

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

Monday, October 14, 2024

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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

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

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

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

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

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

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

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

- A. Review Minutes of 9/09/24 Meeting
- B. Review Individual Teacher Contract Recommendations, Resignations and Retirements
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
- E. Review Student Discipline/Expulsion Recommendation
- F. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

VI. APPROVAL OF MINUTES

A. Review Minutes from 9/09/24 regular meeting.	7
VII. <u>APPROVAL OF AGENDA AND ADDITIONS</u>	
A motion will be necessary to approve the agenda as presented (or) with changes as recommended.	
VIII. <u>PUBLIC COMMENTS</u>	13
The Board of Education provides a public listening session for the public to comment on any item related to the governance or management of the WCSD. A copy of Board Policy 187 - Public Participation at Board Meetings is attached for your reference. Each commenter will be allowed 3 minutes. A total of 30 minutes will be allowed for this item	
IX. <u>TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS</u>	
A. Student Reports	
High School Student Council Representatives, Abigail Anderson and Alena Wagoner will report to the Board on events and matters at the high school.	
B. Teacher Update	
Representatives of the teaching staff will provide an update to the Board.	
C. Board Reports/Action Items	
1. Board Reports on Educational Related Events, Meetings, or Trainings	16
Attended by Individual Board Members	
This section is reserved for any comments from members of the board on meetings they attended or other informational items.	
X. <u>COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS</u>	
A. Curriculum Committee	17
Review the minutes from the 09/26/24 meeting.	
1. Act 20 Early Literacy Remediation Plan	18
Amy Johnson	
ACT 20 requires a Board approved Early Literacy Remediation Plan. Amy Johnson shared this presentation with the Curriculum Committee. She will be available to answer questions regarding this plan . This is an action item where the administrative recommendation is to endorse this to the full Board for approval at the October regular meeting. The Curriculum committee recommends the full board to approve 3-0.	
2. Library Plan	31
LMTC Department	
Wisconsin requires that school districts have a Board approved library plan. The requirements are general in nature. The LMTC Directors presented to the Curriculum Committee. Tim Schell will be available to answer any questions. This is an action item where the administrative recommendation is endorsement to the full Board for approval at the October regular meeting. The Curriculum Committee recommends the full board approval of this plan.	

B. Facility Committee 10/9/24	68
Review the minutes from the 10/09/24 Meeting	
1. Consideration of Capital Projects	70
<p>The purpose of this agenda item is to provide an update on capital projects, and request consideration of additional projects for districtwide capital maintenance. The facility committee is recommending approval on a 3-0 motion. The committee did request additional information on the high school fieldhouse project.</p> <p>Attached please find our budget tracking document for capital projects. Please note that this document has been updated to reflect the September School Board meeting capital projects approvals, the GMP savings for Heritage Elementary School, and \$5 million of interest earnings. In addition, Administration has reflected the board's decision from September to allocate fund 10 maintenance projects to fund 49 from the additional 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.</p>	
C. Budget Committee Meeting 10/09/24	75
Review the minutes of the 10/9/24 Budget Committee Meeting.	
1. Special Education Funding/Position Request	77
<p>The purpose of this agenda item is to request approval of 2 special education para-educator positions. The business office worked with the special education department to complete the 2024-25 Transfer of Service requests. The total claim was \$152,755 after subtracting categorical aid. One of the requests was for two para-educator positions for students who moved into our district. Please see the attached memo from Tiffany Loken that requests the position to meet the requirements of the IEP. The budget committee is recommending approval 3-0.</p>	
2. Curriculum Grant/Position Request	
<p>The purpose of this agenda item is to request approval of hiring a teacher on a part time, one-year contract. Amy Johnson has secured \$30,000 as part of the Title I grant and the funds are required to be used in 2024-25. Brian Grabarski has calculated that the funds would cover a .51 FTE position. The budget committee is recommending approval 3-0.</p>	
3. State Health Grant/Stipend Request	
<p>The purpose of this agenda item is to request approval of a retention payment for health staff. Lisa Jondle has secured the state health grant that provides a stipend for \$1,000 per nurse and \$500 per health assistant. The funds are required to be paid in the 2024-25 school year. The board approved these stipends in 2023-24. The budget committee is recommending approval 3-0.</p>	
4. Inflation Reduction Act - Direct Pay Program Participation	79

The purpose of this agenda item is for administration to update the board on the work that has taken place for the district to participate in the federal direct pay reimbursement program. As a reminder, the school board approved a legal team and an accounting team to assist district administration with this effort. Attached please find a 2-page high level overview of this program.

The reimbursement for the federal direct pay program would range from 6% up to 30% depending on the program requirements that are met. In order to receive the 30% reimbursement, prevailing wage requirements and apprenticeship requirements must be met, as well as domestic content requirements for materials. The reimbursement for prevailing wage/apprenticeship without domestic content is 27% for 2024 projects. For a \$14 million dollar geothermal system, the reimbursement would range from \$840,000 to \$4.2 million. The cost to meet the 27% threshold is \$1,100,000 while the contingency for the middle is at \$4.3 million. We are seeking board approval on this topic.

The costs incurred to date include costs from Wipfli and legal fees from McCauley Lyman totals \$60,000 since this process has started.

D. Policy Committee	81
Review the minutes of the policy committee 10/07/24	
1. Policy Resource Guide (PRG) Updates	
Amy Johnson will be available to speak about the Literacy policy. The Administration is recommending this policy. The policy committee is recommending these policy changes on a 3-0 vote.	
a. 341.1 Reading & Literacy Development	83
2. Administration/Staff Recommended Policy Update	
Brian Grabarski will be available to speak and answer questions on the policy changes.	
a. Policy 535.21 Coaches	86
Brian Grabarski will be available to present and answer questions regarding the requested recommendations. The policy committee recommends these policy changes on a 3-0 vote.	
3. Policies for Discussion, Review, and Consideration	88
Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed and recommendations made by the administration. The policy committee recommends these policies as presented on a 3-0 vote.	
a. 751 Student Transportation Services	91
b. 760 & 760 Rule 1 Food Service Management	95
c. 761 Free and Reduced-Priced Meals	104

d. 762 Vending Machines	105
e. 763 District Wellness	106
f. 772 Telephone Services	110
g. 774 Mail and Delivery Services	111
h. 780 Insurance Management	112
XI. <u>ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS</u>	
A. Administrative Reports/Action Items	
1. Third Friday Count	113
The purpose of this agenda item is to review the Third Friday in September count.	
The third draft of the budget included an estimate of 4,412, which can be compared	
to 4,411 which was the final count for this year. There was an increase in open	
enrollment in students this year of 28 students. An increase in open enrollment in	
students results in additional revenues for the district. Please let me know if you	
have any questions on the student count.	
2. Announcements/Correspondence	
XII. <u>CONSENT AGENDA</u>	
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 September 2023. Please feel free to reach out to	
Allie Dye at alexandradye@waunakee.k12.wi.us if you have any questions.	
B. Finance	
1. Monthly Finance Reports	115
Attached you will find the Budget Status report as of September 30, 2024 and the	
Cash Reconciliation report for August 2024.	
C. Consideration of School Safety Drills	119
D. Consideration of Early College Credit Program and Start College Now Applications	
for Spring 2025	
E. Gifts and Field Trips	
1. Gifts	
a. Pride Pump Donation - Meffert Oil -	120
b. AED and Cabinet Donation.	121
2. Field Trips	
a. Consideration of the MS Washington DC trip in 2026	122
b. FFA - Out of State Trip Request - Indianapolis, IN	130
National FFA Convention October 22-26, 2024	
c. MSAN Student Conference - Nov. 13-16, 2024 - East Lansing	134
MI	
F. Consideration of Exchange Student for Spring Semester 2025	136
G. Approve Individual Teacher, Co-curricular, Support Staff & Custodial	137
Recommendations, Resignations, Leaves & Retirements	

XIII. BOARD BUSINESS

A. Board Correspondence

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Meeting

B. Special Meeting - Setting the Tax Levy Meeting.

Administration would request that this meeting be held on October 28th.

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

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

XVI. RETURN TO OPEN SESSION

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

XVIII. ADJOURN

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

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, September 9, 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 7-0 on a roll call vote. Time 6:00PM

II. ROLL CALL

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

Also Present: Dr. Brown, Grabarski, Summers, Dye, Schell, Loken

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

A. Review Minutes of August 12, 2024 Meeting

B. Deliberating with legal counsel regarding the construction of public properties and the investing of public funds.

Administration has invited Michael Allen and Bryanna Frazier from the law firm McCauley Lyman to discuss the topic of the Inflation Reduction Act - Direct Pay Program and a potential contractual change with Vogel that would increase the level of reimbursement for the district under the Act.

C. Review Individual Teacher/Administrator Contract Recommendations, Resignations and Retirements

D. Review Individual Co-Curricular Contract Recommendations

E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements

F. Review Student Discipline/Expulsion Recommendation

G. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

IV. RETURN TO OPEN SESSION

A motion was made by Hetzel, second by Heinemann, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 7:15PM

V. **BOARD DEVELOPMENT** - There was no board development for this meeting.

VI. **APPROVAL OF MINUTES FOR THE AUGUST 12, 2024**

A motion was made by Dotzler, second by Heinrichs, to approve the August 12, 2024 meeting minutes as posted. Motion carried 7-0.

VII. **APPROVAL OF AGENDA AND ADDITIONS**

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

VIII. **PUBLIC COMMENTS**

There were no public comments for this meeting.

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

A. Teacher Report

The teachers were unable to attend this meeting but sent updates regarding: WTA enrollment, The new Heritage building and the smooth transition, MS schedule and PD days.

B. Student Report

Abigail Anderson and Alena Wagoner introduced themselves and gave an update on what is happening in the WHS. They discussed the start of school, homecoming events, the fall play, and the cell phone policy.

C. Board Reports/Action Items

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

Board members shared how they have worked with students to organize Homecoming events.

X. **START OF SCHOOL REPORT**

Dr. Kelsey-Brown gave an update on the start of the school year, which included various trainings, welcome and the first day of school.

XI. **COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Budget Committee Meeting

The minutes from the 9/3/24 Meeting were reviewed.

1. Allocation of Capital Maintenance/Equipment Expenses between Fund 10 and Fund 49.

Summers introduced and answered questions regarding the request of approval of allocating capital maintenance expenditures and equipment purchases from fund 10 to fund 49. A motion was made by Hetzel, second by Dotzler, to approve the allocation of capital maintenance expenditures and equipment purchases from Fund 10 – Fund 49 as presented. Motion carried 7-0.

2. Operational Referendum Communication Plan

Summers introduced and answered questions regarding the draft of our communication plan and first mailer. The draft communication plan has been attached. We have also attached the start of a community presentation on the operational referendum.

The board shared feedback with administration to focus on one mailer and have more clarity on both outcomes of the referendum.

B. Facility Committee Meeting

The 09/03/24 Facility Meeting Minutes were Reviewed.

1. Subcontractor Bids

Summers presented and answered questions regarding the approval of the remaining subcontractors for the middle school project. A motion was made by Heinemann, second by

- Dotzler, to approve the subcontractors as presented.
2. 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 Heinemann, second by Heinrichs, to approve additional projects as presented. Motion carried.
 - C. Policy Committee Meeting

Review and Consider the 08/20/24 Meeting Minutes

 1. Policies for Discussion, Review, and Consideration

Frey presented and answered questions regarding the 700 series policies for review. Summers was available to answer questions as well. A motion was made by Heinemann, second by Heinrichs, to approve the policies as presented. Motion carried 7-0

 - a. 743 R2 - Hazardous Materials Accident/Emergency Plan
743 R3 Hazardous Materials Procurement and Use
 - b. 751 R1 Student Transportation Services
751 R2 Bus Discipline Procedures
 - c. 751.1 School Bus Scheduling and Routing.
 - d. 751.2 Bus Transportation Contractors
751.21 School Bus Drivers
751.22 Employee Drivers License/Record
 - e. 751.3 School Bus Safety Program
 - f. 751.4 Parent Transportation Contracts
 - g. 751.6 Transportation in Unusually Hazardous Areas
 - h. 751.5 Alternative Transportation
751.5 R, 751.5 E1-4
 - i. 752 E 1 Transportation Agreement (Parents)
752 E2 Transportation Agreement (Private School)
752 E 3 Transportation Insurance Acknowledgment
752 E 4 Transportation Area of Unusual Hazard
752 E 5 Student Transportation Agreement
 2. Harassment / Discrimination / Title IX Policies

Frey presented and answered questions, Grabarski and Loken were available for questions. A motion was made by Engebretson, second by Heinrichs, to approve these policies as presented. Motion carried 7-0.

 - a. 411 Equal Educational Opportunities
 - b. 411 R 1 Student Discrimination/Harassment Complaint Procedure
 - c. 411 - Exhibit Public Notification of Student Nondiscrimination Policy
411 - Discrimination Complaint Form
 - d. 411.1 Student Harassment
 - e. 443.71 Anti Bullying
 - f. 511 Equal Opportunity Employment and NonDiscrimination
 - g. 511 R Employment Discrimination and Harassment Complaint Procedures
 - h. 511- Exhibit Complaint Form to Report Employment Discrimination, Harassment or Workplace Bullying.
 - i. 512 Harassment Based on Legally Protected Status
 - j. 522.3 Workplace Violence, Threats, Intimidation, and Harassment

XII. ADMINISTRATIVE REPORTS/ACTION ITEMS

A. Announcements/Correspondence

B. Resolution Authorizing Temporary Borrowing in an amount not to exceed \$13,200,000; issuance of tax and revenue anticipation promissory notes, and participation in the PMA Levy and aid anticipation notes program

Summers presented and answered questions regarding the approval of the parameters resolution for our cash flow borrowing process for the 2024-2025 school year.

A motion was made by Hetzel and second by Heinrichs, to approve the resolution as presented. Motion carried by a roll call vote 7-0.

Roll Call:

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

XIII. CONSENT AGENDA

The board asked to pull the staff updates separate from the rest of the consent agenda.

A motion was made by Dotzler, second by Frey, to approve the consent agenda, without the staff updates, as presented. Motion carried 7-0.

A motion was made by Dotzler, second by Heinrichs, to approve the staff updates as presented. Motion carried Y=6 – N= 0 Heinemann – Abstained.

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

2. Approval of Fund 21 Accounts

3. Approval of Fund Balance Allocations

C. Seclusion and Restraint Report

D. Consideration of Fund Raising Request

Waunakee FOMATA (Music Boosters) 2024-2025 Fundraising

E. Gifts and Field Trips

1. Gifts

2. Field Trips

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

New Teacher Staff

Eric Hildebrand, EL Teacher, MS

Karen McDonough, Spanish Teacher, MS

New Support Staff

Katie Bigsby, Para Educator Regular Education, HES

Melissa Despirito, Para Educator Special Education, AES

Lauren Franco, Para Educator Special Education, MS

Diane Hoffman, Crossing Guard

Jaymi Jensen, Para Educator Regular Education, HS

Aliza Jones, Crossing Guard

Eppie Larson, LMTC Assistant, AES

Nicole Lauderdale, Administrative Assistant to Facilities Director

Ava Margala, Para Educator Regular Education, AES

Karen Pollock, Crossing Guard

Crystal Sprecher, Para Educator Special Education, MS

Joseph Verstynen, Para Educator Special Education, MS
Hannah Wirag, Para Educator Special Education, IS

Resignations

Hartley Erickson, Custodian, IS
Cory Jennerjohn, Para Educator Regular Education, HES

Internal Changes - NO Action

Karen Kashuk, from Para Educator Reg. Ed., AES, to Attendance Admin. Assist., MS
Samantha Stephan, from Cross Categorical Teacher, HES, to 4th Grade Teacher, HES
Debra Wall, from Para Educator Special Education, HES, to Cross Categorical Teacher, PES

Special Approval

Exemption for volunteer coach Jack Heinemann from volunteer limits of policy 535.21

XIV. BOARD BUSINESS - 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. 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

A motion was made by Heinemann, second by Dotzler, to return to closed session. Motion carried 7-0 on a roll call vote. Time: 8:25pm

Roll Call

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

Also Present: Dr. Brown, Grabarski, Summers, Dye, Schell, Loken

XVII. RETURN TO OPEN SESSION – A motion was made by Hetzel, second by Dotzler to return to open session. Motion carried 8:40pm

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

XIX. ADJOURN

The Board of Education adjourned at 8:34PM on a motion by Dotzler, second by Heinrichs, and passed unanimously by voice vote 5-0. (Frey & Heinemann Absent)

Respectfully submitted,

Judith Engebretson, Clerk

Date _____

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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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

Greater Dane County School District Governance Consortium Update

Date: Tuesday, Oct. 8, 2024

Location: Verona Area H.S.

In attendance: 15 regional school districts BOE's and Cent. Adm.s; from Waunakee - Dr. Kelsey Brown and Mark Hetzel

Topic: Advocating for School Funding

Guest Speaker: Mike Barry, Executive Director of Wisconsin Association of School Business Officials, WASBO

- I. Key Points:
 - Revenue Limits were set in 1993 and indexed to inflation
 - 1994 to 2010/11: 17 straight increased to the limits indexed to inflation
 - 2011 to 2024:
 - Revenue limits raised 7 times, 3 for \$75 or less/pupil
 - Zero revenue raises 6 times
 - Revenue limits decreased 1 time (-\$528/pupil)
 - Result: By 2023 per pupil funding is underfunded \$3,300 due to inflation
 - National Ranking in School Funding
 - In 2002 WI ranked 11th nationally, 11% above the national average
 - In 2022 WI ranked 25th nationally, 7.5% below the national average
 - Impact of declining enrollment
 - Impact of Sp. Ed. since 2012 IEPs up 17%, funding is only 32% of cost
 - Budgetary State Funding Goals:
 - Special Ed. funded at 60%
 - 2025: Per pupil funding @ \$415 (+ \$90, covers inflation)
 - 2026: Per pupil funding @ \$428 (+\$105, covers inflation)
- II. Collaborated on Advocacy for Increased State Funding
Meeting: December to solidify plans for regional & local advocacy
- III. January Meeting: @ Mt. Horeb, 1/15/25: State Ed. Organizations (WEAC, WASBO, WASDA, WASB, etc.) will be represented to guide Funding Advocacy.

**An open invite from GDCSDGC to any interested WCSD BOE members or Central Adm. to attend future meetings

Minutes of Curriculum Committee Meeting

The Board of Education Waunakee Community School District

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, September 26, 2024, beginning at 3:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Hetzel called the meeting to order at 3:30pm.

II. ROLL CALL

Present: Hetzel, Ensign, Dotzler

Also Present: Schell, Johnson.

III. APPROVE THE AGENDA

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

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

V. ACT 20 EARLY LITERACY REMEDIATION PLAN

Johnson presented and answered questions regarding the ACT 20 Early Literacy Remediation Plan. A motion was made by Ensign, second by Dotzler, to recommend that the full board consider this plan as presented. Motion carried 3-0.

A motion was made by Dotzler, second by Ensign, to take a 20 minute recess until 4pm when the LMTC presenters are available. Motion carried 3-0 Time: 3:40pm

A motion was made by Dotzler, second by Ensign, to resume the meeting. Motion carried 3-0. Time: 4:02pm

VI. LIBRARY PLAN

LMTC Department

Schell introduced Sarah Wendorf (Intermediate LMTC Director), Melissa Hill (Arboretum LMTC Director), and Brittany Phelps (Prairie LMTC Director) presented and answered questions regarding the WCSD Library plan that is required by Wisconsin to be board approved. Mark left at 4:30

Ensign made a motion, second by Dotzler, to recommend to the full board to consider the WCSD Library plan as presented. Motion carried 2-0 (Hetzel left meeting at 4:30pm)

VII. FUTURE AGENDAS AND MEETINGS

Tentatively October 28th at 3:00pm

Assessment Data and State Report card

Course proposals

District Goals for getting back to pre-pandemic levels adjustment

VIII. ADJOURN

A motion was made by Ensign, second by Dotzler to adjourn the meeting at 4:49pm Motion carried 2-0.



EARLY LITERACY REMEDIATION PLAN





WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Vision Statement

- ❖ The Waunakee Community School District is a partnership of community, staff, parents and students striving for excellence.
- ❖ Educational discovery is the key to creating a community of learners in which each individual can achieve success.
- ❖ The district will utilize its available resources to develop critical thinkers and responsible citizens who pursue life-long learning.
- ❖ The district's primary educational goal shall be to promote excellence, deliver a challenging curriculum and encourage global perspectives grounded in respect.

Contact Us

Waunakee Community School District
Administration Office
905 Bethel Circle
Waunakee, WI 53597
608.849.2000
Amy Johnson
Director of Elementary Curriculum & Instruction

Arboretum Elementary School (K-4)

1350 Arboretum Drive
Waunakee, WI 53597
608.849.1800
Principal: Sheila Weihert
Assoc. Principal: Miranda Moe

Heritage Elementary School (K-4)

6271 Woodland Drive
Waunakee, WI 53597
608.849.2030
Principal: Dan Carter
Assoc. Principal: Danielle Dawson

Prairie Elementary School (K-4)

700 N. Madison Street
Waunakee, WI 53597
608.849.2200
Principal: Dean Kaminski
Assoc. Principal: Katie Schmuck

Committed to Children – Committed to Community – Committed to Excellence

<https://www.waunakee.k12.wi.us/>

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INTRODUCTION

Purpose

This Early Literacy Remediation Plan, which is required by state law, addresses reading instruction, assessment, and remediation with a primary, but not exclusive focus on five-year-old kindergarten through third grade. See [Wisconsin State Statute 118.016\(6\)](#).

Primary District Contact

If any Waunakee Community School District (WCSD) families or other stakeholders have questions about this plan, the WCSD's overall approach to reading instruction in kindergarten through third grade, or the WCSD's approach to literacy-related assessments and learning supports, please contact the Director of Elementary Curriculum and Instruction.

Amy Johnson
Waunakee Community School District
Director of Elementary Curriculum and Instruction
Phone: 608-849-2000 x 8020
Email: amyjohnson@waunakee.k12.wi.us

Website

The most current version of this plan can be found at a link located on the Curriculum and Instruction page of the Waunakee Community School District website.

<https://www.waunakee.k12.wi.us/departments/curriculum-and-instruction>

Date Adopted/Last Revised

The Early Literacy Remediation Plan was completed on August 9, 2024 by a small representative workgroup:

- Lori Armstrong, Instructional Coach
- Amy Johnson, Director of Elementary Curriculum and Instruction
- Heather May, Third Grade Teacher and ELA Building Coordinator
- Pam Smith, Reading Specialist and Reading Department Chairperson

The Early Literacy Remediation Plan was approved by the Waunakee Community School District Board of Education on **XXXX, XX, XXXX**.



LITERACY INSTRUCTION

Our approach to English Language Arts instruction places equal value in both reading and writing. The district's curriculum and educational resources are aligned to the academic standards adopted by the state of Wisconsin. The standards are content-specific, end-of-year goals that specify what students should know and be able to do in the classroom.

The Wisconsin Standards for English Language Arts can be found [here](#).

The English Language Arts instructional block is approximately 120 minutes (Kindergarten -100 minutes) long and incorporates a variety of whole-group and small-group instruction and independent practice. Instruction addresses all areas of English Language Arts including: Foundational Skills, Reading, Writing, Language, Speaking and Listening.

K-3 Instruction

Instructional Materials for Foundational Skills:

- **Heggerty Phonemic Awareness (Kindergarten only)**
Heggerty Phonemic Awareness provides students with instruction in phonological awareness, progressing to the phoneme level through language play activities. It covers all consonants, short vowels, digraphs, blends, and rime patterns, with hearing words with long vowels being introduced in the later weeks of this curriculum.
- **Wilson Foundations**
Wilson Foundations utilizes a structured literacy approach grounded in the science of reading to make learning to read fun while laying the groundwork for lifelong literacy. The program's research-based approach and extensive materials allow K-3 teachers to present a carefully structured reading, spelling, and handwriting curriculum using engaging, multisensory techniques. *Foundations* is aligned with the science of reading and guides teachers to provide effective instructional practices.

Instructional Materials for Reading, Language, Speaking and Listening:

- **Making Meaning by Collaborative Classroom**
The *Making Meaning* program is a reading comprehension curriculum for kindergarten through grade 4. Strategies covered include: Making Connections, Retelling, Visualizing, Wondering, Questioning, Using Text Features, Making Inferences, and Determining Important Ideas. The curriculum combines research-based best practices in reading comprehension and vocabulary development with support for fostering students' growth as caring, respectful members of their classroom community.

Instructional Materials for Writing:

- **Being A Writer by the Collaborative Classroom**
Combining a writing process approach with guided instruction, *Being a Writer* is a student-centered, rigorous writing instruction for students in grades K-5. The program has two primary goals - fostering students' growth as capable, skilled writers and as caring, respectful members of their classroom community.

Continuous Improvement

The Waunakee Community School District values continuous improvement in literacy practice. Each year the district as a whole and each elementary school building in the district analyze both the benchmark assessment data, local data, and Wisconsin Forward data to create school goals for the upcoming year.



EARLY LITERACY ASSESSMENTS

State Required Reading Readiness Screener (Grades K-3)

Students in the Waunakee Community School District will be assessed three times per year using aimswebPlus by Pearson. This is a state-mandated and state-selected assessment, and families cannot opt their child out of this requirement. Screening assessments identify students who may need support with reading skills and meeting literacy standards. Three screening windows will take place during the school year:

- Beginning of the Year (BOY) - August 1 - November 30
- Middle of the Year (MOY) - December 1 - March 15
- End of the Year (EOY) - March 16 - July 31

This chart shows the specific assessment measures that will be given in each grade level.

Time	Kindergarten	1st Grade	2nd Grade	3rd Grade
Beginning of Year (BOY) Within 45 calendar days of the start of the year	Initial Sounds (IS) Auditory Vocabulary (AV) Letter Naming Fluency (LNF) Letter Word Sounds Fluency (LWSF)	Phoneme Segmentation (PS) Auditory Vocabulary (AV) Letter Word Sounds Fluency (LWSF) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)
Middle of Year (MOY) Near the middle of the school year	Initial Sounds (IS) Auditory Vocabulary (AV) Letter Naming Fluency (LNF) Letter Word Sounds Fluency (LWSF)	Auditory Vocabulary (AV) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)



EARLY LITERACY ASSESSMENTS

Time	Kindergarten	1st Grade	2nd Grade	3rd Grade
End of Year (EOY) At least 45 calendar days before school ends	Initial Sounds (IS) Auditory Vocabulary (AV) Letter Naming Fluency (LNF) Letter Word Sounds Fluency (LWSF)	Auditory Vocabulary (AV) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)	Vocabulary (VO) Oral Reading Fluency (ORF)

State Required Fundamental Skills Screening Assessment (Grade 4K)

Students in the Waunakee 4K program will be assessed twice per year using aimswebPlus by Pearson. This is a state-mandated and state-selected reading readiness screening tool. State law does not allow families to choose whether to have their child(ren) participate in this assessment. The purpose of the fundamental skills screening assessment is to evaluate phonemic awareness and letter sound knowledge.

This chart shows the specific assessment measures that will be given in 4K

Time	Four-Year-Old Kindergarten (4K)
Beginning of Year (BOY) Within 45 calendar days of the start of the year	Initial Sounds (IS)
End of Year (EOY) At least 45 calendar days before the last day of the school year	Initial Sounds (IS) Letter Word Sounds Fluency (LWSF)

It is not unusual for 4K students to be at many different levels of reading readiness. With that in mind, the results of the fundamental skills screener do not require the diagnostic assessment or interventions, but will be used as one data point to inform instruction.

Diagnostic Assessment (Grades K-3)

Students who demonstrate a level of risk on the assessments which is defined by scoring below the 25th percentile receive further diagnostic assessments to identify a child's learning gaps. The diagnostic assessments will be:

- TBD from State Approved List



EARLY LITERACY ASSESSMENTS

The school district is required to administer a diagnostic assessment to a student if **either** of the following applies:

- The results of the state reading readiness assessment indicate that the student is “at-risk” with respect to early literacy learning.
 - If the student’s “at-risk” status relates to the beginning of the year assessment, the diagnostic assessment is to be completed by the second Friday in November.
 - If the student’s “at-risk” status relates to the middle or end of year assessment, then the diagnostic assessment is to be completed within 10 calendar days of the screener.
- A teacher or parent/guardian who suspects that the student may be demonstrating characteristics of dyslexia submits a request for a diagnostic assessment. The assessment must be conducted within 20 calendar days of the request.

Progress Monitoring Assessments (Grades K-3)

Progress Monitoring will occur weekly using the aimswebPlus assessment. The aimswebPlus measures will be aligned with the intervention. Kindergartners will be assessed using the nonword or nonsense word fluency and phoneme segmentation fluency measures, and students in grades 1-3 will be assessed using the oral reading fluency measure.

State Standardized Third Grade Reading Test (Grade 3)

The Wisconsin Forward Exam is used as the reading test that school districts must administer annually to students enrolled in third grade. The Forward Exam is administered in the spring of each school year during a testing period established annually by the Wisconsin Department of Public Instruction. WCSD will provide each student’s parent/guardian with the results of their child’s performance on the Forward Exam once those results are available.



EARLY LITERACY INTERVENTIONS

Students who score lower than the 25th percentile and are given diagnostic assessments will also be discussed by a building team composed of building administration, reading interventionists, classroom teachers, special education teachers, speech and language pathologists (as needed), and school psychologists. The team reviews all of the data, aligns intervention supports to the student's needs and creates a Personal Reading Plan for each student. All Waunakee Community School District elementary buildings have a minimum of a 30-minute intervention and enrichment time built into each grade level's schedule to offer targeted intervention or enrichment support. All students will continue to receive high-quality classroom instruction and support.

WCSD maintains a menu of intervention materials based on the components of science-based early reading instruction. The interventions may address gaps in foundational skills (e.g. phonological awareness and phonics) as well as other critical reading skills (fluency, comprehension, and vocabulary.) In addition to these intervention programs, teachers may provide extra individual/small group lessons focusing on a targeted skill as an intervention.

Foundations Intensive

- Foundations Intensive provides strategic intervention in a small group setting. It is designed to provide additional support for students who need more intensive instruction than what is provided in the core academic program.

Foundations Fluency

- Foundations Fluency aligns with the scope and sequence of the Foundations program. It contains fluency practice with controlled sound drills, real and nonsense words, trick words, phrases, and controlled-text stories (phrased and unphrased).

Foundations Fun in Focus

- Fun in Focus is a program for Foundations students who need additional support and targeted intervention. Lessons provide meaningful student practice and review, and focus on controlled text practice with words, phrases, and stories.

Heggerty Phonemic Awareness (grades 1-2)

- Heggerty provides explicit, systematic instruction covering all eight phonological awareness skills plus three early literacy skills, including phoneme-grapheme connections.

Heggerty Bridge the Gap (grades 2+)

- Heggerty Bridge the Gap identifies gaps in older learners' phonemic awareness skills and provides tailored intervention support to achieve proficiency. The lessons extend phonemic awareness knowledge and connect to print through phoneme-grapheme connections.



EARLY LITERACY INTERVENTIONS

Lexia Core 5

- Lexia Core 5 is a computer-adaptive program that identifies and fills skill gaps students have in early literacy using a structured literacy approach. Lexia Core 5 identifies which students are at risk of not meeting grade-level standards, the areas students are having difficulty in, and automatically formulates targeted, recommended lessons and personalized learning for students.

Passages to Comprehension (grades 2+)

- Passages to Comprehension uses short fiction and nonfiction text passages to teach targeted comprehension strategies, which focus on the language comprehension strands in science-based reading instruction.

Phonics for Reading (grades 3+)

- Phonics for Reading is an intervention program designed for older students. It provides content and illustrations that are developmentally appropriate for older students, along with routine-based instruction that addresses phonics skills gaps.

Quick Reads

- QuickReads is a supplemental reading intervention program that improves students' reading fluency, reading comprehension, and content knowledge. Short, nonfiction texts are read quickly, repeatedly, and meaningfully.

Reciprocal Teaching

- Reciprocal teaching is a research-based strategy that improves students' reading comprehension by teaching strategies to obtain meaning from a text. Four strategies are used: generating questions, summarizing, clarifying, and predicting.

Start Up, Build Up, Spiral Up Phonics

- This intervention from Wiley Blevins provides explicit phonics instruction in both decoding and encoding. While phonics is the focus, phonological awareness, vocabulary, fluency, and comprehension are also addressed.

Sonday

- Sonday offers structured, systematic, multisensory reading intervention for readers. Each lesson plan uses proven Orton-Gillingham methods to provide effective intervention in small-group settings.

Sound Partners

- Sound Partners focuses on phonics, phonemic awareness, sight words, and oral reading practice using decodable texts with a set of scripted lessons in alphabetic and phonics skills.



EARLY LITERACY INTERVENTIONS

Wilson Reading System (WRS)

- WRS is a structured literacy program based on phonological-coding research and Orton-Gillingham principles.



PERSONAL READING PLANS

If a K-3 student is identified as “at-risk” based on the reading readiness screening assessment or a diagnostic assessment, a building team will develop and implement a Personal Reading Plan for the student. An assessment score below the 25th percentile qualifies a student as “at-risk.”

The Personal Reading Plan will include the following:

- Specific early literacy skill deficiencies identified by the applicable assessment
- Goals and benchmarks that the team sets so the student progresses toward grade-level literacy skills
- A description of how the student’s progress will be monitored
- A description of the interventions to be used in addition to core programming
- A description of the classroom reading instruction programming
- Parent/guardian strategies for at-home practice

WCSD will follow any applicable statutory deadlines for the initial creation of a Personal Reading Plan for an “at-risk” student.

- By no later than the 3rd Friday of November if the student is identified as “at-risk” based on the results of the first screener of the year.
- Within ten calendar days after the administration of any other screening or diagnostic assessment that had identified the student as “at-risk.”

Families will receive a copy of the Personal Reading Plan and must sign and return the Personal Reading Plan to school. This communication is a notification, not required consent. Families will receive a progress update after ten weeks. A plan is considered completed when the child has met the goals of the plan and has shown an adequate rate of progress according to grade-specific measures.

Act 20 states that to exit a personalized reading plan, a child must demonstrate adequate rate of progress in reading development according to grade-specific measures.

- For children enrolled in 5K, adequate rate of progress for the purpose of exiting a personalized reading plan is measured by nonsense word fluency and phoneme segmentation fluency.
- For children enrolled in grades 1, 2, or 3, adequate rate of progress for the purpose of exiting a personalized reading plan is measured by oral reading fluency. Children in grade 3 must also score at the proficient level of the state summative assessment in the area of reading.



FAMILY NOTIFICATION

Assessment

Results from the state reading readiness screener will be communicated to families no more than 15 days after the closing of the assessment window. The report will include:

- The student's overall score on the assessment
- The student's score in each early literacy skill category assessed by the assessment
- The student's percentile rank score on the assessment, if available
- The definition of "at risk" and the score on the reading readiness assessment would indicate the student is "at risk"
- A plain language description of the literacy skills the reading readiness assessment is designed to measure

If a student's diagnostic assessment indicates that a pupil is at-risk, the district will communicate the following:

- Information about how to make a special education referral
- A description of the common indicators and characteristics of dyslexia
- Information about interventions and accommodations for children with characteristics of dyslexia

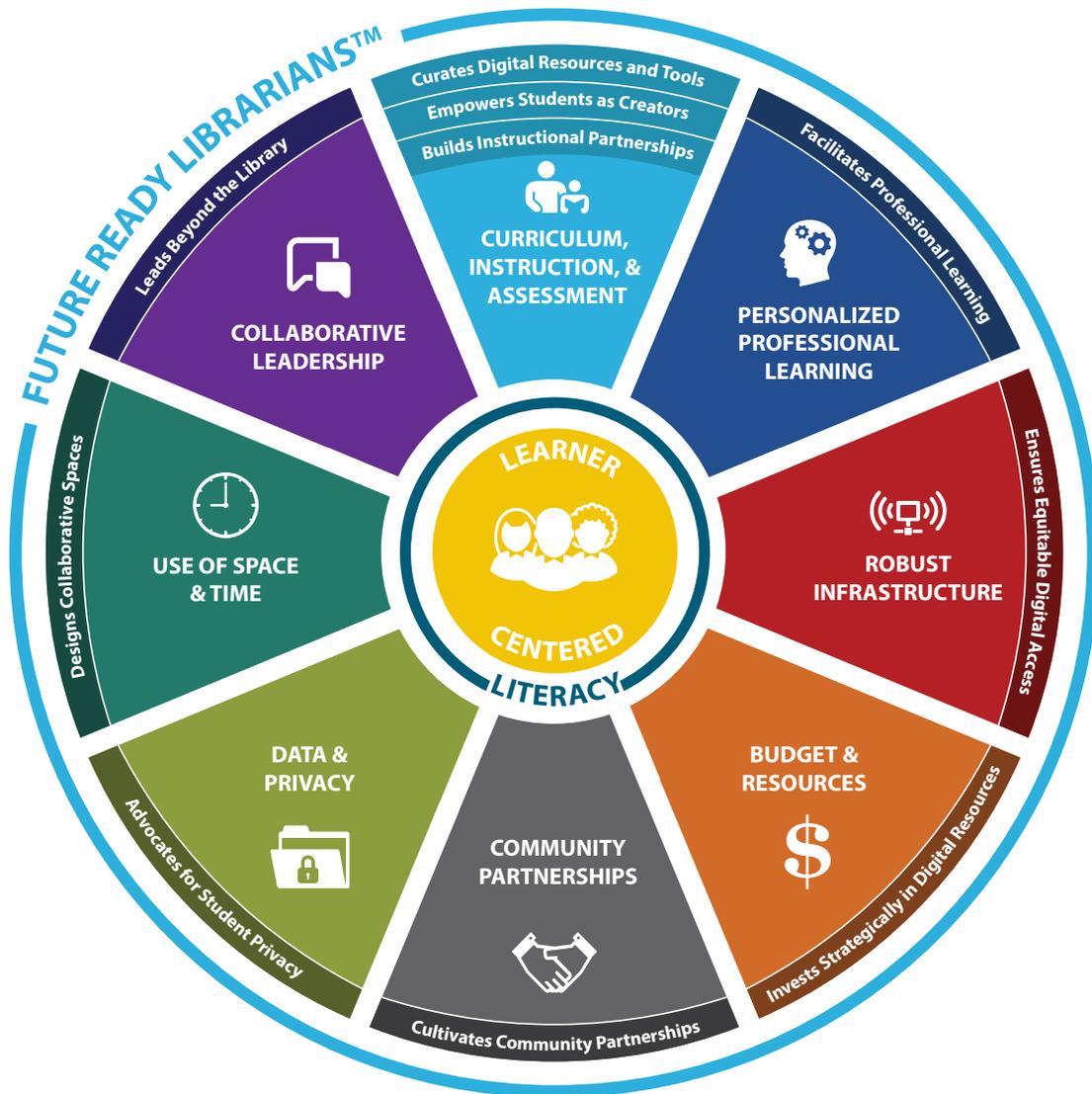
In connection with a diagnostic assessment, WCSD will also provide an opportunity for the student's family to complete a family history survey to provide additional information about any learning difficulties in the student's family.

Personal Reading Plan

The school-based team will develop a Personal Reading Plan for all K-3 students determined to be at risk by the state reading readiness screener and subsequent diagnostic assessment. Families should expect the following communication from the school:

- A conference with the teacher will be offered to explain the components of the Personal Reading Plan, which includes strategies for home reading.
 - Once the plan is complete, the parent/guardian will sign the plan to acknowledge that they understand the plan.
- A progress report after ten weeks/once per trimester to demonstrate progress toward the goals.
 - The parent/guardian will need to sign a copy of the progress report to acknowledge that they have reviewed the report.
- An end-of-the-year report to show plan completion and future steps including summer programming and the next year.

EMPOWERING LEADERSHIP FOR SCHOOL LIBRARIANS THROUGH INNOVATIVE PROFESSIONAL PRACTICE



Through their professional practice, programs, and spaces, school librarians lead, teach, and support their school or district’s Future Ready Schools® (FRS) goals. Derived from the FRS framework, the principles described in this document highlight how school librarians support schools in transitioning to student-centered learning and identify special ways librarians can become future ready. By aligning with strategic initiatives like FRS, librarians connect their practices, programs, and spaces to educational innovation in schools.

Leveraging actions from the Future Ready Librarians framework puts school librarians on the leading edge of the digital transformation of learning.

HOW A FUTURE READY LIBRARIAN SUPPORTS STUDENT-CENTERED LEARNING

LITERACY

Inspires and supports the reading lives of both students and teachers

Creates inclusive collections that acknowledge and celebrate diverse experiences and provide instructional opportunities to empower learners as effective users and creators of information and ideas.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curates Digital Resources

Leads in the selection, integration, organization, and sharing of digital resources and tools to support transformational teaching and learning and develops the digital curation skills of others.

Builds Instructional Partnerships

Partners with educators to design and implement evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and the active use of technology.

Empowers Students as Creators

Encourages and facilitates students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration, and authentic real-world problem solving.

PERSONALIZED PROFESSIONAL LEARNING

Facilitates Personalized Professional Learning

Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, technology).

ROBUST INFRASTRUCTURE

Ensures Equitable Digital Access

Provides and advocates for equitable access to collection tools using digital resources, programming, and services in support of the school district's strategic vision.

BUDGET AND RESOURCES

Invests Strategically in Digital Resources

Leverages an understanding of school and community needs to identify and invest in digital resources such as books and ebooks to support student learning.

COMMUNITY PARTNERSHIPS

Cultivates Community Partnerships

Cultivates partnerships within the school and local community (including families and caregivers, nonprofit organizations, government agencies, public and higher education libraries, businesses) to promote engagement and a community of readers.

DATA AND PRIVACY

Advocates for Student Privacy

Teaches and promotes student data and privacy through his or her instruction and role as an educational leader.

USE OF SPACE AND TIME

Designs Collaborative Spaces

Provides flexible spaces that promote inquiry, creativity, collaboration, and community.

COLLABORATIVE LEADERSHIP

Leads Beyond the Library

Participates in setting the school district's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

33

Library Media Plan

2024-2027 (Pending Board Approval)

Library Mission

The mission of the Waunakee Community Schools library media and technology program is to ensure that students and staff are effective and self-assured users, creators and disseminators of ideas, information, and technology for life-long learning.



Objectives

1. To provide intellectual access to information that represents a diversity of experiences, opinions, and social and cultural perspectives for a diverse population whose needs are changing rapidly.
2. To ensure equitable physical and digital access to materials and services by providing adequate facilities, resources, and staffing. 35
3. To stimulate and guide students in all phases of listening, reading, viewing, creating, and collaborating with others for learning and enjoyment.
4. To collaborate with teaching staff to design and provide instruction that develops students' media literacy, research, and technology skills as addressed in current information and technology literacy standards.
5. To provide leadership, instruction, and consulting assistance to staff and administrators in the use of educational technology.

Wisconsin Administrative Code PI 8.01 (2)(h)

1. Have on file a written, long-range plan for library services development which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the school district board.
2. Designate a licensed library media person to direct and coordinate the district's library media program.
3. Provide library facilities within the school building and make available to all pupils a³⁶ current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
4. Provide library media services to all pupils as follows: to pupils in grades kindergarten through 6, library media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library media services which are performed by licensed library and audiovisual personnel.



Planning With Future Ready Tools



Wisconsin Digital Learning Plan released December 6, 2016

Planning With Future Ready Tools

Current Status: Personalized Professional Learning

Professional Development Offerings

- PD at Home
- Staff Genius Hour
- Learning Fest
- New Teacher Training

Work Embedded

- Instructional coaching
- Individual and team collaboration
- Professional Learning Communities



Future Goals: Personalized Professional Learning

- Explore ways to incentivize PD
- Further our knowledge of teaching adult learners
- Solicit feedback from staff on learning needs
- Stay up to date on new information literacy and technology tools and trends through conference attendance and other learning opportunities

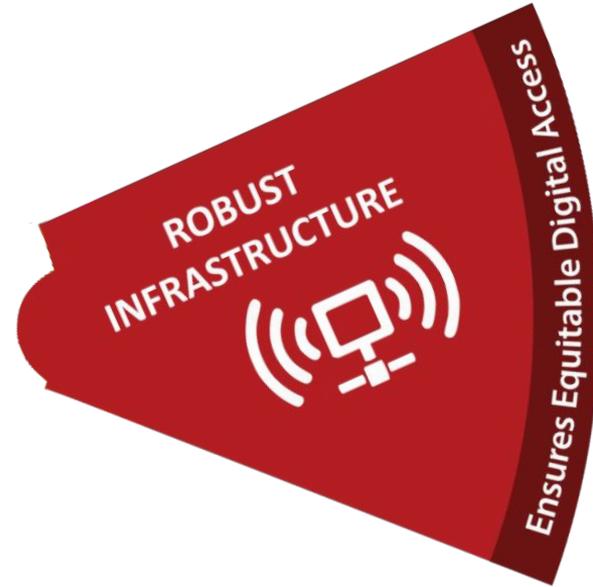


Progress Toward Goals: Personalized Professional Learning



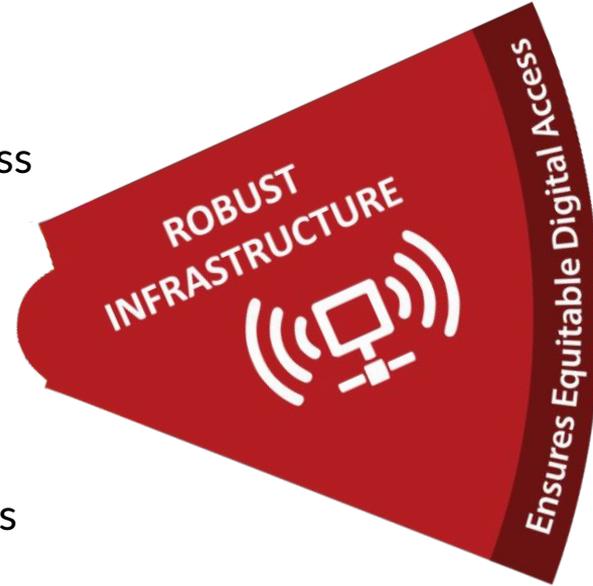
Current Status: Robust Infrastructure

- Support students and staff in 1:1 device usage
- Provide 24/7 access to ebooks, audiobooks, and research databases
- Purchase databases that allow equitable access to through multiple languages, reading levels, and accessibility tools
- Instruct students and staff on how to effectively use the library catalog and digital library resources
- Access to desktops/laptops with specialized software during study hall (High School level)

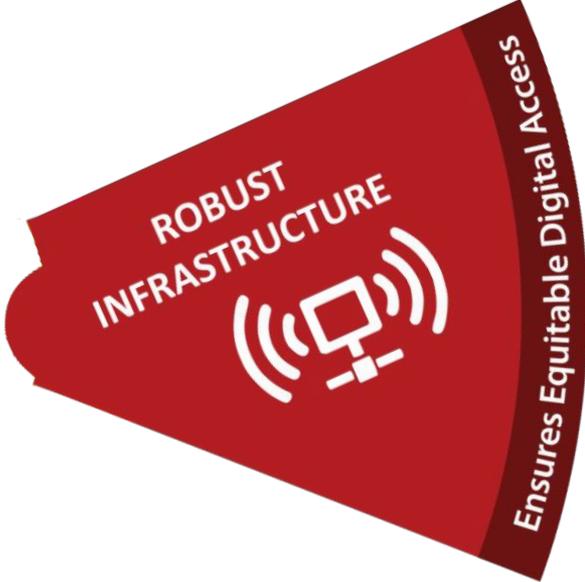


Future Goals: Robust Infrastructure

- Collaborate with EL and Bilingual staff to determine new learning material needs, access and instruction.
- Initiate collaboration with social workers to better meet the needs of specific student populations.
- Continue working with IT to ensure compatibility between subscription resources and student devices.



Progress Reports: Robust Infrastructure



Current Status: Budget & Resources

Using Common School Funds:

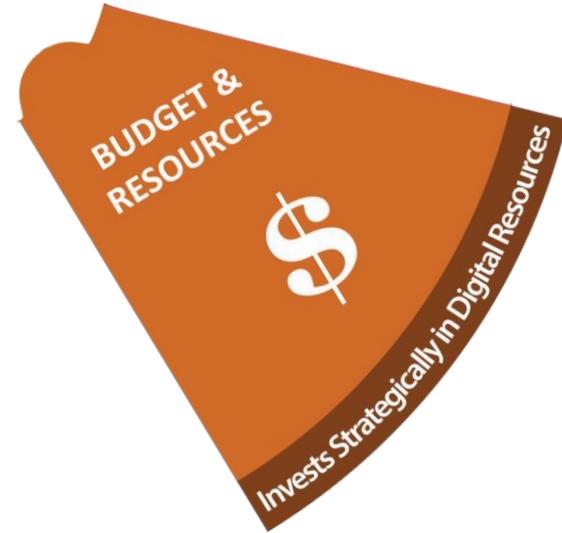
- Purchase library collections and resources that support library-directed technology initiatives and curricular needs and goals
- Promote student physical and mental health and wellness with purchasing decisions
- Pool resources across the district and networking with statewide consortiums to maximize the purchasing potential of our budgets
- Allocate budget resources to support a robust online presence.
- Base purchasing decisions on analysis of current resources, their usage, and professional resources

Explore additional funding through grants and book fairs



Future Goals:

- Create professional development opportunities and materials to promote digital tools and district-paid technology subscriptions.
- Network with EL teachers to purchase resources to meet their students' needs



Progress Reports: Budget & Resources



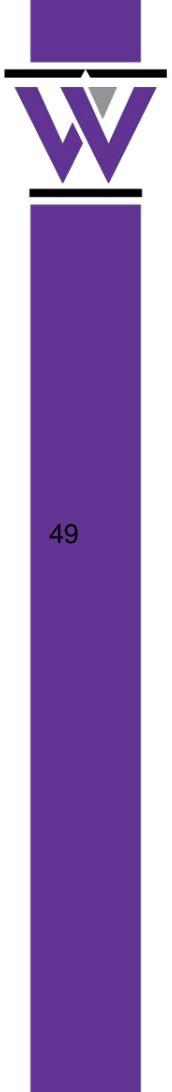
Current Status: Collaborative Leadership

- Community partnerships: Public library programming, joint book clubs, and board representative.
- IT Department - monthly meetings & daily troubleshooting.
- LMTC Directors & EdTech Specialists joint department
- Ad-hoc district AI committee
- School specific committees: Literacy, building leadership, SEL, school diversity, etc.
- Just in time curation and creation of resources for district needs and initiatives



Future Goals: Collaborative Leadership

- Advocate for the varied roles of librarians in collaboration and instruction.
- Advocate for librarians as tech leaders in each building and the district.
- Improve communication with instructional departments.



Progress Toward Goals: Collaborative Leadership



Current Status: Community Partnerships

- Collaboration with Waunakee Public Library
 - Joint Summer Reading Program
 - 3-4 and High School Book Clubs
- Participation in Wisconsin Schools Digital Library Consortium
- State Battle of the Books
- Welcomes Families into the Library Spaces
 - Early Riser Reader
 - Book Fairs
 - Parent Volunteers



Future Goals: Community Partnerships

- Increase promotion of public library events and collaboration.
- Investigate community reading access programs and ideas (QR codes)
- Improved communication on community library use.
- Sharing library events with district social media.



Progress Toward Goal: Community Partnerships



Current Status: Data & Privacy

- Pre-approved app list
- Approval process communicated to teachers for app requests
- IT Director checks apps and websites for COPPA compliance
- Teaching students about creating secure usernames and passwords and keeping passwords private
- Collecting and curating privacy information for different apps and resources.
- Maintaining confidentiality of library check outs
- Applying FERPA and COPPA policies for security of our student information.



Future Goals: Data & Privacy

- Training for staff on privacy of student library records.
- Advocating usage of tools on the approved app list.

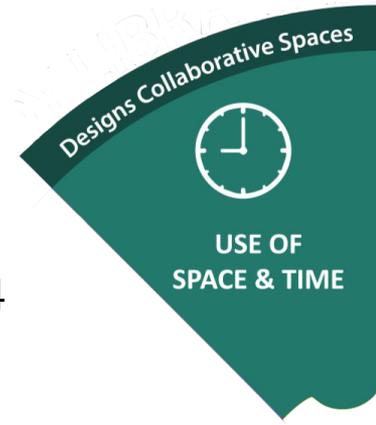


Future Goals: Data & Privacy



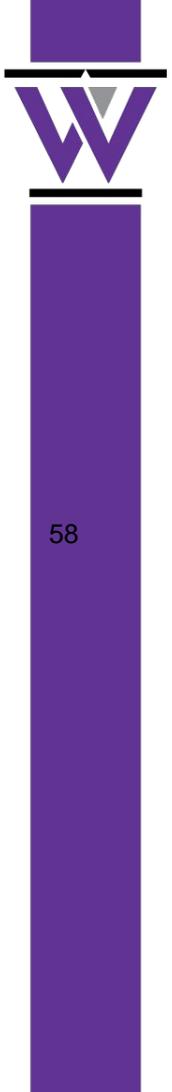
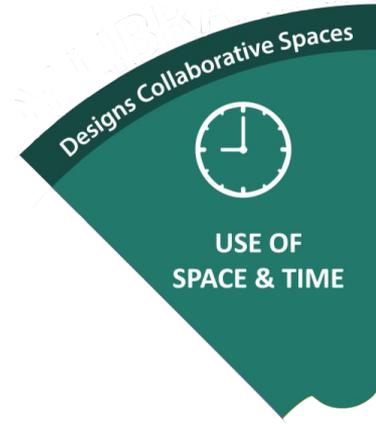
Current Status: Use of Space & Time

- Remodeling
 - New Heritage LMTC space opens Fall 2024
 - High School LMTC furniture replacement Fall 2024
- Physical Spaces
 - Furniture allows for group collaboration.
 - LMTCs connect to Educational Technology Makerspace areas
 - Space allows for multiple purposes i.e. quieter vs. louder areas
- Shelving
 - Robust and well organized non-fiction collections that promote inquiry
 - Made accessible to all students through age-appropriate displays and signage
- Scheduling
 - K-5 fixed schedules for library classes.
 - 6-12 flexible use to meet and collaborate with teachers and classes as needed.

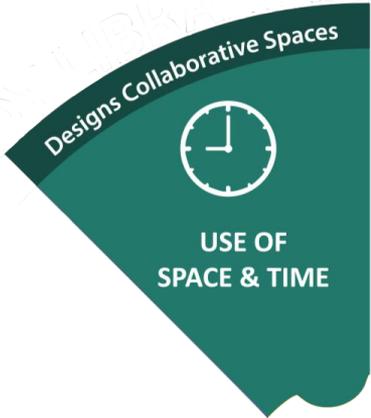


Future Goals: Use of Space & Time

- New Middle School LMTC to open in a few years
- Continue to refine and evaluate existing LMTC spaces for:
 - Physical accessibility for all students
 - Collaborative workspaces
 - Multimedia needs
 - Display and promotion of inquiry materials
- High School LMTC inclusion of individual and small group recording spaces for both video and audio projects



Progress Toward Goal: Use of Space & Time



Current Status: Curriculum, Instruction & Assessments

Curates Digital Resources and Tools

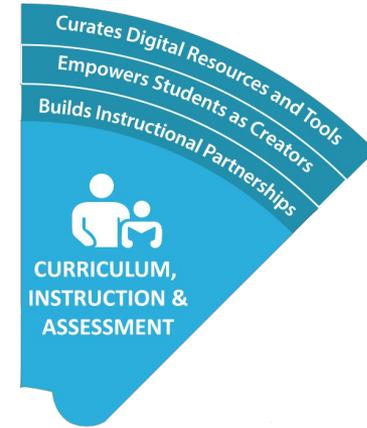
- Collections include materials in a variety of formats, including digital resources and tools, in accordance with our LMTC mission statement and the district selection and reconsideration policies.
- Resources are curated on library websites and learning management systems.
- Available resources are promoted to students, teachers, and families through newsletters, social media, flyers, and curricular collaboration.



Current Status: Curriculum, Instruction & Assessments

Empowers Students as Creators

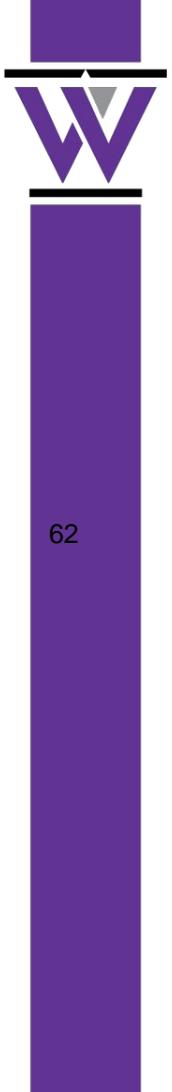
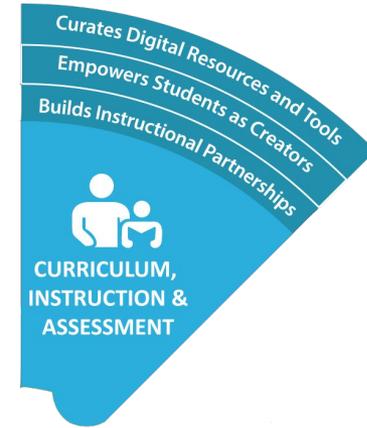
- Elementary library lessons include opportunities for students to demonstrate their learning and apply critical thinking and real-world problem solving skills.
- Intermediate library lessons focus on the skills needed to be good information detectives when encountering information inside and outside of school.
- Secondary LMTC directors provide instructional resources on ethical use of information when creating student projects.
- LMTC Directors serve as a ready resource for students as they pursue their creative projects.



Current Status: Curriculum, Instruction & Assessments

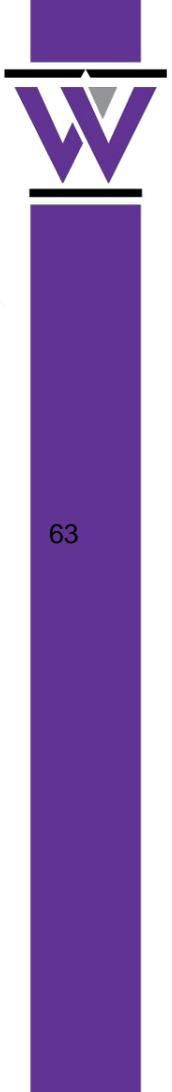
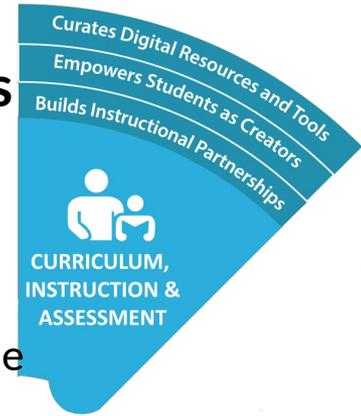
Builds Instructional Partnerships

- High School level-Working directly with ELL teachers and staff to provide direct instruction and promotion to students with specific language needs
- LMTC department vets digital resources and provides professional development around a curated set of tools that enhance instructional practice across content areas.
- LMTC staff meet with new classified staff members in a Lunch & Learn session to build initial partnerships as a first step toward future collaboration
- Collaborate with teaching staff to promote the library as a joyful, creative learning hub.

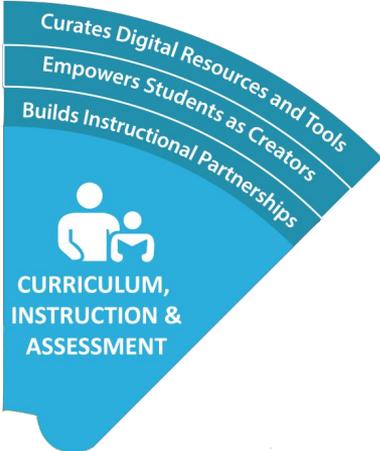


Future Goals: Curriculum, Instruction & Assessments

- Expand our collaboration with our expanding ELL and bilingual programs at all school levels.
- Explore how Artificial Intelligence (AI) can be leveraged within the school environment, including developing lessons for students to understand how AI works and the ethical implications involved across content areas.



Progress Toward Goal: Curriculum, Instruction & Assessment



- **District Policies** are located at <https://www.waunakee.k12.wi.us/board/policies>
- **Library-Related Policies** include: 361.1 Selection of Textbooks and other Classroom Instructional Materials & Resources ; 361.1 Exhibit Request for Reconsideration of Instructional/Library Media Materials ; 361.2 Library Material Selection ; 361.2-Rule Procedures for the Selection, Management & Reconsideration of LMTC Materials ; 361.3 Use of Rated Films and A-V Materials ; 361.4 Special Interest Materials ; 362 Library Media Services ; 362.2 LMTC Access ; 362.2-Rule Departmental Guidelines to Ensure Access to LMTC ; 363.2 Safe & Responsible Use of the Internet & Other Technology Resources ; 363.2 Rule 1 Staff Internet Safety & Acceptable Use ; 363.2 Rule 2 Student Internet Safety and Acceptable Use Policy ; 871 Public Complaints about the Curriculum or Instructional Materials ; 871-Rule Public Complaints about Instructional Materials ; 871-Exhibit Request for Reconsideration of Materials



Timeline

- **Creation**
 - Library Media Plan draft created in 2023 & 2024.
 - Submitted to School Board in Fall 2024
- **Implementation** - Beginning January 2025
- **Review and Revise** annually in the spring.



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WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Have Questions?

Contact Sarah Wendorf, LMTC Department Chair sarahwendorf@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 Wednesday, October 9, 2024, beginning at 8:00 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 8:17am.

II. ROLL CALL

Present: Ensign, Frey, Heinemann

Also Present: Dr. Brown, Summers, Cramer

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 presented and answered questions regarding an update on the finances for the Heritage Elementary School project. The committee asked if any funds could be considered utilized for an additional traffic pattern for the Heritage/Intermediate schools so they can each have their own traffic loops.

VI. NEW MIDDLE SCHOOL

Summers presented and answered questions regarding an update on the schedule and finances for the Middle School project.

A. Inflation Reduction Act - Direct Pay Program Participation

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. If there is any information that would be helpful prior to the October 14th meeting, please let administration know.

VII. HIGH SCHOOL/BETHEL CIRCLE PROJECTS

Summers presented and answered questions regarding an update on the finances for the High School/Bethel Circle projects. Summers also shared information regarding the EV charging stations at Heritage and the District office. The board will need to discuss how they will utilize these stations for staff, guest, and public and board policy regarding this topic.

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. The committee asked for more information regarding why the lighting has not be lasting as long as the lifetime indicated for them. A motion was made by Heinemann, seconded by Frey, to recommend that the full board consider these projects as presented. Motion carried 3-0.

IX. FUTURE MEETINGS

X. ADJOURN

A motion was made by Heinemann, second by Frey to adjourn the meeting at 9:12am.
Motion carried 3-0.



Facility	Division	<u>OCTOBER FACILITIES COMMITTEE CONSIDERATION</u>	Qty	Units	Unit price	Estimated Total
High	Athletics	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow for scene programming with (5) push button switches	1	LS	\$46,400.00	\$46,400.00
High	Pool	Full service of all internal seals, gaskets, and hardware on UV System	1	LS	\$4,302.49	\$4,302.49
High	Pool	Install new exit devices	1	LS	\$5,979.67	\$5,979.67
High	Athletics	Regrating the varsity softball infield for drainage issues	1	LS	\$15,000.00	\$15,000.00
High	Athletics	Lanscaping regrade behind home plate of JV baseball	1	LS	\$8,111.00	\$8,111.00
Middle	Safety/Security	Add card readers, strikes to 3 sets of doors at entry	1	LS	\$17,543.00	\$17,543.00
Middle	ADA	Replace handicap push buttons with wave sensors				
TLC	Building	Demo of 2 walls in the Northeast corner of the classroom to expand student space	1	LS	\$4,940.00	\$4,940.00
High School	kitchen	Dishwasher	1	LS	\$28,438.74	\$28,438.74
High School	Athletics	Ranger 570 cart	1	LS	\$13,992.00	\$13,992.00
					\$144,706.90	\$144,706.90

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WCSO Maintenance Work Tracking Summary

10/1/2024

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	\$ (13,999,665)
12/22/2023	Funds allocated from contingency or interest	\$ 1,120,000
9/24/2024	Funds allocated from interest	\$ 6,512,483
	TOTAL FUNDS AVAILABLE	\$ 527,818

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Status	Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	Completed	\$ 1,300,000
	APPROVED AT 4/10/2023 BOARD MEETING			\$ 1,300,000
4/10/2023	Roof replacement - entire roof	Middle	Completed	\$ 631,000
4/10/2023	Redo TLC Roof*	High	Completed	\$ 46,300
4/10/2023	Freight Elevator Security *	High	Completed	\$ 10,132
	APPROVED AT 4/10/2023 BOARD MEETING			\$ 687,432
5/1/2023	Emergency Roof Repairs (NORTHERN)	District	Completed	\$ 40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	Completed	\$ 25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	Completed	\$ 25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	Completed	\$ 25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	Completed	\$ 33,453
5/1/2023	Safety Film on all doors	District	Completed	\$ 46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	Completed	\$ 2,842
5/1/2023	(2) Card Readers	Prairie	Completed	\$ 13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	Completed	\$ 13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	Completed	\$ 19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	Completed	\$ 7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	Completed	\$ 13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	Completed	\$ 26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	Completed	\$ 26,539
5/1/2023	Classroom 131 Window *	Middle	Completed	\$ 10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	Completed	\$ 21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	Removed	\$ 29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	Completed	\$ 20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	Completed	\$ 4,950
5/1/2023	16 Lockable Restrooms *	High	Completed	\$ 6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	Completed	\$ 13,290
5/1/2023	4 Card Readers at front office, other locations	High	Completed	\$ 16,000
5/1/2023	Repair dust collector in Woodshop	High	Completed	\$ 4,711
5/1/2023	High School CO2 Tank Pad and Fencing	High	Completed	\$ 9,902
5/1/2023	Front Door Canopy	District Office	Completed	\$ 6,303
5/1/2023	Air Handling Unit 05 Replacement	High	Completed	\$ 300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	Completed	\$ 515,000
5/1/2023	Replacement of Chiller CH001	High	Completed	\$ 200,000
	APPROVED AT 5/1/2023 BOARD MEETING			\$ 1,476,365
6/12/2023	Middle School Fire Safety Project	Middle	Completed	\$ 36,859
6/12/2023	Prairie Elementary Remodeling Proposal	Prairie	Completed	\$ 82,832
	APPROVED AT 6/12/2023 BOARD MEETING			\$ 119,691
7/10/2023	Parking lot landscaping repair	Intermediate	Completed	\$ 9,970
7/10/2023	Trees and light-blocking material for fence @ Warrior Stadium	High	Completed	\$ 17,200
7/10/2023	Playground playmat chips	AES, PES, IS	Completed	\$ 12,266
7/10/2023	Parking lot striping and minor repairs	All lots except HES, Beth	Completed	\$ 25,159
7/10/2023	Special education restroom remodel	Middle	Completed	\$ 11,000
7/10/2023	Sentronic Closers	AES, PES, IS	Completed	\$ 16,798
7/10/2023	WIS Security System Install	Intermediate	Completed	\$ 1,020
7/10/2023	Eaves, Troughs & Downspouts - North side	High	Completed	\$ 19,728
7/10/2023	Pool bleacher repair	High	Completed	\$ 1,050
7/10/2023	Flag pole repair	Intermediate	Completed	\$ 3,410
	APPROVED AT 7/10/2023 BOARD MEETING			\$ 117,601
8/14/2023	Dishwasher Replacement	Middle	Completed	\$ 29,430
8/14/2023	Softball Field Lights	High School	Completed	\$ 175,000
	APPROVED AT 8/14/2023 BOARD MEETING			\$ 204,430
9/11/2023	High School Signage	High School	Completed	\$ 21,500
	APPROVED AT 9/11/2023 BOARD MEETING			\$ 21,500
10/9/2023	Special Education Room Project	Middle	Completed	\$ 29,036
	APPROVED AT 10/9/2023 BOARD MEETING			\$ 29,036

12/11/2023	Replace non working water softener (19 yrs old)	Arboretum	Completed	\$	5,588
12/11/2023	Bleacher repairs	Arboretum	Completed	\$	2,472
12/11/2023	Repair water heater 1	High	Completed	\$	6,050
12/11/2023	Old gym bleacher repairs	High	Completed	\$	2,459
12/11/2023	Main gym bleacher repairs	High	Completed	\$	4,780
12/11/2023	Discus throwing area concrete	High	Completed	\$	16,500
12/11/2023	Bleacher repairs	Intermediate	Completed	\$	2,950
12/11/2023	Bleacher repairs	Middle	Completed	\$	3,858
12/11/2023	Installation of closed loop filtration equipment	Middle	Completed	\$	3,169
12/11/2023	Bleacher repairs	Prairie	Completed	\$	2,472
12/11/2023	UPS circuit additions (to prevent power outage problems)	Prairie	Completed	\$	4,310
12/11/2023	Replace 5 radio system UPS systems	District	Completed	\$	8,635
12/11/2023	JOHN DEERE 60 Heavy-Duty Rotary Broom	District	Completed	\$	5,600
12/11/2023	Skid Loader Pallet forks	District	Completed	\$	1,100
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Arboretum	Completed	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Prairie	Completed	\$	50,200
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	High School	Completed	\$	96,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Intermediate	Completed	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Middle	Completed	\$	46,600
APPROVED AT 12/22/2023 BOARD MEETING					\$ 326,743
1/8/2024	Bleacher Boss - Power Assist Unit	Athletics	Completed	\$	4,900
1/8/2024	Robotic Athletic Field Painter	Athletics	Completed	\$	29,700
1/8/2024	Water Reel with Booster	Grounds	Completed	\$	14,000
1/8/2024	Robotic Mowers	Grounds	Removed	\$	22,000
1/8/2024	John Deere 1575 tractor (includes snow blower and broom)	Grounds	Completed	\$	55,600
1/8/2024	Fork Lift	Maintenance	Completed	\$	50,000
APPROVED AT 1/8/2024 BOARD MEETING					\$ 176,200
2/12/2024	Brush and snow blower attachments	District	Completed	\$	11,600
2/12/2024	Resurface all gym floors in district	District	Completed	\$	24,668
2/12/2024	Wood chips for school playgrounds	District	Completed	\$	14,500
2/12/2024	Signature Choral Risers - 4 Tier	District	Completed	\$	16,590
2/12/2024	Power outage monitoring electrical meter	District	Completed	\$	88,600
2/12/2024	SRP card for each classroom	District	Completed	\$	7,964
2/12/2024	Outside bollard lights need to be updated with LED (20 total)	Arboretum	Completed	\$	82,449
2/12/2024	Add card reader to rear entrance of front office	Arboretum	Completed	\$	4,000
2/12/2024	Front entrance - exterior stain	Arboretum	Completed	\$	2,569
2/12/2024	Carpet - remaining rooms 1st and 2nd floor	Arboretum	Completed	\$	87,000
2/12/2024	Doors 9 gym, door 11, door 12 (6 total doors)	Arboretum	Completed	\$	37,354
2/12/2024	Cracked tile replacement (various areas)	Arboretum	Completed	\$	5,000
2/12/2024	Landscaping around building	Arboretum	Completed	\$	70,000
2/12/2024	Playground sun shades	Arboretum	Completed	\$	18,288
2/12/2024	198 Boiler room (penthouse) roof walls	High	Completed	\$	73,000
2/12/2024	Bleachers, Portable	High	In Progress	\$	47,500
2/12/2024	Furnish and install 2 new windows for baseball press box	High	Completed	\$	20,500
2/12/2024	Furnish and install 3 new windows for football press box	High	Completed	\$	10,280
2/12/2024	Furnish and install 2 new windows for soccer press box	High	Completed	\$	20,500
2/12/2024	Varsity SoGball Field batting cages/audio/backstop	High	Completed	\$	
2/12/2024	Card readers in shipping/receiving area	High	Completed	\$	9,395
2/12/2024	Door 1 storefront	High	Completed	\$	33,000
2/12/2024	Door 18 security	High	Completed	\$	934
2/12/2024	John Deere tractor plus attachments	High	Completed	\$	52,200
2/12/2024	Fix joint bump in the floor	Intermediate	Completed	\$	1,843
2/12/2024	Wallpaper Graphics	Intermediate	Completed	\$	55,391
2/12/2024	Gymnasium electronic closers	Intermediate	Completed	\$	8,352
2/12/2024	Solar PV expansion	Intermediate	Completed	\$	498,982
2/12/2024	Slow gym curtain	Intermediate	Completed	\$	4,177
2/12/2024	Whiteboards from old HES	Intermediate	Completed	\$	21,900
2/12/2024	Classroom carpeting rooms 136, 110, 223, 239	Middle	Completed	\$	19,000
2/12/2024	Door 7 replace stairway treads	Middle	Completed	\$	26,300
2/12/2024	Carpet landings - doors 5, 6	Middle	Completed	\$	9,000
2/12/2024	Rider floor scrubber - 30" (Trident R30-HIL56009)	Prairie	Completed	\$	17,837
2/12/2024	Add card reader to rear entrance of front office	Prairie	Completed	\$	4,000
2/12/2024	Concrete work on Sidewalks	Prairie	Completed	\$	49,030
2/12/2024	Add privacy panels in restrooms	Prairie	Completed	\$	2,730
2/12/2024	Play ground shade canopy	Prairie	Completed	\$	1,600
2/12/2024	Acoustical panels for cafeteria	Prairie	Completed	\$	14,484
2/12/2024	Replace carpet	Prairie	Completed	\$	32,000
2/12/2024	Downspout sink hole	Prairie	Completed	\$	3,287
2/12/2024	Move old hoops at existing Heritage & install at Prairie	Prairie	Completed	\$	15,275
2/12/2024	Waunakee Softball Upgrades	District	Completed	\$	325,000
APPROVED AT 2/12/2024 BOARD MEETING					\$ 1,848,079
3/5/2024	Items from Maintenance list in Vogel Bros. High School Scope of work	High	Completed	\$	3,503,800

3/5/2024	Concrete lip at door 2	Arboretum	Completed	\$	1,200
3/5/2024	District mechanic tools and tool box	District	Completed	\$	22,000
3/5/2024	Project management services for generator installation project	District	Completed	\$	5,400
3/5/2024	LED upgrades and lighting controls additions	High	Removed	\$	1,440,850
3/5/2024	Carpeting in (17) classrooms	High	Completed	\$	95,000
3/5/2024	Boiler closed loop filtration equipment	High	Completed	\$	3,186
3/5/2024	JV Softball press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	14,389
3/5/2024	Varsity baseball press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	17,314
3/5/2024	Varsity soccer press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	17,314
3/5/2024	Varsity football press wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	22,484
3/5/2024	Clock/Bell/PA (InformaCast Fusion IP Speaker Endpoint Add-On for WHS)	High	Completed	\$	826,011
3/5/2024	Video cameras	High	In Progress	\$	115,000
3/5/2024	Fieldhouse projector and audio	High	In Progress	\$	65,000
3/5/2024	Audio upgrade for the Commons and Cave	High	Completed	\$	15,000
3/5/2024	New basketball hoop controls (old gym)	High	Completed	\$	6,900
3/5/2024	Painting of field house and logos	High	Completed	\$	37,000
3/5/2024	Furnish & install new floor traction power operation for field house bleachers	High	Completed	\$	36,356
3/5/2024	Varsity baseball shed and press box	High	Completed	\$	10,000
3/5/2024	Replace fieldhouse backboard motors	High	Completed	\$	20,000
3/5/2024	Fieldhouse mid-court curtain and motor	High	Completed	\$	25,000
3/5/2024	Replace wall mounted basketball structure and hoops	Prairie	Completed	\$	66,500
3/5/2024	Boiler closed loop filtration equipment	Prairie	Completed	\$	3,186
3/5/2024	Energy efficiency audit	Prairie	Completed	\$	3,060
3/5/2024	Gymnasium audio system	Prairie	Completed	\$	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	Completed	\$	(740,000)
4/8/2024	Postpone - LED upgrades and lighting controls additions	High	Completed	\$	(1,440,850)
4/8/2024	Rack-it drying & storage for art class	Arboretum	Completed	\$	2,739
4/8/2024	Reinforce Warrior stadium fencing with bigger posts plus vertical metal straps	High	Completed	\$	12,680
4/8/2024	Field house banners 27 Championship Signs + Logo	High	In Progress	\$	22,533
4/8/2024	Drywall cracking	Intermediate	Completed	\$	2,888
4/8/2024	Playground crushed granite walkways upgrade	Intermediate	Completed	\$	43,200
4/8/2024	Rack-it drying & storage for art class	Prairie	Completed	\$	2,739
4/8/2024	TurfTime 84 inch AR-24 series leveling roller	District	Completed	\$	8,445
APPROVED AT 4/8/2024 BOARD MEETING					
\$ (2,085,626)					
5/13/2024	Prairie and Arboretum LED lighting	Arboretum/Prairie	Completed	\$	1,372,500
5/13/2024	2-way radio system expansion	New Heritage	In Progress	\$	16,058
5/13/2024	Music area door opening 1803 reconfiguration for piano moves	High	In Progress	\$	7,796
5/13/2024	Press box gutters and downspouts (JV SoGball, Soccer, Varsity Baseball)	High	Completed	\$	1,650
5/13/2024	Replace fieldhouse HVAC duct sock	High	Completed	\$	50,000
5/13/2024	Security upgrades parts and installation of mag lock on pair of doors from office to school	High	Completed	\$	5,455
5/13/2024	Security upgrades installation of electric strikes at back office door and back mailroom door	High	Completed	\$	3,591
5/13/2024	Warrior fence light-block material replace/repair/reinforcement	High	Completed	\$	775
5/13/2024	Fabricate/install gate latch at Warrior Pitch Stadium	High	Completed	\$	875
5/13/2024	Program for robo-paint logos for additional fields	High	Completed	\$	2,000
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Arboretum	Completed	\$	3,094
5/13/2024	Cracked corian heated seating along windows (4 places)	Arboretum	In Progress	\$	44,175
5/13/2024	ADA Swing Seat for an 8' Toprail	Arboretum	Completed	\$	1,780
5/13/2024	5 window treatments in exercise area	Intermediate	Completed	\$	2,125
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Prairie	Completed	\$	4,672
5/13/2024	4044R Compact Utility Tractor (33 PTO hp)	District	Completed	\$	47,000
5/13/2024	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	District	In Progress	\$	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	Completed	\$	7,964
5/13/2024	Additional funds for remainder school year emergency roofing repairs (\$45,000 original)	District	Completed	\$	25,000
5/13/2024	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	Heritage	Completed	\$	1,284
APPROVED AT 5/13/2024 BOARD MEETING					
\$ 1,668,541					
6/10/2024	UnderFence Mow Strip	Grounds	In Progress	\$	22,884
6/10/2024	Replace 2013 (MT1) - Ford F350 snow plow truck with dump body	Maintenance	Completed	\$	83,120
6/10/2024	Additional cost to installation of generator	Building	In Progress	\$	85,950
6/10/2024	Add (4) Gentex fire alarm horn strobes (shop and copy center)	Building	Completed	\$	7,600
6/10/2024	Toro cart to replace the old Jacobsen cart	Grounds	Completed	\$	17,757
6/10/2024	Energy Audit Services	Site Development		\$	2,660
6/10/2024	Repair dishwasher	Equipment	Completed	\$	5,764
6/10/2024	JV SoGball/Varsity Soccer press box subfloor repair and Warrior Stadium door repair	Athletics	Completed	\$	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 Solarium press box as needed.	Building	Completed	\$	1,750
6/10/2024	Rear main office doors access control (security with more card readers)	Security	Completed	\$	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	Completed	\$	2,000
6/10/2024	Storm damage including water damage, fence, flag pole, signs, pool roof	Building	Completed	\$	72,100
6/10/2024	Replace pool roof (potential property insurance claim)	Building	In Progress	\$	25,000

6/10/2024 Divide bookroom into 2 spaces (quote coming 06/05/2024)

APPROVED AT 6/10/2024 BOARD MEETING

- 7/8/2024 Steel pipe handrail at 3 press boxes (code)
- 7/8/2024 Painting media room, press room, ref room walls and ceiling
- 7/8/2024 Repair storm damage at Warrior Stadium press box
- 7/8/2024 Storm damage at fieldhouse
- 7/8/2024 Storm damage in 2nd grade neighborhood
- 7/8/2024 Hot water pump #6 VFD replace

APPROVED AT 7/8/2024 BOARD MEETING

- 8/12/2024 Chemical disposal for Chemistry Dept. (Jason Rotzenberg)
- 8/12/2024 Trident carpet extractor
- 8/12/2024 Supply and install 45 minute fire rated doors into existing frame
- 8/12/2024 Dehumidifiers (one to replace a broken HS unit, 1 for Bethel copy)
- 8/12/2024 Furnish and install mural corner guards and trim
- 8/12/2024 Engineering for water infiltrating ground electrical/data boxes
- 8/12/2024 Engineering to evaluate storm water and recent flood damage
- 8/12/2024 Split System #4
- 8/12/2024 Wall Ceiling
- 8/12/2024 Pressbox railings

APPROVED AT 8/12/2024 BOARD MEETING

- 9/9/2024 Allocation of maintenance expenses to Fund 49
- 9/9/2024 Repair walk in cooler and walk in freezer
- 9/9/2024 School fitness maintenance
- 9/9/2024 Lazer Z Diesel Mower with 144 inch deck
- 9/9/2024 Dishwasher

APPROVED AT 9/9/2024 BOARD MEETING

Special Education	Completed	\$	74,913
		\$	436,838
High	In Progress	\$	6,500
High	Completed	\$	2,314
High	Completed	\$	10,830
Middle	In Progress	\$	25,000
Arboretum	Completed	\$	25,000
High School		\$	8,275
		\$	77,919
HS, MS	Completed	\$	4,060
Arboretum	Completed	\$	9,917
Arboretum		\$	6,962
District	Completed	\$	17,538
Intermediate	In Progress	\$	3,922
District		\$	8,500
Arboretum	In Progress	\$	35,000
District		\$	14,000
Prairie	Completed	\$	17,680
District	In Progress	\$	2,466
		\$	120,045
District		\$	998,000
Intermediate		\$	8,500
Intermediate		\$	5,021
District		\$	61,399
High School			
		\$	1,072,920
Total Approved to Date		\$	13,999,665

Minutes of Budget Committee Meeting

The Board of Education Waunakee Community School District

A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Wednesday, October 9, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Heinemann, Hetzel, Ensign (subbing for Heinrichs)

Also present: Dr. Brown, Summers, Dye, Loken, Grabarski, Jondle

III. APPROVAL OF AGENDA

A motion was made by Hetzel, seconded by Ensign, to approve the agenda as posted.

Motion carried 3-0.

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

V. 2023-24 BUDGET UPDATE

Summers presented and answered questions regarding the fund balances after the board's decision in September to allocate maintenance expenses from fund 10 to fund 49. An updated treasurer's report was presented.

A. Planning for Future Years

Summers presented and answered questions regarding the financial topics that resulted in a fund 10 fund balance decline in 2023-24.

This topic will be discussed in detail at the November committee meeting. The committee asked questions regarding the cash flow borrowing process.

VI. 2024-2025 BUDGET PLANNING

A. Timeline

Summers presented and answered questions regarding the next steps in the 2024-2025 budget process. At the October 14th meeting the Board will schedule the Tax Levy meeting for the fourth Monday in October.

B. Planning for 4th Draft of the 2024-2025 Budget

Summers presented and answered questions regarding the steps necessary to complete the fourth draft of the budget for the 24-25 school year. Summers also shared information regarding the September 2024 student count.

C. Special Education Funding/Position Request

Summers presented and answered questions regarding an update on special education funding. Loken presented and answered questions regarding the request for two para-educator positions for students who moved into our district. A motion was made by Hetzel, second by Ensign, to recommend that the full board consider these para educator requests as

presented. Motion carried 3-0.

D. Curriculum Grant/Position Request

Summers presented and answered questions regarding the consideration of hiring a teacher on a part time, one-year contract based on \$30,000 of Title I carryover and the funds are required to be used in 2024-25. Grabrski and Dye were available to present and answer questions about this position. A motion was made by Ensign, second by Hetzel, to recommend that the full board consider this request as presented. Motion carried 3-0.

E. State Health Grant/Stipend Request

Grabarski and Jondle presented and answered questions regarding the request for approval of a retention payment for health staff as a result of the state health grant that provides a stipend per nurse and per health assistant. The funds are required to be paid in the 2024-25. A motion was made by Hetzel, second by Ensign, to recommend that the full board consider this payment as presented. Motion carried 3-0.

VII. **DISCUSSION/ACTION ON PROPOSALS**

VIII. **OTHER ITEMS FOR DISCUSSION**

A. Natural Gas Purchasing

Summers presented and answered questions regarding the process of locking in a percentage of our natural gas volume for the winter months during 24-25. The committee requested that we bring this back in November to wait until after the election, we start earlier this year than last year, and that we consider a larger percentage. This will be brought back to the committee in November for a detailed discussion.

B. Data Wrangler

Summers presented and answered questions regarding an update on the Data Wrangler implementation. The committee asked administration to look into transferring energy to another building and this will be brought back in November for discussion.

C. Inflation Reduction Act - Direct Pay Program Participation

Summers presented and answered questions regarding the update on the work that has taken place for the district to participate in the federal direct pay reimbursement program. They asked if there is any information they would need prior to the October 14th meeting. The Committee asked for any expenses outside of the prevailing wage expenses that have been paid for by the district.

D. Fund Balance Policy

The committee will have the discussion on the district fund balance policy at the November committee meeting.

IX. **FUTURE AGENDA ITEMS - NA**

X. **ADJOURN**

A motion was made by Ensign, second by Hetzel, to adjourn the meeting at 8:15am. Motion carried 3-0.

**Budget Request/Reduction/Reallocation Form
2024-2025**

Description: Request for Additional Special Education Paraprofessionals

School/Department: Special Education

Requested by: Tiffany Loken
Director of Special Education

Type of Request: Budget Request

Nature of Request: Positions

Full Time Equivalency: 2.0

Classification: Paraprofessional

Grades Affected: Grades 5-8

Population Served: Students with Disabilities in Grades 5-8

Salary/Benefits Cost: Estimate: \$80,000 (Transfer of Service)

Rationale: I am respectfully requesting the addition of two special education paraprofessionals for two new students that transferred into the District and had 1:1 paraprofessional support written into their IEPs.

The rationale for this request is that we have two buildings (WIS & MS) with very large populations of special education students this year. In order to staff both buildings, we transferred positions from three other buildings to cover our needs in grades 5-8. After these transfers were made, we then added two students with full time paraprofessional support right before school started.

Thank you for your consideration.

Attachment? No

Submitted: 09/30/2024

For Business Office Use

- Approved
- Denied
- Budget/Acct # _____
- Budgeted amount \$ _____
- Notified Requestor
- Notified Dept: _____

The Inflation Reduction Act & Schools

New funding for healthy, sustainable, efficient schools

Overview

New clean energy tax credits help schools defray the cost of clean energy equipment that can promote health, sustainability and efficiency.

The Inflation Reduction Act is poised to be the largest ever federal investment in school infrastructure.

[Visit Schools & the Inflation Reduction Act website for more information](#)



Key Features

- ★ **Non-competitive:** All schools with qualifying projects are eligible to claim clean energy tax credits.
- ★ **Cash reimbursement:** Tax credits will be paid to schools in the form of a cash reimbursement.
- ★ **Available for years to come:** Funding is available by statute until at least 2032.
- ★ **Unlimited funding:** There are no caps on funding. Schools can claim multiple tax credits in a single year and over subsequent years.

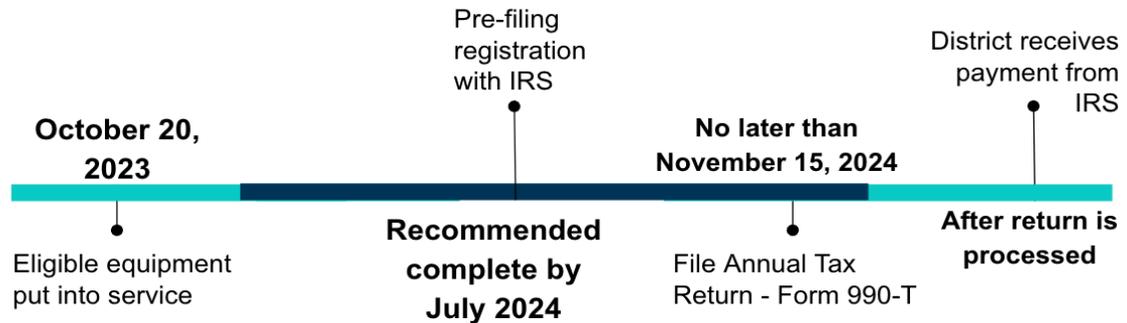
Eligible Technologies

	<p>Solar Energy: Generates on-site, reliable, clean energy at a fixed price. Nationally, one in every 10 schools is already solar-powered.</p>	<p>Sec 48: Investment Tax Credit</p>
	<p>Energy Storage: Provides back-up power. Can also contribute to a reduction of utility costs, generate revenue, and reduce carbon emissions.</p>	
	<p>Ground-Source Heat Pumps: Provides heating and cooling with one set of equipment. Up to six times more efficient than a “high-efficiency” furnace.</p>	
	<p>Electric School Buses: Reduces exposure to harmful air pollutants for students and communities, while saving ~\$100,000 in lifetime fuel and maintenance per bus.</p>	<p>Sec 45W: Commercial Clean Vehicles Tax Credit</p>
	<p>Electric Vehicle Charging Equipment: Facilitates charging of electric school buses and other electric vehicles.</p>	<p>Sec 30C: Alternative Fuel Refueling Property</p>

How does this process work?

- Place eligible clean energy equipment into service
- Complete a pre-filing registration using the IRS' Elective Pay portal to receive a registration number for the eligible equipment
- File Form 990-T using the registration number provided
- Receive payment from the IRS after submission is approved

Sample timeline



Example for equipment placed into service by a school with a fiscal year from July 1, 2023 to June 30, 2024.

Advantages of Investing in Clean Energy Technologies

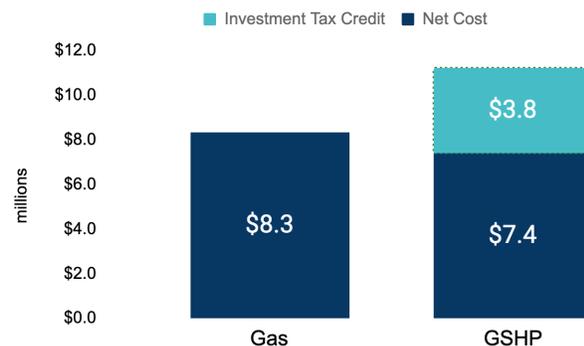
Efficiency & Savings: Clean energy technologies are often more cost-effective to operate. Savings can be reinvested into student learning. In many cases, clean energy tax credits may make the clean choice also the most affordable choice (see figure).

Student Health & Learning: Clean energy can support healthy learning environments by keeping classrooms comfortable. And clean energy projects at schools can provide hands-on learning about climate solutions and green jobs.

Resilient Schools & Communities: Adopting clean energy can enhance the resilience of school facilities allowing buildings, for example, to serve as shelters for students and communities through extreme weather and power disruptions.

Sustainability & Social Responsibility: School buildings, transportation fleets, and land assets will play a critical role in reaching climate goals. Students are looking to adult decisionmakers to ensure that schools are embracing their responsibility to address air pollution and reduce greenhouse gas emissions.

Cost estimates for HVAC system installation w incentives (Gas vs Ground-Source Heat Pump)



Minutes of Policy Committee Meeting

The Board of Education Waunakee Community School District

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

I. CALL TO ORDER

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

II. ROLL CALL

Present: Dotzler, Ensign, Frey

Also Present: Dr. Brown, Summers, Dye, Johnson, Grabarski (arrived at 7:35am)

III. APPROVE AGENDA

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

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

V. POLICY RESOURCE GUIDE (PRG) UPDATES

A. 341.1 Reading & Literacy Development

Johnson presented and answered questions regarding both versions of this policy for reading and literacy development. The administration prefers the first (shorter) version.

A motion was made by Dotzler, second by Ensign to recommend that the full board consider the version of the policy as presented and recommended by the administration. Motion carried 3-0.

VI. ADMINISTRATION/STAFF RECOMMENDED POLICY UPDATE

A. Policy 535.21 Coaches

Grabarski presented and answered questions regarding an adjustment to policy 535.21.

A motion was made by Dotzler, second by Ensign, to recommend that the full board consider the changes to policy 535.21 as presented. Motion carried 3-0.

VII. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

Summers presented and answered questions regarding policy 751. The committee asked that language be added to the policy to indicate that any requests will be reviewed at least annually. Dye presented and answered questions regarding the remaining 700 series policies included on the spreadsheet for this meeting. A motion was made by Dotzler, second by Ensign, to recommend that the full board consider these policies as presented. Motion carried 3-0.

A. 751 Student Transportation Services

B. 760 & 760 Rule 1 Food Service Management

C. 761 Free and Reduced-Priced Meals

D. 762 Vending Machines

E. 763 District Wellness

F. 772 Telephone Services

G. 774 Mail and Delivery Services

H. 780 Insurance Management

VIII. **FUTURE MEETINGS**

Summers explained a future topic of using our EV stations at Heritage and eventually the District office. Points to consider would be allowing staff, guest, and public to use the EV stations and if there should be a charge for this use. In addition, the records retention schedule will be brought forward to the next meeting. A future meeting will be scheduled at a later time.

IX. **ADJOURN**

A motion was made by Dotzler, second by Ensign, to adjourn the meeting at 8:02am.
Motion carried 3-0.

DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

Waunakee Community School District

{This sample policy addresses requirements found in state law related to formal district reading goals, annual evaluations of the reading curriculum, student reading readiness assessments, and a district early literacy remediation plan. The focus of this sample is on assigning relevant administrative responsibilities and on establishing specific expectations for board approval of the local reading goals and the remediation plan. The reading program goals approved by the board could be documented as an exhibit under this policy, incorporated into a local reading curriculum plan, or maintained in another prominent document that will ensure attention to the goals during the annual evaluation of the reading curriculum. IMPORTANT: This sample is not appropriate for union high school districts that do not operate elementary schools. UHS districts should refer to 341.1 Sample Policy 3.}

District Reading Goals

The District shall maintain a program of reading goals for grades kindergarten to ~~insert the highest grade level offered in the district—either “8” or “12”~~. Any changes to the District's reading goals shall be approved by the Board.

1. Upon a request made by the Board or at any other time that the District Administrator determines that it would be beneficial or prudent for the District to revisit its existing goals, the District Administrator shall propose specific amendments to the District's reading goals for the Board's consideration.
2. In developing a proposal to maintain or modify specific District reading goals, the District Administrator or a designee shall solicit input from ~~insert applicable positions—e.g., “other administrators who have curricular and instructional responsibilities, from multiple members of the District's instructional staff, and from at least one licensed reading specialist who has responsibilities related to the implementation of the District reading curriculum and who is directly involved in conducting the annual evaluation of the reading curriculum.”~~ **{Editor's Note: This entire paragraph can be treated as optional.}**
3. Following approval by the Board, the District's current reading goals shall be a component of (1) the District's annual evaluation of the reading curriculum and (2) the District's regular and ongoing assessment of reading-related needs across all instructional levels.

Annual Evaluation of the Reading Curriculum

~~The District Administrator shall ensure that the District completes an annual evaluation of the District's reading curriculum, using a process that includes the direct involvement of at least one licensed reading specialist. *Insert if desired: “At a minimum, the District Administrator shall also:*~~

- ~~1. *Ensure that a written executive summary of the results of the annual evaluation is prepared.*~~
- ~~2. *Ensure that the executive summary is provided to the members of the School Board.”*~~

~~At the discretion of the District Administrator, or if scheduled as an agenda item by the Board President, or upon a specific agenda decision made by the Board, the District Administrator shall make appropriate arrangements for the Board to consider the results of the annual curriculum evaluation at a Board meeting.~~

DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

Waunakee Community School District

State-Mandated Early Literacy Reading Readiness Assessments

The District Administrator, or a designee who is licensed either as a reading specialist or as an administrator with curricular and instructional responsibilities, shall (1) determine the annual dates (or date ranges) during which the District will administer the early reading screening assessments required by state law and (2) establish procedures to facilitate and monitor the timely administration and scoring of the screening assessments and, as applicable, any state-mandated reading diagnostic assessments. All District-selected dates for the administration of reading readiness assessments must meet the timing parameters found in state law.

~~*[Insert as an optional clarification, if desired: "The references to state-mandated reading readiness assessments in this policy should not be interpreted to prohibit the use or administration of additional assessments, evaluations, or diagnostic resources that are intended to facilitate the District's compliance with its obligations to identify, diagnose, provide interventions/services, and monitor the progress of students who are experiencing difficulty with reading."]*~~

Early Literacy Remediation Plan (effective beginning in the 2024-25 school year)

The District will maintain a written, Board-approved Early Literacy Remediation Plan, which shall be developed under the oversight of the District Administrator. The District administrator shall ensure that ~~*[insert applicable positions—e.g., "at least one licensed reading specialist or other licensed administrator who has direct professional training in the measurement of students' reading skills and the diagnosis of reading difficulties"]*~~ is directly involved in formulating the substantive content of the plan, including any future substantive amendments. Board approval of substantive plan amendments is required. ~~***{Editor's Note: The WASB generally recommends formal board approval of the remediation plan. The plan may have significant implications for the allocation of district resources. However, it is not certain that formal board approval is strictly necessary. It might be sufficient for a board to expressly delegate final approval authority to the district administrator. Refer to the editor's notes found in PRG 341.1 Sample Policy 2 for a further discussion of such potential delegation authority and possible substitute policy language.}***~~

As required by state law, the District's current Early Literacy Remediation Plan shall be posted on the District website.

Legal References:

Wisconsin Statutes

- [Section 118.015](#) [reading instruction; early literacy curricula and instructional materials; district reading goals and annual reading curriculum evaluation]
- [Section 118.016](#) [reading readiness assessments and interventions; mandatory early literacy remediation plan]
- [Section 118.30\(1g\)\(a\)1](#) [board adoption of academic standards, including in reading]
- [Section 121.02\(1\)\(c\)](#) [school district standards; remedial reading and interventions]
- [Section 121.02\(1\)\(k\)](#) [school district standards; curriculum plans]
- [Section 121.02\(1\)\(r\)](#) [school district standards; annual third grade standardized reading test]

DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

Policy 341.1

Waunakee Community School District

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Wisconsin Administrative Code

[PI 8.01\(2\)\(c\)](#)

[school district standards; remedial reading and interventions]

[PI 8.01\(2\)\(k\)](#)

[curriculum plan requirements for school districts]

Cross References:

WASB PRG Policy 341.1 Sample policy 1

Adoption Date: XXXX, 2024

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

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

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

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

Volunteer Coaches

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

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

Paid Head Coaches and Assistant Coaches

- 1) New coaches will have a preseason, midseason, and postseason meeting with the Athletic Director. Head coaches meet with the Athletic Director preseason and postseason.
- 2) Non-staff coaches must attend any and all athletic meetings and training sessions.

- 3) All coaches must attend WIAA interpretation meetings or view on-line rules meetings if offered and take WIAA rules exams on-line. Assistants are required to attend or view meetings and take rule exams.

Present Coaches Resigning

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

Cross. Ref.: WIAA Handbook

Adoption Date: 4/22/91

Revised: March 1994
April 2002
August 2013
May 2024

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Administration/Committee Recommendation:
751	Student Transportation Services	751	Replace with PRG 751 sample policy 2	Note that there is considerable overlap in content of the WASB sample policy with content in several of your current transportation policies - you may chose to consolidate some of your current policies into this sample.	Admin: agree with recommendation with business serv. Edits.
760	Food Service Management	760	Replace with PRG 760 sample policy 1 and sample rule 1	I edited the PRG samples to exclude requirements for state and federal nutrition programs. Note that there are other nondiscrimination laws (118.13, section 504, the ADA, etc.) that apply to food service programs. I also edited the PRG sample to allow for contracting with third party food service providers.	Admin: agree with recommendation with business serv. Edits.
761	Free and Reduced-Priced Meals	761		The PRG draft policy and rule for 761 assumes participation in the National School Lunch Program and provides for free and reduced lunch availability consistent with the requirements of federal law. I understand that you do not participate in state or federal nutrition programs, but you do offer free and reduced lunch based on board policy. I don't know enough about what you do locally to draft a policy. Your current policy may suffice with deletion of references to the National School Lunch and other food programs. I am reluctant to recommend that because I do not know if the policy you last revised in 2002 aligns with what you do now.	Admin: agree with recommendation with business serv. Edits.

762	Vending Machines	762	Review current policy and update per local policy choices	<p>The PRG does not have a vending machine policy - vending machines would be covered by 458 School Wellness. The School Wellness policy is written to comply with federal nutrition program regulations. As your district does not participate in the National School Lunch Program or other federal nutrition programs, your district is not subject to those regulations. Your current policy is acceptable. You should review the policy to see that it aligns with current practices. There are multiple references to vending machines in your policy 763 District Wellness - the two policies should be reviewed together so that there are no conflicts between the policies.</p>	Admin: agree with recommendation with business serv. Edits.
763	District Wellness	763	Review current policy and update per local policy choices	<p>School wellness policies are required in schools participating in federal school nutrition programs like the National School Lunch Program. Your district does not participate in any federal nutrition program and is not subject to the policy requirement - your board could choose to not have a school wellness policy. If your board chooses to have a wellness policy, the content of the policy is primarily a local policy decision. The PRG has a sample wellness policy (458) but that policy is designed to comply with federal regulations.</p> <p>Your current policy was last revised in 2009. It has references to the National School Lunch Program that may no longer be relevant. Your board should review the current policy and decide first if it wants a wellness policy and if yes, what it wants in its wellness policy.</p>	Admin: Recommend repealing policy

772	Telephone Services	772	Review and update policy	The PRG does not offer samples covering this content. The policy should be reviewed and either amended or deleted. I imagine you no longer have public telephones in all school buildings.	Admin: Recommend repealing policy
774	Mail and Delivery Services	774	Keep current policy	The PRG does not include samples covering this content. The current policy is acceptable as written.	Admin: recommend keeping policy as is
780	Insurance Management	780	Keep current policy	The PRG does not include samples covering this content. The current policy is acceptable as written.	Admin: agree with recommendation with business serv. Edits.

STUDENT TRANSPORTATION SERVICES

Policy 751

Waunakee Community School District

Page 1 of 4

The District will meet its legal obligations to provide mandated student transportation services to public school students and private school students using the method(s) that the District deems most appropriate to the particular circumstances. To the extent consistent with applicable law and Board policy, the District may provide student transportation services by contracting with third-party entities, or by using District employees, contracts with parents, or other lawful methods.

In addition to providing legally-mandated student transportation, the District shall also provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board or (c) the school district annual meeting, whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

The Board, at its discretion, has determined that the district shall provide transportation to students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The 1.0 mile is measured from the intersection of the bus loop and the nearest public road. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive in the Village of Waunakee. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street in the Village of Waunakee.¹

The District Administrator may approve the transportation of students within the mileage limits above. The approval shall only be granted upon parent/guardian request for an extenuating circumstance which may include factors such as: financial hardship, medical hardship, language barriers, etc. Documentation of the extenuating circumstance must be provided to the District Administrator. Students will be required to walk to the nearest existing bus stop location. These requests will need to be approved at least annually. **(NEW LANGUAGE BASED ON DISCUSSION FROM SEPTEMBER BOARD MEETING)**

The Executive Director of Operations shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The Executive Director of Operations may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The Executive Director of Operations shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the Board of Education shall approve such guidelines and any revisions thereto.

At this time, the District neither owns nor leases any school busses, and no District employee operates a District owned school bus as part of his/her regular duties. Accordingly, all student transportation via school bus involves a contracted service provider.² The following provisions concern contracted service providers (not including individual parent contracts) that provide student transportation services for the District:

¹ The yellow highlighted text is from your current 751. You are not required to include this in your policy. If you do, it should be reviewed to make sure it reflects the current practice of the district.

² I assume this is an accurate statement, but if not, edit as appropriate.

STUDENT TRANSPORTATION SERVICES

Policy 751

Waunakee Community School District

Page 2 of 4

1. For daily student transportation to and from school using school busses, the District will contract with one or more service providers as the Board determines is in the best interests of the District. The contracting process will involve the periodic solicitation of bids or requests for proposals.
2. Each contract shall require the service provider to ensure that the drivers and vehicles used for student transportation meet the requirements established under state or federal law, Board policy, or the contract itself. Such requirements shall include but are not limited to ensuring proper licensure, verifying all aspects of operator eligibility, providing operator training, maintaining appropriate insurance, conducting vehicle inspections, and monitoring vehicle operation.
3. Subject to approval of the Executive Director of Operations, the contracted provider shall initially determine and schedule regular bus routes³ and bus stops, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required during the school year, and the contracted provider shall provide advance notification of District-approved changes to affected families.
 - a. The Executive Director of Operations shall obtain Board approval if he/she and the contractor's representative determine that it may be necessary for any student to spend more than 60 minutes on the bus on the way to or from school. There could be an occasion where the riding time of some students may exceed this time depending on the weather.⁴
 - b. In connection with formulating routes and schedules, the contracted provider may designate pick-up/drop-off points along a proposed route that require one or more students to walk to the common pick-up/drop-off points.
4. A contracted provider (via the contracted party, the contractor's driver, and/or any other employee of the contractor who may be assigned to provide services under the contract) shall have responsibility to supervise the students who are being transported and shall have the authority to enforce rules and directives and to monitor and appropriately respond to student conduct, except that the contractor is not delegated final authority to suspend or revoke a student's ability to receive/use District-provided transportation services. Further, nothing in this paragraph prevents the District from choosing to exercise concurrent supervisory authority through its officers or employees in any situation.
5. If a student or parent or guardian has a concern about a third-party contractor or any other individual involved in the provision of student transportation services who is not a District employee, the student/parent/guardian is expected to notify and work with the building principal, the District business official, or the Executive Director of Operations to resolve the concern with the third-party contractor or individual.

³ This paragraph may require further editing as it is not clear to me from your current policies and rules if routes are determined by the business office, the contract or both. Your current policy 751,1 says that the bus transportation supervisor shall conduct studies of routes but does not explicitly assign the duty of establishing bus routes to anyone.

⁴ The added text is from your current 751 Rule 1.

STUDENT TRANSPORTATION SERVICES

Student Conduct

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services, suspension or expulsion from school.

Legal References:

Wisconsin Statutes

Section 115.76	[students with disabilities; definitions]
Section 118.15(2)(d)	[technical college attendance for children at risk of not graduating from high school; transportation requirement]
Section 118.51(14)	[full-time public school open enrollment; transportation provisions]
Subchapter IV of Chapter 121	[student transportation and transportation aid]
Section 340.01(56)	[state law definition of school bus]
Section 345.05	[municipal liability for motor vehicle accidents]

Wisconsin Administrative Code

PI 7	[unusually hazardous areas; parent contracts]
TRANS 300	[state rules governing the transportation of school children, including driver and passenger requirements]

Federal Law

Section 504 of the Rehabilitation Act of 1973	[programs/services for handicapped students]
20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at 34 C.F.R. Part 300]
McKinney-Vento Homeless Assistance Act	[equal access for homeless students; includes transportation provisions]
Omnibus Transportation Employee Testing Act of 1991	[alcohol and controlled substances use and testing requirements for individuals holding commercial drivers' licenses]
49 C.F.R. Part 40	[federal procedures for transportation workplace drug and alcohol testing programs]
49 C.F.R. Part 382	[federal regulations governing controlled substances and alcohol use by drivers and related testing]

Cross References:

STUDENT TRANSPORTATION SERVICES

Waubesa Community School District

Policy 751

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WASB PRG 751 Sample Policy 2
423, Admission of Full-time Open Enrollment Students
423.1, Admission of Part-time Open Enrollment Students
751-Rule (1), Student Transportation Services
751-Rule (2), Bus Discipline Procedures
751-Exhibit, Fee Schedule for Transportation to and from Babysitters
751.1, Bus Routes and Schedules
751.2, Bus Contractors
751.3, Bus Safety Program
751.4, Parent Contracts to Transport Students

Adoption Date: January 1993

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

FOOD SERVICES MANAGEMENT

Policy 760

Waunakee Community School District

Page 1 of 5

~~(This sample policy outlines general expectations and oversight responsibilities related to school food services management in the district. It is intended primarily for districts that do not contract out food service operations to a third-party food service management company and that have not adopted a school-wide or district-wide program that provides free meals to all students. The nondiscrimination statements and complaint information found in this sample are more detailed than general nondiscrimination statements/complaint information found in other district policy topics in order to provide for compliance with special civil rights requirements of the USDA for school nutrition programs.)~~

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

To the extent consistent with applicable law and Board policy, the District may provide food services by contracting with third-party entities.

~~The food service program is operated in conjunction with federal and state school nutrition programs, including identify the school nutrition programs the district participates in – e.g., the National School Lunch Program, the School Breakfast Program, the Special Milk Program.~~

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's ~~identify the applicable staff position – e.g., Director of Food Services~~ Executive Director of Operations shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the ~~insert designated position~~ Executive Director of Operations include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.¹
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's ~~identify the applicable staff position – e.g., Director of Business Services or Business Manager~~ to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.

¹ "Applicable nutrition standards" is mostly a reference to National School Lunch Program and similar programs. I left it in the policy, though I am uncertain if there are any nutrition standards applicable to a school that does not participation in any state or federal school nutrition programs.

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FOOD SERVICES MANAGEMENT

Policy 760

Waukegan Community School District

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5. Arranging for and monitoring the completion of training received by the District's food service employees and the employees of contracted third-party food service providers, including training related to food safety and the District's civil rights obligations.²
6. Ensuring the proper dissemination and processing of free and reduced-price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.³
7. Ensuring that students who participate in the free or reduced-price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
- ~~8. Working with individual students and their parents or guardians and school to address special dietary needs.~~
- ~~9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (a) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (b) the distribution of information letters to households with children attending schools in the District; (c) the appropriate posting of the most recent food safety inspection report; (d) the appropriate posting of the mandatory federal nondiscrimination poster; and (e) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.~~
- ~~10.8. Establishing a system to collect and report program ethnic and racial data on an annual basis.⁴~~

District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures. Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination

² I left the reference to "civil rights obligations" in the policy because there are civil rights applicable to food service programs that do not participate in any state or federal school nutrition program (e.g. section 504 for students with food allergies).

³ You may choose to edit this and paragraph 7 to align with the free meal program you offer outside of the National School Lunch Program.

⁴ Paragraphs 9 and 10 relate to requirements of state or federal nutrition programs. You may choose to include a paragraph identifying any notices your board chooses to require by policy.

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FOOD SERVICES MANAGEMENT

Policy 760

Wauwaukee Community School District

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complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

~~As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.~~

~~Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.~~

Legal References:

Wisconsin Statutes

[Section 97.33](#)

[school lunchroom management food protection practices certificate requirement]

[Section 97.59](#)

[restrictions on handling foods]

[Sections 115.34 to 115.347](#)

[school nutrition programs generally]

[Section 118.13](#)

[student nondiscrimination]

[Section 120.10\(16\)](#)

[annual meeting authority to direct the board to provide student lunches]

[Section 120.13\(10\)](#)

[authority to expend funds for a food service program and to charge students and employees for such meals]

Administrative Regulations

~~[PI 1.11](#)~~

~~[appeals by individuals or institutions adversely affected by actions taken by the DPI regarding federally-funded food and nutrition programs]~~

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

~~[policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]~~

Federal Laws

~~[42 U.S.C. Chapter 13](#)~~

~~[National School Lunch Act, as amended, program provisions and requirements]~~

~~[42 U.S.C. Chapter 13A](#)~~

~~[other federal programs under the Child Nutrition Act, as amended; includes the school breakfast program and special milk program]~~

Cross References:

WASB PRG 760 Sample Policy 1

[458, School Wellness](#)

[761, Free and Reduced Price Food Services](#)

[762, Vending Machines](#)

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FOOD SERVICES MANAGEMENT

Waunakee Community School District

Policy 760

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Adoption Date: June 2002

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USDA Nondiscrimination Statement and Complaint Information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Editor's Note: Because this policy directly addresses and concerns the district's federal school meal programs, school districts appear to be required to expressly include the USDA's nondiscrimination statement on the district's policy. The full USDA nondiscrimination statement should be included as written, in the same font size and type as used in the rest of the policy, and the format of the nondiscrimination statement should not be altered. For additional information about the use of the USDA nondiscrimination statement, see FNS Instruction 113-1.

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FOOD SERVICES MANAGEMENT

Policy 760

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(2005) the FNS website at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>, and the Civil Rights web page of the DPI School Nutrition team.

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ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

760-Rule

Waunakee Community School District

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The District has obligations under a variety of state and federal laws to ensure that its programs and services, including its food service program, do not unlawfully discriminate on the basis of a person's disability. These obligations include ensuring that individuals with disabilities have an equal opportunity to participate in the program and appropriate access to the program, including appropriate access to the facilities and areas where meals are provided. The District's legal obligations also include making reasonable modifications to accommodate individuals with disabilities, including reasonable modifications to meals and the meal service.

Requests for modifications and accommodations within the District's food service program due to a student's disability, including meal modifications, should normally be submitted in writing to the District's Section 504 Coordinator for student matters. The Section 504 Coordinator has primary responsibility for coordinating compliance with disability requirements within the food service program. Grievances and complaints related to any such requests or to another disability-related matter within the District's food services program may be submitted to the Section 504 Coordinator. The contact for the District's Section 504 Coordinator for student matters is as follows:

~~[TITLE] Director of Special Education,
[OFFICE ADDRESS 905 Bethel Circle, Waunakee, WI 53592]
[OFFICE TELEPHONE NUMBER 608-849-2000]~~

If the designated Section 504 Coordinator is temporarily unavailable or is personally accused of improper conduct, requests or complaints may be submitted to the ~~[insert position, consistent with any similar designation that is made in other disability-related policies or procedures, such as the student nondiscrimination policy (PRG Topic 41.1) or any Section 504 policy or procedures (PRG Topic 342.8)]~~ Executive Director of Operations.

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Complaints and grievances involving students will be processed using the same procedures that are used to process other Section 504 and student discrimination complaints, including an opportunity for a hearing and a review via appeal.

In some cases, a student with a disability may have an individualized education program (IEP), that expressly requires specific instruction, services, or modifications related to the student's nutritional needs. To the extent a parent or guardian is satisfied that a child's food-service-related needs are adequately addressed and specified within the IEP, a separate Section 504 plan or food-service accommodation request is not required. The District will simply implement the IEP as required by law, seeking a clarifying medical statement if necessary. Complaints and grievances regarding the content or implementation of the IEP will be addressed through the district's special education procedures, which include opportunities for an impartial hearing and a procedure for review.

Modified Meals

~~Federal laws and regulations governing Child Nutrition Programs expressly require the District to provide a modified meal, at no extra charge, for a student who has a disability that restricts the student's diet whenever the need is supported by a sufficient written statement signed by a~~

ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

760-Rule

Waunakee Community School District

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state-licensed healthcare professional who is authorized to write medical prescriptions. The written statement from the qualified healthcare professional must include the following:

1. A description of the child's physical or mental impairment that is sufficient to allow the District to understand how the impairment restricts the child's diet; and
2. An explanation of what must be done to accommodate the disability (for example, identifying the food(s) or ingredient(s) to be avoided, and, to the extent applicable, identifying the choice of foods or ingredients that may be reasonably substituted).

If a medical statement is unclear or lacks sufficient detail, District staff will seek appropriate clarification from the parent or guardian and/or the healthcare practitioner so that a proper and safe meal can be provided.

Even when the need for a modification is supported by a medical statement, the District is not necessarily obligated to (1) prepare a specific meal or provide a specific food item that is chosen by the family, or (2) use a particular brand of food or food ingredient. Rather, the District's obligation is to offer a reasonable modification that effectively accommodates the child's disability, while also taking into account factors such as cost and efficiency.

When a request for an individualized meal modification is not supported by adequate documentation (i.e., a qualifying medical statement and/or a sufficiently explicit IEP requirement), the District may not provide modified meals that do not comply with applicable federal meal pattern requirements and nutrition standards. Further, the District has no legal obligation to accommodate a student's or a parent's or guardian's general food or dietary preferences or general concerns about health, nutrition, or certain foods. Insert if applicable in the district (notice to DPI that the district offers this option is required): "However, when supported by the written request of a parent or guardian or medical authority that identifies the special need, the District does offer a federally approved milk substitute for students with special medical or dietary needs other than a disability."

Legal References:

Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination]

Wisconsin Administrative Code

[PI 9.03\(1\)\(i\)](#) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

Federal Laws

ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

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- [7 C.F.R. Part 15b](#) [nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance]¹
- ~~[7 C.F.R. §210.10\(m\)\(1\)](#) [nondiscretionary meal substitutions for children with disabilities; written statement from a state-licensed healthcare professional required]~~
- ~~[7 C.F.R. §210.10\(m\)\(2\)](#) [fluid milk substitutions in cases other than a disability; written statement required]~~
- ~~[7 C.F.R. §220.8\(m\)](#) [parallel provisions regarding meal substitutions in the school breakfast program]~~
- [20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs, Services, and rights for students with disabilities; implementing regulations at [34 C.F.R Part 300](#)]
- [42 U.S.C. §12131 et seq.](#) [The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at [28 C.F.R. Part 35](#)]
- [29 U.S.C. §794 et seq.](#) [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability by recipients of federal funds; implementing regulations at [34 C.F.R. Part 104](#), [28 C.F.R. Part 42, Subpart G](#), and [29 C.F.R. Part 1640](#)]

Cross References:

WASB PRG 760 Sample Rule 1

Adoption Date:

USDA Nondiscrimination Statement and Complaint Information:

~~In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.~~

~~Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.~~

¹ ~~I deleted legal references relating to federal nutrition programs. This reference (which I did not delete) relates to section 504 requirements for USDA administered programs, so it may not apply to schools that do not participate in federal nutrition programs.~~

ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

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Waunakee Community School District

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Editor's Note: Because this rule/procedure directly addresses and concerns rights of persons with disabilities within the district's federal school meal programs, school districts should likely include the full version USDA's nondiscrimination statement on the document. That is, the current USDA nondiscrimination statement should be included as written by the USDA, in the same font size and type as used in the rest of the rule/procedure, and the format of the nondiscrimination statement should not be altered. For additional information about the use of the USDA nondiscrimination statement, see FNS Instruction 113-1 (2005), the FNS website at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>, and the Civil Rights web page of the DPI School Nutrition team.

FREE AND REDUCED PRICE FOOD SERVICES

The District shall **may** take part as feasible in the National School Lunch and other food programs which may become available to assure that all children in the District receive proper nourishment. In accordance with the guidelines for participation in these programs and the wishes of the Board of Education, the District shall provide for the following:

Eligibility Criteria and Selection of Children

In selecting children to receive free and reduced price meals, consideration will be given to children from families 1) with income below that established yearly by the state; b) eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs.

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to their peers of children receiving such meals. No child shall be required to work for a free or reduced price lunch.

Application forms shall be provided to all parents or guardians of children along with the required annual notice. A file of applications and/or authorizations shall be maintained by the **Executive Director of Operations** ~~Business Manager~~.

The business manager shall maintain a system of collecting payments from paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of children receiving free or reduced price meals.

Appeal

Any appeal from the decision of the approving officer(s) shall be referred to the ~~superintendent~~ **District Administrator** or his/her designee.

Legal Ref.: Sections 115.34 Wisconsin Statutes
120.10 (16)
120.13 (6) + (10)
PL 91-248
PL 94-105

Cross Ref.: 760, Food Services Management
Adopted: 1/10/83
Revised: March 1994
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

VENDING MACHINES

762

Vending machines dispensing food or beverages to students are permitted in middle and high schools at the discretion of the school principal, provided the vending program is not competing with the school food service program.

Beverage vending machines for use during school hours (except during lunch times), at athletic or special events in schools are authorized at the discretion of the school principal. Operation and financial management of these machines will be the responsibility of the principal. Machine proceeds will accrue **in Fund 21** ~~to the student's activity funds (Agency Fund).~~

Vending machines are authorized in teacher's lounges subject to the approval and management direction of the school principal.

No food or beverage vending machines other than authorized above are permitted in school buildings. All food or beverages sold in vending machines must comply with the district nutritional guidelines as approved in the district wellness policy 763.

Adopted: 1/10/83

Revised: March 1994
June 2002
August 2006

Waunakee Community School District

DISTRICT WELLNESS

763

The Waunakee Community School District is committed to helping all students and staff learn to take responsibility for their own health and wellness, by creating a school culture that promotes and protects students and staff health, well-being and their ability to learn.

- I. The Waunakee Community School District will promote health and wellness by providing age-appropriate health and physical education curricula and related programs.

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The district will adopt curriculum standards and learner outcomes for physical education that include an emphasis on total fitness and lifetime physical activities. Physical education is taught at all levels by state licensed physical education teachers. High school students are required to have 1.50 credits in physical education for graduation.

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long wellness, including, but not limited to: making healthy choices, developing responsible eating habits and encouraging regular physical activity. The district will adopt curriculum standards and learner outcomes for health education that include an emphasis on good nutrition, disease prevention, and healthy lifestyles. Health education will be taught at each grade level, preschool through grade eight. High school students are required to have a quarter credit of health for graduation.

Elementary Students (kindergarten through grade 4) will be provided with an average of at least 45 minutes of physical activity daily. Students should not lose more than two recess periods a week due to incomplete class work.

The district provides additional opportunities for physical development and fitness through co-curricular and intramural sports, health and wellness fairs, and will work cooperatively with other agencies such as the Village of Waunakee Parks and Recreation Department to provide additional programming.

II. The Waunakee Community School District will practice and promote good nutrition within the school setting.

The district food service program will provide a quality lunch program for students and staff. Three goals of the food service program are:

Goal 1. To provide students with well balanced nutritional choices of food and beverages throughout the school day. To meet this goal, the district continually expands and explores menu offerings based on nutritional content and student preferences. The food service program strives to exceed the minimum nutrition guidelines required by the National School Lunch Program.

Goal 2. To assist students in making healthy choices. The food service program will work with students, staff, and parents to educate consumers about proper nutrition. This includes providing nutritional analysis information for all entrees provided. The food service program will offer, promote, and display food items deemed high in nutritional value.

Goal 3. To encourage and promote participation in the school food programs. The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in school food programs. The district will provide a clean and pleasant eating environment for students and staff, with adequate and appropriate time for eating (recommended 10 minutes minimum for student lunch).

III. The total school environment will reflect the Waunakee Community School District's commitment to student and staff wellness.

The district will take a lead in limiting student access to unhealthy snacks and beverages.

All beverage vending machines in school buildings (grades 7-12 only) will be limited to water, milk and flavored milk, and juice products meeting district nutritional guidelines. Soda and artificially sweetened drinks will only be available in school facilities during concession sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours.

Candy and other food items of minimal nutritional value may not be sold in school vending machines or other outlets such as a school store. Candy and other food items of minimal nutritional value will only be sold in school facilities during concessions sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours. These events are encouraged to provide healthy alternatives.

Candy and other food items of minimal nutritional value and intended for student consumption during the school day or busses, may not be sold as a fund raising activity.

Candy is defined as any food product that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose], or syrup) listed as one of the first two ingredients. Food items of minimal nutritional value (USDA standards) include soda water (carbonated beverages), water ices (frozen sweetened water – e.g. popsicles), chewing gum and certain types of candies (hard candy, jellies and gums marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn).

District Nutritional Guidelines:

Food and beverages sold in vending machines (grades 7-12 only), school stores, and fund raising activities that meet acceptable nutritional standards shall consist of the following.

- Non-carbonated or sparkling water containing no calories or sugar, but may contain natural flavoring;
- Milk, including but not limited to chocolate milk, soy beverage, rice beverage and other similar dairy and nondairy beverage;
- One hundred percent fruit juices or fruit-based drinks that do not contain added sugar;
- An electrolyte replacement beverage that contains forty-two grams or fewer of additional sweetener per twenty-ounce serving;
- Food items that have no more than 30% of their total calories derived from fat and no more than 10 % of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.
- No soft drink advertising is allowed on the vending machines.

Vending machines available to district staff shall follow the above guidelines.

Recognizing the educational value of this program, the Kokopelli Café program will continue to seek potential alternatives to comply with the above nutrition guidelines.

Parents are encouraged to provide healthy snacks for the morning snack break or birthday celebrations. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected facility. District food service will assist staff and parents by providing lists of nutritionally appropriate snacks upon request.

This policy is not intended to regulate events where parents or guardians are present, such as a parent group ‘fun fair’ or “pot-luck”, faculty events, or secondary school classroom related cultural events involving food items. These events are encouraged to provide healthy alternatives.

Any food items used as an incentive for students or in instruction are encouraged to adhere to district nutrition standards. Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs.

Annually, the district administration will review the progress of the district wellness plan. Each school building principal is responsible for monitoring the implementation and progress of the plan.

Legal References: Wisconsin Statutes 115.34; 118.01 (2)(d) 2; and 120.13 (10)

Public Law 108-265

Child Nutrition and WIC Reauthorization Act of 2004

Cross Reference: Policy 762 Vending Machines

Adopted: August 2006

Revised: July 2009

Policies of the Board of Education

Series 700: Support Services

TELEPHONE SERVICES

772

Office telephones may be used by staff members for making calls regarding students and other school business. They are not to be used for personal business calls except in cases of emergency. Public telephones are provided in all school buildings for any calls not of a school business nature.

Students are not to use the school office telephone, or any of its extensions except in cases of emergency. The use of the telephone by students during school hours is subject to the approval of the teacher or other authorized school personnel.

Cross Ref.: 443.6, Electronic Communication Devices – Students

Adopted: 1/10/83

Revised: March 1994
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

MAIL AND DELIVERY SERVICES

774

A mail service system shall be maintained within the District in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practical way.

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district. The superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through District mailboxes or school mail systems unless received through the United States mail.

Adopted: 1/10/83

Revised: March 1994
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

INSURANCE MANAGEMENT

780

The Board of Education will maintain an adequate insurance program to protect the property of the district, to protect Board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an insurance program for students and employees.

In order to obtain the best insurance at the most economical cost, the Board will obtain insurance through quotations or bids ~~every three years~~ **as needed**.

Legal Ref.: Wisconsin Statutes
Chapter 102 (Worker's Compensation Act)
120.12(6)
120.13(2) (b)-(g)
121.53
895.43
895.46
Chapter 108

Cross Ref.: 164.1, Board Member Insurance
780-Rule, District Insurance Coverage
451, Student Insurance Program
Current Employee Agreements

Adopted: 1/10/83

Revised March 1994
June 2002

Waunakee Community School District

WAUNAKEE COMMUNITY SCHOOL DISTRICT - THIRD FRIDAY IN SEPTEMBER COUNT **2024**

FOR DPI PURPOSES: OPEN ENROLLMENT- IN STUDENTS ARE NOT COUNTED
 OPEN ENROLLMENT- OUT STUDENTS ARE COUNTED

PRAIRIE	RESIDENTS	OPEN ENROLLMENT		Bldg Repts
		IN	OUT	
FOUR-YEAR OLD KINDERGARTEN	0	0		0
EC/S&L	0	0		
FULL DAY KINDERGARTEN	79	13		92
FIRST GRADE	96	3		99
SECOND GRADE	110	9		119
THIRD GRADE	106	6		112
FOURTH GRADE	105	4		109
BUILDING TOTAL	496	35		531
HERITAGE	RESIDENTS	OPEN ENROLLMENT		Bldg Repts
		IN	OUT	
FOUR-YEAR OLD KINDERGARTEN	0	0		0
EC/S&L	13	0		13
FULL DAY KINDERGARTEN	80	8		88
FIRST GRADE	101	12		113
SECOND GRADE	102	3		105
THIRD GRADE	100	12		112
FOURTH GRADE	93	13		106
BUILDING TOTAL	489	48		537
ARBORETUM	RESIDENTS	OPEN ENROLLMENT		Bldg Repts
		IN	OUT	
FOUR-YEAR OLD KINDERGARTEN	0	0		0
EC/S&L	0	0		
FULL DAY KINDERGARTEN	76	2		78
FIRST GRADE	75	6		81
SECOND GRADE	82	4		86
THIRD GRADE	86	4		90
FOURTH GRADE	98	2		100
BUILDING TOTAL	417	18		435
EC-4 TOTALS	RESIDENTS	OPEN ENROLLMENT	OPEN ENROLLMENT	Bldg Repts
		IN	OUT	
FOUR-YEAR OLD KINDERGARTEN	221	28	5	249
EC/S&L	13	0	0	13
FULL DAY KINDERGARTEN	235	23	4	265
FIRST GRADE	272	21	2	293

SECOND GRADE	294	16	2	310
THIRD GRADE	292	22	1	314
FOURTH GRADE	296	19	2	315
ELEMENTARY TOTALS	1623	129	16	1752

		OPEN ENROLLMENT	OPEN ENROLLMENT	
	RESIDENTS	IN	OUT	
INTERMEDIATE				
FIFTH GRADE	306	22	4	328
SIXTH GRADE	312	20	3	332
BUILDING TOTAL	618	42	7	660

		OPEN ENROLLMENT	OPEN ENROLLMENT	
	RESIDENTS	IN	OUT	
MIDDLE SCHOOL				
SEVENTH GRADE	292	18	3	310
EIGHTH GRADE	333	21	3	354
BUILDING TOTAL	625	39	6	664

		OPEN ENROLLMENT	OPEN ENROLLMENT	
	RESIDENTS	IN	OUT	
HIGH SCHOOL				
NINTH GRADE	313	21	6	334
TENTH GRADE	348	18	12	366
ELEVENTH GRADE	291	12	10	303
TWELFTH GRADE	320	12	7	332
BUILDING TOTAL	1272	63	35	1335

		OPEN ENROLLMENT	OPEN ENROLLMENT	
PK-12 TOTALS	RESIDENTS	IN	OUT	
	4138	273	64	4411
TOTAL DPI COUNT	4202			

REVENUE CAP TOTALS

	STUDENTS	FACTOR	FTE	
FOUR-YEAR OLD KINDERGARTEN	226	0.6	136	
EC	13	0.5	7	
FULL DAY KINDERGARTEN	239	1	239	
1ST-12TH	3724	1	3724	
TOTAL	4202			

TOTAL REVENUE CAP FTE			4106	
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2024-25 Budget Status Report - September 30, 2024

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	36,920,427	36,920,427	6,229,012.05	28,353,567.76	93.67%	2,337,847.19
Personnel Costs: Benefits	11,785,714	11,785,714	2,218,829.65	9,957,207.91	103.31%	-390,323.56
Total	48,706,141	48,706,141	8,447,841.70	38,310,775.67	96.00%	1,947,523.63

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	87,780	87,780	24,504.68	8,878.79	38.03%	54,396.53
Prairie School CSF	33,100	33,100	8,151.82	5,520.96	41.31%	19,427.22
Heritage School	97,160	97,160	17,506.73	27,984.95	46.82%	51,668.32
Heritage School CSF	34,602	34,602	4,324.47	3,671.72	23.11%	26,605.81
Arboretum School	76,520	76,520	21,817.20	8,897.60	40.14%	45,805.20
Arboretum School CSF	27,031	27,031	3,500.21	3,031.21	24.16%	20,499.58
Intermediate School	150,350	150,350	41,045.28	19,700.89	40.40%	89,603.83
Intermediate School CSF	39,044	39,044	16,976.82	4,684.16	55.48%	17,383.02
Middle School	165,190	165,190	44,962.34	19,130.06	38.80%	101,097.60
Middle School CSF	42,673	42,673	922.87	13,993.47	34.95%	27,756.66
High School	584,733	584,733	67,947.34	139,401.56	35.46%	377,384.10
High School CSF	84,471	84,471	25,445.32	519.99	30.74%	58,505.69
Athletics	407,602	407,602	58,076.13	160,496.75	53.62%	189,029.12

Departments						
Utilities	1,126,923	1,126,923	321,254.87	771,838.53	97.00%	33,829.60
Maintenance	721,990	721,990	333,774.68	338,172.75	93.07%	50,042.57
Capital Projects	0	0	0.00	0.00	---%	0.00
Contingency Fund	100,000	100,000	3,976.00	0.00	3.98%	96,024.00
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,568,381	1,568,381	150,328.48	1,487,423.19	104.42%	-69,370.67
Technology	718,729	718,729	581,167.79	9,931.33	82.24%	127,629.88
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Secondary	527,300	527,300	313,318.83	11,155.54	61.54%	202,825.63
Curriculum-Elementary Operations	455,382	455,382	505,448.17	42,921.84	120.42%	-92,988.01
4K District	873,800	873,800	3,140.26	0.00	0.36%	870,659.74
4K Operations	17,000	17,000	3,140.26	0.00	18.47%	13,859.74
Human Resources	54,550	54,550	24,699.16	73.02	45.41%	29,777.82
Superintendent	94,600	94,600	55,969.68	11,100.26	70.90%	27,530.06
Student Services-Operations	73,184	73,184	9,825.22	1,772.61	15.85%	61,586.17
Student Services-District	97,000	97,000	13,338.07	61,386.88	77.04%	22,275.05
Business Office	460,424	460,424	205,386.19	211,330.02	90.51%	43,707.79
District Wide	1,755,672	1,755,672	533,901.00	106,322.92	36.47%	1,115,448.08
Special Projects	0	0	1,129.12	0.00	---	-1,129.12
Summer School	109,515	109,515	100,904.93	0.00	92.14%	8,610.07

Grants-Fund 10						
Common School Fund-District	7,069	7,069	7,068.72	0.00	100.00%	0.28
Title 1 Grant (Public)	87,550	87,550	12,456.32	86,551.65	113.09%	-11,457.97
Title 1 Grant (Private)	4,900	4,900	0.00	0.00	0.00%	4,900.00
Title 2 Grant (Public)	40,907	40,907	4,545.23	0.00	11.11%	36,361.77
Title 2 Grant (Private)	6,232	6,232	0.00	0.00	0.00%	6,232.00
Title 3 Grant	17,205	17,205	5,599.00	5,500.00	64.51%	6,106.00
Title 4A Grant (Public)	8,697	8,697	0.00	0.00	0.00%	8,697.00
Title 4A Grant (Private)	1,303	1,303	0.00	0.00	0.00%	1,303.00
Career/Tech Ed Grant	82,790	82,790	5,698.39	1,024.00	8.12%	76,067.61
CEIS Federal Flo-Through	141,000	141,000	35,690.86	86.96	25.37%	105,222.18
Ed. Effectiveness Grant	32,000	32,000	0.00	0.00	0.00%	32,000.00
Peer Mentor Grant	12,232	12,232	403.70	0.00	---%	11,828.30
Perkins Grant	19,354	19,354	560.00	3,295.00	19.92%	15,499.00
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	0	0	16,608.41	75,000.00	---%	-91,608.41
SAODA	25,000	25,000	392.00	0.00	---%	24,608.00

Other Program Totals						
Transfer to Fund 27	7,286,651	7,286,651	0.00	0.00	0.00%	7,286,651.00
Wellness Clinic	287,250	287,250	56,191.72	296,915.54	122.93%	-65,857.26

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	48,706,141	48,706,141	8,447,841.70	38,310,775.67	96.00%	1,947,523.63
Building Totals	1,830,256	1,830,256	335,181.21	415,912.11	41.04%	1,079,162.68
Department Totals	8,754,450	8,754,450	3,160,702.71	3,053,428.89	70.98%	2,540,318.40
Grant Totals	494,614	494,614	89,022.63	171,457.61	52.66%	234,133.76
Other Program Totals	7,573,901	7,573,901	56,191.72	296,915.54	4.66%	7,220,793.74
Total Fund 10 Expenditures	67,326,611	67,326,611	12,093,930.28	42,407,736.66	80.95%	12,824,944.06

2024-25 Budget Status Report - September 30, 2024

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	2,550	2,550	2,160.25	0.00	84.72%	389.75
Heritage School	2,250	2,250	1,374.83	0.00	61.10%	875.17
Arboretum School	5,820	5,820	1,673.30	0.00	28.75%	4,146.70
Intermediate School	37,900	37,900	4,575.00	0.00	12.07%	33,325.00
Middle School	23,700	23,700	7,551.50	0.00	31.86%	16,148.50
High School	199,215	199,215	6,214.70	0.00	3.12%	193,000.30
Curriculum - Elementary	0	0	0.00	0.00	---%	0.00
Curriculum - Secondary	10,815	10,815	2,214.41	0.00	20.48%	8,600.59
Maintenance	12,500	12,500	435.90	0.00	3.49%	12,064.10
Energy Conservation	0	0	0.00	0.00	---%	0.00
Athletic Dept	108,000	108,000	59,480.00	0.00	55.07%	48,520.00
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	4,200	4,200	1,493.90	0.00	35.57%	2,706.10
E-Rate	0	0	0.00	0.00	---%	0.00
District	66,153,008	66,153,008	738,447.41	0.00	1.12%	65,414,560.59

Grants - Fund 10

Common School Fund-District	267,990	267,990	0.00	0.00	0.00%	267,990.00
Title 1 Grant (Public)	87,550	87,550	0.00	0.00	0.00%	87,550.00
Title 1 Grant (Private)	4,900	4,900	0.00	0.00	0.00%	4,900.00
Title 2 Grant (Public)	40,907	40,907	0.00	0.00	0.00%	40,907.00
Title 2 Grant (Private)	6,232	6,232	0.00	0.00	0.00%	6,232.00
Title 3 Grant	17,205	17,205	0.00	0.00	0.00%	17,205.00
Title 4A Grant (Public)	8,697	8,697	0.00	0.00	0.00%	8,697.00
Title 4A Grant (Private)	1,303	1,303	0.00	0.00	0.00%	1,303.00
Career/Tech Ed Grant	82,790	82,790	0.00	0.00	0.00%	82,790.00
CEIS Federal Flo-Through	141,000	141,000	0.00	0.00	0.00%	141,000.00
Ed. Effectiveness Grant	32,000	32,000	0.00	0.00	0.00%	32,000.00
Peer Mentor Grant	12,232	12,232	0.00	0.00	---%	12,232.00
Perkins Grant	19,354	19,354	0.00	0.00	0.00%	19,354.00
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	0	0	0.00	0.00	---%	0.00
SAODA	25,000	25,000	10,034.21	0.00	---%	14,965.79

Total Fund 10 Revenues	67,315,493	67,315,493	835,655.41	0.00	1.24%	66,479,837.59
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SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	11,097,790	11,097,790	1,329,677.01	7,127,698.55	76.21%	2,640,414.44
Departments						
Special Ed-Operations	28,839	28,839	3,249.19	149.99	11.79%	25,439.82
Special Ed-District	166,557	166,557	12,245.61	118,468.40	78.48%	35,842.99
Transportation	185,833	185,833	87,148.18	191,981.98	150.20%	-93,297.16
Medicaid	9,000	9,000	10,847.17	0.00	120.52%	-1,847.17
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	975,048	263,044.15	566,428.65	85.07%	145,575.20
IDEA PreSchool Grant	58,500	58,500	4,718.27	2,956.70	13.12%	50,825.03

Total Fund 27 Expenditures	12,521,567	12,521,567	1,710,929.58	8,007,684.27	77.61%	2,802,953.15
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SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	0.00	0.00	0.00%	975,048.00
IDEA PreSchool Grant	58,500	58,500	0.00	0.00	---%	58,500.00
Special Ed Revenues	0	0	0.00	0.00	---%	0.00
Other Fund 27 Revenues	11,488,019	11,488,019	8,549.29	0.00	0.07%	11,479,469.71

Total Fund 27 Revenues	12,521,567	12,521,567	8,549.29	0.00	0.07%	12,513,017.71
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FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,886,887	2,886,887	322,111.25	2,567,268.73	100.09%	-2,492.98

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,902,207	2,902,207	394,329.99	0.00	13.59%	2,507,877.01

2024-25 Budget Status Report - September 30, 2024

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

Building/Department	23-24 Carryover	24-25 Revenue Budget	24-25 Rec'd	24-25 Revenue Balance	24-25 Expense Budget	24-25 Spent / Encumbered	24-25 Expense Balance	24-25 Balance	Funds Available
Prairie School	31,971.57	2,550.00	2,160.25	389.75	87,780	33,383.47	54,396.53	54,006.78	85,978.35
Heritage School	24,323.72	2,250.00	1,374.83	875.17	97,160	45,491.68	51,668.32	50,793.15	75,116.87
Arboretum School	9,038.53	5,820.00	1,673.30	4,146.70	76,520	30,714.80	45,805.20	41,658.50	50,697.03
Intermediate School	85,117.72	37,900.00	4,575.00	33,325.00	150,350	60,746.17	89,603.83	56,278.83	141,396.55
Middle School	62,624.43	23,700.00	7,551.50	16,148.50	165,190	64,092.40	101,097.60	84,949.10	147,573.53
High School	62,011.13	199,215.00	6,214.70	193,000.30	584,733	207,348.90	377,384.10	184,383.80	246,394.93
4K	11,301.04	0.00	0.00	0.00	17,000	3,140.26	13,859.74	13,859.74	29,777.66
Athletic Dept	24,595.65	48,000.00	59,480.00	-11,480.00	407,602	218,572.88	189,029.12	200,509.12	225,104.77
Curriculum-Elementary	210,216.37	0.00	0.00	0.00	455,382	548,370.01	-92,988.01	-92,988.01	117,228.36
Curriculum-Secondary	16,925.67	10,815.00	2,214.41	8,600.59	527,300	324,474.37	202,825.63	194,225.04	211,150.71
CTE Grant	112,514.84	82,790.00	0.00	82,790.00	82,790	6,722.39	76,067.61	-6,722.39	105,792.45
Energy Conservation	6,368.82	0.00	0.00	0.00	0	0.00	0.00	0.00	6,368.82
Human Resources	8,897.34	0.00	0.00	0.00	54,550	24,772.18	29,777.82	29,777.82	38,675.16
Maintenance	62,036.62	12,500.00	435.90	12,064.10	721,990	671,947.43	50,042.57	37,978.47	100,015.09
Special Education	31,312.26	0.00	0.00	0.00	28,839	3,399.18	25,439.82	25,439.82	56,752.08
Student Services	121,115.72	0.00	0.00	0.00	73,184	11,597.83	61,586.17	61,586.17	182,701.89
Superintendent	854.92	0.00	0.00	0.00	94,600	67,069.94	27,530.06	27,530.06	28,384.98
Technology	114,878.55	4,200.00	1,493.90	2,706.10	718,729	591,099.12	127,629.88	124,923.78	239,802.33
Capital Projects (Fund 10)	-	0.00	0.00	0.00	0	10,934.45	-10,934.45	-10,934.45	-10,934.45
	996,104.90							1,077,255.33	2,077,977.11

CASH RECONCILIATION FOR THE MONTH OF August 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	60,222.43	6,708,149.52	119,527.93	952,945.84	551,371.85	544,296.68	8.71	715,399.94	192,713.36	337,284.06	10,814,413.90	25,407,711.06	46,510.34	46,450,555.62
REVENUES:														
+ DEPOSITS	3,451,582.78	5,552,627.52	1,009,914.61	6,075,000.00	11,395,812.16	60,843.20	0.00		0.00	0.00		32,934.93	0.00	27,578,715.20
+ INTEREST	894.14	36,826.82	1,242.70	3,619.78	22,943.98	2,024.94	0.00	986.76	855.69	2,215.98	48,018.52	23,367.15	202.40	143,198.86
TOTAL REVENUES	3,452,476.92	5,589,454.34	1,011,157.31	6,078,619.78	11,418,756.14	62,868.14	0.00	986.76	855.69	2,215.98	48,018.52	56,302.08	202.40	27,721,914.06
EXPENSES:														
ACCOUNTS PAYABLE	0.00	781,365.50	936,585.63	7,005,876.09	0.00	239,914.61	0.00			0.00	0.00	6,075,000.00	\$0.00	15,038,741.83
PAYROLL	3,408,187.72	3,451,582.78				0.00	0.00	0.00		0.00	0.00		0.00	6,859,770.50
TOTAL EXPENSES	3,408,187.72	4,232,948.28	936,585.63	7,005,876.09	0.00	239,914.61	0.00	0.00	0.00	0.00	0.00	6,075,000.00	0.00	21,898,512.33
ENDING BALANCE	104,511.63	8,064,655.58	194,099.61	25,689.53	11,970,127.99	367,250.21	8.71	716,386.70	193,569.05	339,500.04	10,862,432.42	19,389,013.14	46,712.74	52,273,957.35
BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	104,511.63	8,064,655.58	194,099.61	25,689.53	11,970,127.99	367,250.21	0.00	716,386.70	193,569.05	339,500.04	10,862,432.42	19,389,013.14	46,721.45	52,273,957.35
OUTSTANDING ACH	352,665.96		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	352,665.96
ACTUAL BALANCE	-248,154.33	8,064,655.58	194,099.61	25,689.53	11,970,127.99	367,250.21	-8.71	716,386.70	193,569.05	339,500.04	10,862,432.42	19,389,013.14	8.71	51,874,569.94
SKYWARD BALANCE	0.00													
	-248,154.33													

No change at bank but JE in skyward to wis gen was done je 23-01452.

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

ADMINISTRATION OFFICE

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

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of September 2024.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	HOLD	09/17/2024
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	HOLD	09/19/2024
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	HOLD	09/18/2024
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	HOLD	09/16/2024
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	HOLD	09/19/2024
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	HOLD	09/18/2024

Board of Education Representative: _____
 Joan Ensign, President



ADMINISTRATION OFFICE

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

Superintendent's Office

09/13/24

Memo To: WCSD Board of Education

From: Dr. Monica Kelsey-Brown

Re: Pride Pump Donation

Meffert Oil Co. 300 South Division St. PO Box 157 Waunakee WI 53597. Made a donation of \$2,7092.24 to the WCSD from the proceeds of their Pride Pump Campaign. This donation will be put into a fund that will be used for student need.



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

Athletics Office

August 30, 2024

TO: Dr. Monica Kelsey-Brown & Board of Education Members

FROM: Nick Conrad, Athletic Director

RE: AED and Cabinet Donations

Chris Jordan has generously donated three Zoll Fully Automatic AED Plus devices for our high school campus. Two units will be placed outdoors One unit will be placed in the high school weight room. Chris has also donated two heated cabinets for the outdoor units. These units are the same that we use throughout the district and have had Jennifer Sydow, Nurse, recommend them.

The estimated cost for the three AED units total \$5,850.00, while the cabinets will cost \$2,235.00. The grand total of Mr. Jordan's donation is \$8,085.00.

A thank you and letter they can use as a tax deduction may be sent to:

Chris Jordan
1422 Shenandoah Drive
Waunakee, WI 53597

Please feel free to contact me with any questions.

TO: Dr. Monica Kelsey-Brown
Board of Education Members

FROM: Jeffrey Kenas

RE: Middle School Washington DC Trip - Summer 2026

DATE: October 14th, 2024

Dear Waunakee BOE and Dr. Kelsey Brown,

The Waunakee Middle School social studies department and principal are asking for permission to allow our 8th grade students the opportunity of an optional end-of-year educational trip to Washington D.C., Philadelphia, PA, New York, NY, and Boston, MA, for the 2025-26 school year. This 7 day trip would take place in June of 2026 right after the academic school year ends.

For a number of years, our 8th grade social studies staff, with Jason LaFlash taking the lead, have been organizing this trip as an opportunity for our 8th grade students to experience our rich history in a more personal way. We have had many students take advantage of this opportunity, and this trip has been successful in giving our students exposure to museums, monuments, re-enactments, and national landmarks the commemorate and memorialize the history of the United States, while also developing a greater appreciation and understanding of the sacrifices that have been made over the course of American History.

Jason LaFlash has been in contact with an agency that specializes in trips of this nature, and has provided detailed information regarding this trip in a separate document. He has undertaken the responsibilities of coordinating a trip of this magnitude and traveling with large numbers of students on numerous previous occasions. He has shown that he is well versed in the process and navigating the details to ensure a safe and educational experience for our students. Our district can feel confident that Jason will ensure all necessary health, insurance, and safety requirements will be attended to and communicated with families.

We are aware that the BOE policy 352-Rule (2) allows for students at the middle school level to attend field trips out of state, with your approval. As such, we are asking for permission to allow our 8th grade students the opportunity to travel to Washington D.C., New York, Philadelphia, and Boston, at the end of the 2025-26 school year. This trip is an excellent learning opportunity and allows students a real world experience we cannot offer in the classroom.

Thank you for all that you do on behalf of our students. We ask for your continued support for our middle school staff and students and we look to provide opportunities for enrichment and learning that extend beyond the classroom.

Thank you again for your time and consideration.

Sincerely,

Jeff Kenas – Middle School Principal



Education First

Explore America

THE EASTERN SEABOARD

7 days | Boston | New York City | Philadelphia | Washington, D.C.



Your itinerary

Day 1

Welcome to Boston!

Upon arrival, meet your EF Explore America Tour Director, who will accompany you throughout your stay.

Breakfast Included

Tour Director distributes \$15 each.

Guided Sightseeing of Charlestown and the North End

Explore some of Boston's oldest neighborhoods on your walking tour of Charlestown and the North End. See the Bunker Hill Monument, Charlestown Navy Yard, and the USS Constitution before crossing the Charles River into the North End, where you'll find famous landmarks such as Old North Church and Paul Revere's House. Finish your tour with an exploration of the Black Heritage Trail, the largest collection of historic sites relating to life with a free Black community prior to the Civil War.

Old North Church

Visit the iconic Old North Church, where Robert Newman held two lanterns as a signal to Paul Revere that the British were marching by sea.

Lunch Included

Tour Director distributes \$20 each.

Boston Tea Party Ships and Museum

At the Boston Tea Party Ships and Museum, become part of the famous event that changed the course of American History! Live actors, high-tech, interactive exhibits, authentically restored tea ships and the stirring, multi-sensory documentary "Let it Begin Here," are just a taste of what you'll see, hear and feel!

New England Holocaust Memorial

Inspired by a group of Holocaust survivors who found new lives in the Boston area, the New England Holocaust Memorial was built to foster reflection on the impact of bigotry and the outcomes of evil during World War II and to this day.

Dinner at Faneuil Hall

Find over 36 international food vendors inside of the Quincy Market Colonnade, the largest food hall in New England!

Hotel in Boston area

Arrive and check into your hotel.

Overnight in Boston area

Day 2

Breakfast in Boston

Guided Sightseeing of Boston and Cambridge

A local guide introduces you to some of the oldest sites in Boston (and the country). Trace the history of the American Revolution as you explore the Freedom Trail, from the Old South Meeting House (where a grievance session about a new tax law sparked the Boston Tea Party) to the Old State House, site of the Boston Massacre. In nearby Beacon Hill, the working gas lamps, ancient elms, and 19th-century row houses will transport you back to Boston's earlier days. See the ornate golden dome of the Massachusetts State House on your way to the Boston Common, founded in 1634 and the oldest public park in America. Compare the practical and pastoral design of the Common with the meandering pathways and vibrant floral patterns of the Public Garden, which represented the height of Victorian style.

Finally, cross the Charles River as you head for Cambridge's Harvard Square, where you'll find the vine-covered brick buildings and wrought-iron gates of the country's oldest university.

Lunch Included

Tour Director distributes \$20 each.

Guided Sightseeing of Lexington and Concord

Journey with a licensed guide to Lexington, where the first shots of the American Revolution rang out on the Battle Green. Note that the statue of Captain John Parker gazes in the direction of Boston, still watching for the Redcoats. Concord was the Redcoats' next stop, but they were confronted by the Minutemen who fired the "shot heard 'round the world" at the Old North Bridge, which you will see on your tour.

Concord Historical House

Enjoy a trip inside the home of either Louisa May Alcott or Nathaniel Hawthorne, two giants of American Literature.

Dinner in Boston

Enjoy your evening meal, provided by EF Explore America.

Evening Activity in Boston

Enjoy an evening activity tonight. Experience Boston's ghoulish past on a ghost tour of the city. Or, try your hand at candlepin bowling, a variation of bowling invented in Massachusetts. Candlepin players use smaller balls (without holes) to strike down thinner pins.

Overnight in Boston area

Day 3

Breakfast in Boston

Plimoth Patuxet Museums

History comes alive as you observe costumed Pilgrims split wood, shear sheep and prepare fish stew in a skillful re-creation of the 17th-century English village. You'll also explore a Patuxet Homesite to learn about the indigenous people who have lived in southeastern New England for more than 12,000 years.

Lunch Included

Tour Director distributes \$20 each.

Travel to New York City

Dinner Included

Tour Director distributes \$20 each.

Empire State Building and Observatory

This evening, view the city from the Empire State Building's observation deck. Once the world's tallest building, the Empire State Building remains one of Manhattan's most elegant symbols.

Hotel in New Jersey

Arrive and check into your hotel.

Overnight in New Jersey

Day 4

Breakfast in New Jersey

Statue of Liberty and Ellis Island

Ferry to Liberty Island to marvel at the Statue of Liberty, a gift from France in honor of the French-U.S. alliance. Continue on to Ellis Island, which welcomed millions of immigrants to the New World around the turn of the century. Ellis Island is now the site of a museum chronicling the history of immigration.

Lunch Included

Tour Director distributes \$20 each.

Walking Tour of the Financial District

A licensed guide leads your sightseeing tour of Lower Manhattan. Start your tour at Bowling Green, New York City's oldest park and Native American council ground where the sale of Manhattan took place in 1626. Nearby, you'll find Arturo Di Modica's famous Charging Bull sculpture, which began as guerilla art but quickly became an iconic piece of the New York City landscape and has come to symbolize Wall Street and the "bull" market. From the narrow canyon that is Wall Street to the temple-fronted New York Stock Exchange, you'll pass by Federal Hall, the first meeting place of the United States Congress and site of George Washington's inaugural oath. Marvel at the medieval stained-glass windows and ornate bronze doors of nearby Trinity Church, one of the early triumphs of the Gothic Revival style in America. Finish your tour at the National September 11 Memorial, a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of September 11, 2001, whose twin reflecting pools sit within the footprints where the Twin Towers once stood.

New York City One-Way Subway Ride

Do as the locals do and hop on the subway for an unforgettable ride underneath Manhattan.

Dinner in New York City

Enjoy your evening meal, provided by EF Explore America.

Times Square

Be dazzled by a dizzying array of towering electronic billboards, sounds of street performers and the buzz of the crowds that make this intersection a one-of-a-kind spectacle.

Broadway Show

Enjoy your Broadway show, sure to be an unforgettable theater experience!

Overnight in New Jersey

Day 5

Breakfast in New Jersey

Travel to Philadelphia

Lunch Included

Tour Director distributes \$20 each.

Guided Sightseeing of Philadelphia

Get to know the City of Brotherly Love. We'll begin our tour at the Antique and Jewelry Rows in the Washington Square district and continue through Rittenhouse Square, where you'll find chic shopping and upscale brownstones. Next, visit the Reading Terminal Market, the country's oldest continuously operating farmers' market, selling nearly every type of cuisine you can imagine. Then stop at Penn's Landing and the Old City Cultural District, where you will see City Hall, Congress Hall, the Second Bank of the United States, Franklin Court and Franklin Post Office before arriving at Christ Church. You'll also see nearby Elfreth's Alley, a cobblestone street made up of 30 houses featuring water pumps, wooden shutters and other artifacts that point to their age. (They were built in 1727.) It is the oldest continuously occupied street in the nation.

Visit to the Liberty Bell Center

The Liberty Bell Center is home to the Liberty Bell, the famously cracked 2,000-pound bell made of mainly copper and tin that was originally cast for the Pennsylvania State House.

Dinner Included

Tour Director distributes \$20 each.

Travel to Washington, D.C.

Guided Evening Sightseeing of Washington, D.C.

Experience the magic of seeing Washington's most impressive sights illuminated during your evening scenic tour downtown. Points of interest on your tour include the Lincoln Memorial, the Vietnam Veterans Memorial, and the Korean War Memorial.

Hotel in Washington, D.C.

Arrive and check into your hotel.

Overnight in Washington, D.C.

Day 6

Breakfast in Washington, D.C.

Arlington National Cemetery

Observe the quiet dignity of Arlington National Cemetery, the final resting place of more than 200,000 veterans and their families. As you enter the Cemetery, you'll see the Women in Military Service for America Memorial, the only major national memorial honoring women who have served in the US Armed Forces. You'll also witness the changing of the guard at the Tomb of the Unknown Soldier.

The United States Marine Corps Memorial

The cast bronze depiction of Marines raising the flag at Iwo Jima honors all those who have served in the Marine Corps since its inception in 1775.

Lunch Included

Tour Director distributes \$20 each.

Excursion to Mount Vernon

Travel through the Virginia countryside to Mount Vernon, the lovely retreat overlooking the Potomac River where George and Martha Washington lived from 1754 to 1799. Explore the elegant estate's 500 acres of grounds and gardens, including the reconstructed slave quarters, Slave Memorial, and Washington's tomb.

Dinner in Alexandria, VA

Enjoy your evening meal, provided by EF Explore America.

Evening Activity in Alexandria

Explore the history and legends of Alexandria as you make your way through the streets of the Old Town on a guided adventure.

Overnight in Washington, D.C.

Day 7**Breakfast in Washington, D.C.****Guided Sightseeing of Washington, D.C.**

Your Tour Director, a licensed Washington, D.C. guide, introduces you to the sites where national policies and political reputations are formed and reformed daily. Take a photo in front of the White House, home of every U.S. president except George Washington. View the iconic Washington Monument from the grassy National Mall, and look for your home state at the National WWII Memorial, the first national memorial dedicated to all who served during World War II,

U.S. Capitol Building & Visitor Center

Visit the U.S. Capitol Building, the city's epicenter and the heart of the American legislature. Tour subject to availability.

Photo Stop at the Library of Congress and U.S. Supreme Court

Make a photo stop at the green-domed Library of Congress and the imposing white-marble Supreme Court building.

Free Time for Lunch at Food Trucks in the National Mall**Lunch Included**

Tour Director distributes \$20 each.

The Smithsonian Museums

Explore all that the Smithsonian's museums have to offer during a self-guided visit. The Smithsonian Institution is the world's largest museum and research complex, endowed by James Smithson and created by an act of Congress in 1846.

Depart for home!

Your tour director assists with your return home.

TOUR PRICE QUOTE

THE EASTERN SEABOARD

PREPARED FOR
Jason LaFlash

PREPARED ON
May 1, 2024

YOUR TOUR NUMBER
2793859KW

YOUR TOUR WEBSITE
efexploreamerica.com/2793859KW

ALL-INCLUSIVE PRICE

Based on a private tour with 80+ paying travelers
Price valid for travelers enrolled by September 30, 2024

Student
\$3,019

Adult
\$3,549

PRICE BREAKDOWN

Program Fee \$3,169
Early Enrollment Discount* -\$150

*Valid for two weeks following your enrollment meeting

Protect your travelers with the Travel Protection Plus Plan for \$309.
Ask your Tour Consultant for details.

—
For every 10 paying travelers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at www.EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC.

Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted)

Your travel details

TOUR LENGTH

7 days

DEPARTING FROM

Milwaukee

REQUESTED TRAVEL DATES

Sunday, June 14, 2026 - Saturday, June 20, 2026

YOUR DEPARTURE DATE RANGE

Includes 5 days of departure date flexibility

Your experience includes

AIRFARE AND TRANSPORTATION

HOTEL ACCOMMODATIONS

OVERNIGHT SECURITY

MEALS AS SPECIFIED

ALL GRATUITIES

GUIDED TOURS AND ACTIVITIES

ROUND-TRIP SCHOOL-TO-AIRPORT TRANSFER

FULL-TIME TOUR DIRECTOR

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

TRAINING AND SUPPORT

We prepare new Group Leaders on a free Training Tour, and provide personal support every step of the way.

TRAVELER RESOURCES

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-HOUR EMERGENCY SUPPORT

Travelers and their families can count on EF's dedicated emergency service team while on tour.

EXPERT TOUR PLANNING

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

ILLNESS AND ACCIDENT COVERAGE

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 MILLION LIABILITY POLICY

Group Leaders and schools are protected while on tour.

Waunakee Middle School Social Studies Department
Jason LaFlash jasonlaflash@waunakee.k12.wi.us

Educational Goals/Objectives

1. To connect the curriculum of 7th and 8th grade history and government to the real world.
2. To broaden cultural and historical perspectives of our students.
3. To foster camaraderie, pride and a sense of family/team within our students.
4. To provide an opportunity to hear and learn from hands-on activities and experiences in the places in which we are learning about.
5. To provide an opportunity to represent the school and community as positive members of a society.

Student Needs

1. To provide a learning and travel opportunity for all 8th grade students despite financial obligations.
2. To provide a reward for good behavior to students through both the 7th and 8th grade years.

Places To Visit

We will spend 1 day in Philadelphia, 2 days in Washington D.C. and 2 days in Boston, and 1.5 days in New York City.

Travel Dates

Leave Sunday, June 14th, 2026 Approx 6:00 am –Arrive home Saturday, June 20 Approx 5:30 pm from the Middle School. Bus from MS to Milwaukee Airport and return included.

Participants

90 students on 1 flight and then 2 coach buses

9 Teacher chaperones: Jason LaFlash, Shad Fanta, Alissa Walter, Sophie Wagner-Marx, Kyle Miller, Hailey Bond, Sara Koppes, Michelle Kadow, Alex Kartz

Trip Itinerary (See attached detailed itinerary):

1. 7 days /6 night tour via air/motor coach round trip from Waunakee, WI to our places of visit.
2. Tour stops/visits to be taken that allow for cultural enrichment: ie museums, monuments, and connect to our curriculum.
3. All meals at appropriate restaurants provided by the vendor as part of the package.
4. Local tour guides.
5. Liability Insurance Coverage for the tour and motorcoaches.
6. Night time security coverage

Itinerary Highlights:

Philadelphia: Valley Forge, Christ Church and Burial Ground, Independence Hall, Liberty Bell and Presidents House, Elfreth's Alley, Carpenters Hall, 250th Anniversary Exhibits.

Washington DC: Smithsonian Museums-American History, Natural History, African American, and Holocaust. Arlington National Cemetery, National Archives, Ford's Theater, White House (picture stop), Vietnam Memorial, Korean Memorial, Lincoln Memorial, Jefferson Memorial, MLK Jr. Memorial, WW2 Memorial, U.S. Capital

VA-Mt. Vernon Tour

New York City-Times Square, Broadway Show, Financial District, 9/11 Memorial, Trinity Church, Federal Hall, Staten Island Ferry and Statue of Liberty, The Edge, Highline, and Central Park.

Boston-Freedom Trail, U.S.S Constitution, Old North Church, Bunker Hill Monument, Old Salem, Harvard Yard, Plymouth Plantation and the Mayflower, Old South Meeting House, Boston Tea Party Ships and Museum, Lexington and Concord.

Meals: Meals on the way there and back will be at the airport food court.

The rest will be restaurants or food courts set up by our tour company. Some of the restaurants are: Hard Rock Cafe, Reagan International Center Food Court, Pentagon Mall Food Court, Mt. Vernon Food Court, Reading Central Market, Faneuil Hall, and a New York City Food Truck Experience.

Hotels: DC-Holiday Inn Downtown-2 nights, Boston-A hotel in the North End-3 nights, New Jersey-1 nights. All will be finalized around 120 days before departure.

Costs

To be paid by families and concessions sales at M.S. events (April and May track meets) and a fundraiser at Lone Girl in May. Students can also apply for a scholarship through the travel company, EF Tours.

\$3019 per person for quad occupancy. This price increase from the previous year is in part driven by the World Cup in soccer being played in 3 of 4 cities we are traveling to in this time period. It includes all travel, fees, food, transportation, gratuities, and entrance fees.



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

October 7, 2024

TO: Monica Kelsey-Brown
Board of Education Members

FROM: Brian Borowski

RE: National FFA Convention
Indianapolis, IN

The Waunakee High School FFA Advisors, Ms. Rhonda Knapp and Mrs. Gina Trower, along with Middle School FFA Advisor Kristina Puntney are requesting permission to begin planning a trip to the **National FFA Convention** that takes place in Indianapolis, IN on October 22-26, 2024. This trip would require your approval as it does require out-of-state travel and overnight accommodations. Included below is a copy of the convention details as well as the travel request form

The Waunakee FFA students that have participated in previous conferences have represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner. Therefore, I support the request of Ms. Knapp, Ms. Trower, and Ms. Puntney and respectfully ask that you do the same.

Thank you for your continued support of the HS/MS Agriculture students and staff.

Feel free to contact me or one of the FFA advisors, if you have any questions.

Out of State, Overnight Trip

[National FFA Convention](#) (Grades: 7 - 12)

Date(s)

October, 22-26, 2024

Location

Indianapolis, IN - Convention Center

Transportation

Coach Bus - Shared with four other district FFA chapters

Hotel/Lodging

SpringHill Suites by Marriott Indianapolis Westfield
19317 Westmore Lane, Westfield, IN 46074

Virtual Option

Yes - session videos of the convention will be available online.

WAUNAKEE AGRICULTURE DEPARTMENT

Overnight/Out-of-State Travel Request

- Overnight stays within Wisconsin must be approved by the AD & District Administrator.
- Out-of-State events must be approved by the District Administrator and the School Board.

CTSO: Waunakee FFA Chapter

Requestor: Mrs. Rhonda Knapp, Mrs. Kristina Puntney, Mrs. Gina Trower

Date of Event: October, 22-26, 2024

Location of Event: Indianapolis, IN

***Event Registration Cost:** \$100.00

***Lodging Cost:** \$230.00

***Travel Costs:** \$95.00

***Meal Costs:** \$25.00

**All costs are approximations from previous years, on a per-student basis - prices subject to change based on current rates*

Rationale for Request

**In your rationale be sure to include who will be paying for the cost of travel, lodging, meals, etc...*

Students are able to engage with other FFA chapters from around the Nation, to celebrate the FFA Organization's accomplishments for the year. Attending students have qualified for this trip through volunteering at chapter events, competing or attending State FFA events and attending leadership workshops held by chapters/organizations. Students have been able to see what we do at a WI State FFA level and express interest in learning more about what other FFA Chapters do from other states.

While at the National Convention, students are able to discover different career & college options, investigate different pathways from outside the state of Wisconsin and create connections with agribusiness through tours and presentations. If students qualify, they are able to compete in different categories of skill, advancing from local and state competitions. Other members are able to recognize student and chapter accomplishments in sessions and at the convention hall events.

The Waunakee FFA chapter covers 60% of the cost of the convention trip, with the Waunakee FFA Alumni covering the other 40% of the trip cost upon return.

AD Approval: _____ **Date:** _____

District Administrator Approval: _____ **Date:** _____

School Board Approval: _____ **Date:** _____



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

October 2, 2024

To: Monica Kelsey-Brown
Board of Education

From: Brian Borowski

RE: MSAN* Student Conference
November 13-16, 2024

Please accept this letter requesting for Waunakee High School staff, Mrs. Christy Sheppleman, School Social Worker and Ms. Marion Moffett, School Psychologist to accompany 6-8 students to the MSAN High School Student Conference in Lansing, MI on November 13-16, 2024. Details of the conference are included below.

The group will stay at The Kellogg Hotel and Conference Center in East Lansing, MI. The cost per room is \$135-\$155 single/double. The conference registration costs for up to 10 attendees from a district are included in your MSAN dues. Should our district choose to send more students and chaperones, a registration fee of \$400/person will be charged for more than the initial ten.

This conference is an excellent opportunity for our students and chaperones to attend. Therefore, I support Mrs. Sheppleman and Ms. Moffett in their request and respectfully ask that you do so as well. Please note, this trip will require overnight accommodations, therefore, it will need your approval.

Thank you.

**MSAN is a national coalition of multiracial school districts learning, growing, and working together toward the goal of improving access, opportunity and achievement for students of color.*

www.waunakee.k12.wi.us

2024 MSAN Student Conference
Leaving our Legacy
Hosted by East Lansing Public Schools
DRAFT AGENDA (6-13-24)

Wednesday, November 13, 2024

3:30-5:30 p.m.	Registration
5:30-7:00 p.m.	Welcome, Land Acknowledgment, and Dinner
7:00-8:00 p.m.	Keynote Speaker: TBD
8:00-9:00 p.m.	Student Ice Breakers
8:00-9:00 p.m.	Chaperone Orientation
9:00-10:00 p.m.	Roll Call of MSAN Districts
10:00-10:30 p.m.	Late Night Snacks
10:30 p.m.	Return to hotel rooms

Thursday, November 14, 2024

7:30-8:30 a.m.	Breakfast at the Kellogg Center
8:30-9:00 a.m.	Welcome MSU
9:00-9:30 a.m.	Bus to Michigan State
9:30-10:30 a.m.	University Tours
10:30-10:45 a.m.	Transition to College/School tour
10:45-12:00 p.m.	College/School tour
12:00-12:15 p.m.	Transition to Brody Square
12:15-1:15 p.m.	Lunch at Brody Square
1:15-1:45 p.m.	Michigan State Student Panel
1:45-4:00 p.m.	Explore East Lansing (Grand River Ave) - Scavenger Hunt
4:00-4:30 p.m.	Break and Refresh
4:00-5:45 p.m.	Action Planning Kickoff
5:45-6:30 p.m.	Dinner at the Kellogg Center
6:30-8:00 p.m.	Panel - Entrepreneurs
8:00-10:00 p.m.	MSAN's Got Talent
10:00-10:30 p.m.	Late Night Snacks
10:30 p.m.	Return to hotel rooms

Friday, November 15, 2024

7:30-8:30 a.m.	Breakfast
8:30-10:00 a.m.	Keynote Speaker/Alumni Panel: TBD
10:00-12:00 p.m.	Student Action Planning
12:00-1:00 p.m.	Lunch
1:00-4:00 p.m.	Student Action Planning
4:00-5:30 p.m.	Action Plan Report Out
5:30-6:00 p.m.	Break
6:00-7:00 p.m.	Dinner at the Kellogg Center
7:00-7:30 p.m.	Break and Refresh
7:30-10:00 p.m.	Dance
7:30-10:00 p.m.	Choice Rooms (games, photo booth, quiet room)
9:30-10:00 p.m.	Late Night Sundae Bar
10:30 p.m.	Return to hotel rooms

Saturday, November 16, 2024

8:00-9:30 a.m.	Breakfast, Evaluations, and Closing Reflections
9:30 a.m.	Farewells and Departures



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

September 24, 2024

TO: Dr. Monica Kelsey-Brown
Board of Education Members

FROM: Brian Borowski

RE: Exchange Student for Spring Semester 2025

Ms. Lisa Behling, representative for International Student Exchange (ISE) recently contacted me to request placement of a foreign exchange student from Germany at Waunakee Community High School for the Spring Semester of 2024-2025 School Year. This host family for the placement would be with Christine and Anthony Gurtner of DeForest, WI. The name of the exchange student is Louisa Nea Linkemeyer.

Ms. Behling is aware that the request to place Louisa is subject to Board of Education approval. If the Board chooses to accept Louisa, Ms. Behling will be informed of the decision and the enrollment agreement will be completed. The Counseling Staff and Administration would then do their best to welcome Louisa and schedule her into classes that will help her be successful both on an academic and social level.

The School Board has approved previous placement requests at the High School and we have hosted students from a variety of countries. I am respectfully requesting that Louisa Nea Linkemeyer be allowed to be placed at Waunakee Community High School. Please consider this request at the upcoming Board of Education Meeting.

Please contact me with questions or concerns regarding this request.

Thank you.

2024/25 Co Curriculars
 Waunakee Community School District
October 14th, 2024 Board of Education Approval

Activity	First Name	Last Name	Position Title	FTE	Location
STAFF					
BASKETBALL - BOYS	ZACH	HOLLER	ASSISTANT COACH	1.00	MIDDLE SCHOOL
E-SPORTS	MICHAEL	GARCIA	HEAD CLUB ADVISOR	0.50	HIGH SCHOOL
FUTURE PROBLEM SOLVER	JAMES	SERCOMBE	HEAD ADVISOR	1.00	MIDDLE SCHOOL
JAZZ ENSEMBLE	CATHERINE	LOWERY	HEAD ADVISOR	1.00	MIDDLE SCHOOL
JAZZ ENSEMBLE	JAMES	SERCOMBE	HEAD ADVISOR	1.00	MIDDLE SCHOOL
JAZZ ENSEMBLE	ELIZABETH	ZINGER	HEAD ADVISOR	1.00	MIDDLE SCHOOL
STUDENT COUNCIL	HAILEY	BOND	HEAD ADVISOR	1.00	MIDDLE SCHOOL
NON STAFF					
BASKETBALL - BOYS	BRAD	KRANTZ	ASSISTANT COACH	1.00	MIDDLE SCHOOL
BASKETBALL - BOYS	TIM	MURRAY	ASSISTANT COACH	1.00	MIDDLE SCHOOL
DANCE	STELLA	YOUNG	ASSISTANT COACH	1.00	MIDDLE SCHOOL
WRESLITING	TYLER	MILLER	VOLUNTEER COACH	1.00	MIDDLE SCHOOL
WRESTLING	MALLEN	SCHWANTES	ASSISTANT COACH	1.00	MIDDLE SCHOOL