Acceptable
■	Acceptable if improvements are implemented
■	Unusually hazardous area
XX	Hazardous evaluation label & score
●	Average Annual Daily Traffic (AADT)
●	High-Visibility Crosswalk Recommendation



Crossing STH 19 @ Holiday Dr.

45 mph
no sidewalk
(automatic hazard)

55 mph
no sidewalk
(automatic hazard)

Should be evaluated if developed as residential.

Should be evaluated if developed as residential.

Should be evaluated if developed as residential.

Recommendations to consider to lower crash risk for students crossing CTH Q at Woodland Drive.



Crossings at CTH Q @ Woodland Dr.

Hazardous Rating Thresholds
 Elementary School Threshold > 50 = Hazardous
 Intermediate School Threshold > 100 = Hazardous
 Middle School Threshold > 200 = Hazardous
 High School Threshold > 400 = Hazardous

1.75 miles boundary limits are estimated at this time and will be finalized at a later date.

Walking route evaluations completed to a distance of 1.75 miles walking distance from school.

Improvements at CTH Q & Woodland Dr.

	North Leg Crossing Score	East Leg Crossing Score
Existing Conditions	168	28
Multiple Crossing Guards, no RTOR	33	5
Multiple Crossing Guards	56	9
Single Crossing Guards, no RTOR	66	11
Single Crossing Guards	112	18

No RTOR Sign

LEGEND

- Acceptable
- Acceptable if improvements are implemented
- Unusually hazardous area
- XX Hazardous evaluation label & score
- Average Annual Daily Traffic (AADT)
- High-Visibility Crosswalk Recommendation



Recommendation (Route "2b")

The following recommendation is intended to reduce crash risk crossing STH 19/Main Street at Holiday Drive.

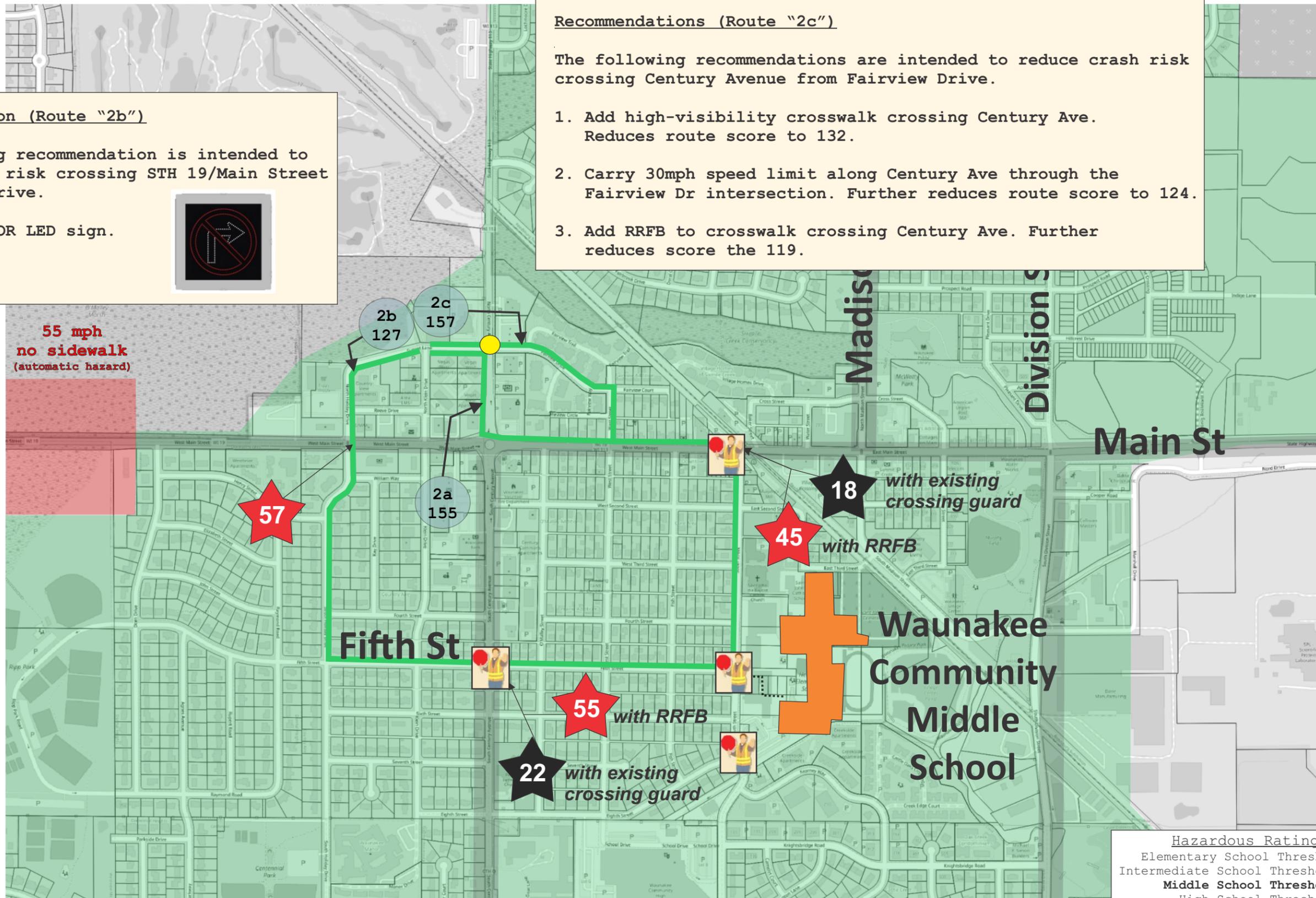
1. Add no RTOR LED sign.



Recommendations (Route "2c")

The following recommendations are intended to reduce crash risk crossing Century Avenue from Fairview Drive.

1. Add high-visibility crosswalk crossing Century Ave. Reduces route score to 132.
2. Carry 30mph speed limit along Century Ave through the Fairview Dr intersection. Further reduces route score to 124.
3. Add RRFB to crosswalk crossing Century Ave. Further reduces score the 119.



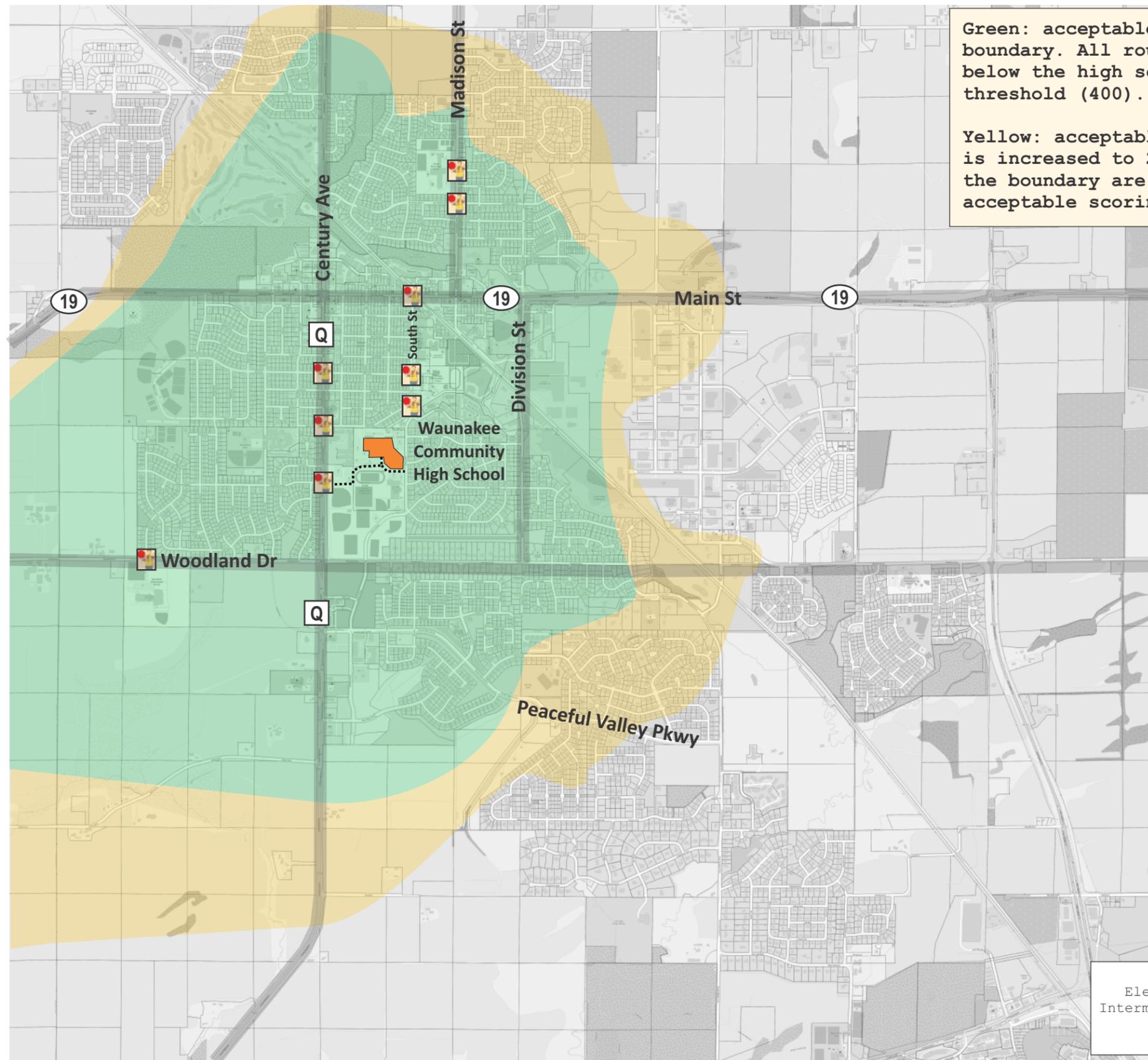
Hazardous Rating Thresholds

Elementary School Threshold	> 50 = Hazardous
Intermediate School Threshold	> 100 = Hazardous
Middle School Threshold	> 200 = Hazardous
High School Threshold	> 400 = Hazardous



LEGEND

- █ Acceptable
- █ Acceptable if improvements are implemented
- █ Unusually hazardous area
- 55 Hazardous evaluation label & score
- High-Visibility Crosswalk Recommendation



Green: acceptable walk zone within a 1.75-mile boundary. All routes within the boundary are below the high school acceptable scoring threshold (400).

Yellow: acceptable walk zone if distance limit is increased to 2.0 miles. All routes within the boundary are below the high school acceptable scoring threshold (400).

1.75-mile boundary limits are estimated at this time and will be finalized at a later date.

2-mile boundary limits are estimated at this time and will be finalized at a later date.

Hazardous Rating Thresholds	
Elementary School Threshold > 50	= Hazardous
Intermediate School Threshold > 100	= Hazardous
Middle School Threshold > 200	= Hazardous
High School Threshold > 400	= Hazardous



EXHIBIT 6
WAUNAKEE COMMUNITY HIGH SCHOOL
UHT EVALUATION

2023-24 Budget Status Report - April 30, 2024

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	32,988,502	33,006,422	25,401,779.98	8,631,043.94	103.11%	-1,026,401.92
Personnel Costs: Benefits	10,865,347	10,865,347	8,775,372.86	2,684,205.96	105.47%	-594,231.82
Total	43,853,849	43,871,769	34,177,152.84	11,315,249.90	103.69%	-1,620,633.74

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,280	88,280	72,433.89	6,927.44	89.90%	8,918.67
Prairie School CSF	26,521	33,222	31,869.49	1,338.88	99.96%	13.63
Heritage School	97,160	97,160	77,658.80	10,184.78	90.41%	9,316.42
Heritage School CSF	26,627	33,632	11,882.80	6,321.60	54.13%	15,427.60
Arboretum School	76,520	76,520	70,363.49	7,430.91	101.67%	-1,274.40
Arboretum School CSF	22,303	27,775	20,179.74	5,366.20	91.97%	2,229.06
Intermediate School	150,350	150,350	99,030.75	17,421.83	77.45%	33,897.42
Intermediate School CSF	32,269	40,173	41,729.01	1,295.41	107.10%	-2,851.42
Middle School	163,150	163,150	126,127.25	31,939.95	96.88%	5,082.80
Middle School CSF	34,378	43,016	40,557.64	2,262.80	99.55%	195.56
High School	575,155	575,155	518,193.60	25,583.89	94.54%	31,377.51
High School CSF	66,383	83,483	72,978.76	72.03	87.50%	10,432.21
Athletics	392,477	392,477	370,826.13	28,596.23	101.77%	-6,945.36

Departments						
Utilities	1,126,923	1,126,923	984,613.75	342,432.66	117.76%	-200,123.41
Maintenance	721,990	721,990	588,393.85	189,323.18	107.72%	-55,727.03
Capital Projects	0	0	-22,158.66	0.00	---	22,158.66
Contingency Fund	100,000	100,000	4,069.80	5,057.78	9.13%	90,872.42
Energy Conservation	0	0	0.00	0.00	---	0.00
Transportation	1,344,196	1,344,196	1,244,942.79	984,533.00	165.86%	-885,279.79
Technology	718,729	718,729	873,300.68	58,065.85	129.59%	-212,637.53
Technology Erate/Fees	31,200	31,200	98,727.66	0.00	316.43%	-67,527.66
Curriculum-Secondary	527,300	527,300	359,684.92	71,966.11	81.86%	95,648.97
Curriculum-Elementary Operations	455,382	455,382	464,301.05	13,243.38	104.87%	-22,162.43
4K District	873,800	873,800	863,655.21	91.54	98.85%	10,053.25
4K Operations	17,000	17,000	5,280.21	91.54	31.60%	11,628.25
Human Resources	54,550	54,550	37,658.30	201.57	69.40%	16,690.13
Superintendent	84,600	84,600	106,703.11	31,054.85	162.83%	-53,157.96
Student Services-Operations	71,250	71,250	41,728.80	2,237.97	61.71%	27,283.23
Student Services-District	92,500	92,500	73,078.28	23,850.00	104.79%	-4,428.28
Business Office	444,673	444,673	567,368.97	80,320.28	145.66%	-203,016.25
District Wide	1,755,672	1,755,672	767,019.91	34,548.70	45.66%	954,103.39
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	82,050	82,050	73,666.05	0.00	89.78%	8,383.95

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	57,134.27	29,029.46	72.07%	33,386.27
Title 1 Grant (Private)	4,900	4,900	2,972.77	0.00	60.67%	1,927.23
Title 2 Grant (Public)	51,672	51,672	45,788.37	0.00	88.61%	5,883.63
Title 2 Grant (Private)	7,785	7,785	5,717.21	0.00	73.44%	2,067.79
Title 3 Grant	16,890	16,890	8,408.64	5,138.96	80.21%	3,342.40
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	346.12	0.00	26.56%	956.88
Career/Tech Ed Grant	73,654	73,654	20,484.86	0.00	27.81%	53,169.14
CEIS Federal Flo-Through	137,000	138,000	77,424.76	0.00	56.10%	60,575.24
Ed. Effectiveness Grant	30,960	32,000	0.00	0.00	0.00%	32,000.00
ESSER2	0	0	0.00	0.00	---	0.00
ESSER3	1,412,461	1,412,461	1,125,689.49	737,884.76	131.94%	-451,113.25
Peer Mentor Grant	0	0	8,803.58	0.00	---	-8,803.58
Perkins Grant	25,078	25,078	19,139.93	0.00	76.32%	5,938.07
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
SAODA	25,000	25,000	5,093.22	0.00	---	19,906.78
School-Based Mental Health	0	130,239	15,518.32	4,427.49	---	110,293.19

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	227,916.72	53,873.14	98.10%	5,460.14

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,871,769	34,177,152.84	11,315,249.90	103.69%	-1,620,633.74
Building Totals	1,751,573	1,804,393	1,553,831.35	144,741.95	94.14%	105,819.70
Department Totals	8,501,815	8,501,815	7,132,034.68	1,837,018.41	105.50%	-467,238.09
Grant Totals	1,930,014	2,062,293	1,407,906.47	776,480.67	105.92%	-122,094.14
Other Program Totals	7,552,417	7,552,417	227,916.72	53,873.14	3.73%	7,270,627.14
Total Fund 10 Expenditures	63,564,863	63,762,882	44,887,135.23	14,223,301.71	92.70%	4,652,445.06

2023-24 Budget Status Report - April 30, 2024

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	3,400	3,400	2,493.31	0.00	73.33%	906.69
Heritage School	5,100	5,100	7,551.55	0.00	148.07%	-2,451.55
Arboretum School	8,200	8,200	5,143.78	0.00	62.73%	3,056.22
Intermediate School	37,900	37,900	14,562.56	0.00	38.42%	23,337.44
Middle School	21,400	21,400	21,943.21	0.00	102.54%	-543.21
High School	184,525	184,525	211,182.89	0.00	114.45%	-26,657.89
Curriculum - Elementary	0	0	10,869.50	0.00	---	-10,869.50
Curriculum - Secondary	13,271	13,271	15,656.18	0.00	117.97%	-2,385.18
Maintenance	5,000	5,000	5,145.95	0.00	102.92%	-145.95
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	239,188.42	0.00	7034.95%	-235,788.42
E-Rate	31,200	31,200	139,910.81	0.00	448.43%	-108,710.81
District	61,075,877	61,075,877	50,454,198.72	0.00	82.61%	10,621,678.28

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	36,642.32	0.00	30.65%	82,907.68
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	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	39,616.76	0.00	28.71%	98,383.24
Ed. Effectiveness Grant	30,960	32,000	0.00	0.00	0.00%	32,000.00
ESSER2	0	0	0.00	0.00	---	0.00
ESSER3	1,412,461	1,412,461	288,011.10	0.00	20.39%	1,124,449.90
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
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	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	63,749,962	51,566,092.22	0.00	80.89%	12,183,869.78

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	7,354,836.29	401,064.22	77.29%	2,279,302.49
Departments						
Special Ed-Operations	28,839	28,839	14,993.15	12,379.00	94.91%	1,466.85
Special Ed-District	166,557	166,557	174,470.95	74,439.88	149.44%	-82,353.83
Transportation	185,833	185,833	80,909.68	119,090.32	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	684,359.58	91,965.97	79.62%	198,722.45
IDEA PreSchool Grant	57,000	58,500	43,193.18	0.00	73.83%	15,306.82
Total Fund 27 Expenditures	11,457,480	11,458,980	8,362,947.96	698,939.39	79.08%	2,397,092.65

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	532,138.46	0.00	54.58%	442,909.54
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	57,000	58,500	40,411.34	0.00	---	18,088.66
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	2,180,858.58	0.00	20.92%	8,244,573.42
Total Fund 27 Revenues	11,457,480	11,458,980	2,753,408.38	0.00	24.03%	8,705,571.62

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	2,262,140.31	699,516.73	101.86%	-54,222.04

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	2,500,199.84	0.00	85.32%	430,300.16

2023-24 Budget Status Report - April 30, 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	2,493.31	906.69	88,280	79,361.33	8,918.67	8,011.98	34,500.00
Heritage School	11,499.60	5,100.00	7,551.55	-2,451.55	97,160	87,843.58	9,316.42	11,767.97	23,267.57
Arboretum School	17,352.92	8,200.00	5,143.78	3,056.22	76,520	77,794.40	-1,274.40	-4,330.62	13,022.30
Intermediate School	72,069.15	37,900.00	14,562.56	23,337.44	150,350	116,452.58	33,897.42	10,559.98	82,629.13
Middle School	73,163.59	21,400.00	21,943.21	-543.21	163,150	158,067.20	5,082.80	5,626.01	78,789.60
High School	71,516.17	184,525.00	211,182.89	-26,657.89	575,155	543,777.49	31,377.51	58,035.40	129,551.57
4K	-	0.00	0.00	0.00	17,000	5,371.75	11,628.25	11,628.25	16,245.13
Athletic Dept	22,147.52	30,000.00	2,455.24	27,544.76	392,477	399,422.36	-6,945.36	-34,490.12	-12,342.60
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	477,544.43	-22,162.43	-22,162.43	222,191.58
Curriculum-Secondary	100,064.62	13,271.00	15,656.18	-2,385.18	527,300	431,651.03	95,648.97	98,034.15	198,098.77
CTE Grant	109,962.58	73,654.00	0.00	73,654.00	73,654	20,484.86	53,169.14	-20,484.86	89,477.72
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	37,859.87	16,690.13	16,690.13	14,614.91
Maintenance	157,680.46	5,000.00	5,145.95	-145.95	721,990	777,717.03	-55,727.03	-55,581.08	102,099.38
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	27,372.15	1,466.85	1,466.85	34,441.01
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	43,966.77	27,283.23	27,283.23	122,573.94
Superintendent	18,795.80	0.00	0.00	0.00	84,600	137,757.96	-53,157.96	-53,157.96	-34,362.16
Technology	227,596.72	34,600.00	379,099.23	-344,499.23	749,929	1,030,094.19	-280,165.19	64,334.04	291,930.76
	1,285,249.63							112,296.47	1,402,162.98

WAINAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF March 2024

	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)	(Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	90,465.76	26,281,146.75	885,122.57	1,305,941.06	766,295.98	459,260.18	8.71	1,288,813.61	1,574,378.03	330,000.99	10,588,111.07	51,426,947.07	45,528.14	95,042,019.92
REVENUES:														
+ DEPOSITS	4,921,037.44	483,584.19	907,595.48	3,000,000.00	9,790,684.10	0.00	0.00	0.00	9,700,000.00	0.00	0.00	0.00	0.00	28,802,901.21
+ INTEREST	1,210.96	119,619.48	1,475.73	6,476.01	5,593.50	1,895.00	0.00	1,789.87	15,059.59	1,281.42	47,183.25	54,375.22	197.81	256,157.84
TOTAL REVENUES	4,922,248.40	603,203.67	909,071.21	3,006,476.01	9,796,277.60	1,895.00	0.00	1,789.87	9,715,059.59	1,281.42	47,183.25	54,375.22	197.81	29,059,059.05
EXPENSES:														
ACCOUNTS PAYABLE	0.00	850,531.20	1,629,402.31	3,273,410.98	9,700,000.00	57,594.28	0.00	0.00	0.00	0.00	0.00	3,000,000.00	\$0.00	18,510,938.77
PAYROLL	4,912,859.00	4,920,804.29				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,833,663.29
TOTAL EXPENSES	4,912,859.00	5,771,335.49	1,629,402.31	3,273,410.98	9,700,000.00	57,594.28	0.00	0.00	0.00	0.00	0.00	3,000,000.00	0.00	28,344,602.06
ENDING BALANCE	99,855.16	21,113,014.93	164,791.47	1,039,006.09	862,573.58	403,560.90	8.71	1,290,603.48	11,289,437.62	331,282.41	10,635,294.32	48,481,322.29	45,725.95	95,756,476.91
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	99,855.16	21,113,014.93	164,791.47	1,039,006.09	862,573.58	403,560.90	8.71	1,290,603.48	11,289,437.62	331,282.41	10,635,294.32	48,481,322.29	45,725.95	95,756,476.91
OUTSTANDING ACH	527,944.33			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	527,944.33
ACTUAL BALANCE	-428,089.17	21,113,014.93	164,791.47	1,039,006.09	862,573.58	403,560.90	8.71	1,290,603.48	11,289,437.62	331,282.41	10,635,294.32	48,481,322.29	45,725.95	95,228,532.58
SKYWARD BALANCE	-427,873.57													
														No Change March '24
HSA CORRECTION FOR SUSAN BROWN - WILL CLEAR BANK REC IN APRIL	-215.60													

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

TO: Waunakee Community School District Board of Education and Administration
FROM: Dean Kaminski/Erin Mayrand
DATE: May 8, 2024
RE: Changes in 2024-2025 WCS D K-6 Family-Student Handbook

Cover: Updated: Date, Updated all references of 2023-2024 to 2024-2025 throughout the entire handbook.
Updated: New school photos for Heritage Elementary and Prairie Elementary
Updated: Table of Contents

Page 4: Updated: Staff Names: Makenzie Lutz, and Jose Velarde Aguilar

Page 8: Updated: Calendar dates for the 2024-2025 school year.

Page 9: Added: Section Celebrations in the Classroom
Added: entire section
Classrooms may hold celebrations for positive reasons coordinated by the teacher. Additionally, families may elect to have their child celebrate a birthday with their peers in the classroom. A small birthday recognition/treat is permitted to be shared with classmates.

We ask that families send purchased or pre-packaged items that include allergy and nutrition information for the treat being shared due to various allergies that students may have.

Page 18: Updated: Fall and Spring Conference dates for 2024-25
Updated: visitor system now called Visitor Aware
Deleted: references to Raptor

Pages 22-26: Updated: reordered headings–Student Directory, Student Dress, Student Records, Student Search Activities, and Student Services to be in alphabetical order

Pages 24: Deleted: “& Directory Information” under heading Student Records

Page 25: Added: Section Student Search Activities
Added: entire section

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. [Board Policy 446](#)

Pages 26-27: Updated: references to Director of Student Services changed to Director of Special Education

Pages 28: Added: Under Personal Technology Devices subheading “;however it should not be used as a communication device during the school day.”

Page 28: Added: Section Toys/Personal Items

Added: entire section

Personal items such as stuffed objects, trading cards (Pokemon, sports, etc.), entertainment devices, sports equipment, and other toys should not come to school, unless approved by the classroom teacher for a special classroom activity. We are asking for your help in keeping those items at home and not to bring them to school. Thank you in helping us keep your student's possessions safe and at home.

Appendix I: Changed: word order, "Use links below"

Added: Links to updated, fillable medication forms

Appendix J: Updated: will update link for 2024-2025 Transportation Handbook when it becomes available

TO: Board of Education
FROM: Jeff Kenas and Michael Zibell
RE: 2024-2025 Family Handbook
DATE: May 2024

Pages:

- 1 - LETTER TO PARENTS/GUARDIANS
Changed school year to 2024-2025
New letter from Jeff Kenas

- 17 LOCKERS/LOCKS
Reworded "The fee.."
Added section about Locker rooms

- 21 - BELL SCHEDULE
Updated new bell schedule

- 24-25 - INTERNET AND OTHER
Added "In addition to the..."
Updated "Acceptable use"
Updated "Privileges"

- 27-28 - REQUESTS FOR CLASS CHANGES
Updated policy

- 29-30 - HONOR ROLL
Added "There are two..."

- 44-45 ELECTRONIC COMMUNICATION
Added "Students shall not use..."

- 45 - ARTIFICIAL INTELLIGENCE
Updated policy

- 47 - PARENT TEACHER ORGANIZATION
Changed name to School-Family Engagement
Updated paragraph

- 51- HUMAN RESOURCES
Changed to 2024-2025 school year

Updated all necessary page numbers in TABLE OF CONTENTS

Change	Page Number
two-hour late start times updated	7
added policy numbers to the handbook throughout	
added "repeating a class"	22
added "courses completed outside of Waunakee High School"	22
updated counselor name (Bonsett-Veal)	22
added "parent/guardian requests"	23
updated "behavior at co-curricular events"	29
updated "permission to leave school"	33
added board policy "student use and possession of electronic communication devices"	36
added updated high school cell policy, Waunakee Community High School Policy and Procedures for Student Use and Possession of Electronic Communication Devices	36
updated sentence in release program, "Those who earn this privilege cannot be in the building without administrative approval. This privilege may be removed at any time with administrative discretion."	40
updated poster sentence, "These must be administratively approved prior to posting."	41
added board policy on RESTRICTIONS ON TOBACCO, NICOTINE, AND VAPOR PRODUCTS (Board of Education Policy 443.3)	42
added board policy on STUDENT ALCOHOL AND OTHER DRUG ABUSE (Board of Education Policy 443.4)	42
added sentence to student dress code, "This includes all school sponsored events and activities"	43
added "Bathroom Expectations"	47
added sentence in behavior expectations, the scheduled time of the detention, additional consequences may be added.	48
added board policy, SEXUAL HARASSMENT/HARASSMENT (Board of Education Policy 412)	57
added board policy, STUDENT INTERNET SAFETY & ACCEPTABLE USE (Board of Education Policy 363.2 Rule 2)	66



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

2024-2025

Pupil Transportation Handbook

Revised 4/30/2024



Waunakee Community School District Transportation Handbook 2024-2025

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Section I – Eligibility for Student Transportation

WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available at: <https://www.waunakee.k12.wi.us/board/policies>.

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students attending Arboretum who reside more than 1.0 miles from school or east of Hwy 113.
2. Students attending Prairie who reside more than 1.0 miles from school.
3. Students attending Heritage who reside north of Hwy 19, east of Hwy Q or more than 1.0 mile from Heritage (excluding Hwy 19/Q geographical area).
4. Students attending the Intermediate School who reside north of Hwy 19, east of Hwy Q or more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive.
5. The district shall provide transportation to students in grades 7 & 8 who live more than 1.75 miles from the intersection of Knightsbridge and South Street. For the 2024-25 and 2025-26 school years only, streets that are hazardous to cross for 7 & 8 students include: Main Street; Division Street (south of Main Street); County Highway Q; portions of Woodland Drive, and Highway 113.
6. The district shall provide transportation to students in grades 9-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street.
7. ~~Students in grades K-8 will be transported to school from hazardous areas as defined by the Dane County Sheriff. Streets that are hazardous to cross for K-8 students include: Main Street; Division Street (south of Main Street); County Highway Q; portions of Woodland Drive, and Highway 113. Please call Lamers at 850-5253 option #2 with questions about your home address.~~
8. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
9. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news web-sites, the district messaging system and the district web-site between 6:00 AM and 7:00 AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

<u>RADIO</u>	<u>TV</u>	<u>Web-sites</u>
WOLX (94.9 FM)	Channel 3 WISC	https://www.channel3000.com/
WMMM (105.5 FM)	Channel 15 WMTV	https://www.nbc15.com/
WMHX(105.1 FM)	Channel 27 WKOW	https://wkow.com/
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	http://fox47.com/
WZEE Z104 (104.1 FM)		https://waunakee.k12.wi.us/
WMAD (92.1 FM)	<u>SOCIAL MEDIA</u>	https://www.facebook.com/WaunakeeCSD/
WTSO (1070 AM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		
WRDB (1400 AM)		
WBDL (102.9 FM)		
WNFM (104.9 FM)		
WIBA (1310 AM/101.5 FM)		

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the Waunakee Community School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Bus Schedules:

1. Will be established which will cause pupils to be picked up at a set time
2. Arrive at school before the start of the school day
3. Generally no earlier than twenty (20) minutes before the first bell

Bus Route Number, Pick-up Time and Approved bus stop location:

1. Will be provided to scheduled riders and their families before school begins
2. Will be mailed from Lamers Bus Lines LLC, not the school district

Students must be out at the bus stop location:

1. A minimum of five (5) minutes prior to the scheduled pick up time
2. The bus will not wait or return for students

Only Students Assigned On The Route Will Be Allowed To Ride:

1. Space and liability issues do not allow for additional or unauthorized riders
2. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop
 - a. Are required to have a note of explanation written by his/her parent/guardian
 - b. This note must be approved by the Principal
 - c. The student will then receive a bus pass for a specific date or time period
3. Students who are not eligible to ride the bus
 - a. Are not allowed to ride with another student even with a parent note
 - b. Exceptions may be granted by the building principal. See above (#2) for the required notes requesting exceptions
4. Students will be picked up and dropped off
 - a. Only at designated stops along the route that are approved by the School District
 - b. It is the parent/guardian's responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations
 - c. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students
5. Bus routes
 - a. Will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up unless specifically authorized
6. District Shuttle System
 - a. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas
 - b. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area
 - c. This service is NOT available for 4K students
7. Special Education, Early Childhood Student or 4K Student
 - a. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel
 - b. Drivers will attempt to drop the child off again at the end of the route
 - c. If there is still no one at the stop to receive the child, the Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department
 - d. Parents will be responsible to pick up their child

8. Day Care Providers:

- a. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Online Form. (<https://waunakeewi.infnitecampus.org>)
- b. This form must be submitted to the WCSD before the routes are finalized for the start of the school year
- c. These routes are finalized no later than 5 business days prior to the start of the school year
- d. Bus routes and pick up/drop off locations will not change during the first two weeks of school
- e. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis
- f. The District will permit only two (2) pick up/drop off locations including home
- g. Route buses will not make additional bus stops along the route to accommodate a childcare provider
- h. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation
- i. No refunds will be provided after fees have been paid and service has begun
- j. The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year

Section II – Bus Conduct Rules

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are in a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations.

1. Students may ride only on assigned routes and vehicles. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.
2. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
3. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
4. The district reserves the right to assign seats to students. Students in grades PreK-4th and 5th-12th will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 11 and 12 of this handbook.)
5. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.
6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.

7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc.; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.
8. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.
9. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.
10. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
11. Students may not litter. Please help us keep our buses safe and clean.

Section III – Discipline Process

MINOR RULE VIOLATIONS

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.

MINOR RULE VIOLATION CONSEQUENCES

In general, minor rule violations will result in a verbal warning from the driver to the student. Multiple minor rule violations will result in a consequence determined by the driver. An example would be an assigned seat in the front of the bus. If the consequence is unsuccessful, Lamers Bus Lines shall report the violations to the school principal and the parent/guardian. The school principal and Lamers Bus Lines will cooperatively determine additional consequences. An example could be a temporary or permanent suspension of rider privileges from the bus.

MAJOR RULE VIOLATIONS

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products. This includes vaping and JUULing.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.
8. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

MAJOR RULE VIOLATION CONSEQUENCES

The incident will be documented by the driver and shared with Lamers Bus Lines management immediately after the route. Lamers Bus Lines management shall immediately investigate the report and will contact the parent/guardian and school principal. The school principal and Lamers Bus Lines will cooperatively determine consequences. An example would be a temporary or permanent suspension of rider privileges from the bus.

Section IV – Additional Information

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES PreK-4th

Driver	78 Passenger Bus						Driver	82 Passenger Bus					
W M A	1	<4K/RSV>	2	M	W	W M A	1	<4K/RSV>	2	A	M	W	
W M A	3	<4K/Kdg>	4	A	M	W	W M A	3	<4K/Kdg>	4	A	M	W
W M A	5	<Kdg/1st>	6	A	M	W	W M A	5	<Kdg/1st>	6	A	M	W
W M A	7	<1st>	8	A	M	W	W M A	7	<1st>	8	A	M	W
W M A	9	<1st>	10	A	M	W	W M A	9	<1st>	10	A	M	W
W M A	11	<1st/2nd>	12	A	M	W	W M A	11	<1st/2nd>	12	A	M	W
W M A	13	<2nd>	14	A	M	W	W M A	13	<2nd>	14	A	M	W
W M A	15	<2nd>	16	A	M	W	W M A	15	<2nd>	16	A	M	W
W M A	17	<3rd>	18	A	M	W	W M A	17	<2nd/3rd>	18	A	M	W
W M A	19	<3rd>	20	A	M	W	W M A	19	<3rd>	20	A	M	W
W M A	21	<4th>	22	A	M	W	W M A	21	<3rd>	22	A	M	W
W M A	23	<4th>	24	A	M	W	W M A	23	<4th>	24	A	M	W
W M A	25	<4th/STJ*>	26	A	M	W	W M A	25	<4th>	26	A	M	W
STJ is for Saint John's Grades 5-7 that ride elementary routes						W M A	27	<4th/STJ>	28	A	M	W	

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES 5-12

<u>Driver</u>	78 Passenger Bus						<u>Driver</u>	83 Passenger Bus					
W M A	1	<RSV>	2	M			W M A	1	<RSV>	2	M	W	
W M A	3	<INT>	4	A	M		W M A	3	<INT>	4	A	M	W
W M A	5	<INT>	6	A	M		W M A	5	<INT>	6	A	M	W
W M A	7	<INT>	8	A	M		W M A	7	<INT>	8	A	M	W
W M A	9	<INT>	10	A	M		W M A	9	<INT>	10	A	M	W
W M A	11	<INT/MS>	12	A	M		W M A	11	<INT/MS>	12	A	M	W
W M A	13	<MS>	14	A	M		W M A	13	<MS>	14	A	M	W
W M A	15	<MS>	16	A	M		W M A	15	<MS>	16	A	M	W
W M A	17	<MS>	18	A	M		W M A	17	<MS>	18	A	M	W
W M A	19	<MS>	20	A	M		W M A	19	<MS>	20	A	M	W
W M A	21	<HS>	22	A	M		W M A	21	<MS/HS>	22	A	M	W
W M A	23	<HS>	24	A	M		W M A	23	<HS>	24	A	M	W
W M A	25	<HS>	26	A	M		W M A	25	<HS>	26	A	M	W
							W M A	27	<HS>	28	A	M	W

THE SCHOOL

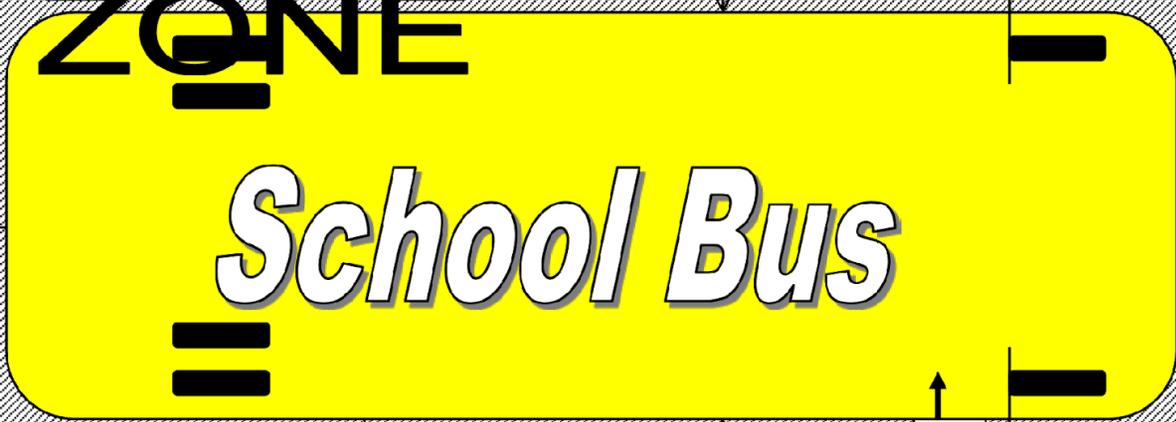
BUS

Danger From Passing
Cars

DANGER ZONE

DANGER
ZONE

10 Feet



MOST DANGEROUS

MOST
DANGEROUS

DANGER

10 Feet

ZONE

Walking Area

Walking Area

Memorandum

To: Board of Education Members
From: Steve Summers
Date: May 13, 2024
Re: Open Enrollment Applications In/Out

The purpose of this agenda item is to request School Board approval or denial for open enrollment applications in/out for the 2024-2025 school year. The open enrollment program for the state of Wisconsin allows parents to apply for their student(s) to attend a non-resident district of their choice. Parents must complete the application form for their student(s) and they are allowed to apply at up to three non-resident districts. The application must have been completed and turned in (or submitted online) to the non-resident district between February 5, 2024 and April 30, 2024.

School Board Policy 423 and 423 Rule-1 governs the District's open enrollment process. The policy states when the Board will accept and deny open enrollment applications. The policy allows for a waiting list if the applications are denied because of a lack of classroom space.

Please remember that the open enrollment law was revised in 2012. School Boards are required to approve the number of openings at each school/grade level at the beginning of the open enrollment process. The number of identified openings now drives the decision making process for applications.

I have attached a list of applications in/out and the subsequent decision per the policy. There are a total of 142 student applications in (127 last year). This year we have created a wait list of 1 student for 4K, 12 students for KG, and 3 for 2nd grade. There are 17 (30 last year) student applications out. Of the applications out, 6 of the students are currently attending school in different school districts or private schools. 0 students are currently homeschooled. Of the applications out, 4 of the students are currently enrolled in the Waunakee Community School District and 7 of the students will be entering 4K, so they did not attend public school last school year.

The policy does recommend the denial of 13 open enrollment applications in.

Currently, there are 244 non-resident students attending the Waunakee Community School District, 8 withdrew from open enrollment status, and there are 59 resident students attending other school districts, 5 withdrew from open enrolled status during the 2023-2024 school year. There are sixteen 12th graders that will graduate in June 2024.

Page 2 - Open Enrollment

The district receives a payment of \$8,962.00 (estimated for 2024-2025) for every non-resident student attending Waunakee. The district makes the same payment for every resident student attending another district. Special education students have a different payment amount, which is \$13,814.00 (estimated for 2024-2025).

The open enrollment students, in, that are recommended for approval are based on class size estimates that are below the optimum level. Because the staffing is already in place for these classrooms, adding these open enrollment students increases revenues to the district without adding staffing expenses.

The open enrollment students, in, that are recommended for denial- waiting list are based on class size estimates that are at or above the optimum level. Because the staffing is not in place for these additional classrooms, adding these open enrollment students increases revenues to the district while adding staffing expenses. The staffing expense to add a classroom section is estimated at \$75,000, plus furniture/equipment costs, if needed. The advantage to the waiting list is the ability to allow these students to enroll at a later date if the district decides to add a section or if space becomes available.

The special education department does not have all of the IEP records of the open enrollment in students. A review of these records may result in changes to the recommendations of student applications. An update will be provided at the board meeting, if necessary.

Please let me know if you have any questions or comments on this agenda item. Thanks.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of April 2024.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	TORNADO	04/08/2024
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	TORNADO	04/11/2024
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	TORNADO	04/12/2024
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	TORNADO	04/11/2024
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	TORNADO	04/11/2024
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	TORNADO	04/11/2024

Board of Education Representative: _____
 Joan Ensign, President

www.waunakee.k12.wi.us

TO: Brian Borowski, Randy Guttenberg, & School Board
FROM: Gina Holmes and Colleen Serum
DATE: April 19, 2024
SUBJECT: FBLA National Leadership Conference (NLC) in Orlando, FL

We are requesting approval to attend the FBLA National Leadership Conference (NLC) in Orlando, FL from **Saturday, June 29 to Tuesday, July 2, 2024**, as chaperones for four Waunakee High School FBLA members. The three students, Maddie Kremer, Hailey Reynolds, and Payton Rosenthal, all qualified for the National Conference after competing at the State Leadership Conference in April. Meg Wagner will also be in attendance as a workshop attendee.

We will be traveling to Orlando, Florida via flight. We will depart Waunakee High School via rental van at 5:30AM on Friday, June 28 for a flight departing at 8:44AM through Allegiant Air at the Chicago Rockford International Airport (RFD) and will arrive at the Orlando/Sanford International Airport (SFB) at 12:21 PM. We will return to Madison, WI on July 3, 2024. We will depart from the Orlando International (MCO) on a 6:30 AM flight through Breeze Airlines with an arrival time of 8:30 AM at the Dane County Regional Airport (MSN). Student guardians will be picking students up from the Madison airport. We will return on Wednesday, July 3rd as our awards ceremony will not be complete until after 9 pm on Tuesday.

We will be staying at the [DoubleTree by Hilton at the Entrance to Universal Orlando](#) (5780 Major Boulevard, Orlando, FL 32819) which is a few miles from many of the attractions that Orlando has to offer. The conference will be held at the [Orange County Convention Center](#) (9800 International Drive, Orlando, FL 32819). We will be renting a car to travel around Orlando. Wisconsin is not tax-exempt in Florida, so we will be paying sales tax on purchases.

The National Leadership Conference is a great opportunity for students to network with other FBLA members across the country, learn leadership skills from members of our National Officer Team, and showcase their business/marketing skills through rigorous competitive events. While there, there are a variety of leadership workshops/seminars for students to attend in addition to their competitive events. The trip also allows us to explore Orlando. As of now, we are still determining what additional activities we will be participating in but we intend to make a few trips around Orlando. Options include one of Disney's theme parks, SeaWorld, Busch Gardens, Universal Studios, and Universal Islands of Adventure. None of these ideas are finalized and are subject to change based on the conference schedule and student preferences.

Each student's estimated cost to attend the NLC will be around \$1,300 plus personal spending money. This is subject to change based on our activities, hotel costs, etc.

This price includes transportation to and from Orlando, lodging costs, transportation around Orlando, and other activities we decide to partake in. Waunakee FBLA will also offset some costs with funds raised through Bucky Book sales and football concession stand shifts from the fall. We also plan to host a few fundraising events through Noodles & Company and Milio's.

More information is available and can be made available upon request. Thank you for your consideration.

Waunakee Community High School

Request for Out-of-State/Overnight Travel

April 23, 2024

To: Mr. Guttenberg
Board of Education

From: Brian Borowski

Re: HOSA International Leadership Conference
Houston, TX

I am respectfully asking for your approval for Mrs. Chrissy Gascho, High School Health Instructor/HOSA Advisor to accompany a team of five HOSA students to the International Leadership Conference on June 26-30, 2024. The trip would involve out of state/overnight travel to Houston, TX.

Costs would include:

- \$90 registration fee (paid for by School to Career Coordinator, Ms. Michelle McGlynn)
- \$1,036 for hotel, transportation and HOSA day fees (travel/financial costs paid by HOSA funds, fundraising, & participating students).

I support Mrs. Gascho and respectfully ask for you to do so as well as the HOSA students who have participated in similar events have represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner.

Contact me or Mrs. Gascho with questions you may have regarding this request.

Thank you.

HOSA ILC Field Trip 2024, Out of State Overnight

Dear Mr. Borowski:

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 and BOE for final approval with your approval recommendation. (Form submitted a minimum of 6 weeks in advance for PRE-APPROVAL to the District Office, and all FINAL details a minimum of 30 days prior to the trip start date for FINAL APPROVAL to the District Office.

Name of Organization	HOSA Future Health Professionals
Advisers Attending	Chrissy Gascho
Other Chaperones Attending	Michelle McGlynn (maybe)
Number of Students Attending (roster attached)	Up to 5 participants (Anna Loken, Samuel Park, Hayden Janus, Logan Byrnes, Vishnu Kata)
Event or Field Trip Purpose (detailed and concise)	Students competed at HOSA SLC and took first place, qualifying them to represent Wisconsin in their competitive events at Internationals . (Prepared Speaking and Biomedical Debate) Competition will be held at the George Brown Convention Center in Houston, TX.
Date(s) of Trip	June 26-30th, 2024
Departure/Return Time	Morning of June 26th - Morning of June 30th
Transportation Information (mode of transport, miles)	Airplane (flying), Uber or Taxi to Hotel
Parent Permission Slips	•
Link to Detailed Trip Itinerary	HOSA ILC tentative agenda.pdf
Financial/Payment Information including support for students with financial need	Cost per student is approximately \$1,036 (hotel, transportation, HOSA Day fees) and \$90 (registration paid for by McGlynn) Students will be fundraising to attend and remaining costs will be paid for by the student.
Lodging Information & Address	The Whitehall: 1700 Smith Street, Houston, Texas United States 77002
Other student expenses not included in Field Trip Payment (food, etc.)	All food will be paid for by the student.
Online Link to Event (if available)	International Leadership Conference – HOSA
Other Information	

If you need any further information, please let me know.

April 5, 2024

TO: Mr. Guttenberg
Board of Education Members

FROM: Brian Borowski

RE: Travel Abroad 2025 - Spain
Catie Anderson, World Language Instructor

Mrs. Catie Anderson, World Language Instructor at the High School shared with me the following trip proposal. She is requesting permission to organize a 2025 trip abroad to a Spanish speaking country.

A survey was shared with the students and the results showed the preference was homestay and travel throughout Spain vs. a homestay and activities in Guatemala and Belize.

Interact Travel Inc. has been chosen to set the itinerary because of their excellent service provided over the years.

If the Board approves Mrs. Anderson's request to begin meeting with parents and students to plan this trip, a more definitive trip outline will be established to include: 1) student cost; 2) final itinerary; 3) student behavioral guidelines; 4) example of the student application. The information will then be shared with the Board of Education for final approval.

In previous trips abroad, the students that have participated have represented themselves, Waunakee Community High School and the Waunakee Community School District in a positive manner. Therefore, I approve the request and ask that you do the same.

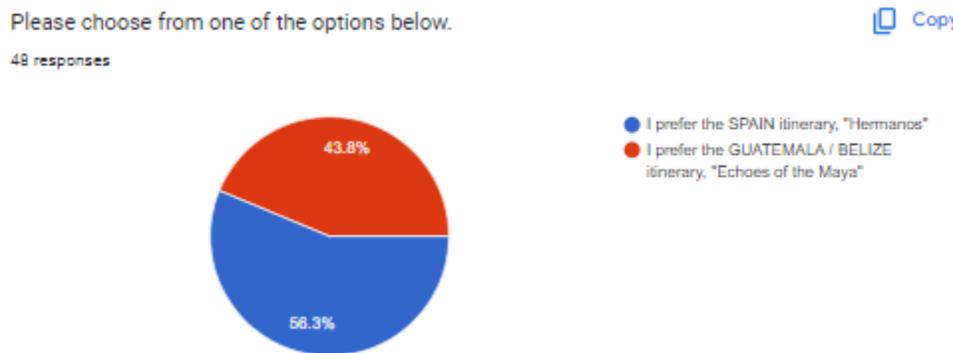
Please feel free to contact me or Mrs. Anderson with questions related to this request.

Dear Brian,

I am writing to request permission to lead a trip to Spain with travel targeted for mid-late June of 2025. In the summer of 2023 we led a culturally-rich and educational trip to Spain that included 24 student participants and three chaperones. I anticipate the same number of participants for this trip. The head chaperone will be Catie Anderson with Elaine Simmons acting as assistant chaperone. Additional chaperones will be added according to the number of participants. (Interact pricing includes 1 chaperone per 6 participants.)

In advance of this proposal, a survey was sent to students (specifically current freshmen and sophomores) who are enrolled in Spanish 2, Spanish 3, Spanish 4, and Spanish Language Arts. We also sent the survey to sophomores enrolled in Spanish 5. The survey asked students if they would prefer an itinerary with a homestay and service activities in Guatemala and Belize OR an itinerary with a homestay and travel throughout Spain.

The results of the survey are included here:



The company providing the itinerary is Interact Travel Inc., based in Green Bay, Wisconsin. Our department has had over 20 years of experience working with Interact Travel and we have had incredible service provided by them. I would like to continue the relationship we have established with this company for our summer of 2025 trip. They are one of the few companies that provides a homestay experience for students and the homestays always include at least 2 - 3 students per family, which is a comfort to students as they navigate a new language and cultural experience.

Here you will find a [LINK TO ITINERARY](#) provided by Interact Travel. The total cost of the trip is \$4095. The total length of the trip is 12 days.

At this time we are seeking approval to begin promoting and enrolling students to participate in the trip.

Thank you for your time and consideration!

Catie Anderson
Spanish Teacher
Waunakee Community High School

Hermanos Homestay - Touring



Updated 10.24.23

DAY ONE - Flight To Spain

Most international flights include meal and beverage service.

DAY TWO - Madrid Arrival/Alcala Homestay

Arrival at Madrid Airport. Greeting by your courier. Motorcoach & walking tour of Madrid with the local guide. Drive to Alcala de Henares, a Madrid suburb. Meet your host families. Lunch with the host family. A member of the family accompanies the students until the meeting point to show them the way from the host family house. Two or three students stay with each host family. Guided visit of the University. Visit Casa Cervantes.

YOUR MIDDLE CLASS HOST FAMILIES are selected and monitored by the respective resident city director of *Linguatur Internacional*, widely regarded as the most respected homestay organization in Spain today. Additionally, a resident courier works directly with each Organizing Teacher and their participants during each homestay, thus ensuring a well coordinated, memorable experience. Host families frequently work and homes may not be accessible during the day. Touring is planned accordingly. Spanish is spoken in the homes.

DAY THREE - Toledo

Full-day excursion to the ancient capital of Toledo. Visit the 12th century Santa Maria la Blanca Synagogue, the Church of Santo Tome, and the treasures of the Gothic cathedral. Later, visit a sword factory-damascene workshop and learn the intricacies of this Muslim craft. Opt for a zipline experience across the Tuaro River before returning to Alcala.

DAY FOUR - Madrid

Full day excursion to Madrid. Visit the Prado Museum and El Retiro Park. This afternoon it's time for Interact's Guided Adventures or enjoy shopping along Gran Via and exploring the Puerta del Sol.

DAY FIVE – El Escorial Monastery

Today's morning excursion included a visit to El Escorial, the imposing monastery palace built by Phillip II. Return to Alcala de Henares for your Tapas Tasting Cultural Rally.

DAY SIX - Windmills/Granada

Farewell to your homestay family. Drive to Granada along the Don Quixote route. Visit Consuegra, and the famous Don Quixote Windmills. Continue to Puerto Lapices, home to Don Quixote de la Mancha, and La Venta del Quixote. Then it's on to Granada, the favorite city of the Moorish kings.

DAY SEVEN - Granada Tour/Costa del Sol

Visit Alhambra Palace, Generalife Gardens, and Old Granada's Alcazaria Market, Corral del Carbon, and Plaza Nueva. Continue to your hotel along the famous Costa del Sol beaches.

DAY EIGHT – Gibraltar (passport required today)

Enjoy a full day excursion to Gibraltar. Follow the public footpath for panoramic views from the top of the Rock. Later, visit St Michael's Cave, and the Great Siege Tunnels. Look out for the monkeys! Browse for bargains in this unique and diverse tax free shopping zone or opt for a beach stop in Marbella, time permitting.

DAY NINE - Costa del Sol

Explore, relax on the beaches, or select a popular optional tour such as a full-day excursion to Tangiers (\$185 add on; passport required) or a half-day visit to Mijas & Puerto Banus (\$55 add on).

DAY TEN - Sevilla

Drive to Sevilla, Andalucia's capital and birthplace of flamenco music. Morning motorcoach tour: Maria Luisa Park, Torre de Oro, Santa Cruz Quarters, Cathedral- La Giralda, and the Moorish Alcazar. Climb to the top of Las Setas de Sevilla for its panoramic views. Evening add on: Flamenco Show (\$55)

DAY ELEVEN - Cordoba/Madrid Hotel

En route sightseeing of Cordoba, the Moors "Mecca to the West." Visit its Jewish Quarters, Patios, and La Mezquita before continuing to Madrid.

DAY TWELVE - Madrid Departure

	DEPARTURES 12 days/11 nights	
	NIGHTS (1 overnight flight)	
	Alcala de Henares Homestay	1
	Granada	4
	Costa del Sol	3
	Sevilla	1
	Madrid	1
	MEALS Daily continental breakfast and dinner. Homestay families provide full board.	



Waunakee Community High School

Request for Out-of-State / Overnight Travel

April 25, 2024

TO: Randy Guttenberg
Board of Education

FROM: Brian Borowski

RE: **Future Problem Solving International Competition
Bloomington, Indiana**

Mrs. Janell Dorn, Future Problem Solving (FPS) Coach is requesting permission to plan an overnight trip for 3 High School students and 7 Intermediate School students to attend the FPS International Competition on June 5-9, 2024 in Bloomington, Indiana.

The cost for each student is estimated at \$800. The expenses, after fundraising, will be the responsibility of each family. WI FPS will provide \$50 to each competitor to help offset some of the costs. A more defined breakdown of costs is provided by Mrs. Dorn for your reference.

Internationals would offer our students an educational opportunity. Therefore, I support Mrs. Dorn's request and ask that you do so as well. I believe that our FPS students will represent their school and community in a positive manner.

Should you have any questions related to the trip proposal, please contact me or Janell Dorn.

Thank you.

TO: Brian Borowski, Randy Guttenberg, and the WCSD School Board Members
FROM: Janell Dorn & Andy Moll
RE: Overnight out of state field trip
DATE: April 25, 2024

In April, students from all over the state of Wisconsin competed at the Future Problem Solving (FPS) state competition. Twenty-eight students from grades 6-12 represented Waunakee at this event. Based on their outstanding performance at the state competition, three Waunakee Community High School students have qualified to compete at the FPS Program International Competition taking place on June 5-9 at Indiana University Bloomington. This is an amazing accomplishment for all of these students and we are very proud of them. We are requesting approval for a five day/four-night overnight field trip in Bloomington, Indiana. These are details of the trip.

Event: Future Problem Solving Program International Competition
Dates: Wednesday, June 5-Sunday, June 9
Location: Indiana University Bloomington
Competition Topic: Air Quality
Participants: 3 High School students; One Senior Division Team of 3 (7 sixth grade students are also attending this trip)
Chaperones: Janell Dorn, along with two parent volunteers – Bill Tygum and Rachel Boyle will serve as chaperones and be with the students at all times

Travel: The group will travel by school van driven by Janell Dorn and one parent, Bill Tygum in his vehicle to and from the Indiana University Bloomington campus. Students may also travel off campus for one day for additional experiences sponsored by Future Problem Solving International. Transportation for any off campus experiences would either be by tour bus or by school van and private vehicle driven by Janell Dorn and Bill Tygum. *Note: Driving record check for Bill Tygum will be completed by the school district & parent permission for their children to be driven by Bill or Janell will be obtained.

Housing: Students will stay on the Indiana University Bloomington campus in suite-style secured dorms. Students will be in rooms with teammates: 2 students/room with two single beds with a private bathroom to be shared with just their teammates. Janell Dorn and the two parent chaperones will be in nearby rooms to the teams.

Costs:

- Registration fees for chaperones and students will be paid by the district.
- Room and Board expenses for chaperones will be paid by the district.
- Room and board expenses for students will be paid by the families and through fundraising efforts. All families are aware of the costs and have agreed to these costs.
- Registration: \$375/student competitor
- Registration: \$300/chaperone or coach
- Scholarships: WI FPS will give each coach \$100 and each competitor \$50 to offset the costs of the trip
- Room & Board: \$400/person for double occupancy
- Room & Board: \$500/person for single occupancy

We are confident if this is approved, the FPS team members will represent themselves, the Waunakee Community School District and the community of Waunakee in a positive manner. Please contact us with any questions or concerns related to this request.

Thank you,

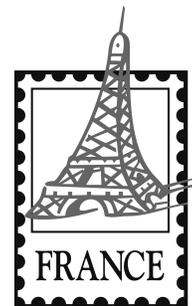
Janell Dorn
Pathways Coordinator/FPS Coach

Andy Moll
Pathways Specialist/FPS Coach

PROGRAM ENROLLMENT BOOKLET

Travel & Family-Stay Program to France

Waunakee High School ~ Summer 2024



Proposed Itinerary as of 4/24/2023 (Subject to change pending confirmation)

15 Days ~ Côte d'Azur, Provence, Family Stay, & Paris

Group ID: **AG15248**

Day 1 13-Jun Thu Depart ORD for Nice

Depart Chicago ORD airport for Nice. (Dinner and breakfast served on overnight transatlantic flight.)

Day 2 14-Jun Fri Arrive Nice

Arrive in Nice. Private bus transfer to hotel. Begin your visits. Stroll the Promenade des Anglais, visit le Vieux Nice, and the port. Evening group welcome dinner.

Day 3 15-Jun Sat Nice ~ Excursion to Monaco & Eze

A private bus will take you to Eze for a visit of the Fragonard perfumery and the medieval perched city. Continue to the Principality of Monaco. Return to Nice for a free evening.

Day 4 16-Jun Sun Nice ~ Hauts de Cagnes ~ Cassis ~ Arles

Travel by private bus to les Hauts de Cagnes for a guided visit of the old town followed by a pétanque lesson and picnic lunch. Continue to Cassis and view the beautiful Calanques by boat ride or kayak. Finally, arrive in Arles for the evening.

Day 5 17-Jun Mon Arles ~ Les Baux ~ Pont du Gard ~ Avignon

Enjoy a morning guided walking tour of Arles to see the Roman Amphitheater and other Roman ruins. Continue to the Pont du Gard and see the aqueduct. Finally, arrive in Avignon to have a free evening and explore the city.

Day 6 18-Jun Tue FS in Paris Area

In the morning, explore Avignon before taking your TGV to Paris to meet host families and begin family stay. This is your time to be immersed in "la vie française," sharing the daily life of your host family. Family Stay continues until Day 11.

Day 7 19-Jun Wed FS in Paris Area

Day 8 20-Jun Thu FS in Paris Area

Day 9 21-Jun Fri FS in Paris Area

Day 10 22-Jun Sat FS in Paris Area

Day 11 23-Jun Sun FS Community ~ Paris

Say "au revoir" to host families and transfer to your Paris hotel. After checking into your hotel, begin Paris visits on Ile de la Cité: Notre Dame & Sainte-Chapelle. Free time to explore the Latin Quarter. Group prearranged dinner. In the evening, potential visit of the Tour Montparnasse for a nice view of Paris.

Day 12 24-Jun Mon Paris

Continue Paris visits. Morning guided visit of Musée du Louvre. In the evening, walk the Champs Elysées and see l'Arc de Triomphe.

Day 13 25-Jun Tue Paris ~ Versailles Excursion

In the morning, optional trip to Versailles for a visit of the château and its gardens. Return to Paris and continue visits as planned by group, including a guided visit of the Palais Garnier and a visit of Les Catacombes. Later, visit the Eiffel Tower.

Day 14 26-Jun Wed Paris

Final Paris visits as planned by group beginning with a visit to Montmartre and le Sacré-Coeur. Then visit of le Musée d'Orsay. Enjoy a group prearranged farewell dinner before a Seine river cruise.

Day 15 27-Jun Thu Depart Paris for ORD

Private bus transfer from hotel to Paris/CDG. Return flight(s) to ORD. (Lunch and snack served on transatlantic flight.)

Inclusions:

- Roundtrip airfare including taxes
- Airport transfer on days 2, 15
- 8 nights hotel accommodations - centrally located, students 3-4 to a room, and continental breakfast
- 5 nights family-stay arrangements organized by local L&F family-stay coordinator (family meals included)
- Motor coach on days 3, 4, 5
- Train/TGV on day 6
- Other transfer on day 11 (see itinerary)
- 2 pre-arranged dinners
- Entrance fee allowance (for sites, museums, activities as planned by group)
- Guided Visits: Parfumerie Fragonard - Eze, Walking tour & pétanques - Hauts-de-Cagnes, Walking tour - Arles, Château de Versailles, Musée d'Orsay
- Travel medical insurance
- Extensive student and leader preparatory materials

Exclusions:

- Passport or other document costs
- Meals not indicated as included
- Spending money: about \$40/day suggested; less during family stay
- Baggage fees (currently one checked bag is free for overseas travel)
- Any additional costs incurred to fulfill requirements set by the US or destination-country health or government officials regarding COVID-19 testing, documentation, and/or immunization

Estimated Price:

\$5495 based on 16-19 students with 2 leaders

\$5495 based on 20-24 students with 3 leaders

Important! Final program price will be determined by number of participants and inclusions requested by group. Prices are based on projected fares and exchange rates and are subject to change due to circumstances beyond the control of Language & Friendship, Inc.

Enrollment:

- Complete your application online - ALL sections
- Teacher approval, parent signature, and initial payment will be required

Deadlines:

Save \$150 off final balance! Enroll by **5/15/2023**

Save \$100 off final balance! Enroll by **6/15/2023**

Final Deadline: Enroll by **10/15/2023**

Be a host family!

Save \$200! Host an L&F foreign student (3 weeks)

For questions or additional information, contact

Alissa Bratz: AlissaBratz@waunakee.k12.wi.us

Eligibility

Students applying for a Language & Friendship program must:

- ✓ complete 2 or more years of French study by the year of travel
- ✓ maintain good academic standing
- ✓ be in excellent health
- ✓ demonstrate excellent behavior
- ✓ conduct themselves in a mature manner, reflecting highly on themselves, their community, their country
- ✓ be committed to the group for the benefit and safety of all

Teacher/leaders may have additional requirements.

Important: Participation in this program is a privilege, not a right. Just as coaches (sports, debate, speech) select their teams, teacher/leaders for this program select students who meet and maintain expectations.

Eligibility criteria as well as Language & Friendship's Program Expectations must be followed in order to maintain eligibility.

Health

The fast pace and strenuous nature of group travel requires high energy, flexibility and resourcefulness. Success depends on being physically, medically and mentally prepared to participate and adapt in another culture.

It is vital that accurate information be given regarding health and behavior and that no information be omitted or misrepresented. Complete information is absolutely essential for the safety and well-being of the individual student as well as for the group.

Language & Friendship may require a Physician's Report and/or an Educator/Counselor Report to determine eligibility and to make sure leaders and host families have essential information.

Students must be able to self-manage medications and health conditions. It is important that teacher/leaders not be expected to take on the responsibility of caring for students who may need more supervision/care than possible when responsible for a group.

Program Expectations

1. I will respect my leader and the members of my group by being on time and participating in all planned activities, including **all pre-trip preparation meetings**. I will thoroughly read the Parent/Student Guidebook.
2. I will make my best effort to speak the country's language. I will show interest, be engaged and be helpful.
3. As outlined in the L&F Communication Expectations, I agree to consciously limit the use of electronic devices so that I can focus on the program, the country, and the people I am visiting.
4. I will be a **safe traveler**: I will keep my passport and money safe in a neck or waist pouch; never venture out alone; stay in a group of 3 or more; not be distracted by technology.
5. I will treat people I meet with respect and discretion, as I am a guest in their country.
6. I will abide by the curfews set by my leader and will remain in my assigned room. I will conduct myself in a manner to keep my general health strong.
7. I agree to act, speak, and dress appropriately, in a manner that is respectful of the culture I am visiting and in a manner that will not attract undue attention. I will not use inappropriate language and will not have inappropriate physical contact.
8. I will not engage in romantic/sexual involvement while abroad.
9. I will not harass or bully my peers or others I interact with during the program.
10. I will not participate in any actions that are illegal either in the U.S. or in the country I am visiting, such as consuming alcohol, using tobacco or other controlled substances, stealing, etc.
11. I will not have my body pierced or tattooed while abroad.
12. I will not drive any motorized vehicle, nor will I be a passenger on a two-wheeled motorized vehicle, while abroad. High-risk activities (climbing, hunting, riding in a private plane, etc.) require prior written permission of my parents.
13. I will be responsible for any loss or damage to any personal or public property and will pay damages. This includes damage to hotels, sites, etc.
14. I will be responsible for having a passport that is valid for my destination/s and any other documentation that is required. I understand that I am responsible for any expenses incurred in obtaining these documents or in replacing them if they are lost.
15. If I have any questions or concerns while abroad, I agree to always first contact my leader, instead of my parents.
16. I agree to abide by all my leader's rules and accept my leader's word as final.

Consequences for not meeting expectations

Prior to departure:

As indicated in L&F's cancellation policy and in the Release signed with the online application, Language & Friendship reserves the right to cancel a student's participation at any time should there be academic, behavioral, or medical issues. Cancellation fees apply.

While abroad:

Consequences, which could be the result of behavior or undisclosed medical conditions revealed while abroad, will depend on the offense/situation and are subject to leader discretion. Action may include any or all of the following:

- Address concern directly with student (may include grounding as a disciplinary measure)
- Collect call home with both student and leader present to explain the issue
- Return home at parent expense
 - *Parents will be required to cover any incurred expenses: student return flight; additional travel/hotel costs for student; any additional in-country travel/hotel costs for leader if travel is required to reach an available airport. Parent(s) must agree for child to fly home alone or to pay for unaccompanied minor service.*

Note: Despite the complication, time, cost, and disappointment involved in sending a student home, it is considered a necessary consequence of broken rules or lack of disclosure in order to maintain the integrity of our program.



Why Travel Abroad?

This is no ordinary trip!
A **language-focused travel** and **family-stay** program:

- ✓ improves understanding of other cultures and points of view
- ✓ encourages us to see value in differences as well as in similarities
- ✓ creates a real-life opportunity to communicate in the language being studied
- ✓ increases knowledge of current events
- ✓ increases appreciation for history and the arts
- ✓ creates international friendships
- ✓ cultivates the ability to deal with others in a positive and effective manner
- ✓ encourages self-reliance and promotes personal responsibility
- ✓ provides an opportunity to budget money for a worthy goal
- ✓ develops skills to deal with challenges you will experience in daily life
- ✓ contributes to the development of a positive self-concept and greater self-confidence
- ✓ enhances college applications in today's competitive environment
- ✓ expands career opportunities in a global economy

Additionally, traveling with a school group allows students to benefit from teacher experience during pre-program preparation as well as during actual travel time.

Quotes From Past Travelers

I would like to thank L&F for this wonderful experience. I could tell that everything was planned very carefully and everyone was very kind to me. My family stay was amazing!

Walker Stole, Park HS, Livingston, MT

I got to know a whole new culture, not just through the eyes of a tourist, but by living with a family and seeing the inside of the culture. *Olivia Downing, Minneapolis Washburn HS, MN*

I learned that if I do something new, great things can come from it. The experience was priceless.

Katherine Shelkey, Minot HS, ND

Our family-stay coordinator was exceptional - friendly, kind and organized. She clearly cared about each student and family. *Sonya Morrison, teacher, Bellingham HS, WA*

I learned that we are all very similar people, who only happen to speak different languages.

Anthony Skaleski, St Thomas More HS, SD



It doesn't matter what may be going on in the world; people want to believe the best about you. Being able to become friends and share good times without really knowing each other's language perfectly – it was the smiles that said it all.

Julie Arnold, Iowa City HS, IA

I was delighted by the entire experience for my students and most especially by the information, support and assistance that the Language & Friendship team provided.

Paul-Léon Tuzeneu, teacher, Harpeth Hall, Nashville, TN



HOST a student or leader!

PREPARE for your own family stay! Practice makes perfect!

EARN A DISCOUNT/REBATE of \$100-\$200 off your program price, each time you host!

RECIPROCATE! Someone will soon host you! Take the opportunity to give back by hosting a French-speaking or Spanish-speaking student during the winter or summer.

Complete a host family application online. You will be making a real difference in someone's life – including your own!

The best part was seeing how much Corentin enjoyed experiencing life in the U.S. It also helped us as a family pay attention to and appreciate the things we value here.

Carnahan Family, New Berlin, WI

Travel Documents Travelers are responsible for having valid travel documents for the destination country.

U.S. Citizens: Passport www.travel.state.gov/passport Passports must be valid 6 months beyond travel dates.

Non U.S. Citizens: must have a valid passport or travel document and may need one or both of the following:

- visa/s for entry into the destination country/s: You must contact the consulate/s directly for information
- U.S. re-entry permit: You must contact U.S. Citizenship & Immigration Services www.uscis.gov

Travel/Medical Insurance

As a Language & Friendship participant, you will be automatically enrolled in 2 insurance plans:

1) CORE™ Travel Medical Insurance

Medical Expense	\$50,000
Emergency Medical Evacuation & Repatriation	\$1,000,000
Cancellation Benefit*	\$1000
Security Evacuation	\$10,000
Medical & Security Assistance by Zurich Travel Assist	

A link to the description of these and other benefits, as well as limitations and exclusions, is available after you complete Part 1 of your online application on L&F's website.

*Covid-19 is not covered.

CORE Coverage Notes:

- The Cancellation Benefit applies for an injury or medical condition requiring treatment that prevents travel, or for death, of the traveler or a family member. It takes effect once program cost is paid in full.
- Upgrade Choices: Approximately 3 months prior to your departure you will be able to log in to your Core™ account and, if you wish, purchase upgrades online up until the day before you leave for your international journey.
 - > Upgrade to a plan with higher benefit limits. (Covid-19 included for Medical Expense and Emergency Medevac)
 - > Purchase additional trip cancellation coverage (for cancellation due to injury, medical condition, or death of traveler or family member; Covid-19 not included)
 - > Add baggage and personal effects coverage.
 - > Add extensions of coverage. (Extensions allow you to be covered for travel immediately after your L&F program.)

2) STARR Trip Insurance

Trip Cancellation	\$2,000
For injury, sickness, death of you or a family member; being quarantined; theft of passport/visa; terrorist attack in city on itinerary	
Trip Delay	\$2,000
For a Common Carrier delay of 12 or more hours caused by inclement weather or equipment failure, or delay due to unannounced strike or natural disaster. Covers unused non-refundable expenses prepaid for trip; up to \$150 per day for meals, lodging; additional cost to join your trip	
Trip Interruption	\$2,000
If your program is interrupted while you are on it by being quarantined, by theft of passport/visa; by strike of Common Carrier service for 48 hours.	

NOTE: Travelers may want to consider purchasing additional insurance to cover cancellation for reasons not covered in the two insurance plans included above, such as CFAR (Cancel For Any Reason). This type of insurance is available only on an individual basis and normally has to be purchased within 14-15 days of enrollment in a trip. The following website, and others, offer options: <https://www.insuremytrip.com/travel-insurance-plans-coverages/coronavirus-travel-insurance/>

Travel Safety

Sharing the belief that it is essential to proceed thoughtfully as we organize our programs, Language & Friendship regularly monitors the website of the U.S. Department of State, which issues information regarding travel abroad, as well as the websites of the Centers for Disease Control and the World Health Organization.

In addition, we are in frequent communication with our extensive network of teachers and other contacts overseas who inform us of each region's political and general climate firsthand.

Websites for further information:

<https://travel.state.gov>

<https://www.cdc.gov/>

<https://www.who.int/>

Limited Travel Advisory Protection

Language & Friendship provides the following limited protection for all L&F travelers:

If an official U.S. Department of State Travel Advisory Level 3 or Level 4 for the destination country is issued or in effect within 90 days of departure, L&F will work with local teachers and partners abroad to assess local conditions and determine the potential effects on the group. L&F reserves the right to proceed or to cancel a program based on its assessment.

If L&F cancels a program due to a Level 3 or Level 4 Advisory, refunds to travelers will be determined by amounts refunded to L&F by airlines, hotels, and other suppliers, less administrative costs. While it is not possible to predetermine an exact refund amount, L&F pledges to make every reasonable effort to maximize the refund to pass along to participants.

Payment Policy

Initial Payment (with online enrollment)

- Payment is required for enrollment to be processed.
- Fundraising may not be used for the initial payment.
- Participants applying after the group's enrollment deadline are required to submit the amount of all payments to date + late enrollment fee (see below)*.

Payment Methods

- By credit card or debit card:
 - ✓ online payment when logged in to your Language & Friendship account online
 - ✓ option to authorize recurring payments
- By check, cashier's check, or money order:
 - ✓ payable to Language & Friendship
 - ✓ school/group name + student name in memo line
 - ✓ mail directly to Language & Friendship office
 - ✓ allow up to 10 days for checks to be processed
- More frequent smaller payments or fewer larger payments are fine as long as the minimum amount due by each date is maintained.

Fees

- Late payments and late/incomplete materials incur a \$40 fee and may jeopardize a student's participation in the program
- Travelers more than 10 days behind on payments will be cancelled from the program. See Reinstatement note to right.
- Enrollment after group deadline*:
\$40 + all payments to date + possible additional airfare

Final Program Price / Final Payment

- Final program price is based on actual number of travelers and inclusions requested by group.
- Any adjustments will be indicated in a final billing sent approximately 3 weeks before final due date.
- Any earned discount will be credited when the final payment is due.

Note

- Mark your calendar with the payment dates.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified pay schedule.

Payment Schedule		
May 15 2023	\$500	<i>if early bird</i>
Oct 15 2023	\$500	
Dec 9 2023	\$1498	<i>also</i>
Feb 8 2024	\$1498	<i>viewable</i>
Apr 9 2024	\$1499	<i>on your L&F</i>
		<i>online account</i>
		<i>after enrollment</i>
Total of scheduled payments reflects the projected program price.		
	\$5495	based on 16-19 students with 2 leaders
	\$5495	based on 20-24 students with 3 leaders

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Cancellation Policy

- The participant/parent must send written notice of cancellation directly to Language & Friendship via e-mail or fax.
- Language & Friendship reserves the right to cancel a student's participation should there be academic, behavioral or medical issues, including failure to abide by Program Expectations. Cancellation fees apply.
- Cancellation fees apply to anyone forced to cancel due to lack of documentation (e.g. passport, visa, etc.).
- Refunds are processed within 30 days and made in the form of a check written to the person/s making payments on the account.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified cancellation schedule.
- Reinstatement after cancellation incurs a \$40 fee + all payments to date + possible additional airfare. Reinstatement cannot be confirmed until flight and land arrangements are secured.
- For cancellations related to L&F's Limited Travel Advisory Policy, refunds may take longer as extra time is needed to make the contacts necessary to determine how much can be recovered.
- Administrative costs are incurred from the beginning of the process for the time-intensive planning, preparation and reservation of inclusions in a linguistic and cultural immersion program. In addition, suppliers require non-refundable deposits in order to secure rates. For these reasons, the cancellation fee schedule is in place. (See Value Statement for more details.)

Cancellation Schedule	
<u>Date</u>	<u>Cancel Fee</u>
Before 10/15/2023	\$100*
10/16/2023 - 12/31/2023	\$300**
1/1/2024 - 2/29/2024	15% of program price
3/1/2024 - 4/9/2024	40% of program price
4/10/2024 - 5/8/2024	60% of program price
After 5/8/2024	100% of program price
*Non-refundable registration fee	
**Non-refundable registration fee + application processing fee + program planning fee	
<i>See Value Statement for more information.</i>	

Timeline - At a glance



PROGRAM DESIGN & ENROLLMENT

10-20 months prior to departure

- L&F coordinator works with teacher/organizer to determine educational goals & program inclusions
- Travelers enroll via the L&F online enrollment system
- L&F follows up on health or other information as needed



DEPOSITS & RESERVATIONS

6-9 months prior to departure

- L&F pays deposits for air & hotel contracts
- L&F confirms plans with family-stay coordinators abroad



PREPARATION & PLANNING

Post-enrollment to departure

- Upon enrollment, L&F shares access to educational preparation materials
- Teachers schedule meetings to cover essential preparation topics
- L&F works with teachers to plan details such as reservations for sites, activities, and pre-planned meals
- L&F makes additional deposits to suppliers as required



FINAL PAYMENTS & CONFIRMATIONS

65 days prior to departure travelers make their final payment

- L&F confirms final details and makes final payments due to suppliers
- L&F prepares detailed itinerary for leaders



TRAVEL & POST-PROGRAM SUPPORT

- L&F supports leaders and travelers throughout the program and 24/7 from departure to return
- L&F provides follow-up to help travelers fully process the experience

VALUE STATEMENT

Language & Friendship is not a travel agency in the traditional sense. First and foremost, we consider ourselves an educational organization that provides students with a **linguistic and cultural immersion program** that goes beyond a trip that can be arranged on one's own. We've spent the last 30+ years building strong relationships with our partner teachers and coordinators in other countries, so we can provide, what we consider, to be life-changing experiences. When travel is enhanced by the ability to communicate and be immersed in the life of a host family, the growth in character and skills opens doors to a future of greater possibilities.

Phase 1 ~ Program Design & Enrollment

Design - The design of your L&F program begins before you enroll. Your language teacher reaches out to one of Language & Friendship's expert Program Coordinators to design a custom program that meets your group's needs. We incorporate your teacher's educational goals, such as specific cities or sites studied in class, and couple the itinerary with maximum use of the target language that is most intensely achieved during your family stay portion of the program.

The itinerary planning is very time-intensive as our staff Program Coordinator works with the teachers to determine the length of the program they would like to offer their students (number of nights of family stay and hotel), how extensive or limited with distance/regions, preferred sites or activity reservations, how many pre-arranged dinners to include, etc. Getting estimated prices from our partners abroad and agreeing on the budget is a very time-consuming but essential process that allows us to present a more accurate price so that everyone knows the financial commitment up front. This means much time and energy are invested in creating your custom program before it is even presented to you!

Enrollment - Part 1: When you fill out your application online, you will see that we ask for information about you, your health, and your family along with a letter and photos to be shared with your prospective host family. Why? The health data is pertinent to making sure you are in good physical and mental health to immerse yourself in a language and culture that is new to you. It is also needed to notify your group leader and host family of any health conditions or medication they should be aware of in case of an emergency. The letter and photos help with the matching process for the family stay. When Part 1 is completed, L&F's online process notifies your teacher to review the information. The teacher then confirms that you meet the eligibility requirements and that your letter to the host family adequately reflects your language proficiency.

LANGUAGE & FRIENDSHIP - ABROAD PROGRAM - VALUE STATEMENT (CONTINUED)

Enrollment - Part 2: Once your teacher has reviewed your application, you will receive notification to log back into your online account, along with your parents, to electronically sign the final agreements and make your deposit. This important step is also to confirm the official passport name of the traveler and verify that everyone (traveler and parent/s) is aware of the expectations, terms and conditions of the L&F program. The enrollment process involves significant L&F administrative time to ensure a successful program for everyone involved. This includes a thorough health review process as well as a review of the questionnaires and family stay letters. This also serves as a time to gather additional information as needed to support teachers and students.

Phase 2 ~ Deposits & Reservations

Spring break and the summer months are high season for travel and in order to secure space on flights and in hotels, we must make reservations far in advance to accommodate groups. Group arrangements differ significantly from individual arrangements that can be done on one's own. Agreements for groups are made between L&F and specific group departments of airlines and hotels. These agreements are negotiated and require a lot of back and forth communication between the suppliers and L&F to agree on the best arrangements to fit within the budget. Deposits are required to guarantee space and price for these services. In addition, L&F Program Coordinators work with our Family-Stay Coordinators abroad to determine which communities or schools are able to welcome the group. A great deal of communication is required to support our Family-Stay Coordinators as they receive the student questionnaires, letters and photos, and spend time finding properly vetted host families - always bridging cultural differences. This is where having skilled staff is especially important as they are fluent in the language and culture having had personal experience living or working abroad.

Phase 3 ~ Preparation & Planning

The key to a successful program is preparation. L&F provides access to online materials as well as a Parent/Student Guidebook that addresses key topics for students and their parents to prepare for travel and the family stay. Teachers are provided with a Leader Guidebook that includes a timeline for meetings with students and parents, group management and safety procedures, language and cultural activities, and other extensive resources. These materials have been developed by our staff of educators over many years of experience and are continually updated as we adapt to current times.

These comprehensive preparation and planning materials are essential and provide valuable education and tools, not only for the specific program abroad, but also for future use as students navigate other challenges and experiences. Participation in periodic preparation meetings scheduled by your teacher is required for everyone's benefit. Teachers dedicate their time to cover L&F materials and share their own valuable experience in these meetings. During this time, your L&F Program Coordinator continues to work with your teacher to plan details such as site reservations and excursions, arranging guides for visits, selecting the type of food/restaurant for pre-planned meals, and discussing their goals for the group. In addition, L&F makes further deposits to suppliers as required. Throughout the process, your L&F Program Coordinator sends monthly e-mail reminders and updates to each traveler and parent/s.

Phase 4 ~ Final Payments & Confirmations

Final payments are due to suppliers and work continues on final details leading up to the departure. Your L&F Program Coordinator confirms reservations and times for all flight and ground transportation, hotel, site and activity reservations, and details for family-stay arrangements. A very detailed daily itinerary is prepared for each group leader with specific instructions for each day to ensure the program goes as smoothly as possible.

Phase 5 ~ Travel Support & Post-Program Follow-up

Prior to your departure, L&F checks your flight status to be sure departure goes as planned. Starting on departure day, L&F closely monitors your travel program and is available for support 24/7. If issues arise, L&F works with teachers and local contacts to find solutions. L&F uses various online tools to stay in touch with teachers for frequent updates.

Upon return, L&F collects surveys from travelers and teachers and uses this feedback to help in our efforts to continually improve all aspects of our programs. L&F also provides activities for teachers to share with their travelers to help them fully process their experience. Guidance to contemplate and understand the complexities of the cultural differences and personal growth that may have occurred during the program is a critical aspect of the L&F experience and the support provided to teachers and travelers.

Instructions for Enrollment

Set aside time in advance in order to complete these steps on time!

PART 1 (After reviewing Eligibility, Health, and Program Expectations, page 2)

1. Complete your application online:

➤ **Go to languageandfriendship.com**

Click on login/register and create your account.

Username should be an e-mail address of the student. Parent e-mail(s) will be requested in the online application and parent(s) will receive all communication along with the student, but the traveler e-mail should be the username. Make note of the username and password as you will need it to access travel information and make payments.

E-mail (Username) _____ **Password:** _____

➤ **Log into your new account and click on “Join A Group” using Group ID **AG15248****

➤ **Complete each section of Traveler Application:**

✓ **Traveler Information**

✓ **Family Information**

✓ **Health Information**

✓ **Profile Photo** - school id or passport-type photo

✓ **Family Stay Questionnaire** - *in destination language!*

• *Indicate your interests and what you hope to learn and share*

✓ **Family Stay Photos** - *one of your family + one of yourself in a favorite place or doing a favorite activity*

✓ **Letter to Host Family** - *in destination language!*

Plan ahead for your teacher to review a draft of your letter to your host family.

a. Before entering online, write a draft of your letter on your own using L&F’s Letter-Writing

Guidelines (see page 7; also online) *Be creative! Have your letter make a statement about who you are.*

b. Have your teacher review your letter and make suggestions for improvements

c. Type your letter in your online account - *Note there is a 250 word minimum / 500 maximum!*

2. Click “Submit” to send your online application to your teacher/organizer for review at least one week prior to deadline!

When your teacher has reviewed your application, you will receive an e-mail from your teacher

- asking any questions
- OR
- approving you to proceed to PART 2

PART 2 (After approval from your teacher)

1. Finalize your application online WITH YOUR PARENTS

➤ **Review summary of your application** - *Make sure all sections are accurate.*

➤ **Read the Release Terms & Conditions and Final Agreements**

✓ **Name Verification** - *Make sure complete legal name is correct, as it will be on passport.*

✓ **Agreement to Obtain Documentation**

✓ **Permission to Participate**

✓ **Confirmation of Materials Read**

➤ **Student AND parent must sign electronically**

2. Make your initial payment online

- See Payment Policy and Payment Schedule on page 5 for amount

PARTS 1 & 2 must be completed by enrollment deadline. (See cover page)

Traveler & parent(s) receive an acknowledgment e-mail from Language & Friendship when application has been processed.

About You & Letter-writing Guidelines

Below are the specific topics included in the online application. Use these guidelines to prepare for how you will answer these questions to make your online enrollment easier. You may wish to prepare these ahead of time and share them with your teacher for any help you might need. Once submitted online, your teacher will review your answers and either approve, or ask for modifications.

*NOTE: This vocabulary is intended to be helpful, not to create a form letter. **Be creative! Have your letter make a statement about who you are.***

About You - Short answers

Describe yourself	<i>Je suis.../Je crois...</i>
Favorite classes	<i>A l'école, mes matières préférées sont le français, ...</i>
Future plans	<i>Après le lycée, je... / Plus tard, je voudrais être...</i>
Other interests	

Letter to Host Family

Opening / Greeting	<i>Chère famille, Merci beaucoup de m'avoir invité(e) chez vous. Je vous remercie d'avance de votre hospitalité. Merci beaucoup de m'avoir accueilli(e) comme membre de votre famille.</i>
Describe yourself & your family	<i>Je m'appelle J'ai __ ans. Dans ma famille, il y a ... J'ai un chat / chien</i>
Describe your home, city, state	<i>J'habite à ... C'est une ville / un village ... Ici, il y a ...</i>
Describe your interests (in and out of school)	<i>Les week-ends ... Avec mes amis ... Avec ma famille ...</i>
What do you hope to learn from your host family?	<i>De cette expérience / de ma famille d'accueil, je voudrais apprendre ...</i>
What do you have to teach/share with your host family?	<i>Je veux / Je peux apprendre à ma famille d'accueil ...</i>
Ask questions - what are you curious about?	<i>Qui ... Où ... Pourquoi ...</i>
Closing and signature	<i>J'ai hâte de vous connaître Ecrivez-moi, s'il vous plaît. Amicalement / Amitiés, **sign your name**</i>

Note that your letter needs a minimum word count of 250 and a maximum of 500!



Language & Friendship's Mission

Your Passion. Our Mission.

Our mission is to serve language teachers and their students and to promote global citizenship through quality educational programs including short-term travels, language-immersion family stays, and hosting opportunities.

Vision

We value knowledge of other languages and cultures, an eagerness to improve communication skills, and a curiosity for learning. By encouraging growth and curiosity through hosting and travel, we help others develop an awareness of our roles as world citizens and move in the direction of a more peaceful world.

Family Stays ~ Why & How?

The Family Stay: One can always be a tourist; a family stay is a unique opportunity to experience the language and culture in a personal way.

Family-Stay Coordinators: L&F is fortunate to have had many years of building strong relationships with dedicated teachers and coordinators abroad who organize the family stays. Like the teachers we work with in the U. S., they want their students and communities to have international friendships that broaden horizons and increase cultural understanding. They find families in their own schools and communities and personally meet each of the families in their homes to discuss the goals of the program. They are present for the duration of the stay, working with the host families, the American teacher, and the students in case of any questions.

Host Families: Host families **volunteer** to welcome a student into their home because they believe it will be an educational experience for their whole family. Just as in the U.S., host families are diverse in ethnicity and socio-economic level, yet alike in their openness and wholeheartedness. Families don't mind language mistakes! They are happy to help students express themselves and hope their student will be willing to try. Matches are based on interests and needs of both host families and students, with *one student per family* so that each has the benefits of an immersion experience.

You: The success of your family stay depends a lot on you – on your interest, openness, and willingness to give of yourself. L&F and your teacher will help you prepare for this rewarding adventure!

Language & Friendship's Staff

Experience

Language & Friendship – our name says it all. At L&F we do what we do out of our love of languages, cultures, and a passion for travel. Our lives have been enriched by friendships formed through travel and living abroad, as well as by foreign students we have hosted.

Language & Friendship has a staff with more than 100 years of combined experience in intercultural and educational programs. Staff experiences include: advanced degrees in foreign languages; teaching experience at all levels; personal family-stay experiences; living abroad; leading students abroad; working at places such as Concordia Language Villages and other student travel programs.

Heritage

Language & Friendship, Inc. was created in 1988 by Naomi Thomsen to offer maximum personalized service and custom-designed programs.

Naomi passed away in 2004. We are dedicated to carrying on her passion for languages and friendships, and we invite you to share this journey.

Recognition

Naomi Thomsen, our founder, was presented in 2004 with the **Chevalier dans l'ordre des Palmes Académiques**, the French government's highest honor to those who have advanced the cause of French culture and language.

Language & Friendship, Inc. was granted the **Pro Lingua Award** in 1992 by the Minnesota Council on the Teaching of Languages and Cultures. This award recognizes outstanding service to and support of linguistic and cultural education by a person or organization from outside the language teaching profession in Minnesota.

	<p>Language & Friendship Two Appletree Square, Suite C30 8011 34th Avenue South Bloomington, Minnesota 55425 USA</p> <p>phone 952-841-9898 fax 952-841-9919 info@languageandfriendship.com languageandfriendship.com</p>
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WAUNAKEE

COMMUNITY HIGH SCHOOL

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

May 2024

TO: Mr. Randy Guttenberg
Board of Education

FROM: Brian Borowski

RE: **Trip Abroad - France 2024**

Ms. Alissa Bratz, Waunakee High School French Instructor requested and received permission to plan a trip to France June 13-27, 2024. The Board of Education approved this request and Ms. Bratz proceeded to lock in trip itineraries, trip costs, cultural experiences, etc. After completing the necessary meetings, the group decided on Language & Friendship, Inc. (L&F) Abroad Programs as the vendor for this trip.

Ms. Bratz feels this trip will provide the nine (9) high school student participants with interaction with native French speakers, experiences cultural products, practices, and perspectives. Participating students will also have the opportunity to gain and practice practical life skills as well as basic travel skills. Accompanying Ms. Bratz as a chaperone will be Ms. Shari Thompson, High School French Instructor.

I support approving this field trip and respectfully ask that you would do the same. Ms. Bratz is aware that she will need to contact School Resource Officer Weber prior to the trip departing to meet with the trip participants and review safety precautions associated with traveling and staying in a foreign country.

Included with this memo is the final trip itinerary. Ms. Bratz chose this itinerary based on the current themes and learning objectives in our curriculum, price per day, safety, and the experiences she had with L&F and the trip locations on prior student trips.

Please feel free to contact me or Ms. Bratz with any questions or concerns.

You are invited to attend
The Waunakee Community School District

37th
Annual
Staff Recognition
Celebration

FRIDAY, MAY 17, 2024

6:30 PM - DESSERTS & REFRESHMENTS

7:00 PM - PROGRAM

Waunakee Community High School
Performing Arts Center
301 Community Drive, Waunakee

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