

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

Monday, August 12, 2024

5:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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

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

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

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

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

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

5:30PM - Board Workshop

6:30PM - Closed Session

7:00PM - Open Session

Starting June 24, 2024 - August 20, 2024 the parking lot at 905 Bethel Circle will be under construction.

Visitors may park in the indicated spaces at Benda Welding (900 Bethel Circle), or Humane Restraint Co. (912 Bethel Circle). There will be very limited parking along Bethel Circle for brief visits. Please follow the signage to enter the building. If anyone has handicapped accessibility needs, please contact the district office during business hours at (608)849-2000 and we will accommodate you.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. SCHOOL BOARD RETREAT/WORKSHOP

The School Board will continue the retreat/workshop discussion and will focus on dialog related to School Board Governance, Board/Superintendent operations, vision and District Priority Planning.

IV. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (f), AND (g)

- A. Review Minutes of July 12, 2024 Meetings
- B. Review Individual Administrator, Administrative Support, Teacher Contract Recommendations, Resignations and Retirements
- C. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- D. Review Individual Co-Curricular Contract Recommendations
- E. Review 2024-2025 Department Chairs, Building Coordinators and New Teacher Advisors
These advisory positions are included on the co-curricular report.
- F. Update on Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

V. RETURN TO OPEN SESSION

VI. BOARD DEVELOPMENT WORKSHOP

VII. APPROVAL OF MINUTES 7

Review the minutes for the July 8, 2024 regular meeting, and July 17, 2024 special meeting - BOE Retreat

VIII. APPROVAL OF AGENDA AND ADDITIONS

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

IX. PUBLIC COMMENTS 14

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.

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

- A. Teacher Update
Members of the WTA will provide an update on items related to the teaching staff.
- B. Board Reports/Action Items
 - 1. Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members
This section of the agenda is reserved for any comments from members of the board on meetings they attended over the last month or other informational items.
 - 2. Greater Dane County School District Consortium 17

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. DEI Committee
 - 1. Review the minutes of the 08/07/24 DEI Committee Meeting. 18
 - 2. District 3-Year DEI Plan 19
Attached please find the Comprehensive 3-Year DEI Plan for the Waunakee

Community School District. This plan has been in front of the Committee several times this year in draft form, and this is the final draft for your consideration. The committee is recommending board consideration on a vote 3-0.

B. Facility Committee Meeting

1. Review Minutes from the 7/29/24, 8/6/24, and 8/9/24 Committee Meeting 31

2. Consideration of Capital Projects 35
 The purpose of this agenda item is to request approval of additional projects for districtwide capital maintenance.

Attached please find our budget tracking document for capital projects. Please note that this document has been updated to reflect the July 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.

C. Co-Curricular Committee

1. Review Minutes of the 7/24/2024 Meeting 40

2. Co-Curricular Report 41
 Attached please find the Spring Co-Curricular Report. Athletic Director, Nick Conrad, presented at the Co-Curricular Committee.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Resolution to Establish a District Expulsion Hearing Officer
 Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2024-2025 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

2. Appoint District Expulsion Hearing Officer for 2024-2025 48
 The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2024-2025 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

3. Appoint Medical Advisor for 2024-2025 49
 Attached please a memo from Lisa Jondle, Director of Student Services, to continue to work with Dr. William Ranum from the Waunakee Clinic as the District's Medical Advisor.

4. School Board Policy 751 - Student Transportation Services 50
 The purpose of this agenda item is to review and consider revisions to school board

policy 751 - student transportation services. As some background, the school board approved the district hazardous transportation plan at the May board meeting. The Dane County sheriff and Wisconsin DPI have also approved the plan. This agenda item is not regarding the hazardous transportation plan, but rather the transportation distance limit for the new Heritage Elementary.

In May, the board approved utilizing the hazardous transportation plan (Hwy Q and 19) as the new boundaries for the new Heritage. This would mean that the new Heritage does not have consistent transportation boundaries like the other two elementary schools. There are two options for consideration:

- 1) Continue to align the transportation for the new Heritage with Hwy Q and 19 and revise the board policy for Heritage.
- 2) Keep the current school board policy for the new Heritage and offer transportation within the boundaries of Hwy Q and 19 and to keep consistency between all 3 elementary schools.

We would also need to select the specific location (Woodland Dr or the school building) that would determine the 1-mile limit. Please see the attached map that was provided by Lamers.

5. Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring and Non-Recurring Purposes 54

The purpose of this agenda item is to request school board approval of the attached resolution. The resolution aligns with the discussion that took place at the school board retreat. The resolution combines both recurring and non-recurring funding in one ballot question. Administration will review the resolution at the meeting.

6. Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring and Non-Recurring Purposes 55

The purpose of this agenda item is to request school board approval of the attached resolution. The resolution aligns with the discussion that took place at the school board retreat. The resolution authorizes the election for the operational referendum question from the prior agenda item. Administration will review the resolution at the meeting.

7. Announcements/Correspondence

XIII. 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 July.

B. Finance

1. Monthly Finance Reports 58

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

C. 2024 Annual Meeting Agenda 62

Attached please find a draft of the 2024 Annual Meeting Agenda. The administration is requesting approval of this agenda as the final preparations are taking place.

D. Consideration Cash Flow Borrowing Process

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. The administration utilizes the financial advisor PMA to conduct the annual cash flow borrowing process. This year we will participate in a PMA cash flow borrowing pool that includes other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

- An approximate \$12.5 to \$15 million dollar loan is taken out in September
- The loan is bank qualified, which decreases interest costs
- The financial professional seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is not rated
- The issuance cost of the borrowing includes financial advisor fees, and the legal fees Administration is requesting approval to move forward with the 2024-25 cash flow borrowing process.

E. Consideration of Employee Handbook for Substitute Teaching Staff. 64

F. Gifts & Student Trips

1. Gifts

2. Student Trips

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

H. Consideration of 2024-2025 Department Chairs, Building Coordinators and Staff Development Representatives

These advisory positions are included on the co-curricular staff report.

XIV. BOARD BUSINESS

XV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

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

XVII. **RETURN TO OPEN SESSION**

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

XIX. **ADJOURN**

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

Minutes of Regular Meeting

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, July 8, 2024, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Engebretson, second by Hetzel, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 5-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

Dotzler – Yes, Ensign- Yes, Engebretson – Yes, Heinrichs – Yes, Hetzel- Yes, (Heinemann - Absent), (Frey - Absent)

III. Also Present: Guttenberg, Grabarski, Summers, Conrad

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

- A. Review Minutes of June 10, 2024 Meeting
- B. Review Individual Teacher Contract/Administrator/Administrative Support Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- E. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

V. RETURN TO OPEN SESSION

A motion was made by Dotzler, second by Heinrichs, to adjourn closed session and reconvene in open session. Motion carried 5-0. Time 6:55PM

Ensign welcomed all in attendance and introduced Dr. Monica Kelsey-Brown at 7:00AM.

VI. BOARD DEVELOPMENT WORKSHOP

There was not time at this meeting for board development workshop.

VII. APPROVAL OF MINUTES

- A. Approve minutes of June 10, 2024 regular Board meeting

A motion was made by Hetzel, second by Dotzler, to approve the June 10, 2024 meeting minutes as posed. Motion carried 5-0.

VIII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Heinrichs, second by Dotzler, to approve the agenda as posted.
Motion carried 5-0.

IX. PUBLIC COMMENTS

There were no email public comments for this meeting.

Public comments made in person were from:

Joel Lewis - President of Waunake IDEA – Welcome Dr. Monica Kelsey-Brown

X. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Teacher Report – There was no teacher report this month.

B. Board Reports/Action Items

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

Engbretson attended and updated the full board on the CESA 2 Meeting.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. The 07/03/24 Meeting Minutes were reviewed.

2. Consideration of 2023-24 Fund 73 Trust Fund Annual Payment

Summers presented and answered questions regarding a fund 73 payment for 2023-24. A motion was made by Hetzel, second by Dotzler, to use the funding for this payment of \$507,406.12 from the \$1,277,921.23 (fund 73) motion carried 5-0.

3. Consideration of the 3rd Draft of the School District Budget

Dye presented and answered questions regarding the third draft of the budget for the 24-25 school year. The final draft will be presented in October. A motion was made by Dotzler, second by Engbretson, to approve the third draft of the budget as presented. Motion carried 5-0.

4. Consideration of Trial Agreement with Data Wrangler

Summers presented and answered questions regarding a 3-month trial for the subscription for the service called Data Wrangler. A motion was made by Engbretson, second by Dotzler to approve the 3 month trial subscription. The board noted that there will need to be a plan in place on how to utilize this information so that a decision can be made in a timely manner regarding cancelling the trial or signing the agreement. Motion carried 5-0

B. Facility Committee Meeting

1. The Minutes of the 6/28/24 Meeting were reviewed.

2. Consideration of Middle School Subcontractor Bids

Summers presented and answered questions regarding the approval of additional middle school subcontractors and an update on the value engineering process. A motion was made by Heinrichs, second by Hetzel, to approve the subcontractors as presented and posted in the agenda. Motion carried 5-0.

3. Consideration of District Wide Capital Maintenance Projects.

Summers presented and answered questions regarding the additional projects for districtwide capital maintenance. A motion was made by Heinrichs, second by Dotzler, to approve the capital maintenance projects as posted. Motion carried 5-0.

C. Curriculum Committee Meeting

1. The Minutes of the 6/14/24 Meeting were reviewed

2. Testing and Assessment Schedule for 2024-2025

Hetzel reviewed the draft 2024-2025 testing and assessment schedule. A motion was made

by Engebretson, second by Dotzler, to approve the schedule as presented. Motion carried 5-0.

D. DEI Committee

1. The minutes from the 06/25/24 DEI Committee Meeting were reviewed.

E. Policy Committee Meeting

1. The minutes of the 6/28/24 Policy Committee were reviewed.

2. Policies for Discussion, Review, and Consideration

The board reviewed the administration and committee suggestions for the 1st half of the 700 series policies. A motion was made by Heinrichs, second by Dotzler, to approve the policies as presented. Motion carried 5-0.

- a. 720 Safe and Healthful Facilities
 - b. 720 R Building Inspection Procedures
 - c. 720 E. Hazard Identification Form
 - d. 721 Inspection of Buildings
 - e. 721.2 Playground Equipment Inspection
 - f. 722 Accident Reporting
 - g. 722.1E Accident Report Form
 - h. 723 Emergency Plan Procedures
 - i. 723.3 Emergency School Closings
 - j. 731 Building and Grounds Security
 - k. 731.1 Privacy in Locker Rooms
 - l. 731.2 Vandalism
 - m. 732 Building and Grounds Maintenance
 - n. 741 Maintenance and Control of Instructional Materials
 - o. 741 R Maintenance and Control of Instructional Materials
 - p. 742 Use of District Equipment and Supplies by Persons Affiliated with the District
 - q. 742 R Equipment use Guidelines for Departments
 - r. 743 R Asbestos Management
 - s. 725 E Notice of Asbestos Management Plan and Asbestos Activities
3. Policy Resource Guide (PRG) Updates
- These policies are ones that WASB have reviewed, updated, and the District needs to consider to remain current.
- a. 345.6 HS Graduation Requirements
A motion was made by Hetzel, second by Engebretson, to approve 345.6 as presented. Motion Carried 5-0.
 - b. 133 Filling Board Vacancies
A motion was made by Hetzel, second by Engebretson, to approve 133 as presented. Motion carried 5-0.
4. Discuss and Consider Policies per Requests
- a. Policy 362.2 Rule - Departmental Guidelines to Ensure Access to LMTC
A motion was made by Dotzler, second by Heinrichs, to approve policy 362.2 Rule as presented Motion carried 5-0.
 - b. Policy 751-Exhibit Fee Schedule for Transportation to and from Babysitters
Summers presented and answered questions regarding policy 751 Exhibit. A motion was made by Engebretson, second by Heinrichs, to approve the policy as presented. Motion carried 5-0.

5. Title IX Policies

The administration will discuss the policy updates and process.

A motion was made by Engebretson, second by Heinrichs, to approve the Title IX policies as presented in order for the District to be in compliance. The policy committee will review these policies in greater detail at a future time. Motion carried 5-0.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

B. Approval of Stormwater System Management Maintenance Agreement for new Waunakee Middle School

Summers presented and answered questions regarding the approval of the stormwater management system maintenance agreement for the new middle school..

Summers presented and answered questions.

Stormwater Mgt System -

Dist maintain agree to maintain on MS Site

Storm water MS & Bethel Circle & 3 Utility Easments.

MHKD newest versions of all agreements. 5-0

C. Approval of Utility Easement Agreements for the new Waunakee Middle School

Summers presented and answered questions regarding the approval of the utility easement agreements for the new middle school.

D. Approval of Stormwater System Management Maintenance Agreement for 905 Bethel Circle

Summers presented and answered questions regarding approval of the stormwater management system maintenance agreement for the 905 Bethel Circle.

A motion was made by Hetzel, second by Dotzler, to approve the most recent version of all stormwater easements for the Middle School, Bethel Circle, and the Utility Easement Agreements as presented. Motion Carried 5-0.

E. Announcements/Correspondence - NA

XIII. CONSENT AGENDA

A motion was made by Heinrichs, second by Hetzel, to pull the Co-Curricular staff updates out of consent agenda for further review. Motion failed Y=1 – N=4.

A motion was made by Engebretson, second by Dotzler, to approve the full consent agenda as presented. Motion carried 5-0.

A. Finance

1. Monthly Finance Reports

2. Approval of Checks

B. Academic Standards Adoption 2024-2025

C. Consider Exchange Student Requests for 2024-2025

1. PAX Program Exchange Student -

2. Rotary Exchange Student (second student)

D. Consider PCOW MOU for 2024-2025

E. Consider Building Bridges MOU 2024-2025

F. Gifts and Field Trips

1. Gifts - NA

2. Field Trips - NA

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

New Teacher Staff

William Callaway, Orchestra Teacher, MS

New Support Staff

Jared Cralam, Administrative Assistant to Director of Athletics

Chad Olson, Custodian, HS

Resignations

Caitlin Schmitt-Olsen, Para Educator Special Education, HES

Meg Quella, HES LMTC Director

Breydis Slinger, AES, EL Teacher

Internal Staff Changes - No Action

Jacob Foster Dunlap, from Para Educator Spec. Ed., MS, to Cross Categorical Teacher, MS

Luis Mendoza Cruz, from Para Educator Special Education, PES, to EL Teacher, MS

Retirement - Special Request

Barb Gage, Occupational Therapist, HES

Co-Curriculars Posted in Boardbook.

H. Fundraising Report 2024.

XIV. **BOARD BUSINESS**

A. Legislative Update - NA

XV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. DEI Committee

G. Facility Committee

H. Human Resources Committee

XVI. **RETURN TO CLOSED SESSION NA**

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

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

XIX. **ADJOURN**

The Board of Education adjourned at 8:10PM on a motion by Dotzler, second by Engebretson, and passed unanimously by voice vote 5-0.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

Minutes of Special Meeting - Board Retreat

The Board of Education Waunakee Community School District

A Special Meeting - Board Retreat of the Board of Education of Waunakee Community School District was held Wednesday, July 17, 2024, beginning at 5:30 PM in the Schumacher Farm, 5678 Hwy 19, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order at 5:30pm.

II. ROLL CALL

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

Also Present: Kelsey-Brown, Summers, Dye, Grabarski

III. APPROVAL OF AGENDA AND ADDITIONS

The agenda was approved as posted.

IV. THE SCHOOL BOARD RETREAT WILL FOCUS ON DIALOG AND DISCUSSION RELATED TO SCHOOL BOARD GOVERNANCE, BOARD/SUPERINTENDENT OPERATIONS, SCHOOL FINANCE, VISION, AND DISTRICT PRIORITY PLANNING.

The board discussed school finance and priorities. The board determined they needed more time to finish discussing priorities and vision, Board & Superintendent operations, and board governance. They will meet at 5:30pm on August 12, prior to the regular board meeting starting to continue this workshop. 8:44

V. ADJOURN

The board adjourned at 8:44PM.

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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

Cross References:

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

Adoption/Revision Date(s):

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

Greater Dane County School District Consortium

Purpose Statement:

The purpose of the Greater Dane County School District Consortium (GDCSDC) is to ensure all of our students receive the highest quality education possible. While we acknowledge the uniqueness of each of our districts, we share many of the same challenges and aspirations. We will leverage our collective knowledge and expertise to focus on three priorities:

- Eliminate academic, social, and emotional gaps for our students;
- Advance best governance practices; and
- Advocate for our public schools at the local, state, and federal level.

Proposed meeting dates for next year:

October 8, 2024 - Verona

January 15, 2025 - Mount Horeb

May 7, 2025 - New Glarus

Suggested Membership fees: \$500 district

(Cover cost of hosting meetings, providing keynote speakers, and potential advocacy

Members:

Superintendents, central administration and administrative assistants, school board members from Greater Dane County Public Schools

Potential Benefits:

1. Sharing of best practices
2. Conversations on shared and differing challenges to school districts
3. Opportunities for Professional Development on local educational and governance issues
4. Potential political voice/advocacy on educational issues

Minutes of DEI Board Committee

The Board of Education Waunakee Community School District

A DEI Board Committee of the Board of Education of Waunakee Community School District was held Wednesday, August 7, 2024, beginning at 6:00 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 5:30PM

II. ROLL CALL

Present: Heinrichs, Hetzel, Heinemann

Also Present: Schell, Loken

III. APPROVE AGENDA

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

Motion carried 3-0.

IV. PUBLIC COMMENTS

There were no email public comments for this meeting.

In person public comments were made by the following:

Gina Pagel – 3 year plan

Joel Lewis – Would like to see the District and the Village IDEA group work together.

V. DISTRICT 3-YEAR DEI PLAN

Heinrichs introduced this item reminding all that this is a working document and even after it has full board approval will be able to be adjusted as the work is ongoing.

Loken presented and answered questions regarding the Comprehensive 3-Year DEI Plan for the Waunakee Community School District. The committee overall appreciates the plan, they would like to see some goal updates brought back to the committee throughout the year.

A motion was made by Hetzel, second by Heinrichs, to recommend that the full board consider this working plan as presented. Motion carried 3-0.

VI. FUTURE MEETINGS

Tuesday October 1, 2024 @ 5:30pm.

Dane County Youth Assessment

First month of School with 3-year plan

VII. ADJOURN

A motion was made by Hetzel, second by Heinemann, to adjourn the meeting at 6:16pm.

Motion carried 3-0.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT



COMPREHENSIVE 3 YEAR PLAN: DIVERSITY, EQUITY AND INCLUSION

Waunakee Community School District
www.waunakee.k12.wi.us

Document produced by the Diversity, Equity and Inclusion Steering Committee

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¹⁹
2024-2027

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Introduction

The Waunakee Community School District (WCSD) is dedicated to fostering an inclusive, equitable, and diverse educational environment where every student feels valued, supported, and empowered to achieve their full potential. Our three-year plan for Diversity, Equity, and Inclusion (DEI) aims to address systemic inequities, promote a culture of belonging, and ensure equitable educational outcomes for all students. The District's equity statement clearly delineates the District's beliefs:

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

Understanding Disproportionality

Disproportionality in education refers to the overrepresentation or underrepresentation of a particular demographic group in specific categories, such as special education. In WCSD, we have identified a concerning trend where African American students are disproportionately over-identified for special education services. This indicates potential biases and systemic barriers that need to be addressed to ensure that all students receive appropriate and equitable support. In order to address this trend of over-identification of African American students in special education, the federal government requires us to create a plan to address systemic barriers and biases. The District is also required to set aside 15% of our federal special education funding to support the work outlined in our Comprehensive 3 Year DEI Plan.

Current Data and Challenges

Our data reveals significant disparities in the experiences and outcomes of our students:

- » **Sense of Belonging:** While 71% of white students report feeling a sense of belonging in their school, only 55% of students who identify as being of multiple races feel the same.
- » **Behavior Incidents:** African American students are twice as likely as their white peers to have a behavior incident that requires intervention from administrative or student services staff.
- » **Academic Performance:** The lowest scoring demographic group on average between 2017 and 2022 has been African American students.

These statistics highlight the urgent need for the implementation of a strong universal curriculum that includes differentiated instruction for all students. Targeted academic and behavioral interventions are also necessary in order to create systemic changes that will help create a more inclusive and supportive educational environment.

DEI Goals

To address these disparities, WCSD has set the following DEI goals:

- 1. Decrease Achievement Gaps:** By the summer of 2025, we aim to decrease gaps in reading and math achievement on the Forward Exam by 15%.
- 2. Increase Sense of Belonging:** By the spring of 2025, we aim to increase the sense of belonging for students of color by 10% as measured by the Dane County Youth Assessment.
- 3. Reduce Disproportionality in Behavior Incidents:** By the spring of 2025, we aim to decrease the risk ratio of behavior incidents for African American students from 1:9 to 1:5, based on building level behavior incident data.

These goals are part of our broader commitment to ensuring that every student in WCSD has access to an equitable and high-quality education. Through concerted efforts, strategic initiatives, and continuous evaluation, we are determined to create a school district where diversity is celebrated, equity is achieved, and inclusion is the norm.



DEI Steering Committee Members

Name	Role	Building
Tiffany Loken	Director of Special Education	District Office
Tim Schell	Director of Secondary Curriculum & Instruction	District Office
Lisa Jondle	Director of Student Services	District Office
Amy Johnson	Director of Elementary Curriculum & Instruction	District Office
Steve Hernandez	Associate Principal	High School
Danielle Dawson	Associate Principal	Heritage Elementary School
Sarah Koppes	Teacher	Intermediate School
Nicholas Saeger	Teacher	Intermediate School
Jonathon Wild	Social Worker	Middle School
Jessica Moehn	Social Worker	High School
Elizabeth Mcleod	Counselor	Prairie Elementary School
Kristin Meyer	Social Worker	Heritage Elementary School
Hailey Bond	Teacher	Middle School
Junae Grunow	Counselor	Intermediate School
Pam Emmerich	EL Teacher	Intermediate School
Sarah Israel	Teacher	Heritage Elementary School
Makenzie Lutz	Social Worker	Arboretum Elementary School
Gina Pagel	World Language Teacher	Arboretum Elementary
Christine Leising	PE Teacher	Prairie Elementary School
Andrew West	Teacher	High School
Courtney Stephens	Teacher	High School
Anne Sparks	Family Engagement Specialist	Heritage Elementary School
Xavier Gousman	Student	High School
Jaclyn Subkoviak	Parent	Multiple Schools

Comprehensive DEI Plan Waunakee Community School District 2024-2025

Professional Development - Year 1

Goal 1: Embed differentiated DEI PD throughout the school year:

Action Step	Timeline	Person Responsible
Speak Up Training	August/September & December 2024	Lisa Jondle Speak Up Training Team
All Staff Training: Anti-Hate Speech Policy	August/September 2024	Tiffany Loken Principals
All Staff Training: Reporting Tool	August/September 2024	Tim Schell Principals
All Staff Training: Title IX	August 2024	Brian Grabarski
All Teacher Training: Addressing Controversial Issues in the Classroom	September 2024	Tim Schell Principals
Expand Restorative Practices Training to all principals, Ed Services and student services staff	Fall 2024 & Spring 2025	Lisa Jondle

Goal 2: Focus the January PD day on DEI:

Action Step	Timeline	Person Responsible
<i>All Staff Training: How to educate students on: Inappropriate Language (Hate speech, microaggressions, bullying, harassment)</i>	January 2025	Outside Facilitator
<i>Culturally Responsive Practices: Optimal Learning Environment & Ready for Rigor Framework</i>	January 2025	Amy Johnson/Lisa Jondle
<i>Using Inclusive Language</i>	January 2025	Outside Facilitator
<i>Recognizing and responding to microaggressions</i>	January 2025	Outside Facilitator

Goal 3: Continue partnership with the Multicultural Student Achievement Network (MSAN) to access PD for both students and staff

Action Step	Timeline	Person Responsible
Send a team of students to the national MSAN student conference	November 2024	Tim Schell/Tiffany Loken
Send a team of staff to the national MSAN student conference	April 2025	Tim Schell/Tiffany Loken
Recognize MSAN as a formal high school organization	August 2024	Tiffany Loken

Goal 4: Use the Elevate Survey process to inform PD so that all high school staff have participated in an Elevate Survey cycle by the end of the 25-26 school year.

Action Step	Timeline	Person Responsible
Recruit staff to participate in Elevate feedback circles	Ongoing throughout the 24-25 year	Tim Schell

Universal Instruction for Students - Year 1

Goal 1: Train students in strategies to eliminate hate speech

Action Step	Timeline	Person Responsible
One person from each school is trained to deliver the Speak Up training	Fall 2024	Lisa Jondle
Teach students in grades 7-12 Speak Up strategies	Fall 2024	Classroom Teachers
Add visual representations of Speak Up strategies in every classroom and hallway at the middle and high schools	Fall 2024	Lisa Jondle SEL Coaches
Teach all students in grades 7-12 about: Inappropriate language Microaggressions Hate speech Bullying Harassment	Spring 2025	Classroom Teachers

Comprehensive DEI Plan Waunakee Community School District 2024-2025

Universal Instruction for Students - Year 1 (Continued)

Goal 2: Implement lessons addressing special observances

Action Step	Timeline	Person Responsible
Develop lessons for 5 special observance months.	Ongoing throughout the year	DEI Steering Committee Teams

Family Engagement & Stakeholder Communication - Year 1

Goal 1: Increase parent/family engagement

Action Step	Timeline	Person Responsible
Communicate/message to parents on how to talk to children about hate speech	Fall & Spring Semesters	Principals
Communicate/message to parents about our DEI work	Quarterly	Tiffany Loken
Provide transportation to whole school family events as requested and available	Ongoing	Principals/Student Services Teams
Provide interpretation services at all family events	Ongoing	Lisa Jondle/Jose Velarde Aguilar
Develop a protocol for involving students and parents in the hiring process for administrative and teaching positions.	Fall & Spring Semesters	Brian Grabarski
Expand modes of communication with families to include text messaging	Spring 2025	Rick Franz
Train families on how to use the Online Reporting Tool	Fall 2024	Tim Schell
Gather stakeholder data annually (Satisfaction Survey)	Spring 2025	Anne Blackburn
Provide clear communication about family engagement opportunities in multiple languages.	Ongoing	Principals

Policies/Procedures - Year 1

Goal 1: Develop policies and procedures to prevent and eliminate hate speech

Action Step	Timeline	Person Responsible
Develop an anti-hate speech policy	Fall 2024	Tiffany Loken
Develop a protocol for addressing racial harm	Fall 2024	Educational Services Team

Goal 2: Develop a protocol for special observances

Action Step	Timeline	Person Responsible
Create a protocol for all buildings to follow for each special observance month. <ul style="list-style-type: none"> • <i>Messaging to staff</i> • <i>Messaging to families</i> • <i>Messaging on social media</i> • <i>Focus for daily announcements</i> • <i>Recognize staff with the same cultural background</i> • <i>Visuals/Bulletin Boards</i> • <i>Library display</i> • <i>Information in school newsletters</i> • <i>Classroom learning conversations</i> 	25 Implemented throughout the 24-25 year	Tiffany Loken

Comprehensive DEI Plan Waunakee Community School District 2025-2026

Professional Development - Year 2

Goal 1: Embed differentiated DEI PD throughout the school year:

Action Step	Timeline	Person Responsible
Speak Up Training	August/September & December 2025	Lisa Jondle Speak Up Training Team
Refresher Training: Anti-Hate Speech Policy	August/September 2025	Tiffany Loken Principals
Refresher Training:: Reporting Tool	August/September 2025	Tim Schell Principals
Refresher Training:: Title IX	August/September 2025	Brian Grabarski
Refresher Training: Addressing Controversial Issues in the Classroom	September 2025	Tim Schell Principals
Expand Restorative Practices Training to special education staff.	Fall 2025 & Spring 2026	Lisa Jondle
Ongoing Learning : Optimal Learning Environment	Ongoing	Amy Johnson Principals

Goal 2: Focus the January PD day on DEI:

Action Step	Timeline	Person Responsible
<i>Refresher Training: How to educate students on: Inappropriate Language (Hate speech, microaggressions, bullying, harassment)</i>	January 2026	Lisa Jondle/Tiffany Loken
Culturally Responsive Practices: Optimal Learning Environment & Ready for Rigor Framework	January 2026	Amy Johnson/Lisa Jondle

Goal 3: Continue partnership with the Multicultural Student Achievement Network (MSAN) to access PD for both students and staff

Action Step	Timeline	Person Responsible
Send a team of students to the national MSAN student conference	November 2025	Tim Schell/Tiffany Loken
Send a team of staff to the national MSAN teacher conference	April 2026	Tim Schell/Tiffany Loken

Goal 4: Use the Elevate Survey process to inform PD so that all high school staff have participated in an Elevate Survey cycle by the end of the 25-26 school year.

Action Step	Timeline	Person Responsible
Recruit staff to participate in Elevate feedback cycles	Ongoing throughout the 25-26 year	Tim Schell

Universal Instruction for Students - Year 2

Goal 1: Train students in strategies to eliminate hate speech

Action Step	Timeline	Person Responsible
Teach students in grades 4-12 Speak Up strategies <i>(Refresher for 7-12, add grades 4-6)</i>	Fall 2025	Classroom Teachers
Teach all students in grades 4-12 about: <i>(Refresher for 7-12, add grades 4-6)</i> Inappropriate language Microaggressions Hate speech Bullying Harassment	Spring 2026	Classroom Teachers

Comprehensive DEI Plan Waunakee Community School District 2025-2026

Universal Instruction for Students - Year 2 (Continued)

Goal 2: Implement lessons addressing special observances

Action Step	Timeline	Person Responsible
Develop lessons for 5 special observance months.	Ongoing throughout the year	DEI Steering Committee Teams

Family Engagement & Stakeholder Communication - Year 2

Goal 1: Increase parent/family engagement

Action Step	Timeline	Person Responsible
Communicate/message to parents on how to talk to children about hate speech	Fall & Spring Semesters	Principals
Communicate/message to parents about our DEI work	Quarterly	Tiffany Loken
Provide transportation to whole school family events as requested and available	Ongoing	Principals/Student Services Teams
Provide interpretation services to all family events	Ongoing	Lisa Jondle/Jose Velarde Aguilar
Actively involve students and parents in the hiring process for administrative and teaching positions.	Starting in the Fall of 2025	Brian Grabarski
Refresher training for families on how to use the Online Reporting Tool	Fall 2025	Tim Schell
Gather stakeholder data annually (Satisfaction Survey)	Spring 2026	Anne Blackburn
Provide clear communication about family engagement opportunities in multiple languages.	Ongoing	Principals

Policies/Procedures - Year 2

Goal 1: Develop policies and procedures to prevent and eliminate hate speech

Action Step	Timeline	Person Responsible
Update policies based on feedback from the DEI Steering Committee	Fall 2025	Tiffany Loken

Goal 2: Implement protocol for special observances

Action Step	Timeline	Person Responsible
Implement protocol for all buildings to follow for each special observance month or day. <ul style="list-style-type: none"> • <i>Messaging to staff</i> • <i>Messaging to families</i> • <i>Messaging on social media</i> • <i>Focus for daily announcements</i> • <i>Recognize staff with the same cultural background</i> • <i>Visuals/Bulletin Boards</i> • <i>Library display</i> • <i>Information in school newsletters</i> • <i>Classroom learning conversations</i> 	Implemented throughout the 25-26 year	Tiffany Loken

Comprehensive DEI Plan Waunakee Community School District 2026-2027

Professional Development - Year 3

Goal 1: Embed differentiated DEI PD throughout the school year:

Action Step	Timeline	Person Responsible
Speak Up Training	August/September & December 2026	Lisa Jondle Speak Up Training Team
Refresher Training: Anti-Hate Speech Policy	August/September 2026	Tiffany Loken Principals
Refresher Training:: Reporting Tool	August/September 2026	Tim Schell Principals
Refresher Training:: Title IX	August/September 2026	Brian Grabarski
Refresher Training: Addressing Controversial Issues in the Classroom	September 2026	Tim Schell Principals
Expand Restorative Practices Training to regular education staff by grade spans.	Fall 2026 & Spring 2027	Lisa Jondle
Ongoing Learning: Optimal Learning Environment & Ready for Rigor Framework	Ongoing	Amy Johnson Principals

Goal 2: Focus the January PD day on DEI:

Action Step	Timeline	Person Responsible
<i>Refresher Training: How to educate students on: Inappropriate Language (Hate speech, microaggressions, bullying, harassment)</i>	January 2026	Lisa Jondle/Tiffany Loken
<i>Culturally Responsive Practices: Optimal Learning Environment (OLE) & Ready for Rigor Framework</i>	January 2026	Amy Johnson/Lisa Jondle

Goal 3: Continue partnership with the Multicultural Student Achievement Network (MSAN) to access PD for both students and staff

Action Step	Timeline	Person Responsible
Send a team of students to the national MSAN student conference	November 2026	Tim Schell/Tiffany Loken
Send a team of staff to the national MSAN teacher conference	April 2027	Tim Schell/Tiffany Loken

Goal 4: Use the Elevate Survey process to inform PD so that all high school staff have participated in an Elevate Survey cycle by the end of the 25-26 school year.

Action Step	Timeline	Person Responsible
Recruit staff to participate in Elevate feedback cycles, expand participate to all middle school staff	Ongoing throughout the 26-27 year	Tim Schell

Universal Instruction for Students - Year 3

Goal 1: Train students in strategies to eliminate hate speech

Action Step	Timeline	Person Responsible
Teach students in grades 4-12 Speak Up strategies (Refresher)	Fall 2026	Classroom Teachers
Teach all students in grades 4-12 about: (Refresher) Inappropriate language Microaggressions Hate speech Bullying Harassment	Spring 2027	Classroom Teachers

Comprehensive DEI Plan Waunakee Community School District 2026-2027

Universal Instruction for Students - Year 3 (Continued)

Goal 2: Implement lessons addressing special observances

Action Step	Timeline	Person Responsible
Review and revise lessons for all special observance months as needed.	2026-2027	DEI Steering Committee Teams

Family Engagement & Stakeholder Communication - Year 3

Goal 1: Increase parent/family engagement

Action Step	Timeline	Person Responsible
Communicate/message to parents on how to talk to children about hate speech	Fall & Spring Semesters	Principals
Communicate/message to parents about our DEI work	Quarterly	Tiffany Loken
Provide transportation to whole school family events as requested and available	Ongoing	Principals/Student Services Teams
Provide interpretation services at all family events	Ongoing	Lisa Jondle/Jose Velarde Aguilar
Continue to actively involve students and parents in the hiring process for administrative and teaching positions.	Ongoing	Brian Grabarski
Refresher training for families on how to use the Online Reporting Tool	Fall 2026	Tim Schell
Gather stakeholder data annually (Satisfaction Survey)	Spring 2027	Anne Blackburn
Provide clear communication about family engagement opportunities in multiple languages.	Ongoing	Principals

Policies/Procedures - Year 3

Goal 1: Develop policies and procedures to prevent and eliminate hate speech

Action Step	Timeline	Person Responsible
Update policies based on feedback from the DEI Steering Committee	Fall 2026	Tiffany Loken

Goal 2: Implement protocol for special observances

Action Step	Timeline	Person Responsible
Continue to Implement protocol for all buildings to follow for each special observance month or day. <ul style="list-style-type: none"> • <i>Messaging to staff</i> • <i>Messaging to families</i> • <i>Messaging on social media</i> • <i>Focus for daily announcements</i> • <i>Recognize staff with the same cultural background</i> • <i>Visuals/Bulletin Boards</i> • <i>Library display</i> • <i>Information in school newsletters</i> • <i>Classroom learning conversations</i> 	Implemented throughout the 26-27 year	Tiffany Loken



MISSION STATEMENT

"Committed to Children...Committed to Community...Committed to Excellence"

VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

DISTRICT WEBSITE

www.waunakee.k12.wi.us

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 Monday, July 29, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Ensign called the meeting to order at 7:31am.

II. ROLL CALL

Present: Ensign, Heinemann, Frey

Also Present: Kelsey-Brown, Summers, Cramer, Adam Griep (Vogel Brothers), Jim Jozwiakowski (EMC)

III. APPROVE AGENDA

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

Motion carried 3-0.

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

V. NEW MIDDLE SCHOOL

Summers presented and answered questions regarding the change orders. Vogel Bros has made the district aware of the fact that additional asbestos removal would be required for the old Heritage Elementary. The dollar amount for the additional work required facility committee approval. Jim Jozwiakowski with EMC discussed both the additional asbestos removal from the gym ceiling and the buried pipe that were not known until they started demolition. Jim answered questions from the committee members. Adam shared information on the impact to the new middle school schedule.

A motion was made by Heinemann, second by Frey to approve both change orders as presented. Motion carried 3-0. The documents regarding this information is posted on the extras section of the agenda.

VI. FUTURE MEETINGS – The next meeting is scheduled for August 6, 2024 at 7:30am

VII. ADJOURN

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 7:57am.

Motion carried 3-0.

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 Friday, August 9, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Ensign, Frey, Heinemann

Also Present: Summers, Dye, Jay Thomsen (Vogel Brothers), Adriana Martins (Vogel Brothers)

III. APPROVE AGENDA

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

Motion Carried 3-0.

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

V. BETHEL CIRCLE REMODELING

Summers presented this topic and introduced the Vogel team to present and answer questions regarding a change order for the Bethel Circle parking lot. The change order is in the \$50K - \$99K range which cannot be approved by district administration. This change order is a result of having to add to the base of the parking lot so it passes the proof test and will be a stronger, long lasting parking lot. This change order could push the timeline to the end of August.

A motion was made by Frey, second by Heinemann to approve the change order as presented. Motion carried 3-0.

VI. FUTURE MEETINGS - NA

VII. ADJOURN

A motion was made by Heinemann, second by Frey, to adjourn the meeting at 7:44am.

Motion carried 3-0.

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

I. CALL TO ORDER

Chairperson Ensign called the meeting to order at 7:33am.

II. ROLL CALL

Present: Ensign, Frey, Heinemann (virtual)

Also Present: Summers, Bauer, Dye, Rich Stoffels and the Vogel (Heritage Team), Jay Thomsen (Vogel Brothers), Adam Griep (Vogel Brothers)

III. APPROVE AGENDA

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

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

V. HERITAGE ELEMENTARY SCHOOL

Summers introduced Rich Stoffels who introduced the Heritage team and presented and answered questions regarding the status of the building. The district has received the occupancy permit for the building and has started moving in. There are some finishing touches that will be completed before the first day of school. Summers also gave an update on the walking path on the South side of Woodland Dr. The Committee asked about pick up and drop off logistics. They asked Administration to make sure that pick up and drop off directions are clearly sent to all families.

VI. NEW MIDDLE SCHOOL

Summers presented and introduced Jay Thomsen and Adam Griep to provide an update on the schedule and finances for the Middle School project.

A. Proposal for Solar System

Summers presented and answered questions regarding a solar system at the new middle school. Summers shared 3 options with the committee. These options will be brought back to a future meeting for consideration.

B. Federal Direct Pay Reimbursement Program

Summers presented and answered questions regarding an update on the work that has taken place for the district to participate in the federal direct pay reimbursement program. There is no action required at this time and will be brought back in the future.

C. Subcontractor Bids

Summers introduced Adam Griep who presented the remaining subcontractors for the middle school project. A motion was made by Frey, second by Heinemann, to recommend that the full board approve the subcontractors as presented. Motion carried 3-0.

VII. **HIGH SCHOOL/BETHEL CIRCLE PROJECTS**

Summers presented and answered questions regarding an update on the schedule and finances for the High School/Bethel Circle projects. Summers explained that the high school small auditorium work would continue past the start of the school year. Thomsen shared that the Bethel Circle parking lot would need additional base and the full extent would not be known until the testing was completed.

VIII. **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.

A motion was made by Frey, second by Heinemann, to recommend that the full board approve the Capital Projects list as presented. Motion carried 3-0

IX. **FUTURE MEETINGS**

X. **ADJOURN**

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 8:45am. Motion carried 3-0.



Facility	Division	<u>AUGUST FACILITIES COMMITTEE CONSIDERATION</u>	Qty	Units	Unit price	Estimated Total	CONTRACTOR
HS, MS	Safety	Chemical disposal for Chemistry Dept (Jason Rotzenberg)	1	LS	\$4,060.00	\$4,060.00	MERI
Arboretum	Equipment	Trident carpet extractor	1	LS	\$9,917.44	\$9,917.44	HILLYARD
Arboretum	Safety	Supply and install 45 minute fire rated doors into existing frame	1	LS	\$6,962.34	\$6,962.34	LYCON/QUALITY DOOR
District	Equipment	Dehumidifiers (one to replace a broken HS unit, 1 for Bethel copy	4	LS	\$4,384.41	\$17,537.64	Grainger
Intermediate	Building	Furnish and install mural corner guards and trim	1	LS	\$3,922.00	\$3,922.00	VOGEL
District	Athletics	Engineering for water infiltrating ground electrical/data boxes	1	LS	\$8,500.00	\$8,500.00	Professional Engineering LLC
Arboretum	Building	Engineering to evaluate storm water and recent flood damage	1	LS	\$35,000.00	\$35,000.00	Professional Engineering LLC
District	Equipment	Split System #4	1	LS	\$14,000.00	\$14,000.00	NAMI
Prairie	Building	Wall Ceiling	1	LS	\$17,680.00	\$17,680.00	Northern Metal Roofing
District	Building	Pressbox railings	1	LS	\$2,466.00	\$2,466.00	
						\$120,045.42	



WCSD Maintenance Work Tracking Summary

8/6/2024

MAINTENANCE BUDGET

11/4/2022	Total amount budgeted in referendum	\$ 6,395,000
11/4/2022	Bleacher Extension Referendum Amount	\$ 500,000
6/5/2024	Approved projects amount to date	\$ (12,798,735)
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	\$ 216,265

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		\$ 1,300,000
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		\$ 687,432
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		\$ 1,476,365
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		\$ 119,691
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)
5/13/2024	Prairie and Arboretum LED lighting	Arboretum/Prairie	\$	1,372,500
5/13/2024	2-way radio system expansion	New Heritage	\$	16,058
5/13/2024	Music area door opening 1803 reconfiguration for piano moves	High	\$	7,796
5/13/2024	Press box gutters and downspouts (JV SoGball, Soccer, Varsity Baseball)	High	\$	1,650
5/13/2024	Replace fieldhouse HVAC duct sock	High	\$	50,000
5/13/2024	Security upgrades parts and installation of mag lock on pair of doors from office to school	High	\$	5,455
5/13/2024	Security upgrades installation of electric strikes at back office door and back mailroom door	High	\$	3,591
5/13/2024	Warrior fence light-block material replace/repair/reinforcement	High	\$	775
5/13/2024	Fabricate/install gate latch at Warrior Pitch Stadium	High	\$	875
5/13/2024	Program for robo-paint logos for additional fields	High	\$	2,000

5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Arboretum	\$	3,094
5/13/2024	Cracked corian heated seating along windows (4 places)	Arboretum	\$	44,175
5/13/2024	ADA Swing Seat for an 8' Toprail	Arboretum	\$	1,780
5/13/2024	5 window treatments in exercise area	Intermediate	\$	2,125
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Prairie	\$	4,672
5/13/2024	4044R Compact Utility Tractor (33 PTO hp)	District	\$	47,000
5/13/2024	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	District	\$	34,147
5/13/2024	Additional cost power outage monitoring electrical meter (original approved budget \$88,600)	District	\$	9,900
5/13/2024	Proposal for civil engineering services for playground renovations (PES, AES, WIS)	District	\$	26,700
5/13/2024	New emergency kits for classroom (supplies)	District	\$	7,964
5/13/2024	Additional funds for remainder school year emergency roofing repairs (\$45,000 original)	District	\$	25,000
5/13/2024	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	Heritage	\$	1,284
APPROVED AT 5/13/2024 BOARD MEETING				\$ 1,668,541
6/10/2024	UnderFence Mow Strip	Grounds	\$	22,884
6/10/2024	Replace 2013 (MT1) - Ford F350 snow plow truck with dump body	Maintenance	\$	83,120
6/10/2024	Additional cost to installation of generator	Building	\$	85,950
6/10/2024	Add (4) Gentex fire alarm horn strobes (shop and copy center)	Building	\$	7,600
6/10/2024	Toro cart to replace the old Jacobsen cart	Grounds	\$	17,757
6/10/2024	Energy Audit Services	Site Development	\$	2,660
6/10/2024	Repair dishwasher	Equipment	\$	5,764
6/10/2024	JV SoGball/Varsity Soccer press box subfloor repair and Warrior Stadium door repair	Athletics	\$	8,564
6/10/2024	Door 6 receiving, replace with new door, frame, and transom glass	Doors	\$	8,446
6/10/2024	Penthouse Siding Included in the budget is to extend (2) GFCI receptacles for new siding installation building remove and replace Solar junction box as needed.	Building	\$	17,750
6/10/2024	Rear main office doors access control (security with more card readers)	Security	\$	18,330
6/10/2024	Cart for Folding Chairs: 300 lb Load Capacity, 40 in x 19 in x 35 in, For 36 Chairs (9 carts)	Building	\$	2,000
6/10/2024	Storm damage including water damage, fence, flag pole, signs, pool roof	Building	\$	72,100
6/10/2024	Replace pool roof (potential property insurance claim)	Building	\$	25,000
6/10/2024	Divide bookroom into 2 spaces (quote coming 06/05/2024)	Special Education	\$	74,913
APPROVED AT 6/10/2024 BOARD MEETING				\$ 436,838
7/8/2024	Steel pipe handrail at 3 press boxes (code)	High	\$	6,500
7/8/2024	Painting media room, press room, ref room walls and ceiling	High	\$	2,314
7/8/2024	Repair storm damage at Warrior Stadium press box	High	\$	10,830
7/8/2024	Storm damage at fieldhouse	Middle	\$	25,000
7/8/2024	Storm damage in 2nd grade neighborhood	Arboretum	\$	25,000
7/8/2024	Hot water pump #6 VFD replace	High School	\$	8,275
APPROVED AT 7/8/2024 BOARD MEETING				\$ 77,919
Total Approved to Date			\$	12,798,735

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 Wednesday, July 24, 2024, beginning at 2:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Dotzler called the meeting to order at 2:04PM

II. ROLL CALL

Present: Dotzler, Ensign (sub Engebretson), Frey

Also Present: Grabarski, Kelsey-Brown, Conrad, Loken (virtual)

III. APPROVE THE AGENDA

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

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

V. CO-CURRICULAR REPORT

Conrad presented and answered questions regarding the Spring Season Co-Curricular report. Conrad also passed along appreciations to all the coaches, athletes, and families for the flexibility in navigating changes during the spring weather and now with all the district summer construction. All the summer camps have gone on as planned, with a possible location change. The committee expressed their appreciation for this as well.

VI. REVIEW AND CONSIDER CLUB/ORG REQUEST

A. Medical Discovery Club

The committee asked questions regarding the request to start a Medical Discovery Club. This club was reviewed at the committee level but will not be brought to the full board until later in the fall as per the policy process for club/orgs. A motion was made by Frey, second by Ensign, to move this request to the full board later in the fall, with answers to the committee questions. Motion carried 3-0.

B. MSAN Organization

Loken presented and answered questions regarding the request to start a MSAN club at the High School and for this advisor to be a paid position starting immediately. The committee did request more information as to the request for the paid advisor position, since policy indicates that a club should run for 3 years before the advisor is considered for pay. After much discussion a motion was made by Frey, second by Ensign to consider this request at the full board in the fall, the advisor's pay for the first 2 years will be covered by disproportionality funds since this ties to the District's DEI work. Motion carried 3-0

VII. FUTURE MEETINGS

The next meeting will be after the fall season, approximately late November or early December.

VIII. ADJOURN

A motion was made by Frey, second by Ensign, to adjourn the meeting at 2:50PM. Motion carried 3-0.



WAUNAKEE

COMMUNITY HIGH SCHOOL

Spring Athletic Participation Summary

41

2023-24

Celebrate Our Student Athletes

541 of 1352 (40%)

WCHS students participated
in spring athletics.

103 of 696 (14.7%)

WCMS students participated
in spring athletics. (Track is
only offering)

**2023-24 GPA for
Student-athletes & Non
Student-athletes**

3.53 vs. 3.32

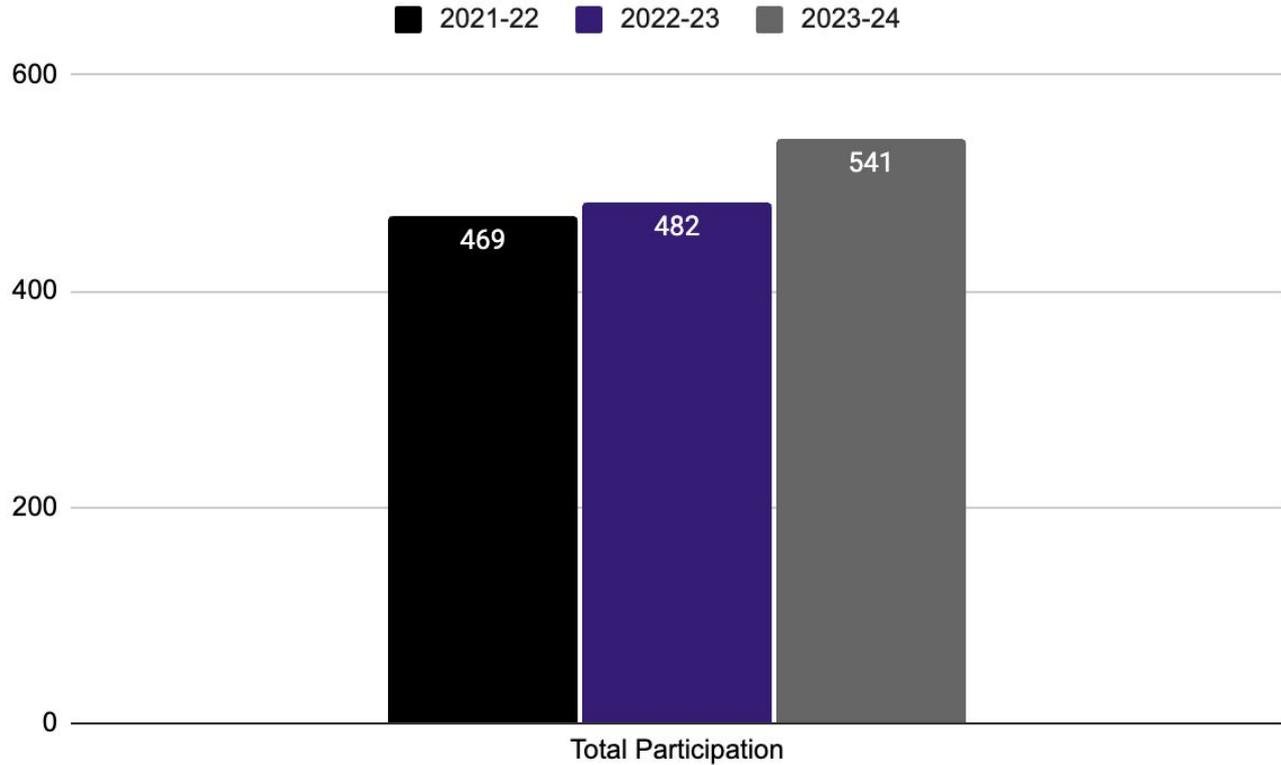
**Top Spring Academic
Athletic Program
(Based on Grade Point Average)**

Spring - Softball 3.80





WCCHS Student Body Participation Comparison





Highlights

- Girls Soccer
 - Badger Conference Co-champions
 - 2024 WIAA State Qualifier
 - Nine all-conference members
 - Charli Smith - Player of the Year
 - Andy Moll - Coach of the Year
- Boys Lacrosse
 - Badger Conference Champions
 - Sectional Semifinalist in first WIAA season
 - 13 all-conference members
 - John Gengler - Coach of the Year
- Track & Field
 - Badger Conference Champions (Boys and Girls)
 - Regional Champions (Girls)
 - Sectional Champions (Girls)
 - 33 State qualifiers
- Boys Golf
 - First ever team state championship
 - Three Academic All-State honorees: ⁴⁴
 - Drew Berres
 - Brady Piazza
 - Peyton Albers
 - Four all-conference members



Highlights

- Boys Tennis
 - Badger Conference Champions
 - Three State qualifiers
- Baseball
 - Three all-conference members
 - Regional final appearance
- Girls Lacrosse
 - Six all-conference members
- Softball
 - Two all-conference members

Code Violation Summary

2023-24 School Year





WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

Athletic Department Updates - July 2024

- **Appreciation:**

- Coaches have continued to offer the robust amount of summer camps and opportunities as they have in the past, even with the construction going on and losing two gyms. Their willingness to adjust often last minute has been the only way this has been possible this summer.
- With the old Heritage site a construction zone, middle school football practice will take place on the high school campus this fall. The boys soccer program has allowed the shared use of some of their grass space in order to make this work for the next two years until the new middle school building is complete.

- **Upcoming Projects:**

- The first booster club meeting of the 2024-25 school year is being held Thursday, July 25th (virtually due to construction). This is meant to be informative to club leaders on WIAA rule changes and reminders from the athletic department.
- During the upcoming school year, we will work to update the Coaches Handbook in collaboration with coaches. This will come forward for Board approval in the spring of 2025.
- Continued planning of a long-range athletic facility plan in conjunction with a possible future referendum.

- **Announcements:**

- Jared Cralam began his position in the athletic department on July 15th. He's hitting the ground running by making our Infinite Campus registration process easier for both our office staff as well as coaches.



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

2024-2025 Expulsion Hearing Officer Sevices

1 message

Anderson, Jon <Jon.Anderson@huschblackwell.com>
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>

Tue, Jul 23, 2024 at 10:19 AM

Proposal for expulsion hearing officer services:

Pre-Hearing:

Calculation of time, scheduling (no cost)

Hearing with Stipulation:

run hearing and write decision

(actual time not to exceed one hour of time or \$750)

Hearing without stipulation:

run hearing and write decision

(actual time)

Jon Anderson

Office Managing Partner

HUSCH BLACKWELL

33 East Main Street,
Suite 300
Madison, WI 53703-3095

Direct: 608-234-6016

Fax: 608-258-7138

Jon.Anderson@huschblackwell.com

huschblackwell.com



ADMINISTRATION OFFICE

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

Student Services

TO: WCSD Board of Education
FROM: Lisa Jondle, Director of Student Services
DATE: July 31, 2024

RE: Medical Advisor Appointment for 2024-2025 School Year

Dr. William Ranum, Waunakee SSM Health Dean Medical Clinic, has graciously agreed to serve as the medical advisor for the Waunakee Community School District for the 2024-2025 school year. Dr. Ranum is a board certified family medicine physician. He has served in the role of district medical advisor for several years.

I formally recommend Dr. William Ranum to serve as the WCSD medical advisor.

751.1, Bus Routes and Schedules
751.2, Bus Contractors
751.3, Bus Safety Program
751.4, Parent Contracts to Transport Students

Adopted: January 1993

Revised: April 1996
March 1994
April 2000
June 2002
May 2005
May 2007
September 2017

Waunakee Community School District



Summers, Steve <stevesummers@waunakee.k12.wi.us>

Heritage One Mile Walk outs

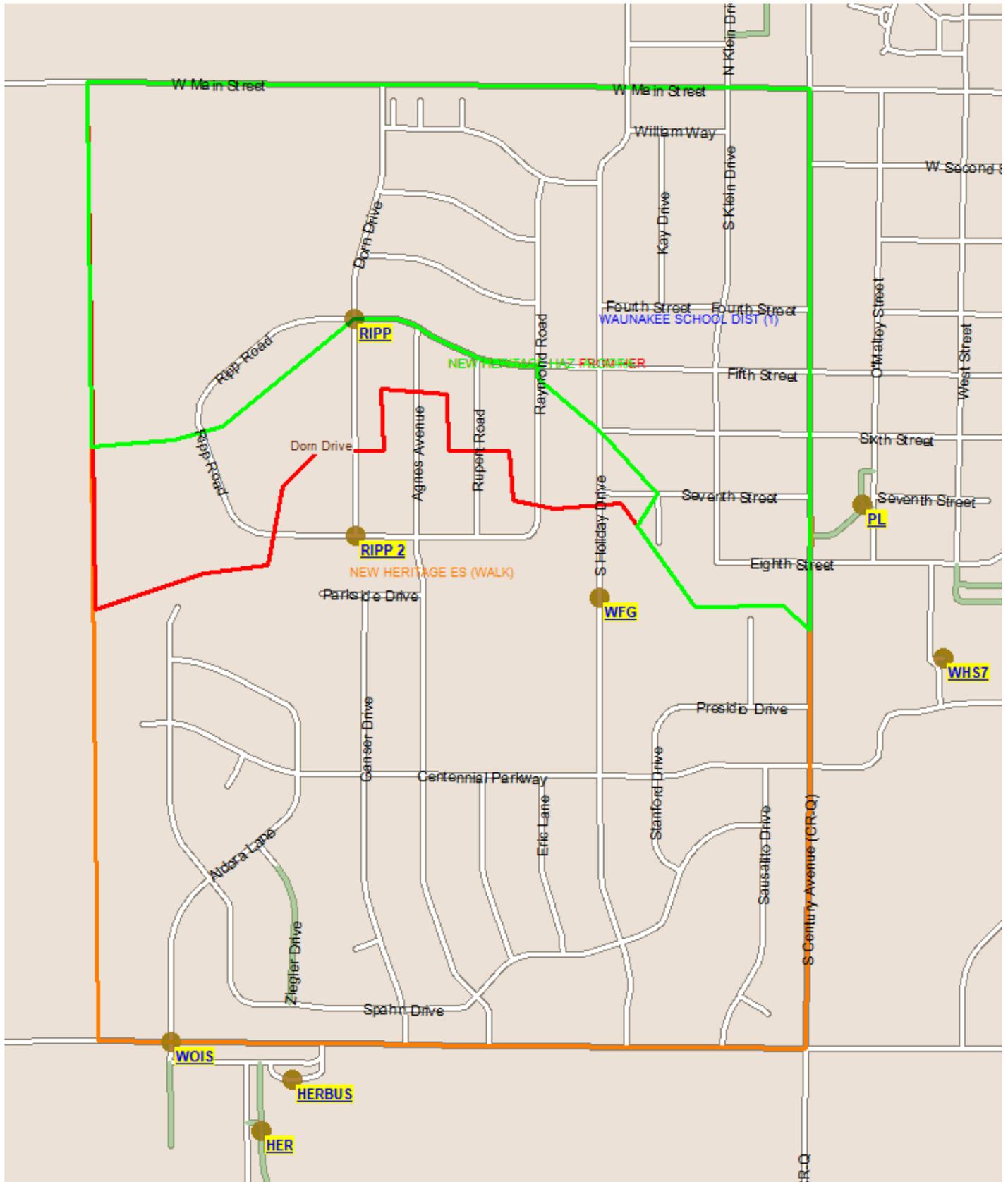
Paul W. Mennen (MEN-SB) <paulmennen@golamers.com>

Tue, Jul 23, 2024 at 1:37 PM

To: "Summers, Steve" <stevesummers@waunakee.k12.wi.us>, "Jeremiah W. Lind (WAN-SB)" <jeremiahl@golamers.com>

Green Zone is 1 mile from Aldora and Woodland (Used for the Intermediate School)
The boundary between read and the green is if the walk out was from Heritage School.

This area has between 30 and 40 students.



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RESOLUTION AUTHORIZING THE SCHOOL
DISTRICT BUDGET TO EXCEED REVENUE LIMIT
FOR RECURRING AND NON-RECURRING PURPOSES

BE IT RESOLVED by the School Board of the Waunakee Community School District, Dane County, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$8,600,000 for the 2025-2026 school year, and by an additional \$500,000 (for a total of \$9,100,000) for the 2026-2027 school year and thereafter, for recurring purposes consisting of maintaining programs and services and for employee compensation; and by an additional \$1,050,000 for the 2025-2026 school year (for a combined total of \$9,650,000), and by \$2,100,000 for the 2026-2027 school year (for a combined total of \$11,200,000), for non-recurring purposes consisting of employee compensation expenses.

Adopted and recorded August 12, 2024.

Joan Ensign
District President

ATTEST:

Judith Engebretson
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM
ELECTION ON THE QUESTION OF THE APPROVAL OF A
RESOLUTION AUTHORIZING THE SCHOOL DISTRICT
BUDGET TO EXCEED REVENUE LIMIT FOR RECURRING
AND NON-RECURRING PURPOSES

WHEREAS, the School Board of the Waunakee Community School District, Dane County, Wisconsin (the "District"), has heretofore duly adopted a resolution entitled: "Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring and Non-Recurring Purposes" (the "Revenue Limit Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the Revenue Limit Resolution to the electors for approval or rejection at the regularly scheduled election to be held on November 5, 2024.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on November 5, 2024 for the purpose of submitting to the qualified electors of the District the proposition of whether the Revenue Limit Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice of Election in substantially the form attached hereto as Exhibit A to be published in the Waunakee Tribune in the issue published immediately prior to the fourth Tuesday before the referendum election.
- (b) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit B to be published in the Waunakee Tribune in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit B shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit C.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 52 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Section 121.91(3), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Revenue Limit Resolution within 10 days after the adoption of the Revenue Limit Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded August 12, 2024.

Joan Ensign
District President

ATTEST:

Judith Engebretson
District Clerk

(SEAL)

2023-24 Budget Status Report - June 30, 2024 (2)

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	33,314,659.26	0.00	100.93%	-308,237.26
Personnel Costs: Benefits	10,865,347	10,865,347	10,788,371.65	0.00	99.29%	76,975.35
Total	43,853,849	43,871,769	44,103,030.91	0.00	100.53%	-231,261.91
Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	88,280	88,280	82,343.76	0.00	93.28%	5,936.24
Prairie School CSF	26,521	33,222	33,218.10	0.00	99.99%	3.90
Heritage School	97,160	97,160	89,837.36	0.00	92.46%	7,322.64
Heritage School CSF	26,627	33,632	15,446.59	0.00	45.93%	18,185.41
Arboretum School	76,520	76,520	81,985.17	0.00	107.14%	-5,465.17
Arboretum School CSF	22,303	27,775	27,583.07	0.00	99.31%	191.93
Intermediate School	150,350	150,350	121,296.96	0.00	80.68%	29,053.04
Intermediate School CSF	32,269	40,173	41,006.24	0.00	102.07%	-833.24
Middle School	163,150	163,150	182,128.99	0.00	111.63%	-18,978.99
Middle School CSF	34,378	43,016	42,820.44	0.00	99.55%	195.56
High School	575,155	575,155	614,185.16	0.00	106.79%	-39,030.16
High School CSF	66,383	83,483	77,192.47	0.00	92.46%	6,290.53
Athletics	392,477	392,477	486,894.05	0.00	124.06%	-94,417.05
Departments						
Utilities	1,126,923	1,126,923	1,162,373.65	0.00	103.15%	-35,450.65
Maintenance	721,990	721,990	683,545.00	0.00	94.68%	38,445.00
Capital Projects	0	0	0.00	0.00	---%	0.00
Contingency Fund	100,000	100,000	7,819.92	0.00	7.82%	92,180.08
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,344,196	1,550,200	1,664,110.18	0.00	107.35%	-113,910.18
Technology	718,729	818,729	934,648.74	0.00	114.16%	-115,919.74
Technology Erate/Fees	31,200	98,692	98,727.66	0.00	100.04%	-35.66
Curriculum-Secondary	527,300	527,300	471,667.86	0.00	89.45%	55,632.14
Curriculum-Elementary Operations	455,382	455,382	489,519.64	0.00	107.50%	-34,137.64
4K District	873,800	873,800	868,690.84	0.00	99.42%	5,109.16
4K Operations	17,000	17,000	10,315.84	0.00	60.68%	6,684.16
Human Resources	54,550	54,550	44,077.44	0.00	80.80%	10,472.56
Superintendent	84,600	109,600	165,959.13	0.00	151.42%	-56,359.13
Student Services-Operations	71,250	71,250	45,424.99	0.00	63.75%	25,825.01
Student Services-District	92,500	92,500	101,759.85	0.00	110.01%	-9,259.85
Business Office	444,673	593,323	662,729.22	0.00	111.70%	-69,406.22
District Wide	1,755,672	1,755,672	2,000,854.45	0.00	113.97%	-245,182.45
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	82,509.53	0.00	69.02%	37,040.47
Title 1 Grant (Private)	4,900	4,900	4,061.01	0.00	82.88%	838.99
Title 2 Grant (Public)	51,672	51,672	51,510.57	0.00	99.69%	161.43
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	16,857.03	0.00	99.80%	32.97
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	28,035.54	0.00	38.06%	45,618.46
CEIS Federal Flo-Through	137,000	138,000	81,466.91	0.00	59.03%	56,533.09
Ed. Effectiveness Grant	30,960	32,000	32,000.00	0.00	100.00%	0.00
ESSER2	0	0	0.00	0.00	---%	0.00
ESSER3	1,412,461	1,553,461	1,590,461.07	0.00	102.38%	-37,000.07
Peer Mentor Grant	0	0	11,235.98	0.00	---	-11,235.98
Perkins Grant	25,078	25,078	24,985.49	0.00	99.63%	92.51
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	27,034.98	0.00	---	103,204.02
SAODA	25,000	25,000	10,038.80	0.00	---	14,961.20
Other Program Totals						
Transfer to Fund 27	7,265,167	7,275,181	0.00	0.00	0.00%	7,275,181.00
Wellness Clinic	287,250	287,250	328,725.22	0.00	114.44%	-41,475.22
Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,871,769	44,103,030.91	0.00	100.53%	-231,261.91
Building Totals	1,751,573	1,804,393	1,895,938.36	0.00	105.07%	-91,545.36
Department Totals	8,501,815	9,048,961	9,485,890.46	0.00	104.83%	-436,929.46
Grant Totals	1,930,014	2,203,293	1,981,645.17	0.00	89.94%	221,647.83
Other Program Totals	7,552,417	7,562,431	328,725.22	0.00	4.35%	7,233,705.78
Total Fund 10 Expenditures	63,564,863	64,461,042	58,282,872.79	0.00	90.42%	6,178,169.21

2023-24 Budget Status Report - June 30, 2024 (2)

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	3,400	3,400	2,947.31	0.00	86.69%	452.69
Heritage School	5,100	5,100	9,620.66	0.00	188.64%	-4,520.66
Arboretum School	8,200	8,200	5,350.78	0.00	65.25%	2,849.22
Intermediate School	37,900	37,900	21,705.53	0.00	57.27%	16,194.47
Middle School	21,400	21,400	28,980.83	0.00	135.42%	-7,580.83
High School	184,525	184,525	213,737.61	0.00	115.83%	-29,212.61
Curriculum - Elementary	0	0	12,469.50	0.00	---	-12,469.50
Curriculum - Secondary	13,271	13,271	19,499.91	0.00	146.94%	-6,228.91
Maintenance	5,000	5,000	6,445.95	0.00	128.92%	-1,445.95
Energy Conservation	0	0	0.00	0.00	---	0.00
Athletic Dept	128,000	108,000	139,443.18	0.00	129.11%	-31,443.18
Human Resources	0	0	0.00	0.00	---	0.00
Technology	3,400	235,830	240,314.42	0.00	101.90%	-4,484.42
E-Rate	31,200	141,200	139,910.81	0.00	99.09%	1,289.19
District	60,977,877	60,977,877	60,480,810.52	0.00	99.18%	497,066.48

Grants - Fund 10

Common School Fund-District	215,170	267,990	267,990.00	0.00	100.00%	0.00
Title 1 Grant (Public)	119,550	119,550	57,134.27	0.00	47.79%	62,415.73
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	16,857.03	0.00	99.80%	32.97
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	82,790.36	0.00	112.40%	-9,136.36
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	32,000.00	0.00	100.00%	0.00
ESSER2	0	0	0.00	0.00	---	0.00
ESSER3	1,412,461	1,412,461	872,232.66	0.00	61.75%	540,228.34
Peer Mentor Grant	0	0	0.00	0.00	---	0.00
Perkins Grant	25,078	25,078	19,139.93	0.00	76.32%	5,938.07
Reading Readiness	8,375	8,375	16,495.00	0.00	196.96%	-8,120.00
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00
School-Based Mental Health	0	130,239	152,781.23	0.00	---	-22,542.23
SAODA	25,000	25,000	0.00	0.00	---	25,000.00
Early College Credit						
Total Fund 10 Revenues	63,564,863	64,072,392	62,982,592.60	0.00	98.30%	1,089,799.40

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	10,035,203	10,055,203	10,021,486.11	0.00	99.66%	33,716.89
Departments						
Special Ed-Operations	28,839	28,839	30,500.90	0.00	105.76%	-1,661.90
Special Ed-District	166,557	266,557	234,517.44	0.00	87.98%	32,039.56
Transportation	185,833	265,833	116,197.43	0.00	43.71%	149,635.57
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	691,966.85	0.00	70.97%	283,081.15
IDEA PreSchool Grant	57,000	58,500	47,910.60	0.00	81.90%	10,589.40
Total Fund 27 Expenditures	11,457,480	11,658,980	11,152,764.46	0.00	95.66%	506,215.54

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	691,966.85	0.00	70.97%	283,081.15
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---	0.00
IDEA PreSchool Grant	57,000	58,500	47,910.60	0.00	---	10,589.40
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	10,625,432	3,364,522.99	0.00	31.66%	7,260,909.01
Total Fund 27 Revenues	11,457,480	11,658,980	4,104,400.44	0.00	35.20%	7,554,579.56

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	2,853,459.65	0.00	98.14%	53,975.35

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	2,859,236.59	0.00	97.57%	71,263.41

2023-24 Budget Status Report - June 30, 2024 (2)

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	2,947.31	452.69	88,280	82,343.76	5,936.24	5,483.55	31,971.57
Heritage School	11,499.60	5,100.00	9,620.66	-4,520.66	97,160	89,837.36	7,322.64	11,843.30	23,342.90
Arboretum School	17,352.92	8,200.00	5,350.78	2,849.22	76,520	81,985.17	-5,465.17	-8,314.39	9,038.53
Intermediate School	72,069.15	37,900.00	21,705.53	16,194.47	150,350	121,296.96	29,053.04	12,858.57	84,927.72
Middle School	73,163.59	21,400.00	28,980.83	-7,580.83	163,150	182,128.99	-18,978.99	-11,398.16	61,765.43
High School	71,516.17	184,525.00	213,737.61	-29,212.61	575,155	614,185.16	-39,030.16	-9,817.55	61,698.62
4K	-	0.00	0.00	0.00	17,000	10,315.84	6,684.16	6,684.16	11,301.04
Athletic Dept	22,147.52	108,000.00	79,443.18	28,556.82	392,477	486,894.05	-94,417.05	-122,973.87	-100,826.35
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	489,519.64	-34,137.64	-34,137.64	210,216.37
Curriculum-Secondary	100,064.62	13,271.00	19,499.91	-6,228.91	527,300	471,667.86	55,632.14	61,861.05	161,925.67
CTE Grant	109,962.58	73,654.00	82,790.36	-9,136.36	73,654	28,035.54	45,618.46	54,754.82	164,717.40
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	44,077.44	10,472.56	10,472.56	8,397.34
Maintenance	157,680.46	5,000.00	6,445.95	-1,445.95	721,990	683,545.00	38,445.00	39,890.95	197,571.41
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	30,500.90	-1,661.90	-1,661.90	31,312.26
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	45,424.99	25,825.01	25,825.01	121,115.72
Superintendent	18,795.80	0.00	0.00	0.00	109,600	165,959.13	-56,359.13	-56,359.13	-37,563.33
Technology	227,596.72	377,030.00	380,225.23	-3,195.23	917,421	1,033,376.40	-115,955.40	-112,760.17	114,836.55
	1,285,249.63							-138,683.29	1,151,183.22

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF June 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	57,737.16	12,227,406.60	172,819.90	7,832,152.91	53,148.21	543,641.09	8.71	1,294,125.48	191,038.60	333,646.14	10,720,430.92	32,197,250.13	46,115.77	65,669,521.62
REVENUES:														
+ DEPOSITS	7,762,168.80	12,663,336.83	13,702,794.84	0.00	12,259,720.05	60,075.40	0.00	0.00	0.00	0.00		0.00	0.00	46,448,095.92
+ INTEREST	1,679.07	59,821.62	8,632.59	24,490.36	7,097.73	2,259.78	0.00	1,732.12	822.07	1,422.12	46,131.24	31,264.36	193.37	185,546.43
TOTAL REVENUES	7,763,847.87	12,723,158.45	13,711,427.43	24,490.36	12,266,817.78	62,335.18	0.00	1,732.12	822.07	1,422.12	46,131.24	31,264.36	193.37	46,633,642.35
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,349,554.80	13,695,774.08	4,502,694.71	12,143,000.00	123,911.27	0.00	0.00		0.00	0.00	0.00	\$0.00	31,814,934.86
PAYROLL	7,680,405.55	7,759,077.01				0.00	0.00	0.00		0.00	0.00	0.00	0.00	15,439,482.56
TOTAL EXPENSES	7,680,405.55	9,108,631.81	13,695,774.08	4,502,694.71	12,143,000.00	123,911.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,254,417.42
ENDING BALANCE	141,179.48	15,840,510.17	186,263.51	3,357,341.37	176,965.99	482,065.00	8.71	1,295,857.60	191,860.67	335,068.26	10,766,562.16	32,228,514.49	46,309.14	65,048,506.55
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	141,179.48	15,840,510.17	179,090.21	3,357,341.37	176,965.99	482,065.00	8.71	1,295,857.60	191,860.67	335,068.26	10,766,562.16	32,228,514.49	46,309.14	65,041,333.25
OUTSTANDING ACH	962,487.71		7,173.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	969,661.01
ACTUAL BALANCE	-821,308.23	15,840,510.17	186,263.51	3,357,341.37	176,965.99	482,065.00	8.71	1,295,857.60	191,860.67	335,068.26	10,766,562.16	32,228,514.49	46,309.14	64,086,018.84
SKYWARD BALANCE	-821,308.23	0.00	0.00	0.00			No Change June'24	June stmt printed 7.25						

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

Monday, August 26, 2024
7:00 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/UC1gebJT-i0GbAiYqrkpaBmA>

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

ALL DOCUMENTS FOR THE ANNUAL MEETING MAY BE FOUND AT THIS LINK

<https://www.waunakee.k12.wi.us/departments/business-services> This link is also linked to the Extras section of this agenda

AGENDA

I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting

Attached please find the annual meeting presentation that will be used to present the budget hearing information followed by the annual meeting resolutions.

II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Judith Engebretson - School District Clerk

III. Budget Summary & District Goals Report - District Administrator and Director of Business Services

IV. Discussion and Review of Budget

V. Review of Minutes of the 2023 Annual Meeting

VI. Receive and Accept Treasurer's Report - Jack Heinemann, School District Treasurer

VII. **Resolution A** - Authorize the School Board to Charge Student Fees

VIII. **Resolution B** - Salaries and Expenses for School Board Officers

IX. **Resolution C** - School Lunch Program Authorization

X. **Resolution D** – Authorize the School Board to Engage Legal Counsel if Needed

XI. **Resolution E** - Set Date and Hour for 2025 Annual Meeting or Authorize School Board to Set Date and Hour

XII. **Resolution F** - Transportation

XIII. **Resolution G** - Adoption of Tax Levy

XIV. Persons Attending Meeting May Request Information on Any Topic Relative to Current Policies and Proceedings of the Schools.

XV. Adjournment

“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.”



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

SUBSTITUTE TEACHER and PARA-EDUCATOR HANDBOOK

2024-2025

**“Committed to Children - Committed to Community -
Committed to Excellence”**



Dear Substitutes:

On behalf of the Board of Education and administration, welcome to the Waunakee Community School District! We are thrilled to have you as an essential part of our educational team. Your role as a substitute is invaluable, and we appreciate your dedication and flexibility in ensuring that our students continue to receive an exceptional education when their regular education teachers and para educators are unavailable.

We take pride in our district being "***Committed to Children ~ Committed to Community ~ Committed to Excellence***". Substitutes are crucial to maintaining the consistency and quality of instruction in our schools. By stepping into our classroom environments and adapting to various instructional needs, you help us uphold our commitment to providing a supportive, engaging and enriching learning experience for all students.

To help you succeed in your role, we have created this Substitute Handbook. Inside you will find important information about the school district, our school buildings, substitute schedules, substitute responsibilities and related policies/procedures. We encourage you to review the handbook thoroughly to familiarize yourself with our procedures and expectations.

We understand that stepping into a new classroom can be challenging, but please know you are not alone. Our district values a collaborative and supportive environment, and we are here to help you every step of the way.

Thank you for your commitment to our students and for choosing to be a part of the Waunakee Community School District. We look forward to working with you and witnessing the positive impact you will make in our schools.

If you have any additional questions please contact Brian Grabarski, Director of Human Resources or the principal of the building to which you have been assigned.

Sincerely,

A handwritten signature in cursive script that reads 'Monica Kelsey-Brown'.

Monica Kelsey-Brown, Ph.D.
District Administrator

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SUBSTITUTING IN OUR SCHOOLS

Teacher Requirements

Current and valid Wisconsin teacher certification. References are required as evidence of professionalism and ability to do satisfactory work. The Waunakee School District's Administration approves or rejects applications on the basis of professional training, experience, certification, accomplishments, and previous performance.

Employment Items to Be On File

- Employment Application
- Teaching License (Para-Educators are not required to provide licenses)
- Resume
- Health Forms – brief physical and TB screening
- Criminal Background Check
- Completion certificate from WI DPI “Abuse & Neglect” and “Threats of School Violence” training

Contact Amy Manzetti at 849-2000, ext. 8168, if you have any questions.

Required Employee Forms

- I-9 - Employment eligibility verification plus identification (Examples: U.S. passport or a valid driver's license and social security card or certified birth certificate.)
- W-4 - Federal tax withholding (Bring Social Security card)
- WT-4 - State tax withholding/new hire reporting
- Direct Deposit Form

To request a form, please send an email to: askhr_helpdesk@waunakee.k12.wi.us
Contact Cari Dailey at 849-2000, ext. 8475 for payroll questions.

BEFORE YOUR FIRST DAY OF EMPLOYMENT:

PLEASE STOP BY THE ADMINISTRATION OFFICE TO PROVIDE IDENTIFICATION FOR THE I-9 FORM

Administration office is located at 905 Bethel Circle, Waunakee

Professional Development

We have a comprehensive system of professional development. You are welcome to attend our in-service opportunities. We only ask you to notify the appropriate administrator of your intent to participate.

JOB RESPONSIBILITIES

Reporting for the Assignment

- **REPORT TO THE SCHOOL OFFICE**
 - Each school will give the substitute further directions as to their check-in procedures such as forms to complete and special events of the day.
 - Substitute teachers: report times in the Frontline Absence Management system are scheduled for 25 minutes before the students start time. If you accept a half-day PM assignment, please report 15 minutes prior to the start time recorded in Frontline.
 - Substitute para educators: please arrive 5 -10 minutes before the start of your day in order to sign-in and review your assignment schedule for that day.
 - Substitute para educators: please hand-write lunch breaks on the daily sub sign-in sheet in the main office.
 - Substitute para educators: if your assignment schedule changes or is different from what is listed on the daily sub sign-in sheet, please hand-write your actual work schedule on the daily sub sign-in sheet in the main office and initial next to it.

- **STUDENT HOURS**
 - Elementary Schools (grades K-4):
 - School Starts – 7:40 am
 - School Ends – 2:40 pm

 - Intermediate School (grades 5-6):
 - School Starts – 8:25 am
 - School Ends – 3:35 pm

 - Middle School (grades 7-8):
 - School Starts – 8:15 am
 - School Ends – 3:35 pm

 - High School (grades 9-12):
 - School Starts – 8:15 am
 - School Ends – 3:35 pm

Classroom Responsibilities

- SUBSTITUTE FOLDER

Each classroom teacher is required to develop a special folder for substitute teachers, which is kept with the lesson plan(s) in a place easily accessible to a substitute. The folder should contain special activities and exercises that could be used by the substitute teacher to extend, supplement, or substitute in the daily lesson plan. Through their preparation of lessons and activities, classroom teachers determine, in large measure, the success or failure of substitute teachers. It is the responsibility of each classroom teacher to have available current lesson plans which include a clear statement of the daily objectives and procedures, the text and page numbers of the subject matter under consideration, and the assignments to be corrected and/or made.

The substitute teacher folder should also include:

1. Daily schedule and procedures.
2. Lesson plans.
3. A current seating chart if students are assigned to specific seats.
4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
5. A schedule of special activities or services and students involved. (These activities include special education classes, physical education, art, band, music, and orchestra lessons, etc.)
6. Notes on special student needs.
7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.
8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
 - a. Location of medication.
 - b. Names of students and times to be administered.
 - c. Person to contact for administering the medication.
 - d. Location and telephone number of school nurse.
9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.
13. Regular education classroom para-educators, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required.

- **LESSON PLANS**
Follow the objectives and lesson plans as closely as possible. If lesson plans are not available, make this known to the building principal.
- **INTRODUCTION**
Introduce yourself to the class; write your name on the board.
- **REMAIN WITH ASSIGNED CLASSES AT ALL TIMES**
Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. The substitute should supervise the pupils in the hallways. Any information that may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the building principal or assistant principal.
- **ASSISTANCE**
Substitutes will find that staff members will provide cooperation and assistance if asked.
- **COLLECT ASSIGNMENTS**
Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. Do not leave purses, room keys, or other valuables unattended.
- **DISCIPLINE**
The substitute teacher is expected and required to maintain a safe environment in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so a consistent, calm and responsible method of classroom management is necessary. No students should be allowed to disturb the safety of the classroom. The names of disruptive students should be given to the classroom teacher. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, create a detailed note describing the reason. Call the office immediately.

Under no condition is it permissible for the substitute teacher to use corporal punishment or foul language. District policy does not allow corporal punishment to be used. Substitutes should notify building administration immediately of any students that threaten the health, safety or property of others.
- **EMERGENCY AND HEALTH PROCEDURES**
In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Response Actions available in each building office or in each classroom. Be familiar with instructions for fire/severe weather drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to

take part in fire/severe weather drills including visitors, custodians, administrative assistants, substitutes, etc.

- **LUNCH/BREAKS**

A 30-minute, duty-free lunch period is available in each teacher's schedule. Hot lunch is available each day in all the buildings at faculty rates. Feel free to use the faculty lounge or workroom during your preparation period.

Consult the school office for instructions on telephone use. These vary from building to building. Keys, when necessary, are available through the school office and may be picked up at the beginning of the day and returned at the end of the day.

- **EQUIPMENT/FACILITIES**

Each building has equipment and facilities for duplication of materials and a wide variety of technology for classroom use. Consult the substitute's folder for the location and procedure for use of those items.

- **TRANSPORTATION**

Privately owned cars are not used to transport students to school related activities without prior written approval. If travel between schools is necessary, as part of the teaching job, an expense voucher should be submitted to the school office showing the mileage traveled. Mileage will be reimbursed at the current rate set by the Board of Education.

After Class Routine

- **COMPLETE DAILY REPORT**

Complete the substitute teacher daily report and assignment review. Include all information which will be important to the classroom teacher.

- **LEAVE THE CLASSROOM IN GOOD ORDER**

- **REPORT TO SCHOOL OFFICE**

Report to the school office before leaving the building to sign-out.

SUBSTITUTE PLACEMENT

The Waunakee Community School District uses an automated service called Frontline Absence Management (formerly Aesop) for substitute placement. Frontline utilizes both the telephone and the Internet to assist substitutes in locating jobs. The Frontline system is available 24 hours a day, 7 days a week. Frontline uses four methods to make jobs available to substitutes:

1. **Computer:** You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet.
2. **Phone call in:** You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
3. **Phone call received:** Frontline will also make phone calls to substitutes to offer jobs.
4. **Mobile app:** Frontline has a free mobile app for substitutes that provides notification of substitute positions to your mobile device.

In order to access the Frontline Absence Management system, you will need to have all of the required paperwork on file and have been approved to substitute in the District. When you have met these requirements, you will be contacted by Amy Manzetti, the District's substitute coordinator. .

When you receive your login information, you are able to accept jobs. If you accept a job, Frontline will issue a confirmation number. The transaction is not complete until Frontline provides you with the confirmation number.

If you experience any difficulty using the Frontline Absence Management system, please contact the District's substitute coordinator, Amy Manzetti, at 608-849-2000, ext. 8168 or via email at amymanzetti@waunakee.k12.wi.us

SALARY AND PAY SCHEDULE

Salary

- **SUBSTITUTE TEACHER.** Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education. The current rate is \$160.00 per day, \$80 per half day. If less than eight (8) hours worked (full day), pay is adjusted according to actual time worked based on the \$160 per day rate.
- **LONG-TERM SUBSTITUTE TEACHER.** For 2024/25 the long-term daily substitute rate is \$288.14 starting on the first day of a long-term assignment. Approved shadow days that are in conjunction with a long-term assignment are paid the current daily rate of \$160.00 per day. Part-time long-term assignments will be pro-rated on the full daily rate with one-half the full daily rate being the minimum.
- **SUBSTITUTE PARA-EDUCATORS (Regular Education and LMTC)** will be paid an hourly rate of \$19.03. Assignments are 2 to 8 hours.
- **SUBSTITUTE PARA-EDUCATORS (Special Education and ELL)** will be paid an hourly rate of \$20.33. Assignments are 2 to 8 hours.

Pay Schedule

- All substitutes are paid by paperless direct deposit on the 15th and 30th of each month. When the 15th or 30th fall on a Saturday, Sunday or bank holiday, payment shall be made on the preceding business day.
- Work completed on the 1st through the 15th of the month shall be paid on the 30th of the month. Work completed on the 16th through 31st of the month shall be paid on the 15th of the following month.

All payroll forms must be on file in the District Human Resource Office and a copy of the teacher's license must be on file with the substitute coordinator prior to receiving your payroll deposit.

403(b) EMPLOYEE SAVINGS PLAN

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. For further information, visit:

www.tsacg.com/individual/plan-sponsor/wisconsin/waunakee-community-school-district

457(b) DEFERRED COMPENSATION PLAN

The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the "457(b) Deferred Compensation Plan") that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee's contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.

WISCONSIN RETIREMENT SYSTEM / EMPLOYEE TRUST FUNDS

Some substitute staff are eligible or may become eligible in the future for enrollment in the Wisconsin Retirement System/Employee Trust Funds (WRS/ETF). Your eligibility is based on hours worked. If the Waunakee Community School District previously notified you of eligibility for WRS/ETF enrollment, or, if in the future we contact you regarding your eligibility for enrollment, please note the following information.

- All Waunakee Community School District WRS/ETF enrollees will be required to pay the employee-share contribution via payroll deduction each payroll. This deduction will be a "pre-tax" option only which means you will not pay taxes now on this employee paid contribution, but will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.
- Contributions (both the employee-paid and employer-paid) are sent to WRS/ETF by the payroll office.
- Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible, unless you are currently receiving an annuity from WRS/ETF. If you believe this applies to you or, if you have recently processed a separation benefit from WRS/ETF, please contact Jenny Endres, Employment & Benefits Specialist at 849-2000, ext 8107.

School Calendar Summary

WCSD 24-25 Family Calendar Summary

Sep 2, 2025 – Mon	No School – Labor Day
Sep 3, 2024 – Tue	First Day Students Report
Oct 14, 2024 - Mon	Parent Teacher Conferences (Grades 7-12)
Oct 15, 2024 - Tue	Parent Teacher Conferences (Grades 5-6)
Oct 17, 2024 - Thu	Parent Teacher Conferences (Grades K-4)
Oct 18, 2024 - Fri	No School - Parent Teacher Conferences (Grades K-12 am only)
Oct 24, 2024 - Thu	No School - Fall Break - Staff Development
Oct 25, 2024 - Fri	No School - Fall Break
Nov 6, 2024 - Wed	First Quarter Ends
Nov. 11-22, 2025	4K Parent Teacher Conferences
Nov 26, 2024 - Tue	First Trimester Ends (Gr. K-6)
Nov 27, 2024 – Wed	No School
Nov 28, 2024 - Thu	No School – Thanksgiving
Nov 29, 2024 – Fri	No School
Dec 23, 2024 - Mon	No School - Winter Break
Dec 24, 2024 - Tue	No School - Winter Break
Dec 25, 2024 - Wed	No School - Winter Break
Dec 26, 2024 - Thu	No School - Winter Break
Dec 27, 2024 - Fri	No School - Winter Break
Dec 30, 2024 - Mon	No School - Winter Break
Dec 31, 2024 - Tue	No School - Winter Break
Jan 1, 2025 - Wed	No School - Winter Break
Jan 20, 2025 – Mon	No School – Staff Development
Jan 24, 2025 – Fri	First Semester Ends (7-12)
Jan 27, 2025 -Mon	No School – Staff Work Day
Feb 28, 2025 – Fri	No School – Staff Development
Mar 7, 2025 – Fri	Second Trimester Ends (K-6)
Mar. 11-20, 2025	4K Parent Teacher Conferences
Mar 17, 2025 - Mon	Parent Teacher Conferences (Grades 7-12)
Mar 18, 2025 - Tue	Parent Teacher Conferences (Grades 5-6)
Mar 20, 2025 - Thu	Parent Teacher Conferences (Grades K-4)
Mar 21, 2025 - Fri	No School - Parent Teacher Conferences (Grades K-12 am only)
Mar 24, 2025 - Mon	No School - Spring Break
Mar 25, 2025 - Tue	No School - Spring Break
Mar 26, 2025 - Wed	No School - Spring Break
Mar 27, 2025 - Thu	No School - Spring Break

Mar 28, 2025 - Fri	No School - Spring Break
Apr 4, 2025 - Fri	3rd Quarter Ends
Apr 18, 2025 - Fri	No School
Apr 21, 2025 - Mon	4K-12 No School/Snow Day
May 19, 2025 - Mon	No School - Staff Development Day
May 26, 2025 - Mon	No School - Memorial Day
June 6, 2025 Fri	Last Day for 4K Students
June 10, 2025- Tue	Last Day for Students
June 10, 2025- Tue	Third Trimester Ends (Grades K-6)
June 10, 2025- Tue	Second Semester Ends (Grades 7-12)
June 11, 2025 - Wed	Possible snow make up day

TIPS ON CLASSROOM MANAGEMENT

- Start the day quickly, confidently, concisely. Be pleasant. Let the students know “anything doesn’t go”. The substitute’s first words and actions go a long way toward setting the tone for the day. You will gain respect with your actions more than with your words.
- Get the students busy at the beginning of the day and at the beginning of each period. Keep them busy working on appropriate learning tasks.
- Problems may be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
 - “Raise your hand if you can tell me where the attendance folder is.”
 - “Raise your hand if you know the names of absent students.”
 - “John, where is the handwriting paper?”
- Students are likely to say, “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” Remember, students often feel more secure when they follow an established routine, so try to hold to the time schedule and other established routines.
- Compliment things in the room (if applicable) and inquire about the things around the room.
- Gear the instruction to the students’ levels. Involve the students.
- With any group, smile, be friendly, and show enthusiasm.

- Learn the students' names. Have students help you.
- Remain calm and relaxed. Don't lose your "cool".
- Be positive. Recognize that every student has some success or praise each day. Just a pleasant remark or an appreciative smile works wonders.
- Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for that day, or not taking part in classroom activities.
- Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- Solve problems at the time they occur. Don't degrade any student in front of others, but do handle situations when they occur.
- Never judge the program, teachers, or activities in a negative manner in front of the students.

We recognize that the substitute teacher is an important contributor to the instructional program, and as such should become familiar with the current policies and procedures. Substitute teachers are expected to maintain ethical standards. ***Confidentiality is expected.***

All teachers should be aware that there are areas of sensitivity in working with the children of others. Discussions of controversial, sensitive issues without proper follow-up are sometimes misinterpreted and misunderstood by students. Substitute teachers should avoid these topics as you do not have a long-range curricular perspective. In the short time you usually spend at one location, you will do the best possible job by carefully following the lesson plans prepared by the teacher.

All administrators welcome your comments and suggestions for building improvement at any time. Remember that the classroom teacher should be consulted before suggestions are made to the principal about specific programs.

SCHOOL INFORMATION

PRAIRIE ELEMENTARY SCHOOL _____

700 N. Madison Street

- **Principal** - **Dean Kaminski**
- **Assistant Principal** - **Katie Schmuck**
- **Administrative Assistants** - **Erin Mayrand and Shelley Finnel**
- **Phone** - **849-2200**

- **Parking**
Is available in the parking lot.
- **Lunch**
Is available in the cafeteria.

HERITAGE ELEMENTARY SCHOOL _____

6271 Woodland Drive

- **Principal** - **Dan Carter**
- **Assistant Principal** - **Danielle Dawson**
- **Administrative Assistants** - **Gina Wherley and Bridget Ziegler**
- **Phone** - **849-2030**

- **Parking**
Is available in the parking lot.
- **Lunch**
Is available in the cafeteria.

ARBORETUM ELEMENTARY SCHOOL_____

1350 Arboretum Drive

- **Principal** - **Sheila Weihert**
- **Assistant Principal** - **Miranda Moe**
- **Administrative Assistants** - **Karen Rundhaug and
Kathy Grosskopf**
- **Phone** - **849-1800**

- **Parking**
Is available in the main parking lot. Please do not park in the streets.
- **Lunch**
Is available in the cafeteria.

INTERMEDIATE SCHOOL_____

6273 Woodland Drive

- **Principal** - **Tim Mommaerts**
- **Assistant Principal** - **Lindsey Laufenberg**
- **Administrative Assistants** - **Danielle Werkheiser and
Jennifer Stephens-Roy**
- **Phone** - **849-2176**

- **Parking**
Is available in the main lot.
- **Lunch**
Is available in the cafeteria.

MIDDLE SCHOOL _____

1001 South Street

- **Principal** - **Jeff Kenas**
- **Assistant Principal** - **Michael Zibell**
- **Administrative Assistants** - **Patti Coffren**
- **Phone** - **849-2060**

- **Parking**

Is available in the visitor parking stalls on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
CLASSES RUN ON A / B DAY SCHEDULES

HIGH SCHOOL _____

301 Community Drive

- **Principal** - **Brian Borowski**
- **Assistant Principals** - **Steve Hernandez**
 - **Chad Gauerke**
 - **Deanne Lensert**
- **Administrative Assistants** - **Cindy Richardson**
 - **Barb Salverson**
 - **Denise Branshaw**
 - **Christina Raemisch**
- **Phone** - **849-2100**

- **Parking**

Is available in visitor stalls in lot A on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
BLOCK SCHEDULING
CLASSES RUN ON A / B DAY SCHEDULES

Appendix A Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice.

The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

The Waunakee Community School District adheres to a NO SMOKING policy in all buildings, grounds, and vehicles.