WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
Monday, June 10, 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. **ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c), (e), (f) AND (g)**

A. Review Minutes of May 13, 2024 regular meeting.
B. Review Individual Administrative Contract Recommendations, Resignations and Retirements
C. Review Individual Teacher Contract Recommendations, Resignations, Retirements, and Request for Retirement Consideration.
D. Review Individual Co-Curricular Contract Recommendations and Update on a Co-Curricular Coaching Concern/Evaluation
E. Review Individual Support Staff/Custodial Staff Recommendations, Resignations and Retirements
F. Review Summer School Contract Recommendations
G. Review and Take Action on Student Discipline/Expulsion Recommendation
H. 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 of May 13, 2024 regular meeting. 11

VII. **APPROVAL OF AGENDA AND ADDITIONS**

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

VIII. **PUBLIC COMMENTS** **18**

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

IX. **BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Teacher Report

B. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Training's Attended by Individual Board Members

C. School Perceptions Survey Results 21

Attached please find the final report of the community survey results. The School Board has previously reviewed the draft results at the May School Board meeting. Bill Foster from School Perceptions will be attending the meeting virtually to review the final report. Administration is recommending continuing this discussion at the July School Board retreat with any potential operational referendum approvals coming at the August School Board meeting.

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

A. Curriculum Committee on May 16, 2024

1. Review the minutes from the 5/16/24 committee meeting. 68

2. ELA Materials Adoption 70

At the Curriculum Committee Meeting, Tim Schell, Lynn Stenroos, Stephanie Boegh, and Sallie Piotrowski presented the Middle School ELA materials review, the materials pilot, and the recommended resource, Amplify. In addition to requesting approval of Amplify as the Middle School ELA resource, the administration is also requesting approval of funds to conduct a pilot of Amplify, as a potential resource for the Intermediate School.

A motion was made by the committee, to recommend to the full board, Amplify, as the Middle School ELA Resource. Motion carried 3-0.

A motion was made by the committee, to recommend that the full board allocate funds as presented to pilot Amplify as a resource for the Intermediate

School. Motion carried 3-0.

B. Budget Committee

1. Review May 29, 2024 Meeting Minutes 94

2. Consideration of the Second Draft of the 2024-2025 Budget 96

The purpose of this agenda item is to request approval of the second draft of the budget for the 24-25 school year. Attached please find the second draft of the budget for your review. Please note that the second draft of the budget is based on the following:

1. The $0/student increase in the per pupil categorical aid, with a $325/student increase in the revenue limit formula
2. The personnel cost line includes an inflationary salary increase of 4.12%, implementation of the teacher and classified staff compensation systems at 2%, a 0% increase in dental insurance rates, and a 5% increase for health insurance rates, and transportation.
3. The capital maintenance projects are funded from Fund 49
4. The second draft includes an increase of 11.5 FTE, as outlined on page 13 of the document to include the positions approved in May.
5. The debt service fund includes an estimate for the remaining debt that needs to be issued from the $175 million referendum.
6. Budget adjustments and revenue increases per the memo from the April budget committee meeting. (High cost special ed aid, fund 80, and flow-through grant)
7. Updates to the gift fund (Fund 21)
8. Updates to building/department revenue accounts and corresponding expense accounts
9. All of the remaining budget requests have been placed on hold at this time.

The third draft of the budget in July will include:

1. Grant allocations, if available
2. Staffing updates based on additional schedule changes, reallocation proposals or new positions
3. Updates to the community service fund (Fund 80)

The Budget Committee is recommending approval on a 3-0 motion. Please let Allie Dye know if you have any questions on the second draft of the budget.

3. Consideration of 2024-2025 Lease Agreements 119

The purpose of this agenda item is to request approval of the lease agreements for the 24-25 school year. Attached please find the lease agreements for your review.

The district currently has leases with the Wisconsin Youth Company (K-4

after-school program for school year) and the New Teacher Project (office space at Bethel Circle location).

The administrative recommendation is to approve all three leases at the current rates with the Wisconsin Youth Company lease changing from $2,850 to $2,900 per building as well for summer school and the New Teacher Project lease at $350 per month.

The Budget Committee is recommending approval on a 3-0 motion.

4. Consideration of the Fund Balance Classifications 124

The purpose of this agenda item is to request approval of the fund balance classifications. The School Board is annually required to approve fund balance accounts prior to the close of the fiscal year. Attached please find the fund balance accounts that are currently being used, and were last presented to the school board at the conclusion of the 2022-2023 audit. Administration is recommending no changes.

The Budget Committee is recommending approval on a 3-0 motion. Please let Allie Dye know if you have any questions on the fund balance classifications.

5. Consideration of the 2023-2024 Budget Revisions 125

The purpose of this agenda item is to request approval of the formal budget change process for the 2023-24 fiscal year. The budget change document is attached. The fund 10 budget revision results in a negative balance of approximately $338,650, assuming no budgetary savings in other budget categories.

All budget revisions are entered into the Skyward Financial System using the Skyward Budget Revision process. The budget revisions for 23-24 include:

* changes in grant allocations (both Fund 10 and 27)
* changes to the State of Wisconsin Library Aid (Fund 10)
* increase the district's transportation budget (to reflect costs associated with the fuel clause)
*increased district consulting budget (to reflect costs associated traffic study, community survey, and superintendent search)
*increase fund 10 revenues for technology and the associated expense account
* transfer of funds between Fund 10 & 27
*fund 80 to reflect the increased costs of Warrior Media and crossing guards and increased revenues for community swim
*fund 21 to reduce revenues and expenses to reflect actual activity
*increase revenues in fund 27 for High Cost Special Ed Aid and associated expenditures as presented to the budget committee in April

*increased interest in fund 39

The Budget Committee is recommending approval on a 3-0 motion.

6. Consideration of Data Wrangler Proposal 128

The purpose of this agenda item is to request School Board approval of the Data Wrangler software subscription service. At the May budget committee meeting, the committee heard an overview of the Data Wrangler system and what it could do for the district. The committee requested to hear more information from Jim Koeppe, President of Data Wrangler. Jim presented at the June budget committee meeting to give a more in-depth presentation of Data Wrangler. Attached please find a presentation that Jim shared at the recent School Business Official's Spring Conference, a financial analysis of the cost of the subscription service and the potential savings/accounting adjustments, and the service agreement.

The Budget Committee is recommending approval on a 2-1 motion. Additional utility data was shared with the budget committee members after the meeting for additional review by the committee members.

C. Facility Committee

1. Review the minutes of the June 6, 2024 meeting. 144

2. Consideration of Middle School Guaranteed Maximum Price 146

The purpose of this agenda item is to request School Board approval of the Middle School Guaranteed Maximum Price (GMP). The GMP is a contractural agreement between the district and Vogel that guarantees that the new Middle School will be constructed at the agreed upon maximum price.

For the June Facility Committee meeting, Vogel Bros prepared a presentation that reviews the Guaranteed Maximum Price for the middle school project, and requests approvals for additional subcontractors. Attached please find that presentation.

Administration is recommending approval of the Middle School GMP.

3. Consideration of the Middle School Sub Contractor Bids 153

The purpose of this agenda item is to request approval of additional subcontractors for the new Middle School. Attached please find a summary document of the requested subcontractors for June, as well as detailed information on the larger awards included for June. Please note that the subcontractor selection process includes a major focus of involving local subcontractors in the bidding process, which you can see with the results being brought forward this month.

The Facility Committee is recommending approval on a 3-0 motion.

The Facility Committee also requested data on the involvement of local subcontractors in our new school construction projects. Here is the data to date:

Middle School numbers based on awarded scope to date:

Total subcontractors/suppliers awarded - **16**
Waunakee based subcontractors/suppliers - **6 (38%)**
Dane County based subcontractors/suppliers - **9 (56%)**

Waunakee based subcontractors/suppliers - **$12.3M in contract value (18%)**
Dane County based subcontractors/suppliers - **$48.4 in contract value (74%)**

Heritage numbers:

Total subcontractors/suppliers - **40**
Waunakee based subcontractors/suppliers - **4 (10%)**
Dane County based subcontractors/suppliers - **28 (70%)**

Waunakee based subcontractors/suppliers - **$6,750,000 in contract value (12%)**
Dane County based subcontractors/suppliers - **$44,600,000 in contract value (82%)**

4. Consideration of Capital Projects Approval 159

The purpose of this agenda item is to request approval of additional districtwide capital maintenance projects. Attached please find the list of additional projects requested for June. The Facility Committee is recommending approval on a 3-0 motion, but please note the following:

The project included on the list identified as middle school special education did not have a quote available at the time of the Facility Committee meeting. A quote has now been received, and has been added to the spreadsheet. I have also attached the quote for School Board review. Administration will also specifically review the recent storm damage and repairs at the high school pool roof area.

Attached please also find our budget tracking document for capital projects. Please note that this document has been updated to reflect the May School Board meeting capital projects approvals/reversal of decisions at the high school, the GMP savings for Heritage Elementary School, and $5 million of interest earnings.

5. Consideration of a Motion to Dedicate Land to the Public for a Road Right of Way and Provide Authority for the Superintendent to Approve Legal Documents 166

The purpose of this agenda item is to request School Board approval of a motion to dedicate land to the public, and to provide authority to the Superintendent to approve

the legal paperwork. The Facility Committee has approved this land dedication on a 3-0 motion.

Administration will provide a verbal update on the discussions that are occurring with the Village of Waunakee regarding the crossing guard location for the new Heritage Elementary school and the pedestrian path to the east of the school district property. We are working on a plan to provide right of way to the Village of Waunakee to continue this path through district property to the west. This plan does require relocating the path that was originally designed for the site, and a future change order should be expected. A pedestrian path extending from Highway Q to the western edge of the school property, on the south side of Woodland Drive, would be a benefit to the entire community. Attached please find the area on the school property that would be dedicated to the public right of way. You will see a survey document attached, a legal description of the property, and a revised site plan showing where the new path would be built.

D. Human Resources Committee

1. Review minutes from the June 7, 2024 meetings. 175
2. Consideration of the 24-25 Employee Guidelines. 176

The three employee guidelines are attached as drafts. Additionally, a summary document highlighting language changes or additions is available. Condensing, clarifying, and formatting changes are not noted in the summary document. All edits are highlighted with green text and language deletions are noted with strikethrough.

For further reference, the Aguatic Center Staff Guidelines are available for Board review. The Aquatic Center Guidelines are an additional reference for employees working in that area and are produced by the Aquatic Center Director Kristy Nacker, in conjunction with the Athletic Department and Human Resources Office.

E. Policy Committee Meeting June 6, 2024

1. Review Minutes from the 6/6/24 Meeting 350
2. Policies for Discussion, Review, and Consideration 352

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration. All policies presented at the June Board Meeting are being recommended by the committee for approval.

a. 620 Annual Operating Budget 360
b. 621 Annual Budget Development Schedule 363

c. 622 Budget Implementation 365
d. 622.1 Line Item Transer Authority 366
e. 630 Post-Issuance Compliance Policy for Tax Exempt and Tax Advantage Obligations 367
f. 657 Grant Applications and Acceptance of Grants 374
g. 654 Gate Receipts and Admissions 377
h. 654.1 Free Admission/Passes to Events 378
i. 655 Income from School Shop Sales and Services 379
j. 655 R Product Liability 380
k. 661 Designation of Depositories 381
l. 661.1 Authorized Signatures 383
m. 661.2 Check-Writing Services 384
n. 662.3 Fund Balance 385
o. 661.3 Returned Checks and Other Denied Payments 387
p. 661.5 2014 Operational Referendum Funds 389
q. 665 Fraud Prevention and Reporting 390
r. 664 Handling Money in Districct Bulidngs /Activities 392
s. 665 Petty Cash 394
t. 671.1 Payday Schedule 395
u. 671.2 Expense Reimbursement 396
v. 671.3 Salary Deductions 399
w. 672.1 Purchasing Approval 400
x. 672.3 Cooperative Purchasing 404
y. 672.4 Sales/Vendor Relations 406
z. 673 Disbursement of Funds 407
aa. 673.1 Credit Card Program 411
bb. 680 Fiscal Accounting and Reporting 415
cc. 683 Inventories 416
dd. 684 Audits 417
ee. 690 Disposition of District Property 418

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

A. Administrative Reports/Action Items

1. Announcements/Correspondence

XII. **CONSENT AGENDA**

A. Finance

1. Monthly Finance Reports 421

Attached you will find the 20 Budget Status report as of May 31st, 2024 and the Cash Reconciliation report for April 2024.

B. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of May 2024.

C. Consideration of School Safety Drills 426

D. Consideration of Dane County Driver Education Scholarship Program 428

Attached please find the agreement with Dane County for scholarship funds for driver education for economically disadvantaged students. We have participated in this program in the past and it has been a success and well received.

E. Consider F1 Visa Student for the 2024-2025 School year 431

F. Consider Rotary Exchange Student

G. Consider Co-Curricular Handbooks 435

1. Middle School Student Handbook 437
2. High School Student Handbook 465
3. Booster Club Handbook 509

H. Gifts and Field Trips

1. Gifts
2. Field Trips

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

J. Summer School Recommendations

XIII. **BOARD BUSINESS**

A. Legislative Update

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee -

D. Co-Curricular Committee

E. Curriculum Committee

F. DEI Committee

G. Facility Committee

H. Human Resources Committee

I. Policy Committee

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

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

Minutes of Regular Meeting - Open

The Board of Education
Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, May 13, 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 Frey, second by Engebretson , to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c),(e), (f), and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 5-0 on a roll call vote. Time 6:00PM

II. **ROLL CALL**

Ensign- Yes, Engebretson – Yes, Frey – Yes, Heinrichs (left at 7:25pm)– Yes, Hetzel- Yes, Heinemann - (arrived at 6:15pm), (Dotzler Absent)

Also Present: Guttenberg, Grabarski, Summer

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

A. Review Minutes of the April 8,2024 regular meeting

B. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Leaves, Resignations and Retirements/Non-renewal

C. Review Individual Co-Curricular / Recommendations

D. Review Individual Support Staff/Custodial Staff Recommendations

E. Review Summer School Contract Recommendations

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

IV. **RETURN TO OPEN SESSION**

A motion was made by Heinemann , second by Heinrichs, to adjourn closed session and reconvene in open session. Motion carried 6-0. Time: 6:38PM

V. **BOARD DEVELOPMENT WORKSHOP**

The board used this time to plan upcoming committee meetings and to discuss attendance at the High School Graduation.

Ensign welcomed all to the open session of the meeting at 6:59PM

VI. **APPROVAL OF MINUTES**

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

VII. **APPROVAL OF AGENDA AND ADDITIONS**

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

VIII. **PUBLIC COMMENTS**

There were no comments sent via email. In person comments were made by the following:
Jaxson Beck - YCC - Turning point USA
Jeremy Alsaker- MS Wrestling
Sean Gehrke - Boys Volleyball

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

A. Staff Report

Bethany Pottinger and Anne Marie Pardisen, Members of the WTA, provided and update to the board. The update included a Thank you for the Professional Development on Monday. Acknowledgment to all the WCSD Teachers – we are proud of our public schools, WTA ratified the base wage agreement. Appreciate all the collaboration regarding the recent power outage at the Intermediate School. With recent events that happened at our neighbors in Mt. Horeb, please make sure all staff are informed what to do in an emergency. Guttenberg added that the district will be changing from ALICE to Standard Response. This is very similar, it will be in align with what other emergency units use.

B. Student Report

Kendall Haviland and Victoria Raemisch, the student representatives from the high school, updated the board on what is happening at the High School. Items shared were: zoom call regarding social media impact on teens, Senior Scholarship awards, the High School green house plant sale, the Senior art show on May 15th, the 8th-10th grade summer drama class, The Rotary Exchange student from Spain, Student Council election of officers for next school year – Board reps TBD, Staff appreciation Coffee, donuts, cards, Project Graduation volunteers needed, May 18th Car wash and bake sale. The Board thanked the representatives for their great work this year. It was a pleasure to have them at the board meetings.

C. Board Reports/Action Items

The board reported on the following items. Attending the open houses at Heritage, thank you to those who organized these. MSAN Conference with great take away for actionable items. Youth Apprentice (YA) recognition at Monona Grove, Thank you to Michelle McGlynn for these Special recognition from the YA night to student Olivia Dodd who received a scholarship and to Matt Schumacher named CTE Teacher of the year. Badger conference honors was another night where many WCSD students were recognized. The musical *Alice by Heart* was a great performance and these students did a fine job.

1. CESA 2 Delegate Convention June 18, 2024 -

Engebretson will be representing the WCSD Board at the CESA 2 Convention.

2. Board 2024-2025 Committee Assignments

The Board's committee assignments were shared with the board.

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

A. Budget Committee

1. The Minutes of the Budget Committee Meeting on 5/7/24 were reviewed
2. Approval of the First Draft of 2024-25 Budget

Dye presented and answered questions regarding the first draft of the budget for the 24-25 school year. A motion was made by Hetzel, second by Engebretson, to approve the first draft of the budget as presented. Motion carried 5-0.

3. Approval of 24-25 Student Fees

Dye and Summers presented and answered questions regarding the student fees for the 2024-2025 school year. The board discussed reviewing the co-curricular fees for students to attend

competitions. A motion was made by Frey, second by Engebretson to accept the fees as presented and bring back information regarding student cost for attending events. Motin carried 5-0.

4. Approval of 24-25 Facility Use Fees
   Dye presented and answered questions regarding the proposed facility use fees for the 2024-2025 school year. A motion was made by Engebretson, second by Hetzel, to approve the facility use fees as presented. Motion carried 5-0.
5. Review Draft Results of Community Survey
   Summers presented and answered questions regarding a draft of the community survey results. The final version of the community survey results will be available at the June board meeting. School Perceptions will be attending the June meeting to go over the final report.

B. Co-Curricular Committee

1. The minutes of the 4/16/24 Co-Curricular Meeting were reviewed.
2. Young Conservatives Club Affiliation
   Guttenberg presented and answered questions regarding the Young Conservatives Club at the high school becoming affiliated with High School Turning Point -- a national organization with a high school component. A motion was made by Frey, second by Hetzel to approve this affiliation as presented. Motion carried 5-0.
3. MS Wrestling Update
   Guttenberg presented and answered questions regarding the request for the middle school wrestling program expanding to allow for 6th grade students from the Intermediate School to participate. A motion was made by Hetzel, second by Frey to approve this request as presented. Motion carried 5-0.
4. Consideration of Boys Volleyball Proposal
   Guttenberg presented and answered questions regarding a request to start a Boys' Volleyball Team at the high school. The Committee approved the recommendation to begin the program as a club and allow it to transition into a coop with Deforest for the 2025-2026 school year. A motion was made by Hetzel, second by Frey to approve this request as presented. Motion carried 5-0
5. Consideration of E-Sports at the High School
   Guttenberg presented and answered questions regarding the the E-Sports Club at the high school as an official organization with advisor compensation. A motion was made by Engebretson, second by Heinemann, to approve this club as presented. Motion carried 5-0.

C. Facility Committee

1. The minutes of the May 7, 2024 Facility meeting were reviewed.
2. Middle School Bid Report and Approval
   Summers introduced this agenda item as well as Jay Thomsen and Adam Griep from Vogal Brothers who presented and answered questions regarding a high level overview of the bidding process and approval of the following subcontractors: fire protection, concrete reinforcement, and concrete redi-mix. A motion was made by Heinemann, second by Hetzel, to approve the bids for fire protection, concrete reinforcement, and concrete redi-mix as presented. Motion carried 5-0.
3. Waunakee High School LED Project Changes
   Summers presented and answered questions regarding the approved an LED project for the high school, the bids for this work at Arboretum and Prairei, and redirecting the work from the high school and towards Prairie and Arboretum. A motion was made by Frey, second by

Engebretson, to redirect this work to Arboretum and Prairie as presented. Motion carried 5-0.

4. Approval of Bethel Circle Remodeling Bids
Summers introduced Jay Thomsen from Vogel Brothers who presented and answered questions regarding the Bethel Circle plans and bid results. A motion was made by Hetzel, second by Engebretson to approve the bids with the higher amount as presented. Motion carried 3-2.

5. Approval of Capital Projects
Summers presented and answered questions regarding the update on capital projects, and request approval of additional capital projects for HVAC and districtwide maintenance.
A motion was made by Heinemann, second by Engebretson, to approve the updated capital projects and additional district capital projects as presented. Motion carried 5-0.

D. Policy Committee
RG presented and answered questions.
MHJH 5-0

1. The Minutes of April 15, 2024 and May 3, 2024 policy meetings were reviewed.
2. Policies for Discussion, Review & Consideration
Guttenberg presented and answered questions regarding the remaining 500 series policies. A motion was made by Hetzel, second by Heinemann, to approve the policies as presented. Motion carried 5-0.

a. 526.1 Employment References and Verifications
b. Professional Staff Positions
c. 531.1 Professional Staff Licensure PI 34
d. 531.1 R Administration /Staff Responsibilities
e. Negotiations Legal Status
f. 532.1 Negotiations/contract Management.
g. 533 Recruitment and Hiring of Professional Employees
h. 533.1 Criminal Background Checks
i. 534 Substitute Professional Staff Employment
j. 535.21 Coaches
k. 535.3 Professional Staff Promotions
l. 535.4 & 535.4R Telework
m. 536 Termination of Employment
n. 529 Employee Discipline
o. 536.3/546.3 Health/Dental Insurance - Early Retirement
p. 536.5/546.5 Retirement of Staff Members
q. 537.3 Professional Organizations
r. 538 Professional Staff Evaluation
s. 538E Head Coach
t. 538.1 Supervision of Professional Staff
u. 541 Support Staff Positions
v. 541.1 Criminal Background Checks
w. 542 Classified Staff Employment
x. 543 Classified Staff Hiring
y. 545.1 Support Staff Workload
z. 546.1 Resignation of Non-contracted Employees

aa. 546.2 Suspension and dismissal of Classified Staff members.
bb. 548 Evaluation of Support Staff Personnel
cc. 549.1 Non-School Employment/Activities
E. Human Resources Committee Meeting
1. The April 15 HR Negotiations meeting and the April 30 regular HR Meeting Minutes were reviewed.
2. Consideration of the Tentative Agreement with the Waunakee Teachers Association on Base Wage Increase for 2024-2025.
Grabarski presented and answered questions regarding the attached proposal that was tentatively agreed upon at the negotiations session on May 15, 2024 for a base wage increase for teachers. The WTA membership also has to take action to finalize the agreement.
A motion was made by Frey, second by Heinemann to approve the proposal as presented. Motion carried 5-0.
3. Consideration of pay increases for 2024-2025 for Administration, Administrative Support, Administrative Assistants, Classified staff, Custodial/Maintenance Staff and supplemental pay for Teachers.
Grabarski presented and answered questions regarding the recommendation to approve wage increases for all non-represented employee groups, wage increases include the WERC-calculated CPI increase of 4.12% for all groups, aadministrative / aadministrative Support roles with compensation below the average of peer districts are raised within CatchUp pay. Total cost also involves advancement within the salary schedule for hourly employees based upon their hire dates. Within the Teacher's group, the costing information includes operation of the Teacher Compensation system as Supplemental Wages.
A Motion was made by Hetzel, second by Engebretson, to approve the pay increases as presented. Motion carried 5-0.
4. Consideration of Summer Office Schedule
Grabarski presented and answered questions regarding the informational item to request office personnel in both school and district offices to consider closing public access to offices on Fridays for the last two weeks of June through the first two weeks of August as well as extending flexibility of the custodial/maintenance staff.
F. DEI Committee Meeting
1. The minutes of the 4/23/24 DEI Committee were reviewed.
G. Curriculum Committee Meeting
1. Review the minutes of the 4/25/24 Curriculum Committee Meeting
2. Summer Curriculum Projects
Schell and Johnson presented and answered questions regarding the updated list of summer curriculum projects. Motion was made by Engebretson, second by Frey, to approve the summer curriculum projects as presented. Motion carried 5-0.
3. Textbook Request
Schell and Johnson presented and answered questions regarding the updated textbook requests for 2024-2025. A motion was made by Hetzel, second by Engebretson, to approve the textbook requests for 2024-25 as presented. Motion carried 5-0.
MH JDY - 5-0

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

A. Administrative Reports/Action Items
1. Announcements/Correspondence - NA

2. Hazardous Transportation Areas Report
Summers presented and answered questions regarding the final traffic analysis study report. A motion was made by Heinemann, second by Engebretson to change the walk zone for the new Heritage to align with the walk zone for the Intermediate school. Motion carried 5-0. A motion was made by Heinemann, second by Engebretson, to approve the recommended walk boundries for the Middle school to begin for the 2026-2027 school year and to make sure for the next 2 years it is clearly communicated. Motion carried 5-0.

XII. **CONSENT AGENDA**

After some questions and discussion, a motion was made by Engebretson, second by Heinemann, to approve the consent agenda with the updated Open Enrollment list as presented. Motion carried 5-0.

A. Approval of Checks
1. Monthly Financial Reports
B. Cooper and Tweed Scholarships
C. Consideration of K-6 Family/Student Handbook for 2024-2025
D. Consideration of Secondary Education Family Handbooks.
E. Consideration of 2024-25 Pupil Transportation Handbook
F. Consideration of Open Enrollment Applications for 2024-25
G. Safety Drills Report
H. Gifts and Field Trips
1. Gifts
2. Field Trips
a. FBLA National Leadership Conf. - Orlando FL June 29, 2024-July 2,2024
b. HOSA International Leadership Conf. Houston TX June 26-30, 2024
c. Travel Abroad to Spain Summer 2025
d. Future Problem Solvers - International Competition Bloomington IN June 5-9, 2024
e. Final Approval France June 13-27, 2024
I. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.

New Teacher Staff
Kristin Bastidas, 67% Spanish Teacher, HS/MS
Amy Boehm, 1st Grade Teacher, AES
Amy Brown, 3rd Grade Teacher, PES
Joseph Bruce, 2nd Grade Teacher, PES
Alison Chitwood, 3rd Grade Teacher, PES
Megan Girod, 7th Grade ELA/Social Studies Teacher, MS
Megan Harbour, Cross Categorical Teacher, IS
Inga Hershoff, 8th Grade ELA Teacher, MS
Cooper Holewinski, 7th Grade Math/Science Teacher, MS
Holly Johnson, 8th Grade Science Teacher, MS
Laura Kalcinski, 1-Year Math Teacher, HS
Grace Lenz, 2nd Grade Teacher, PES
Sherry Wagner, 8th Grade Math Teacher, MS

New Support Staff
Bobbi Hartley, Para Educator Special Education, HS

Retirements

Ken Bernards, Crossing Guard
Bonnie Helt, Para Educator Special Education, MS

Resignations

Camryn Booms, 8th Grade Math/Science Teacher, MS
Diana Rayburn, Occupational Therapist, IS/MS/HS
Kyle Tomlinson, Para Educator Special Education, AES
Sofia Vandersluis, 4th Grade Teacher, HES
Leticia Veronesi, Para Educator Regular Education, PES

Internal Staff Changes - No Action

Denise Farnsworth, from 3rd Grade Teacher, PES, to 3rd Grade Teacher, AES
Adam Houzner, from Cross Categorical Teacher, MS, to EC-6 Special Education Coordinator
Meta Sinclair, from 1-Year Cross Categorical Teacher, HS, to Family and Consumer Ed (FCE)
Danette Weismann, from Admin Assist to Dir of Fac to Admin Assist to Spec Ed
*Co-Curricular staff updates attached to agenda

J. Summer School Recommendations – attached to agenda

XIII. **BOARD BUSINESS**

A. Correspondence
1. Staff Recognition Celebration - May 17, 2024 starting at 6:30PM
B. Upcoming Meetings

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting
B. Special Meeting
C. Budget Committee – 5/29/24 @ 7:30AM
D. Co-Curricular Committee
E. Curriculum Committee
F. Facility Committee – 6/5/24 @ 7:30AM
G. DEI Committee – 6/27/24 @ 5:30PM
H. Human Resources Committee – 6/7/24 @ 7:30AM
I. Policy Committee

XV. **RETURN TO CLOSED SESSION** - NA

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

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

XVIII. **ADJOURN**

The Board of Education adjourned at 9:05PM on a motion by Heinemann, second by Engebretson, and passed unanimously by voice vote 5-0.

Respectfully submitted,

_____

Judith Engebretson, Clerk

Date_____

JE:rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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

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]

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

Cross References:

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

Adoption/Revision Date(s):

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

Waunakee Community School District 21

Community Survey Report

June 10, 2024

Contents

Background Info

Survey/Respondent Information

Results & Analysis

Wrap-up/Questions

SCHOOL PERCEPTIONS
Measuring what matters

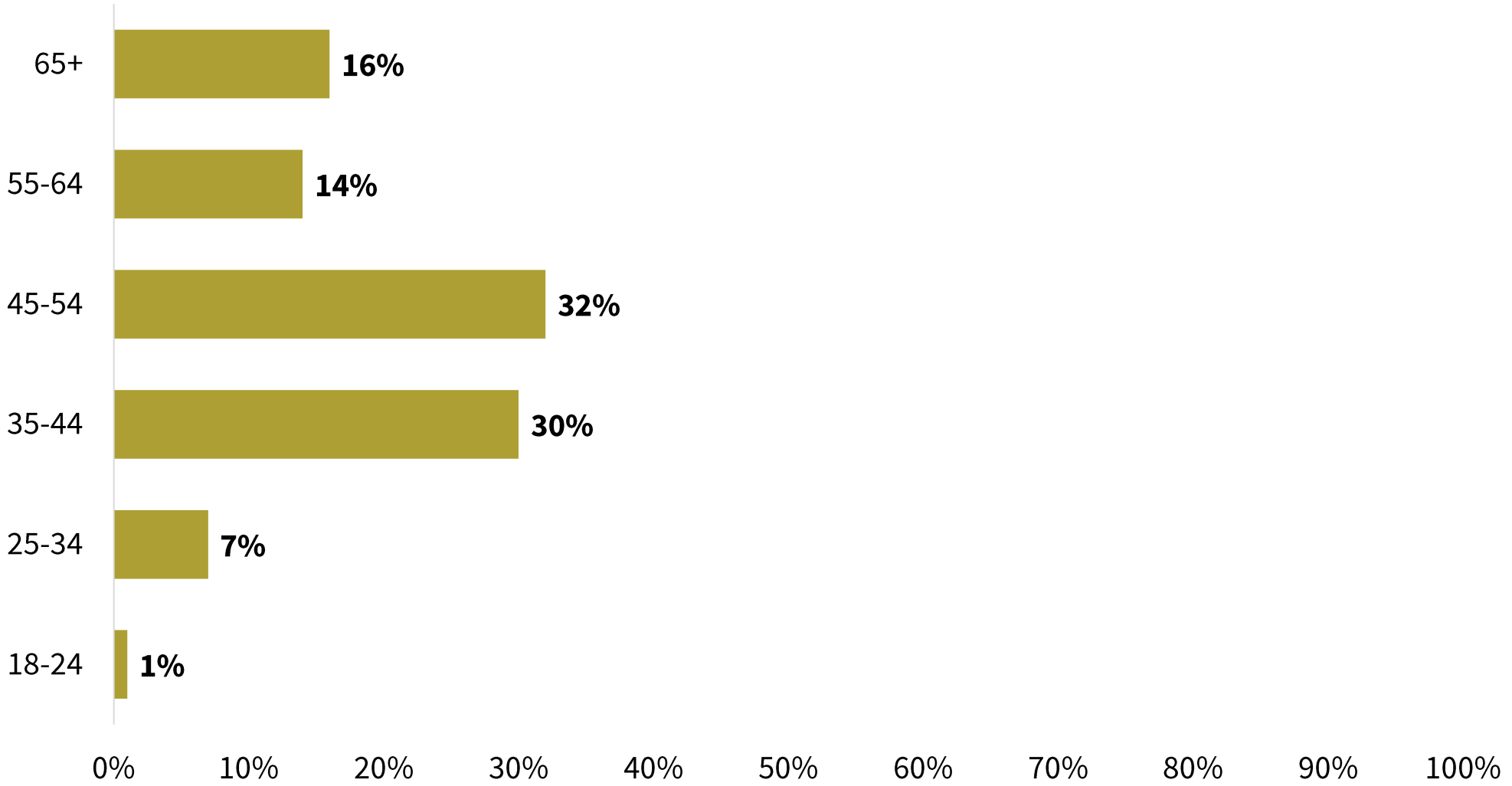
Our mission is to help educational leaders gather, organize, and use data to make strategic decisions.

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

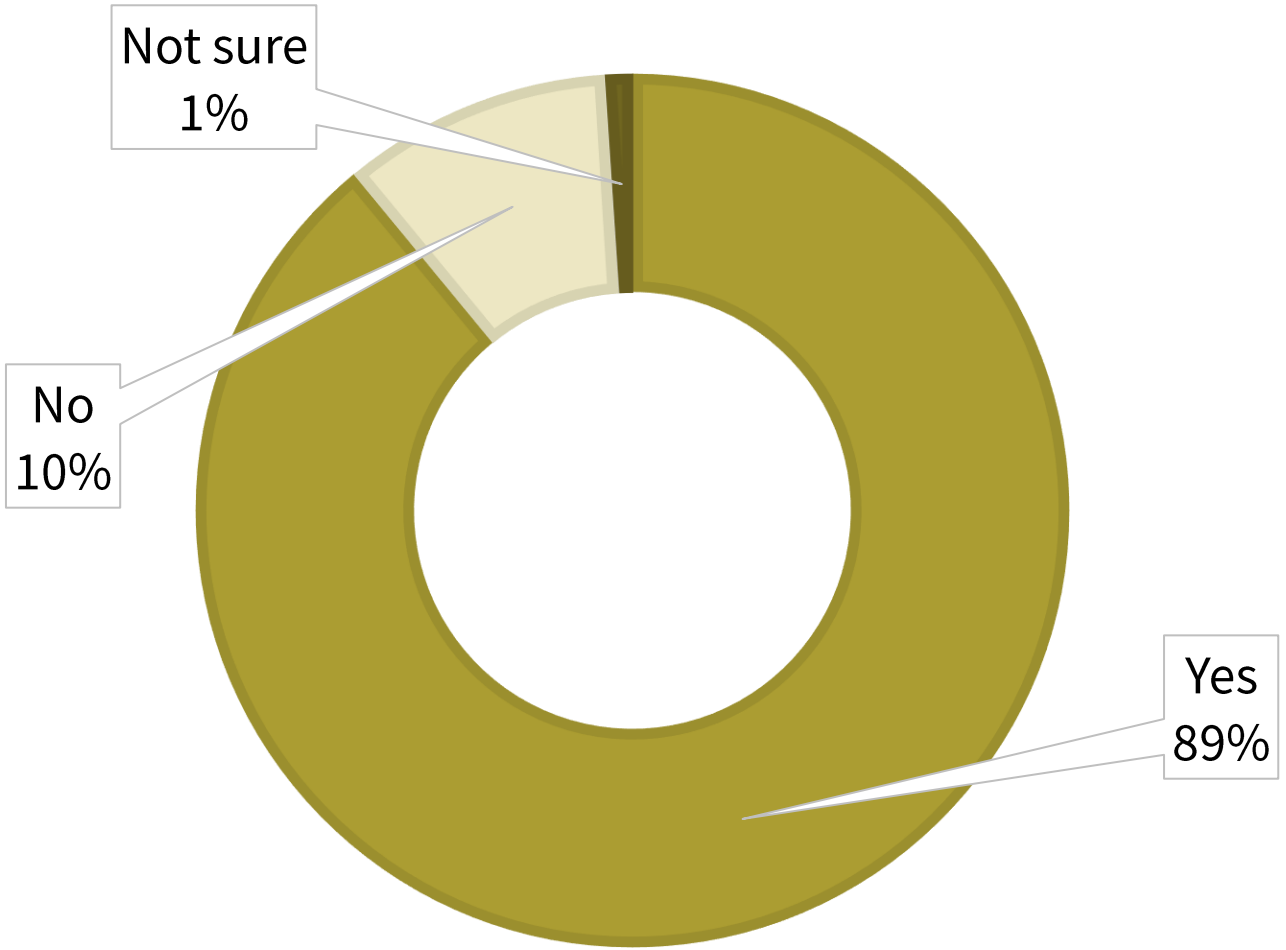
Survey Information

- **April 23, 2024** survey deadline
- **2,205** total respondents
- **23.3%** response rate
- **+/- 2.13%** statistical margin of error

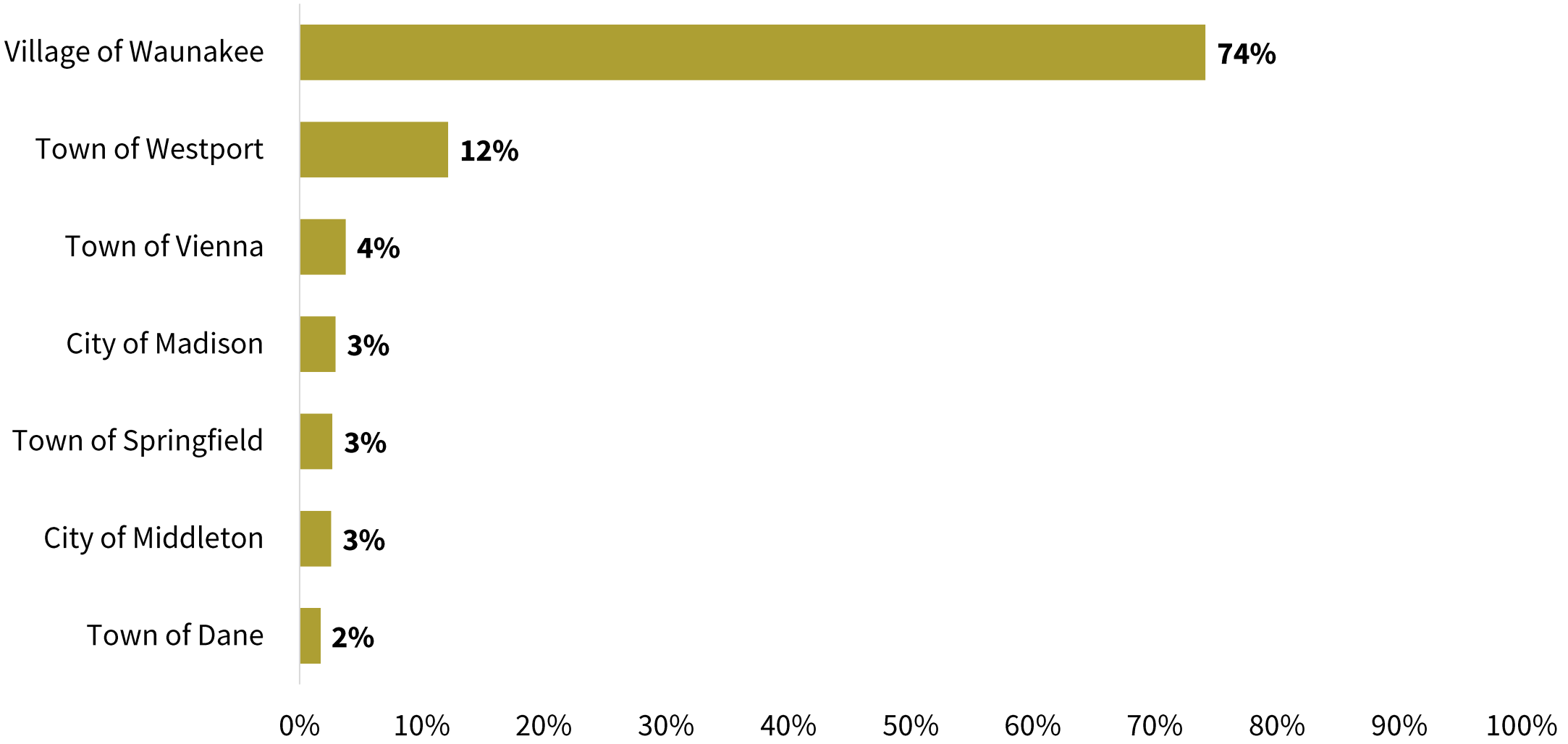
What is your age?



Do you live in the Waunakee Community School District?

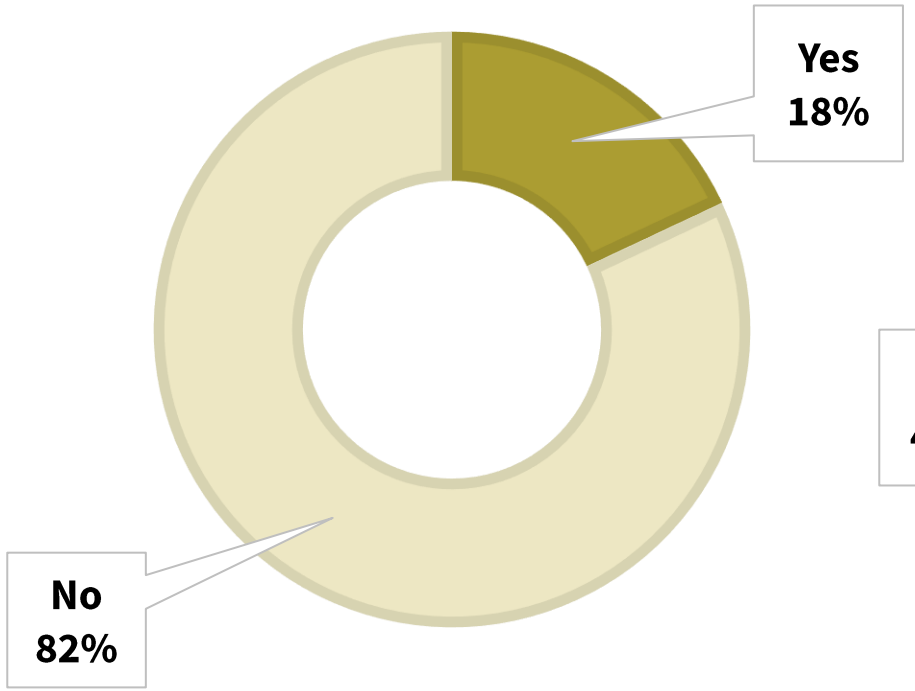


In which municipality do you reside?

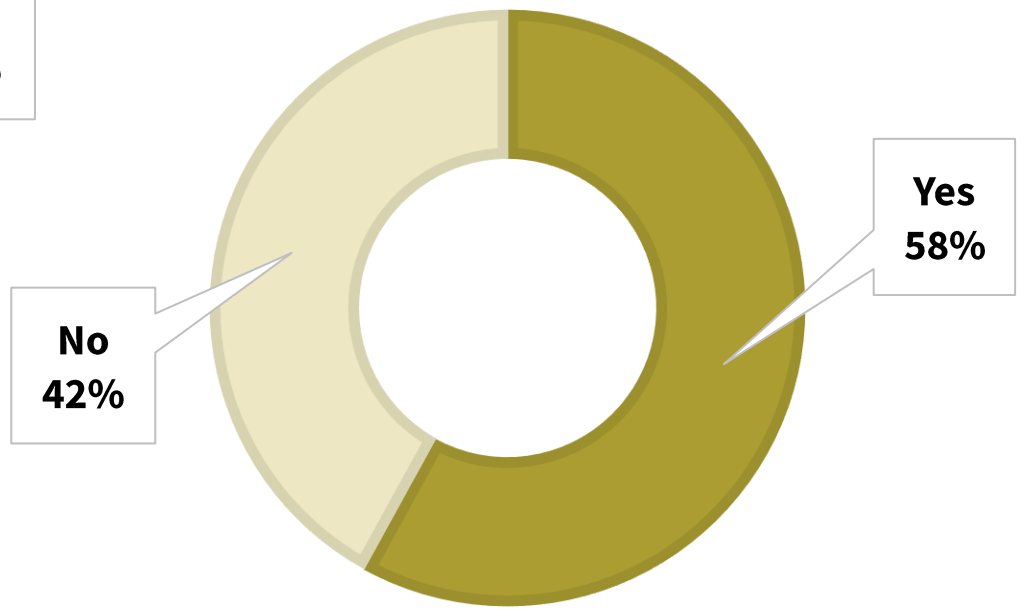


Respondent Information

Are you an employee of the District?



Do you have children attending a school in the District?



Results & Analysis

Section: Referendum Planning

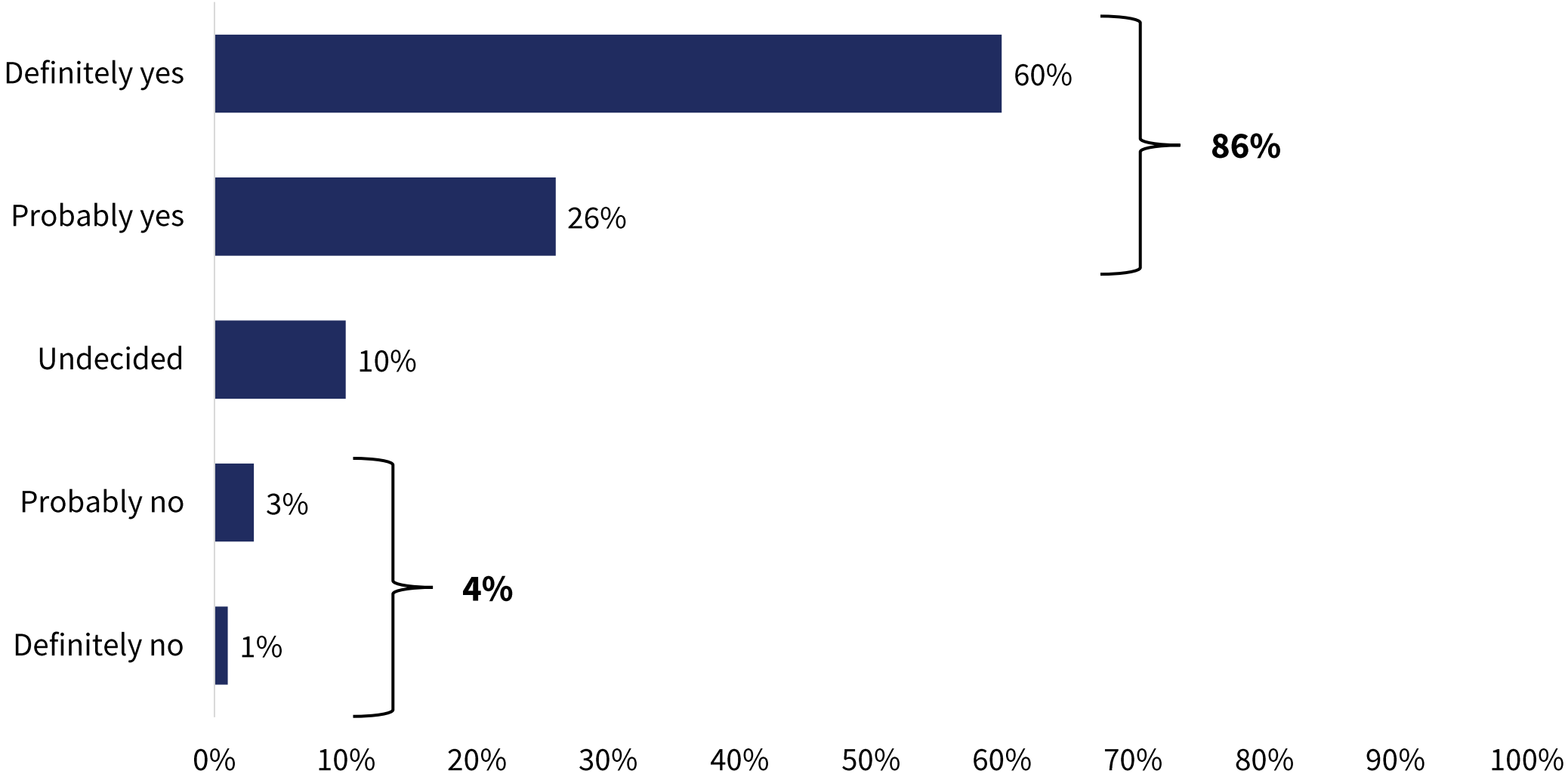
Funding to Maintain Current Programs and Services

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

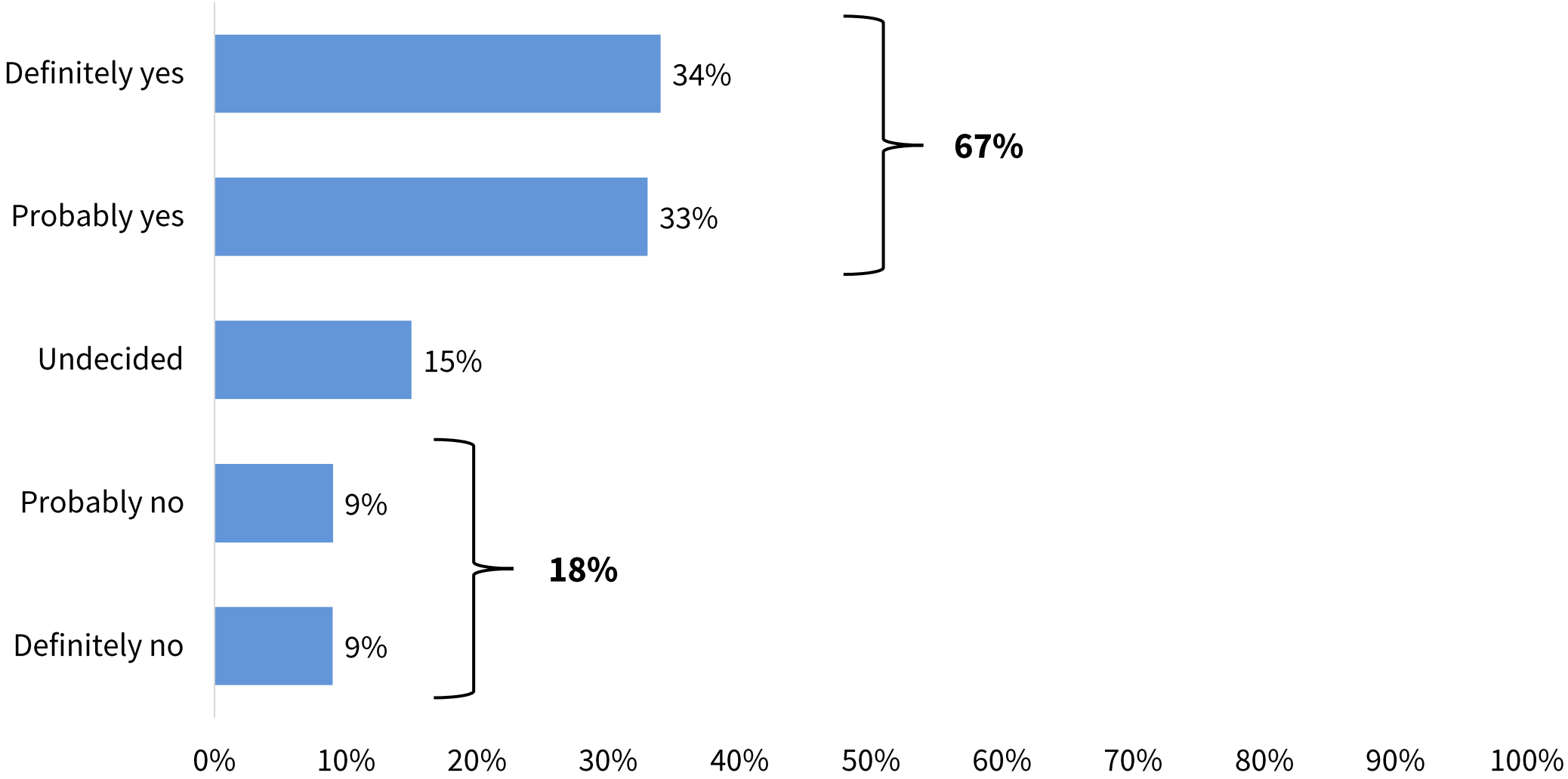
This funding helps us pay for ongoing expenses, such as salaries, transportation/fuel, utilities, insurance, technology, special education services, and student programs and services.

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

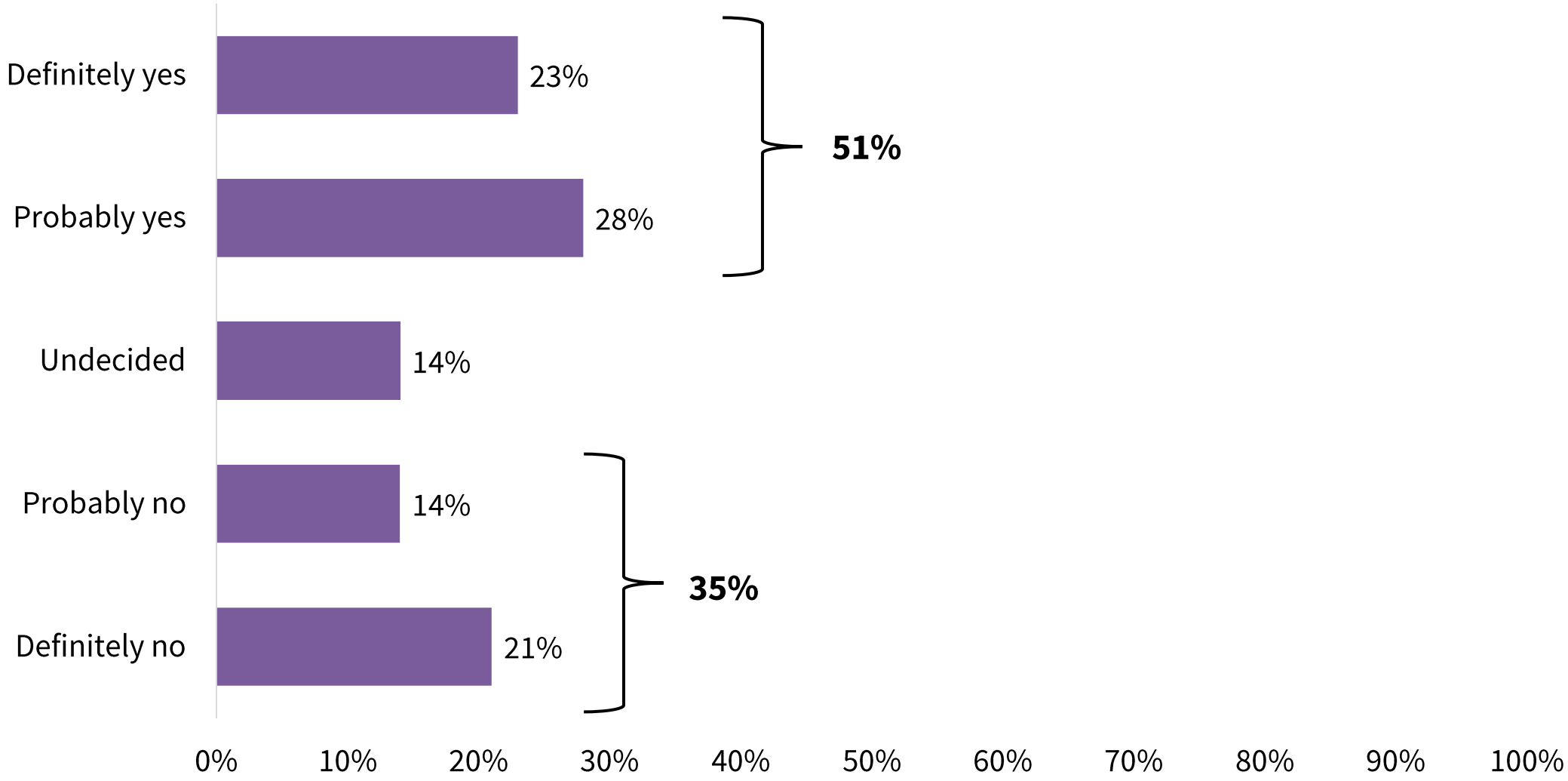
Would you support an operational referendum that provides the District $8.1 million on an ongoing basis? (*Staff Residents*)



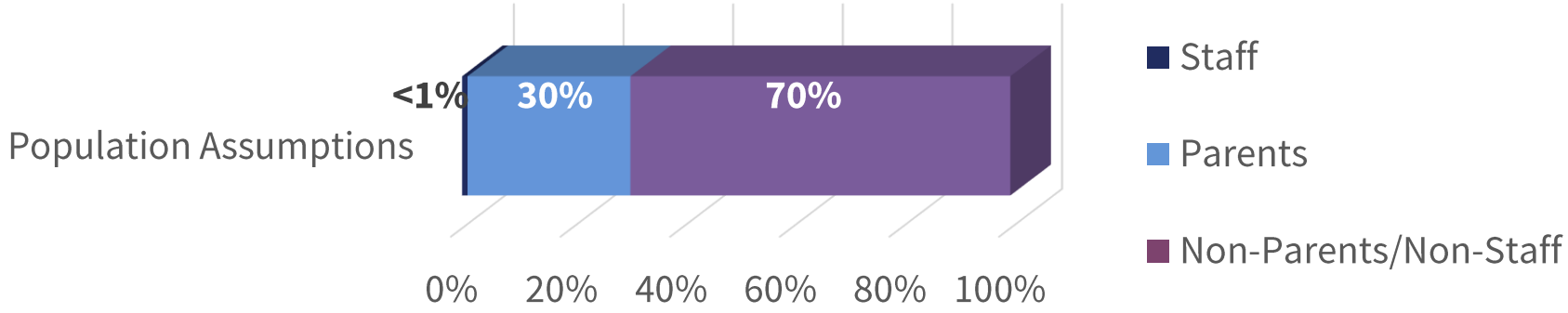
Would you support an operational referendum that provides the District $8.1 million on an ongoing basis? (*Parent Residents*)



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



Additional Analysis: Ongoing $8.1M



Weighted support for *Definitely yes and Probably yes:*

0.30 (67%) + 0.70 (51%) = **55.8%**

Additional Funding

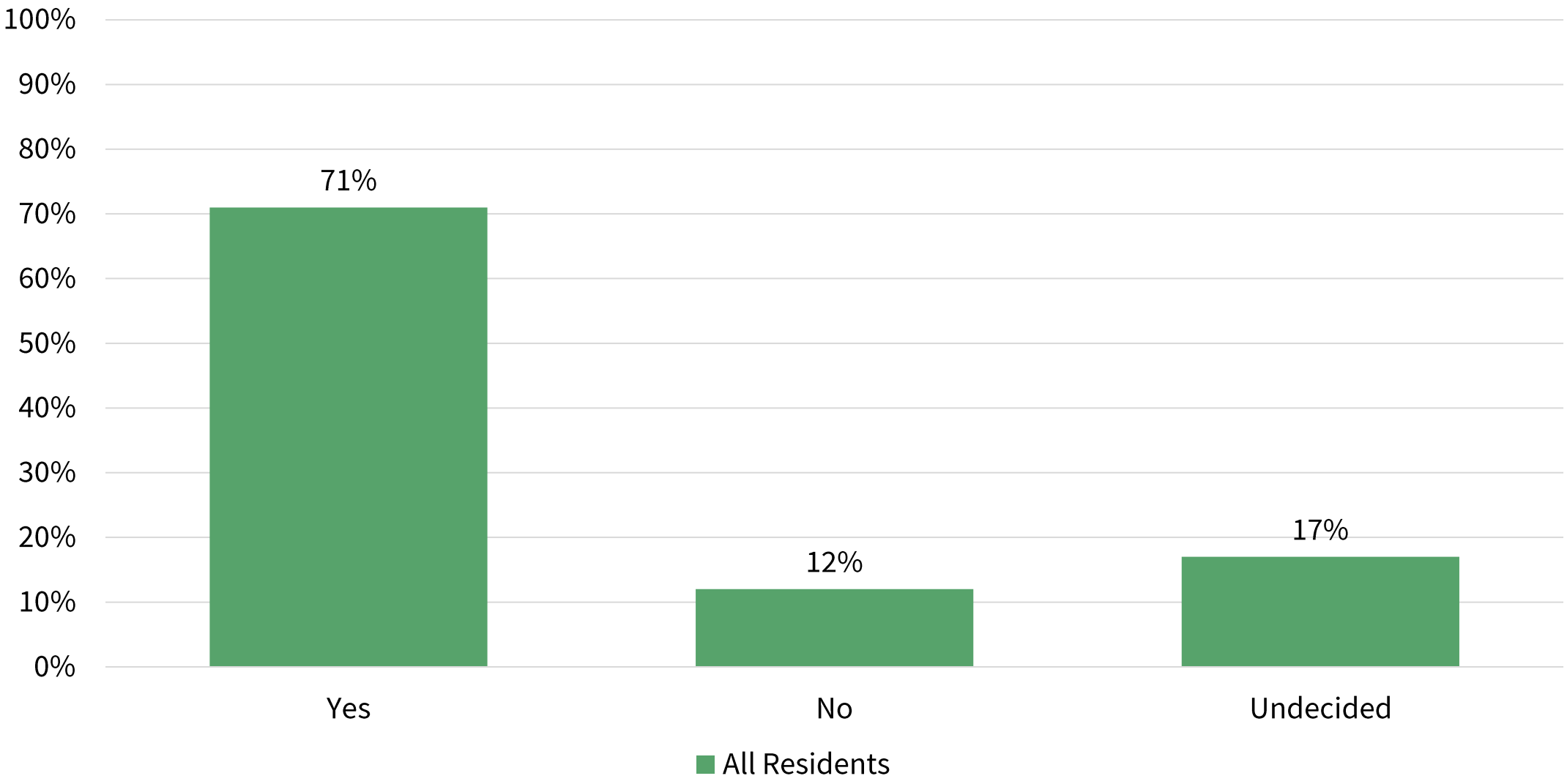
Hourly Employee Compensation: A recent review showed that our hourly staff salaries (custodial, support staff, secretarial, etc.) are below average compared to neighboring districts. Approximately one-third of our employees fall into this category.

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

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

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

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



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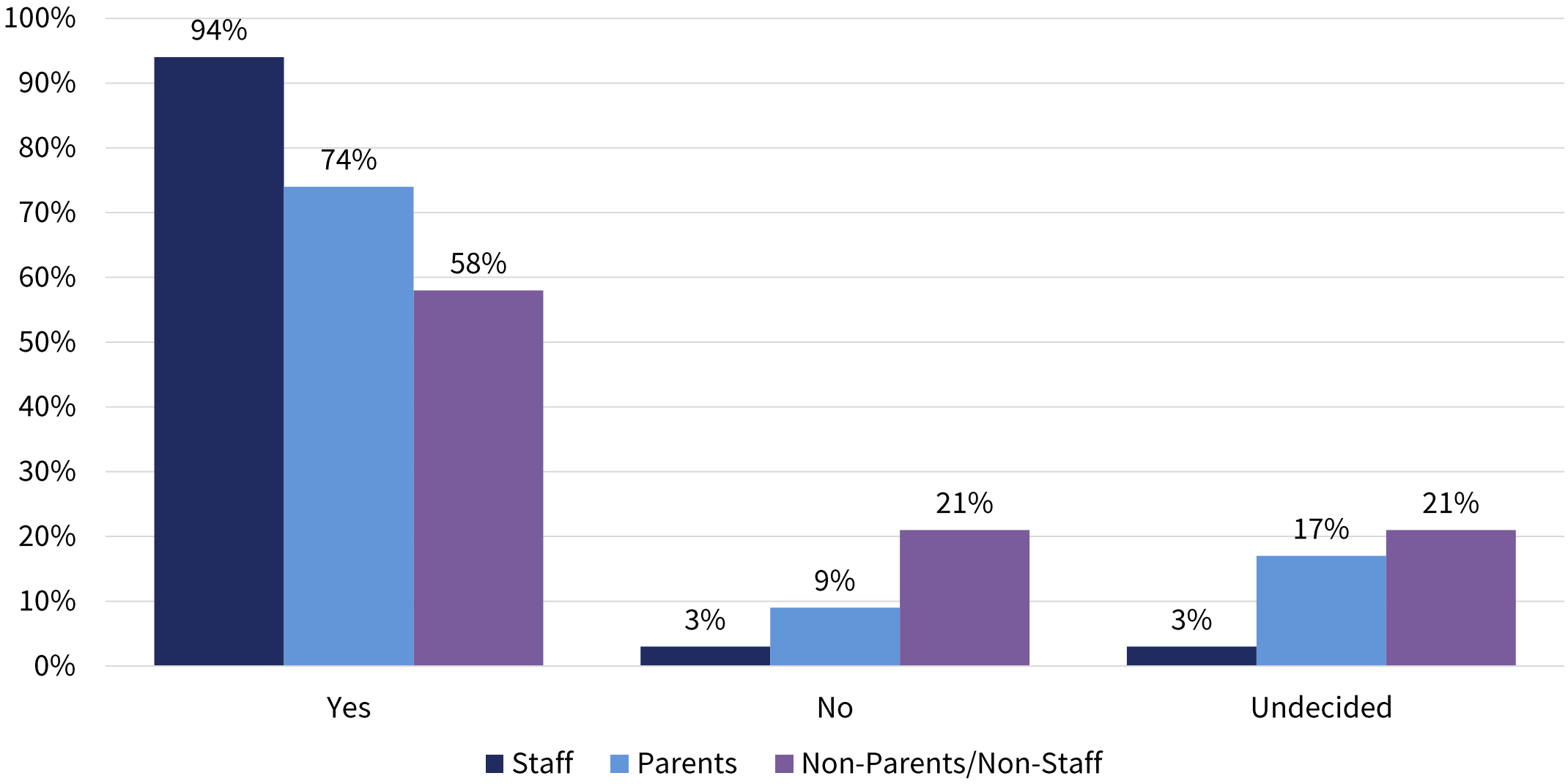
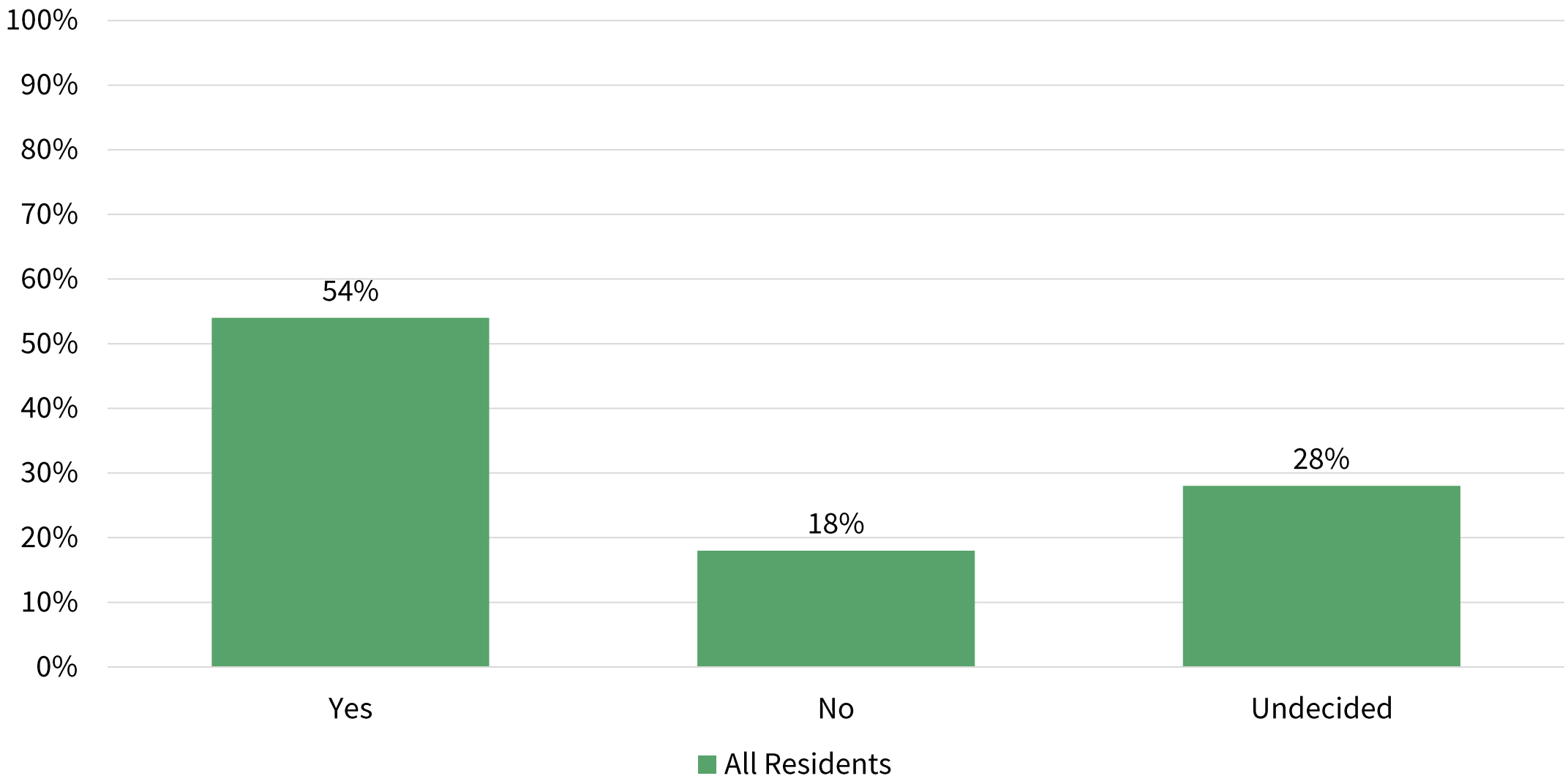


Would you support expanding the referendum to help offset increasing costs?



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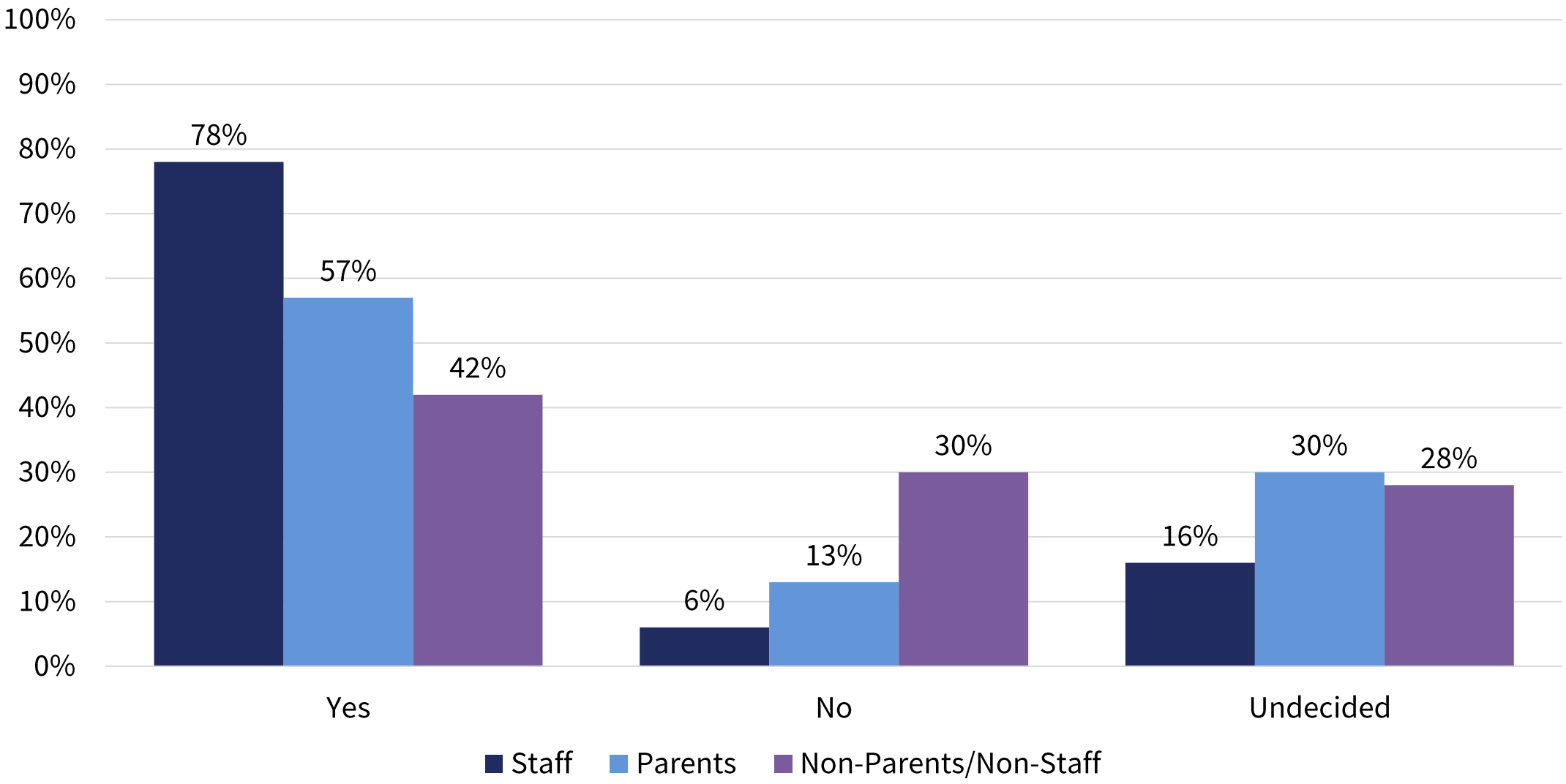
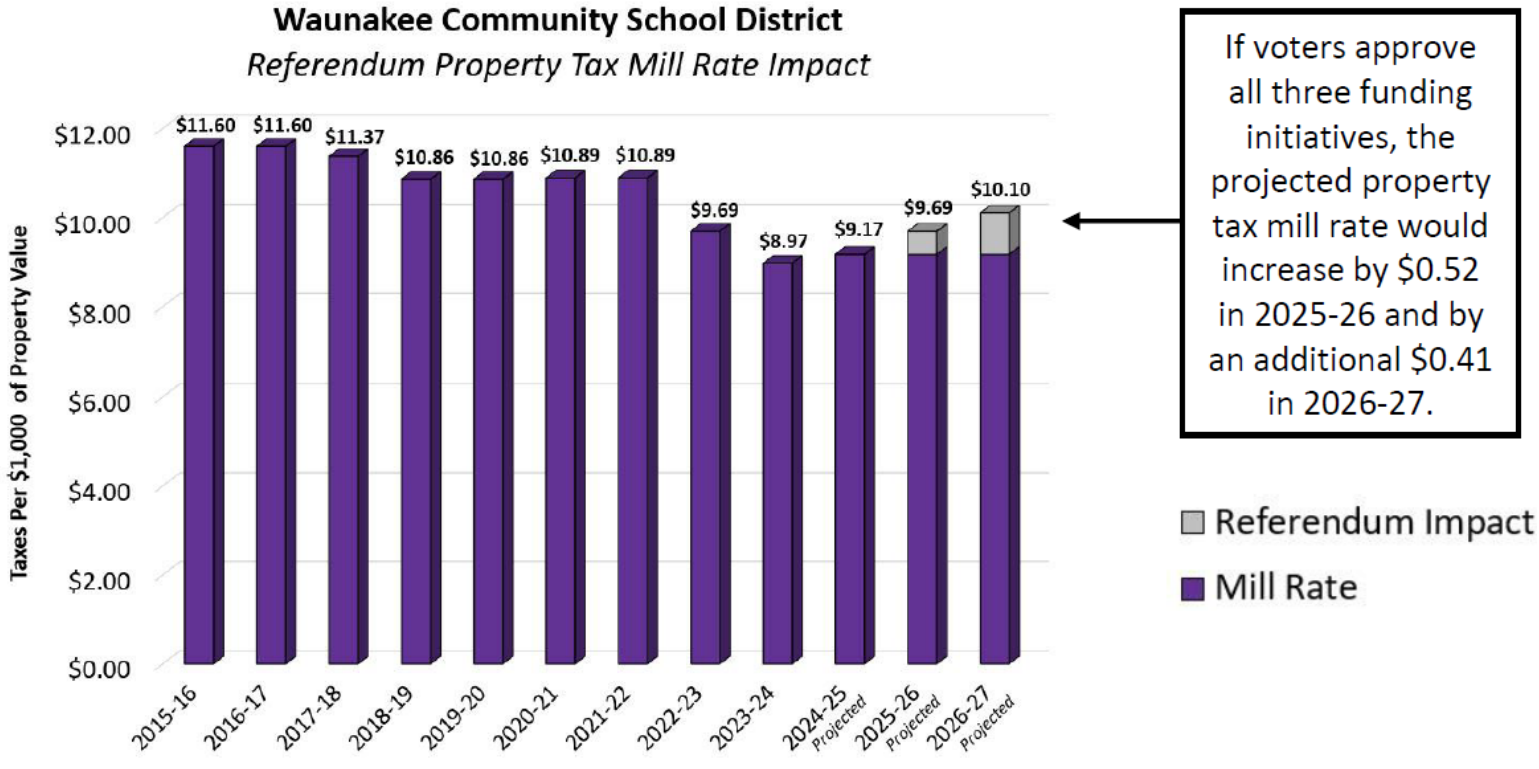
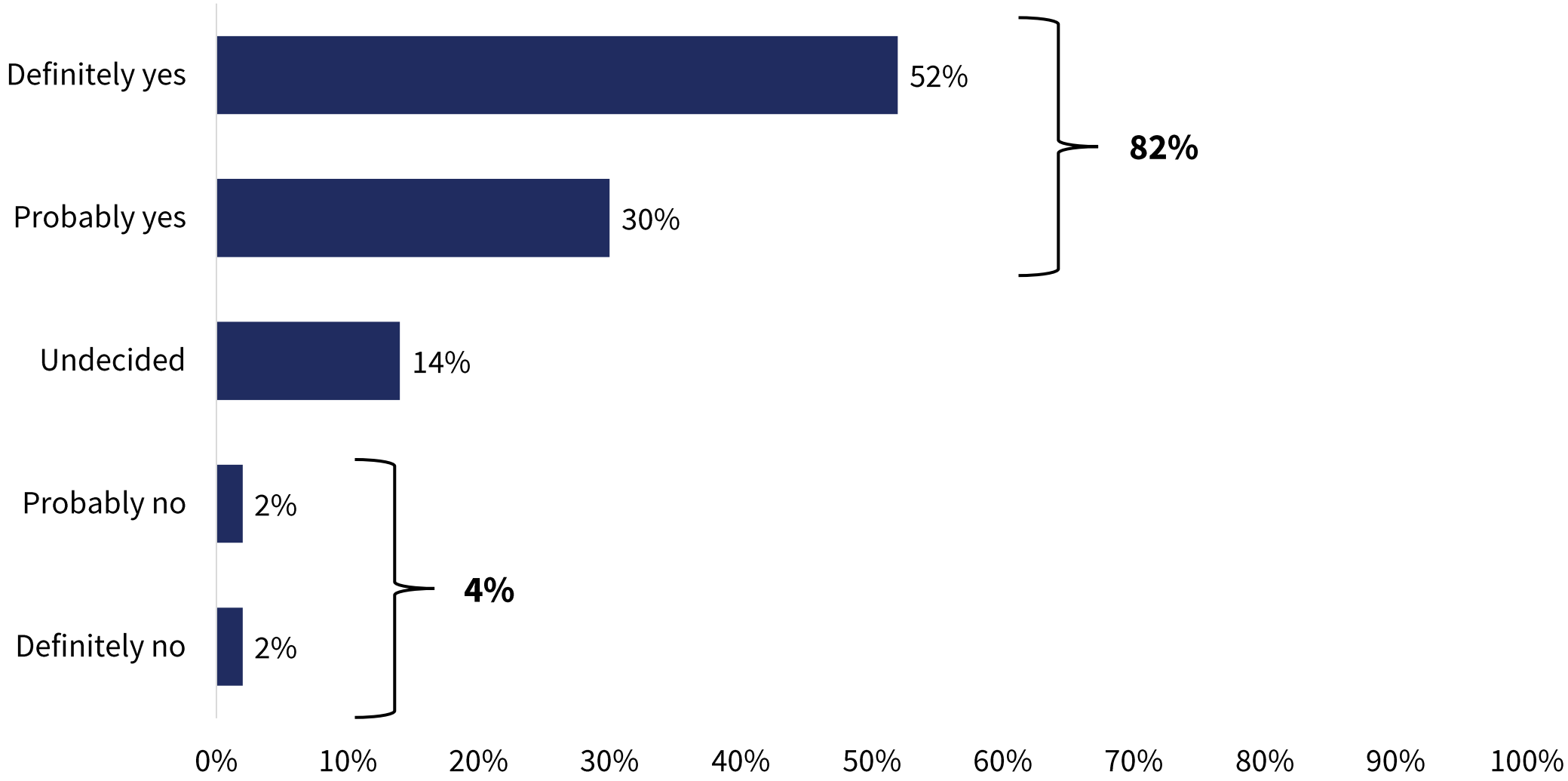


Operational Referendum Support

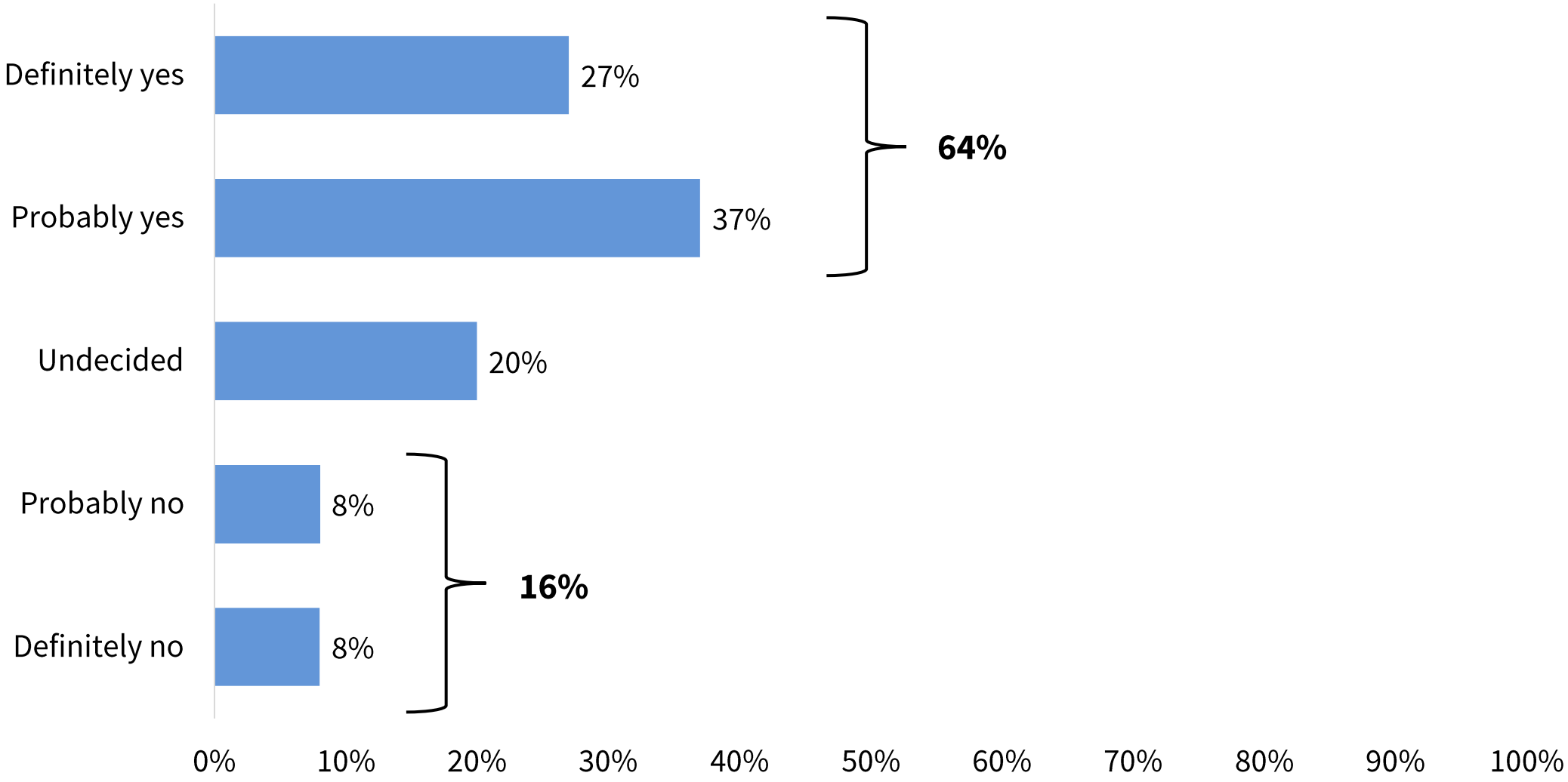
Funding Initiatives	2025-26	2026-27
Maintaining current programs/services (ongoing)	$8.1 million	$8.1 million
Increasing hourly employee compensation (for two years)	$500,000	$1 million
Increasing operational costs (for two years)	$1.5 million	$3 million
Total	**$10.1 million**	**$12.1 million**



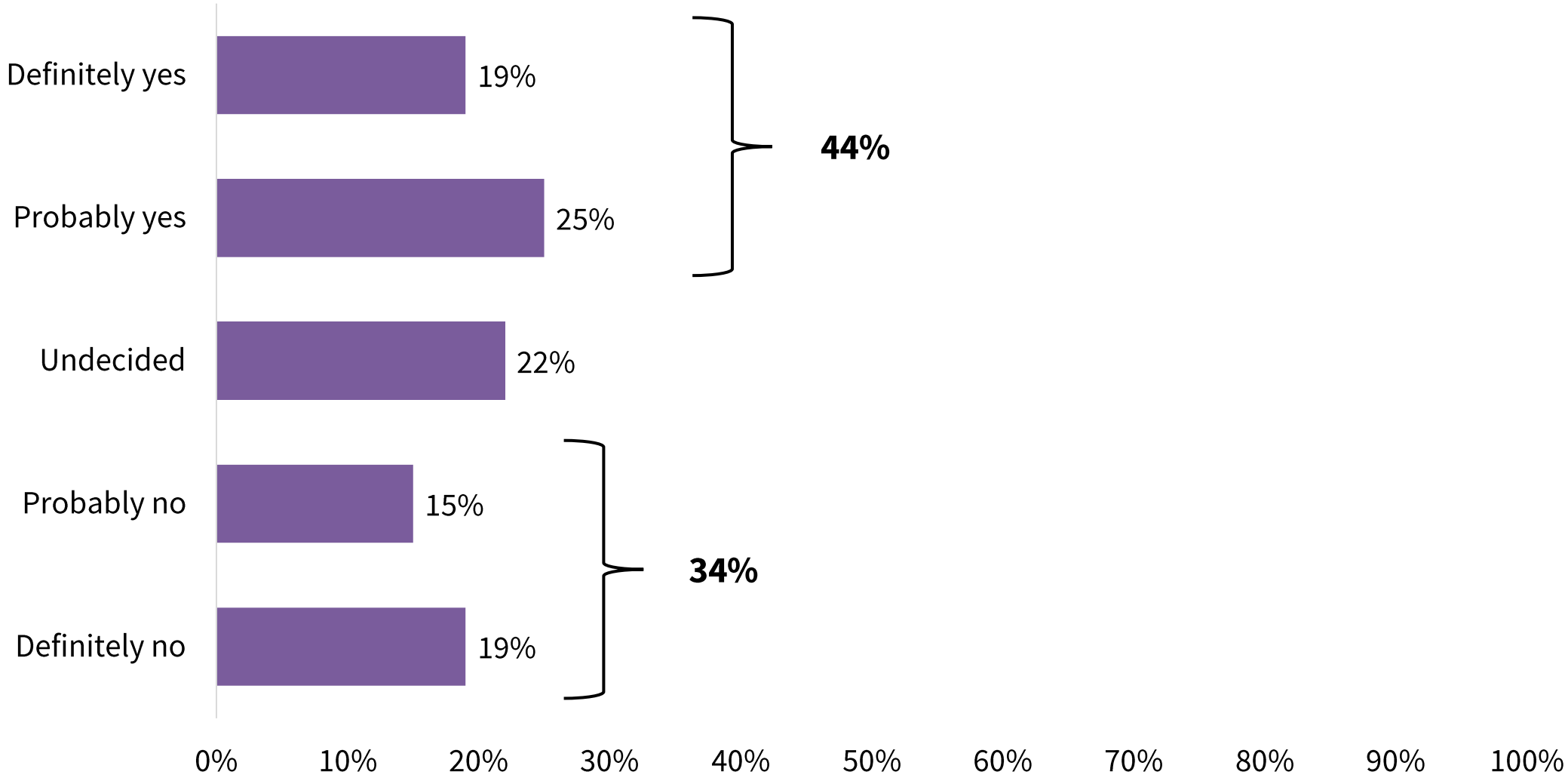
Would you support the operational referendum? (*Staff Residents*)



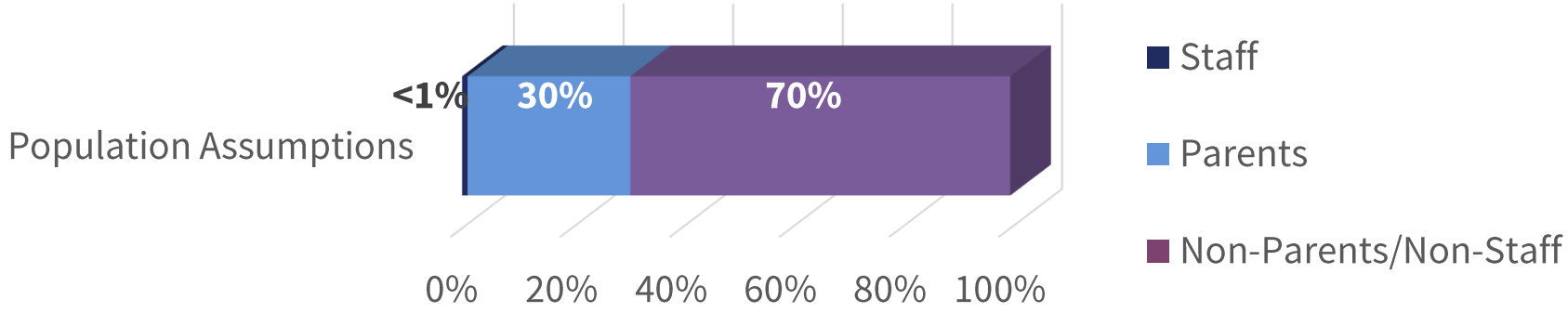
Would you support the operational referendum? (*Parent Residents*)



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



Additional Analysis: Operational Referendum



Weighted support for *Definitely yes and Probably yes:*

0.30 (64%) + 0.70 (44%) = **<u>50.0%</u>**

Results & Analysis

Section: Overall Satisfaction

The following scores are calculated based on these weights:

- Great = 4
- Good = 3
- Fair = 2
- Poor = 1

The percentages are respondents who Strongly agree and Agree.

We need to ensure our district is achieving the expectations the Waunakee community has for us. The following items will establish a baseline to measure our progress. Each item begins with the words, "The District…"

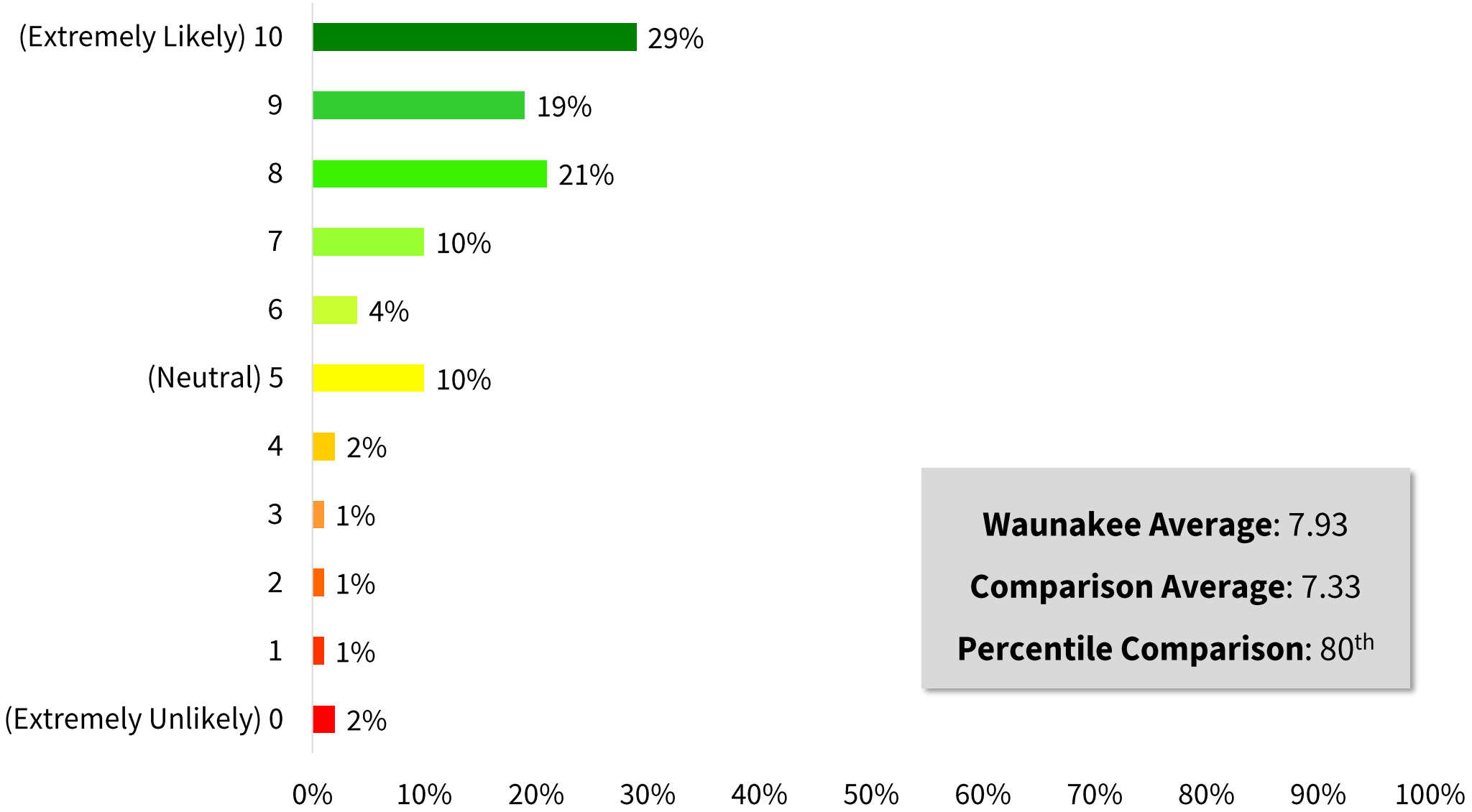
How is the District doing in each of the following areas?

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

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

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

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



Waunakee Average: 7.93

Comparison Average: 7.33

Percentile Comparison: 80th

Results & Analysis

Section: School District Feedback

The following scores are calculated based on these weights:

Strongly agree = 5
Agree = 4
Disagree = 2
Strongly disagree = 1

The percentages are respondents who Strongly agree and Agree.

We need to ensure our district is achieving the expectations the Waunakee community has for us. The following items will establish a baseline to measure our progress. Each item begins with the words, "The District…"

Communications (All Respondents)

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

Climate (All Respondents)

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

Leadership (All Respondents)

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

Academics (All Respondents)

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

Communications (by Subgroup)

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

Climate (by Subgroup)

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

Leadership (by Subgroup)

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

Academics (by Subgroup)

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

Top Five "Feedback" Items by Subgroup

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

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

Bottom Five "Feedback" Items by Subgroup

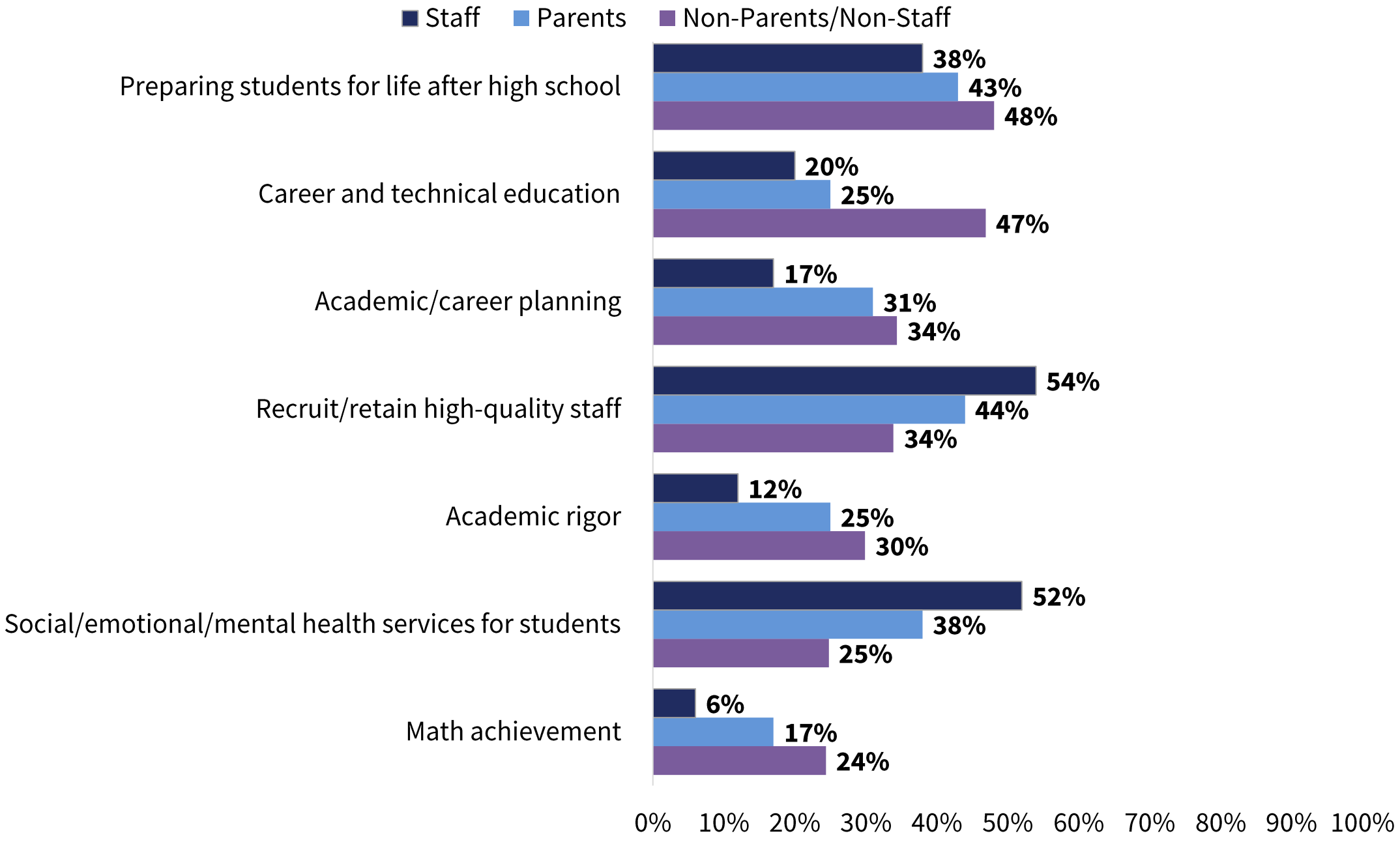
*(Items in the bottom five across all three groups are in **red**.)*

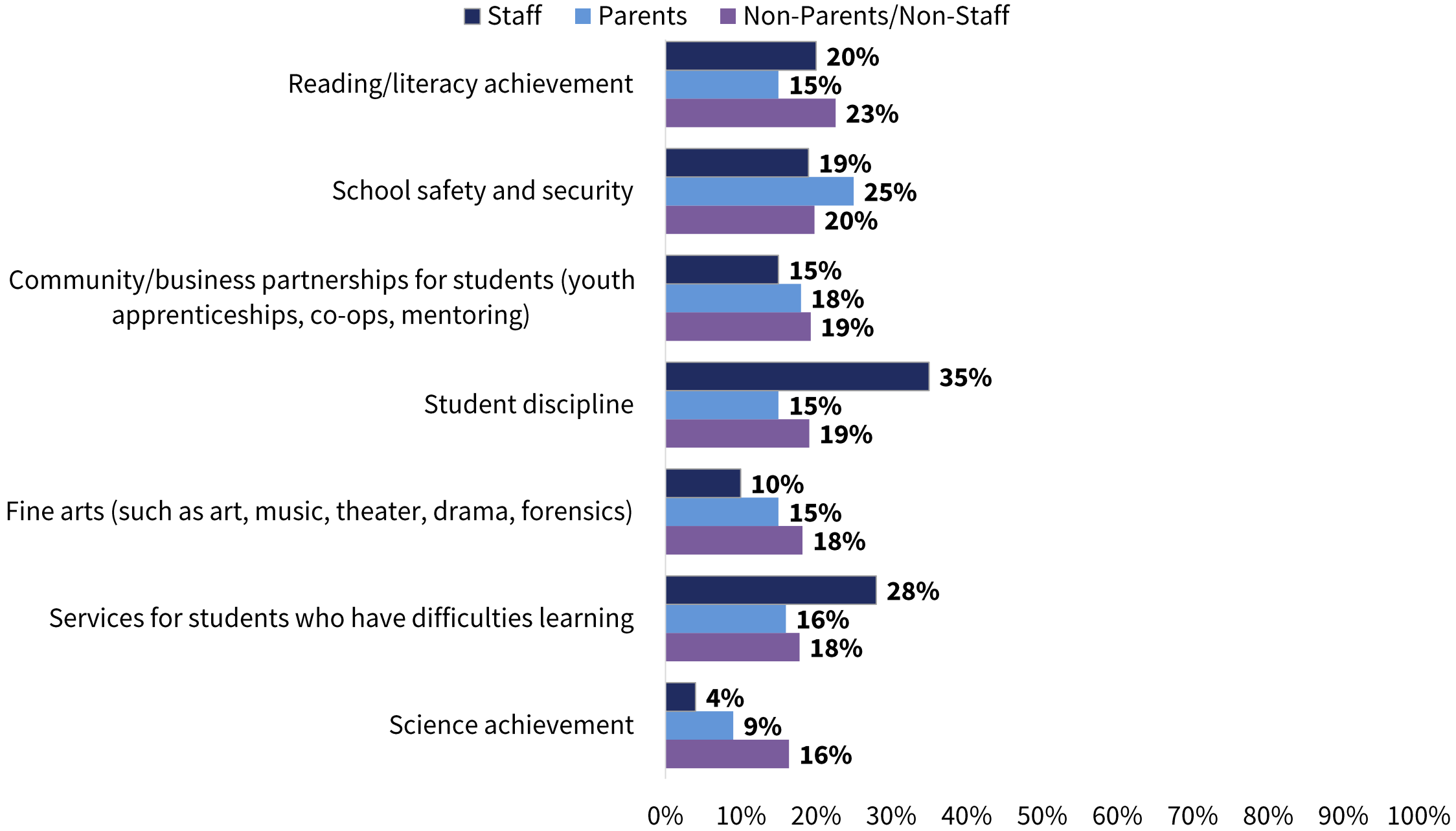
Rank	Staff	Parents	Non-Parents/Non-Staff
15	Has a website that is an effective place for me to learn about what's going on at school. (3.78)	**School board is doing what it takes to make our district successful. (3.78)**	Communicates with me effectively. (3.77)
14	**Develops students' character. (3.81)**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

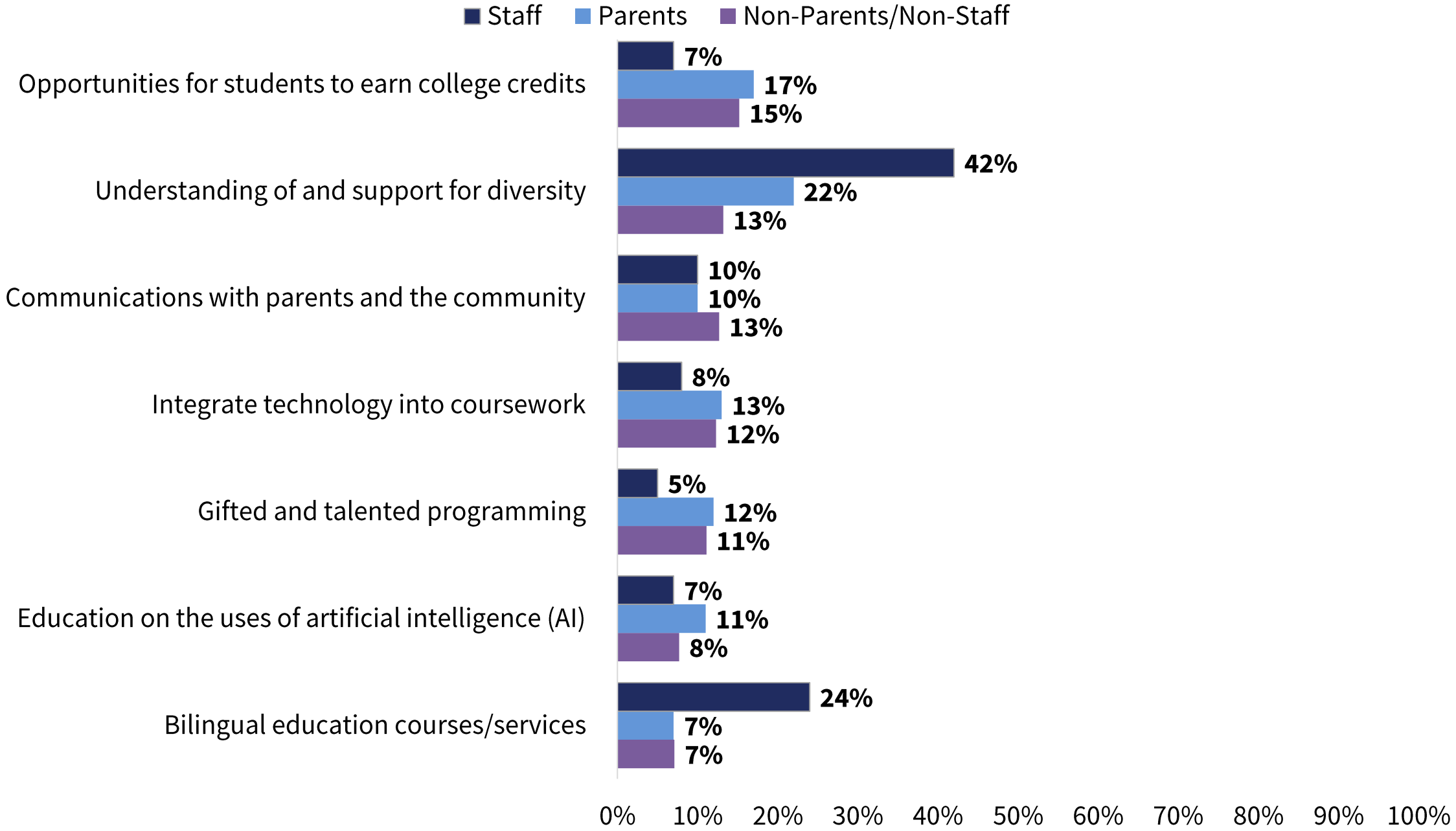
Results & Analysis

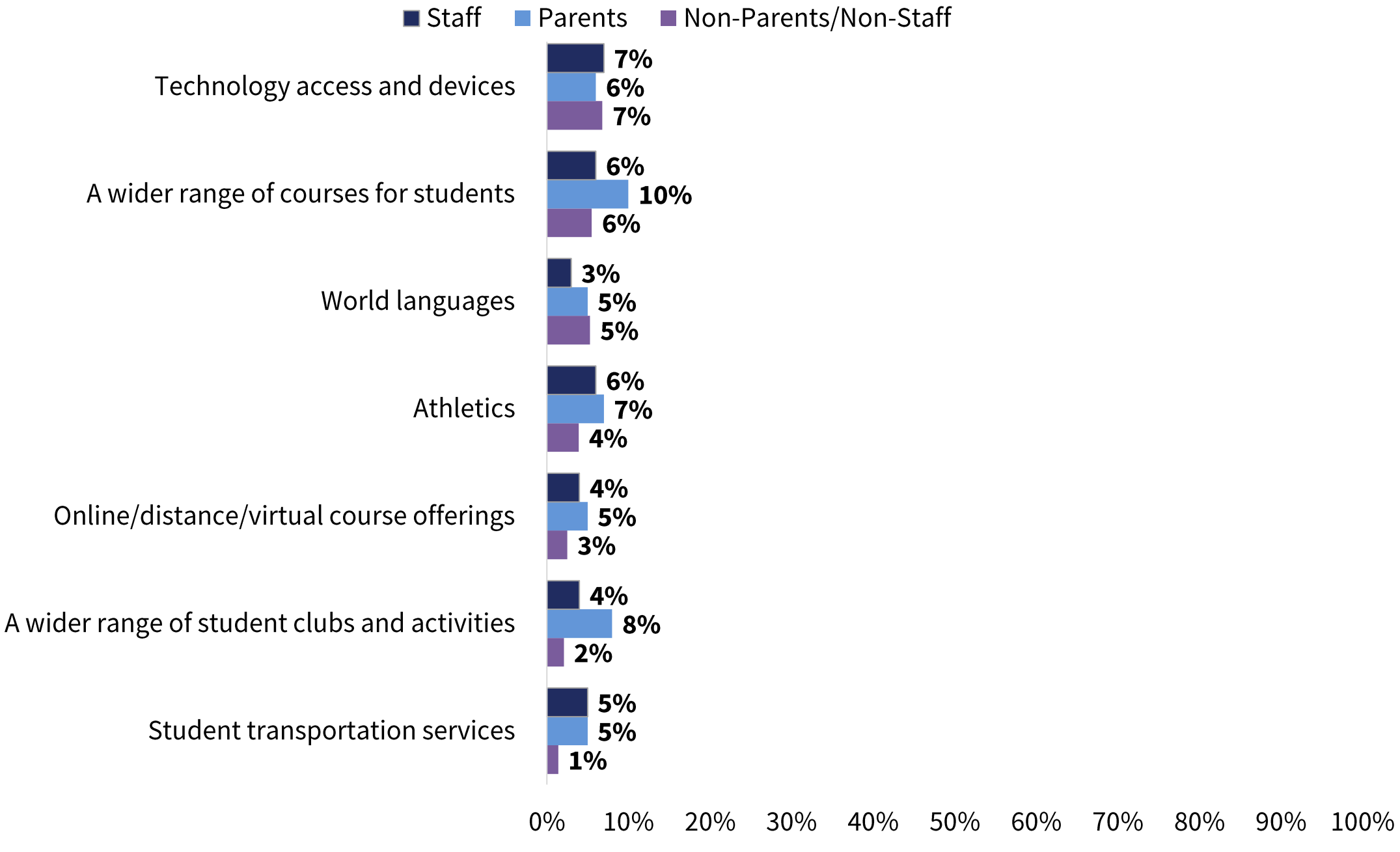
Section: Our Mission

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


Staff
Parents
Non-Parents/Non-Staff
Preparing students for life after high school
38%
43%
48%
Career and technical education
20%
25%
47%
Academic/career planning
17%
31%
34%
Recruit/retain high-quality staff
54%
44%
34%
Academic rigor
12%
25%
30%
Social/emotional/mental health services for students
52%
38%
25%
Math achievement
6%
17%
24%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%


Staff
Parents
Non-Parents/Non-Staff
Reading/literacy achievement
20%
15%
23%
School safety and security
19%
25%
20%
Community/business partnerships for students (youth apprenticeships, co-ops, mentoring)
15%
18%
19%
Student discipline
35%
15%
19%
Fine arts (such as art, music, theater, drama, forensics)
10%
15%
18%
Services for students who have difficulties learning
28%
16%
18%
Science achievement
4%
9%
16%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%


Staff
Parents
Non-Parents/Non-Staff
Opportunities for students to earn college credits
7%
17%
15%
Understanding of and support for diversity
42%
22%
13%
Communications with parents and the community
10%
10%
13%
Integrate technology into coursework
8%
13%
12%
Gifted and talented programming
5%
12%
11%
Education on the uses of artificial intelligence (AI)
7%
11%
8%
Bilingual education courses/services
24%
7%
7%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%


Staff
Parents
Non-Parents/Non-Staff
Technology access and devices
7%
6%
7%
A wider range of courses for students
6%
10%
6%
World languages
3%
5%
5%
Athletics
6%
7%
4%
Online/distance/virtual course offerings
4%
5%
3%
A wider range of student clubs and activities
4%
8%
2%
Student transportation services
5%
5%
1%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

Top Five Planning Priorities by Subgroup

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

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

Bottom Five Planning Priorities by Subgroup

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

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

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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, May 16, 2024, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Hetzel called the meeting to order at 3:00PM.

II. **ROLL CALL**
Present: Dotzler, Ensign, Hetzel
Also present: Tim Schell

III. **APPROVE AGENDA**
A motion was made by Hetzel, second by Dotzler, to approve the agenda as posted. Motion cared 3-0.

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

V. **SCHOOLOGY: WHAT IT IS AND HOW WE USE IT?**
Schell introduced Alec Kartz (Middle School Ed Tech Specialist) and Courtney Lovell (High School Ed Tech Specialist) who presented and answered questions an introduction to Schoology. Schoology is the Learning Management System (LMS) used at our Middle School and High School.

VI. **LEARNING ABOUT AI**
Schell, Rick Franz (Director of IT), Sarah Wendorf (IS LMTC Director), Courtney Lovell, Alec Karz, and Cassie Roberts (Prairie Teacher) provided an overview and answered questions regarding AI and its implications for education so far.

VII. **YOUTH APPRENTICESHIPS IN EDUCATION**
Schell introduced Michelle McGlynn,(WHS STC & CTE Coordinator) who presented and answered questions regarding the Youth Apprenticeship program offering preparation for careers in early childhood education and school age education.

VIII. **ELA MATERIALS ADOPTION**
Schell introduced , Lynn Stenroos, Stephanie Boegh, and Sallie Piotrowski (MS Teachers) who presented and answered questions regarding the Middle School ELA materials review, the materials pilot, and the recommended resource Amplify.
A motion was made by Dotzler, second by Ensign, to recommend that the full board consider Amplify as the Middle School ELA Resource. Motion carried 3-0.
A motion was made by Ensign, second by Dotzler, to recommend that the full board consider approving the funds as presented to pilot Amplify as a resource for the Intermediate School. Motion carried 3-0.

IX. **TOPICS OF INTEREST FOR THE 2024-2025 SCHOOL YEAR IN COMMITTEE**
The committee asked that key areas for use of AI come to the June curriculum meeting.

X. **ITEMS FOR FUTURE MEETINGS**

Schell presented that the following will be brought to the June meeting:
Draft form of testing and assessment plan
Chair & Coordinator positions
Pathways report – Possible
IS/MS Math Pilot
The date for this meeting has to be scheduled yet.

XI. **ADJOURN**

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 5:40PM.
Motion carried 30.

Amplify.

Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-371927-1
Date: 5/9/2024
Expires On: 6/8/2024

Customer Contact Information
Tim Schell
Waunakee Cmty School District
(608) 849-2025
tschell@waunakee.k12.wi.us

Amplify Contact Information
Chrissy Fischer
Account Executive
cfischer@amplify.com

ELA: 7 Years Teacher Digital, 7 Year Student Digital, 7 Year Student Print

Grade 7

PRODUCT	ISBN	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA G7 Teacher License - 7yr (2024-2031)	978-1-64383-170-1	$616.00	4	2	$2,464.00	$1,232.00
Amplify ELA G7 Student License - 7yr (2024-2031)	978-1-64383-178-7	$106.00	0	360	$0.00	$38,160.00
TOTAL					$2,464.00	$39,392.00

Grade 8

PRODUCT	ISBN	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA G8 Teacher License - 7yr (2024-2031)	978-1-64383-186-2	$616.00	4	2	$2,464.00	$1,232.00
Amplify ELA G8 Student License - 7yr (2024-2031)	978-1-64383-194-7	$106.00	0	360	$0.00	$38,160.00
TOTAL					$2,464.00	$39,392.00

Professional Development

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA Initial Training for Teachers (1 Day Onsite)	1.00	$3,200.00	$0.00	$3,200.00

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA Coaching Session (1 Day Onsite)	1.00	$3,200.00	$0.00	$3,200.00
Amplify ELA Strengthen Training (1/2 Day Onsite)	1.00	$2,500.00	$0.00	$2,500.00
TOTAL		$8,900.00	$0.00	$8,900.00

TOTAL DISCOUNT	$4,928.00
GRAND TOTAL	$87,684.00

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: http://www.amplify.com/w-9.pdf

License and Services Term:

- Licenses: 07/01/2024 until 06/30/2031.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:
  - Expedited shipping is available at extra charge.
  - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
  - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

Quote Special Terms

Free-with-Order ELA Teacher
Please note that the above pricing reflects the availability of free-with-order Teacher Licenses and Blended Teacher Packages based on the purchase of 75 Student Licenses and Blended Student Packages.

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Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

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If submitting your order via credit card:

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If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
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WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Middle School ELA Adoption

May 16, 2024

Agenda

I. Introductions
II. The “Why”
III. Criteria for Instructional Materials
IV. The Pilot Process
V. Selection & Rationale

Why the need for Instructional Materials in Middle School ELA?

- Rigorous and consistent across grade levels
- Help us **grow** our learners at the Middle School
- Materials more accessible for all learners, as well as extension opportunities and beyond grade level
- Research-based, standards-aligned
- Incorporates vocabulary development as well as conventions
- Anchored in the science of reading

Criteria for Publisher Presentations:

- Research-based
- Standards-aligned
- All green on Ed Reports

Timeline

May 2023: Hosted curriculum presentations from:

Amplify	My Perspectives
ARC	HMH
Wit & Wisdom	Units of Study
Open up Resources	Unbounded

Pilot Process:

- May 2023, 7-8 ELA team voted to select the programs we wanted to pilot for the 23-24 school year
  - Amplify and My Perspectives were selected
- October 2023: Amplify Training and beginning of the pilot
  - Both 7 and 8 piloted a reading unit in all sections
  - 8 is currently using Amplify for expository writing
  - Peer observations
- January 2024: MyPerspectives Training and beginning of pilot
  - Both 7 and 8 piloted an argument writing unit
- Discussions along with SPED and EL using the pilot evaluation tool
  - Helped us speak across grade levels for common findings

Selection Process - May 2024

After taking time to thoroughly review the entirety of both Amplify and My Perspectives as well as forthcoming editions, members then discussed and weighted our selection criteria for instructional materials.

- All 7 ELA teachers and 2 SPED co-teachers voted on May 1

Criteria	Weight	Amplify Avg Rate	Amplify Weighted	MyPerspectives Avg Rate	MyPerspectives Weighted
Supports All Learners	18.43	**3**	55.29	2.44	44.9692
Engaging for All Students	16.76	**3.56**	59.6656	2.67	44.7492
Ease of Use for Teachers	13.41	**3.22**	43.1802	2.44	32.7204
Breadth and Quality of Mentor Texts	12.85	**3.44**	44.204	**3.44**	44.204
Vocabulary Development, Construction of Knowledge, Greek/Latin Roots	11.73	2.56	30.0288	**3.78**	44.3394
Supports All Modes of Writing, Individual Voice, Writing with Purpose and Revision	11.17	**3.22**	35.9674	2.11	23.5687
Rigor, Depth of Knowledge	8.94	**3.78**	33.7932	3	26.82
Development of Speaking/Listening Skills, Digital Formats	6.7	**3.11**	20.837	2.67	17.889
	99.99		**322.9662**		279.2599

- Amplify - highest rating in rigor, depth of knowledge, diversity of perspectives, and college and career readiness
- Amplify - lowest rating in vocabulary development, construction of knowledge, and Greek and Latin roots.
  - Accessory vocabulary program and grammar sub-units
    - PLC's will work to embed within unit instructional plans

Criteria	Weight	Amplify Avg Rate	Amplify Weighted	MyPerspectives Avg Rate	MyPerspectives Weighted
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Selection of Amplify & Rationale

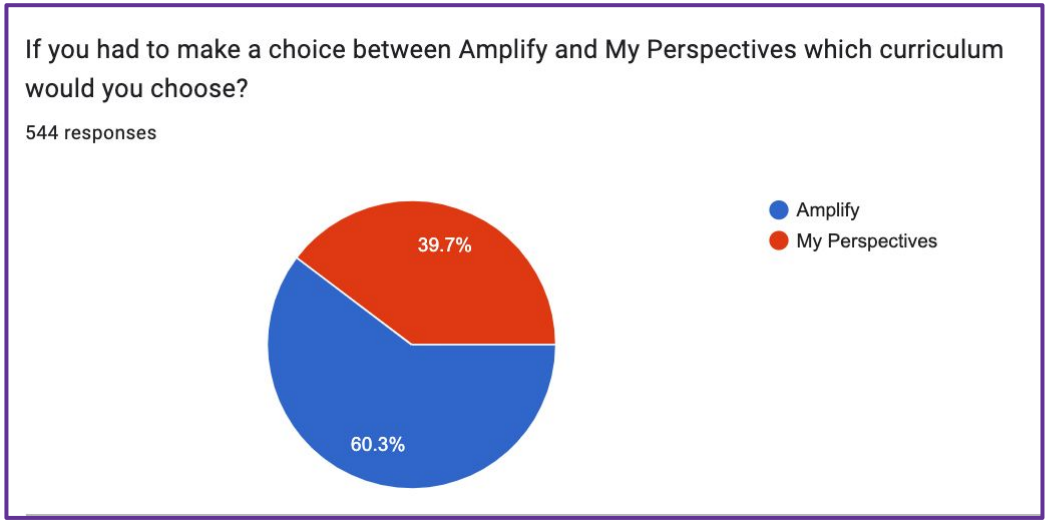
- Amplify supports our school goal, which is focusing on literacy and increasing student growth at the Middle School
    - 23-24 Goal: By June of 2023, we will improve our student growth in reading and literacy by having 90% of our students meet their yearly ELA growth goal as measured by our i-Ready data.
- Amplify also connects to the district's commitment to continued development of Professional Learning Communities
- Amplify aligns with the BOE goal of regaining pre-pandemic levels of student proficiency on state assessments

Student Feedback:

We also surveyed the students to share their experiences with both programs.

Some highlights:

- Digital platform was user-friendly
- Many opportunities for collaboration, discussion, and debate
- Engaging and challenging



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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Amplify.

Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-371748-1
Date: 5/15/2024
Expires On: 6/14/2024

Customer Contact Information
Amy Johnson
Waunakee Cmty School District
amy.johnson@ironmail.org

Amplify Contact Information
Chrissy Fischer
Account Executive
cfischer@amplify.com

Grade 5

PRODUCT	ISBN	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 2nd Ed G5 U1 Activity Book: Personal Narratives	978-1-68161-254-6	310.00	$5.60	$0.00	$1,736.00
Amplify CKLA 2nd Ed G5 U2 Activity Book: Early American Civilization	978-1-68391-044-2	310.00	$5.60	$0.00	$1,736.00
Amplify CKLA 2nd Ed G5 U3 Poet's Journal	978-1-68391-045-9	310.00	$8.36	$0.00	$2,591.60
Amplify CKLA 2nd Ed G5 U1 Reader: Personal Narratives	978-1-68161-253-9	310.00	$4.36	$0.00	$1,351.60
Amplify CKLA 2nd Ed G5 U2 Reader: Early American Civilization	978-1-68161-213-3	310.00	$4.36	$0.00	$1,351.60
Amplify CKLA G5 Reader: Adventures Of Don Quixote (trade book)	978-0-48640-791-3	310.00	$2.00	$0.00	$620.00
TOTAL				$0.00	$9,386.80

Grade 6

PRODUCT	ISBN	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA G6 Student Edition	978-1-64383-076-6	317.00	$11.70	$0.00	$3,708.90

PRODUCT	ISBN	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify ELA G6 UB Writing Journal: Mysteries & Investigations	978-1-64383-070-4	317.00	$1.20	$0.00	$380.40
Amplify ELA G6 UD Writing Journal: The Greeks	978-1-64383-072-8	317.00	$1.20	$0.00	$380.40
TOTAL				$0.00	$4,469.70

S&H

SHIPPING AND HANDLING	SHIPPING COST	TOTAL DISCOUNT	TOTAL PRICE
Amplify Shipping and Handling	$1,153.22	$0.01	$1,153.21

TOTAL DISCOUNT	$0.00
GRAND TOTAL	$15,009.71

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: http://www.amplify.com/w-9.pdf

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- A copy of your Price Quote
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We are delighted to work with you and we thank you for your order!

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

I. **CALL TO ORDER**
Heinemann called the meeting to order at 7:33AM.

II. **ROLL CALL**
Present: Heineman, Heinrichs (virtual), Hetzel (arrived at 7:34am)
Also present: Guttenberg, Summers, Dye, Grabarski, Jim Koeppe, President of Data Wrangler

III. **APPROVAL OF AGENDA**
A motion was made by Heinrichs, second by Heinmann to approve the agenda as posted. Motion carried 2-0.

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

V. **2023-24 BUDGET UPDATE**

A. Projected End of the Year Balance
Summers presented and answered questions regarding the projected end of the year balance. Next month the Fund 73, Employee Benefit Trust Fund contribution will be discussed. The district held off on making the payment for 2022-2023 until the end of the fiscal year. Summers discussed some of the main reasons the projected end of the year balance is slightly negative ($338,650) at this point. These budget changes will be explained in more detail during the next agenda item.

B. 2023-2024 Budget Changes
Dye presented and answered questions regarding the review of the formal budget change process. All budget revisions will be presented to the School Board for approval at the June 10th School Board Meeting. The two budget changes most impacting the end of the year projected balance are the transportation cost increases from diesel fuel costs and the district consulting budget due to increased use of consultants throughout the school year.
A motion was made by Heinemann, second by Hetzel, to recommend that the full board consider the 2023-24 Budget Changes as presented. Motion carried 3-0.

C. Fund Balance Classifications
Summers presented and answered questions regarding the fund balance classifications. A motion was made by Hetzel, second by Heinrichs, to recommend that the full board consider the fund balance classifications as presented. Motion carried 3-0.

VI. **2024-2025 BUDGET PLANNING**

A. Timeline
Dye presented and answered questions regarding the next steps in the 2023-2024 budget process.

B. Review Second Draft of the 2024-2025 Budget

Dye presented and answered questions regarding the second draft of the budget for the 24-25 school year and shared the items that will be included on the third draft of the budget. A motion was made by Heinrichs, second by Hetzel, to recommend that the full board consider the second draft of the budget as presented. Motion carried 3-0.

C. Lease Agreements

Summers presented and answered questions regarding the lease agreements for the 24-25 school year. The district currently has leases with the Wisconsin Youth Company (K-4 after-school program for school year) and the New Teacher Project (office space at new Bethel office location).

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

D. Ticket Revenue

Summers presented and answered questions regarding the topic of free admission into high school events (non-WIAA events) for students as per school board member request. This is an informational item only. The budget committee did not support moving this item to the School Board for consideration.

VII. **DISCUSSION/ACTION ON PROPOSALS**

VIII. **OTHER ITEMS FOR DISCUSSION**

A. Review Draft Resolutions for November 2024 Referendum

Summers presented and answered questions regarding the draft of the operational referendum question options for November 2024. The final version of the community survey results will be available at the June board meeting. After hearing the information as presented, the committee was in agreement that this discussion should continue into July and August, and the board retreat is an option for consideration in July.

B. Data Wrangler

Summers introduced topic of the Data Wrangler system and what it could do for the district. Summers also introduced Jim Koeppe, President of Data Wrangler who presented and answered questions from the committee.

A motion was made by Heinemann, second by Hetzel, to recommend that the full board consider going with the Fund 10 subscription service of this product and to bring back and discuss the other services at a later date. Motion carried 2-1. The committee also requested additional utility data to help continue with the analysis of this service.

C. Natural Gas Purchasing

This agenda item was tabled until the next committee meeting due to time constraints.

IX. **FUTURE AGENDA ITEMS**

X. **ADJOURN**

A motion was made by Hetzel, second by Heinemann to adjourn the meeting at 8:43am. Motion carried 3-0.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2024-2025 Budget
SECOND DRAFT

Prepared by Allie Dye, Director of Business Services
May 28, 2024

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Board of Education

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

Budget Committee Members

Jack Heinemann, Chair
Mark Hetzel
Dawn Heinrichs

Introduction

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

Timeline

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

Executive Summary

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

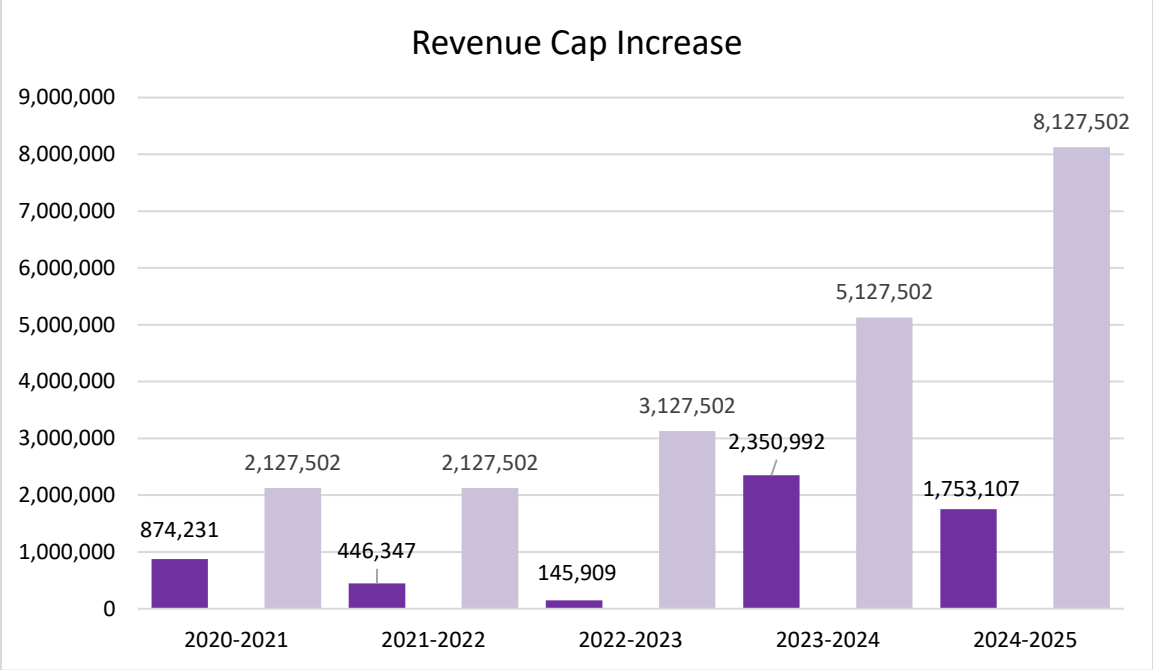
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund*
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* Currently not being utilized

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

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

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



Enrollment

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

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

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

The 2024-2025 revenue cap limit increases to $58,192,883 or $4,753,107 higher than 2023-24. This equates to a 8.9% increase. The $4,753,107 is a combination of referendum approved funds ($3,000,000) and state budget funds ($1,678,107). The 2024-2025 state equalization aid is estimated to decrease to $24,504,440 or $181,054 lower than 2023-24. This change equates to a 0.01% decrease. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2024-2025 tax levy increases to $44,813,959 or $3,121,041 higher than 2023-2024. This increase equates to an 7.5% increase. Two years of historical information and the proposed tax levy for this year is shown below.

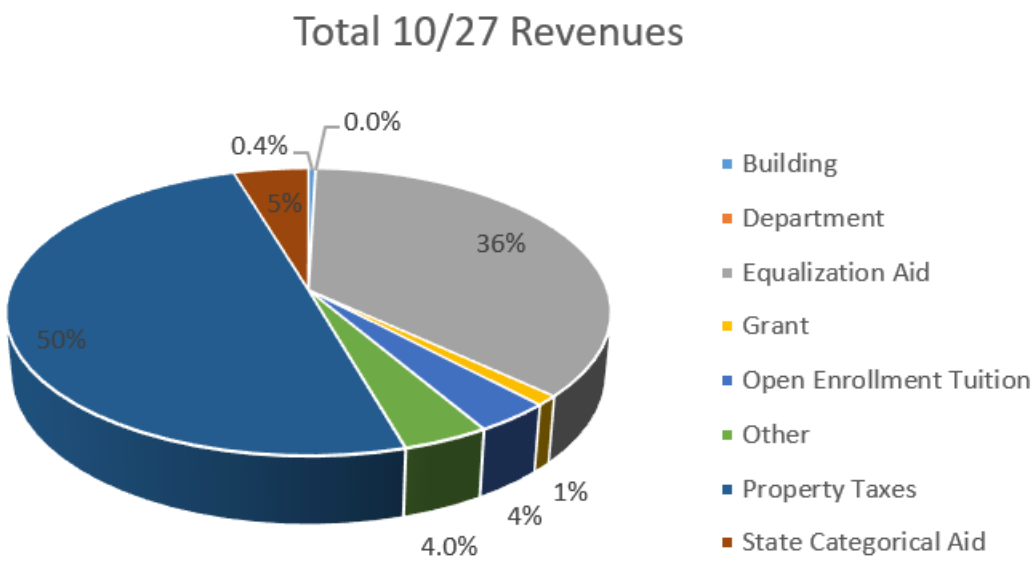
Proposed Property Tax Levy			
FUND	Audited 2022-23	Unaudited 2023-24	Proposed 2024-25
General Fund	23,818,251.00	28,460,117.00	33,539,278.00
Referendum Debt Service Fund	14,342,804.00	12,838,301.00	10,699,681.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	394,500.00	394,500.00	575,000.00
TOTAL SCHOOL LEVY	**38,555,555.00**	**41,692,918.00**	**44,813,959.00**
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	**8.0%**	**8.1%**	**7.5%**

The 2024-2025 tax base is estimated to increase to $4,857,264,578 or $207,496,143 higher than 2023-2024. This change equates to a 4.5% increase. The 2024-2025 tax rate (tax levy/tax base) increases to $9.23. This equates to a 2.9% increase. The net rate will not increase by 2.9% because of the increased school levy credit. Additional information will be available in August.

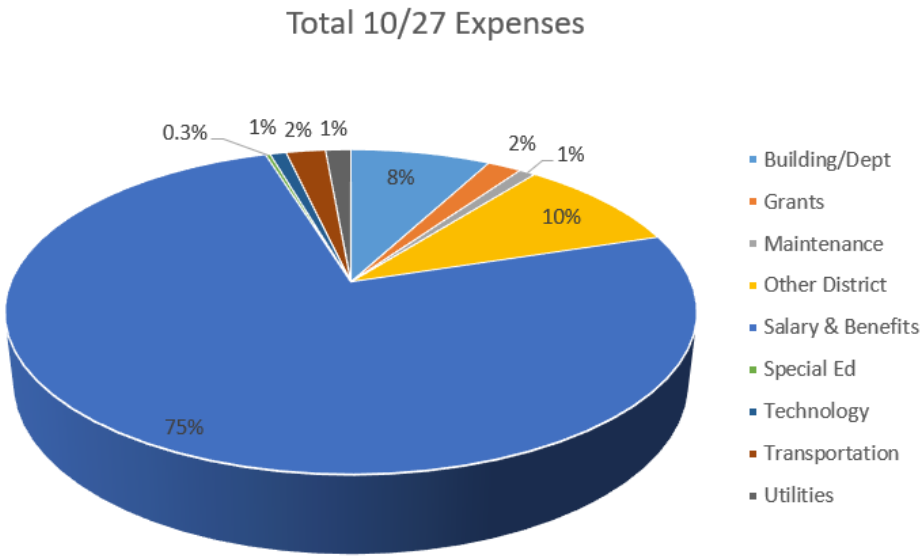
A summary of the expenditures showing two years of historical information and the proposed 2024-2025 budget is shown below. Fund 73 is not included in the summary below.

Total Expenditures and Other Financing Uses			
ALL FUNDS	Audited 2022-23	Unaudited 2023-24	Proposed 2024-25
GROSS TOTAL EXPENDITURES--ALL FUNDS	86,764,295.00	158,668,195.00	162,975,458.00
Interfund Transfers (Source 100) - ALL FUNDS	6,416,057.00	6,416,057.00	7,286,651.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	80,348,238.00	152,252,138.00	155,688,807.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	**5.5%**	**89.49%**	**2.26%**

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



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



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

General Fund 10

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

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

	2023-2024	2024-2025	$ Change	% Change
Revenues:				
Prairie School Bldg Fees	$3,400	$2,550	($850)	-25%
Heritage School Bldg Fees	$5,100	$2,250	($2,850)	-56%
Arboretum School Bldg Fees	$8,200	$5,820	($2,380)	-29%
Intermediate School Bldg Fees	$37,900	$37,900	$0	0%
Middle School Bldg Fees	$21,400	$23,700	$2,300	11%
High School Bldg Fees	$184,525	$199,215	$14,690	8%
Athletics Fees	$30,000	$10,000	($20,000)	--
Building Revenues	**$290,525**	**$281,435**	**($9,090)**	**-3.23%**
Curriculum Secondary Revenues	$13,271	$10,815	($2,456)	-23%
Maintenance Revenues	$5,000	$12,500	$7,500	0%
Technology Erate/Fees	$31,200	$0	-$31,200	0%
Technology Revenues	$3,400	$4,200	$800	19%
Department Revenues	**$52,871**	**$27,515**	**($25,356)**	**-92.15%**
Common School Funds	$215,170	$267,990	$52,820	20%
Title 1 Public Grant	$119,550	$87,550	-$32,000	-37%
Title 1 Private Grant	$4,900	$4,900	$0	0%
Title 2 Grant (Public)	$51,672	$51,672	$0	0%
Title 2 Grant (Private)	$7,785	$7,785	$0	0%
Title 3 Grant	$16,890	$16,890	$0	0%
Title 4A Grant (Public)	$8,697	$8,697	$0	0%
Title 4A Grant (Private)	$1,303	$1,303	$0	--
Peer Mentor	$0	$12,500	$12,500	0%
Perkins Grant	$25,078	$25,078	$0	0%
Federal Flo-Through	$137,000	$141,000	$4,000	100%
ESSER3	$1,412,461	$0	-$1,412,461	0%
Reading Readiness Grant	$8,375	$8,375	$0	0%
Career/Tech Ed Grant	$73,654	$52,202	-$21,452	-41%
ARP Homeless Children/Youth	$7,095	$0	-$7,095	--
AODA Grant	$25,000	$25,000	$0	0%
Ed. Effectiveness Grant	$30,960	$32,000	$1,040	3%
School-Based Mental Health	$0	$0	$0	100%
Mental Health Wellness Grant	$0	$0	$0	0%
Grant Revenues	**$2,145,590**	**$742,942**	**($1,402,648)**	**-188.80%**

Fund 10 Revenues (continued)

District Fees-Prairie	$27,295	$27,295	$0	0%
District Fees-Heritage	$26,573	$26,573	$0	0%
District Fees-Arboretum	$23,100	$23,100	$0	0%
District Fees-Intermediate	$33,150	$33,150	$0	0%
District Fees-Middle School	$42,720	$42,720	$0	0%
District Fees-High School	$85,000	$85,000	$0	0%
District Fees-Athletics	$198,000	$198,000	$0	0%
Summer School Fees	$10,000	$10,000	$0	0%
District Student Fees	$20,000	$20,000	$0	0%
Property Taxes	$28,460,117	$33,539,278	$5,079,161	15%
Interest	$800,000	$800,000	$0	0%
Tuition – OE	$2,122,668	$2,379,658	$256,990	11%
Transportation Aid	$100,000	$100,000	$0	0%
Equalization Aid	$24,685,494	$24,504,440	-$181,054	-1%
Computer Aid	$60,921	$60,921	$0	0%
Misc	$25,000	$25,000	$0	0%
Insurance Payments Received	$0	$0	$0	100%
Transportation	$16,000	$16,000	$0	0%
Tuition Payments	$8,000	$8,000	$0	0%
Property/Non-Capital Sales	$7,500	$7,500	$0	0%
Gifts	$0	$0	$0	0%
Rentals	$60,000	$60,000	$0	0%
Aid for School Mental Health	$170,000	$170,000	$0	0%
Payment Lieu Taxes	$33,000	$33,000	$0	0%
Personal Property Aid	$233,244	$233,244	$0	0%
State Categorical Aid	$3,098,592	$3,118,626	$20,034	1%
Governor's Federal Funding	$0	$0	$0	100%
Medicaid	$605,000	$605,000	$0	0%
Premium	$49,503	$49,503	$0	0%
Aidable Refund	$75,000	$75,000	$0	0%
District Revenues	**61,075,877**	**66,251,008**	**$5,175,131**	**7.81%**
Total Revenues	**63,564,863**	**67,302,900**	**3,738,037**	**5.55%**

Waunakee Community School District

Fund 10 Expenditures

	2023-2024	2024-2025	$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	$33,041,495	$36,920,427	$3,878,932	12%
Personnel Costs: Benefits	$10,812,354	$11,785,714	$973,360	9%
Salary & Benefits Totals	43,853,849	48,706,141	4,852,292	11%
Prairie School	$84,880	$84,880	$0	0%
Prairie School Common School Funds	$26,521	$33,100	$6,579	25%
Prairie School Bldg Fees	$3,400	$3,400	$0	0%
Heritage School	$92,060	$92,060	$0	0%
Heritage School Common School Funds	$26,627	$34,602	$7,975	30%
Heritage School Bldg Fees	$5,100	$5,100	$0	0%
Arboretum School	$68,320	$68,320	$0	0%
Arboretum School Common School Funds	$22,303	$27,031	$4,728	21%
Arboretum School Bldg Fees	$8,200	$8,200	$0	0%
Intermediate School	$112,450	$112,450	$0	0%
Intermediate School Common School Funds	$32,269	$39,044	$6,775	21%
Intermediate School Bldg Fees	$37,900	$37,900	$0	0%
Middle School	$141,750	$141,750	$0	0%
Middle School Common School Funds	$34,378	$42,673	$8,295	24%
Middle School Bldg Fees	$21,400	$21,400	$0	0%
High School	$482,630	$482,630	$0	0%
High School Common School Funds	$66,383	$84,471	$18,088	27%
High School Bldg Fees	$92,525	$92,525	$0	0%
Athletics	$354,477	$369,602	$15,125	4%
Athletics Fees	$38,000	$38,000	$0	0%
Building Totals	1,751,573	1,819,138	67,565	4%
Utilities	$1,126,923	$1,126,923	$0	0%
Maintenance	$716,990	$716,990	$0	0%
Maintenance Fees	$5,000	$5,000	$0	100%
Capital Projects	$0	$0	$0	--
Contingency Fund	$100,000	$100,000	$0	0%
Energy Conservation	$0	$0	$0	0%
Transportation	$1,344,196	$1,568,381	$224,185	17%
Technology	$715,329	$715,329	$0	0%
Technology Fees	$3,400	$3,400	$0	0%
Technology Erate	$31,200	$0	($31,200)	-100%
Curriculum-Elementary Operations	$455,382	$455,382	$0	0%
Curriculum-4K Program	$873,800	$873,800	$0	0%
Curriculum-Secondary	$514,029	$514,029	$0	0%
Curriculum-Secondary Fees	$13,271	$13,271	$0	0%
Human Resources	$54,550	$54,550	$0	0%
Superintendent	$84,600	$94,600	$10,000	12%
Student Services-Operations	$71,250	$73,184	$1,934	3%
Student Services-District	$92,500	$97,000	$4,500	100%
Business Office	$444,673	$444,673	$0	0%
District Wide	1,740,772	1,755,672	$14,900	1%
Summer School	$82,050	$109,515	$27,465	33%
Department Totals	8,469,915	8,721,699	251,784	3%

Fund 10 Expenditures (continued)

Common School Fund-District	$6,689	$7,069	$380	5%
Title 1 Public Grant	$119,550	$87,550	-$32,000	-37%
Title 1 Private Grant	$4,900	$4,900	$0	0%
Title 2 Grant (Public)	$51,672	$51,672	$0	0%
Title 2 Grant (Private)	$7,785	$7,785	$0	0%
Title 3 Grant	$16,890	$16,890	$0	0%
Title 4A Grant (Public)	$8,697	$8,697	$0	0%
Title 4A Grant (Private)	$1,303	$1,303	$0	0%
Peer Mentor Grant	$0	$12,500	$12,500	--
Perkins Grant	$25,078	$25,078	$0	0%
Federal Flo-Through	$137,000	$141,000	$4,000	0%
ARP Homeless Children/Youth	$7,095	$0	-$7,095	--
AODA Grant	$25,000	$25,000	$0	0%
ESSER3	$1,412,461	$0	-$1,412,461	100%
Career/Tech Ed Grant	$73,654	$52,202	-$21,452	-41%
Ed. Effectiveness Grant	$30,960	$32,000	$1,040	3%
Reading Readiness Grant	$8,375	$8,375	$0	0%
School-Based Mental Health	$0	$0	$0	0%
Mental Health Wellness Grant	$0	$0	$0	0%
Grant Totals	$1,937,109	$482,021	(1,455,088)	-75%
Transfer to Fund 27	$7,265,167	$7,286,651	$21,484	0%
Wellness Clinic	$287,250	$287,250	$0	--
Other Program Totals	$7,552,417	$7,573,901	21,484	0%
Total Expenditures	**$63,564,863**	**$67,302,900**	**$3,738,037**	**6%**
Rev-Exp	$0	$0	$0	100%
Beg Fund Balance	$6,428,153	$8,695,445	$2,267,292	35%
End Fund Balance	$8,695,445	$8,695,445	$0	0%

Overall considerations for Fund 10:

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

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie		
Heritage		
Arboretum	Social Worker	0.50
Intermediate		
Middle School	Teachers for Schedule Change	4.00
High School	Weight Room Coordinator/Supervisor (Stipend)	0.00
Special Ed	Administrative Assistant	1.00
	Special Education Coordinator	1.00
	Special Education Paraeducator	1.00
	HS Special Education Teacher	1.00
Student Services	Bilingual Counselor	1.00
	Bilingual Paraeducator	1.00
	School Nursing	0.50
	Bilingual Teacher	1.00
Athletics	Middle School Athletic Director (Stipend)	0.00
	Increased Administrative Assistant	0.50
District	Reading/Math Interventionist for Title I	1.00
	K-6 Section Reductions	(2.00)
Other Budget Requests	To Be Determined	
Total Additional Staffing		11.500
(Fund 10)		7.00
(Fund 27)		4.00
(Fund 80)		0.50

Fund 21

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

	2023-2024	2024-2025	$ Change	% Change
Revenues:				
Arboretum School	$20,000	$23,600	$3,600	0%
Heritage School	$26,500	$27,200	$700	3%
Prairie School	$24,700	$30,900	$6,200	25%
Intermediate School	$8,600	$8,600	$0	0%
Joint Elementary PTO	$0	$0	$0	100%
Middle School	$29,190	$29,940	$750	3%
High School-Scholarships	$16,280	$6,650		
High School	$150,640	$217,443	$66,803	44%
Athletics	$362,200	$362,400	$200	0%
Superintendent	$0	$0	$0	0%
Business Office	$30,000	$58,000	$28,000	93%
Maintenance	$0	$0	$0	0%
Mentor	$93,250	$54,300	($38,950)	-42%
Student Services	$0	$0	$0	0%
Special Education	$41,000	$41,000	$0	0%
Total Revenues	$802,360	$860,033	$57,673	7%
Expenditures:				
Arboretum School	$32,000	$32,600	$600	2%
Heritage School	$26,500	$22,200	($4,300)	-16%
Prairie School	$33,700	$51,550	$17,850	53%
Intermediate School	$7,840	$7,840	$0	0%
Joint Elementary PTO	$300	$0	($300)	100%
Middle School	$29,190	$29,940	$750	3%
High School - Scholarships	$10,500	$29,750		
High School	$177,955	$159,433	($18,522)	-10%
Athletics	$362,200	$399,545	$37,345	10%
Superintendent	$0	$0	$0	--
Business Office	$30,000	$58,000	$28,000	93%
Maintenance	$0	$0	$0	100%
Mentor	$122,464	$53,300	($69,164)	100%
Student Services	$0	$0	$0	0%
Special Education	$41,000	$20,850	($20,150)	-49%
Total Expenditures	$873,649	$865,008	($8,641)	-1%
Rev – Exp:	($71,289)	($4,975)	$66,314	--
Beg Fund Balance	$1,129,933	$1,241,189	$111,256	10%
End Fund Balance	$1,241,189	$1,236,214	($4,975)	0%

Fund 21 has been updated for the second draft of the budget in June.

Waunakee Community School District

Special Education Fund 27

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

	2023-2024	2023-2024	$ Change	% Change
Revenues:				
Federal Grant PS	$41,610	$58,500	$16,890	41%
Federal Grant FT	$877,543	$975,048	$97,505	11%
Grand Totals	$919,153	$1,033,548	$114,395	11%
State Aid	$2,960,265	$3,526,368	$566,103	19%
Transfer In Fund 10	$7,265,167	$7,286,651	$21,484	0.3%
High Cost Aid	$0	$475,000	$475,000	--
Medicaid	$185,000	$185,000	$0	0%
Transit of State Aid	$15,000	$15,000	$0	0%
Open Enrollment Tuition	$0	$0	$0	0%
Aid for School Mental Health	$0	$0	$0	---
Other Revenue	$10,425,432	$11,488,019	$1,062,587	10%
Total Revenues	$11,344,585	$12,521,567	$1,176,982	10%
Expenditures:				
Federal Grant PS	$41,610	$58,500	$16,890	41%
Federal Grant FT	$877,543	$975,048	$97,505	11%
Grant Totals	$919,153	$1,033,548	$114,395	12%
Personnel Costs: Salaries	$7,390,747	$8,280,835	$890,088	12%
Personnel Costs: Benefits	$2,644,456	$2,816,955	$172,499	7%
Salary & Benefits Totals	$10,035,203	$11,097,790	$1,062,587	11%
Special Ed-Operations	$28,839	$28,839	$0	0%
Special Ed-District	$166,557	$166,557	$0	0%
Transportation	$185,833	$185,833	$0	0%
Medicaid	$9,000	$9,000	$0	0%
Program Totals	$390,229	$390,229	$0	0%
Total Expenditures	$11,344,585	$12,521,567	$1,176,982	10%
Rev – Exp:	$0	$0	$0	---
Beg Fund Balance	$0	$0	$0	---
End Fund Balance	$0	$0	$0	---

The personnel budget includes an inflationary salary increase of 8%, advancement on the district compensations systems, a 0% increase in dental rates, a 3% increase in health insurance rates, and FTE changes as presented on page 13.

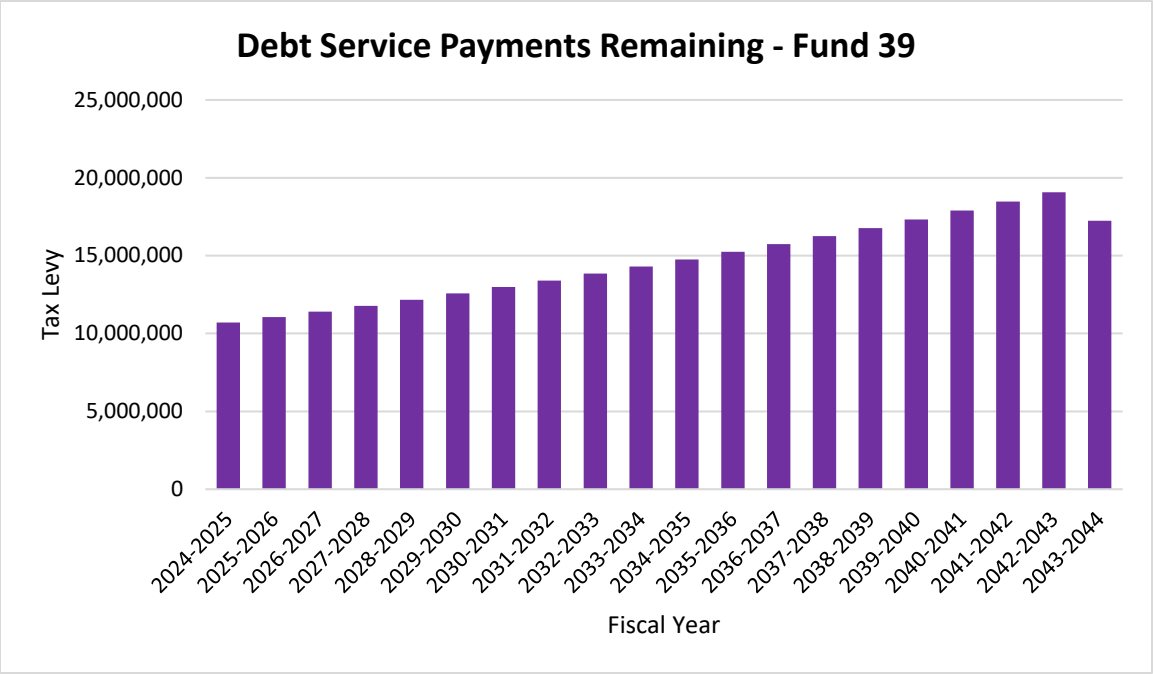
Waunakee Community School District

Debt Service Fund 39

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

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

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



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

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

Capital Expansion Fund 41

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

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

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

Capital Projects Fund 49

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

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

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

Food Service Fund 50

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

	2023-2024	2024-2025	$ Change	% Change
Revenues:				
Milk Sales	$78,558	$77,288	($1,270)	-2%
Ala-Carte Sales	$1,307,822	$1,077,040	($230,782)	-18%
Lunch Sales-Students	$1,069,130	$1,195,100	$125,970	12%
Lunch Sales-Adults	$5,780	$17,850	$12,070	209%
Lunch-Dane County	$139,825	$141,000	$1,175	1%
Catering	$72,537	$68,000	($4,537)	-6%
Breakfast Sales	$15,598	$28,858	$13,261	85%
Madison Country Day	$157,383	$216,410	$59,027	100%
Westside Christian	$83,867	$80,661	($3,206)	200%
Total Revenues	$2,930,500	$2,902,207	($28,293)	-1%
Expenditures:				
Contracted Services	$1,199,938	$1,214,618	$14,680	1%
Food Purchase	$1,464,560	$1,444,198	($20,362)	-1%
Other Supplies	$117,937	$103,071	($14,866)	-13%
Equipment Purchase	$25,000	$25,000	$0	0%
Software/Tech Costs	$60,000	$60,000	$0	0%
Personnel Costs	$40,000	$40,000	$0	0%
Total Expenditures	$2,907,435	$2,886,887	($20,548)	-1%
Rev-Exp:	$23,064	$15,320	($7,744)	--
Beg Fund Balance	$0	$0	$0	--
End Fund Balance	$0	$15,320	$15,320	--

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

This budget has been updated for the second draft of the budget in June.

Employee Benefit Trust Fund 73

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

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

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

Community Service Fund 80

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

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

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

The budget will be updated for the third draft of the budget in July.

Other Cooperative Fund 99

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

	2023-2024	2024-2025	$ Change	% Change
Revenues:				
DCNTP	$187,416	$202,463	$15,047	8%
Mentor Grants	$0	$0	$0	---
Total Revenues	$187,416	$202,463	$15,047	8%
Expenditures:				
DCNTP	$187,416	$202,463	$15,047	8%
Mentor Grants	$0	$0	$0	---
Total Expenditures	$187,416	$202,463	$15,047	8%
Rev – Exp:	$0	$0	$0	---
Beg Fund Balance	$0	$0	$0	---
End Fund Balance	$0	$0	$0	---

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

CONTRACT
Child Care Program
Waunakee Community School District
and
Wisconsin Youth Company, Inc.

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of $2,900.00 per school per year, pro rated from beginning date to end date, is permitted to utilize the facilities of Heritage, Prairie, and Arboretum Elementary Schools for a school-aged child care program beginning on September 3, 2024 and terminating on June 6, 2025. Payment for the building usage is due no later than December 1, 2024.

The hours for the program will be 2:40 p.m. through 5:45 p.m. on the days school is in session. Additional care will be provided at one school site to be determined during staff development and teacher convention days. The program will be held in classrooms and/or other areas as specified by the building principal. Maximum number of participants shall not exceed the program's licensed maximum.

Wisconsin Youth Company, Inc. is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. Wisconsin Youth Company, Inc. will also be responsible for light housekeeping at the end of each session, i.e. pick up paper, materials used and etc., including putting chairs on top of classroom tables.

The Waunakee Community School District assumes no insurance liability for the school-aged childcare program or its participants other than statutory liability as owner of the facilities being used.

Wisconsin Youth Company, Inc. agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office. Wisconsin Youth Company, Inc. agrees to abide by all State of Wisconsin rules and regulations related to child care providers and facilities.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Wisconsin Youth Company, Inc. harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing it's obligations under this agreement.

Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Rebecca Carlin
Director of Administration
Wisconsin Youth Company, Inc.

(Date)

June 11, 2024

Wisconsin Youth Company, Inc.
Rebecca Carlin, Director of Administration
1201 McKenna Blvd.
Madison, WI 53719

Day Care Contract 2024-2025 School Year

The Waunakee School Board has approved a contract with your company for providing after school daycare for the 2024-2025 school year.

The agreement calls for a charge of $2,900.00 per school building.

Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

If you have any questions please call me at (608) 849-2000 ext. 8491.

Sincerely,

Steve Summers
Executive Director of Operations

CONTRACT
Child Care Program
Waunakee Community School District
and
Wisconsin Youth Company, Inc.

It is hereby agreed that Wisconsin Youth Company, Inc., 1201 McKenna Blvd., Madison, Wisconsin 53719 for consideration of $2,900.00 per school per year, pro rated from beginning date to end date, is permitted to utilize the Prairie Elementary School for a school-aged child care program beginning on the Monday after the regular school year ends and terminating the August 31, 2024. Payment for the building usage is due no later than August 31, 2024.

The hours for the program will be 7:00 a.m. through 6:00 p.m. on the days school is in session. Additional care will be provided at one school site to be determined during staff development and teacher convention days. The program will be held in classrooms and/or other areas as specified by the building principal. Maximum number of participants shall not exceed the program's licensed maximum.

Wisconsin Youth Company, Inc. is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. Wisconsin Youth Company, Inc. will also be responsible for light housekeeping at the end of each session, i.e. pick up paper, materials used and etc., including putting chairs on top of classroom tables.

The Waunakee Community School District assumes no insurance liability for the school-aged childcare program or its participants other than statutory liability as owner of the facilities being used.

Wisconsin Youth Company, Inc. agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office. Wisconsin Youth Company, Inc. agrees to abide by all State of Wisconsin rules and regulations related to child care providers and facilities.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Wisconsin Youth Company, Inc. harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing it's obligations under this agreement.

Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Layla Moosavi
Summer Program Manager
Wisconsin Youth Company, Inc.

(Date)

June 11, 2024

Wisconsin Youth Company, Inc.
Layla Moosavi, Summer Program Manager
1201 McKenna Blvd.
Madison, WI 53719

Day Care Contract 2024 Summer School

The Waunakee School Board has approved a contract with your company for providing daycare for the 2024 Camp Pleasant Valley summer session.

The agreement calls for a charge of $2,900.00 per school building.

Enclosed are two copies of the agreement for your signature. Return one copy to me and keep the other copy for your file. Also be reminded that I need a copy of your Certificate of Insurance when your insurance renews.

If you have any questions please call me at (608) 849-2000 ext. 8491

Sincerely,

Steve Summers
Executive Director of Operations

CONTRACT

Waunakee Community School District
and
Dane County New Teacher Project

It is hereby agreed that the Dane County New Teacher Project, [To be determined], Waunakee, WI 53597 for consideration of $350 per month is permitted to utilize the facility at [To be determined], Waunakee, WI for the Dane County New Teacher Project beginning on July 1, 2024 and terminating on June 30, 2025.

Dane County New Teacher Project is responsible for the care of the District facilities and equipment and agrees to pay any damages thereto. The Waunakee Community School District agrees to provide, at no additional cost, access to district facilities including, but not limited to, computer networks, telephone lines, copy machines, postage machines, etc. The Waunakee Community School District also agrees to provide all utilities and cleaning needed in the operation of the Dane County New Teacher Project.

The Waunakee Community School District assumes no insurance liability for the Dane County New Teacher Project program or its participants other than statutory liability as owner of the facilities being used. Dane County New Teacher Project agrees to carry adequate insurance and will name the Waunakee Community School District as an additional insured. A certificate of insurance shall be provided Waunakee Community School District to the Business Office.

HOLD HARMLESS AND INDEMNIFICATION:

The undersigned applicant(s) agree to abide by all rules, regulations, and policies of the Waunakee Community School District Board of Education regarding the use of school facilities to be used as hereinafter described. The undersigned do further agree to hold harmless and indemnify the Waunakee Community School District from any and all claims, losses, directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The undersigned do further waive any claims, damages, losses or liabilities relating to the condition of the premises to be used, and if requested, to further carry liability insurance in an amount approved by the Waunakee Community School District, adding the Waunakee Community School District as an additional insured. The undersigned agree to being bound by any existing rules, regulations, or policies adopted by the Waunakee Community School District which may be changed, altered, or added at any time. The Waunakee Community School District agrees to indemnify and hold Dane County New Teacher Project harmless for any and all claims, damages, cost and expenses, resulting from any loss from the Waunakee Community School District's gross negligence or intentional misconduct in performing it's obligations under this agreement.

Steve Summers
Executive Director of Operations
Waunakee Community School District

(Date)

Dan Eckert
Dane County New Teacher Project

(Date)

WAUNAKEE COMMUNITY SCHOOL DISTRICT

June 10, 2024 BOARD MEETING

FUND BALANCE ACCOUNTING

	FUND BALANCE	July 1, 2023	ACCOUNT
FUND	DESCRIPTION	FUND BALANCE	NUMBER
10	General Fund - Unassigned fund balance	5,925,989.43	939900
10	General Fund - Restricted fund balance : Self insurance	502,796.90	936110
10	General Fund - Restricted fund balance : Common School Funds	10,062.50	936130
10	General Fund - Committed Fund Balance*	386,484.68	937900
10	General Fund - Assigned Fund Balance**	1,196,763.46	938900
	FUND 10 TOTAL	**8,022,096.97**	
21	Special Projects Funds - Restricted fund balance : Other	1,241,189.01	VARIES
30	Debt Service Funds - Restricted fund balance : Debt service retirement	8,531,605.54	936320
40	Capital Projects Funds - Restricted fund balance : Other***	101,681,312.49	936900
50	Food Service Fund - Restricted fund balance: Food service programs	0.00	936500
73	Employee Benefit Trust Fund - Restricted fund balance: Other	8,521,126.04	936900
80	Community Service Fund - Committed Fund Balance	324,264.89	937900
	Total	128,321,594.94	

*The purpose of the committed fund balance is to allocate funds committed by the School Board for parking lot replacement/repairs, Warrior Stadium turf replacement, Warrior Pitch turf replacement (new), and band uniform replacement.

**The purpose of the assigned fund balance is to allocate funds to allow building/department budgets to carry over unspent funds from one fiscal year to the next.

***The district will be utilizing an additional fund, fund 49, to record the transactions related to the November 2022 referendum.

NOTICE OF CHANGE IN ADOPTED BUDGET

Waunakee Community School District

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the Waunakee Community School District adopted the following changes to previously approved budgeted 2023 - 24 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

GENERAL FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
Other Revenue from Local Sources	290	713,884.00	693,884.00	(20,000.00)
State Aid - Categorical	610	485,170.00	537,990.00	52,820.00
State Special Project Grants	630	137,989.00	269,268.00	131,279.00
Federal Special Projects Aid Transited through	730	1,626,013.00	1,627,013.00	1,000.00
Refund of Disbursement	970	107,200.00	217,200.00	110,000.00
Other Miscellaneous Revenues	990	27,200.00	259,630.00	232,430.00
Total Anticpated Revenues		63,564,863.00	64,072,392.00	507,529.00
Expenditure Approprations:				
Undifferentiated Curriculum	110000	14,997,055.00	15,061,455.00	64,400.00
Regular Curriculum	120000	10,442,052.00	10,444,952.00	2,900.00
Vocational Curriculum	130000	2,337,331.00	2,337,157.00	(174.00)
Pupil Services	210000	2,021,652.00	2,153,491.00	131,839.00
Instructional Staff Services	220000	4,038,134.00	4,203,280.00	165,146.00
General Administration	230000	1,320,989.00	1,345,989.00	25,000.00
School Building Administration	240000	4,538,524.00	4,539,924.00	1,400.00
Business Administration	250000	8,590,524.00	9,105,178.00	514,654.00
Other Support Services	290000	2,803,051.00	2,784,051.00	(19,000.00)
Transfers To Another Fund	410000	7,265,167.00	7,275,181.00	10,014.00
Total Expenditure Appropriations		63,564,863.00	64,461,042.00	896,179.00
Projected Ending Fund Balance:				
Fund Balance, Restricted		0.00	0.00	0.00
Projected Ending Fund Balance		0.00	0.00	0.00

SPECIAL REVENUE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
Other Revenue from Local Sources	290	530,165.00	566,915.00	36,750.00
Total Anticpated Revenues		802,360.00	839,110.00	36,750.00
Expenditure Approprations:				
Regular Curriculum	120000	13,900.00	111,211.00	97,311.00
Co-Curricular Activities	160000	675,635.00	727,560.00	51,925.00
Total Expenditure Appropriations		873,649.00	1,022,885.00	149,236.00
Projected Ending Fund Balance:				
Fund Balance, Restricted		0.00	0.00	0.00

Projected Ending Fund Balance		0.00	0.00	0.00

SPECIAL EDUCATION FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
General Fund	110	7,265,167.00	7,275,181.00	10,014.00
State Aid - Categorical	610	2,960,265.00	2,800,251.00	(160,014.00)
State Aid - General	620	0.00	350,000.00	350,000.00
Federal Special Projects Aid Transited through	730	1,032,048.00	1,033,548.00	1,500.00
Total Anticpated Revenues		11,457,480.00	11,658,980.00	201,500.00
Expenditure Approprations:				
Special Education Curriculum	150000	8,663,770.00	8,656,270.00	(7,500.00)
Pupil Services	210000	1,679,371.00	1,671,371.00	(8,000.00)
Instructional Staff Services	220000	701,949.00	703,949.00	2,000.00
Business Administration	250000	198,833.00	298,833.00	100,000.00
Purchased Instructional Services	430000	166,557.00	281,557.00	115,000.00
Total Expenditure Appropriations		11,457,480.00	11,658,980.00	201,500.00
Projected Ending Fund Balance:				
Fund Balance, Restricted		0.00	0.00	0.00
Projected Ending Fund Balance		0.00	0.00	0.00

REFERENDUM DEBT SERVICE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
Earnings on Investments	280	5,000.00	175,000.00	170,000.00
Refund of Disbursement	970	0.00	177,408.00	177,408.00
Total Anticpated Revenues		12,843,301.00	13,190,709.00	347,408.00
Expenditure Approprations:				
Total Expenditure Appropriations		14,710,106.00	14,710,106.00	0.00
Projected Ending Fund Balance:				
Fund Balance, Restricted		0.00	0.00	0.00
Projected Ending Fund Balance		0.00	0.00	0.00

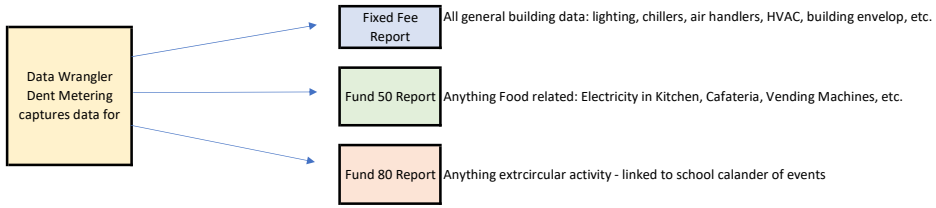
COMMUNITY SERVICE FUND				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Anticipated Revenue:				
School Activity Income	270	81,700.00	86,700.00	5,000.00
Total Anticpated Revenues		603,200.00	608,200.00	5,000.00
Expenditure Approprations:				
School Building Administration	240000	110,000.00	129,000.00	19,000.00
Business Administration	250000	20,200.00	65,200.00	45,000.00

Central Services	260000	30,000.00	46,990.00	16,990.00
Adult Education	310000	360,000.00	370,890.00	10,890.00
Total Expenditure Appropriations		773,200.00	865,080.00	91,880.00
Projected Ending Fund Balance:				
Fund Balance, Restricted		0.00	0.00	0.00
Projected Ending Fund Balance		0.00	0.00	0.00

DataWrangler Energy Savings Analysis | Waunakee School District

Waunakee Utilities			Yearly Electric Costs			Data Wrangler Tools for Monthly Savings - Estimate				Monthly Fees					Monthly
School	Meter Number	Average Monthly Electric Bills	Yearly Electric Costs	Yearly Demand Charges	% Demand	Average Energy Program Savings (15%)	Fund 50 Savings (25%)	3rd Party Facility events @ 15% (5-30%)	Potential General Fund Savings	Fixed Fee for Energy Report and Outage Notifications	Fixed Fee for Fund50 Report	Fixed Fee for Fund80 Report	Solar Reporting (Future Add)	Total Fees	Net General Fund Savings
Waunakee High School	5400000501 & 502	$ 22,389.00	$ 268,668.00	$ 104,917.08	39%	$ 3,358.35		$ 3,358.35	$ 6,716.70	$ (800.00)		$ (400.00)		$ (1,200.00)	$ 5,516.70
Waunakee Intermediate School	5400004712	$ 11,349.30	$ 136,191.60	$ 54,840.72	40%	$ 1,702.40		$ 1,702.40	$ 3,404.79	$ (400.00)		$ (200.00)	Yes	$ (600.00)	$ 2,804.79
Waunakee Community Middle School	5400000485	$ 8,389.65	$ 100,675.80	$ 42,592.20	42%	$ 1,258.45		$ 1,258.45	$ 2,516.90	$ (400.00)		$ (200.00)		$ (600.00)	$ 1,916.90
Heritage New School	TBD - Single Meter	$ 10,000.00	$ 120,000.00	$ 48,000.00	40%	$ 1,500.00		$ 1,500.00	$ 3,000.00	$ (400.00)		$ (200.00)	Yes	$ (600.00)	$ 2,400.00
Prairie Elementary School	5400004630	$ 6,658.51	$ 79,902.12	$ 32,978.28	41%	$ 998.78		$ 998.78	$ 1,997.55	$ (300.00)		$ (200.00)		$ (500.00)	$ 1,497.55
Arboretum Elementary School	5400004613	$ 5,282.01	$ 63,384.12	$ 27,449.52	43%	$ 792.30		$ 792.30	$ 1,584.60	$ (200.00)		$ (200.00)		$ (400.00)	$ 1,184.60
Totals		$ 64,068.47	$ 768,821.64	$ 310,777.80	40%	$ 9,610.27	$ -	$ 9,610.27	$ 19,220.54	$ (2,500.00)	$ -	$ (1,400.00)		$ (3,900.00)	$ 15,320.54
						Reduce	*Redirect*	*Recover*	$230,646 Gross Yearly Savings	Paid out of Fund 10	Paid out of Fund 50	Can be paid out of Fund 80		($46,800) Gross Yearly Fees	$183,846 Estimated Net Yearly Savings
						$115,323.25	*$0.00*	$115,323.25							
						Annually	Annually	Annually							

ROI < 1 month for reporting services



Fixed Fee Report Includes the following services:

Unlimited Data Wrangler Energy Portal Access
Training on using Energy Portal
Monthly Reports with Recommendations and Savings
Monthly In-person meetings with dedicated Client Services Rep

Fund 50 Report Includes the following services:

Onsite Food Services Energy Assessment
Documentation of method for DPI Audit
Monthly itemized Food Service Electric costs reports

Fund 80 Report Includes the following services:

Rschool Today Calendar Setup with Outside Events
Monthly Reports with itemized 3rd party event electricity costs

dataWrangler
Energy Data-as-a-Service from CLOCworks, Inc.
"Our Knowledge Will Save You Power!"

1050 Regent Street, Suite 201 | Madison, WI 53715

SOFTWARE AS A SERVICE SUBSCRIPTION AGREEMENT

This Software as a Service Subscription Agreement (the "**Agreement**") is entered into as of _____ (the "**Effective Date**") by and between CLOCworks Inc., a Wisconsin corporation, having its principal place of business at 1050 Regent STE 201, Madison, Wisconsin 53715 ("**CLOCworks**"), and the entity identified below ("**Customer**"). Each of CLOCworks and Customer is, a "**Party**", and together, the "**Parties**."

CLOCworks Information			
Account Executive:	Jim Koeppe	Email:	jimk@datawrangler.us

Customer Information			
Customer:	Waunakee School District		
Address:		Billing Address:	
Operations Contact Name:		Billing Contact Name:	
Email:		Billing Email:	
Telephone Number:		Billing Telephone Number:	
IT Contact and Email:		Purchase order (y/n)	

This Agreement consists of this cover page and the Initial Order Form (including any exhibits or schedules attached thereto) and Terms and Conditions, each of which are attached hereto, as well as any other Order Forms entered into hereunder, all of which are incorporated herein by this reference.

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the Effective Date set forth above.

Waunakee School District	**CLOCworks, Inc.**
Signature:	Signature:
Print Name:	Print Name: Jim Koeppe
Title:	Title: President
Date:	Date:

INITIAL ORDER FORM

This Initial Order Form is entered into as of the Effective Date and is incorporated as part of the Agreement between CLOCworks and Customer. In the event of a conflict between this Initial Order Form and the Terms and Conditions, this Initial Order Form shall take precedence.

CLOCworks Solutions	Description	Number of Buildings	Term (Years)	Monthly License Fee
CLOCworks EDaaS Application	CLOCworks provides Customer ongoing monthly: • Submeter electrical data for "electrical footprint" of building operations • Analysis of building electrical usage data, with electric utility bills, outside weather, and other external information to provide insights to Customer on how to save energy, reduce peak demand charges, and lower carbon footprint while improving efficiency. • Reports that summarize improvements, cost savings, and future recommendations. • Unlimited Data Wrangler Energy Portal Access • Power Outage Notifications*	6	5	$2,500
	CLOCworks Monthly License Fee Total *(USD, Taxes not Included)*:			**$2,500**

CLOCworks Solutions	Description	Number of Buildings	Term (years)	Monthly License Fee
CLOCworks EDaaS Application	CLOCworks provides Customer ongoing monthly: • Electrical sub metering and detailed monthly reports for kitchen and food service related electricity expenses • Monthly food service electricity reports can be turned on/off with 30 day written notice (email acceptable).	6	5	$1,400 Initially to be off, until needed

CLOCworks Solutions	Description	Number of Buildings	Term (years)	Monthly License Fee
CLOCworks EDaaS Application	CLOCworks provides Customer ongoing monthly: • Electrical sub metering and detailed monthly reports for 3rd party facility usage electricity costs	6	5	$1,400 Initially to be off until needed

* Notifications to include District Office in addition to other school buildings

Products and Services	Description
Electrical Submeters, Onsite gateway, probes and cables, Warrantied install	14 x DENT PowerScout 3 HD on the Main Services with (42) 2000A CT's ML100G-52 Industrial Fanless Intel with Dual LAN **Warrantied professional install**
CLOCworks Install and Data Integration Services	1. Integrate electrical metering data access to CLOCworks platform 2. Network Configuration (IP addresses, device connectivity, connection to CLOCworks)

Install Locations	Fee
Waunakee High School – Meter # 5400000501 & 502 Waunakee Intermediate School – Meter # 5400004712 Waunakee Community Middle School – Meter # 5400000485 Prairie Elementary School – Meter # 5400004630 Arboretum Elementary School – Meter # 5400004613 Heritage New School – Meter # TBD Waunakee District Office – Meter # 5400004668	Covered by previously approved meter install with Westphal Electric
Total CLOCworks Install Price *(USD, Taxes not Included)*:	**-----**

High School
2 x 3HD, with 2 x 3 RO Coils (Main Services) UPS/USB Cables
1 x 3HD, with 3 x Hinge CTs (Genset Critical Load Side) UPS/USB Cables
1 Edge Box

Intermediate School
1 x 3HD, with 1 x 3 RO (Main Service) UPS/USB Cables
1 x 3HD, with 1 x 3 Hinge CTs (Genset Critical Load Side) UPS/USB Cables

Middle School
1 x 3HD, with 1 x 3 RO Coils (Main Service) UPS/USB Cables

Arboretum Elementary School
1 x 3HD, with 1 x 3 RO (Main Service) UPS/USB Cables
1 x 3HD, with 1 x 3 Hinge CTs (Genset Critical Load Side) UPS/USB Cables

Prairie Elementary School
1 x 3HD, with 1 x 3 RO (Main Service) UPS/USB Cables
1 x 3HD, with 1 x 3 Hinge CTs (Genset Critical Load Side) UPS/USB Cables

Heritage New School
1 x 3HD, with 1 x 3 RO (Main Service) UPS/USB Cables
1 x 3HD, with 1 x 3 Hinge CTs (Genset Critical Load Side) UPS/USB Cables

District Office (Future)
1 x 3HD, with 1 x 3 RO (Main Service) UPS/USB Cables
1 x 3HD, with 1 x 3 Hinge CTs (Genset Critical Load Side) UPS/USB Cables

Summary BOM – CLOCworks to provide
14 x 3HD meters and 42 x CTs
14 UPS
14 USB Cables
1 Edge Box (Data Relay and Notification Server)

1. **Term**: The initial term of this Initial Order Form shall commence on the Effective Date and continue up to and through the period of time set forth above (the "Initial Term").

2. **Report Frequency**: A CLOCworks Report will be delivered to Customer every month during the term of this Order Form starting after the first electric utility billing cycle following completion of the system install.

3. **Required Customer Data**: Monthly and all historical electric and gas bills, real-time and historical electrical submetering data, HVAC operational data, monitoring and control access to any onsite electrical generation and energy storage devices, other relevant data and controls to be agreed upon by Customer and CLOCworks.

4. **Building Locations**:
   Waunakee High School – Meter # 5400000501 & 502
   Waunakee Intermediate School – Meter # 5400004712
   Waunakee Community Middle School – Meter # 5400000485
   Prairie Elementary School – Meter # 5400004630
   Arboretum Elementary School – Meter # 5400004613
   Heritage New School – Meter # TBD
   Waunakee District Office – Meter # 5400004668

5. **Fees & Payment**: CLOCworks shall invoice Customer for the one-time installation fee after the installation is complete with net 30-day payment terms. CLOCworks shall invoice Customer for ongoing Monthly License Fee one month after the installation is completed following delivery of the first monthly report through the end of the contract term. If Customer fails to make any payment when due, without limiting CLOCworks' other rights and remedies: (i) CLOCworks may charge interest on the past due amount at the rate of 1.5% per month calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable Law.

6. **Future Hardware Integration:** Any new equipment installs and control integrations with CLOCworks solutions beyond the one-time installation will be treated under a separate contract between CLOCworks and the Customer.

7. **Additional Reporting Services:** Custom reports beyond CLOCworks standard monthly reporting services will be subject to transactional fees. Monthly food service electricity reports can be turned on/off with 30 day written notice (email acceptable).

I. Customer Obligations.

A. Energy Invoices. Customer agrees to provide all pertinent energy invoices to CLOCworks within five (5) days of Customer's receipt of such invoices from the energy provider. (CLOCworks will set up automated access to gather energy invoices for the Customer)

B. Customer Building Data. In accordance with Section of the Terms and Conditions, Customer agrees to provide CLOCworks continuous access to Building data. Customer will provide ethernet connection to CLOCworks equipment in electrical rooms.

C. Customer Operator Meetings. Customer shall provide access to facility operators for monthly meetings with CLOCworks data analytics team to review monthly reported savings and collaborate on additional savings and optimization opportunities

*****End of Initial Order Form****

SEMINAR

Put More Money into the General Fund with Energy Data

Our Story

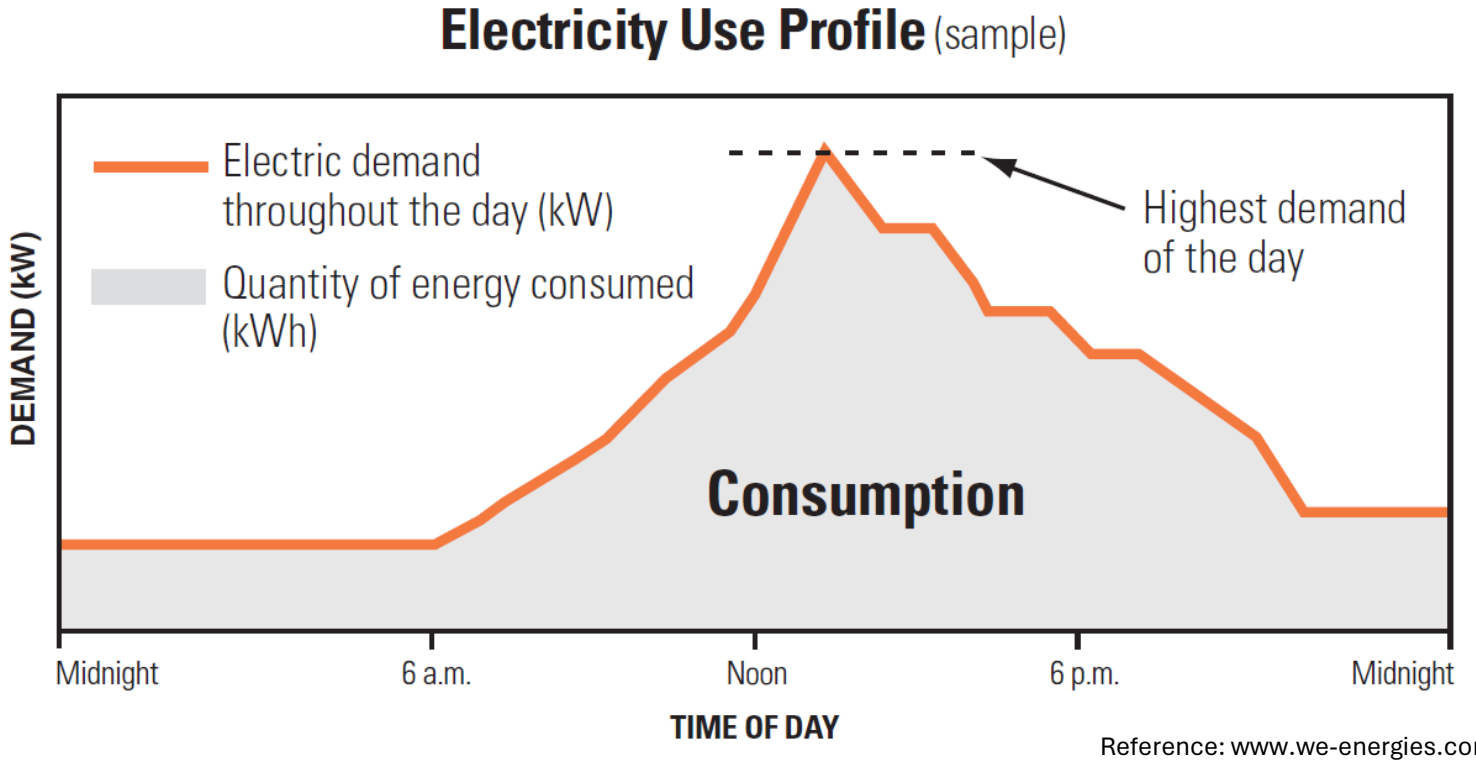
- CLOCworks Inc. Founded in 2019

dataWrangler
Energy Data-as-a-Service from CLOCworks, Inc.
"Our Knowledge Will Save You Power!"

- Headquartered in Madison, WI
- DataWrangler Energy-Data-as-a-Service released in 2021
- Over 100 installations with $5M+ saved on electric bills for customers in the first 2 years of service
- 40+ WI School Districts using products & services
- Sept 2023 officially released 2 new reporting services
  - Food Service Electricity Reports
  - 3rd Party Facility Usage Reports

Understanding Your ELECTRIC BILL

The Difference Between **Energy Usage** and **Demand**



Reference: www.we-energies.com

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www.dataWrangler.us

Electric Service

General Secondary - TOU/Demand Cg3

Meter PNXZT18506	Actual Reading 05/11/2023	24299
	Actual Reading 04/12/2023	-24118
		181
	Meter Constant	x 400
	Total Electric Use	72400 KWH
Meter PNXZT21637	Interval Reading 05/11/2023	52303
	Interval Reading 04/12/2023	-51960
		343
	Meter Constant	x 400
	Total Electric Use	137200 KWH
	On Peak	115132.5 KWH
	Off Peak	94382.04 KWH

Energy Charges/Credits		
Customer Charge	29 Days at $2	$58.00
Energy On-Peak	115,132 KWH at $0.08666	$9,977.34
Energy Off-Peak	94,382 KWH at $0.05416	$5,111.73
Demand Charges/Credits		
Demand On-Peak	05/02/2023 10:45 774 KW 21 Days at $18.313	$14,174.26
Customer Demand	07/13/2022 11:45; 825 KW at $3.07500	$2,536.88
Other Service Charges/Credits		
Environmental Control Charge	209,515 KWH at $0.00040	$83.81
State Low Income Assistance Fee		$32.70
Taxes		
WI State Tax	5% of $8943.77 (28% Taxable)	$447.19
WI County Sales Tax Milwaukee	0.5% of $8943.77 (28% Taxable)	$44.72
	Subtotal:	**$32,466.63**
	Electric Service Total:	**$32,466.63**

Energy Charges

Demand Charges

51% of the total bill!

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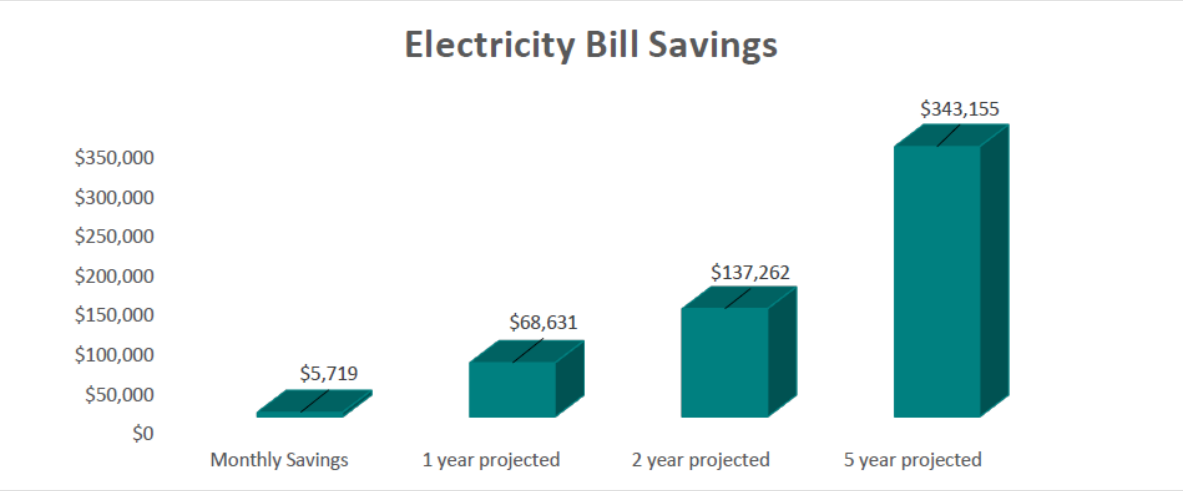
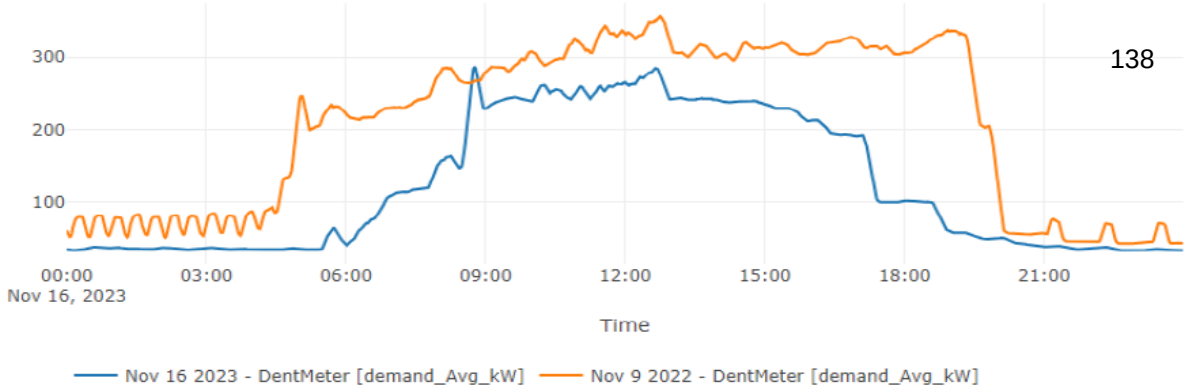
www.dataWrangler.us

Reduce Your Electric Bill Using Data

Total Monthly Electric Bill Savings: **$5,719.25**





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The simple, unique energy data solution that enables schools and businesses to lower electric bills, improve energy efficiency, and reduce carbon footprint.

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Put More Money into the General Fund Through Energy Data

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Pay Food Service Electric Bills from Fund 50

Net kWh Cost	Total Cost	
$0.15	$4,193.35	
Equipment	**Daily kWh**	**Monthly Cost**
Walk in Cooler	144	$693.59
Walk in Freezer	144	$693.59
Vulcan Ovens (x4)	47.84	$118.70
Traulsen Warmer (x2)	89.7	$222.57
Traulsen Cooler	6.75	$16.75
Steam Table	18	$44.66
Milk Cooler (x3)	78.624	$378.70
Kitchen Lights	16	$39.70
Basement Walk In Freezer	144	$693.59
South Commons Lights	16	$39.70
HVAC Unit #9	120	$577.99
Dishwasher	225	$558.29

The Department of Instruction has approved Data Wrangler reporting for monthly Food Service related electricity expenses.

This enables School Districts to pay food service electricity expenses from Fund 50, thereby saving money each month in the General fund.

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Recover Electricity Costs from 3rd party events

Summary	(kWh)	Cost
Legends Basketball	951	$142.65
Basketball Summer Camp	2813	$421.95
Drivers Education Class	690	$103.45
Learning Lab Camp	2296	$344.40
Diggers Volleyball	640	$95.95
Facility Rental	3705	$555.75
Park and Rec Basketball	728	$109.25
City Dance Classes	561	$84.15
Music Festival	2216	$332.40

Measure and understand what 3rd party facility electricity usage is costing the School District.

Automatic monthly reporting of itemized electricity costs on event-by-event basis

Detailed Documentation enables cost recovery through facility rental fees or Fund 80

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Total Opportunity Summary

		Yearly Electric Costs			Data Wrangler Tools for Monthly Savings - Estimate			
School	Average monthly bills	Yearly Electric Costs	Yearly Demand Charges	% Demand	Average Program Savings (15%)	Fund 50 Savings (25%)	3rd Party Facility events @ 15% (5-30%)	Potential General Fund Savings
High School	$ 25,000.00	$ 307,666.43	$ 133,417.87	43%	$ 3,750.00	$ 6,250.00	$ 3,750.00	$ 13,750.00
Junior High School	$ 16,000.00	$ 194,128.64	$ 82,472.48	42%	$ 2,400.00	$ 4,000.00	$ 2,400.00	$ 8,800.00
Elementary 1 School	$ 6,000.00	$ 72,000.00	$ 32,432.16	45%	$ 900.00	$ 1,500.00	$ 900.00	$ 3,300.00
Elementary 2 School	$ 6,000.00	$ 72,000.00	$ 34,594.56	48%	$ 900.00	$ 1,500.00	$ 900.00	$ 3,300.00
Elementary 3 School	$ 4,000.00	$ 48,000.00	$ 25,030.92	52%	$ 600.00	$ 1,000.00	$ 600.00	$ 2,200.00
Elementary 4 School	$ 4,000.00	$ 48,000.00	$ 25,621.80	53%	$ 600.00	$ 1,000.00	$ 600.00	$ 2,200.00
Totals	$ 61,000.00	$ 741,795.07	$ 333,569.79	45%	$ 9,150.00	$15,250.00	$ 9,150.00	$ 33,550.00
					Reduce	*Redirect*	*Recover*	$402,600 Gross Yearly Savings
					5 year total general fund savings =			*$2,013,000.00*

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Thank you!

QUESTIONS?

Contact Us:

jimk@datawrangler.us
608-572-1561

www.dataWrangler.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, June 5, 2024, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Ensign called the meeting to order at 7:30AM.

II. **ROLL CALL**
Present: Ensign, Frey, Heinemann (Virtual)
Also Present: Guttenberg, Summers, Cramer, Jay Thomsen (Vogel), Adam Griep (Vogel), Schell, Bauer

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**
Tracy Wegenast - Mobile Glass – Subcontractor bid on the middle school project
Rick Nelson - Badgerland Erectors - Subcontractor bid on the middle school project

V. **HERITAGE ELEMENTARY SCHOOL**
Summers presented and answered questions regarding the update on the schedule and finances for the Heritage Elementary School project.
Summers also presented and answered questions on the discussions that are occurring with the Village of Waunakee regarding the crossing guard location for the new school and the pedestrian path to the east of the school district property. A motion was made by Heinemann, second by Frey, to recommend to the full board to approve the easement for the walking path as presented and to give administration the approval to move forward with the legal documents as needed to keep this project moving forward. Motion carried 3-0.

VI. **NEW MIDDLE SCHOOL**
Summers introduced this agenda item and also Jay Thomsen and Adam Griep, from Vogel Brothers who presented and answered questions on the Guaranteed Maximum Price for the middle school project, and requested approvals for additional subcontractors for Masonry, Steel Erection, Glazing, Rebar Erection, Precast, Metal Stud Framing and Drywall, Roofing and Green Roof, Folding Panel Partition.
A motion was made by Frey, second by Heinemann, to recommend that the full board approve the subcontractors as presented. Motion carried 3-0.

VII. **CONSIDERATION OF CAPITAL PROJECTS**
Summers presented and answered questions regarding the update on capital projects, and requested consideration of additional projects for districtwide capital maintenance. Summers also reviewed the storm damage that occurred recently and the district will be filing an insurance claim for the costs identified.

A motion was made by Heinemann, second by Frey to recommend that the full board approve the updated capital maintenance projects as presented. Motion carried 3-0.

VIII. **FUTURE MEETINGS** will schedule at regular meeting.

IX. **ADJOURN**

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 8:26am. Motion carried 3-0.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

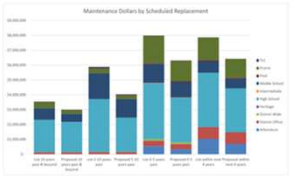
WAUNAKEE COMMUNITY MIDDLE SCHOOL – PROJECT UPDATE

JUNE 5, 2024

AGENDA

- MIDDLE SCHOOL GUARANTEED MAXIMUM PRICE (GMP)
- MIDDLE SCHOOL PROJECT BID AWARDS

BUDGET BREAKDOWN - $175 MILLION

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

WCSD MIDDLE SCHOOL – FINAL GMP

DESCRIPTION	MAY 2024
CONSTRUCTION	$ 84,280,000
CONTINGENCY	$ 3,940,000*
SOFT COSTS	$ 11,700,000
TOTAL	$ 99,920,000

- CM contingency of $3,370,000 and Owner contingency of $570,000
- Included items previously identified as alternates
  - Track resurfacing, outdoor classroom, lockers, cellular repeater system, full height tile
- Includes budget for solar panels

WCSD MIDDLE SCHOOL – ADDITIONAL OPPORTUNITY

- **ENVELOPE OPTIONS**
  - **ALTERNATE STOREFRONT/CURTAINWALL FRAMING**
  - **ALTERNATE METAL PANEL SUPPLIERS**
  - **MASONRY OPTIONS**
  - **OTHER ITEMS**
- **INTENTION TO FINALIZE DECISIONS BEFORE END OF JUNE**

SUBCONTRACT AWARDS

- SUBCONTRACT BID AWARDS
  - MASONRY — WALSCH MASONRY
  - STEEL ERECTION — BADGERLAND
  - GLAZING — MOBILE GLASS
  - REBAR ERECTION — BADGERLAND
  - FRAMING & DRYWALL — STATZ & HARROP
  - PRECAST SLABS — WELLS CONCRETE
- METAL PANEL BIDS – FINALIZED BY BOARD MEETING PACKET
- ADDITIONAL BIDS IN JULY/AUGUST IF NECESSARY

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Date: 6/4/24 WCSD New Middle School: 501 South Street Waunakee, WI 53597

Specification:	Description of Work:	Supplier/Subcontractor:	Low Bid	Budget	Over/Under
042000	Masonry	Walsh Masonry	$ 4,806,964	$ 4,886,000	($79,036)
052100	Steel Erection	Badgerland	$ 1,532,815	$ 1,541,084	($8,269)
088000	Glazing	Mobile Glass	$ 2,489,430	$ 2,772,500	($283,070)
032000	Rebar Erection	Badgerland	$ 178,230	$ 172,500	$5,730
040000	Precast	Wells Concrete	$ 372,153	$ 384,900	($12,747)
092116	Metal Stud Framing & Drywall	Statz & Harrop	$ 3,913,000	$ 3,900,958	$12,042
075300	Roofing & Green Roof	Maly Roofing	$ 2,370,439	$ 2,418,035	($47,596)
102219	Folding Panel Partition	JWC	$ 48,434	$ 48,000	$434

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Framing & Drywall

WCSD - New Middle School

Date: 6/4/24

	Company	Statz & Harrop	Walltech	Hallmark	VBBC Budget	Difference
	BID					
	Framing & Drywall Scope	$ 3,913,000	$ 4,069,025	$ 4,527,000	**$ 3,900,958**	**$ 12,042**

Roofing Systems

WCSD - New Middle School

Date: 6/4/24

Company	Maly Roofing	Nations Roof	Northern Roofing	Gary Brown Roofing	VBBC Budget	Difference
BID						
Roofing & Green Roof	$ 2,370,439	$ 2,460,435	$ 2,498,000	$ 2,550,000	**$ 2,418,035**	$ (47,596)

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Masonry

WCSD - New Middle School

Date: 5/31/24

Company	Walsh	KMI	JP Cullen	Cornerstone	VBBC Budget	Difference
BID						
Masonry Scope	$ 4,806,964	$ 4,967,800	$ 5,094,578	$ 5,260,000	**$ 4,886,000**	**$ (79,036)**

Steel Erection

WCSD - New Middle School

Date: 5/31/24

Company	Badgerland	Cary	Cullen	Capital Steel	VBBC Budget	Difference
BID						
Steel Erection Scope	$ 1,532,815	$ 1,570,320	$ 1,578,716	$ 1,774,800	**$ 1,541,084**	**$ (8,269)**

Glazing

WCSD - New Middle School

Date: 5/31/24

Company	Mobile Glass	Lake City	Hellenbrand	VBBC Budget	Difference
BID					
Glazing Scope	$ 2,489,430	$ 2,742,010	$ 2,963,535	**$ 2,772,500**	**$ (283,070)**

WCSD Maintenance Work Tracking Summary

6/5/2024

MAINTENANCE BUDGET

11/4/2022	**Total amount budgeted in referendum**	**$ 6,395,000**
11/4/2022	**Bleacher Extension Referendum Amount**	**$ 500,000**
6/5/2024	**Approved projects amount to date**	**$ (12,283,978)**
12/22/2023	**Funds allocated from contingency or interest**	**$ 1,120,000**
12/22/2023	**Funds allocated from interest**	**$ 5,000,000**
	TOTAL FUNDS AVAILABLE	**$ 731,022**

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	$ 1,300,000
	APPROVED AT 4/10/2023 BOARD MEETING		**$ 1,300,000**
4/10/2023	Roof replacement - entire roof	Middle	$ 631,000
4/10/2023	Redo TLC Roof*	High	$ 46,300
4/10/2023	Freight Elevator Security *	High	$ 10,132
	APPROVED AT 4/10/2023 BOARD MEETING		**$ 687,432**
5/1/2023	Emergency Roof Repairs (NORTHERN)	District	$ 40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	$ 25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	$ 25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	$ 25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	$ 33,453
5/1/2023	Safety Film on all doors	District	$ 46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	$ 2,842
5/1/2023	(2) Card Readers	Prairie	$ 13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	$ 13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	$ 19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	$ 7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	$ 13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	$ 26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	$ 26,539
5/1/2023	Classroom 131 Window *	Middle	$ 10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	$ 21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	$ 29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	$ 20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	$ 4,950
5/1/2023	16 Lockable Restrooms *	High	$ 6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	$ 13,290
5/1/2023	4 Card Readers at front office, other locations	High	$ 16,000
5/1/2023	Repair dust collector in Woodshop	High	$ 4,711
5/1/2023	High School C02 Tank Pad and Fencing	High	$ 9,902
5/1/2023	Front Door Canopy	District Office	$ 6,303
5/1/2023	Air Handling Unit 05 Replacement	High	$ 300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	$ 515,000
5/1/2023	Replacement of Chiller CH001	High	$ 200,000
	APPROVED AT 5/1/2023 BOARD MEETING		**$ 1,476,365**
6/12/2023	Middle School Fire Safety Project	Middle	$ 36,859
6/12/2023	Prairie Elementary Remodeling Proposal	Prairie	$ 82,832
	APPROVED AT 6/12/2023 BOARD MEETING		**$ 119,691**
7/10/2023	Parking lot landscaping repair	Intermediate	$ 9,970
7/10/2023	Trees and light-blocking material for fence @ Warrior Stadium	High	$ 17,200
7/10/2023	Playground playmat chips	AES, PES, IS	$ 12,266
7/10/2023	Parking lot striping and minor repairs	All lots except HES, Bethe	$ 25,159
7/10/2023	Special education restroom remodel	Middle	$ 11,000
7/10/2023	Sentronic Closers	AES, PES, IS	$ 16,798
7/10/2023	WIS Security System Install	Intermediate	$ 1,020
7/10/2023	Eves, Troughs & Downspouts - North side	High	$ 19,728
7/10/2023	Pool bleacher repair	High	$ 1,050

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

2/12/2024	Solar PV expansion	Intermediate	$	498,982
2/12/2024	Slow gym curtain	Intermediate	$	4,177
2/12/2024	Whiteboards from old HES	Intermediate	$	21,900
2/12/2024	Classroom carpeting rooms 136, 110, 223, 239	Middle	$	19,000
2/12/2024	Door 7 replace stairway treads	Middle	$	26,300
2/12/2024	Carpet landings - doors 5, 6	Middle	$	9,000
2/12/2024	Rider floor scrubber - 30" (Trident R30-HIL56009)	Prairie	$	17,837
2/12/2024	Add card reader to rear entrance of front office	Prairie	$	4,000
2/12/2024	Concrete work on Sidewalks	Prairie	$	49,030
2/12/2024	Add privacy panels in restrooms	Prairie	$	2,730
2/12/2024	Play ground shade canopy	Prairie	$	1,600
2/12/2024	Acoustical panels for cafeteria	Prairie	$	14,484
2/12/2024	Replace carpet	Prairie	$	32,000
2/12/2024	Downspout sink hole	Prairie	$	3,287
2/12/2024	Move old hoops at existing Heritage & install at Prairie	Prairie	$	15,275
2/12/2024	Waunakee Softball Upgrades	District	$	325,000
	APPROVED AT 2/12/2024 BOARD MEETING		**$**	**1,840,115**
3/5/2024	Items from Maintenance list in Vogel Bros. High School Scope of work	High	$	3,503,800
3/5/2024	Concrete lip at door 2	Arboretum	$	1,200
3/5/2024	District mechanic tools and tool box	District	$	22,000
3/5/2024	Project management services for generator installation project	District	$	5,400
3/5/2024	LED upgrades and lighting controls additions	High	$	1,440,850
3/5/2024	Carpeting in (17) classrooms	High	$	95,000
3/5/2024	Boiler closed loop filtration equipment	High	$	3,186
3/5/2024	JV Softball press box wood stairs w/ composite deck board at treads, risers, and landings	High	$	14,389
3/5/2024	Varsity baseball press box wood stairs w/ composite deck board at treads, risers, and landing	High	$	17,314
3/5/2024	Varsity soccer press box wood stairs w/ composite deck board at treads, risers, and landings	High	$	17,314
3/5/2024	Varsity football press wood stairs w/ composite deck board at treads, risers, and landings	High	$	22,484
3/5/2024	Clock/Bell/PA (InformaCast Fusion IP Speaker Endpoint Add-On for WHS)	High	$	826,011
3/5/2024	Video cameras	High	$	115,000
3/5/2024	Fieldhouse projector and audio	High	$	65,000
3/5/2024	Audio upgrade for the Commons and Cave	High	$	15,000
3/5/2024	New basketball hoop controls (old gym)	High	$	6,900
3/5/2024	Painting of field house and logos	High	$	37,000
3/5/2024	Furnish & install new floor traction power operation for field house bleachers	High	$	36,356
3/5/2024	Varsity baseball shed and press box	High	$	10,000
3/5/2024	Replace fieldhouse backboard motors	High	$	20,000
3/5/2024	Fieldhouse mid-court curtain and motor	High	$	25,000
3/5/2024	Replace wall mounted basketball structure and hoops	Prairie	$	66,500
3/5/2024	Boiler closed loop filtration equipment	Prairie	$	3,186
3/5/2024	Energy efficiency audit	Prairie	$	3,060
3/5/2024	Gymnasium audio system	Prairie	$	30,000
	APPROVED AT 3/11/2024 BOARD MEETING		**$**	**6,401,950**
4/8/2024	Postpone Items from Maintenance list in Vogel Bros. High School Scope of work	High	$	(740,000)
4/8/2024	Postpone - LED upgrades and lighting controls additions	High	$	(1,440,850)
4/8/2024	Rack-it drying & storage for art class	Arboretum	$	2,739
4/8/2024	Reinforce Warrior stadium fencing with bigger posts plus vertical metal straps	High	$	12,680
4/8/2024	Field house banners 27 Championship Signs + Logo	High	$	22,533
4/8/2024	Drywall cracking	Intermediate	$	2,888
4/8/2024	Playground crushed granite walkways upgrade	Intermediate	$	43,200
4/8/2024	Rack-it drying & storage for art class	Prairie	$	2,739
4/8/2024	TurfTime 84 inch AR-24 series leveling roller	District	$	8,445
	APPROVED AT 4/8/2024 BOARD MEETING		**$**	**(2,085,626)**
5/13/2024	Prairie and Arboretum LED lighting	Arboretum/Prairie	$	1,372,500
5/13/2024	2-way radio system expansion	New Heritage	$	16,058
5/13/2024	Music area door opening 1803 reconfiguration for piano moves	High	$	7,796
5/13/2024	Press box gutters and downspouts (JV SoGball, Soccer, Varsity Baseball)	High	$	1,650
5/13/2024	Replace fieldhouse HVAC duct sock	High	$	50,000
5/13/2024	Security upgrades parts and installation of mag lock on pair of doors from office to school	High	$	5,455
5/13/2024	Security upgrades installation of electric strikes at back office door and back mailroom door	High	$	3,591
5/13/2024	Warrior fence light-block material replace/repair/reinforcement	High	$	775
5/13/2024	Fabricate/install gate latch at Warrior Pitch Stadium	High	$	875
5/13/2024	Program for robo-paint logos for additional fields	High	$	2,000

5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Arboretum	$	3,094
5/13/2024	Cracked corian heated seating along windows (4 places)	Arboretum	$	44,175
5/13/2024	ADA Swing Seat for an 8' Toprail	Arboretum	$	1,780
5/13/2024	5 window treatments in exercise area	Intermediate	$	2,125
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Prairie	$	4,672
5/13/2024	4044R Compact Utility Tractor (33 PTO hp)	District	$	47,000
5/13/2024	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	District	$	34,147
5/13/2024	Additional cost power outage monitoring electrical meter (original approved budget $88,600)	District	$	9,900
5/13/2024	Proposal for civil engineering services for playground renovations (PES, AES, WIS)	District	$	26,700
5/13/2024	New emergency kits for classroom (supplies)	District	$	7,964
5/13/2024	Additional funds for remainder school year emergency roofing repairs ($45,000 original)	District	$	25,000
5/13/2024	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	Heritage	$	1,284
	APPROVED AT 5/13/2024 BOARD MEETING		**$**	**1,668,541**
		Total Approved to Date	**$**	**12,283,978**

																		Adjusted Budget Target
Facility	**Division**	JUNE FACILITIES COMMITTEE CONSIDERATION	**Qty**	**Units**	**Unit price**	**Estimated Total**	**CONTRACTOR**	**QUOTE**	**2nd**	**3rd**	**Date Approved**	**STATUS**	**COMPLETED**	**PO**	**PO**	**PO**	
District	Grounds	UnderFence Mow Strip	1	LS	$22,884.00	$22,884.00	UNDERFENCE	UnderFence Quote - 24049 - Waunakee Community School District, WI.pdf									
District	Maintenance	Replace 2013 (MT1) - Ford F350 snow plow truck with dump body	1	LS	$83,120.00	$83,120.00	BELL FORD/DOUBLE D	sc... D.. 0...									
District	Building	Additonal cost to installation of generator	1	LS	$85,950.00	$85,950.00	WESTPHAL										
District	Building	Add (4) Gentex fire alarm horn strobes (shop and copy center)	1	LS	$7,600.00	$7,600.00	JOHNSON CONTROLS	WaunakeeSDAdminHSAdd-CPQ-566901.pdf									
District	Grounds	Toro cart to replace the old Jacobsen cart	1	LS	$17,757.00	$17,757.00	REINDERS	Waunake... W...									
Arboretum	Site Development	Energy Audit Services	1	LS	$2,660.00	$2,660.00	UPPER90	U...									
Arboretum	Equipment	Repair dishwasher	1	LS	$5,764.00	$5,764.00	ASC1	30...									
High	Athletics	JV Softball/Varsity Soccer press box subfloor repair and Warrior Stadium door repair	1	LS	$8,564.00	$8,564.00	VOGEL	W...									
High	Doors	Door 6 receiving, replace with new door, frame, and transom glass	1	LS	$8,446.00	$8,446.00	QUALITY DOOR	Qu...									
High	Building	Penthouse Siding Included in the budget is to extend (2) GFCI receptacles for new siding installation, remove and replace Solar junction box as needed.	1	LS	$1,750.00	$1,750.00	WESTPHAL										
High	Security	Rear main office doors access control (security with more card readers)	1	LS	$18,330.00	$18,330.00	GLOBALCOM	W...									
High	Building	Cart for Folding Chairs: 300 lb Load Capacity, 40 in x 19 in x 35 in, For 36 Chairs (9 carts)	1	LS	$2,000.00	$2,000.00	GRAINGER	3KYH4									
High	Building	Storm damage including water damage, fence, flag pole, signs, pool roof			$72,100.00	$72,100.00											
High	Building	Replace pool roof (potential property insurance claim)	1	LS	$338,811.00	$338,111.00	NORTHERN METAL	W...									
Middle	Special Education	Divide bookroom into 2 spaces (quote coming 06/05/2024)	1	LS	$74,913.00	$74,913.00	VOGEL	W...									
						$749,949.00											

June 05, 2024

Scott Bauer, Maintenance / Project Coordinator
Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

RE: WCSD MS Storage Room 245 Reconfiguration
1001 South St, Waunakee WI 53597

Dear Scott,

Vogel Bros. Building Co. will provide the following scope of work for the Guaranteed Maximum Price of Seventy-Four Thousand Nine Hundred Thirteen ($74,913), subject to additions and deductions by Change Order.

Work Included:

- Demo existing shelving
- Demo existing raised floor and track
- Install new stud and drywall walls to create (2) offices and hallway
    - Stud walls to terminate 18" below existing 9' ceiling
- Install (2) new 3070 wood doors and HM frames
- Install new carpet and base
- Finish and paint walls
- Modify existing ductwork to accommodate new offices and occupancy
- Provide (1) quad and (2) duplex receptacles at each office
- Provide (1) data drop at each office per district standards
- Modify fire alarm to accommodate new layout
- Include architectural, electrical, and mechanical design fees
- Include permit fees

Work Not Included:

- Removal of books and items stored on shelves
- New ACT ceiling or lighting. Existing to stay in place
- Insulation in new walls as they terminate below ceiling and the rooms are open above

Assumptions/Clarifications:

- VBBC can utilize elevator to haul material
- Work to be completed during normal business hours: 7am-3:30pm
- Quotation good for 30 days
- Due to lead times on wood doors, temp doors from Heritage might need to be utilized for occupancy and replaced later if required.

Date of Commencement and Substantial Completion:

5460 Fen Oak Drive, Madison, WI 53718 | PO Box 7696, Madison, WI 53707-7696 | 608.241.5454 office | www.vogelbldg.com
An Equal Opportunity Employer

The date of commencement of the Work shall be mutually agreed upon. Substantial Completion of the Work shall be achieved not later than five weeks from commencement after plan approval and permit have been received..

Payment Terms:
Net 30 days from billing date. Finance charge of 1.5% per month on all past due balances.

Other Provisions:
None

Indemnification:
To the fullest extent permitted by law, Vogel Bros. Building Co. shall defend, indemnify and hold harmless the Owner and its agents, consultants, and employees from all claims for bodily injury and property damage that may arise from the performance of the Contract Work to the extent of the negligence attributed to such acts or omissions by Vogel Bros. Building Co., its subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

Insurance:
The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and property insurance written on a builder's risk "all-risk" or equivalent policy form comprising the total value of the entire project.

Counterparts:
The undersigned parties agree that this Agreement may be executed in multiple counterparts, each of such counterpart shall be deemed to constitute one and the same instrument and each of said counterparts shall be deemed an original hereof. Facsimile and electronic PDF signatures of this Agreement shall be treated as original signatures.

This Agreement is entered into as of the day and year first written above.

OWNER:	**CONTRACTOR:**
Waunakee Community School District	Vogel Bros. Building Co.
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Print Name, Title	Print Name, Title

If you have any questions regarding this Agreement, please contact Adriana Martins at 608.206.6829.

WILLIAMSON SURVEYING & ASSOCIATES, LLC

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ

PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

EXHIBIT MAP

SCALE 1" = 300'

0' 150 300 600 900

NW COR. SEC. 18 T8N, R9E

W O O D L A N D D R I V E

N ¼ COR. SEC. 18 T8N, R9E

33.0

40.0

33.0

S 89°37'55" E 1324.49

1290.33

33.0

N 89°37'55" W 1324.53

N 00°44'44" E 50.00

S 00°41'53" W 50.00

50.0

FENCE

SIGN

AREA TO BE DEDICATED TO THE PUBLIC FOR ROAD R/W

1.52 ACRES OR 66,224 SQ. FT.

1283.87

1284.01

NE ¼ OF THE NW ¼

1325.60

W.C.C.S. - DANE ZONE

BEARINGS ARE REFERENCED OT THE NORTH LINE OF THE NW ¼ OF SECTION 18 LINE TO BEAR S 89°37'55" E

N

NOTES:

1.) SCHOOL SIGN IS 6.2' SOUTH OF NEW R/W

2.) FENCE IS AT LEAST 2.6' SOUTH OF NEW R/W

JOB NO: 24W-214

SITE INFORMATION

SITE ADDRESS: 6273 WOODLAND DRIVE

SITE DESCRIPTION: BEING THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 8 NORTH, RANGE 9 EAST, VILLAGE OF WAUNAKEE, DANE COUNTY, WISCONSIN.

SITE ACREAGE TOTAL: 1,723,626 SF (39.57 ACRES)

NUMBER OF BUILDING STORIES = 2

EXISTING IMPERVIOUS AREA = 385,465 SF

PROPOSED IMPERVIOUS AREA = 700,938 SF
- BUILDING = 92,557 SF
- PAVEMENT/SIDEWALK = 222,916 SF
- EXISTING BUILDING = 102,098
- EXISTING PAVEMENT/SIDEWALK = 283,367

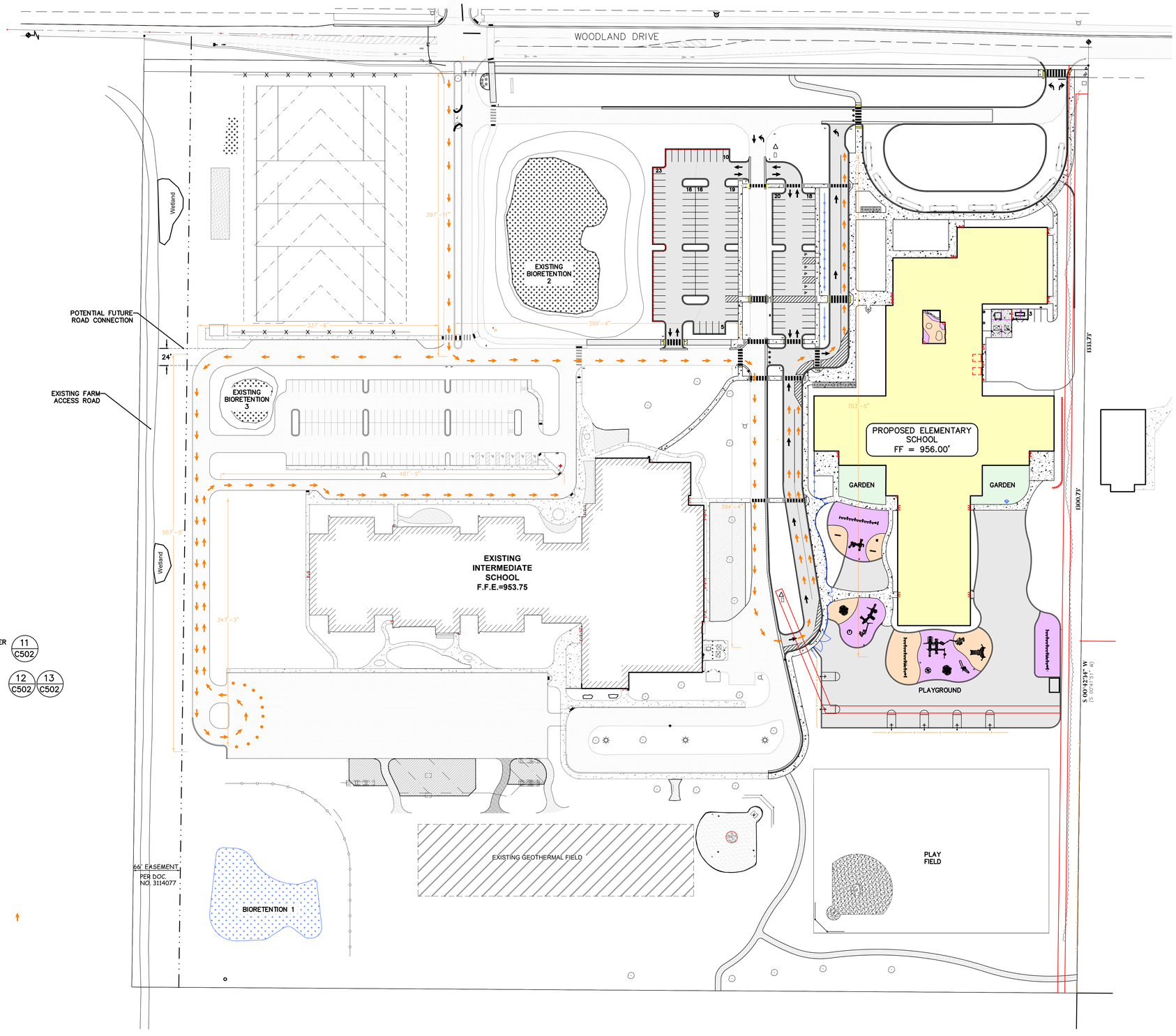
IMPERVIOUS SURFACE % = 40.7%

PARKING STALLS:
- EXISTING PARKING STALLS: 134 (7 HC)
- PROPOSED PARKING STALLS: 130 (5 HC)

PROPOSED BIKE PARKING: 44 STALLS

KEY

- LIGHT DUTY PAVEMENT — 6 / C502
- HEAVY DUTY PAVEMENT — 7 / C502
- ASPHALT BIKE PATH — 5 / C502
- CONCRETE — 5 / C502
- CONCRETE PAVEMENT — 1 / C502
- EXISTING CONCRETE
- EXISTING ASPHALT
- PLAYBOUND POURED IN PLACE RUBBER SURFACING BY SURFACE AMERICA OR APPROVED EQUAL — 11 / C502
- PLAYBOUND TURFTOP PLAYGROUND SURFACING BY SURFACE AMERICA OR APPROVED EQUAL — 12 / C502, 13 / C502
- BIORETENTION POND — 1 / C500, 1 / C501
- EXISTING BIORETENTION POND
- GARDEN
- SAWCUT EXISTING ASPHALT



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0 60 120 180

SCALE : 1" = 60' (30 X 42)

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Waunakee, WI 53597
(608) 849-9378

PROJECT INFORMATION

WCSD - HERITAGE ELEMENTARY SCHOOL

Woodland Drive

ISSUANCE AND REVISIONS

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01-24-2024	CB 16

KEY PLAN

SHEET INFORMATION

PROJECT MANAGER RS

PROJECT NUMBER 319203-01

OVERALL SITE PLAN

C200

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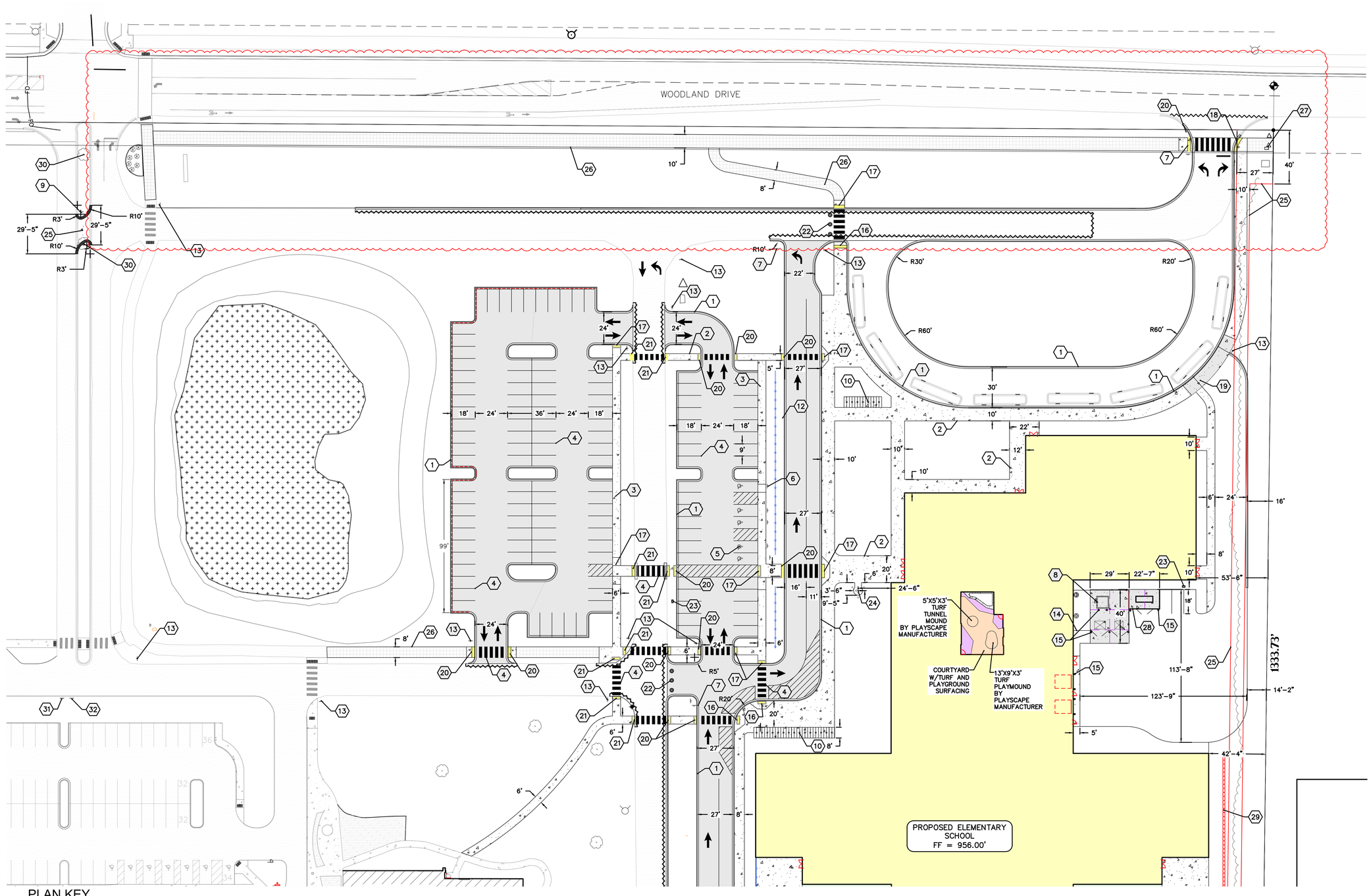

PLAN KEY

1. 18" CURB AND GUTTER, TYP. (4 C502)
2. CONCRETE SIDEWALK, TYP. (5 C502, 8 C502)
3. THICKENED EDGE CONCRETE
4. 4" PAVEMENT STRIPING WITH TWO COATS OF TRAFFIC GRADE LATEX PAINT, TYP (2 C504)
5. ACCESSIBLE STALL, TYP. (2 C504)
6. VAN ACCESSIBLE PARKING SIGN, TYP. (4 C504)
7. DO NOT ENTER SIGN (4 C504)
8. TRANSFORMER
9. NO LEFT TURN SIGN (4 C504)
10. BIKE RACK TO BE DERO PART# BH-FT-EPX BIKE RACKS SURFACE MOUNT POWDER COAT FINISH (5 C505)
11. NO PARKING EXCEPT ELECTRIC VEHICLES SIGN (4 C504)
12. 5' HIGH ORNAMENTAL FENCE (5 C505)
13. STOP SIGN (4 C504)
14. DUMPSTER/TRANSFORMER ENCLOSURE, SEE ARCHITECTURAL PLANS
15. BOLLARD, TYP. (6 C505)
16. CURB RAMP, TYPE 2 W/DETECTABLE WARNING FIELD (1 C504)
17. CURB RAMP, TYPE 3 W/DETECTABLE WARNING FIELD (1 C504)
18. CURB RAMP, TYPE 4A1 W/DETECTABLE WARNING FIELD (1 C504)
19. CURB RAMP, TYPE 7A W/DETECTABLE WARNING FIELD (1 C504)
20. CURB RAMP, TYPE 7B W/DETECTABLE WARNING FIELD (1 C504)
21. DETECTABLE WARNING FIELD, TYP (3 C504)
22. TRAFFIC CONTROL CONES
23. FUTURE ELECTRICAL CHARGING STATION
24. 35' HIGH FLAG POLE (3 C505)
25. SAWCUT CURB HEAD AND INSTALL CONCRETE PAVEMENT
26. BIKE PATH (5 C502)
27. RELOCATE EXISTING UTILITIES TO ALLOW FOR MULTIUSE PATH CONNECTION
28. GENERATOR ENCLOSURE, SEE ARCHITECTURAL PLANS
29. RETAINING WALL (4 C505)
30. REMOVE TREE TO ALLOW FOR DRIVEWAY INSTALLATION
31. INTERMEDIATE SCHOOL DROP OFF SIGN WITH RIGHT DIRECTIONAL ARROW (4 C504)
32. HERITAGE ELEMENTARY SCHOOL DROP OFF SIGN WITH LEFT DIRECTIONAL ARROW (4 C504)
33. PUBLIC UTILITY EASEMENT

KEY

- LIGHT DUTY PAVEMENT (6 C502)
- HEAVY DUTY PAVEMENT (7 C502)
- ASPHALT BIKE PATH (5 C502)
- CONCRETE (5 C502)
- CONCRETE PAVEMENT (1 C502)
- EXISTING CONCRETE
- EXISTING ASPHALT
- PLAYBOUND POURED IN PLACE RUBBER SURFACING BY SURFACE AMERICA OR APPROVED EQUAL (11 C502)
- PLAYBOUND TURFTOP PLAYGROUND SURFACING BY SURFACE AMERICA OR APPROVED EQUAL (12 C502, 13 C502)
- BIORETENTION POND (1 C500, 1 C501)
- GARDEN
- STANDARD 18" CURB AND GUTTER (2 C502)
- 18" MOUNTABLE CURB AND GUTTER (2 C502)
- SAWCUT EXISTING ASPHALT

N E S W

0 30 60 90

SCALE : 1" = 30' (30 X 42)

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Woodland Drive

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KEY PLAN

SHEET INFORMATION

PROJECT MANAGER	RS
PROJECT NUMBER	319203-01

SITE PLAN

C201

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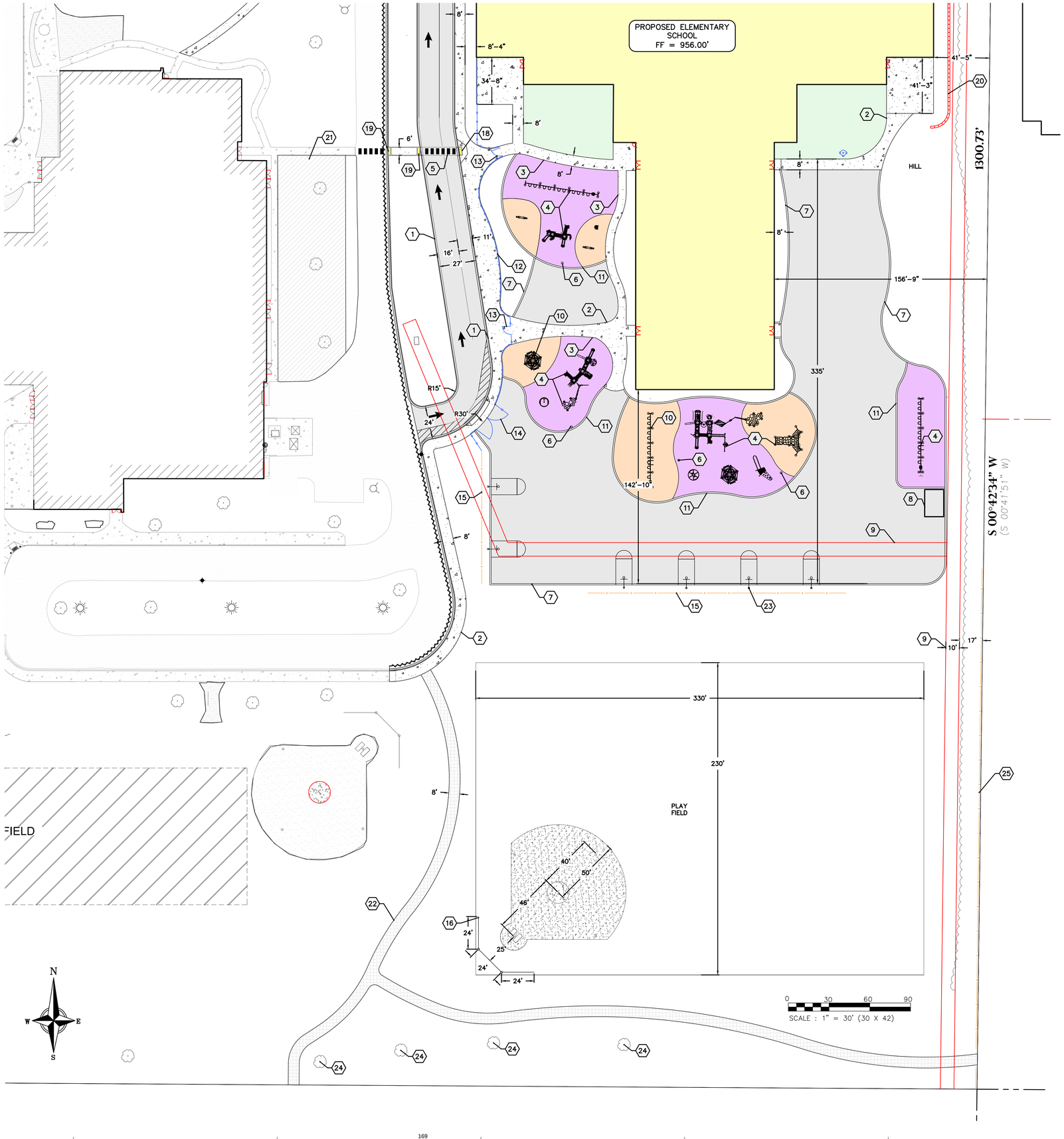
PLAN KEY

1. 18" CURB AND GUTTER, TYP. (4 C502)
2. CONCRETE SIDEWALK, TYP. (5 C502)
3. THICKENED EDGE CONCRETE ADJACENT PLAY AREAS (8 C502)
4. RELOCATED PLAY EQUIPMENT FROM EXISTING HERITAGE ELEMENTARY SCHOOL, TYPICAL. INSTALL ACCORDING TO MANUFACTURER'S INSTALLATION INSTRUCTIONS
5. 4" PAVEMENT STRIPING WITH TWO COATS OF TRAFFIC GRADE LATEX PAINT, TYP (2 C504)
6. COLUMN FOR SHADE STRUCTURE (SEE ARCHITECTURAL PLANS)
7. 12" RIBBON CURB ADJACENT ASPHALT PLAY AREAS (4 C502)
8. RELOCATED STORAGE SHED FOR PLAYGROUND EQUIPMENT
9. PUBLIC UTILITY EASEMENT
10. FUTURE PLAGROUND EQUIPMENT
11. 12" CONCRETE CURB AROUND PLAY AREAS
12. 5' TALL ORNAMENTAL FENCE (2 C503)
13. 6' WIDE GATE (2 C503)
14. 24' WIDE GATE (2 C503)
15. 10' HIGH BLACK COATED CHAIN LINK FENCE (1 C503)
16. 24' HIGH CHAIN LINK FENCE FOR BASEBALL BACKSTOP (7 C506)
17. 12" CONCRETE CURB AROUND PLAY AREAS (11 C503) (13 C503)
18. CURB RAMP, TYPE 2 W/DETECTABLE WARNING FIELD (1 C504)
19. CURB RAMP, TYPE 7B W/DETECTABLE WARNING FIELD (1 C504)
20. RETAINING WALL (4 C505)
21. FUTURE PAVEMENT THAT IS NOT PART OF THIS PROJECT. PAVEMENT AREA IS INCLUDED IN STORMWATER MANAGEMENT PLAN
22. BIKE PATH (5 C502)
23. BASKETBALL HOOP, TYPICAL. COORDINATE WITH OWNER (1 C505)
24. REMOVE TREE
25. 4' HIGH BLACK COATED CHAIN LINK FENCE TO BE REMOVED AFTER PARK TO THE EAST IS DEVELOPED

KEY

- LIGHT DUTY PAVEMENT (6 C502)
- HEAVY DUTY PAVEMENT (7 C502)
- ASPHALT BIKE PATH (5 C502)
- CONCRETE (5 C502)
- CONCRETE PAVEMENT (1 C502)
- EXISTING CONCRETE
- EXISTING ASPHALT
- PLAYBOUND POURED IN PLACE RUBBER SURFACING BY SURFACE AMERICA OR APPROVED EQUAL (11 C502)
- PLAYBOUND TURFTOP PLAYGROUND SURFACING BY SURFACE AMERICA OR APPROVED EQUAL (12 C502) (13 C502)
- BIORETENTION POND (1 C500) (1 C501)
- GARDEN
- REPLACE EX ASPHALT WITH HEAVY DUTY ASPHALT PAVEMENT (7 C502)
- FUTURE PAVEMENT
- 6" LIMESTONE SCREENINGS
- SAWCUT EXISTING ASPHALT
- STANDARD 18" CURB AND GUTTER (2 C502)
- 18" MOUNTABLE CURB AND GUTTER (2 C502)



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KEY PLAN

SHEET INFORMATION

PROJECT MANAGER	RS
PROJECT NUMBER	319203-01

SITE PLAN

C202

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SITE PREPARATION

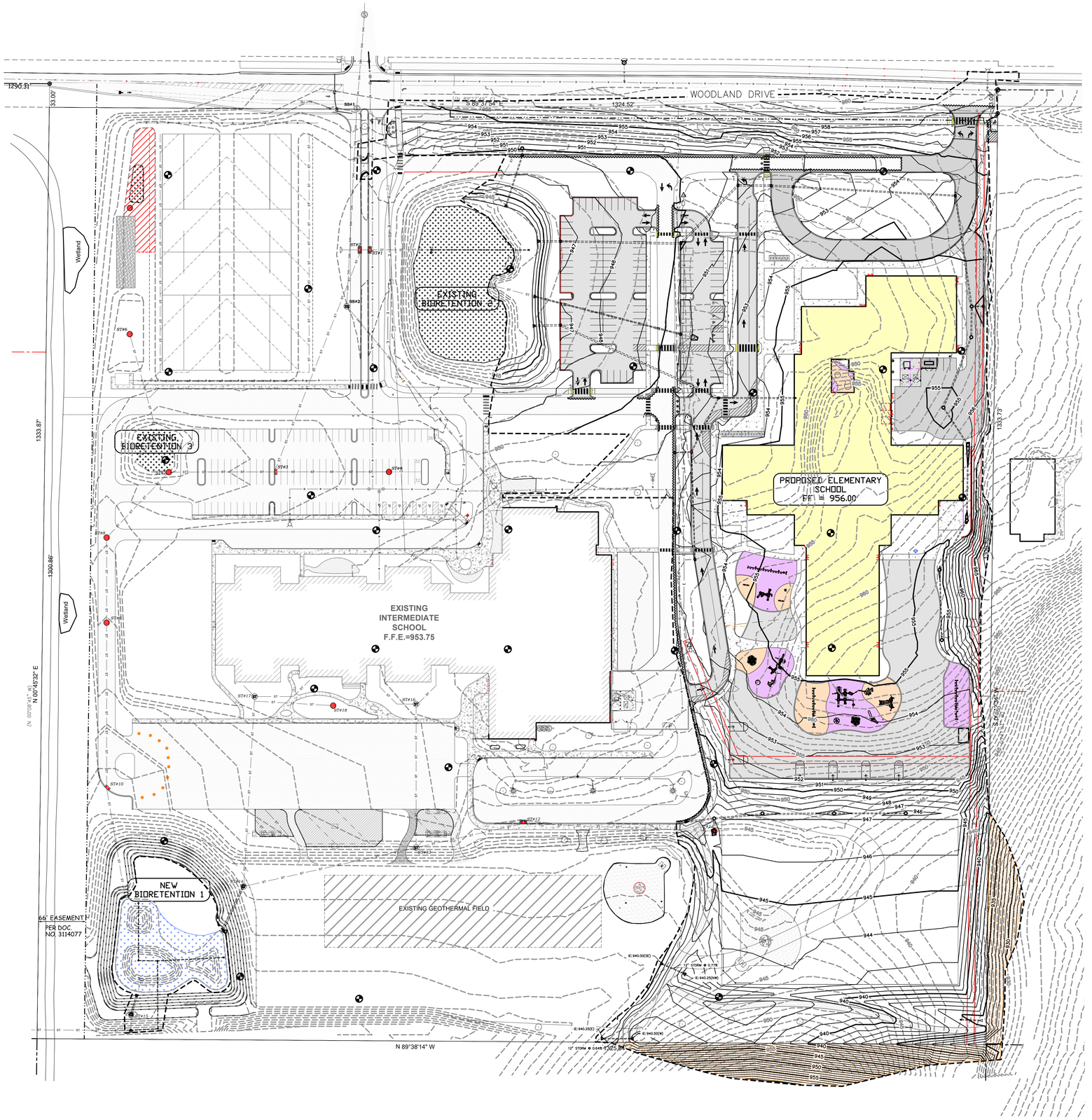
GRADE SITE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE CGC GEOTECHNICAL REPORT DATED JANUARY 30, 2023. A SUMMARY OF THE REPORT IS AS FOLLOWS: STRIP/REMOVE THE TOPSOIL/VEGETATION AT LEAST 10 FT BEYOND THE PROPOSED CONSTRUCTION AREAS, INCLUDING AREAS REQUIRED FOR CUTS AND FILLS BEYOND THE BUILDING FOOTPRINT OR PAVEMENT LIMITS. VARIABLE TOPSOIL THICKNESS SHOULD BE EXPECTED BETWEEN AND BEYOND THE BORING LOCATIONS. IN ADDITION TO THE APPARENT TOPSOIL STOCKPILE NEAR THE CENTER OF THE BUILDING (B–7), UP TO ABOUT 3 FT OF APPARENT TOPSOIL FILL WAS ENCOUNTERED AT BORINGS B–5 AND B–13. WE RECOMMEND THAT SURFICIAL ORGANIC LAYERS, WHICH APPEAR TO HAVE BEEN PLACED IN A STOCKPILE AND/OR SPREAD AS FILL DURING CONSTRUCTION OF THE INTERMEDIATE SCHOOL BE COMPLETELY REMOVED DURING TOPSOIL STRIPPING WITHIN THE LIMITS OF THE BUILDING AND NEW PAVEMENT AREAS. AFTER REMOVAL OF THE SURFICIAL TOPSOIL/TOPSOIL FILL, THE EXPOSED SUBGRADES ARE GENERALLY EXPECTED TO CONSIST OF NATURAL CLAY OR SILTIER SAND SOIL SOILS. IN SOME AREAS WHERE PREVIOUS FILL PLACEMENT HAS OCCURRED, CLAY AND SAND FILL MAY ALSO BE ENCOUNTERED.

IN AREAS REMAINING AT–GRADE OR REQUIRING FILL, WE RECOMMEND THE COHESIVE (CLAY) SOILS EXPOSED BE STATICALLY RECOMPACTED (I.E., WITHOUT VIBRATION) AND SUBSEQUENTLY PROOF–ROLLED WITH A PIECE OF HEAVY RUBBER–TIRE CONSTRUCTION EQUIPMENT, SUCH AS A LOADED TRI–AXLE DUMP TRUCK, TO CHECK FOR SOFT/YIELDING AREAS. GRANULAR SUBGRADES SHOULD BE THOROUGHLY RECOMPACTED WITH A VIBRATORY SMOOTH–DRUM ROLLER. IF SOFT/YIELDING AREAS, OR GRANULAR SOILS WHICH REMAIN LOOSE FOLLOWING RECOMPACTION ARE OBSERVED, THESE SOILS SHOULD BE UNDERCUT AND REPLACED WITH GRANULAR BACKFILL COMPACTED TO AT LEAST 95% COMPACTION BASED ON MODIFIED PROCTOR METHODS (ASTM D1557) IN ACCORDANCE WITH OUR RECOMMENDED COMPACTED FILL SPECIFICATIONS PRESENTED IN APPENDIX D. ALTERNATIVELY, 3–IN. DENSE GRADED BASE (DGB) THAT IS PLACED IN LOOSE 10–IN. LIFTS AND COMPACTED UNTIL DEFLECTION CEASES CAN BE USED TO RESTORE GRADES IN UNDERCUT AREAS.

IN AREAS REMAINING AT GRADE OR REQUIRING FILL, EXISTING FILL SOILS EXPOSED FOLLOWING TOPSOIL STRIPPING SHOULD BE CAREFULLY EVALUATED FOR THEIR FOUNDATION, FLOOR SLAB AND PAVEMENT SUPPORT SUITABILITY. UNSUITABLE EXISTING FILL SOILS SHOULD BE UNDERCUT TO EXPOSE SUITABLE NATIVE OR FILL SOILS. SINCE SUBSTANTIAL STRUCTURAL FILL PLACEMENT IS EXPECTED IN SOME PARTS OF THE SITE, WE RECOMMEND THE EXISTING FILL SOILS BE EVALUATED PRIOR TO NEW FILL PLACEMENT, WHICH MAY INVOLVE A SERIES OF SHALLOW TEST PITS. BASED ON THE PRESENCE OF EXISTING FILL AND BECAUSE THE ON–SITE NATIVE CLAY AND SILTIER SAND SOILS ARE CONSIDERED SENSITIVE TO AN INCREASE IN MOISTURE CONTENT AND SUSCEPTIBLE TO DISTURBANCE FROM REPETITIVE CONSTRUCTION TRAFFIC, SOME UNDERCUTTING/REPLACEMENT OR STABILIZATION WITH COARSE STONE WILL LIKELY BE REQUIRED DURING INITIAL STAGES OF SITE PREPARATION IN ORDER TO DEVELOP STABLE CONDITIONS TO FACILITATE FOUNDATION, FLOOR SLAB AND PAVEMENT CONSTRUCTION. WE RECOMMEND THE BUDGET INCLUDE A GENEROUS CONTINGENCY FOR THESE OPERATIONS.

FOLLOWING DEVELOPMENT OF A STABLE SUBGRADE, FILL PLACEMENT TO ESTABLISH FOUNDATION, FLOOR SLAB, SITE, AND/OR PAVEMENT GRADES CAN THEN PROCEED. TO THE EXTENT POSSIBLE, WE RECOMMEND USING GRANULAR SOILS (I.E., SANDS/GRAVELS, INCLUDING NATURAL SAND SOILS EXCAVATED ON–SITE) AS STRUCTURAL FILL WITHIN THE BUILDING ENVELOPE AND UPPER 2 TO 3 FT IN PAVEMENT AREAS BECAUSE THESE SOILS ARE RELATIVELY EASY TO PLACE AND COMPACT IN MOST WEATHER CONDITIONS COMPARED TO CLAY/SILT SOILS. CLAY SOILS EXCAVATED ON–SITE ARE GENERALLY NOT RECOMMENDED AS STRUCTURAL FILL BECAUSE MOISTURE CONDITIONING WILL LIKELY BE REQUIRED TO ACHIEVE DESIRED COMPACTION LEVELS. MOISTURE CONDITIONING IS HIGHLY WEATHER–DEPENDENT (I.E., DRY, WARM AND WINDY CONDITIONS) AND COULD DELAY CONSTRUCTION PROGRESS. IN OUR OPINION, CLAY/SILT SOILS ARE BEST USED AS FILL IN LANDSCAPING AREAS OR POTENTIALLY AS LOWER LIFTS IN PAVEMENT AREAS PROVIDED THE MOISTURE CONTENTS CAN BE SUFFICIENTLY LOWERED FROM THE NATURAL STATES TO FACILITATE COMPACTION EFFORTS. WE RECOMMEND THAT STRUCTURAL FILL BE COMPACTED TO AT LEAST 95% COMPACTION BASED ON MODIFIED PROCTOR METHODS (ASTM D1557) FOLLOWING APPENDIX D GUIDELINES. PERIODIC FIELD DENSITY TESTS SHOULD BE TAKEN BY CGC STAFF WITHIN THE FILL TO DOCUMENT THE ADEQUACY OF COMPACTIVE EFFORT.

AS DISCUSSED PREVIOUSLY, UP TO ABOUT 9 FT OF NEW FILL WILL BE REQUIRED TO ESTABLISH FLOOR SLAB GRADES WITHIN THE NORTH/NORTHWESTERN PORTIONS OF THE BUILDING. THE WEIGHT OF THE NEW FILL WILL RESULT IN SETTLEMENT OF THE UNDERLYING, SLIGHTLY TO MODERATELY COMPRESSIBLE CLAY SOILS IN EXCESS OF TYPICALLY TOLERABLE LIMITS. TO REDUCE THE RISK OF POST–CONSTRUCTION SETTLEMENT EXCEEDING TYPICALLY TOLERABLE LEVELS, WE RECOMMEND THAT NEW FILL PLACEMENT TO THE FLOOR SLAB SUBGRADE ELEVATION OCCUR IN ADVANCE OF FOUNDATION EXCAVATION AND CONSTRUCTION TO ALLOW THE EXISTING SOILS TO LARGELY SETTLE UNDER THE WEIGHT OF THE NEW FILL. FILL PLACEMENT TO FINISH SUBGRADE OUTSIDE THE BUILDING IN THE NORTH/NORTHWEST SHOULD ALSO OCCUR IN ADVANCE OF FOUNDATION EXCAVATION. IN GENERAL, WE ANTICIPATE A CONSOLIDATION PERIOD ON THE ORDER OF 4 TO 6 WEEKS (POTENTIALLY LONGER, PENDING THE EVALUATION OF SURVEY DATA) LIKELY TO BE ADEQUATE. SETTLEMENT PLATFORMS OR MONITORING POINTS SHOULD BE ESTABLISHED WITHIN THE BUILDING FOOTPRINT AND WHERE MAXIMUM FILL HEIGHTS ARE PLANNED. THE SETTLEMENT MONITORING POINTS SHOULD BE SURVEYED AT THE TIME OF INSTALLATION, IMMEDIATELY AFTER THE FULL HEIGHT OF THE FILL REACHES THE FLOOR SLAB SUBGRADE ELEVATIONS, AND TWICE PER WEEK UNTIL THREE CONSECUTIVE SETS OF SURVEY READINGS INDICATE THAT SETTLEMENT HAS LARGELY CEASED. FOUNDATION CONSTRUCTION WITHIN THE MONITORING AREA CAN BEGIN AFTER THE SETTLEMENT DATA INDICATES THAT SETTLEMENT HAS LARGELY CEASED. NOTE THAT, DURING THE SETTLEMENT MONITORING PERIOD, FOUNDATION CONSTRUCTION CAN PROCEED WITHIN PORTIONS OF THE BUILDING WHERE FOOTINGS ARE EXPECTED TO BEAR IN NATIVE SOILS OR WHERE LESS THAN BOUT 4 FT OF FILL IS REQUIRED TO ESTABLISH FLOOR SLAB ELEVATIONS.



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SCALE : 1" = 60' (30 X 42)

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PROJECT INFORMATION

WCSD - HERITAGE ELEMENTARY SCHOOL

Woodland Drive

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KEY PLAN

SHEET INFORMATION

PROJECT MANAGER RS

PROJECT NUMBER 319203-01

OVERALL GRADING PLAN

C300

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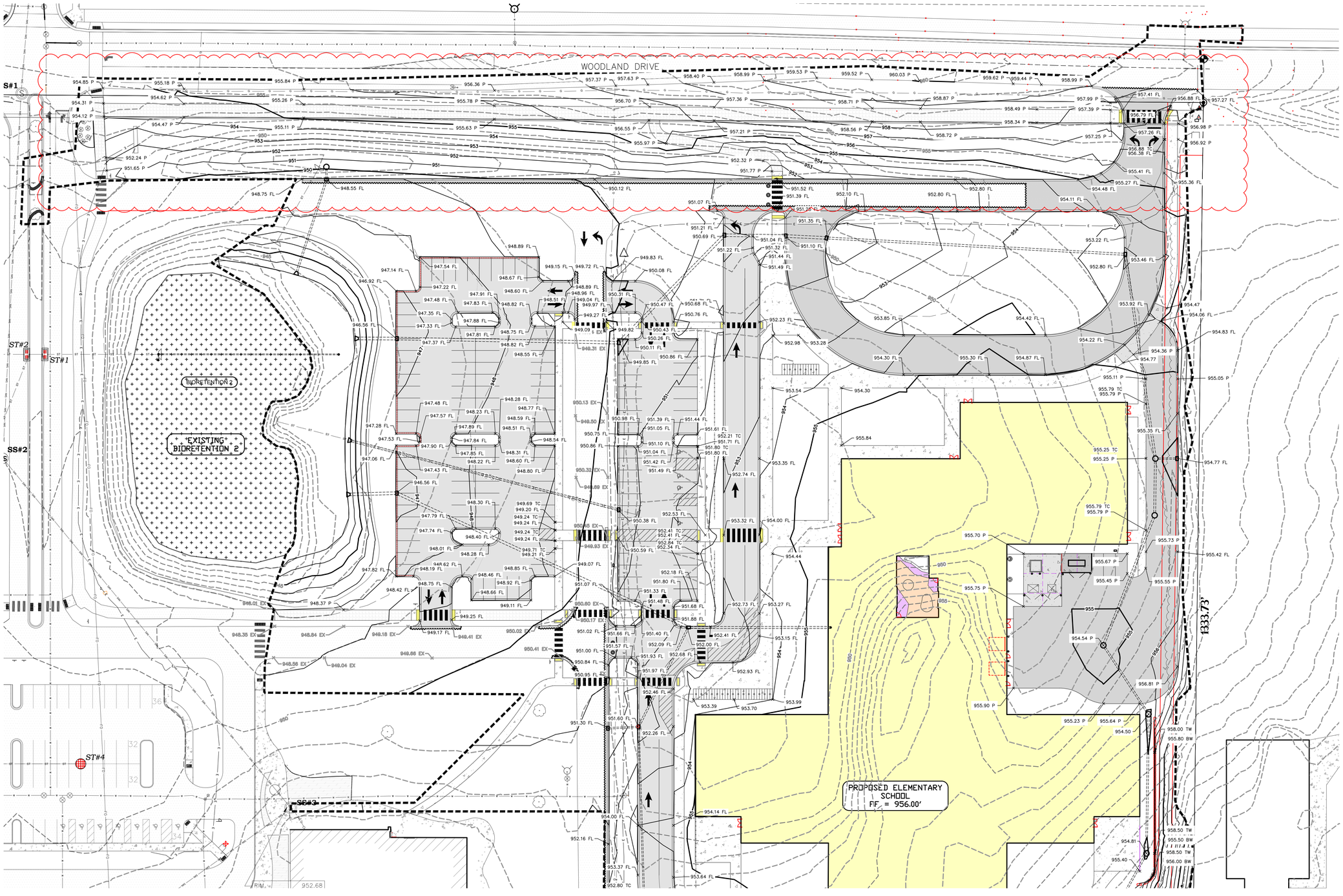

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SCALE : 1" = 30' (30 X 42)

GRADING LEGEND

- - - - - - - -	EXISTING CONTOUR
————	PROPOSED CONTOUR
× 1000.00 P	PAVEMENT ELEVATION
× 1000.00 FL	FLOW LINE ELEVATION
× 1000.00 TW	TOP OF RETAINING WALL ELEVATION
× 1000.00 BW	BOTTOM OF RETAINING WALL ELEVATION

GRADING NOTES

1. CONTRACTOR SHALL CALL DIGGERS HOTLINE PRIOR TO ANY CONSTRUCTION.
2. ALL MATCHING PAVEMENT AND STORM SEWER ELEVATIONS SHALL BE VERIFIED IN THE FIELD TO ALLOW FOR PROPER DRAINAGE.
3. CONTOUR AND SPOT ELEVATIONS SHOWN ARE FINISH GRADE ELEVATIONS.
4. ALL LAWN AND PLANTING AREAS WHICH HAVE BEEN COMPACTED DUE TO CONSTRUCTION SHALL BE LOOSENED PRIOR TO ADDITION OF TOPSOIL.
5. SIDEWALKS SHALL HAVE A MAXIMUM CROSS SLOPE OF 2% (1:50).

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KEY PLAN

SHEET INFORMATION

PROJECT MANAGER	RS
PROJECT NUMBER	319203-01

GRADING PLAN

C301

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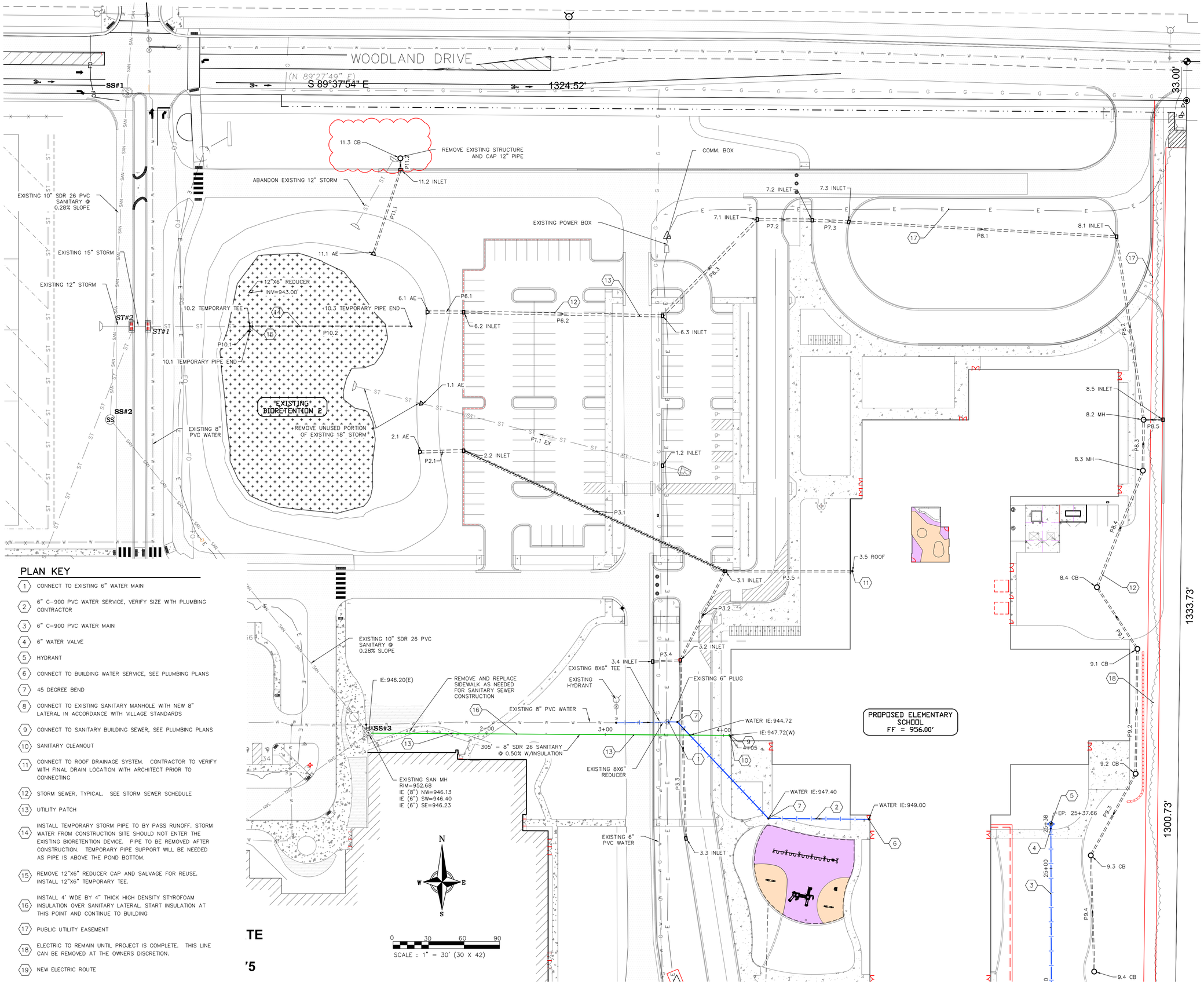

PLAN KEY

1. CONNECT TO EXISTING 6" WATER MAIN
2. 6" C-900 PVC WATER SERVICE, VERIFY SIZE WITH PLUMBING CONTRACTOR
3. 6" C-900 PVC WATER MAIN
4. 6" WATER VALVE
5. HYDRANT
6. CONNECT TO BUILDING WATER SERVICE, SEE PLUMBING PLANS
7. 45 DEGREE BEND
8. CONNECT TO EXISTING SANITARY MANHOLE WITH NEW 8" LATERAL IN ACCORDANCE WITH VILLAGE STANDARDS
9. CONNECT TO SANITARY BUILDING SEWER, SEE PLUMBING PLANS
10. SANITARY CLEANOUT
11. CONNECT TO ROOF DRAINAGE SYSTEM. CONTRACTOR TO VERIFY WITH FINAL DRAIN LOCATION WITH ARCHITECT PRIOR TO CONNECTING
12. STORM SEWER, TYPICAL. SEE STORM SEWER SCHEDULE
13. UTILITY PATCH
14. INSTALL TEMPORARY STORM PIPE TO BY PASS RUNOFF. STORM WATER FROM CONSTRUCTION SITE SHOULD NOT ENTER THE EXISTING BIORETENTION DEVICE. PIPE TO BE REMOVED AFTER CONSTRUCTION. TEMPORARY PIPE SUPPORT WILL BE NEEDED AS PIPE IS ABOVE THE POND BOTTOM.
15. REMOVE 12"X6" REDUCER CAP AND SALVAGE FOR REUSE. INSTALL 12"X6" TEMPORARY TEE.
16. INSTALL 4' WIDE BY 4" THICK HIGH DENSITY STYROFOAM INSULATION OVER SANITARY LATERAL. START INSULATION AT THIS POINT AND CONTINUE TO BUILDING
17. PUBLIC UTILITY EASEMENT
18. ELECTRIC TO REMAIN UNTIL PROJECT IS COMPLETE. THIS LINE CAN BE REMOVED AT THE OWNERS DISCRETION.
19. NEW ELECTRIC ROUTE

TE

'5

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KEY PLAN

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UTILITY PLAN

C401

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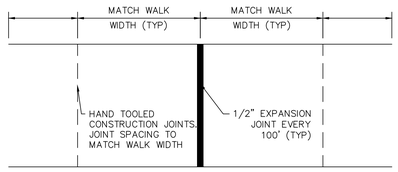
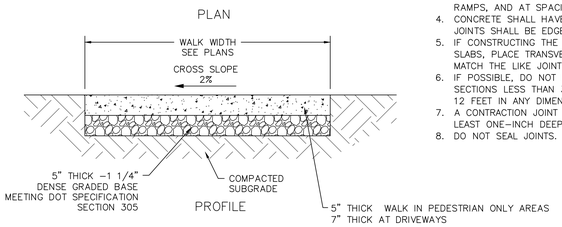
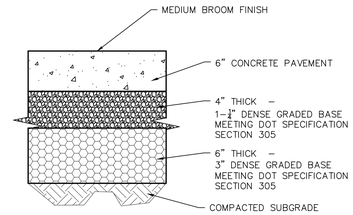


NOTES:
1. COMPACT SUBGRADE TO 95% MOD. PROCTOR

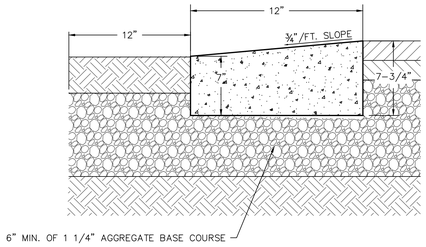


1 C502 SIDEWALK SECTION
NTS

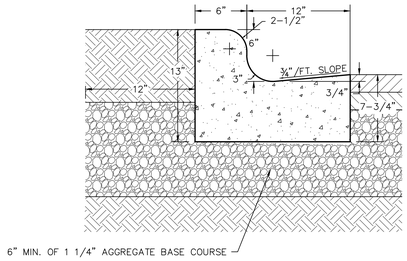
GENERAL NOTES:
1. FOR SIDEWALK OF UNIFORM WIDTH, CONSTRUCT TRANSVERSE JOINTS AT RIGHT ANGLES TO THE SIDEWALK CENTERLINE, AND CONSTRUCT LONGITUDINAL JOINTS PARALLEL TO THE CENTERLINE, UNLESS SPECIFIED OTHERWISE. FOR SIDEWALKS OF VARIABLE OR TAPERING WIDTHS, MAKE THE TRANSVERSE AND LONGITUDINAL JOINTS AT RIGHT ANGLES TO EACH OTHER, IF POSSIBLE, AND CONSTRUCT THE JOINTS AS THE ENGINEER LAID THEM OUT IN THE FIELD.
2. USE CONTRACTION JOINTS TO DIVIDE THE SIDEWALK INTO SECTIONS.
3. EXPANSION JOINTS TO BE PLACED AT SIDES OF DRIVEWAY APPROACHES, UTILITY VAULTS, CURB RAMPS, AND AT SPACING NOT TO EXCEED 100'.
4. CONCRETE SHALL HAVE A BROOM FINISH, ALL JOINTS SHALL BE EDGED.
5. IF CONSTRUCTING THE SIDEWALK IN PARTIAL WIDTH SLABS, PLACE TRANSVERSE JOINTS SO THEY MATCH THE LIKE JOINTS IN ADJACENT SLABS.
6. IF POSSIBLE, DO NOT DIVIDE SIDEWALKS INTO SECTIONS LESS THAN 3 FEET OR GREATER THAN 12 FEET IN ANY DIMENSION.
7. A CONTRACTION JOINT IN SIDEWALK SHALL BE AT LEAST ONE–INCH DEEP AND 1/4–INCH WIDE.
8. DO NOT SEAL JOINTS.



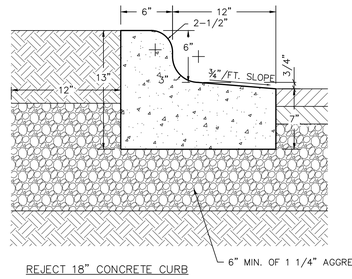
3 C502 CONCRETE PAVEMENT SECTION
NTS



4 C502 12" RIBBON CURB
NTS

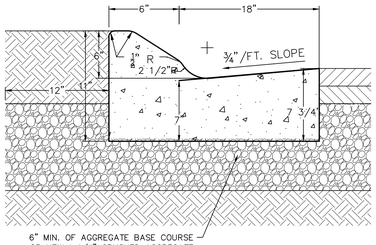


STANDARD 18" CONCRETE CURB



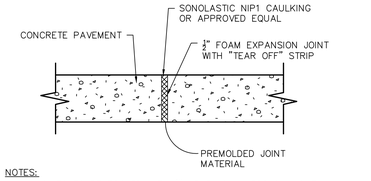
REJECT 18" CONCRETE CURB

GENERAL NOTES:
LATERAL CONTRACTION JOINTS SHALL BE PLACED AT INTERVALS OF NOT MORE THAN 15', NOT LESS THAN 6' IN LENGTH. THE JOINTS SHALL BE A MINIMUM OF 3" IN DEPTH. EXPANSION JOINTS SHALL BE PLACED TRANSVERSELY AT RADIUS POINTS ON CURVES OF 200' OF LESS, AND AT ANGLE POINTS, OR AS DIRECTLY BY THE ENGINEER. THE EXPANSION JOINT SHALL BE ALONE PIECE ASPHALTIC MATERIAL HAVING THE SAME DIMENSIONS AS CURB & GUTTER AT THAT STATION AND BE 1/2" THICK. IN ALL CASES, CONCRETE CURB & GUTTER SHALL BE PLACED ON THOROUGHLY COMPACTED CRUSHED STONE.



MOUNTABLE 18" CURB & GUTTER

2 C502 CURB & GUTTER
NTS

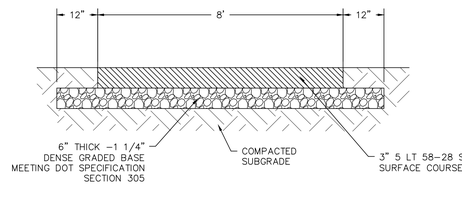


NOTES:
1 ALL JOINTS TO BE TOOLED WITH 1/4" RADIUS UNLESS SAW CUT

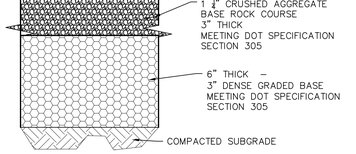
2. PLACE WHERE INDICATED OR WHERE PAVEMENT ABUTS FOUNDATIONS, CURBS COLUMNS OR OTHER IMMOVABLE OBJECTS, OR WHERE OPERATIONS ARE STOPPED FOR MORE THAN 1/2 HOUR. PLACE IN MANNER CONSISTENT WITH CONTROL JOINT LAYOUT.

3. CAULKING OF ALL EXTERIOR SITE WORK BY SITE CONTRACTOR.

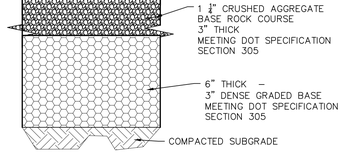
8 C502 EXPANSION JOINT – SECTION
NTS



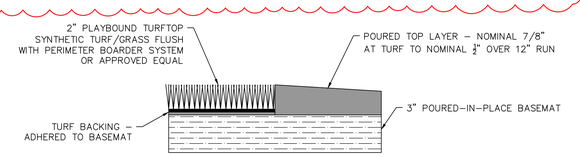
5 C502 ASPHALT BIKE PATH
NTS



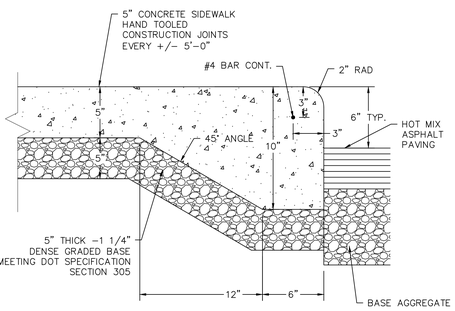
6 C502 LIGHT DUTY PAVEMENT SECTION
NTS



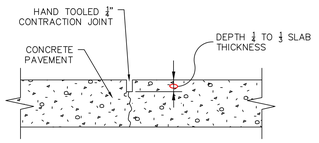
7 C502 HEAVY DUTY PAVEMENT SECTION
NTS



12 C502 MERGING PLAYBOUND POURED IN PLACE AND TURFTOP
NTS



9 C502 THICKENED EDGE SIDEWALK
NTS



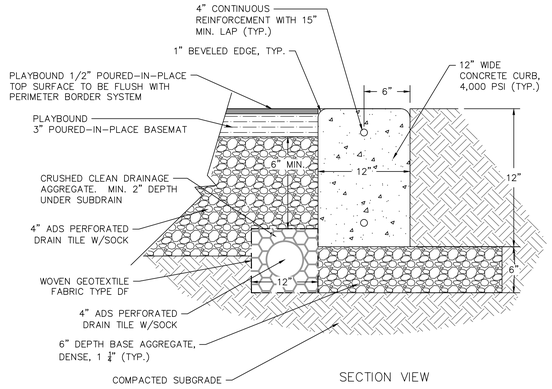
NOTES:

1 ALL JOINTS TO BE TOOLED WITH 1/4" RADIUS UNLESS SAW CUT

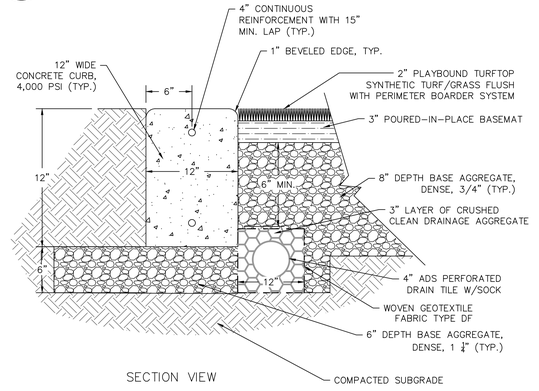
2. DO NOT SEAL OR FILL CONTRACTION JOINTS.

10 C502 CONTRACTION JOINT
NTS

GENERAL NOTES:
INSTALL PLAYGROUND SURFACING ACCORDING TO MANUFACTURER'S INSTALLATION INSTRUCTIONS



11 C502 POURED–IN PLACE PLAY SURFACE SECTION
NTS



13 C502 SYNTHETIC TURF PLAY SURFACE SECTION
NTS

eua
milwaukee | madison | green bay | denver | atlanta

PROFESSIONAL ENGINEERING LLC
818 N Meadowbrook Ln
Waunakee, WI 53597
(608) 849-9378

PROJECT INFORMATION

WCSD - HERITAGE ELEMENTARY SCHOOL

Woodland Drive

ISSUANCE AND REVISIONS

DATE	DESCRIPTION
02-07-2023	BID PACKAGE 1
03-10-2023	BID PACKAGE 1 - ADDENDUM 01
04-28-2023	CONSTRUCTION DOCUMENTS - BP 03
05-08-2023	CB 05
08-15-2023	CB 11
11-10-2023	CB 14
01-24-2024	CB 16

KEY PLAN

SHEET INFORMATION

PROJECT MANAGER	RS
PROJECT NUMBER	319203-01

SITE DETAILS

C502

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WOODLAND DRIVE – SCHOOL LANDS ROAD DEDICATION

A PARCEL OF LAND LOCATED IN THE NE ¼ OF THE NW ¼ OF SECTION 18, T8N, R9E, IN THE VILLAGE OF WAUNAKEE, DANE COUNTY, WISCONSIN MORE PARTICULALRY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH ¼ CORNER OF SAID SECTION 18; THENCE S 00°41'53" W ALONG THE EAST LINE OF SAID NE ¼ OF THE NW ¼, 50.00 FEET; THENCE N 89°37'55" W, 1324.53 FEET TO THE WEST LINE OF SAID NE ¼ OF THE NW ¼; THENCE N 00°44'44" E ALONG SAID WEST LINE, 50.00 FEET TO THE NORTH LINE OF SAID NE ¼ OF THE NW ¼ AND THE CENTERLINE OF WOODLAND DRIVE; THENCE S 89°37'55" E ALONG SAID NORTH LINE AND CENTERLINE, 1324.49 FEET TO THE POINT OF BEGINNING. THIS DESCRIBED PARCEL CONTAINS 1.52 ACRES OR 66,224 SQ. FT. AND IS FOR THE PURPOSE OF A PUBLIC ROAD RIGHT OF WAY DEDICATION.

Minutes of Human Resources Committee Meeting.

The Board of Education
Waunakee Community School District

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

I. **CALL TO ORDER**
Chairperson Engebretson called the meeting to order at 7:30AM.

II. **ROLL CALL**
Present: Engebretson, Ensign, Heinrichs
Also present: Guttenberg, Grabarski, Summers

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

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

V. **CONSIDERATION OF THE 24.25 EMPLOYEE GUIDELINES**
Grabarski presented and answered questions regarding the employee guidelines. A summary document highlighting language changes or additions is attached to the agenda. All edits are highlighted with green text and language deletions are noted with strikethrough.

Also attached are the Aquatic Center Staff Guidelines.

A motion was made by Heinrichs, second by Ensign, to recommend that the full board consider the updated employee guidelines as presented with an edit to the job title for Director of Business Services. Motion carried 3-0.

A motion was mad by Heinrichs, second by Ensign, to recommend that the full board consider the Aquatic Center Staff Guidelines as presented. Motion carried 3-0.

VI. **ADJOURN**
A motion was made by Ensign, second by Heinrichs, to adjourn the meeting at 7:50AM. Motion carried 3-0.

School Board Memo
Employee Guideline Modifications
6.4.2024

This summary focuses on changes to the guidelines, whether additions or deletions, not modified language or location of language for clarity, condensing or for formatting purposes.

Table of contents / page numbers will not be accurate until strikethrough language is removed and the whole document is re-formatted.

All three versions are now in a format that permits searching and advancing more easily to a certain section.

Teacher

Part I - Definitions

Defined full time within new Middle School Schedule

Part III - Layoffs, Transfers, Non-renewals

Openings are now posted digitally

Part IV - Teaching Load and Workday

Defined a normal middle school teaching load in the new schedule
Re-defined travel time within district facilities due to new location of HES
Added the clock hours definition of the workday
Updated the hourly rate for IEP/ 504 participants

Part V - Leaves

Changed the sick time / personal time allocation to 8 sick / 4 personal days
Added aunt / uncle to definition of family for bereavement
Reduced limits of unpaid personal time to coincide with additional paid personal time

Part VI - Benefits

Clarified where employees can get insurance rates
Reduced the employer contribution rate by 3% based on prior health plan approval
Detailed annual health incentive participation
Increased value of the Alternative Benefit Plan (ABP) and related it to lowest cost plan offering
Related ABP participation and eligibility to enter the Family Reimbursement Account
Added the FRA section based on prior health plan approval
Added language clarifying retiree insurance offerings are subject to change
Clarified that the district uses a plan administrator for HRA

HRA increased annual contributions $54 per individual
Increased sick day value by $8
Clarified how sick time is provided back to employees after an approved Workers Comp Claim
Added language about home athletic admission for greater awareness

Part IX - Salary Schedule/ Compensation
Clarified when the new compensation system started
Updated the base salary
Updated curriculum writing rate
Update to summer school rates approved earlier in the 23/24 school year
Updated dept chairs and building coordinator stipend
Updated the substitute teacher rate
Updated the extended supervision rate
Updated the Special Education extra duties rate

Part XI - Co-curricular Salary Schedule
Updated the base salary / example stipend
Increased the percentages of Cross Country, Golf, Lacrosse, and Tennis to be consistent w/ other sports of like season / student participation rates
Added previously approved co-curriculars - Adaptive Sports League, eSports, Aviation Club, Best Buddies, and MS Athletic Coordinator
Re-named Schmidt's Woods to Conservation Club
Increased the percentages of Asst. MS Student Council and MS Skills USA to be consistent with other like clubs / orgs
Updated the rates of the Other Positions
Updated the FMLA Rights declaration to most recent DOL flyer

Appendix A Added this information based on the work of the Teacher Compensation and Teacher / HR Workgroup Committees

Hourly Staff

4.0 - Compensatory Time
Comp Time may be accumulated and used within January 1 - December 15 timeline

6.0 - Time Off
Changed time off allocations for 11 and 12 month employees to uniformly coincide with hire anniversary
Increased the personal day allocation of school year employees to 4, decreased sick day to 8
Added aunt / uncle to the definition of family for bereavement leave

7.0 - Benefits

Clarified where employees can get insurance rates
Reduced the employer contribution rate by 3% based on prior health plan approval
Detailed annual health incentive participation
Added the FRA section based on prior health plan approval

8.0 - Other Benefits

Clarified how sick time is provided back to employees after an approved Workers Comp Claim
Added language about home athletic admission for greater awareness

9.0 - Retirement

Added $8 to value of sick day
Added language clarifying retiree insurance offerings are subject to change

14.0 - Other Duties

Increased driver rate to match teacher rate, $32.40

Appendix A Updated the FMLA Rights declaration to most recent DOL flyer

Appendix B Updated hourly rates based on prior compensation plan approval
Reclassified Grants Specialist and Special Ed Compliance Specialist to Level 4

Appendix C Updated hourly rates based on prior compensation plan approval

Appendix D Updated hourly rates based on prior compensation plan approval

Appendix F Increased value of the Alternative Benefit Plan (ABP) to match teacher rate, $400
Related ABP participation and eligibility to enter the FRA

Admin / Admin Support

Section I Positions

Retitled Associate Principal to match job descriptions
Split Special Ed Coordinator roles

Section II Salary Increases

Aligned evaluation timing language to policy and practice

Section III Benefits

Clarified where employees can get insurance rates

Reduced the employer contribution rate by 3% based on prior health plan approval

Detailed annual health incentive participation

Added the FRA section based on prior health plan approval

Clarified how sick time is provided back to employees after an approved Workers Comp Claim

Added language about employees in operational roles can access reimbursement for certifications other than credits

Section IV Leaves

Added aunt / uncle to bereavement leave

Section VI Retirement

Removed language limiting retirements to two (2) personnel per year

Added language clarifying retiree insurance offerings are subject to change

Removed vesting schedule for hires prior to April 2010 - all fully vested

Updated the FMLA Rights declaration to most recent DOL flyer

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Teacher
Employment Guidelines

BOE Adopted: 4/2012
Updated: 7/1/24

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Purpose

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

PREAMBLE

The educational welfare of the children of the district is paramount in the operation of the schools. The community rightfully expects men and women of the highest caliber and unbiased in their opinions to serve in the most important task of teaching its children.

It is recognized that education consists of the reciprocal processes of teaching and learning. The effectiveness of these processes is dependent upon the dedication of the teachers and the motivation of their students.

Therefore, the community, through the Board of Education, will endeavor to acquire and maintain teachers who recognize teaching as an honorable profession. The Board of Education and the teaching staff shall endeavor to provide both equal and varied opportunities for a sound education based on excellence of instruction, study, high scholastic standards, participation, good health, the spirit of fair play, and joy in work well done to insure that our students shall be responsible citizens serving as a perpetuation of the American freedoms. Through leadership and proper teacher-student relationship, we hope to create an atmosphere conducive to educational advancement, friendship, fellowship, and loyalties while always forging toward new and enriched goals.

Part 1
DEFINITIONS OF STAFF AND RELATED INFORMATION

Article A - Part Time Teachers

Article B - Job Sharing Assignment

Article A - Part Time Teachers

A part time teacher is a teacher who is employed by the District for less than a full 100% contract.

1. Determination of Contract Percentage/Salary
   The contract percentage for a part time teacher is determined in the fashion below.

   a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.

   b. Middle school (7-8) (full time is 12 assignments per 3 day rotation ~~six~~ Contract Percentage = number of assignments divided by 12~~6~~/semester ~~or = number of assignments divided by 12/year.~~

   c. High school (9-12) (full time is six assignments or 3 blocks) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

      Contract percentage for part time positions such as library, guidance, SWD or similar positions will be determined by the Administrator.

2. Pay for Extra Partial Days
   The formula for pay for the nine (9) full time days worked in the contract will be determined as follows:

   Full time salary amount divided by one hundred and eighty-eight (188) days - Daily Rate

   Daily Rate x Contract Percentage = Contracted Pay
   Daily Rate minus Contracted Pay x (nine) 9 = Additional Compensation

   Example
   Employee works ninety percent 90% contract
   Full time salary amount = $45,000

   45,000 divided by 188 = $239/day

   $239 x .90 = $215.43
   $239 minus $215.43 = $23.57 x 9 = $212.13 (adjustment)

3. Full Day/Partial Week Computation
   A part time teacher that works full days but not full weeks (e.g. Monday, Wednesday, Friday) will have their contract established on a per diem basis.

   Days worked will include parent-teacher conference days, workshop and staff development days. For example: a teacher works Mondays, Wednesdays, and Fridays

and the actual days worked with students total 102 plus the 9 days above (7 work/convention days and 2 conference days) 102 + 9 = 111 days worked; 111 days divided by 185 = 60% contract; 60% x salary = salary.

Holiday pay would be calculated at the daily rate times contract percentage times three and added to the computed salary. In the example above, for a teacher with a $45,000 salary, it would be daily rate ($239) x 60% ($143.62) x 3 (holidays) = $430.85

4. Nine Additional Days
   The nine (9) full time days referenced in subsection (3) above are the seven (7) workshop/staff development days and two (2) parent-teacher conference days

5. Department and Faculty Meetings
   Part time staff will attend all department and faculty meetings if required by the principal. If they are not normally scheduled at this time, they will receive an hourly wage according to the extended year schedule.

6. Sick Leave Accumulation
   Part time teachers' sick days accumulate at the same rate as their contract percentage. (A fifty percent (50%) teacher who used no sick days in a year has twelve (12) days x fifty percent (50%), or six (6) full days accumulated for future use).

7. Fringe Benefits
   Teachers working at least 30 hours but less than 40 hours per week shall be eligible to receive the following benefits: prorated health insurance benefits or cash in lieu of insurance, prorated dental benefits, prorated enrollment in long-term disability, optional enrollment in the voluntary short-term disability and vision plans, a life insurance policy with the value equal to a teacher working 100% FTE, and participation in the District's Flexible Spending Plan(s) if meeting the plan's eligibility criteria.

   Teachers working less than 40 hours per week shall be eligible for the following benefits: enrollment in the Wisconsin Retirement System if meeting the Employee Trust Funds eligibility criteria, prorated District contributions to a retirement health reimbursement arrangement account and enrollment in voluntary retirement 403(b) and 457 plans.

8. Job Security
   Part time teachers will have the same rights as full time teachers in regard to probationary period, (three years of employment) just cause, grievance, and discharge.

Article B - Job Sharing Assignment

A job share is defined as one full-time position with two teachers sharing the position. Approval of a job share is solely at the discretion of the Superintendent. A job share will not be approved if there is already a job share in the same grade level in the same building or in the same department in the same building. A job share will only be approved if it is evident that it will benefit both the teachers and the students. A job share may only be created between two existing employees. The district will not hire a part-time teacher to become part of a job share. If two teachers wish to request a job sharing assignment, they should approach their building administrator and discuss the request. If the building administrator is willing to consider the request, they will schedule a meeting with the teachers, the Director of Human Resources, and the Superintendent. In order to be considered for a job sharing assignment, the two teachers must agree to the following:

- Both teachers understand they are sharing one position and they will split the workload equally
- Both teachers understand that they relinquish the right to a full-time position as a result of the job share
- Both teachers understand that in the event one individual leaves the job share, it ceases to exist
- If one member of the job share substitutes for the other, they will be paid the current daily substitute rate
- Seniority will accumulate at 50% of the full-time rate for each individual
- Each individual will work full days on staff development days and parent-teacher conference days and have their pay adjusted accordingly
- Sick and personal days are based on the contract percentage
- Principals may require both individuals to attend staff meetings
- Each teacher will be responsible for all normal administrative tasks, record keeping, plans, etc.
- Each teacher will be evaluated separately based upon the normal evaluation rotation
- Both teachers will be responsible for providing ongoing and consistent communication regarding students and parents
- After July 1, 2015, language under Part I, Article A-6 applies

Part II
GRIEVANCE PROCEDURE

Article A - Definitions

Article B – Procedures

Article C – Timelines

Article D – Exclusive Remedy

Article A - Definitions

1. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
    a. the name and position of the grievant;
    b. a clear and concise statement of the grievance;
    c. the issue involved;
    d. the relief sought;
    e. the date the incident or alleged violation took place;
    f. the specific section of the Policy or workplace safety rule alleged to have been violated; and
    g. the signature of the grievant and the date.

2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.

3. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Article B - Procedures

<u>First Step</u>
Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Article C - Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the

basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Article D - Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Part III
LAYOFFS, TRANSFERS, NON-RENEWALS

Article A - Layoff and Recall Procedure

Article B – Vacancies and Transfers

Article C - Non-Renewal/Renewal

Article D - Late Resignations

Article E – Rehired Teachers

Article A - Layoff and Recall Procedure

1. This procedure shall apply when the Board of Education reduces the teaching staff of all part-time and full time teachers. The Board shall have the sole right to determine the teaching position or positions to be eliminated.

2. Layoff shall occur when one or more of the following circumstances are present:
    a. A substantial decrease in pupil population within the School District.
    b. Loss of operating revenues.
    c. A substantial decrease in the enrollment in a specific grade level or program area or the elimination of a program(s).
    d. The return of a teacher from a leave of absence.
    e. Other legitimate reasons which require a reduction in staff. The Board shall not apply this section in an arbitrary or capricious manner.

3. Procedures and timelines in WI SS 118.22 will be followed in the event of a layoff.

4. The selection of the teachers to be laid off shall be made according to the following guidelines:
    a. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent possible.
    b. Volunteers will be considered next. Voluntary layoff shall occur only by mutual agreement between the teacher who volunteers for layoff and the Board.
    c. Teachers on intensive supervision will be considered next.
    d. If steps (a), (b) and (c) are insufficient to accomplish the desired reduction in staff, the following will occur:

    Layoff decisions will be based upon a-c above, and longevity in the District. The teachers with the fewest years of service shall be considered first for layoff.

    The Board shall determine the employee for layoff. The Board will notify the teacher in the notice of layoff of the reason for the layoff and of the teacher's re-employment rights. Layoff decisions shall not be based upon salary.

5. <u>Recall</u>
    Teachers laid off under the terms of this article will be given priority for such vacancies that occur in their area of certification for a period of two (2) years following the layoff if the employee is certified and qualified for the position as determined by the district. Reinstatements shall be made without loss of credit or accrued benefits from prior years of service in the District. Within ten (10) calendar days after a teacher received a notice of re-employment, they must advise the district, in writing, that they accept the position offered by such notice and will be able to commence employment on the date specified therein. Any notice shall

be considered received when sent by registered letter, return receipt requested, to the last known address of the teacher in question as shown on the district's records. It shall be the responsibility of each teacher on layoff to keep the district advised of their current whereabouts. Any and all re-employment rights granted to a teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10) calendar days any position for which they are certified, offered to them by the district.

6. No teacher may be prevented from seeking and securing other employment during the period they are laid off under this article.

7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate in the group health and life insurance plans then in effect at their own expense, provided such participation is permitted under the insurance contract and provided the teacher has not been re-employed in a position where health and life insurance coverage is available.

Article B – Vacancies and Transfers

1. When the Board of Education officially accepts a resignation (teaching assignment, co-curricular, or special services), and the Board of Education decides to fill the vacancy, it will be listed as an official opening on the professional staff and posted in designated district platforms~~areas in each school center~~. Qualified and interested personnel may apply for vacant positions without resigning their current positions in the District.

2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building shall file a written statement of such desire with their building administrator and/or the Human Resources Director. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, the reason for the request, and the school or schools to which they desire to be transferred, in order of preference. Transfer decisions shall be made at the discretion of administration, based upon district, school and student needs. Teachers will be required to interview for vacant positions in other buildings prior to transfer decisions being made. Any teacher who meets posted requirements for the vacancy, has received satisfactory evaluations, and is not on a plan of improvement shall be granted an interview upon request.

3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be made without prior consultation with the teacher. Such transfers shall be made to meet the needs of the assigned school and grade as determined by the building principal or Director of Student Services and the District Administrator.

Article C - Non-Renewal/Renewal

1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto, at least fifteen (15) days prior to giving written notice of refusal to renew a full-time teacher's contract for the ensuing school year, and not later than the last day in April, the Board of Education, through the District Administrator, shall inform the full-time teacher by preliminary notice, in writing, that the Board is considering non-renewal of the full-time teacher's contract. The full-time teacher

shall then be granted either a private or public conference, at the full-time teacher's option with the Board, if he files such notice within five (5) days of receipt of the notice of refusal. At the time of the conference with the Board, the full-time teacher and the Board may each be represented by one (1) individual of their own choosing. School District Administrator(s) may be present at the conference and represented by one (1) individual of their choosing.

2. Teachers employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22 of the State Statutes during the first three years of continuous employment in the District. Non-renewals of teachers with three (3) years or less of continuous employment in the school district are at the discretion of the Board of Education.

3. After completing the probationary period, the following procedure for non-renewal shall be followed:
    a. A non-probationary teacher who has not been placed on a plan of improvement under the District's evaluation procedures for three consecutive semesters will only be non-renewed for just cause.
    b. A non-probationary teacher who has been placed on a plan of improvement under the District's evaluation procedures for three or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.

4. The action of the Board either to renew or not to renew such full-time teacher's contract, whether or not the full-time teacher has requested a conference, shall not be taken until at least fifteen (15) days following the receipt by the full-time teacher of the written notice provided in Step 1, but, in no event, later than May 15. The action of the Board in following this non-renewal procedure shall not be subject to the grievance procedure.

5. <u>Renewal</u>
   According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of renewal of contract for the ensuing school year by May 15th and they shall accept or reject in writing such contract not later than the following June 15th.

6. <u>Discharge/Discipline</u>
   Discharge and discipline for non-probationary teachers shall be based on just cause and is subject to the grievance procedure.

Article D - Late Resignations

1. Teachers who request a release from their teaching contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be:
    a. Five hundred dollars ($500) after June 15 but before July 15 of a newly contracted year.
    b. Seven hundred and fifty dollars ($750) after July 15 but before the first day all teachers report for a newly contracted year.
    c. One thousand five hundred dollars ($1,500) after the first day all teachers

report for a contract year.

2. A release from a teaching contract is at the discretion of the Board of Education as the teacher is expected to honor their contract to teach in the district except in cases where the circumstances are beyond the teacher's control. The Board may waive or reduce the above fees at their discretion in such cases. The Board will not consider reducing or waiving the late resignation fee unless a specific written request is submitted by the teacher.

3. Part time employees will have the penalties prorated based on their FTE level.

Article E - Rehired Teachers

If a teacher resigns his or her position with the district and is subsequently rehired to teach in the district, all other terms and conditions of employment, e.g. salary, probationary period, and sick leave accrual, , shall be applied as if the teacher was new to the District, with the option for Human Resources to offer credit for prior service.

Part IV
TEACHING LOAD AND WORKDAY

Article A - Normal Teaching Load

Article B – Workday

Article A - Normal Teaching Load

1. Thirty minutes must be scheduled for a duty free lunch period.

2. A normal elementary (Pre K-6) teaching load per day shall consist of a maximum of 315 minutes of instructional teaching per day averaged per week. The principal shall schedule and assign classes. No teacher will be assigned more than 315 minutes of instructional teaching per day averaged per week, without compensation for an overload. The K-6 building principals will structure the teacher workday and utilize the assistants in such a way as to maximize teacher classroom management and planning times as much as reasonably possible. The work day will be structured in such a way as to insure that the classroom teachers will not need to be present with their students for library study skills instruction or guidance instruction, and so that a single longer recess period could be scheduled instead of two shorter periods at appropriate grade levels as determined by the building principal and grade level staff.

3. A normal middle school teaching load shall consist of 12 periods over a three day cycle. The teacher will be assigned the equivalent of one period per three day cycle of supervision responsibilities with no additional compensation. If a teacher is assigned an additional class in a semester, they shall be compensated an additional 8.15% per additional class over a three day cycle, as part of their normal monthly salary (ex. If a teacher were asked to teach 14 periods over a three day cycle, then their additional compensation would be 8.15% x 2 additional classes = 16.3%). The principal shall be responsible for scheduling and assigning classes. ~~The middle school (7 - 8) teaching load shall be six class periods. There shall be no less than eight periods in the normal day. If a teacher is assigned an additional assignment in a semester, they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and assigning classes.~~

4. Prior to each year, a joint review of specialist's schedules for the upcoming school year will be conducted by a teacher representing specialists and the District Administrator with the intent being to keep schedules as reasonable as physically possible. This review process will begin no later than June 1. A reasonable schedule shall not include scheduled overlapping classes.

5. A normal high school teaching load shall consist of twelve instructional periods per year (six per semester or 3 blocks per day each semester) with at least one of these twelve assignments being a study hall, resource room or supervision. A teacher may be assigned, with no additional compensation, another assignment in lieu of the study hall, resource room or supervision (section split of 6/5 or 5/6);. If a teacher is assigned twelve classes (6/6), they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their normal monthly salary. The principal shall be responsible for scheduling and

assigning classes.

6. The following departments/teachers are excluded in the normal teaching load outlined above: library services, counselors, instructional coaches, interventionists, and teachers of children with disabilities. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that nature to provide for the preparation of the activities required therein and should create a schedule accordingly that includes a 30 minute duty free lunch.

7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching assignments outside of the normal workday or structure in lieu of the normal assignment, or for additional compensation at the per diem hourly rate, as agreed upon by the Board and individual teachers.

8. All staff members will be a member of at least one department or grade level committee.

9. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty, lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid the teachers having to travel between buildings to fulfill a supervisory role.

10. A resource room or center is defined as a small group of fewer than twenty-five (25) students that requires the teacher to provide supervisory and tutorial assistance to students. No additional planning time or preparation is required by the teacher for this assignment.

11. A study hall is generally a large group assignment where a teacher's main responsibility is to supervise and manage assigned students. The teacher does provide general learning assistance to students as requested. Study hall supervisors will not be assigned the role of 'tutor' for failing students.

    Supervision for purposes of this article involves the supervision of students for a period of time generally associated with a full class period such as lunchroom, open gym, weight room, hallways, etc. It does not include the duties all staff share such as bike duty, bus duty, playground duty, hall monitoring between classes, etc., that are considered basic functions of the job and the responsibility of teachers.

12. Travel time is defined as travel between building assignments within the district during the teacher's regular work day. Travel time will be included as a contract percentage for the purposes of scheduling and compensation. Travel will not be scheduled during the employee's thirty (30) minute duty free lunch period. The travel time allotments will be no less than listed below.

Middle School (MS) to High School (HS):	Ten (10) minutes
Intermediate School (IS) to Heritage Elementary (HE):	Twenty (~~15~~ 20) minutes
MS/HS to HE/IS	Fifteen (~~15~~ 20)

minutes

~~MS/HS to IS~~ ~~Twenty (20) minutes~~

~~PE to HE:~~ ~~Fifteen (15) minutes~~

MS/HS to Prairie Elementary (PE): Twenty (20) minutes

PE to HE/IS~~IS~~ Twenty (20) minutes

Arboretum Elementary (AE) to IS/HE/PE/MS/HS: Twenty (20) minutes

Travel time contract percentage will be calculated using the basis of the day that constitutes the majority of the teacher's schedule. If equal time is spent between building assignments, travel time percentage will be based on the school in which the teacher work day starts on the first day of school.

Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher. Travel time allotment divided by full time instructional minutes = contract percentage 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned teacher's contract

Article B – Workday

1. The normal workday for all teachers shall be a continuous eight hours. The actual workday for each building shall be established by the Board. Elementary: 7:15 am - 3:15 pm; Grades 5 - 12: 7:45 am - 3:45 pm. Teachers may leave fifteen minutes earlier, but not before the student release time, on Fridays and days preceding a holiday.
2. All faculty and department meetings will be held during normal working hours except that two staff meetings per month may begin fifteen (15) minutes before the normal workday begins or go fifteen (15) minutes later than the end of the normal workday.
3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP teams, the preparation of individual education plans, parent-teacher conferences, or activities of similar nature, which are normally conducted at other times.
4. Department meetings will be held on workshop days and early release days as defined below.
5. Individual teacher workdays may be altered from the continuous eight-hour day described above with mutual agreement of the teacher and District Administrator.
6. Professional Hours
    a. The starting and dismissal times for students will be established by the Board (paragraph 1), provided, however, that no change in the present schedule will increase the length of the teacher work day.

    b. Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L), Wis. Stats.

    c. The concept of professional hours means that a teacher and their appropriate supervisor(s) will determine the teacher's hours based upon the

completion of their duties and the needs of their student(s).

d. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher's position. Professional hours do not abrogate the teacher's duty to supervise pupils as assigned.

e. Professional work hours are governed by the following:
   i. The starting and ending times for teachers are determined by the Board. The normal work day will be eight continuous hours. (See Part IV, Article B, Paragraph 1).

   ii. All teachers are required to attend up to two (2) evening events per contract year as directed by the applicable teacher's building administrator. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers are required to attend administratively called meetings before, during, and/or after the normal workday. Examples of administratively called meetings are, but are not limited by enumeration to: staff meetings and meetings with parents/guardians. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. (Non-public school student IEP's outside the normal day are compensated as noted per the teacher employment guidelines.)

   Teachers will not be adversely affected because they do not attend meetings called before or after the normal school day due to reasonable professional or personal conflicts. However, a pattern of non-attendance would be indicative of unprofessional behavior and should be reflected in the teacher's evaluation.

   Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule.

   iii. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have teachers present only in the classroom during instructional time and disregard their normal teaching responsibilities. In order to provide a means to resolve disagreements a joint teacher/administrator Professional Hours Council will be established. This Council shall be made up of the District Administrator, two administrators, and three teachers. The Council's decisions shall be binding and are not subject to the grievance procedure.

   iv. Inservice compensation for inservice meetings outside the "normal school day" will not be abrogated by professional hours.

7. Individualized Educational Program (IEP) Meetings / 504 Meetings
    a. All teachers are responsible for IEP and 504 related meetings with parents and other professionals.

    b. The Director of Student Services will authorize compensation to special education teachers and regular instructional staff for their required attendance at IEP meetings or Section 504 meetings.

    c. Compensation shall be twenty-seven~~five~~ dollars ($27~~5~~.00) per hour paid to the nearest quarter hour.

    d. Any teacher workday/non-student contact days where IEP or Section 504 meetings are required shall be considered eligible hours. Staff may also submit time used to attend a required IEP or Section 504 meeting during the scheduled student contact day, if attendance occurs during their "verified/scheduled" preparation period, non-scheduled student contact time or if the meeting occurs before or after their primary building's student contact day schedule. If the staff member has no "verified" preparation period or non-scheduled student contact time within their student contact day, attendance at an IEP/504 during their scheduled student contact time IS NOT to be considered eligible time. If the district provides a substitute to allow for staff participation, no compensation will be provided. If a staff member submits "fraudulent" hours that do not meet the validity criteria as outlined in this provision, they may be subject to disciplinary action. All staff members who submit hours for reimbursement within the IEP $10,000 fund MUST have a current daily schedule on file with the Director of Special Education or the hours may be rejected for payment.

    e. Staff members are required to submit their hours within TrueTime to the Director of Special Education on or before the last day of school in order to receive reimbursement. No late submissions will be accepted.

Part V
LEAVES

Article A - Absences with Pay

Article B - Absences without Pay

Article C - General Provisions for Absences with Pay and without Pay

Article A - Absences with Pay

Eligibility and Paid Time Off Allocations
All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections. Paid time off allocations occur on the first day of July each year.

Employees hired after July 1st or after the school year begins will be allocated paid time off on a prorated basis based on a proration of the remaining days in their assignment.

Employees who resign or are terminated before the end of the work year, or assigned number of work days, will have their paid time off prorated (reduced) based on the number of days actually worked.

Employees who do not work the same number of hours on each workday shall have their allocations determined by the average number of hours per day calculated on a weekly basis. Part-time employees shall receive allocations prorated for their FTE.

Administration
The Board of Education may implement and/or change policies to prevent misuse of time off at any time upon their discretion.

The Director of Human Resources, or their designee, may request verification of the need for an employee's time off at their discretion.

Employees are responsible for adhering to the time off guidelines and to use the electronic time off system, Skyward - Employee Access, correctly.

Time off requests should be entered into Skyward prior to the absence being taken.

Time Off Use
All time off requests may be requested in hourly increments of 0.25 hours and must be submitted in Skyward - Employee Access. If time off requests are less than a full day, employees are expected to work for the remaining workday.

Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If you will be absent the entire day, including prep time, you must submit eight (8) hours of time off.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences less than two (2) hours substitute requests are submitted to the building office.

1. Sick Leave
    a. New Teacher Eligibility: A new teacher to the district must teach at least one day in the district in order to be eligible to use sick leave.

    b. Allocation Amounts: Employees shall be given one day of sick leave per

month worked, accumulative to 188 days (1,504 hours). The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.

i. Eight~~Ten~~ (8~~10~~) days of sick leave are allocated each year.

ii. For each experienced teacher entering the school system, five (5) additional days of sick leave shall be granted per semester for the first year of teaching in the system if the individual has accumulated ten (10) days of sick leave in another system. If these additional days are not used, they shall be added to their accumulation of their first year of teaching in the system. Teachers are responsible for obtaining proof of ten (10) unused sick days from another school district and emailing it to the Director of Human Resources by Jan. 1st. If the other school district paid for these unused sick days, they will not be accepted.

c. Use: Sick leave may be used for:

i. Personal illness.

ii. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.

iii. Immediate family* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.

iv. Care for a child in their immediate family that cannot safely be left alone in situation of canceled or closed childcare.

v. Funeral or wake of a friend or a relative that is defined as an immediate family* member.

vi. If an employee exhausts all available sick leave, they must use any available personal leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

* Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law.

d. Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-curricular and/or special services and extended school year assignments.

2. Family and Medical Leave
   a. Under the State and Federal Family and Medical leave Acts, employees may

be entitled to leave above and beyond the leaves provided in these guidelines. Any absence of more than three days that qualifies as Family and Medical leave will be counted as Family and Medical leave. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12-month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. Employees should contact the Director of Human Resources to request Family and Medical leave or to discuss their options for time off under the State and Federal laws. Please see Appendix C for employee rights and responsibilities under the Family and Medical Leave Act.

3. Bereavement Leave
    a. Bereavement leave shall be provided for death in the immediate family for up to three (3) days per occurrence. These days will not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion.

        Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, grandparent-in-law, aunt or uncle.

    b. Teachers may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

4. Personal Leave
    a. Allocation Amounts: Each employee will be credited with four ~~two~~ (4~~2~~) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

    b. Use:
        i. Personal days can be used for anything.

        ii. Unused personal leave is added to accrued sick leave at the end of each school year, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

        iii. Teachers may request to be paid out for up to two (2) unused personal days per year rather than use them or roll them over as sick leave. Unused personal leave is paid out at the current daily external substitute teacher rate.

            Requests must be submitted electronically via Skyward-Employee Access, following the same process used in requesting time off, with the following information in the description area of the request: “unused personal leave payout request.”

            These requests must be made no later than May 30th of the current school year. Payment will be included in the last check of the year.

c. Restrictions on Use:
   i. District-Wide: No more than twelve (12) teachers may use personal leave on any one day.

      Per Building: Less than 800 students: no more than four (4) teachers may use personal leave on any one day; More than 800 students: no more than six (6) teachers may use personal leave on any one day.

   ii. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.

   iii. Personal leave may not be used before or after an unpaid break or holiday.

   iv. Personal leave may not be used on the last ten (10) school days of the year.

   v. Personal leave may not be used during the first week of school.

   vi. Personal leave may not be used for parent-teacher conference time.

d. Requests for Exceptions of Use: The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

6. Professional Leave

a. Professional leave is defined as release from classroom duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of a similar nature. In order to be considered professional, a meeting must meet one or more of the following requirements:

   i. It must be in one's teaching field or in the general field of education.

   ii. It must be designed to increase knowledge, skills, and understanding of subject or related educational matter.

   iii. It must be designated to update knowledge in rapidly changing fields.

   iv. It must be designed to improve teaching methods which will, in turn, improve instruction of students.

b. Professional leave may be granted upon request to the Building Principal or Supervising Administrator. The request will, if possible, be submitted at least three (3) weeks prior to date of leave to allow for processing.

Principals will create a rotation schedule for professional days to allow all teachers opportunities to use professional days. The Board may reimburse the teacher for all reasonable expenses incurred as defined in Policy 671.2.

c. Professional visit: Each faculty member may be granted one (1) day each year to visit a related professional department in another school. The request must be submitted in advance to the appropriate administrator. A report of such visit is to be made to that administrator and department head within one week of the teacher's return to their own school.

7. Military Leave

A teacher who is a member of a reserve component of the armed forces, who is required to enter into active training duty or temporary special service will be granted leave and be reimbursed for time spent in necessary classroom preparation prior to the teacher's departure and the necessary preparation upon return from the leave. The hours of reimbursement will be determined by the District Administrator.

8. Pregnancy Leave

a. The Board of Education shall consider pregnancy to be medically related work interruption. A pregnant staff member shall be permitted to use sick leave as in other cases of staff members' illness or injury.

b. In instances where the building administrator has serious doubts as to the ability of the pregnant staff member to perform the duties of the job, the District Administrator may require the pregnant staff member to secure a medical statement of fitness to perform such duties.

c. The length of leave for childbearing shall be jointly determined by the staff member and the personal physician. The District reserves the right to request a medical exam by a doctor of the District's choosing, at District expense for employee substitute costs and exam costs, to determine a teacher's fitness and availability for normal teaching duties. The District Administrator shall then approve the length of leave for childbearing.

d. Teachers who return after the approved leave will be placed on the salary schedule to which they are entitled and retain all benefits afforded to them under the educational agreement.

9. Jury Duty

The District Administrator shall grant leave for any teacher who is summoned for jury duty on a scheduled workday. The District Administrator shall determine the difference between base salary paid by the district and the per diem paid by the court and establish the share to be assumed by the district.

Article B - Absences without Pay

1. Personal Leave Without Pay

   a. Eligibility: A teacher shall be able to take up to one~~three~~ (1~~3~~) unpaid leave day~~s~~ after completing five (5) full years of employment in the district. ~~After a teacher has utilized an unpaid the three (3) days they will be eligible for another day of three (3) unpaid leave days after completing an each additional three years of employment in the district. These days are not cumulative.~~ Once eligible, teachers are able to take one unpaid day per year and those days do not carry over.

   b. Use:
      i. Unpaid leave requests may be requested for situations that do not fall under any other time off category and are considered "once-in-a-lifetime" requests.

      ii. Applicable paid time off should be exhausted prior to requesting unpaid leave.

      iii. Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access. Pre-approval requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

      iv. The allowance for unpaid leave days will be on a first come, first served basis with each building.

   c. Restrictions on Use:
      i. No more than eight (8) teachers per district and four (4) per building may use unpaid leave at any time.

      ii. Unpaid leave requests must be submitted at least forty-eight (48) hours prior to the absence date(s). This may be waived in case of a family emergency/illness.

      iii. Unpaid leave may not be used during Parent-Teacher Conferences.

      iv. Unpaid leave may not be used to extend holidays, or recesses, except for emergency or educational reasons.

      v. Unpaid leave may not be used on the last ten (10) school days of the year.

2. A one-time leave of absence of up to one year shall be granted upon written request by any teacher providing the teacher has been teaching in the school

system for at least twelve (12) consecutive years. A one-time leave of absence for up to one year may be granted to any teacher upon written request providing the teacher has been teaching in the school system for at least five (5) consecutive years. The request for a leave of absence shall be made before March 1 of the school year preceding the beginning of the absence. During the one-time leave of absence, the teacher on leave will communicate to the Director of Human Resources by March 1st their intent to return. Upon return from such leave, the teacher shall be allowed to advance to the salary they had attained before the leave of absence, and will be assigned to a position that is consistent with their qualifications and certification. The Board of Education has discretion related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is not precedent setting.

If, however, the District Administrator and the Board of Education determine the experience to have been of value to the school system in improving instruction of students, upon return the teacher may be given the salary and benefits that would have accrued had they never left to take the leave of absence.

3. Unpaid Child Rearing Leave

    a. An unpaid child rearing leave shall be provided to teachers who have completed at least one contract year with the District subject to the application requirements in subsection c-i.

    b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks duration. The date for the commencement of the unpaid child rearing leave is either:

        i. The date of the commencement of the teacher's pregnancy leave under Part V, Article A, Section 8, if the child rearing leave is to run consecutive to the teacher's pregnancy leave or

        ii. The date of the commencement of the teacher's family leave request under the applicable State and/or Federal family and medical leave acts if the child rearing leave is not going to run consecutive to the teacher's pregnancy leave.

    c. Leave for child rearing purposes will be granted according to the following process:

        i. To be granted such leave, a teacher must make a written application at least forty-five (45) days prior to the effective date of such leave. The leave must be requested within twelve (12) months of the birth or adoption of the teacher's child.

        ii. The teacher shall notify the Director of Human Resources of the teacher's intent to return to work at least forty-five (45) days prior to the expiration of the leave. This notification may be given in the initial application by indicating the expected date the teacher intends to return to their position. If the teacher does not provide such

notice they will be deemed to have resigned from their position with the District as of the expiration date of the leave. Teachers returning from leave shall be subject to the layoff policy as contained in Part III, Article A of these guidelines, if applicable.

iii. Child rearing leave as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

Article C - General Provisions for Absence with Pay and without Pay

1. Any time a leave is granted under the above provisions, the teacher will not be required to pay the cost of the substitute.

2. During a leave of absence, a teacher may continue to participate in the district's insurance programs during this absence, but must reimburse the district for all premiums. The teacher on leave will reimburse the district for insurance premiums at the same rate as the percentage of leave taken (one hundred percent (100%) leave = one hundred percent (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)

   This applies to all types of unpaid leaves with the exception of those leaves taken under the federal or state Family and Medical Leave Act.

3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence, unless the specific leave provision, under which they take such leave provides for the accrual of additional paid leave for teachers during the period of such leave.

Part VI
BENEFITS

Article A - Health Insurance

Article B – Annual Health Assessment Incentive

Article C – Health Savings Account (HSA)

Article D – Alternative Benefit Plan (ABP)/Cash in Lieu of Health Insurance

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

Article F~~E~~ – Dental Insurance

Article G~~F~~ – Vision Insurance

Article H~~G~~ – COBRA Continuation Insurance

Article I~~H~~ – Flexible Spending Account (FSA) Cafeteria Plan

Article J~~I~~ – Long-Term and Short-Term Disability

Article K~~J~~ – Life Insurance

Article L~~K~~ – Wisconsin Retirement System WRS (Retirement Fund)

Article M~~L~~ – Retirement Eligibility Notification and ~~District Teacher~~ Retiree Benefits

Article N~~M~~ – Retirement Health Reimbursement Account (HRA)
Employees Hired before April 1, 2008 – Retirement (HRA) Benefits
Employees Hired on or after April 1, 2008 – Retirement (HRA) Benefits

Article O~~N~~ – 403(b) Employee Savings Plan and Universal Availability Notice

Article P~~O~~ – 457(b) Deferred Compensation Plan

Article Q~~P~~ – Workers Compensation Coverage and Reporting Responsibilities

Article R - Admission to Home Athletic Events

All insurance carriers, programs, and coverages in this Part VI Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires, health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of August at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

Article A - Health Insurance

1. The district shall maintain an insurance advisory committee that will be responsible for gathering information about insurance options for the Board. The advisory committee shall consist of two BOE members, two teachers, Director of Human Resources who shall serve as the chairperson and either the Business Manager or Executive Director of Operations and two members of the classified staff. The committee shall meet once per quarter. The District's Employment and Benefits Specialist shall serve on the committee as a non-voting member.

2. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides HMO, POS and HDHP health plans.~~shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP)~~. For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

   Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines. The rates in the chart below represent no health assessment participation.

3. HMO and HDHP health insurance employer percent paid based on an employee's weekly work hours over a five (5) day work week.

Teacher	Single Coverage	Family Coverage
8 hours (100% FTE)	8285%	8285%
7+ hours (88% - 99% FTE)	7780%	7780%
6+ hours (75% - 87% FTE)	7275%	7275%

Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. The district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment	Family Rate
Neither spouse participating in ABP	9295%
One spouse eligible & elects enrollment in ABP	8285%

Article B – Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If both the employee and insured spouse~~individuals~~ do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are at the employer contribution rate outlined in the health insurance section of these guidelines. The following employer contribution rates apply towards single or family health coverage for employees participating in the health assessment.

3% rate savings. Single - The individual is required to visit and meet with the Physician's Assistant~~Nurse Practitioner~~ at the district Staff Wellness Clinic. Family - Both the employee and insured spouse are required to visit and meet with the Physician's Assistant

at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). Single - The individual is required to visit and meet with the Physician's Assistant~~Nurse Practitioner~~ at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings. Family - Both the employee and insured spouse are required to visit and meet with the Physician's Assistant at the district Staff Wellness Clinic and both the employee and spouse are required to be current or have completed all recommended age/gender appropriate screenings.

Human Resources will provide employees with the last date to complete the employee and insured spouse~~their~~ annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Physician's Assistant~~Nurse Practitioner~~, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

Article C – Health Savings Account (HSA)

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out of pocket medical expenses. Employees must be enrolled in a High Deductible Health Plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds roll over year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

Article D – Alternative Benefit Plan [ABP] in Lieu of Health Insurance

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (100% FTE) teachers is $~~4~~300 per month. (66% of the lowest cost plan / the single rate offer for the Federal Affordable Care Act.)

Once an employee opts to enroll in the Article D ABP benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in district health insurance to waiving it.

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-district qualified health insurance plan, the employee may choose to waive district health insurance at time of employment or reduce district health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

A. Cash payment per month amount of either: $50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

B. Reimbursement by the district for qualifying out-of-pocket medical expenses incurred on the non-district health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the district's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

Article F - Dental Insurance

Teachers who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible teacher waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

Teacher Staff	Single Coverage	Family Coverage
8 hours (100% FTE)	88%	88%
7+ hours (88% - 99% FTE)	83%	83%

6+ hours (75% - 87% FTE)	78%	78%

Part-time teachers who were employed by the district prior to July 1, 2023 and were enrolled in the district's dental insurance prior to July 1, 2023 shall be legacied in.

Article G – Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

Article H - COBRA Insurance Continuation

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The District follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vison insurance plan(s).

Article I - Flexible Spending Account (FSA) / Cafeteria Plan

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

Article J - Short-Term and Long-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy to teachers working 30 hours or more per week. The employer shall pay for a long-term disability insurance policy for all teachers working 30 hours or more per week. The long-term disability benefit is 90% of salary after 60 calendar days. See the current short-term and long-term policy booklets for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's short-term or long-term disability insurance(s) prior to July 1, 2023 shall be legacied in.

Article K - Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to teachers working 30 hours or more per week. The policy value is $85,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legacied in.

Article L - Wisconsin Retirement System WRS (Retirement Fund)

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

Article M - Retirement Eligibility, Notification and ~~District Teacher~~ Retiree Benefits

1. Notification and Eligibility
   Employees who plan to retire shall notify the Human Resources Director in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.

   Any teacher hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No teacher shall be eligible to retire from the district more than once.

   If an employee meets the years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

2. Benefits
   If the employee provides proper retirement notice outlined above in section 1 of this Article, and who has~~have~~ been employed at least one (1) year in the Waunakee School District and who have reached the age of fifty-five (55) on or prior to the last day of school in the year they wish to retire, they shall be eligible to receive retirement benefits as follows.

   a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in Part VI Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.

   b. District post-retirement HRA contributions are based on when the employee began employment (if hired before April 1, 2008 or hired on or after April 1, 2008). The applicable Retirement Health Reimbursement Account (HRA) post-retirement benefit is outlined in Article M sections 1

and 2.

c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided based on the vesting/percentage schedule in Article M below, except for those designated in either Article M, Section 1 and 2 to vest immediately.

3. ~~Any teacher hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No teacher shall be eligible to retire from the district more than once.~~

4. ~~If an employee meets the years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.¶~~

Article N – Retirement Health Reimbursement Account (HRA)

The HRA provider and plan administrator shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

The district shall provide employer contributions to a Retirement Health Reimbursement Account (HRA) for teachers during active employment each year employed with the District. The annual contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as a teacher in the District. Contributions will cease when the teacher's employment with the District ends.

Part-time employee contributions shall be prorated based upon their percentage of full-time equivalency.

The~~This~~ HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article M~~L~~, above, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

The teacher may additionally be eligible for post-employment District HRA contributions if the employee meets the retirement eligibility criteria in Article ~~L~~M, Sections 1 and 2b & 2c. If eligible, the post-employment district HRA contributions are set forth below and vary according to the date employment began as a teacher in the district.

Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.

Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan:

Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

The District shall pay the HRA plan administrative fee for active employees. The retired employee shall pay the distribution fee to access the HRA funds.

Active Employment Definitions.
Immediate Vesting. The employer annual contribution made during the teacher's active employment that shall vest immediately to the employee.
Prorated Years of Service Vesting. The employer annual contribution made during the teacher's active employment that shall have a variable years of service vesting amount based on the years of service Vesting Schedule outlined below. All prior years of service with the district will be included. The Vesting Schedule is to be used for the HRA benefit, except for those designated in this Article, either Section 1 and 2 that vest immediately.

Vesting Schedule

After # Years Teaching Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%

After 10 years	100%	0%

Post-Employment Definitions.
Years of Service Value. A year of service shall be equivalent to an FTE of 100%. The contribution shall be prorated for teachers with less than 100% FTE.
Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this benefit. The total accumulation value cannot exceed $12,600.00.
Banked Points Value. This is the points value listed on the teacher's final contract issued in August going into their last year of employment.

1. **Employees Hired before April 1, 2008 - Retirement (HRA) Benefits**

a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The annual district HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution

$3674~~40~~.00 Immediate Vesting
$3674~~40~~.00 + Prorated Years of Service Vesting
$734~~680~~.00 = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee's HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article L section 1 and sections 2b and 2c above.

Post-Employment Employer HRA Contribution Calculation

+$ Years of Service Value = $1200 x # Years of service in the district
+$ Sick Leave Value = $113~~105~~ x # Unused sick days on last day of employment
+$ Banked Points Value = $3.00 x # Banked points going into final year of employment
=$ Net Total Post-Employment HRA Value
x$ Vested Percent Years Experience See vesting chart above
=$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by eight equal separate payments and deposited into the HRA by the District. Payments shall occur on each

September 15th and each January 15th following the effective date of the employee's retirement.

2. **Employees Hired after April 1, 2008 - Retirement (HRA) Benefits**

a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The annual District HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution
$3674~~0~~.00 Immediate Vesting $367~~7~~40.00 + Prorated Years of Service Vesting $1,134~~1,080~~.00 = Total Annual HRA Annual Active Employment Employer Contribution

The district will divide and make 10 deposits to the employee's HRA occurring each month of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article L section 1 and sections 2b and 2c above.

Post-Employment Employer HRA Contribution Calculation
+$ Sick Leave Value = $113~~105~~ x # Unused sick days on last day of employment +$ Banked Points Value = $3.00 x # Banked points going into final year of employment =$ Net Total Post-Employment HRA Value x$ Vested Percent Years Experience See vesting chart above =$ Final Total Post-Employment HRA Value

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by two equal separate payments and deposited into the HRA by the District. Payments shall occur on each September 15th and each January 15th following the effective date of the employee's retirement.

Article O– 403(b) Employee Savings Plan and Universal Availability Notice

1. The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax

basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

Article P – 457(b) Deferred Compensation Plan

1. The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

Article Q – Workers Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation
Employees who incur an injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. ~~Additionally~~, A~~a~~bsence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met.

    a. The district's worker's compensation carrier approves the employee claim as work comp related.

    b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

    c. Absences meeting a and b above will result in paid leave being added back to the employee's account.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty
   Purpose: In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

   Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by

reducing sick leave usage had the employee remained off work.

Assignments: A temporary work assignment is work that an employee may perform during a work-related injury recovery period. It may be either a full-time or part-time assignment. The rate of pay during such a temporary work assignment will be the employee's regular wage in effect at the time of such a temporary work-related injury. Temporary, transitional work assignments may include the following:

a. Modification of an employee's regular work assignment.

b. Temporary reassignment to another shift.

c. Temporary reassignment to another position within the employee's department and/or,

d. Temporary reassignment to another department.

Article R – Admission to Home Athletic Events

District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

Part VII
BUSINESS/PERSONNEL ISSUES

Article A - Pay Dates/Direct Deposits

Article B - Personnel Files

Article C - Use of Vehicles

Article D - Attending School Activities

Article E – Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal Record

Article A - Pay Dates/Direct Deposits

1. Method of Payment: Payments for the year will begin on September 15th and will end after nineteen (19) regular bi-monthly payments have been made. (15th and 30th). When the fifteenth (15th) or the thirtieth (30th) of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. Teachers will annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under the alternate cycle, payments for the year will begin on August 30th and will end on June 30th with the last 4 payments coming at the same time.

2. The district shall provide payment via electronic deposit. The district will provide all payroll information electronically.

Article B – Personnel Files

1. A teacher shall have the right, upon request to the Director of Human Resources or designee, and on an appointment basis, to review the contents of their personnel file compiled within the District, and to receive copies at the teacher's personal expense of any documents contained therein. The teacher shall have the right to attach a rebuttal statement to the said document or other District accumulated materials located in their file. All personnel file materials examined by the teacher shall be signed by the teacher. Any document placed in the teacher's personnel file shall be copied to the teacher at time of placement in the file.

Article C - Use of Vehicles

Teachers who incur expense, through the authorized use of their private automobile for sanctioned school business, shall be reimbursed from school district funds at the rate equal to that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled. Teachers who drive district or private vehicles must comply with all school transportation state statutes.

Article D - Attending School Activities

Teachers will be admitted to at-home conference and non-conference events if they present their ID badge. Tournaments and other special events are excluded. The District supports and encourages attendance of the staff at academic, social, athletic, and other school related activities during the school year.

Article E - Criminal Background Checks/Charges/Conviction–Obligation to Report Criminal Record

1. Job Applicants
    a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

    b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees
    a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

    b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

    c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

    d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable

legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment. WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

Part VIII
EVALUATION

Article A – Evaluation

Part VIII
Evaluation

Article A – Evaluation

1. The overall goal of an evaluation should be to help the teacher improve their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.

2. The Model includes Educator Practice and Student Outcomes. Educator Practice includes classroom activities, team meetings, parent/guardian meetings, and involvement in IEP's and staffings. Student Outcomes are Student Learning Objectives (SLO's). Educators also create Professional Practice Goals (PPG's).

3. Teachers will be assigned one evaluator by the District. The teacher may request an additional evaluator by providing written notice to the Director of Human Resources within ten (10) days of the teacher being notified of their primary evaluator. The second evaluator shall be assigned by the District.

4. Every teacher shall be formally evaluated at least every three years. Teachers new to the district (probationary teachers) with less than 10 years of teaching experience, shall be formally evaluated each of their first three years in the district. Teachers new to the district (probationary teachers) with 10 or more years of K-12 teaching experience, shall be formally evaluated their first year in the district. If the evaluating administrator has absolutely no concerns, the teacher shall be placed on the regular three (3) year Educator Effectiveness evaluation cycle. Over a three (3) year cycle for non-probationary teachers, observations of educator practice will occur in each year.

5. In a summary year, each evaluator shall observe a minimum of ninety (90) minutes of educator practice within no less than three (3) observations. Feedback will be provided within one week of an observation. A follow-up conference may be held upon request by the evaluator or teacher to discuss or clarify aspects of the observation. During a summary year, a minimum of three (3) follow up conferences will be held, and can be in conjunction with SLO/PPG conferences.

6. For probationary teachers, at least thirty (30) minutes of educator practice will be observed and one follow up conference will be completed by December 15 of the school year.

7. For all teachers in their summary year, an evaluation planning session will be conducted by October 31. A final evaluation conference on educator practice and student outcomes may be combined and will be conducted by June 30.

8. Teachers in their first three years in the profession will be supported in the

evaluation process by their mentor for formative feedback and coaching on the process.

9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration and frequency at any time. Only visits made and other information gathered prior to the final evaluation conference shall be included in the formal evaluation reports.

10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if the level of performance demands significant improvement. The plan of improvement shall include the following:

    - Explanation of what the deficiencies are, including specific examples
    - Summary of previous discussions about/documentation of deficiencies
    - Specific and measurable objectives aimed at improvement that are achievable, relevant and time-bound
    - Details on how often the administrator and teacher will meet to discuss progress
    - Guidance on what administration will do or provide to assist the teacher in achieving these goals
    - Clearly stated consequences for not meeting the objectives of the plan

    A teacher shall no longer be on a plan of improvement when their performance consistently meets established expectations.

Part IX
SALARY SCHEDULE AND COMPENSATION

Article A – Salary Schedule

Article B - Extended School Year

Article C - Curriculum Planning Project and Summer School Pay Plan

Article D - Department Chairs

Article E - Advancement

Article F - National Emergency

Article G - Substitute Pay for Classroom Teachers

Article H - Extended Supervision/Proctoring

Article I - Special Education Extra Duties

Article A – Salary Schedule

1. The District Administrator or his or her designee shall determine the initial compensation plan offered to each teacher upon hire.

2. Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part 1X.

3. Points are worth $3 each. A single year's professional development points advancement is worth up to $750, based on the number of points a teacher has earned or has available in their bank. A teacher will be paid for the number of points earned, if less than the maximum. Example: Teacher X has 200 points available and redeems them for a professional development points raise of $600.

4. Teachers will be awarded a $400 raise at the conclusion of each teaching year due to experience.
    a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.

    b. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.

5. In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.

6. Points that are not used for a professional development raise will be banked.

7. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when $750 is paid, 250 points will be redeemed.

8. Starting with the 2022/23 contracts~~Upon the enaction* of the salary system~~ at the completion of a teacher's fifth year of employment with WCSD and upon five year intervals after that, teachers with a points bank balance permitting it, can redeem up to an additional 250 points for an additional $750 salary increase. Example: Teacher Y has completed their fifth year of employment with WCSD. They have 600 points in their bank. In addition to the annual professional development points raise of $750 (250 points used) an additional 250 points will be used for another $750 professional development points raise.

9. The Board will continue to have a goal of honoring the parameters of the compensation system on an annual basis.

10. If the District finds itself in a financial situation that will allow for payment beyond parameters of the system in any given year, a decision may be made to allow teachers to redeem additional banked points up to an amount that is affordable that year.

11. The Board and parameters of the salary system will determine the number of points that will be paid out in any given year. Teachers may not individually determine the number of points they will redeem.

12. Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National Board Certification/re-certification, or Wisconsin Master Educator (WMEAP) Certification/re-certification) during that year may redeem points for an additional professional development points raise corresponding to that degree or certificate.

13. The base salary for a teacher with a bachelor's degree and zero (0) experience is $54,171~~51,297~~.

14. Staff Compensation Preamble

    What characteristics are important in the salary system?
    After reviewing the current language, the 2019 WTA survey of all teaching staff, Board feedback, and receiving anecdotal feedback from teachers across the district, the committee has identified the following characteristics of an effective salary system:
    Objective
    Predictable
    Equitable
    Easy to understand and user friendly
    Values both professional growth and experience
    System is fiscally sustainable

Professional development must be applicable in some way to the teacher's employment with the district. Teachers should attempt to achieve a reasonable balance between co-curricular and classroom related staff development activities.

Article B – Extended School Year

1. Extended contracts – School Counselors will be based on one hundred percent (100%) of the per diem salary.

2. Extended School Year (ESY) and Student Services Student Evaluations completed during the summer will be based on one hundred percent (100%) of the per diem

salary, paid on an hourly basis by timesheet.

Article C - Curriculum Planning Project and Summer School Pay Plan

1. Curriculum projects shall be paid at the rate of $32.40~~thirty dollars ($30.00)~~ per hour. The length of time and maximum number of hours for completion of the project shall be jointly determined by the staff member and Director of Instruction. Disagreements would be appealable to the District Administrator. The per person compensation above will be paid when the project has been completed and approved by the Director of Instruction.

2. Summer school 2024 teachers shall be compensated according to the following schedule.

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	$33.92~~31.41~~
Teachers/Coordinators - Remedial class/Summer School	$39.58~~36.65~~
Substitute Teachers	$33.92~~31.41~~
Classified Staff – Administrative support	$18.28~~17.56~~
Para-Educators – Regular Education and Substitutes	$18.28~~17.56~~
Para Educators - Special Education and Substitutes	$19.53

3. Other projects approved by the District Administrator (or designee) shall be paid at the curriculum projects rate.

Article D - Department Chairs

1. The district will have designated department chairs and building coordinators as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the Director of Instruction. These positions will be posted annually for review by interested staff.

2. Compensation for Department Chairpersons/Building Coordinators

a. Department chairpersons shall be compensated at the rate of two thousand seven ~~five~~ hundred dollars ($2,7~~5~~00.00) per year. This compensation will include payment for two days during the summer as assigned by administration.

b. Building Coordinators shall be compensated at one thousand three ~~two~~ hundred fifty dollars ($1,3~~2~~50.00) per year, which will include two (2) days during the summer as assigned by administration.

c. Additional summer work for department chairpersons, building coordinators, or department members to complete department business will be compensated at the summer curriculum per hour rate. Scheduled work hours and activities will be reviewed and approved by the Director of Instruction prior to any work commencing.

3. Evaluations of department chairs will be done yearly by the administration. These evaluations will not be combined with their regular classroom evaluations.

Article E – Advancement

Any teacher on a plan of improvement will not receive a salary increase until they receive a satisfactory evaluation.

Article F - National Emergency

The Board of Education reserves the right to exceed the provisions of the daily schedule when a national emergency is declared.

Article G – Substitute Pay for Classroom Teachers

Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an absent teacher or para educator they shall be reimbursed at the rate of $32.40~~thirty dollars ($30.00)~~ per hour. Grade 7-12 teachers may substitute during their scheduled prep time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for up to 2 hours per day. Teachers called into action as part of an established Emergency Response Team during non-supervisory and non-teaching time may also submit a timesheet. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick or other approved leave. (not the informal “quid pro quo” arrangements some teachers currently make with administrative knowledge.)

Article H- Extended Supervision/Proctoring

Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision duties, such as after school detention or “Saturday School” detentions, they

shall be reimbursed at the rate of $32.40 ~~thirty dollars ($30.00)~~ per hour. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. This includes standardized test proctoring outside of the school day.

Article I – Special Education Extra Duties

1. Before and after school student transport (van driver) $32.40~~thirty dollars ($30~~) per hour
2. Student support at co-curricular activities outside of the school day $32.40~~thirty dollars ($30)~~ per hour.

Part X
PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS

Article A – Experience

Article B – Professional Development Point Accumulation

Article C – New Teachers to the District

Article D – Degrees or Certificates

Article E – Activities for Point Acquisition

Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

Article G – Professional Development Points Guidelines and Dates

Article A - Experience

1. Starting in the 2021/2022 school year, experience points will no longer be granted to teachers at the conclusion of the teaching year.

Article B – Professional Development Point Accumulation

1. The point acquisition timeframe is June 15 through June 14 of the following year. Exceptions may be granted with the approval of the District Administrator.

2. Teachers will be awarded 10 points per hour of professional development and five (5) points for each one-half hour of an approved activity. Fractional hours will be rounded up to nearest one-half (½) hour.

3. Each point is worth $3

4. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.

5. Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the credit successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

Article C – New Teachers to the District

Teachers new to the District may be required to attend staff development outside of the normal workday during the first year of employment in WCSD to assist them in learning district procedures and policies and state and federal requirements. Each teacher new to the district may have a "New Teacher Advisor" assigned to him/her by administration to serve as a coach and advisor. Veteran teachers hired by the district may have a reduced requirement for being mentored and/or attendance at district required in-service programs. The actual requirements in both of these regards will be determined by the hired teacher's primary evaluator and the Curriculum and Instruction office after consulting with the teacher to determine prior knowledge of district curriculum, state instructional standards and district evaluation/assessment expectations.

New to the Profession Teachers are those in their first three years in the profession. New hires to the district can be either A) New to the Profession or B) Experienced Educators.

All teachers, regardless of their level of experience, after joining the district will be able to submit for 100 points (10 hours/ 10 points per hour) for their work with their New Teacher Advisor during their first year of employment with WCSD.

All teachers hired in their first three years in the profession will be assigned a New Teacher Mentor for those first three years. New to the Profession Teachers will be able to submit for 100 points (10 hours / 10 points per hour) for their work with their New Teacher Mentor, even if those meetings occur during the school day. Each of the first three years in the teaching profession is eligible for 100 points of work with the New Teacher Mentor.

New to the Profession Teachers can submit for points for both New Teacher Advisor (100 points) and New Teacher Mentor (100 points) work during their first year of employment with WCSD.

Article D – Designated Degrees or Certificates

A teacher will be awarded the following points for completing designated degrees upon submission of a diploma or other official program completion documentation, (not a transcript), which may include but is not limited to, a letter verifying successful completion of the degree from a college/university official or the registrar's office.

a. Master's Degree $2400/800 points
b. Educational Specialist $2400 /800 points
c. Doctoral Degree $3000 /1000 points
d. National Board Certificate $2400/800 points
    i. Renewal $1200 / 400 points
e. Wisconsin Master Educator (WMEAP) $2400 / 800 points
    i. Renewal $1200 / 400 points

In the year in which the advanced degree or certificate is credited, the teacher is permitted to make an additional professional development points raise <u>by using the points conferred for the degree or certificate</u>. Example: Teacher W earns their National Board Certificate Renewal. In addition to the initial 250 points/ $750 professional development raise, they will be advanced an additional $1200 by using 400 additional points.

Article E – Activities for Point Acquisition

1. <u>Pre-Approved Professional Development Activities</u> -

   Professional development activities offered by the local district either through the Annual Staff Development Program established by the Curriculum and Instruction office and the Systemwide Curriculum Committee or programs offered as a result of approval by the district. Pre-approved professional development activities are posted within Eduphoria.

   No pre-approval is necessary on the application form; however, verification of attendance at the activity must be indicated on the individual teacher's form and returned within two weeks of the activity to the District Administrator's administrative assistant.

   In lieu of receiving points for local professional development activities offered

outside of the regular school day, administration may offer teachers the opportunity to submit timesheets for payment at the rate of $20.00 per hour.

Facilitators may submit for professional development points for preparation. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

2. Professional Development Activities that Require Pre-Approval

Points approval forms are submitted electronically to a teacher's supervisor. Until a teacher receives approval, points are not guaranteed. Teachers may apply to the District Administrator for points for an activity that is not outlined below. The District Administrator has discretionary authority to grant points for such requests.

Application Timelines

a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by the July 1st after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

b. Other activities - Pre-approval in advance of participation and verification of completion by the staff member to be returned to the District Administrator's administrative assistant prior to June 30th.

Activities that Require Pre-Approval

a. College Credit

A teacher will be awarded one hundred and fifty (150) points for each college credit earned.

Accumulation of points for college credits or degrees begins on June 15 and concludes on June 14 of the following year. Exceptions may be granted with the approval of the District Administrator. College credits and degrees must be earned at accredited colleges, technical colleges or universities granting at least a bachelor's degree. The course must be applicable in some way to the teacher's employment with the district. In case of doubt concerning the standing of an institution in which credits have been earned, or interpretation of courses and/or credits applicable to salary schedule benefits, the decision of the District Administrator and Board of Education shall rule.

July 1 - Transcripts, grade sheets or institutional verification of completion

of courses or other activities completed by June 14th must be submitted to the District Administrator to be credited for the next contract year.

It is recommended that a teacher may not take more than eight (8) credits per semester for fall and spring semesters. A teacher interested in taking more than eight (8) credits in the fall or spring can request approval from their supervisor. During the summer, a teacher may take as many credits for points as they desire.

b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored by educational institutions or organizations that provide information sharing, experiences or instruction that is related to education, teaching assignment or co-curricular assignment. Collective bargaining activities are excluded.

c. Professional Meetings/Professional Leadership - Formal presentations to educational groups by Waunakee staff. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

WCSD values professional leadership for the improvement of the education profession. Teachers serving in non-paid leadership roles in regional, state or national educational organizations excluding unions can submit for points for time spent preparing for and meeting with those teams. Serving in that type of role will be awarded 100 points.

d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical Education or other evaluation visitation committee. Serving on SEC or similar audit teams will be awarded 100 points.

e. Work Experience - The work experience must be part of a pre-approved and established work experience program which is related to the teacher's licensure or position within the district to be eligible for points. A teacher will be awarded one (1) point for each one (1) hour and one-half (.5) point for each one-half (½) hour of approved work experience. Questions about work experience can be directed to the School to Career Coordinator, Curriculum and Instruction Office or Human Resources.

f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-wide committees that meet outside of the school day whose direction or activities have been established by the Board to complete a specific project or initiative may be awarded a stipend or points at the discretion of the District Administrator. Ad Hoc committees will have an established end point and will not be annually recurring.

g. Editing Professional Publications - Editing for any statewide or nationally recognized professional journal (not union publications). The articles must pertain to the teacher's teaching or co-curricular assignment. Each teacher shall be able to submit up to a maximum of 10 hours (100 points) for participation in such activities per year. A copy of the publication will serve as verification.

h. Writing for Professional Publications - An original article, which is published by statewide or nationally recognized professional journals (not union publications). The article must pertain to the teacher's teaching or co-curricular assignment. In order to receive points, the published article must be at least five hundred (500) words in length. Subsequent publications of the same or edited article are not eligible for points. Point value will be based on the following scale: 500-1000 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A copy of the publication will serve as verification.

i. Book Studies - Book studies may be sponsored by educational institutions or organizations related to the field of education, teaching assignment, or co-curricular assignment. PD Points may be earned at the normal rate for group discussion time. Additionally, PD Points may be earned for reading based on the following formula: number of pages/50 pages per hour. Total points = 50 pages/hour + points per hour of discussion.

   This pertains to externally sponsored book studies. WCSD-sponsored book studies will be posted within Eduphoria and will use the same formula.

j. On-line Professional Learning – Examples include: live or recorded webinars, on-demand courses, and virtual learning. Certification of completion, when applicable is to be submitted within two weeks of completion.

3. Activities Not Approved for Point Acquisition:

a. Department Business/Meetings - If a department wishes to provide a workshop that is beyond normal departmental business, it could apply under the "Workshop" provision to the TIERC. Regular department business and meetings are not applicable for points.

b. Repeat Activities - Under usual circumstances, repeat activities will not be approved.

c. Curriculum Orientation - Waunakee School District curriculum orientation is the responsibility of the teacher and school district and is not eligible for points.

d. Travel and Lodging – Travel and lodging itself will not be eligible for points.

e. Student Field Trips / School Group Trips - These activities are not eligible for points.

f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic contests, public concerts, or similar activities are generally not applicable for point acquisition.

g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are not eligible for points.

h. Other Basic Information -

i. Activities, if taken for points, cannot take place during normal contract hours unless the teacher uses a personal day. Personal days may not be used on scheduled staff development days for the purpose of earning points.

ii. The teacher may not receive tuition or registration reimbursement by the district. Points will be granted for the credits when paid for by the district when it is a Board sponsored program.

Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

If a teacher's request for points is denied by their immediate supervisor, they may appeal the decision by emailing the pertinent information to the District Superintendent and asking for their review. A denial of a points request by the superintendent may be appealed to TIERC for review as per current guidelines or for possible addition or modification to the guidelines. The TIERC shall consist of five members of the teaching staff and five administrators. The WTA President and District Administrator will be part of the 10-member committee and will co-chair the committee. The TIERC shall have the authority to hear and act on appeals related to point acquisition and review proposed local in-service activities for point acquisition. The authority of this committee does not extend beyond the above and it can act only within the definitions and framework of the salary schedule adopted through negotiations. The activities outlined in Article E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.

Article G – Professional Development Points Guidelines/Dates

1. Dates of Importance

a. June 15 - June 14

The school year for professional development points

b. July 1

Transcripts, grade sheets or institutional verification of completion of

courses or other activities completed by June 14th must be submitted to the District Administrator to be credited for the next contract year.

2. Leave or Sabbatical

   Any teacher who requests a leave or sabbatical must negotiate the point values of any activities that will be engaged in while on the leave or sabbatical.

3. Application Timelines

   a. College Credit - Pre-approval or by the end of the first week of class. Transcript, grade statement or institutional verification shall be forwarded to the District Administrator or his/her designee by the July 1st after the completion of the class unless the class is completed between June 15 and July 1, in which case the report shall be filed not later than July 1 of the following year.

   b. Workshops/Conferences - Pre-approval by the District Administrator and verification of_completion in writing by the staff member. This will be returned to the District Administrator's administrative assistant prior to June 30th.

Part XI
CO-CURRICULAR SALARY SCHEDULE

Article A - Schedule

Article B - Other Positions

Article A - Waunakee Community School District Co-Curricular Salary Schedule

202~~3~~-25~~4~~ base = $54,171~~51,297~~. Percentages in the chart below are multiplied by this base salary to determine the dollar amount paid for the assignment. For example, a head baseball coach with 9+ years of experience will be paid $54,171~~51,297~~ X 13% or $7,042.23~~6,668.61.~~

CO-CURRICULARS - ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
BASEBALL					
Head Baseball	9.0	10.0	11.0	12.0	13.0
Assistant Baseball	7.0	7.50	8.0	8.50	9.0
Frosh Baseball	5.0	5.50	6.0	6.50	7.0
BASKETBALL					
Head Basketball	13.0	14.0	15.0	16.0	17.0
Assistant Basketball	10.0	10.5	11.0	11.5	12.0
Frosh Basketball	7.0	7.5	8.0	8.5	9.0
Asst Frosh Basketball	4.5	5.0	5.5	6.0	6.5
CHEERLEADING					
Head Football Cheerleading	6.0	6.0	7.0	8.0	9.0
Head Winter Cheerleading	6.0	6.0	7.0	8.0	9.0
Asst. Cheerleading	4.0	4.0	5.0	6.0	7.0
CROSS COUNTRY					
Head Cross Country	9.0 ~~7.0~~	10.0 ~~8.0~~	11.0 ~~9.0~~	12.0~~10.0~~	13.0~~11.0~~
Asst. Cross Country	7.0 ~~5.0~~	7.5 ~~5.5~~	8.0 ~~6.0~~	8.5 ~~6.5~~	9.0 ~~7.0~~
DANCE TEAM					
Head Dance Team	6.0	6.0	7.0	8.0	9.0
EQUESTRIAN					
Head Equestrian	3.0	3.5	4.0	4.5	5.0
FOOTBALL					
Head Football	13.0	14.0	15.0	16.0	17.0
Assistant Football	10.0	10.5	11.0	11.5	12.0
Frosh Football	7.0	7.5	8.0	8.5	9.0
GOLF					
Head Golf	9.0 ~~7.0~~	10.0 ~~8.0~~	11.0 ~~9.0~~	12.0~~10.0~~	13.0~~11.0~~
Assistant Golf	7.0 ~~5.0~~	7.5 ~~5.5~~	8.0 ~~6.0~~	8.5 ~~6.5~~	9.0 ~~7.0~~
GYMNASTICS					
Head Gymnastics	9.0	10.0	11.0	12.0	13.0

Asst. Gymnastics	7.0	7.5	8.0	8.5	9.0
HOCKEY					
Head Hockey	13.0	14.0	15.0	16.0	17.0
Assistant Hockey	10.0	10.5	11.0	11.5	12.0
Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
LACROSSE					
Head Lacrosse	9.07~~.0~~	10.0 ~~7.~~5	11.0~~8.0~~	12.0~~8.5~~	13.0~~9.0~~
Assistant Lacrosse	7.0~~5.0~~	7.5~~5.5~~	8.0~~6.0~~	8.5~~6.5~~	9.0~~7.0~~
MOUNTAIN BIKE					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
SKI/SNOWBOARD TEAM					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
SOCCER					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
SOFTBALL					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
SWIMMING					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
TENNIS					
Head Tennis	9.0 ~~7.0~~	10.0 ~~8.0~~	11.0 ~~9.~~0	12.0~~10.0~~	13.0~~11.0~~
Assistant Tennis	7.0 ~~5.0~~	7.5 ~~5.5~~	8.0 ~~6.0~~	8.5 ~~6.5~~	9.0 ~~7.0~~
TRACK					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
VOLLEYBALL					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
SPECIAL OLYMPICS					
Agency Manager	2.5	3.0	3.5	4.0	4.5
Head Basketball	2.5	3.0	3.5	4.0	4.5

Head Bowling	2.5	3.0	3.5	4.0	4.5
Head Swimming	2.5	3.0	3.5	4.0	4.5
Head Track	2.5	3.0	3.5	4.0	4.5
Head Bocce Ball	2.5	3.0	3.5	4.0	4.5
Assistant Basketball	1.0	1.5	2.0	2.5	3.0
Assistant Bowling	1.0	1.5	2.0	2.5	3.0
Assistant Swimming	1.0	1.5	2.0	2.5	3.0
Assistant Track	1.0	1.5	2.0	2.5	3.0
ADAPTIVE SPORTS LEAGUE					
Head	2.5	3.0	3.5	4.0	4.5
Assistant	1.0	1.5	2.0	2.5	3.0

SENIOR HIGH CO-CURRICULARS – NON-ATHLETIC

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
DRAMA					
Accompanist Musical	2.5	3.0	3.5	4.0	4.5
Director–One Act, Play, Musical, Vocal	9.0	10.0	11.0	12.0	13.0
Director Assistant-One Act, Play	5.0	5.5	6.0	6.5	7.0
Director Costume-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Tech-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Pit, Dance	4.0	5.0	6.0	7.0	8.0
FORENSICS					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
MUSIC					
Consort	5.0	6.0	7.0	8.0	9.0
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0
Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0
Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
OTHER					
H.S. Student Council	4.5	5.5	6.5	7.5	8.0
Head Skills USA	7.0	8.0	9.0	10.0	11.0
Head DECA	7.0	8.0	9.0	10.0	11.0
Head FBLA	7.0	8.0	9.0	10.0	11.0
Head FFA	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
FCCLA Club	7.0	8.0	9.0	10.0	11.0
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
Newspaper/Literacy	7.0	8.0	9.0	10.0	11.0

Video Production Coordinator	9.0	10.0	11.0	12.0	13.0
E sports	7.0	8.0	9.0	10.0	11.0

SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
Above the Influence	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Aviation Club	2.5	3.5	5.0
Best Buddies	2.5	3.5	5.0
Black Student Union Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
Fishing Club	2.5	3.5	5.0
French Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
Model United Nations	3.5	4.5	6.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Robotics Club	3.5	4.5	6.0
Conservation Club	2.5	3.5	5.0
Science Club	2.5	3.5	5.0
Science Olympiad	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
WI Civics	3.5	4.5	6.0
Young Conservatives	2.5	3.5	5.0

Club advisors are expected to coordinate a minimum of two club sponsored social activities after school hours per year. In addition, clubs are encouraged to sponsor at least one all school social activity after school hours either independently or in conjunction with other clubs.

MIDDLE SCHOOL CO-CURRICULARS

ATHLETIC					
Years of Experience	0-1	2-3	4-6	7-8	9+
M.S. Athletic Coordinator	13.0	14.0	15.0	16.0	17.0
BASKETBALL					
Head Basketball	4.5	5.5	6.5	7.5	8.0
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
CHEERLEADING					
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
CROSS COUNTRY					
Head Cross Country	4.5	5.5	6.5	7.5	8.0
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
DANCE					
Head Dance	4.0	5.0	6.0	7.0	7.5
Assistant Dance	3.5	4.0	4.5	5.0	5.5
FOOTBALL					
Head Football	4.5	5.5	6.5	7.5	8.0
Assistant Football	4.0	5.0	6.0	7.0	7.5
TRACK					
Head Track	4.5	5.5	6.5	7.5	8.0
Assistant Track	3.5	4.0	4.5	5.0	5.5
VOLLEYBALL					
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5
~~Head Dance~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Head Football Cheerleading~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Assistant Football~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Assistant Basketball~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Assistant Wrestling~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Head Volleyball~~	~~4.5~~	~~5.5~~	~~6.5~~	~~7.5~~	~~8.0~~
~~Head Track~~	~~4.5~~	~~5.5~~	~~6.5~~	~~7.5~~	~~8.0~~
~~Head Cross Country~~	~~4.5~~	~~5.5~~	~~6.5~~	~~7.5~~	~~8.0~~
NON-ATHLETIC CLUBS/ADVISORS					
ART					
Art Club	3.0	3.5	4.0	4.5	5.0
Assistant Art Club	2.0	2.5	3.0	3.5	4.0
DRAMA					
Head Drama/ Musical	4.5	5.5	6.5	7.5	8.0
Assistant Drama/Musical/Tech	3.0	3.5	4.0	4.5	5.0
One Act Play	4.0	5.0	6.0	7.0	7.5

FORENSICS					
Head Forensics	4.0	5.0	6.0	7.0	7.5
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
MUSIC					
Chamber Orchestra Club	3.0	3.5	4.0	4.5	5.0
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble – Vocal	3.0	3.5	4.0	4.5	5.0
STUDENT COUNCIL					
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Asst M.S./Inter. Student Council	2.5~~1.5~~	3.0~~2.0~~	3.5~~2.5~~	4.0~~3.0~~	4.5~~3.5~~
OTHER					
~~Head Forensics~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
~~Jazz Ensemble~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
Head Yearbook	4.0	5.0	6.0	7.0	7.5
~~M.S. Student Council~~	~~4.5~~	~~5.5~~	~~6.5~~	~~7.5~~	~~8.0~~
~~One Act Play~~	~~4.0~~	~~5.0~~	~~6.0~~	~~7.0~~	~~7.5~~
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
~~Assistant Cross Country~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~	~~5.5~~
~~Assistant Volleyball~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~	~~5.5~~
~~Assistant Track~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~	~~5.5~~
~~Assistant Drama/Musical/Tech~~	~~3.0~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~
~~Assistant Forensics~~	~~3.0~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~
~~Art Club~~	~~3.0~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~
~~Assistant Art Club~~	~~2.0~~	~~2.5~~	~~3.0~~	~~3.5~~	~~4.0~~
~~Jazz Ensemble – Vocal~~	~~3.0~~	~~3.5~~	~~4.0~~	~~4.5~~	~~5.0~~
Comedy Sports	3.0	3.5	4.0	4.5	5.0
Future Problem Solvers	2.5	3.0	3.5	4.0	4.5
~~Int. Student Council~~	~~2.5~~	~~3.0~~	~~3.5~~	~~4.0~~	~~4.5~~
~~Asst M.S./Inter. Student Council~~	~~1.5~~	~~2.0~~	~~2.5~~	~~3.0~~	~~3.5~~
Skills USA	4.5~~2.5~~	5.5~~3.0~~	6.5~~3.5~~	7.5~~4.0~~	8.5~~4.5~~

The above pay schedule is total compensation for duties associated with the activity including those performed during vacations, breaks, holidays, or weekends.

Article B - Other Positions

1. New Teacher Advisor – A new teacher advisor will be hired at each building at a salary of eight hundred dollars ($864~~800~~) with an additional one hundred dollars ($100) to be paid for each additional mentee.

2. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.

    a. Chaperoning, buses, dances (7-12) Twenty dollars ($21.60~~20.00~~)

    b. Cashiers, ticket sellers and/or takers will be paid twenty dollars ($21.60~~20.00~~)/hour.

    c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid twenty dollars ($21.60~~20.00~~)/hour per event (basketball, football - minimum of 2 hours/game).

    d. Announcers - Twenty dollars ($21.60~~20.00~~)/per hour - voluntary.

    e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.

3. Clarification: The head coach and assistant coaches in the specific sport in which a tournament is held shall assume assigned responsibilities as part of their coaching assignments.

4. Payment for items covered in Part XI will be made at the next convenient pay period not to exceed thirty-one (31) days.

Part XII
CALENDAR CLARIFICATION

Article A - Calendar Clarification

Article A – Calendar Clarification

The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, inservice, workdays, etc. shall be at the discretion of the Board.

1. Calendar Revisions due to weather:
   The first four (4) full days lost to inclement weather shall not be made up unless the District is required by state statutes to make up such day(s) and/or hours of instruction with pupils.

   Teachers shall not receive additional compensation in the event the District requires such day(s) and/or hours of instruction to be made up with pupils

   Last day for teachers (when a snow day is made up after the last student day) – Local staff development time or other administrative recommendation.

2. Total Days for Staff
   a. K-12 new teachers — One hundred and ninety two (192)
   b. K-12 teachers — One hundred and eighty-eight (188)

3. Paid Holidays
   a. Labor Day
   b. Thanksgiving Day
   c. Memorial Day

4. Workshop/Staff Development Days

   The following will be used as guidelines in the development of the calendar:
   Four Days before Students Report:

   First Teacher Day of the year. Morning consisting of meetings and inservice including an all district session, department meetings for at least ninety minutes, and possibly other meetings. Afternoon consisting of building meetings. (Lunch release of one hour)

   The other three days will include: two staff development days and one day for classroom/work time.

5. Parent-Teacher Conference Days/Times
   Teachers are responsible for 16 hours of formal parent-teacher conferences.

6. Check Out
   Teachers will check out at the end of the school year on the last scheduled workday

or a day determined by the Board of Education if inclement weather days need to be made up.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

SCAN ME

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Appendix A

The following items will be reviewed and updated annually based upon the prior school year's July 1 CPI as established by the WERC.	
Item	**Location**
IEP / 504 meetings	Part IV Art B.7
Annual HRA contributions	Part VI Art N
Curriculum Planning / Summer School	Part IX Art C.1&2
Dept Chairs / Coordinators	Part IX Art D.2.a / b
Teacher subs	Part IX Art G
Extended Supervision / Proctor	Part IX Art H
Special Education Extra Duties	Part IX Art I 1 & 2
Other Positions	Part XI Art B.1 & 2
The item below will be an established percentage of the lowest cost plan option as identified for the Federal Affordable Care Act.	
ABP	Part VI Art D

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

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

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

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Administrative Assistant
Classified Staff
Custodial and Maintenance
Employment Guidelines

BOE Adopted: 6/14/21
Updated 7/1/24

Purpose

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

Please note that this handbook does not constitute an employment contract. This handbook is part of School Board policy. As with any School Board policy, the information contained in this handbook is subject to change. Employees are responsible for contacting their supervisor or Human Resources if they have any questions, concerns or need further explanation regarding this handbook, any Board policies or regarding any aspect of their employment.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

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1.0 DEFINITIONS OF EMPLOYEE

1.1 Regular Full-Time Employee

A regular full-time employee shall be defined as an employee who is regularly scheduled to work forty (40) hours per week.

1.2 Regular Part-Time Employee

A regular part-time employee shall be defined as an employee who is regularly scheduled to work less than forty (40) hours per week.

1.3 Weekend Employee

A weekend employee shall be defined as an employee who is regularly scheduled to work only Saturdays and/or Sundays, during the school year. Weekend employees are considered limited-term employees and are eligible for benefits only to the extent outlined in their letter of employment.

1.4 Probation

All newly hired regular full-time and regular part-time employees shall serve a twelve (12) month probationary period. During an employee's probationary period the District may discipline or discharge the employee, and said discipline or discharge shall not be subject to the grievance procedure.

Employees who have completed the probationary period satisfactorily and are continued thereafter may be disciplined or discharged for cause.

1.5 Limited Term Employee

All limited term employees are covered by these guidelines only to the extent outlined in their letter of employment.

2.0 WORK SCHEDULES / HOURS OF WORK

2.1 Work schedules shall be developed by each immediate supervisor. Supervisors shall establish a regular schedule of hours. The regular schedule may be changed from time to time for operational reasons; however, the supervisor shall whenever possible provide one (1) week's advance notice to all employees so affected.

2.2 Prior approval must be given by the immediate supervisor if an employee works beyond their regularly scheduled hours per week in any week.

2.3 The District is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt employees. Time actually worked for non-exempt employees is documented by a time sheet. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for

employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly.

2.4 An employee shall take a one-half (1/2) hour unpaid, duty free lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.

2.5 Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.

Hours Worked	**Breaks**
0 to 2 hours per day	0 minutes
2.01 to 6.5 hours per day	(1) 15 minute break
6.51 or more hours per day	(2) 15 minute breaks

2.6 If necessary, supervisors may adjust schedules to meet the needs of the District.

3.0 TIMEKEEPING

3.1 A work week consists of Sunday 12:00 a.m. through Saturday 11:59 p.m.

3.2 The normal workday for all full time employees shall be no more than eight (8) hours per day. The normal workweek for all full time employees shall be forty (40) hours per week. A custodian's normal schedule of forty (40) hours per week may include work on Saturdays at a building where services are routinely provided.

3.3 All hourly employees will record hours worked through True Time, an electronic time tracking system. Hourly employees must clock in when they arrive at work, clock out for lunch, clock back in upon return from lunch, and clock out at the end of their work day.

3.4 Employees are responsible for their own timesheet and shall not punch in or out for any other employee.

3.5 The District's Timekeeping System requires that an employee complete the electronic timesheet and submit it for True Time approver/supervisor approval. The payroll department will then input the employee's time worked into the system for timekeeping. Timesheets must be submitted weekly within the time frame established for the pay schedule.

3.6 When an employee submits their timesheet for approval they are certifying that the time recorded is accurate. Falsification of the time record is a serious violation of District policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate termination.

3.7 Work in excess of forty (40) hours per week (overtime) shall be compensated at the

rate of time and one-half (1 1/2) the employee's normal hourly rate of pay. All overtime hours must have the prior approval of an employee's supervisor.

3.8 The District reserves the right to schedule overtime work as required in a manner consistent with the requirements of the School District.

3.9 Paid holidays shall be counted as hours worked for purposes of overtime calculation. Other paid time off shall not be counted as hours worked for purposes of overtime calculation.

See Appendix E – True Time

4.0 COMPENSATORY TIME (COMP TIME)

4.1 Regular, 12-month, full time employees are eligible to accrue comp time in lieu of overtime payment.

4.2 Compensatory (comp) time is earned at the rate of one and one-half (1 1/2) times the number of overtime hours actually worked.

4.3 Comp time shall be utilized in no less than 15 minutes increments.

4.4 Consecutive comp days shall not be approved and comp days shall not be approved in conjunction with vacation or personal days. An exception to this restriction may be made when the comp time is going to be used during winter or spring break, or other non-student days.

4.5 All comp time earned between January ~~July~~ 1st and December 15th must be taken by December 15th or paid out. A maximum of 48~~24~~ hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out. ~~All comp time earned between January 1st and June 15th must be taken by June 15th or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out~~ ¶

5.0 PAYROLL, WAGES AND REIMBURSEMENTS

5.1 Hourly Wages

Upon hire an employee's starting wage shall be at the discretion of the district administrator or their designee. If an employee changes classification within the district and their prior wage scale was adjusted after their job change, their initial wage placement can be reviewed and adjusted within a period of twelve months.

Wages shall be reviewed annually. Employees on an improvement plan shall not receive an increase in pay.

5.2 Paychecks

Staff will receive paychecks on the 15th and 30th of each month during the school year. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

12 Month employees	24 payrolls	7/30 to 7/15
11 Month	22 payrolls	8/30 to 7/15
10 Month	19 payrolls	9/30 to 6/30

5.4 Employees will give written notice of termination of employment at least two weeks prior to the last day of work. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from their last paycheck.

5.5 Mileage

Employees who incur expense through the authorized (by the Business Manager) use of their private vehicle for school business shall be reimbursed the current IRS rate. Actual expenditures within the above maximums shall be reimbursed upon submission of an expense voucher with accompanying receipts and mileage statement to the Business Office.

5.6 Building Checks and Call Back - Custodial/Maintenance

Custodial and maintenance employees will receive two (2) hours' pay at their regular rate for building checks at the high school and one (1) hour's pay at their regular rate for building checks in all other buildings required to be conducted on weekends. Custodial and maintenance employees will receive two (2) hours' pay at two (2) times their regular rate for building checks at the high school and one (1) hour's pay at two (2) times their regular rate for building checks in all other buildings required to be conducted on holidays.

If employees are called back to work after having completed their regular work hours and leaving for the day, or are called to work and leave again before the start of their regular shift, they shall be paid for a minimum of two (2) hours at time and one-half their regular rate of pay for hours that are unattached to other hours worked that day.

5.7 Snow Days

A. Employees shall be paid for up to four (4) snow days if it is necessary to cancel school.

B. In the case of an early release or delayed start, hours paid for hours not worked shall be counted toward the maximum of four (4) paid snow days.

C. In the event of a fifth snow day or any snow day thereafter, employees will have the option of taking an unpaid day, or using a personal or vacation day if available. Employees are asked to submit a leave request via Employee Access indicating how they choose to account for the time.

D. In the event of an early release or delayed start after there have already been four paid snow days, paychecks shall be adjusted to reflect fewer hours worked, unless paid time off is substituted. The missed time shall not be made up and employees should leave work or report to work according to the adjusted schedule.

E. Custodians / Maintenance and Administrative Assistants
Unless directed otherwise by their immediate supervisor, custodial and maintenance employees are to report to work on days declared by the district administrator to be snow or emergency days. In the event the employee finds it impossible to report for work, or if they are directed not to report for work, they shall be paid for up to four (4) snow or emergency days per year. Employees who work on the first four snow or emergency days shall be able to take the same number of hours worked on the snow or emergency day, as personal leave time on a future day. The personal leave time shall be approved by the Director of Facilities, and shall be used during the year or lost, it shall not carry over, and shall not be paid out. If there are more than four (4) snow or emergency days in any given year, employees shall be expected to report for work. In the event an employee finds it impossible to report for work, they may utilize personal leave, comp time, or vacation time, at the discretion of their immediate supervisor. In the event of a late start or early release due to a snow or emergency day, hours not worked but paid shall count toward the 4 days (32 hours) of paid snow or emergency time.

6.0 TIME OFF

6.1 Eligibility and Paid Time Off Allocations

All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections.

10-Month, and School-Year Only Employees: Paid time off allocations occur on the first day of July each year. Employees hired after July 1st or after the school year begins will

accrue paid time off on a prorated basis based on a proration of the remaining days in their assignment.

11-Month and 12-Month, Year-Round Employees: Paid time off ~~who are eligible for vacation time off have vacation~~ allocations ~~that~~ occur on hire date anniversaries.

~~Employees hired after July 1st or after the school year begins will accrue paid time off on a prorated basis based on a proration of the remaining days in their assignment. ¶~~

Employees who resign or are terminated before the end of the work year, or assigned number of work days, will have their paid time off prorated (reduced) based on the number of days actually worked.

Employees who do not work the same number of hours on each workday shall have their allocations determined by the average number of hours per day calculated on a weekly basis. Part-time employees shall receive allocations prorated for their FTE.

Administration
The Board of Education may implement and/or change policies to prevent misuse of time off at any time upon their discretion.

The Director of Human Resources, or their designee, may request verification of the need for an employee's time off at their discretion.

Employees are responsible for adhering to the time off guidelines and to use the electronic time off system, Skyward - Employee Access, correctly.

Time off requests should be entered into Skyward prior to the absence being taken.

Time Off Use
All time off requests may be requested in hourly increments of 0.25 hours and must be submitted in Skyward - Employee Access. If time off requests are less than a full day, employees are expected to work for the remaining workday.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences less than two (2) hours are submitted to the building office.

6.2 Personal Leave

A. **Allocation Amounts**: 11 and 12-Month ~~Each~~ employees will be credited with two (2) days of personal leave per year. 10-month and School-Year only employees will be credited with four (4) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

B. **Use**:
   a. Personal days can be used for anything.
   b. Unused personal leave is added to accrued sick leave at the end of each fiscal year (June 30th) or for Custodian/Maintenance staff on anniversary date, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

C. **Restrictions on Use:**
   a. District-Wide: No more than three (3) hourly support staff (Para-Educators, LMTC Assistants, Technology Assistants, Health Assistants) may use personal leave on any one day.
   b. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.
   c. Employees who work less than 12-months per year:
      i. Personal leave may not be used before or after an unpaid break or holiday.
      ii. Personal leave may not be used on the last ten (10) school days of the year.
      iii. Personal leave may not be used during the first week of school.

D. **Requests for Exceptions of Use**: The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via the PowerSchools system found in available forms.

E. **Personal Leave Bank**: Employees who are not eligible for vacation and who have completed ten (10) consecutive years of service in the district may bank up to three personal days. These days may be combined with the two (2) personal days given at the beginning of the year to allow for one (1) full week off with pay. Any employee who wishes to bank personal days must notify the Director of Human Resources via email prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.

6.3 Sick Leave

A. **Allocation Amounts**: Employees shall be ~~given one day of~~ sick leave as described below~~per month worked~~, accumulative to 188 days (1,504 hours). The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours). Unused sick leave is only paid out upon meeting the district's retirement eligibility.
   a. School-Year only Employees: Eight ~~Ten~~ (8~~10~~) days of sick leave are allocated each year.
   b. 11-Month Employees: Eleven (11) days of sick leave are allocated each year.

c. 12-Month Employees: Twelve (12) days of sick leave are allocated each year.

B. **Use**: Sick leave may be used for:
   a. Personal illness.
   b. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.
   c. Immediate family* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.
   d. Care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare.
   e. Funeral or wake of a friend or a relative that is defined as an immediate family* member.
   f. If an employee exhausts all available sick leave, they must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

   * Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, or grandparent-in-law

Family and Medical Leave

Under the State and Federal Family and Medical leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any absence of more than three days that qualifies as Family and Medical leave will be counted as Family and Medical leave. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12-month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. Employees should contact the Director of Human Resources to request Family and Medical leave or to discuss their options for time off under the State and Federal laws. Please see Appendix C for employee rights and responsibilities under the Family and Medical Leave Act.

6.4 Bereavement Leave

Staff may use up to three (3) days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at their discretion. Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law or grandparent-in-law, aunt or uncle. Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

6.5 Jury Duty

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within three (3) days of their receipt of the check.

An employee must notify their immediate supervisor as soon as notice of jury duty is received.

Also, the employee is expected to contact their immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

The above provisions on jury duty affect an employee only if they are called to serve on a jury during the period the employee normally works (i.e. School Year employees are only affected if called to serve on a jury during the School Year working period).

6.6 Vacation

A. **Eligibility**:
   a. 12-month employees and 11-month Administrative Assistants are eligible for vacation.
   b. Employees who properly resign (minimum of two week written notice) or retire shall be paid for accrued, unused vacation on a prorated basis. Discharged employees shall not receive vacation pay. Employees who resign before working one year are only eligible for prorated unused vacation to be paid out.

B. **Allocation Amounts:**
   a. 12-month employees shall be given five (5) days of vacation to use during their first year of employment, and 11-month employees shall be given two (2) days of vacation to use during their first year of employment. During their first year of employment, they are also accruing vacation that will be posted for use during their second year of employment. Vacation will be accrued accordingly for future years. *See vacation allocation schedule below.
   b. A maximum of ten (10) days of unused vacation may be carried over to the next year.

C. **Use:**
   a. Employees must have approval from their immediate supervisor via Employee Access prior to taking vacation days. Supervisors may limit the

length of an employee's vacation to one-week increments, and reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District.

b. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.

D. **Restrictions on Use:**

a. Employees who work less than 12-months per year:

i. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year. This restriction may be waived at the discretion of the Director of Human Resources, for extenuating circumstances.

ii. Vacation cannot be used to extend a holiday or recess (a recess is defined as any break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.

b. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority, provided that the vacation requests have been submitted at least six months in advance.

VACATION SCHEDULE			
12-Month Full-Time	5 days during first year		
	10 days during 2nd year	16 days during 7th year	21 days during 13th & 14th year
	11 days during 3rd year	17 days during 8th year	22 days during 15th & 16th year
	12 days during 4th year	18 days during 9th year	23 days during 17th & 18th year
	14 days during 5th year	19 days during 10th year	24 days during 19th & 20th year
	15 days during 6th year	20 days during 11th & 12th year	25 days during 21st year & thereafter
11-Month Full-Time	2 days during first year		
	5 days during 2nd year	10 days during 6th & 7th year	14 days during 14th & 15th year
	6 days during 3rd year	11 days during 8th & 9th year	15 days during 16th year and thereafter
	7 days during 4th year	12 days during 10th & 11th year	
	9 days during 5th year	13 days during 12th &13th year	

6.7 Unpaid Leave Eligibility:

A. After one (1) year of employment, staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two

(2) years and in the third year, they could take three (3) days. No more than three (3) unpaid days can accumulate. Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).

B. **Use:**

a. Unpaid leave requests may be requested for situations that do not fall under any other time off category and are considered "once-in-a-lifetime" requests.

Applicable paid time off should be exhausted prior to requesting unpaid leave.

Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access.

These requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

Taking unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.

b. The allowance for unpaid leave days will be on a first come, first served basis with each building.
c. Unpaid leave may be used for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.
d. After the initial thirty (30) days of unpaid leave, no benefits shall be received nor shall the leave serve as experience credit for seniority or for any other purposes. Employees may continue District insurance coverage at their own expense if permitted by District policies in effect at the time.

C. **Restrictions on Use:**

a. No more than two (2) staff members per classification per day may use unpaid leave at any time.
b. Unpaid leave shall be taken in increments of not less than one (1) full day.
c. Unpaid leave requests must be submitted at least five (5) days prior to the absence date(s).
d. Unpaid leave may not be used to extend holidays.
e. Employees who work less than 12-months per year:
    i. Unpaid leave may not be used before or after an unpaid break.

ii. Unpaid leave may not be used on the last ten (10) school days of the year.
iii. Unpaid leave may not be used during the first five (5) days of school.

6.8 Paid Holidays

(If the holiday falls within the employee's regular work schedule)

12-Month, Full-Time Employees		
1. Fourth of July	5. Christmas Eve Day	9. Good Friday
2. Labor Day	6. Christmas Day	10.Memorial Day
3. Thanksgiving Day	7. New Years Eve Day	
4. Day After Thanksgiving Day	8. New Years Day	

11-Month, Full-Time Employees		
1. Labor Day	5. Christmas Day	9.Memorial Day
2. Thanksgiving Day	6. New Years Eve Day	
3. Day After Thanksgiving Day	7. New Years Day	
4. Christmas Eve Day	8. Good Friday	

Less Than 11-Month Employees	
1. Labor Day	3. Day After Thanksgiving Day
2. Thanksgiving Day	4. Memorial Day

A. If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

B. Holidays Falling on Student Contact Days: If any of the holidays listed above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a holiday on a date determined by the Administration.

C. Any employee required to work on a holiday for which they are eligible to receive holiday pay shall receive two times the regular hourly rate of pay.

D. To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on their regularly scheduled work day immediately preceding and immediately following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

7.0 BENEFITS

All insurance carriers, programs, and coverages in this Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of June at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

7.1 Health Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in the district's

health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. ~~shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP).~~ For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook. The rates in the chart below represent no health assessment participation.

HMO and HDHP health insurance employer percent paid based on an employee's daily work hours over a five (5) day work week.

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	82~~85~~%	82~~85~~%
7+ hours	77~~80~~%	77~~80~~%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	82~~85~~%	64~~67~~%
7+ hours	77~~80~~%	60~~63~~%

6+ hours	7275%	7275%	6+ hours	7275%	5255%

Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This chart is based on the employee who carries the health insurance, works 8 hours per day with no participation in the health assessment	11 or 12-Month Hourly Staff Family Rate	School Year Only Hourly Staff Family Rate
Neither spouse eligible ABP	9295%	7477%
One spouse eligible & elects enrollment in ABP	2885%	6467%

7.2 Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If both the employee and spouse~~individuals~~ do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of this handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.

3% rate savings. Family - Both the employee and spouse are~~The individual is~~ required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). Family - Both the employee and spouse are ~~The individual is~~ required to visit and meet with the Physician's Assistant~~Nurse Practitioner~~ at the district Staff Wellness Clinic and both the employee and spouse are ~~the individual is~~ required to be current or have completed all recommended age / gender appropriate screenings.

Human Resources will provide employees with the last date to complete the employee and spouse annual health assessment to receive the above rate savings. ~~Human Resources will provide the employee and spouse individuals with the last date to complete their annual health assessment to receive the above rate savings.~~ Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individuals meet with the Physician's Assistant~~Nurse Practitioner~~, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

7.3 Health Savings Account (HSA)

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a High Deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

7. 4 Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP)/Health Reimbursement Account (HRA)~~Alternative Benefit Plan (ABP) in Lieu of Health Insurance~~

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

A. Cash payment per month amount of either: $ 50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

B. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

Custodial & Maintenance Employee Group Only - See Appendix F

7.5 Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are

employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. See Appendix G for dental insurance legacied language.

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	88%
7+ hours	83%	83%
6+ hours	78%	78%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	70%
7+ hours	83%	66%
6+ hours	78%	58%

7.6 Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week.

7.7 Cobra Law Insurance Continuation

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The district follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s).

7.8 Flexible Spending Plan

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

7.9 Life Insurance

The district shall provide a 100% employer premium paid life insurance policy to employees working 30 or more hours per week.

$35,000 - Hourly school year only staff

$85,000 - 11 and 12-month year-round staff

See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day worked with the district. See Appendix G for life insurance legacy language.

7.10 Long-Term Disability (LTD)

The employer shall pay for a disability insurance plan for all employees working 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. See Appendix G for disability insurance legacy language.

7.11 Short-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working 30 or more hours per week. See the current short-term policy booklet for benefit limitations and/or exclusions. See Appendix G for disability insurance legacy language.

8.0 OTHER BENEFITS

8.1 Wisconsin Retirement/Employee Trust Funds

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

8.2 403(b) Employee Savings Plan

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the employees's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the employees's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

8.3 457(b) Deferred Compensation Plan

The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

8.4 Uniforms (Custodial & Maintenance)

The district shall provide each employee with five (5) uniform shirts or the equivalent dollar value in other apparel upon satisfactory completion of his/her probationary period. The district shall provide each employee with three (3) shirts or the equivalent dollar value in other apparel on an annual basis thereafter. Maintenance staff shall receive four (4) shirts or the equivalent dollar value in other apparel on an annual basis. All custodial/maintenance staff member shall be required to wear the district-purchased apparel during their work shift. Uniform shirts shall be mandatory, except as approved by the Director of Facilities.

8.5 Phones (Head Custodians & Maintenance Department)

The Board of Education shall provide a smartphone device to the Head Custodian and Maintenance employee. The Head Custodian and Maintenance employee is expected to carry the smartphone device at all times, including nights and weekends. The Board of Educations will allow personal use of the smartphone device as the Head Custodian and Maintenance employee is not expected to carry both a work and personal device at all times.

8.6 Workers Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human

resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. ~~Additionally,~~ Aabsence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met:

    a. The district's worker's compensation carrier approves the employee claim as work comp related

b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty
   Purpose:
   In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

   Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

   Assignments:
   A temporary work assignment is work that an employee may perform during a work-related injury recovery period. It may be either a full-time or part-time assignment. The rate of pay during such a temporary work assignment will be the employee's regular wage in effect at the time of such a temporary work-related injury. Temporary, transitional work assignments may include the following:
   a. Modification of an employee's regular work assignment.
   b. Temporary reassignment to another shift.
   c. Temporary reassignment to another position within the employee's department and/or,
   d. Temporary reassignment to another department.

8.7 District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

9.0 RETIREMENT ELIGIBILITY AND DISTRICT RETIREE BENEFITS

1. Employees who plan to retire shall notify the Director of Human Resources in writing of their intent to do so three months prior to the date on which they wish to retire.

2. If the employee provides proper notice outlined above in item 1 of this Retirement Section, and who have been employed at least one (1) year in the Waunakee School District and who have reached the age of 55 shall be eligible to receive retirement benefits as follows.
    a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in 7.0 Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
    b. A District post-retirement HRA employer contribution benefit shall be provided based on the years of service schedule in Section 9.1e below.

3. Any employee hired after June 30, 2012 will not be eligible for district provided post- employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

4. If an employee meets the years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

9.1 Retirement Health Reimbursement Account (HRA)

1. The HRA provider and plan shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

2. This HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. The HRA is a portable post-employment benefit that can be accessed by the employee to pay eligible health care expenses, subject to the terms and conditions of the HRA. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

3. Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in

combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

4. The retired employee shall pay the distribution fee to access the HRA funds.

5. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in 9.0 Retirement items 1 and 2 above.

   Prorated HRA Benefit. Staff must complete a minimum of ten years of service to earn the full HRA benefit value. Employees that have completed less than 10 years of service are eligible for a prorated portion of the HRA benefit ~~payment~~ following this HRA Vesting Schedule.

   HRA Vesting Schedule

After # Years Experience in the Waunakee Community School District	HRA Benefit Eligibility
After 1 year	10%
After 2 years	20%
After 3 years	30%
After 4 years	40%
After 5 years	50%
After 6 years	60%
After 7 years	70%
After 8 years	80%
After 9 years	90%
After 10 years	100%

   Sick Leave Value Definition. The sick leave per day maximum value is based on the employee's per diem salary (hourly rate at time of retirement x hours per day work schedule) and the maximum sick leave value shall not exceed $138~~130~~ per day. The maximum unused sick day credit shall not exceed 120 unused sick days.

   Years of Service Definition. The years of service maximum value is $500 per each full year of service to the district.

Post-Employment Employer HRA Contribution Calculation

+$ Sick Leave Value = Up to $130 x # Unused sick on last day of employment

+$ Years of Service Value = $500.00 x # Years of Service

=$ Net Total Post-Employment HRA Value

x$ HRA Vesting Schedule Percent (See Vesting Schedule chart above)

=$ Final Total Post-Employment HRA Value

Deposit by the District in the HRA Upon Retirement. The final total post-employment HRA value is a one-time deposit into the employee's HRA by the District. The payment shall occur on either September 15th or January 15th, whichever date occurs first following the effective date of the employee's retirement.

10.0 SUPERVISION & EVALUATION

A. Employees shall be evaluated annually during their first three years of employment in the district and every third year thereafter, or more often if necessary as determined by their immediate supervisor. Direct supervisors shall meet with each employee to discuss their written evaluation.

B. Employees on an improvement plan shall not receive an increase in pay.

   If, after a period of time, the employee's performance does not improve, notice of termination shall be given.

C. In-Service: All classified staff are encouraged to attend in-service sessions or take courses for professional development as recommended and approved by their immediate supervisor. The district will pay registration fees and employees will be paid their regular hourly rate for time spent attending pre-approved in-service or training sessions outside of their regular work hours. Employees are encouraged to discuss their individual training needs and suggestions with their immediate supervisor.

11.0 ASSIGNMENTS, VACANCIES, TRANSFERS, LAYOFFS

11.1 Physical Examination

Upon initial employment, an employee must have a limited physical examination, including a chest x-ray or TB test, and a physician must certify the employee to be free from communicable disease. The District shall provide for the physical at one of the local clinics

at employer expense. The employee may elect to have a physical at another clinic or provider at their own expense.

11.2 Job Postings/Vacancies

A. Any job opening within the hourly employment groups shall be posted for a minimum of five (5) working days. The notice shall include the date of posting, a description of the position available, hours of work, shift, work location, pay range, and the qualifications required for the position It shall be the responsibility of the employee to check the postings and to apply for the vacant positions.

B. In situations where administration determines that the needs of the students and the district will be best served by doing so, an employee may be reassigned to an open position in lieu of posting the particular vacancy.

C. An employee who wishes to transfer to a vacant position shall file a written application for the position with the Director of Human Resources or other person designated by the District on the job posting.

D. Qualified personnel may apply for the vacant position without resigning their present position in the District, and if selected shall retain their seniority within the same classification within their current employee group.

E. An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position, and if qualified, may be awarded the position. The District retains the right to determine the qualifications needed for any vacant position.

F. The employer may select the best qualified applicant based upon an impartial assessment of the relative ability, training, qualifications, experience, and performance among the applicants. The term applicant refers to internal and external applicants. In the event two or more equally qualified applicants shall apply for a position, the internal applicant will be selected.

11.3 Job Changes/Transfers

When employees within the classified staff move from one position to another, pay and benefits shall be determined as follows:

A. There shall be no hourly wage increase when employees move between positions within the same classification or pay range. Exceptions may be made at the discretion of the Human Resources Director, based upon experience and qualifications.

B. When an employee moves into a position that has a higher wage scale than their current position, they shall be placed within the pay range to insure that they have received a pay increase. If the beginning hourly wage for the new position is higher

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than the employee's current hourly wage, they may be placed at the minimum hourly wage for the new position. If the employee is currently earning more than the beginning hourly wage for the new position, they will be placed higher within the range to insure a pay increase.

C. If an employee moves from a position that doesn't earn vacation into a position that does earn vacation, they will have to work in the new position for the length of time indicated in order to qualify for vacation. Previous time worked in a position that does not earn vacation will not apply. If, however, an employee has been earning vacation, they will retain their earned vacation and previous time worked will apply toward vacation in the new position.

11.4 Lay-Off Language

A. The District may subcontract for goods and services. No employee will be reduced in regular hours or laid off as a result of the operation of this provision.

B. The District will, if practicable, give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff.

C. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

D. If layoff becomes necessary, seasonal and temporary employees will be laid off before regular employees.

E. Layoff decisions shall be based upon the relative ability, training, qualifications, experience, performance, and seniority of the employees within affected classifications. Seniority shall be defined as continuous, permanent employment with the District. An employee's wages shall not be a factor considered in selection for layoff.

F. Seniority shall be broken if an employee:
    a. Quits.
    b. Is discharged.
    c. Fails to report to work upon expiration of a leave of absence.
    d. Retires.
    e. Voluntarily transfers out of a custodial or maintenance position.
    f. Failure to report to work within the time frame set forth in a recall notice.

G. An employee who is to be laid off or reduced in hours shall not be allowed to replace (bump) a less senior employee in another classification.

H. Laid off (full or partial) employees shall not lose any seniority, sick leave, and vacation earned as employees. Fully laid off employees shall not accrue any sick or vacation time. Reduced in time employees shall have all the rights and privileges of

full-time employees except that economic provisions will be prorated to be consistent with the portion of a full-time position held.

I. Employees on lay-off shall be recalled to vacancies in their classification in the inverse order of lay-off. If an employee refuses the position, they shall be removed from the re-call list.

   a. If the District has a vacant position available for which a laid-off employee is qualified as determined by the District, the employee shall be notified of such position and offered employment in that position, commencing as of the date specified in the notice but no earlier than fifteen (15) days from the date of notice
   b. Employees shall be notified of recall by registered mail. The employee shall respond to the recall within five (5) days of receipt of the notice. It shall be the responsibility of the employee to keep the District advised of their current whereabouts. An employee's failure to respond to the recall will be considered a waiver of that employee's recall rights.

J. Laid-off employees who are eligible may continue group insurance coverage available through the District during the 18-month recall period by reimbursing the District for premium costs. Nothing in this section shall be construed as expanding upon state or federal COBRA rights.

K. No new custodial or maintenance hires will be made by the District while there are custodian or maintenance employees who have been laid off or reduced in hours who are willing, available, and qualified to fill the vacancy.

12.0 CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS – OBLIGATION TO REPORT CRIMINAL RECORD

12.1 Job Applicants

A. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

B. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

12.2 Current Employees

A. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

B. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

C. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

D. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

13.0 GRIEVANCE PROCEDURE

13.1 Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

A. The name and position of the grievant;
B. a clear and concise statement of the grievance;
C. the issue involved;

D. the relief sought;
E. the date the incident or alleged violation took place;
F. the specific section of the Policy or workplace safety rule alleged to have been violated; and
G. the signature of the grievant and the date.
    a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.
    b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
    c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
    d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
    e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

13.2 Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District

Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar

pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

13.3 Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended

except in extreme circumstances and then only upon the express written consent of the parties.

13.4 Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

14.0 OTHER DUTIES

14.1 Voluntary Special Education Duties

Staff that voluntarily accept additional hours to transport students in school van shall be paid $32.40~~20~~ per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid $20 per hour.

14.2 School Bus Driving

Staff that have a CDL permitting school bus operation may drive for the WCSD bus service and simultaneously be paid for their regularly scheduled daily work hours and as a bus driver for the service. Supervisors must approve of these schedule arrangements in advance and not all positions will be eligible due to student care responsibilities.

The district will also provide a $500 bonus to any staff person that earns their CDL and/or becomes a bus driver for the WCSD bus service after 90 days of driving services.

15.0 SPECIAL EDUCATION PROGRAM AIDE LICENSE

Effective for licenses obtained or renewed on July 1, 2023 or later

15.1 Initial Licensure Upon Hire

Staff hired to work as special education para educators can submit for WI licensure fee reimbursement after working for WCSD for 90 days.

15.2 Licensure Renewal – Returning Staff

Returning staff hired to work as special education para educators can submit for licensure fee reimbursement after incurring such fees. Reimbursement will be via the Accounts Payable office.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Appendix B Administrative Assistant Job Titles and Pay Ranges

*AA = Administrative Assistant

Years of Experience	AA - Attendance AA - Guidance Receptionist	AA-Asst. Principal AA-Principal Receptionist/AA-Asst. HS Principal	AA-Activities Director AA-Director of Student Services AA-Data and Scheduling AA-Director of Building/Grounds AA-Director of Human Resources AA-Director of Instruction AA-Director of Special Education AA-Director of Technology AA-Executive Director of Operations AA-Summer School District Receptionist/AA-Auxiliary	Accounting Specialist Accounts Payable Specialist AA-Superintendent District Registrar Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist Grant Specialist Special Ed Compliance Specialist
Minimum	**$19.53~~$18.76~~**	**$22.35~~$21.47~~**	**$25.17~~$24.17~~**	**$28.72~~$27.58~~**
1 Year	$20.10~~$19.30~~	$22.98~~$22.07~~	$25.87~~$24.85~~	$29.53~~$28.36~~
2 Years	$20.66~~$19.84~~	$23.60~~$22.67~~	$26.58~~$25.53~~	$30.34~~$29.14~~
3 Years	$21.22~~$20.38~~	$24.23~~$23.27~~	$27.29~~$26.21~~	$31.15~~$29.92~~
4 Years	$21.78~~$20.92~~	$24.85~~$23.87~~	$28.00~~$26.89~~	$31.96~~$30.70~~
5 Years	$22.34~~$21.46~~	$25.48~~$24.47~~	$28.71~~$27.57~~	$32.78~~$31.48~~
6 Years	$22.63~~$21.73~~	$25.79~~$24.77~~	$29.06~~$27.91~~	$33.18~~$31.87~~
7 Years	$22.91~~$22.00~~	$26.10~~$25.07~~	$29.41~~$28.25~~	$33.59~~$32.26~~
8 Years	$23.19~~$22.27~~	$26.42~~$25.37~~	$29.77~~$28.59~~	$34.00~~$32.65~~
9 Years	$23.47~~$22.54~~	$26.73~~$25.67~~	$30.12~~$28.93~~	$34.40~~$33.04~~
10 Years	$23.75~~$22.81~~	$27.04~~$25.97~~	$30.48~~$29.27~~	$34.81~~$33.43~~
11 Years	$24.03~~$23.08~~	$27.35~~$26.27~~	$30.83~~$29.61~~	$35.21~~$33.82~~
12 Years	$24.31~~$23.35~~	$27.66~~$26.57~~	$31.18~~$29.95~~	$35.62~~$34.21~~
13 Years	$24.59~~$23.62~~	$27.98~~$26.87~~	$31.54~~$30.29~~	$36.03~~$34.60~~
14 Years	$24.87~~$23.89~~	$28.29~~$27.17~~	$31.89~~$30.63~~	$36.43~~$34.99~~
15+ Years	$25.16~~$24.16~~	$28.60~~$27.47~~	$32.25~~$30.97~~	$36.84~~$35.38~~

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

	Job Titles			
Years of Experience	Custodian Courier	Head Custodian	Maintenance HS Head Custodian	Electrician Plumber
Minimum	$20.43~~$19.62~~	$25.89~~$24.87~~	$27.09~~$26.02~~	$33.67~~$32.34~~
1 Year	$20.74~~$19.92~~	$26.48~~$25.43~~	$27.84~~$26.74~~	$34.61~~$33.24~~
2 Years	$21.05~~$20.22~~	$27.06~~$25.99~~	$28.59~~$27.46~~	$35.55~~$34.14~~
3 Years	$21.37~~$20.52~~	$27.64~~$26.55~~	$29.34~~$28.18~~	$36.48~~$35.04~~
4 Years	$21.68~~$20.82~~	$28.23~~$27.11~~	$30.09~~$28.90~~	$37.42~~$35.94~~
5 Years	$21.99~~$21.12~~	$28.81~~$27.67~~	$30.84~~$29.62~~	$38.36~~$36.84~~
6 Years	$22.26~~$21.38~~	$29.10~~$27.95~~	$31.22~~$29.98~~	$38.83~~$37.29~~
7 Years	$22.53~~$21.64~~	$29.39~~$28.23~~	$31.59~~$30.34~~	$39.29~~$37.74~~
8 Years	$22.80~~$21.90~~	$29.68~~$28.51~~	$31.96~~$30.70~~	$39.76~~$38.19~~
9 Years	$23.07~~$22.16~~	$29.98~~$28.79~~	$32.34~~$31.06~~	$40.23~~$38.64~~
10 Years	$23.34~~$22.42~~	$30.27~~$29.07~~	$32.71~~$31.42~~	$40.70~~$39.09~~
11 Years	$23.61~~$22.68~~	$30.56~~$29.35~~	$33.09~~$31.78~~	$41.17~~$39.54~~
12 Years	$23.89~~$22.94~~	$30.85~~$29.63~~	$33.46~~$32.14~~	$41.64~~$39.99~~
13 Years	$24.16~~$23.20~~	$31.14~~$29.91~~	$33.84~~$32.50~~	$42.11~~$40.44~~
14 Years	$24.43~~$23.46~~	$31.43~~$30.19~~	$34.21~~$32.86~~	$42.57~~$40.89~~
15+ Years	$24.70~~$23.72~~	$31.73~~$30.47~~	$34.59~~$33.22~~	$43.04~~$41.34~~

Appendix D Classified Staff Job Titles and Pay Ranges

CLASSIFICATIONS

Hourly Classification	Hours per Week During the School Year Only
A	30 to 40 hrs/week
B	20 to 29 hrs/week
C	Less Than 20 hrs/week
D	40 hrs/week during the full calendar year

Years of Experience	**Job Titles**			
	LMTC Assistant Para Educator-Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	**$19.03~~$19.43~~** **~~$18.28~~**	**$19.37~~$18.60~~**	**$20.33~~$19.53~~**	**$19.43~~$18.66~~**
1 Year	$19.53~~$20.01~~ ~~$18.76~~	$19.87~~$19.08~~	$20.83~~$20.01~~	$20.01~~$19.22~~
2 Years	$20.03~~$20.59~~ ~~$19.24~~	$20.37~~$19.56~~	$21.33~~$20.49~~	$20.59~~$19.78~~
3 Years	$20.53~~$21.18~~ ~~$19.72~~	$20.87~~$20.04~~	$21.83~~$20.97~~	$21.18~~$20.34~~
4 Years	$21.03~~$21.76~~ ~~$20.20~~	$21.37~~$20.52~~	$22.33~~$21.45~~	$21.76~~$20.90~~
5 Years	$21.53~~$22.34~~ ~~$20.68~~	$21.87~~$21.00~~	$22.83~~$21.93~~	$22.34~~$21.46~~
6 Years	$21.78~~$20.92~~	$22.12~~$21.24~~	$23.08~~$22.17~~	
7 Years	$22.03~~$21.16~~	$22.36~~$21.48~~	$23.33~~$22.41~~	
8 Years	$22.28~~$21.40~~	$22.61~~$21.72~~	$23.58~~$22.65~~	
9 Years	$22.53~~$21.64~~	$22.86~~$21.96~~	$23.83~~$22.89~~	
10 Years	$22.78~~$21.88~~	$23.11~~$22.20~~	$24.08~~$23.13~~	
11 Years	$23.03~~$22.12~~	$23.36~~$22.44~~	$24.33~~$23.37~~	
12 Years	$23.28~~$22.36~~	$23.61~~$22.68~~	$24.58~~$23.61~~	
13 Years	$23.53~~$22.60~~	$23.86~~$22.92~~	$24.83~~$23.85~~	
14 Years	$23.78~~$22.84~~	$24.11~~$23.16~~	$25.08~~$24.09~~	
15+ Years	$24.03~~$23.08~~	$24.36~~$23.40~~	$25.33~~$24.33~~	

HOURLY STAFF – TRUE TIME

Skyward Abbreviated Instructions

To report time worked, as well as submitting weekly time sheets.

Reporting time worked is often referred to as "Punching In / Punching Out":
Devices to use to complete this action are:

- A computer
- Skyward Mobile Access (mobile device)

Punch in / out as follows:

Beginning of Day: In

Lunch Start: Lunch

Lunch End: In

End of Day: Gone

Submit Timesheet at end of each week:
It is the employee's responsibility to submit their timesheet to their True Time approver / supervisor at the end of each workweek. A workweek consists of Sunday 12:00 AM through Saturday 11:59 PM. Timesheets need to be submitted by no later than 8:00 AM Monday morning.

Denied timesheet:
If your True Time approver / supervisor denies your timesheet, you will receive an email indicating denial. You will need to figure out why it was denied, make the edits and submit again in a timely manner (Monday for the previous week).

For assistance, please visit the Human Resources (For Staff) website, or send an email to your True Time approver / supervisor.

Appendix F

Alternative Benefit Plan [ABP] in Lieu of Health Insurance

Custodial & Maintenance Employee Group
The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (8 hours per day) is $400~~300~~ per month.

Once an employee opts to enroll in either the Section 7.4 ABP benefit or Section 7.5 FRA benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in District health insurance to waiving it.

Appendix G
Benefits and Insurance Legacy Language

Health Insurance
Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be legacied in, as long as allowable by applicable employment law.

Dental, Life, Short-Term Disability and Long-Term Disability Insurances
Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be legacied in, as long as allowable by applicable employment law.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

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

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

Aquatic Center Staff Employment Guidelines

2024-2025 School Year

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AQUATIC CENTER STAFF EMPLOYEE GUIDELINES
Effective June 1, 2009
POSITION CLASSIFICATIONS

Lifeguard	American Red Cross Lifeguard Certification – Multiple guards on duty or practice
Swim Instructor	Water Safety Instructor Certification – Swimming Lessons
Head Lifeguard	American Red Cross Lifeguard Certification – 5:30 am shift/Single guard/Supervisor
LGI/Cert. Coach	American Red Cross LGI Certification or Certified Coach – Teaching LG or Coaching

WORK SCHEDULES

1. Work schedules shall be developed by each immediate supervisor and approved by the Aquatic Director.
2. If an employee works beyond his/her regularly scheduled hours per week in any week, **prior approval must** be given by the immediate supervisor. The employee is also responsible for monitoring their hours to ensure that they will not exceed 40 hours in a week. If the employee is trending towards overtime, they are responsible to coordinate a substitute to cover any shifts that would take them into overtime. The substitute should be selected from the substitute pool and approved by the Aquatic Director.
3. An employee shall take one half (1/2) hour lunch break near the mid-point of each workday. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.
4. Employees working at least seven (7) hours per day may take two (2) paid breaks, not to exceed 15 minutes each. An employee working more than two (2) but not more than six and a half (6 ½) hours per day may take one (1) paid break. An employee working two (2) hours or less per day shall be given no paid break. Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.
5. If necessary, supervisors may adjust schedules to meet the needs of the District.
6. Employees will be given an opportunity to request days off prior to the schedule being posted each month. **If an employee is scheduled and discovers a conflict, that employee is required to arrange a substitute with all the appropriate certifications to take the shift.** The substitute should be selected from the substitute pool and approved by the Aquatic Director.

HOURLY WAGES

LIFEGUARD (LG)		**WATER SAFETY INSTRUCTOR (WSI)**		**HEAD LIFEGUARD**		***LGI-WSIT-CPO/AFO CERTIFIED COACH CERTIFIED FITNESS INSTRUCTOR**	
Annual % increase determined by the WCSD BOE for all categories – Implemented July plus step increases							
STEPS	**Rate**	**STEPS**	**Rate**	**STEPS**	**Rate**	**STEPS**	**Rate**
start	$18.86	start	$22.18	start	$22.18	start	$33.27
Year 1 + SS*	$19.12	Year 1 + SS	$22.48	Year 1	$22.48	1	$33.72
Year 2 + SS*	$19.38	Year 2 + SS	$22.79	Year 2	$22.79	2	$34.20
Year 3 + SS*	$19.64	Year 3 + SS	$23.10	Year 3	$23.10	3	$34.67
Year 4 + SS*	$19.90	Year 4 + SS	$23.42	Year 4	$23.42	4	$35.17
Year 5 + SS*	$20.16	Year 5 + SS	$23.73	Year 5	$23.73	5	$35.66
* SS = step increase for staff committed to 1 or more sessions of summer school swimming lessons that year							
Individuals hired before March 15 of a school year will be eligible for a SS step increase. All staff will receive the annual % increase regardless of the hire date.							

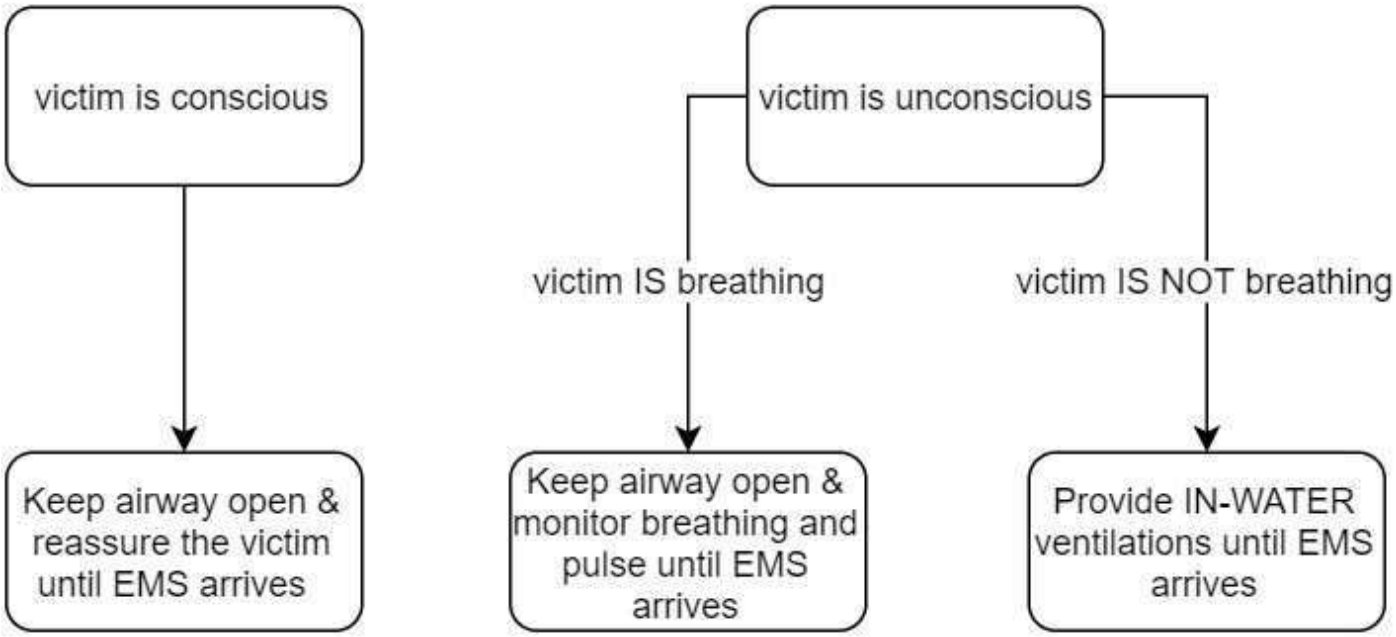
JOB/STATUS CHANGES

As employees pursue additional certification they may be eligible to perform additional duties and receive increased pay. Employees must provide the Aquatic Director with a copy of their new certification. Pursuing and receiving additional certification does not guarantee additional hours or additional job duties.

EMERGENCY ACTION PLAN

1 LIFEGUARD-1 PATRON

1. Identify emergency — Activate EAP
2. Call 9-911
3. Make necessary rescue
    a. Assess situation



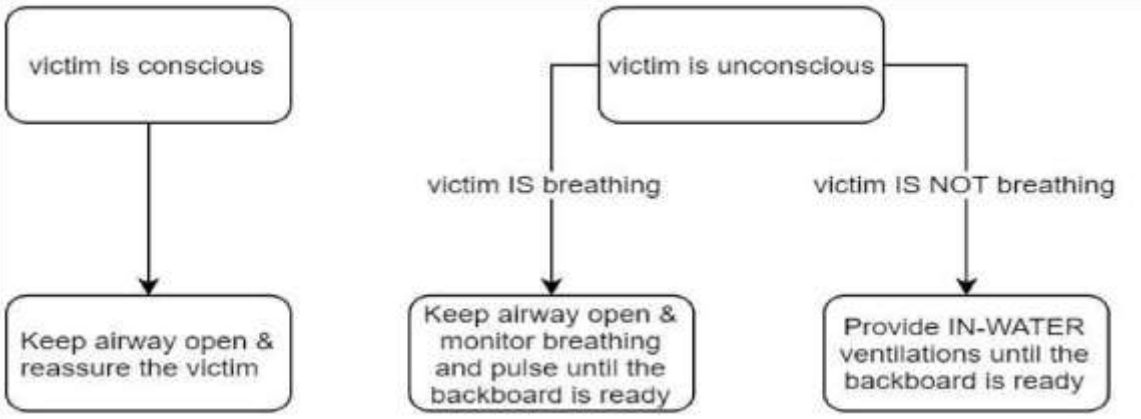
    b. If victim is small enough, remove from water and provide appropriate care on land
    c. Provide any necessary information to EMS personnel
    d. Close aquatic facility until further notice
    e. Contact Aquatic Director or Athletic Director
    f. Complete all necessary paperwork

1 LIFEGUARD - 2+ PATRONS/Coaches

1. Identify emergency — Activate EAP
2. Make necessary rescue
3. Direct a patron to call 9-911, follow emergency directions on phone, and wait at the door for EMS personnel
4. Direct a patron/coach to clear the water
5. Direct a patron/coach to bring the backboard to the side of the pool
6. Assess the victim's status
    a. No spinal
        i. Direct the patron/coach through the rapid extrication process
    b. Spinal, but no breathing and/or pulse
        i. Direct the patron/coach through steps for rapid extrication
    c. Spinal
        i. Direct the patron/coach through the spinal back boarding procedure
7. Provide appropriate care on land until EMS personnel arrive
8. Provide any necessary information to EMS personnel
9. Close aquatic facility until further notice
10. Contact Aquatic Director or Athletic Director
11. Complete all necessary paperwork

2+ LIFEGUARDS- 1+ PATRON(S)

1. Rescuing Lifeguard: identify emergency — Activate EAP
2. Make appropriate rescue
3. Assisting Lifeguard: call 9-911 & follow emergency directions on phone
4. Assisting Lifeguard: bring the backboard to the side of the pool
5. Rescuing Lifeguard: assess victim's status



   a. **No spinal**: extricate the drowning person via rapid extrication process
   b. **Spinal, but no breathing and/or pulse**: extricate the drowning person-rapid extrication procedure
   c. **Spinal**: spinal back boarding procedures
      i. Assisting lifeguard: bring the backboard to the edge of the water and remove the head immobilizer, placing it within reaching distance. Place the board at an angle in the water
      ii. Rescuing lifeguard: place the victim on the center of the backboard with the head on the designated head space.
      iii. Assisting lifeguard: With the head of the backboard resting on the pool edge, stabilize the board by pressing down on it with both elbows and stabilize the victim by placing both hands on the victim's arms and applying pressure, using the head splint
      iv. Rescuing lifeguard: secure one strap across the victim's chest, under the armpits, and then stabilize the victim by placing one hand and arm on the victim's chin and chest and the other hand and arm under the backboard.
      v. Assisting lifeguard: release the victim's arms and lower them down. Secure the victim's head to the backboard using a head immobilizer and strap across the forehead.
      vi. Both LG's Carefully slide the backboard out of the water & move 6 feet away from the water

6. Provide appropriate care on land until EMS personnel arrive
   a**. Rapid Assessment**
      i. Adult – Child – Infant ~ 2 initial breaths ONLY if pulled from water
      ii. **No Breathing, but pulse**
         1. Rescue Breathing with resuscitation mask or BVM (2 rescuers for BVM use)
            a. Adult ~ 1 breath every 6 seconds
            b. Child ~ 1 breath every 2-3 second
               - Reassess after about 2 minutes
      iv. No Breathing, No Pulse
         1. ADULT ~ 30 Compressions/2 Breaths 1 & 2 rescuer CPR
            a. AED as soon as available
         2. CHILD/INFANT ~ Compressions/ Breaths: 30/2 - 1 rescuer | 15/2 - 2 rescuer
            a. AED as soon as available
7. Provide any necessary information to EMS personnel
8. Close aquatic facility - Contact Aquatic Director or Athletic Director - Complete all necessary paperwork

WHISTLE CODES-Blown LOUDLY & FIRMLY

1 Short Whistle Blast	=	Get patron's attention
2 Short Whistle Blasts	=	Get staff's attention
1 Long Whistle Blast	=	Active Water Rescue
2 Long Whistle Blasts	=	Activate EAP ~ Call 9-911 – major emergency

UNIFORMS & EQUIPMENT

Employees are expected to dress appropriately for work. When lifeguarding, staff must wear a one-piece bathing suit or swim trunks, a lifeguard t-shirt and solid colored shorts, and a whistle. When actively lifeguarding, staff must have a rescue tube with the strap across their chest and must be wearing their hip pack with easy seal mask and gloves. Swim instructors must wear a one-piece solid colored suit/trunks.

INSERVICE TRAINING

Employees are expected to attend and participate in all in-service training sessions. If an employee is excused (by the Aquatic Director) from in-service training, that staff person is expected to make arrangements with the Aquatic Director to make up the in-service training. If an employee is unexcused or habitually absent from in-service training, disciplinary action will be taken, up to and including possible termination of employment.

SURVEILLANCE DUTY

Employees are expected to change positions and move their body **every 15 minutes** during surveillance duty. This it to minimize fatigue, unintentional blindness, and monotony while scanning.

CERTIFICATION VALIDITY/ CONTINUANCE

Employees are responsible for maintaining any and all job-related/required certifications. Review and/or challenge courses will be offered throughout the year by the Aquatic Director or another American Red Cross instructor. It is the employee's responsibility to know their expiration dates and make arrangements to participate in the necessary review or challenge courses. Classes offered by the Aquatic Director for current employees will be provided free of charge. If an employee is unable to or fails to attend a scheduled review or challenge course, that employee must make other arrangements to maintain the validity of their certification at their expense.

AMERICAN RED CROSS CERTIFICATIONS:

- LIFEGUARD/FIRST AID/CPR PRO – VAILD 2 YEARS
- WATER SAFETY INSTRUCTOR – VALID 2 YEARS w/ annual teaching & required updates
- LIFEGUARD INSTRUCTOR – VALID 2 YEARs w/ annual teaching & required updates

MISSING WORK FOR ILLNESS

If an employee is ill and unable to work their scheduled shift, they must contact the Aquatic Director as soon as possible. Unless an emergency, the employee is responsible to coordinate a substitute. If the Aquatic Director is unavailable, please notify your lifeguard partner. When arranging substitutes, the employee must ensure that their substitute holds the necessary certification to perform the job that they are subbing for. Excessive "call-ins" or schedule changes may result in the Aquatic Director requesting a doctor's excuse, a meeting with the Aquatic Director, a change in the employees schedule or hours, and/or disciplinary action.

MISSING WORK FOR VACATION

If an employee is planning a vacation they are required to notify the Aquatic Director at least four (4) weeks prior to their planned time off. The Aquatic Director will not schedule that employee during their requested time off as their requested vacation dates are provided on their monthly availability. If an employee is unable to provide the required notice, they are responsible to arrange substitutes

for all scheduled shifts. When arranging substitutes, employees must ensure that their substitute holds the necessary certification to perform the job that they are subbing for. Aquatic center employees will not be scheduled teaching (WSI) hours if they are going to miss more than two (2) days of a session.

TRUETIME/PAYDAY

True Time allows for electronic submission of hourly employees to clock in / out for their work shift, then submit time sheets to their True Time approver(s), who then submits to payroll for processing.
True Time Overview (video 01:52 min).
True Time INITIAL & FINAL APPROVALS are due to Payroll no later than Noon every Monday. View **EMPLOYEE** website for timesheet deadline submission expectations.

Employees shall be paid on the normal district paydays (twice monthly). When this date falls on a Saturday, Sunday, or on a bank holiday payment shall be made on the preceding business day. All payments shall be made via direct deposit. The district shall provide all payroll information electronically.

Employee Instructions & Expectations/Link to the Employee True Time website

- Clocking in & out
- Missed clock in & out
- Submitting your timesheet
- Correcting a denied timesheet
- Video: How to Clock In/Out
- Video: Employee Directions - How to Submit Time Sheet and Correcting a Denied Time Sheet

SNOW DAYS

In the event that the Waunakee School District cancels school due to inclement weather, all regularly scheduled aquatic center programs will be canceled. If the aquatic facility is rented out for a non-school event, employees may be expected to report to work if the organization renting the facility and the Waunakee School District deem it is safe to open the aquatic facility.

SCHEDULED EARLY RELEASE DAYS

Occasionally the Waunakee Aquatic Center will be open “Special Hours” on scheduled early release days. If an employee is scheduled to work on an early release day and they discover that they are unable to work, they are required to arrange for a substitute with the appropriate certifications to cover that shift.

TELEPHONE, CELL PHONE, and COMPUTER USE

Telephones are to be used for daily business and emergencies only. If a patron needs to use the phone, allow them to use the office phone but remind them to keep it brief.

Always answer the telephone promptly “Waunakee Aquatic Center this is *(name)* may I help you?

The on-deck emergency telephone is to be used only in the event of an emergency and should be checked by staff prior to each shift. During daily checks, if you discover that the on-deck emergency telephone is not working, notify the Aquatic Director.

Cell phones may be used by staff when at the check in table. Personal cell phones & smart watches are not to be used when the staff is on surveillance duty. Employees are permitted to check their cell phones while on break but the cell phone/smart watch must not interfere with customer service.

Staff may also use their cell phones to play APPROPRIATE music during Lap, Open and/or Family Swims. Be sure that the music is suitable for all ages and ensure the volume is at a respectable level for enforcing rules and a positive patron experience.

The computer in the aquatic office is to be used for business/school purposes only!

STAFF CONDUCT

Policies of the Board of Education
Series 800: School-Community Relations

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required: 1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students (patrons).
6. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.

As a lifeguard and/or swimming instructor you are a role model. Children look up to you. You are expected to behave in a mature professional manner. You are under a microscope in this role and when in the public's eye you must represent yourself, the Waunakee School District, and the American Red Cross in the most positive light possible.

CUSTOMER SERVICE

Our business depends upon pleasing our patrons (customers) while maintaining a safe environment. Next to safety, customer service is the most important part of our operation. Remember to always be patient and listen. When enforcing rules, it is important to speak loudly and clearly without shouting. If a patron approaches you with an issue or a complaint, do your best to handle the situation. If the issue or complaint is something that you cannot handle at your level, take the patron's name and telephone number. Let the patron know that The Aquatic Director will contact them. Be sure to leave a detailed message for the Aquatic Director describing the situation and the nature of the complaint or issue. If the complaint or issue is of a safety nature and is an immediate threat, it must be handled immediately.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Policies of the Board of Education
Series 800: School-Community Relations 832

No person on school property shall:

- Injure or threaten to injure the person of another. • Damage the property of another of the District.
- Conduct himself/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property which has been authorized by the Board of Education, superintendent, building principal, or other authorized District employee.
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board. Willfully violate other rules and regulations adopted by the Board or administration designed to maintain public order on school property. Individuals who violate this policy are subject to police referral or other legal action. In addition, students who violate this policy will be subject to suspension and expulsion pursuant to the provisions of state law or other appropriate penalties as may be determined. 308

WAUNAKEE AQUATIC CENTER POOL RULES

- Patrons must have a Waunakee Aquatic Center punch or be a member of the facility.
- On-site payments are not accepted. All fees are collected through RevTrak.
- Children under the age of 12 MUST be accompanied by an adult, 18 years of age or older.
- Patrons MUST shower before entering the pool, REMIND THEM!
- Food, drinks, and glass containers are not allowed in the pool area or locker rooms.
- Running, pushing, or rough play of any kind is prohibited on the pool deck and in the locker rooms
- Babies/children not toilet trained must wear swim diapers. You must stop them and ask if they are wearing a swim diaper.
- Rough play, shoulder rides, throwing individuals, dunking, and breath holding are prohibited in the water.
- Use of barbells, kick boards, and pull buoys are for lap and competitive swimmers only.
- Float belts, PFD's, floating "toys", fins, float toys, and diving rings are items that can be used by any patrons. If these items are being misused they you can put them away for the day.
- Patrons and staff should not enter a flotation device from the pool deck and should not exit the device onto the deck. This is to minimize slips and falls.
- Office areas and the back room are off-limits to patrons – NO EXCEPTIONS!
- Music played during public hours must be appropriate for all ages and set at a suitable volume.
- Starting blocks are off-limits during public hours, even for children on the swim team.
- Equipment must be picked up after use. Please keep the deck clean and uncluttered.

WISCONSIN DEPARTMENT of PUBLIC HEALTH POOL CODE

POOL RULES

- Do not enter the pool if you have a communicable disease or open cut.
- Do not bring food, drink, gum, or tobacco into the pool.
- Shower before entering the pool and after use of the toilet facilities.
- Do not run or engage in rough play in the pool area.
- Do not bring animals into the pool area.
- Diaper changing on deck is prohibited.
- Glass and shatter able items are prohibited in the pool area.
- If non-toiled trained children are permitted in the pool, the children shall be required to wear swim diapers.
- Prolonged breath holding games and contests is prohibited.

LIFEGUARD IDENTIFICATION & ASSIGNMENT

- At all times on duty a lifeguard shall wear clothing that is conspicuously marked "Lifeguard" or "Guard".
- A rescue tube with a harness across chest.
- A whistle.

CHEMICAL LEVEL RANGES

- pH Control – within a range of 7.2-7.8 Free Chlorine – 1.0-10.0 ppm.
- Combined Chlorine – 0.0-0.8

FECAL ACCIDENT & BODILY FLUID RESPONSE – Per STATE OF WISCONSIN

Fecal matter refers to a SOLID BOWEL MOVEMENT. Bodily fluids refer to VOMIT, URINE, BLOOD, etc. Use the following procedure if there is fecal matter or bodily fluid in the water; Clear the pool of all swimmers

- Glove up
- Use strainer to remove as much of the fecal matter or bodily fluid as possible
- Dispose of fecal matter/bodily fluid in the toilet
- Disinfect net (soak in bleach/water solution - ¼ cup bleach:1-gallon water) Test chlorine and close the pool according to the chart below

Chlorine Level (ppm)	Disinfection Time
1.0	45 Minutes
2.0	25 Minutes
3.0 +	19 Minutes

If the incident involves diarrhea in the pool, close the pool immediately and contact the Aquatic Director. The following chart outlines the amount of time the pool will be closed.

Chlorine Level (ppm)	Disinfection Time
1.0	15,300 Minutes (255 hours)
10.0	1,530 Minutes (25.5 hours)
20.0	765 Minutes (12.75 hours)

If there is fecal matter or bodily fluid on the pool deck or in the locker room glove up, cone off the affected area, dispose of feces/bodily fluid in the toilet, and saturate the affected area with a bleach/water solution (¼ cup bleach:1-gallon water). Let the solution sit on the affected area for 45 minutes before washing off.

FIRST AID & INCIDENT REPORTS

First aid supplies are kept in the Aquatic Office. Aquatic center staff should restock supplies as needed or directed by a supervisor. A list of supplies required by the State of Wisconsin is located inside the first aid kit.

Whenever administering first aid, ALWAYS **"GLOVE UP"** before assisting the patron. If the patrons' injury requires minimal first aid be sure to record the incident in the first aid log. If the situation escalates to an emergency situation, activate the EAP and call 9-911. Incident reports are required for all major emergencies and/or if 9-911 is called.

Complete an incident report for all first aid situations that require more than issuing a Band-Aid. Minor first aid simply requires staff to complete the first aid log. Incident reports should be completed for: all major emergencies, when first aid is administered (more than a Band-Aid), accidents that could result in injury at a later date (i.e. a fall on the pool deck or in the parking lot), patron behavior or discipline issues, and employee-related injuries.

It is imperative that the form be completed in detail and immediately following an incident. Employees should report only the facts of the incident and leave out personal opinions or speculation.

SEIZURE PROCEDURE

Provide care to a person who has had a seizure in the same manner as for any unconscious victim. To protect the victim from being injured, remove any nearby objects that might cause injury. Protect the victim's head by placing a thin cushion under it. If there is fluid in the victim's mouth, turn them on one side so the fluid will drain. If the victim is known to have periodic seizures, there is no need to summon EMS personnel. You should summon EMS personnel if the seizure lasts more than 5 minutes, the victim has multiple seizures, there is an apparent injury, the victim is pregnant, the victim is diabetic, the victim fails to regain consciousness, or the seizure happens in the water.

If the seizure happens in the water:

- Activate the EAP and summon a staff or patron to call 9-911.
- Support the victim with their head above water until the seizure is over.
- Remove the victim from the water as soon as possible.
- Place the victim face up and perform a rapid assessment. Perform rescue breathing and CPR as needed. If the victim vomits, turn them to their side to drain the fluid and sweep their mouth out.

SEVERE WEATHER

Tornado Procedure -

- Move all patrons out of the pool area to the women's pool locker room (1708) or down the hallway near the women's varsity locker room (1705). Use the key card in the aquatic office if the doorway to 1705 is locked.
- Keep all patrons away from the windows.
- Have all patrons sit with their knees up and head protected.
- Remain in a safe location until the "all clear" is given or EMS personnel arrive.

Lightning/Thunder -

- Move all patrons out of the pool area and into the pool lobby.
- Monitor the time of the last lightning strike and/or sound of thunder.
- Keep the weather radio nearby and monitor the storm on weather.com.
- Keep patrons out of the pool area and locker rooms until 30 minutes have passed without a visible lightning strike or the sound of thunder.

EMERGENCY EVACUATION

Fire -

- Proceed immediately out of nearest emergency exit #24, 25, or 26.
- Move at least 150 feet away from the building. Keep patrons out of the building until the "all clear" is given or EMS personnel arrive.

Extreme Cold -

- If no smoke, fire, or other obvious danger (i.e. chemical spill) is present patrons should report to the locker rooms to begin dressing. Staff should accompany patrons into the locker rooms to expedite the process. Everyone should meet in the lobby and move to the middle school as a group. Staff is responsible for taking the "Pool Staff Emergency Pass" from the pool office.
- If smoke, fire, or other obvious danger is present staff/patrons should grab shoes and move as a group to the middle school immediately.

CHEMICAL/MECHANICAL RELATED CLOSURES

In the event that the pool chemicals are not within the State of Wisconsin guidelines or there is a mechanical failure (i.e. circulation pump, chlorine pump, heater*) the aquatic center will need to be temperately closed.

If an employee determines that the chemicals are not within the appropriate range or a piece of equipment has failed, DO NOT allow patrons to enter the water. Contact the Aquatic Director immediately for further instruction. If the Aquatic Director is unavailable, contact the Athletic Director (phone numbers in the office). If the employee is unable to reach the Aquatic Director or Athletic Director a “closed” sign should be placed on the Aquatic Center doors.

OPENING PROCEDURES

At the start of each shift, the opening checklist (in the Lifeguard Log Book) should be completed. Always test the water prior to allowing patrons to swim. The water test is required by the State of Wisconsin and it can also indicate mechanical problems that would not be otherwise noticeable. Ensure that the emergency telephone is working and that all safety equipment is in good condition. Unlock the locker rooms, the outside doors, and the lobby entrance to the pool.

CLOSING PROCEDURES

Ensure all patrons are out of the water and off the pool deck before leaving the pool area. Lock the outside doors and the door from the pool to the lobby to ensure no one else enters the facility. Put away the rescue tube and water testing equipment. Pick up all equipment, toys, lost & found, and trash from the pool deck and bleachers. Once all of the patrons are out of the locker rooms, lock the locker rooms from the pool lobby. Go through the locker rooms and pick up all equipment, toys, lost & found, and trash. Double check that all patrons are out of the locker rooms, pool area, and lobby. Contact the custodian to notify them that you are leaving. **CHECK AND DOUBLE CHECK** that all doors leading to the pool area are locked and that the pool is secure.

SUPERIVSION & EVALUATION

Aquatic Center employees are directly supervised by the Aquatic Director. During swimming lessons there may be a learn to swim coordinator assigned to assist the Aquatic Director. On occasion a head lifeguard may be assigned to supervise the lifeguards and swim instructors.

Employees will be evaluated by the Aquatic Director and/or the Learn to Swim Coordinator on an annual basis.

DRUG FREE WORKPLACE

Policies of the Board of Education
Series 500: School-Community Relations

DRUG-FREE WORKPLACE

522.1

The manufacture, distribution, dispensing, possession or use of a controlled substance or the possession, use or distribution of alcohol or alcoholic beverages by an employee in the workplace shall be strictly prohibited. "Workplace" includes any school building or District property; any District-

owned vehicle or any other District-approved vehicle used to transport students to and from school or District activities; or, off District property during any
District sponsored or District-approved activity, event or function where students are under the jurisdiction of the District. This prohibition does not apply to any substance prescribed for individual consumption by a licensed medical practitioner.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of such conviction. The superintendent shall notify the appropriate federal agency of the conviction.
Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreement or other procedures established by the Board. Violation of this policy shall result in suspension or dismissal of the employee. In addition, referral for prosecution will be imposed on employees who violate the standards of this policy and the law.

This policy shall be published annually and distributed to all employees of the District. In addition, in-service programs shall be planned which inform employees about the dangers of drug and alcohol abuse in the workplace; the District's employee assistance program or other rehabilitation programs available; and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

Legal Ref.: Chapter 961 Wisconsin Statutes
Drug Free Workplace Act of 1988
34 CFT Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)

Cross Ref.: 523.2, Employee Assistance Program
Current Employee Agreements

Adopted: 9/10/90

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

SEXUAL HARASSMENT/HARASSMENT
Policies of the Board of Education
Series 400: Students
Series 500: Personnel

SEXUAL HARASSMENT/HARASSMENT

412/512 The Waunakee Community School District is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all District employees and students and will also be distributed to all contractors, vendors and other agents of the District.

Forms of harassment, other than sexual harassment, are to be considered a violation of this policy. It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

1) Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member when: a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when

b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when

c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

2) A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

* verbal harassment or abuse, sexual jokes and innuendo
* pressure for sexual activity or sexual favors, unwanted sexual advances
* remarks to a person with sexual or demeaning implications, including remarks about an individual’s body, sexual prowess, or sexual deficiencies
* unwelcome touching, leering or whistling
* suggesting or demanding sexual involvement accompanied by implied or * explicit threats concerning one's grades, job, etc. * insulting or obscene comments or gestures
* display or sexually suggestive objects or pictures
* other physical, verbal or visual conduct of a sexual nature

e) It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

Waunakee Community School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender’s identity or position. In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor or teacher. If this does not resolve the complaint the person should file a written complaint with the Equity Coordinator (Director of Human Resources) using the Discrimination/Harassment Complaint Form. In the event that the Equity

Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the superintendent.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirements.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the superintendent may request that a complaint be filed by the grievant as the result of his/her investigation of the complaint.

Legal Ref.: Sections 111.36 Wisconsin Statutes
118.13
118.20
Title VII, Civil Rights Act of 1964 (as amended)
PI 9 Wisconsin Administrative Code
Title IX or the Education Amendments of 1972

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedure
447.3, Student Suspension
447.4, Student Expulsion
447.5, Student Discipline Suspension/Expulsion of Students with Disabilities 454, Child Abuse and Neglect
511-Rule, Employment Discrimination/Harassment Complaint Procedures 522.3, Employee Misconduct Reporting

Cross Ref.: Complaint Procedures
Current Employee Agreements

Adopted: 4/22/91

Revised: 5/11/92
March 1994
September 1994
September 1995
April 1999
March 2002
April 2002

APPENDICES

Accident Log
Incident Report
Job Descriptions

- Lifeguard
- Head Lifeguard
- Water Safety Instructor

Opening & Closing Procedures & Daily LG Reminders
True Time Instructions and Expectations (binder in pool office and linked in TrueTime section of manual)
Daily Chemical Log Sheet
Daily Facility Usage
Preschool Aquatics Fact Sheet and Skills Chart
Learn to Swim Fact Sheet and Skills Chart
LTS Substitute Form & Lesson Plan
American Red Cross r.24 Lifeguard Training terminology changes & updates

This handbook is not to be construed as a contract with the Waunakee Community School District. The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause.

This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Administrator
&
Administrative Support
Employment Guidelines

BOE Adopted: 6/11/23

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Purpose

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about their working relationship with the District.

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits

SECTION I
Positions

Administrative Positions

Position	Contracted Days (for 100% FTE)
District Administrator	261 days
Executive Director of Operations	261 days
Director of Elementary Curriculum & Instruction	261 days
Director of Secondary Curriculum & Instructions	261 days
Director of Business Services ~~Business Manager~~	261 days
Director of Student Services	261 days
Director of Special Education	261 days
Director of Human Resources	261 days
Director of Technology	261 days
High School Principal	261 days
Middle School Principal	261 days
Intermediate Principal	261 days
Elementary Principal	261 days
Associate ~~Assistant~~ High School Principal	238 days
Associate ~~Assistant~~ Middle School Principal	238 days
Associate ~~Assistant~~ Intermediate School Principal	238 days
Associate ~~Assistant~~ Elementary Principal	210 days
Athletic Director	261 days

Administrative Support Positions

Position	Contracted Days
Aquatics Director	261 days
COTA	# of student days
Communications & Engagement Specialist	261 days
Computer Technician	261 days
Director of Facilities	261 days
Network Administrator	261 days
Network Engineer	261 days
Nurse	200 days
Psychologist	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
Social Worker	210 days
Translation & Interpretation Coordinator	238 days
Special Education Coordinator EC - Grade 6 Special Education Coordinator Grades 6 - 12	210 days

*Covered by these guidelines only to the extent outlined in letter of employment.

Compensation Plan

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent Administrative staff possible. The beginning salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in Dane County.

Factors used to determine appropriate beginning salaries include:

- the administrative / administrative support position's role within the organization
- the number of contract day
- the reporting relationship of the position
- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

Initial compensation plan placement and future advancement are determined by the

Superintendent of Schools, subject to the approval of the Board of Education. Any part-time employee shall have their salary pro-rated based upon their FTE.

Employees will receive paychecks on the 15th and 30th of each month. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

Administrators / Administrative Support Staff who work less than 238 days will receive less than 24 paychecks depending upon their annual payroll cycle election as follows: 24 payrolls July 15 – June 30; 22 payrolls August 15 – June 30; 19 payrolls September 15 – June 15.All other administrators will be paid year round.

I. PART-TIME POSITIONS

Each administrative / administrative support staff position has a specific number of work days and paid holidays established for that position. A work day is considered to be an eight hour day even though these are salaried positions.

Any staff member that is contracted for less than the specified number of work days/holidays and/or is contracted for less than eight hour days is considered a part time employee.

II. PART TIME SALARY COMPUTATION

An employee working less than the specified number of days for a full time employee will have their salary computed by multiplying the per diem salary by the number of days contracted. An employee working the number of days specified as full time but for less than eight hours on those days shall have their salary computed based on the number of days worked times the per diem rate times the percentage of 8 hours worked each day.

SECTION II
GUIDELINES FOR SALARY INCREASES

Each administrator's / administrative support staff's performance evaluation will be reviewed annually. Based on that review an appropriate salary adjustment will be made. The following process will serve as a guideline for the review.

A. At the end of their first year of district employment and at least every third year therafter, ~~Annually~~, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than June 30 ~~May 1st~~.

B. Determination of salary adjustments will be made by the superintendent and his recommendation will be submitted to the Board of Education for adoption.

C. The Board of Education will annually authorize an amount of money to be made available for administrator compensation.

D. The allocation of annual pay adjustments for each administrator will be determined by the superintendent. The superintendent will consider and recommend adjustments to the Board of Education which reflect annual increases, job performance increases, or role adjustment increases.

If the budget allows, an annual increase will be granted for work performance which is at the "satisfactory" level based on the annual evaluation. If an administrator is on an improvement plan, they shall not receive a salary increase.

A role adjustment increase or decrease and a corresponding salary range increase or decrease may be made in those instances where the length of the annual contract is substantially changed, the organizational role is substantially modified, a salary inequity exists, or other non-performance factors warrant such a change.

SECTION III
GRIEVANCE PROCEDURE

Definitions

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.
    a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or their classification is scheduled to work.
    b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
    c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
    d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
    e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures

<u>First Step</u>

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

SECTION III
BENEFIT PLAN

All insurance carriers, programs, and coverages in this Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of June at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

INSURANCE BENEFITS

A. Health Insurance

1. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. ~~shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP).~~ For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

   ~~Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines. The rates in the chart below represent no health assessment participation.~~

   HMO and HDHP health insurance employer percent paid based on an employee's weekly work hours over a five (5) day work week.

Staff Person	Single Coverage	Family Coverage
8 hours (100% FTE)	82~~85~~%	82~~85~~%
7+ hours (88% - 99% FTE)	77~~80~~%	77~~80~~%
6+ hours (75% - 87% FTE)	72~~75~~%	7725%

   Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. The district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment	Family Rate
Neither spouse participating in ABP	92~~95~~%
One spouse eligible & elects enrollment in ABP	82~~85~~%

2. No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.

3. Should an administrator / administrative support staff die during their term of employment by the Board, their surviving spouse and dependents may remain in the group insurance plan for four months plus the month in which death occurred with the above-mentioned premium paid by the Board. The surviving spouse may continue in the District's health insurance plan at their own expense as provided by COBRA.

B. Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are at the employer contribution rate outlined in the health insurance section of these guidelines. The following employer contribution rates apply towards single or family health coverage for employees participating in the health assessment.

3% rate savings. Family - Both the employee and spouse are ~~The individual is~~ required to visit and meet with the Physician's Assistant~~Nurse Practitioner~~ at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). Family - Both the employee and spouse are ~~The individual is~~ required to visit and meet with the Physician's Assistant~~Nurse Practitioner~~ at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings.

Human Resources will provide employees ~~individuals~~ with the last date to complete the employee and spouse ~~their~~ annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Physician's Assistant~~Nurse Practitioner~~, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

C. Health Savings Account (HSA)

The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a High Deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

D. Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

1. Cash payment per month amount of either: $ 50 single to waive coverage, $100 family to single coverage or $150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

2. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

   The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

E. Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

Staff Person	Single Coverage	Family Coverage
8 hours (100% FTE)	88%	88%
7+ hours (88% - 99% FTE)	83%	83%
6+ hours (75% - 87% FTE)	78%	78%

F. Vision Insurance

The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or more hours per week.

G. COBRA Insurance Continuation

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The District follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vison insurance plan(s).

H. Flexible Spending Account (FSA) / Cafeteria Plan

The district maintains medical and dependent care flexible spending plans (FSA) under IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

I. Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to employees working 30 hours or more per week. The policy value is $200,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legacied in.

J. Long Term Disability Insurance

The employer shall pay for a disability insurance plan for all employees working 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. Employees working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's long-term disability insurance(s) prior to July 1, 2023 shall be legacied in.

K. Short-Term Disability

The employer shall offer a voluntary, employee-paid short-term disability policy for staff working 30 or more hours per week.

L. Workers Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.

2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

    a. Injuries because of a self-inflicted wound.

    b. Injuries sustained because of an employee's horseplay.

    c. Injuries sustained while an employee does an activity of a strictly private nature.

4. ~~Additionally, A~~absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave provided the following conditions are met.

    a. The district's worker's compensation carrier approves the employee

claim as work comp related.

b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty
Purpose:
In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

M. Wisconsin Retirement System (WRS) (Retirement Fund)

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

N. 403(b) Employee Savings Plan

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

P. 457(b) Deferred Compensation Plan

The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

Q. Tuition Reimbursement

The Board shall reimburse administrators /administrative support personnel (with a Master's Degree or more) for full tuition of credit earned from a recognized college or university up to a maximum of twenty-one (21) credits in any rolling 5 year period. To be eligible for such reimbursement, the administrator / administrative support staff member must receive at least a "B" grade and a "pass" for a pass or fail course. Authorization of the superintendent shall be obtained by an administrator / administrative support personnel prior to enrollment to be eligible for such reimbursement.

Administrators/Administrative Support personnel in the operational areas of Business Services, FAcilities, Human Resources, and/or Technology may apply for reimbursement for district role-related certifications provided by accredited schools or reputable industry-related providers. For certifications not identified as credits, 15 hours of certification-related activity is equated to one credit for purposes of the rolling 5-year period. The "B grade" or "pass" standard applies. For Administrative Support personnel without a masters degree, this reimbursement is permissible but may not be used for purposes of earning an initial masters degree.

Administrators will be required to follow established DPI procedures for maintaining current licensure. Administrative support personnel will be required to take sufficient training to meet the minimum requirements for renewal of their respective licenses or certifications.

SECTION IV
LEAVES

A . Vacation

Experience	261 Day Contracts	238 Day Contracts	210 Day Contracts
0 - 5 years	3 weeks	2 weeks	1 week
6 - 10 years	4 weeks	3 weeks	2 weeks
Over 10 years	5 weeks	4 weeks	3 weeks

* Administrative Support Personnel hired after March 1, 2011 and working less than 238 days are not eligible for vacation.

1. Unused Vacation Days
   Administrators /Administrative Support Personnel may carry over ten (10) unused vacation days to the next year. Accumulated vacation may not exceed the normal allocation plus 10 days at the beginning of any contract year.

   Up to ten (10) unused vacation days may annually be placed in a "bank" of vacation days to a maximum of sixty (60) days. Upon retirement (not resignation) these days shall be converted to a one time retirement payment based on the last year's per diem wage rate for the retiring administrator/ administrative support staff member.

   Retiring Administrators /Administrative Support Personnel are also entitled to receive a payment of their last year's unused vacation days in addition to the maximum of sixty (60) days in their "bank".

B. Personal Leave (Not deducted from sick leave)

Unused personal leave is added to accrued sick at the end of each school year.

238 day contracts	3 days
261 day contracts	4 days
Less than 238 days	2 days

C. Sick Leave (Any accumulated days over 120 may be banked to be used for sickness)

Sick leave may be used for personal illness and health-related appointments. Sick leave may also be used for illness or health-related appointments for members of the immediate family or care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandparent-in-law, grandchild, brother, sister, parent-in-law, brother or sister in law.

238 day contracts	11/120 days
261 day contracts	12/120 days
Less than 238 days	10/120 days

Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any leave of more than three consecutive days that qualifies as Family and Medical leave shall be counted as such. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30,is used for calculating leave eligibility under the Federal Family and Medical Leave Act. If employees

have questions they should contact the Director of Human Resources.

D. Bereavement Leave

Administrators /Administrative Support Personnel shall be entitled to up to three days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional 3 days of sick leave may be used as bereavement leave for deaths in the immediate family. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law, grandparent-in-law, aunt or uncle. Administrators may request sick leave for attendance at funerals not covered under bereavement leave. Verification of attendance may be required. The Director of Human Resources may grant additional days as unpaid days at their discretion.

E. Holidays

Administrators /Administrative Support Personnel are eligible for the following holidays:

If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

<u>261 day contract</u>

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

<u>200, 210 & 238 day contracts</u>

New Year's Day	Friday After Thanksgiving	
Good Friday	Christmas Eve Day	
Memorial Day	Christmas Day	
Labor Day	New Year's Eve Day	Thanksgiving Day

<u># of student day contracts</u>

Labor Day
Thanksgiving Day
Friday After Thanksgiving
Memorial Day

F. Comp Time

Because of the many extra hours that administrators / administrative support personnel put in beyond~~personnel in beyond~~ the normal day, 238 and 261 contract day employees will receive 7 comp days to be taken during Spring or Winter break.

G. Professional Leave

Professional leave is defined as release from regular duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of similar nature. Professional leave may be granted upon request to the District Administrator.

H. Jury Duty

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within 3 days of their receipt of the check.

I. Other Leaves

Administrators/ Administrative Support Personnel will not be able to take more than five (5) consecutive days off while students are in session. Approval is necessary from the District Administrator.

SECTION V
BUSINESS AND PERSONNEL ITEMS

A. Expense Accounts

Actual expenses will be paid for travel to and expenses for meetings, workshops, conferences and conventions in Wisconsin as approved by the superintendent. Note the national convention restrictions that follow.

B. Smartphone

The Board of Education shall provide a smartphone device to the administrator / administrative support personnel employed for 200 or more days per year. The employee is expected to carry the smartphone device at all times including nights and weekends. The Board of Education will allow personal use of the smartphone device as the employee is not expected to carry both a work and personal device at all times.

C. Membership Dues

The Board of Education shall provide up to $900 per year for 261 day contracts, up to $800 per year for 238 day contracts, and up to $700 per year for less than 238 day contracts. This may be distributed among one or more professional organizations.

D. National Convention

The Board of Education shall provide reimbursement of expenses up to $1,500.00 for National Conventions every other year for administrators / administrative support personnel employed for 200 or more days per year. The district administrator may increase, at their discretion, the maximum expense allowance to $2,000.00 for administrators attending national conventions at expensive locations such as San Francisco, Boston, New York.

E. Reduction in Force

In the event of any reduction of administrative / administrative support personnel, the employee, if appropriate, shall have the opportunity to be reassigned to a suitable position if it does not violate state law and the district's policies or existing contracts. However,

administrative / administrative support personnel assignments will be decided on the needs of the district and the individual's record of performance not withstanding any other contract provisions.

F. Liquidated Damages

Administrative / Administrative Support Personnel who request a release from their contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be: $500 after June 1st but before July 15th, $750 after July 15th but before the first day teachers report for the new school year, and $1500 after the first day teachers report for the new school year.

A release from an administrative / administrative support contract is at the discretion of the Board of Education as the employee is expected to honor their contract expect in cases where the circumstances are beyond their control. The Board may waive or reduce the above fees at their discretion in such cases. Part-time employees will have the penalties prorated based upon their FTE

G. Criminal Background Checks/Charges - Obligation to Report Criminal Record

1. Job Applicants
    a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

    b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees
    a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522~~.3~~, 533.1, 541.1, 751.22, 752

SECTION VI
RETIREMENT, ELIGIBILITY, NOTIFICATION AND RETIREE BENEFITS

A.Eligibility

Administrators / administrative support personnel are eligible for retirement benefits at age 55. ~~No more than two (2) administrators and two (2) administrative support personnel shall be eligible for retirement in any one year. In the event more than two (2) persons apply for retirement in any one year, preference will be given on the basis of years of service. The Board of Education reserves the right to approve more than two (2) retirement requests in any one year.¶~~

If an employee has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

~~If an employee has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.~~

~~B.~~Notification

Notification for retirement must be given in writing to the superintendent on or before January 2nd preceding the requested retirement date. The normal retirement date shall be June 30th or the last regular work day in June if June 30th falls on a Saturday or Sunday.

These dates may be waived by the Board of Education, upon recommendation of the superintendent.

B. ~~C.~~ Benefits

If the employee provides proper retirement notice and meets the eligibility requirements as outlined above in Section XXII, A, they shall be eligible to receive retirement benefits as follows:

1. If permitted by the health care and dental insurance provider(s), an employee may continue District coverage as a retiree ~~under the health and dental insurance plans~~ by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in Section IV Benefit Plan. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.

2. The following HRA benefit outlined in Section C, 1 a, b and c and Section C, 2 a, b, c and d below are provided to retiring administrators / administrative support personnel in recognition for the years of service provided the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial.

   This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

   The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements

~~The following benefits are provided to retiring administrators / administrative support personnel in recognition for the years of service provided the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial. Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.~~

C. Retirement Health Reimbursement Account (HRA)

The ~~Retirement Health Reimbursement Account~~ HRA provider and plan ~~The HRA vendor/~~plan

administrator shall be selected and determined by the Board of Education. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

The district shall provide employer contributions to a Health Reimbursement Account (HRA) for administrators / administrative support. The contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as an administrator / administrative support in the District.

~~Contributions on behalf of p~~ Part-time employee ~~administrators / administrative support personnel~~ contributions shall be prorated based upon their percentage of full-time equivalency~~, and their number of contract days~~.

The HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund.

Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

The District shall pay the HRA plan administrative fee for administrators / administrative support personnel receiving active employment HRA deposits. The retired employee shall pay the distribution fee to access the HRA funds.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED BEFORE APRIL 1, 2010

1. Health Reimbursement Account Retirement Benefit
   a. Eligibility. The HRA retirement benefit is based on ~~upon retirement based on their years of~~ their administrative / administrative support years-experience with the District. The retiree is fully vested after 15 years of service in the District. If less than 15 years of service, the years-experience vesting percentage chart below applies. ~~Administrators / Administrative Support Staff hired before April 1, 2010, will be eligible for a benefit upon retirement based on their years of administrative / administrative support experience with the District.~~

Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of ~~lowest cost~~ family **HMO** health and family	Maximum # Years of Contribution

	dental plan	
Less than 6 years	0%	0
After 6 years	10%	10
After 7 years	20%	10
After 8 years	30%	10
After 9 years	40%	10
After 10 years	50%	10
After 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

b. Post-Retirement Employer HRA Contributions and Value. The post-retirement HRA amount shall be based on the following:

A health employer contribution value set and based on the monthly family HMO health "full premium" rate in force at the time of retirement. ~~For purposes of determining the health benefit , the "premium" amount" shall be the premium amount for the lowest cost family health plan offered by the District in effect on the Administrator's / Administrative Support Personnel's date of retirement.~~

A dental employer contribution value set and based on the monthly family dental "full premium" rate in force at the time of retirement. ~~For purposes of determining the dental benefit amount, the "premium amount" shall be the premium amount for a family dental plan offered by the district in effect on the administrator's / administrative support personnel's date of retirement.~~

A life employer contribution value, if applicable, shall be a legacy district paid life insurance amount based on the number of contracted days the employee worked their last year of employment as follows: ~~An administrator / administrative support person hired before April 2010 and who elects to retire after their 55th birthday, shall have a legacy district paid life insurance premium amount deposited annually to their HRA for the number of years as detailed above. The premium value shall be based on the number of contracted days the employee worked their last year of employment as follows~~

261 day contract $550 per year

238 day contract $500 per year

Less than 238 day contract, if hired prior to 97-98 school year. $250 per year

The following calculation determines the employer contribution to the HRA.

Post-HRA Annual Contribution Value Calculation
+ $ Family HMO health monthly full premium at time of retirement
+ $ Family dental monthly full premium at time of retirement
= Net health and dental monthly value
x 12 months
= Annual subtotal of health and dental value
+ Life benefit annual amount (if applicable) in chart above
=$ Total Employer Annual HRA contribution

HRA employer contributions will be made for up to 10 years following retirement, ~~or until Medicare eligible.~~ or to the age at which the retired employee is eligible for Medicare, whichever comes first.

c. Deposit Schedule by the District in the HRA upon Retirement.

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15.

d.

e. ~~Benefit. An employee who elects to retire after their 55th birthday shall receive health and dental retirement benefit amounts based upon the following schedule, or to the age at which the retired employee is eligible for Medicare, whichever comes first: ¶~~

After # Years Administrative Experience in the Waunakee Community School District¶	Premium Amount Contributed of lowest cost family health and family dental plan¶	Maximum # Years of Contribution¶	¶	After # Years Administrative Experience in the Waunakee Community School District¶	Premium Amount Contributed of lowest cost family health and family dental plan¶	Maximum # Years of Contribution¶
Less than 6 years¶	0%¶	0¶	¶	After 11 years¶	60%¶	10¶
After 6 years¶	10%¶	10¶	¶	After 12 years¶	70%¶	10¶
After 7 years¶	20%¶	10¶	¶	After 13 years¶	80%¶	10¶
After 8 years¶	30%¶	10¶	¶	After 14 years¶	90%¶	10¶
After 9 years¶	40%¶	10¶	¶	After 15 years¶	100%¶	10¶
After 10 years¶	50%¶	10¶	¶	¶	¶	¶

For purposes of determining the health benefit amount, the "premium amount" shall be the premium amount for the lowest cost family health plan offered by the District in effect on the Administrator's / Administrative Support Personnel's date of retirement. ¶

For purposes of determining the dental benefit amount, the "premium amount" shall be the premium amount for a family dental plan offered by the district in effect on the administrator's / administrative support personnel's date of retirement.¶

The District will contribute the benefit amount to a post-employment Health Reimbursement Account ("HRA"). The HRA is a portable post-employment benefit that can be accessed by the Administrator / Administrative Support Personnel subject to the terms and conditions of the HRA provider. ¶

The HRA vendor/plan administrator shall be selected by the District. The retired employee shall pay the distribution fee to access the HRA funds.¶

¶

The retired employee may, if permitted by the health and dental insurance provider(s), continue coverage under the health and dental insurance plan by paying the monthly plan premium directly to the insurance provider. The program offered to district employees is subject to change on an annual basis.¶

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15 for up to 10 years following retirement, or until Medicare eligible.¶

~~All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.¶~~

~~No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.¶~~

~~Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.¶~~

~~Conditions↵~~
~~This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.¶~~

~~The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.¶~~

~~2. Life Insurance↵~~
~~An administrator / administrative support person hired before April 2010 and who elects to retire after their 55th birthday, shall have a legacy district paid life insurance premium amount deposited annually to their HRA for the number of years as detailed above. The premium value shall be based on the number of contracted days the employee worked their last year of employment as follows ¶~~

~~261 day contract $550 per year¶~~

~~238 day contract $500 per year¶~~

~~Less than 238 day contract, if hired prior to 97-98 school year. $250 per year¶~~

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010 RETIREMENT HEALTH REIMBURSEMENT ACCOUNT (HRA) BENEFIT. EMPLOYER-FUNDED DURING ACTIVE EMPLOYMENT

1. ~~Health Reimbursement Account Retirement Benefit~~
   a. Eligibility: The HRA retirement benefit is based on ~~upon retirement based on their years of~~ administrative / administrative support years-experience with the

District. The retiree is fully vested after 10 years of service in the District. If less than 10 years of service, the years-experience vesting percentage chart below applies. ~~The following benefit is available to administrators / administrative support personnel hired on or after April 1, 2010. This benefit is in place of, and not supplemental to, the benefit set forth in Section C. for Administrators / Administrative Support Personnel Hired Before April 1, 2010.~~

Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

b. Active Employment Employer HRA Benefit Contribution Value.

The District annual contribution is made for the administrator / administrative support while actively working and the value is based on their contracted days as outlined in the chart below. ~~Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA vendor/plan administrator shall be selected by the district. The HRA account is a portable post-employment benefit that can be accessed by the Administrator /Administrative Support Personnel subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:~~

District annual contribution ~~The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount for Administrators / Administrative support staff covered by this section who are employed by the District during the 2010-2011 contract year and thereafter. Contributions shall cease when the administrators / administrative support person's employment with the District ends. Contributions shall be pro-rated for FTE's less than 100%, and for contracts of less than 238 days.~~

# of student day contracts	$2,790
200 day contracts	$3,065

210 day contracts	$3,220
238 day contracts	$3,650
261 day contracts	$4,000

~~The vesting of the HRA payment is done in accordance with the following schedule;~~

~~After # Years Administrative Experience in the Waunakee Community School District~~	~~Vested~~	~~Non-Vested~~
~~After 1 year~~	~~10%~~	~~90%~~
~~After 2 years~~	~~20%~~	~~80%~~
~~After 3 years~~	~~30%~~	~~70%~~
~~After 4 years~~	~~40%~~	~~60%~~
~~After 5 years~~	~~50%~~	~~50%~~
~~After 6 years~~	~~60%~~	~~40%~~

~~After # Years Administrative Experience in the Waunakee Community School District~~	~~Vested~~	~~Non-Vested~~
~~After 7 years~~	~~70%~~	~~30%~~
~~After 8 years~~	~~80%~~	~~20%~~
~~After 9 years~~	~~90%~~	~~10%~~
~~After 10 years~~	~~100%~~	~~0%~~

~~-~~Contributions shall cease when the administrators / administrative support person's employment with the District ends.

District Deposit Schedule to~~by the District in~~ the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.

c. The employee must complete the contract year in order to receive the benefit ~~provided for under this Article.~~
d. ~~This annual HRA contribution shall apply only to those Administrators / Administrative Support Personnel ineligible for the benefits defined in Section C. above.~~
e. ~~-~~Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.
f. Contributions on behalf of part-time administrators / administrative support personnel shall be prorated based upon their percentage of full-time equivalency, and their number of contract days.

2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
3. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from

mistakes of the vendor.

4. The retired employee may, if permitted by the health and dental care insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.
5. Survivorship Rights For All Retirees Receiving the Health Reimbursement Account Plan Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.
6. The District shall pay the HRA plan administrative fee for active administrators / administrative support personnel. The retired employee shall pay the distribution fee to access the HRA funds.

D. Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

E. The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

WH1420 REV 04/23

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

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

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

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 Thursday, June 6, 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 7:31 am.

II. **ROLL CALL**
Present: Dotzler, Ensign, Frey
Also Present: Guttenberg, Summers.

III. **APPROVE AGENDA**
A motion was made KD JN

IV. **PUBLIC COMMENTS**

V. **POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION**
Guttenberg presented and answered questions regarding the policies listed. Summers was also available to answer questions.

A motion was made by Dotzler, second by Ensign to recommend that the full board consider the policies as presented with additional edits, as discussed, to policy 621, 661.2, 672.1 673.1 and 680 Motion carried 3-0.

A. 620 Annual Operating Budget
B. 621 Annual Budget Development Schedule
C. 622 Budget Implementation
D. 622.1 Line Item Transer Authority
E. 630 Post-Issuance Complieance Poicy for Tax Exempt and Tax Advantage Obligations
F. 657 Grant Applications and Acceptance of Grants
G. 654 Gate Receipts and Admissions
H. 654.1 Free Admission/Passes to Events
I. 655 Income from School Shop Sales and Services
J. 655 R Product Liability
K. 661 Designation of Depositories
L. 661.1 Authorized Signatures
M. 661.2 Check-Writing Services
N. 662.3 Fund Balance
O. 661.3 Returned Checks and Other Denied Payments
P. 661.5 2014 Operational Referendum Funds
Q. 665 Fraud Prevention and Reporting
R. 664 Handling Money in Districct Bulidngs /Activities

S. 665 Petty Cash
T. 671.1 Payday Schedule
U. 671.2 Expense Reimbursement
V. 671.3 Salary Deductions
W. 672.1 Purchasing Approval
X. 672.3 Cooperative Purchasing
Y. 672.4 Sales/Vendor Relations
Z. 673 Disbursement of Funds
AA. 673.1 Credit Card Program
BB. 680 Fiscal Accounting and Reporting
CC. 683 Inventories
DD. 684 Audits
EE. 690 Disposition of District Property

VI. **FUTURE MEETINGS**

The committee discussed alternate transportation concerns for a future meeting.

VII. **ADJOURN**

A motion was made by Dotzler, second by Ensign, to adjourn the meeting at 8:10am. Motion carried 3-0.

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Administration Recommendation:
620	Annual Operating Budget	621	Renumber and replace with PRG 620 sample policy 1	I incorporated language from your current [olicy 621 that I thought you would want to keep in the policy. Those are local policy decisions and you can keep or delete the added language on page 1 of the policy.	Agree with WASB and making edits
621	Annual Budget development Schedule	621	Keep current rule	The PRG does not offer a sample rule for this topic. Your rule is acceptable as written. You may choose to renumber this policy to 620 to keep it connected to the Annual Operating Budget policy.	Agree with WASB
622	Budget Implementation	622	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	agree with WASB
622.1	Line Item Transfer Authority	622.1	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree with WASB

630	Post-issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations	630	Review policy with bond counsel	Your current policy appears to be drafted by bond counsel. The PRG offers a two page version of this policy (631.1) that does not go to the level of detail in tax law compliance and instead directs administration to work closely with bond counsel to assure compliance with the tax law. Knowing that you wanted to keep the level of detail you currently have in your 600 policies, I left this one alone.	This policy was written by bond counsel, keep as is	353
657	Grant Applications and Acceptance of Grants	653	Renumber and replace with PRG 657 Sample Policy 1	This sample aligned pretty well with your current 653. I think the 3 criteria after the first paragraph of your current 653 are covered by the policy, but you might also insert those at an appropriate spot in the policy sample.	Agree with WASB Including edits	
654	Gate Receipts and Admissions	654	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree with WASB	
654.1	Free Admission/Passes to Events	654.1	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree with WASB	

655	Income from School Shop Sales and Services	655	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree with WASB
655 R	Product Liability	655 R	Keep current policy	The PRG does not offer a sample policy for this topic and your policy is acceptable as written.	Agree with WASB
660	Financial Management and Internal Controls			WCSD will send me non-policy procdures adopted to provide internal controls, I will compare to PRG 660.	Not considered at this time Still under review
661	Designation of Depositories	661	Replace with PRG 661 Sample Policy 1	I included the 5 year invite to banks to serve as depository. I did not include the annual approval, which seems unnecessary unless the district is considering other options. You can insert the annaul approval if you wish.	Agree with WASB
	Authorized Signatures	661.1	Delete current policy	Content of this policy is covered in 673 Disbursement of Funds. I added local requirement for purchase of forgery bond insurance to 673.	Agree with WASB

661.2	Check-writing services	661.2	Review policy regarding whether you still use the check-writing services	I have not seen a policy like this before. I suspect you have replaced this with direct deposit and direct bill payments. I think the policy is acceptable as written but again I have not seen a policy like this before. Delete the policy if it is not longer applicable.	Keep policy
662.3	Fund Balance	661.3	Recode to 662.3 and replace with PRG 662.3 sample policy 3	I chose sample 3 because it provided a target fund balance and reqired a 2/3 vote to use fund balance and otherwise aligned with your current policy.	Keep policy
661.3	Returned checks and other denied payents	661.4	Renumber to 661.3 and adopt sample PRG 661.3 sample policy 1. Convert current local 661.4 policy to rule 661.4	Your current policy will work as a rule under the PRG policy.	Adopt PRG 661.3 No Rule
661.5	2014 Operational Referendum Funds	661.5	Review current policy and delete if no longer needed	I imagine that this policy is no longer needed because the recurrent revenue limit increase has been incorporated into the revenue limit for many years. You may want to continue the reference to funding maintenance and technology in a policy, though that seems more appropriate as an annual budget decision.	Delete Policy

665	Fraud Prevention and Reporting	662	Renumber and replace with PRG 665 sample policy 1		Agree with WASB
664	Handling Money in District Buildings/Activities	664	Replace with PRG 664 sample policy 1		Agree with WASB
	Petty Cash Account	665	Delete current policy	I incorporated content of policy into proposed 673.	Delete Policy
671.1	Payday Schedules	671.1	Keep current policy	The PRG does not offer a sample on this topic. Your policy is acceptable as written.	Agree with WASB
671.2	Expsense Reimbursement	671.2	Keep current policy	The PRG has sample policies, but your policy has very specific procedures and is legally acceptable.	agree with WASB
671.3	Salary Deductions	671.3	Delete current policy	The policy relates to teacher union dues deduction and fair share which is prohibited by Act 10. If you want a policy that allows salary deductions unrelated to union dues and fair share, this policy will need to be rewritten to first delete references to union dues and second to prohibit any salary deductions not authorized by law.	Delete Policy
672	Purchasing	672	Not complete	Review with other policies relating to internal controls.	Under Review

672.1	Purchasing approval	672.1	Consult legal counsel	consulted with legal counsel regarding this policy and I am aware of your business office desire not to change procurement procedures where possible. The list of exceptions on the purchasing approval requirements may not be consistent with the federal procurement guideline for procurements using federal funds. See the December 2021 The Focus at page 5 and section 200.320(c) (linked on page 5 of The Focus) for information on what exceptions are allowed to the federal procurement guidelines. Being aware of your business office desire to not change its procurement process where possible, I suggest you review the policy with legal counsel to determine if the list of exceptions	Keep with added Language.
672.3	Cooperative Purchasing	672.3	Replace with PRG 672.3 Sample Policy 1		Agree with WASB include edits

672.4	Sales/Vendor Relations	672.4	Keep current policy, but see comment	This policy is acceptable as written. Note that the federal procurement guidelines include vendor disbarment or suspension under certain circumstances. The PRG addresses that in 672.51 sample policy 1. You may have addressed that in the internal procurement procedures.	Keep policy
673	Disbursement of funds	673	Replace with PRG 673 sample policy 1	I included language from your current 661.1, 665 and 673 as noted in the footnotes.	Agree with WASB include edits.
673.1	Credit card program	673.1	Keep current policy	The PRG has a sample policy and rule 673.1, but that policy and rule require substantial customization	agree with WASB
680	Fiscal Accounting and Reporting	680	Keep current policy	The PRG does not have a sample for this policy and your current policy is acceptable as written.	agree with WASB

683	Inventories	683	Keep current policy	The PRG does not have a sample for this policy. The PRG uses 683 for "Management of Capital Assests" which includes some federal procurement guideline requirements. If you have not addressed the federal procurement guidelines on management of capital assests in internal procedures, you may consider renumbering this policy and adopting PRG 683 sample policy 1.	agree with WASB	359
684	Audits	684	Keep current policy	The PRG does not have a sample for this policy and your current policy is acceptable as written.	Keep policy with edits	
690	Disposition of District Property	690	Keep current policy	You have adopted PRG 690 sample policy 1 and it appears to be the most recent version of the policy.	Keep Policy	

ANNUAL OPERATING BUDGET

Policy 620

Waunakee Community School District

~~*{This sample policy addresses the development, approval, administration and monitoring of the annual operating budget in school districts that hold an annual meeting of the electorate {i.e., all districts except for unified school districts and the Milwaukee Public Schools)}.*~~

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

The Board delegates to the ~~*[identify the appropriate position(s) – e.g., District Administrator, Director of Business Services]*~~ the authority to establish procedures and processes necessary to prepare the annual operating budget. In addition, the Board places responsibility for administering the annual operating budget, once adopted, with the ~~*[identify the appropriate position(s) – e.g., District Administrator; Director of Business Services]*~~. The budget shall be administered in accordance with state law and applicable District policies.

The Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Set goals and parameters that advise budget preparation. The Board will annually establish general budget guidelines for the development of the first draft of the budget. The Board may allow the utilization of a formula based budget that incorporates the cost of living increases and enrollment fluctuations among other factors in determining funds/resources available for staff and materials.[1]

2. Confirm the Board's agreement with a tentative timeline for key process steps that is proposed to the Board by ~~*[identify the appropriate position(s) – e.g., District Administrator and Director of Business Services]*~~. The administration's proposal for the tentative timeline shall coordinate with the dates that important input data (such as the state budget and reasonable estimates of revenue and aid) are expected to be available. ***{Editor's Note: If this step is not consistent with the district's preferred practice or if the board does not wish to commit to this step in policy, consider deleting the item. Such planning can still be conducted even if the step is not defined in policy.}*** [2]

3. ~~Approve the proposed budget that will be forwarded for public review in connection with a budget hearing.~~ ~~The Board encourages community input in the budget process and will hold at least one public hearing on the budget prior to the budget being adopted. This is in addition to the statutorily required budget hearing and annual meeting.~~[3]

4. Issue appropriate notice of, hold, and attend the annual public budget hearing in conjunction with the District's annual meeting of electors. The proposed budget, the Board's annual budget report, and the treasurer's statement of annual receipts and expenditures shall be presented to the District's electors.

[1] The added language is from your current policy 621.
[2] I think you might want to delete this section as noted in the editor's note, will leave it for you to decide. You cover the budget timeline in your 621 Rule, so you don't additionally need to address the timeline in the policy.
[3] The added language is from your current policy 621.

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5. After the annual meeting and budget hearing, and no later than the date designated in state law for determining the District's tax levy, adopt the final annual operating budget in light of the Board's goals, any feedback received from the public, and applicable financial constraints.

6. Determine the District's final tax levy in light of the final budget, with the Board Clerk timely certifying the tax levy to the appropriate municipalities.

7. Monitor and evaluate the implementation of the budget periodically throughout the year, using reports prepared by the administration and considering such questions as the following:
   a. Have expected revenues been received by the District?
   b. Are expenditures for various purposes in line with the corresponding budget appropriations?
   c. Have funds been disbursed as authorized?
   d. Is the budget facilitating or hindering progress on Board and District goals?
   e. Is the budget as a whole staying within the parameters set by the Board?
   f. Are any modifications to the budget necessary or desirable?

During the period between July 1st and the Board's adoption of a final annual budget, the District may spend funds as needed to meet the immediate expenses of operating and maintaining the District's educational programs. As to such expenditures made prior to final adoption of the annual budget, the District's standard procedures for obtaining approval of purchasing decisions and payments shall apply ~~*[insert if desired: ", with added consideration given to temporarily deferring significant discretionary expenditures, purchasing decisions, and payments when reasonably practical and when the District will not be disadvantaged by doing so"].*~~

Solely to the extent required by state law, changes to (1) the amount of tax to be levied or certified, (2) the amounts of the appropriations, or (3) the purposes for such appropriations, as stated within a formally-proposed or Board-adopted annual budget may require a two-thirds vote of the members-elect of the Board for approval. In addition, when required by state law, the District shall issue a legally-sufficient notice (i.e., a Class I legal notice or a notice posted on the District website) of any such budget amendments that have been approved by a two-thirds vote. ~~*[Insert this reference to the statutory notice deadline, if desired, as a reminder of the requirement:*~~ *"Any such notice shall be published or posted within 15 days after the change is approved."]* ~~***[Editor's Note: The 15-day notice deadline is not discretionary. The statutory deadline does not need to be repeated in local policy, but also cannot be modified.]***~~ ~~*[Insert the following additional clarifying language if desired:*~~ *"The following changes to a Board-approved school district budget require neither a two-thirds approval vote nor the issuance of a notice to the public: (1) alterations made to a draft budget prior to the version of the budget that is approved and noticed as the proposed budget for the public budget hearing; (2) budget alternations made pursuant to a public budget hearing; and (3) changes in subordinate line items from which the Board-adopted budget evolved, but which were not expressly detailed in the Board-approved budget, provided that such changes do not affect the major, non-subordinate line item(s) that were expressly presented within the Board-adopted budget."]*

~~*[Insert if desired and consistent with local practices: "In managing budgets and allocations established for individual schools or specific programs/departments, the building principal or*~~

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~~program/department manager shall not modify the applicable area's budget unless he/she obtains (1) authorization from the District Administrator or his/her administrative-level designee; and (2) where any such modification of the area budget would also constitute an amendment of the District's annual budget for which state law requires a two-thirds vote of the Board, the approval of the Board."]~~

Legal References:

Wisconsin Statutes

Section 65.90	[municipal budgets]
Section 120.10	[powers of the annual meeting; including power to vote various taxes]
Section 120.11(3)	[school board review of district finances before annual meeting; annual report to the electorate]
Section 120.12(3)	[school board duty; adoption of tax levy]
Section 120.13(33)	[school board power; spending authority until final adoption of annual budget]
Section 120.16(4)	[school district treasurer's statement to the annual meeting]
Section 120.17(8)	[clerk duty; delivery of tax statements to local municipalities]

Cross References:

WASB PRG 620 Sample Policy 1
111, District Goal Development
622, Budget Implementation
622.1, Line Item Transfer
661.3, General Fund Balance
672, Purchasing

Adoption Date: March 1994

Revised: April 2002
November 2005

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ANNUAL BUDGET DEVELOPMENT SCHEDULE

(All dates are approximate completion dates and are revised annually.)

621-Rule

November	Administrators begin to develop an outline of major staff, and program or equipment needs for the next fiscal year.
December	Outline of major needs for the next year is reviewed with the administrators by the superintendent and Director or Business Services ~~business manager~~. Budget timeline also reviewed.
January	Board Budget Committee establishes the guidelines to be utilized by administration in developing the first draft of the budget. This may include a formula for establishing resource limits in specific areas. ~~Business manager~~ Director of Business Services begins process to develop facilities and maintenance budget.
January	Budget timelines, priorities, formula, and Board guidelines reviewed with administration and department chairpersons. Budget process begins at building and district level.
February	Board acts on any possible staff reductions.
March	• Staff members return budget requests to designated administrators. • ~~Business manager~~ Director of Business Services completes proposed maintenance and facility budget with the Director of Buildings and Grounds and building principals. • Staff requests finalized with the superintendent.
March	• Administrators present building/area budget requests to superintendent and Director of Business Services ~~business manager~~. • Salaries and benefits budget completed by superintendent and Director of Business Services ~~Business Manager~~**.**
April	Administrative team and budget committee reviews and revises first budget draft for presentation to the Board.
May	~~Board budget committee reviews third draft of the budget. Second draft presented to Board~~ Second draft presented to Board. Board budget committee reviews third draft of the budget.
June	~~Public hearing held on the third draft of the budget~~.

June	Third draft of budget revised by the superintendent and Director of Business Services ~~business manager~~ with the Budget committee.
June	Board adopts proposed budget for the next fiscal year.
July - Oct	Annual Meeting and Budget Hearing. Levy approved. Budget revisions made by Board if necessary. Final budget adopted at board meeting held after annual meeting.
November 1	• Board makes final adjustments in the levy and certifies the levy. • New budget process begins.

Adopted: March 1994

Revised: April 2002
November 2005

Waunakee Community School District

BUDGET IMPLEMENTATION

622

The Board of Education places the responsibility for administering the operating budget, once adopted with the superintendent and Director of Business Services ~~business manager~~. In order to allow the superintendent and Director of Business Services ~~business manager~~ to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

1) The superintendent and duly delegated employees of the District are authorized to execute the programs and/or activities as set forth in the adopted operating budget subject to continuous review by the Board, and limited to the following express provisions:

   a. All expenditures so authorized are contained and are fully funded within the line item of the operating unit as adopted by the Board.

   b. Appropriate financial reports are given to the Board monthly for Board control purposes.

2) The Board, recognizing that prompt payment of bills improves efficiency and lowers cost of operation, and to take advantage of time discounts, at the time it authorizes or ratifies a purchase, authorizes the superintendent, or his/her designated representative, to make payment provided the expenditure is made in accordance with principles set forth above.

Legal Ref.: Section *65.90* Wisconsin Statutes

Cross Ref.: 622.1 Line Item Transfer Authority
673, Payment Procedures

Adopted: 10/11/82

Revised: March 1994
November 2005

Waunakee Community School District

LINE ITEM TRANSFER AUTHORITY

622.1

In keeping with the need for periodic reconciliation of the District's budget, the Board of Education will authorize as it sees fit the transfer of budget line items upon the request of the Director of Business Services ~~business manager~~ and recommendation of the Board Budget Committee.

At the end of the fiscal year, budget categories shall be examined and the year-end status of each shall be determined. The Board shall appropriate amounts to be transferred from the categories in which a surplus exists to those in which there is a deficit. Such budget transfers shall be made consistent with legal requirements.

Legal Ref.: Section 65.90 Wisconsin Statutes

Cross Ref.: 621, Budget Development
661.3, General Fund Balance

Adopted: 10/11/82

Revised: March 1994
April 2002
November 2005

Waunakee Community School District

POST-ISSUANCE COMPLIANCE POLICY FOR TAX-EMEMPT AND TAX-ADVANTAGED OBLIGATIONS

630

Statement of Purpose

This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of the Waunakee Community School District, Waunakee, Wisconsin (the "Issuer") designed to monitor post-issuance compliance of tax-exempt obligations or tax-advantaged obligations ("Obligations") issued by the Issuer with applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and regulations promulgated thereunder ("Treasury Regulations").

The Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

The Issuer recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the Issuer's debt management. Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the Issuer's accountants.

General Policies and Procedures

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

A. The Director of Business Services ~~Business Officer~~ (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues. [For utility issues, the Compliance Officer will coordinate with the Utility's Business Manager with respect to monitoring post-issuance compliance.]

B. The Compliance Officer will coordinate procedures for record retention and review of such records.

C. All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining

such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.

D. The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.

E. The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

Issuance of Obligations - Documents and Records

With respect to each issue of Obligations, the Compliance Officer will:

A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").

B. Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.

C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

Arbitrage

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.

B. Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.

C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.

D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the

Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.

F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.

G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.

H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.

I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.

J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.

K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.

L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.

M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

Private Activity Concerns

The following polices relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

A. Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.

B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.

C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.

D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.

E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:

1. Sale of the facilities, including sale of capacity rights;

2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;

3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;

4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);

5. Joint-ventures, limited liability companies or partnership arrangements;

6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);

7. Development agreements which provide for guaranteed payments or property values from a developer;

8. Grants or loans made to private entities, including special assessment agreements; and

9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis; and

2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement,

lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

Qualified Tax-Exempt Obligations

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the $10,000,000 "small issuer" limit is not exceeded.

Federal Subsidy Payments

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

Reissuance

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

Record Retention

The following polices relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.

B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.

C. Coordinate with staff to generally maintain the following:

1. The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);

2. Documentation evidencing expenditure of proceeds of the issue;

3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.

4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);

5. Documentation evidencing all sources of payment or security for the issue; and

6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).

D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.

E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

Continuing Disclosure

Under the provisions of SEC Rule 15c2-12 (the "Rule"), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of $1,000,000. Unless the Issuer is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will include an undertaking by the Issuer to comply with the Rule. The Compliance Officer of the Issuer will monitor compliance by the Issuer with its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed "material events."

Conduit Bond Financings

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the Issuer is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning and control of those activities lies with the private borrower. The Issuer's policy in connection with conduit financings is to

require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.

Adopted: July 2012

Waunakee Community School District

GRANT APPLICATIONS AND ACCEPTANCE OF GRANTS

Policy 657

Waunakee Community School District

~~*(This sample policy establishes general expectations for the pursuit and acceptance of grants from federal, state, local, and private entities. This policy, and particularly the degree of authority (if any) that the school board may grant to the administration to directly accept grants on behalf of the board/district, should be reasonably coordinated with the district's policy regarding gifts, donations, and bequests. The sample clarifies that the administration is expected to take all steps that are necessary to seek and receive regular year-to-year sources of state and federal funding, even if those public funding sources are considered grants.)*~~

Grants from federal, state, local, and private entities can be a valuable and important source of funding and other resources for various District programs and activities. At the same time, grant opportunities often require the District to commit significant resources to the grant application and grant administration processes, and some grants require the District to commit funds and/or make other specific operational or programmatic commitments related to the acceptance and use of the grant. Accordingly, subject to the exceptions identified below, the following apply to seeking and accepting grants on behalf of the District:

1. Employees shall obtain approval from a supervising administrator prior to applying for new grants on behalf of the District.

    a. At a minimum, the administration shall review a request to pursue a grant application in light of factors that are substantially similar to the factors that the District would consider when evaluating a gift or donation that might be offered for a similar purpose, such as whether the grant would be substantially likely to impose any undesirable or unacceptable costs (whether direct or indirect) upon the District and whether the terms of the grant would be sufficiently compatible with the District's curricular, technological, instructional, programmatic, and operational practices. The administration shall also consider the resources required to apply for and, if it is accepted, administer the grant.

    b. The administration is strongly encouraged to present a proposal to pursue a grant to the School Board for approval prior to the submission of even a non-binding grant application where the administration determines that the amount, structure, conditions, or purpose of the grant warrants advance Board evaluation and input (e.g., where the grant would require the District to hire new staff, establish a new District program, or require the District to provide matching funds).

2. Except as otherwise approved or authorized by the Board, the administration shall ensure that a grant application, if approved by the grantor, remains subject to final acceptance by the District before the District is committed to receiving, implementing, and administering the grant.

~~3.~~ Except as otherwise approved or authorized by the Board, the Board shall approve final acceptance of a grant that the District commits to receiving, implementing, and administering. ***(Editor's Note: If the district can readily identify any exceptions under which the administration has final authority to accept and commit the district to a grant arrangement on behalf of the board, consider adding the exception to this policy. Any administrative authority to directly accept a gift or other donation on behalf of the board may be a useful benchmark for determining the extent of administrative authority to accept a grant. For example, the following sentence could be added to the end of this paragraph of the policy if applicable in the district: "One such Board-authorized exception is that, unless***

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~~***the terms of the grant itself require direct Board approval, the District Administrator may accept a monetary grant on behalf of the Board, if the value of the grant is no more than [insert amount: $#,###] and if the only material conditions of the grant are that the funds must be used for a specified cost/purpose that the District is reasonably likely to incur even if the cost is not funded by the grant."]***~~

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4. The District Administrator and/or the District's Business Office shall determine whether the receipt or expenditure of grant funds requires approval by the Board as an amendment to a previously-adopted District annual budget. The District Administrator shall ensure that the Board approval is secured for any necessary budget amendments.

5. Upon acceptance and receipt, all grant-based funding shall be adequately segregated and accounted for in accordance with the terms of the grant, applicable law, and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Notwithstanding any requirements that might otherwise apply under this policy, the Board authorizes and expects the administration to take all steps that are required to ensure that the District timely applies for and receives the District's regular, year-to-year sources of state and federal funding (e.g., federal Title I funds), even if such state or federal funds are deemed grants by their enabling legislation or regulations. This includes periodic renewals of existing state and federal grants. Regarding such state and federal funding sources, specific Board action is required only to the extent mandated by the requirements of the particular state or federal program.

In connection with the District's acceptance or administration of any grant that provides aids, benefits, or services to students from a private agency, organization, or person, the District shall not unlawfully discriminate on the basis of age, sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability, or any other category protected by applicable law.

Legal References:

Wisconsin Statutes

Section 118.13	[student nondiscrimination requirements]
Section 118.27	[authority to receive, accept, and use grants]

Wisconsin Administrative Code

PI 9.03(1)(d)	[student nondiscrimination requirements related to certain gifts, bequests, scholarships and other aids, benefits, or services]
Chapter PI 38	[state grant programs]

Cross References:

WASB PRG 657 Sample Policy 1
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
840, Public Gifts to the Schools

Adoption Date: 10/11/82

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Revised: March 1994
April 2002

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GATE RECEIPTS AND ADMISSIONS

654

Admissions receipts of school events shall be adequately controlled. The principal is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Persons presenting season, faculty, or special passes will be admitted to all events. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

The Board of Education shall review annually and set prices for high school varsity athletic events.

Cross Ref.: 654.1, Free Admissions/Passes to Events

Adopted: 10/11/82

Revised: March 1994
April 2002

Waunakee Community School District

FREE ADMISSIONS/PASSES TO EVENTS

654.1

I. SENIOR CITIZENS

Senior citizens of the District (persons 62 years of age or older) are eligible for lifetime membership in the Golden Card Club which shall permit them to attend all K-12 activities of the schools, including athletic events, free of charge. This does not apply to WIAA tournament events.

Application for membership must be made in person at the School District Administration Building.

These guest passes shall represent a small token of appreciation from the District for all that the District's senior citizens have done for the schools over the years.

II. ADULT NON-STUDENT VOLUNTEER WORKERS

Adult non-student volunteer workers assigned to tasks at a school event (e.g. timer at track, "chain gang" at football games, etc.) shall receive a single event pass to be admitted free to that event. In addition, the individual shall receive one additional single event pass to be used within one year by any member of his/her immediate family for any school event that requires admission. This does not apply to WIAA tournament events.

Adopted: 9/9/85

Revised: March 1994
1/10/96

Waunakee Community School District

INCOME FROM SCHOOL SHOP SALES AND SERVICES

655

The services provided through school shops and laboratories, and products offered for sale through school programs, shall not be considered income-producing for the District.

Customers shall be charged on the basis of materials used, any parts used, and the incidental costs of providing the product or service.

The instructor in charge of the particular program or shop shall be responsible for setting prices or charges. Additionally, a registration fee shall be charged for repair of all items left with the school overnight.

In all instances, the client for repairs shall:

- pay the estimated cost of materials and parts in advance.
- Pay any additional cost of parts over and above the estimate prior to receipt of the repaired item.

All money received from customers for all sales and services shall be turned in each day to the school business office. This money shall go into the general account, with the exception of that received for repairs in school shops. The latter shall go into a special clearing account specifically set up to cover parts, materials, and miscellaneous costs.

Refunds will be made to customers if costs of parts were overestimated. However, these can be made only after all vouchers from suppliers are processed and have been approved by the Board of Education.

Cross Ref.: 655-Rule

Adopted: 10/11/82

Revised: March 1994
April 2002

Waunakee Community School District

PRODUCT LIABILITY

655-Rule

The following is a list of guidelines regarding product liability:

1) Products made by employees or students that are sold as a fund raising activity.

   Students, with the assistance of staff, would be able to make products and resell them to the public at a profit. Approval from the building principal, superintendent, and Board of Education must be obtained. Examples of products made would be sandwiches, pizzas, etc.

2) Special products made by students as a learning experience that they take home or sell to the public at no profit.

   Students shall be able to make special projects in class as part of the instructional program. Approval by the teacher shall be given to the project before it is allowed to be taken off school property. Examples of special products made by students would be sheds, industrial art projects, etc.

3) Maintenance to vehicles by employees and students.

   Students, with the assistance of staff, may work on parent, staff or student vehicles in a classroom environment. They must have proper supervision and instruction by the teacher. No student or employee shall do any maintenance to brakes or steering mechanism (anything that would affect the steering) on any vehicle. It is recommended that whenever possible donated vehicles be used in the instructional process.

Cross Ref.: 655, Income from School Shop Sales and Services

Adopted: 1/13/86

Revised: March 1994
June 2002

Waunakee Community School District

DESIGNATION OF DEPOSITORIES

Policy 661

Waunakee Community School District

~~***(This sample policy addresses the school board's responsibility to designate official public depositories and the board's related authority to further define the scope of such designations. The policy also assigns certain related responsibilities to the administration.)***~~

The School Board shall, by resolution adopted at a Board meeting, designate the financial institutions that shall serve as official public depositories for District funds that are not invested or maintained in other lawful, Board-approved methods.

All financial institutions(s) located within the District shall be notified every at least every five years inviting them to serve as the official depository or treasury of the District for the next biennium beginning July 1.[1]

1. Whenever such a designation is made, the resolution shall specify:

   a. Whether District moneys deposited at the financial institution may be maintained in demand deposits, savings deposits, time deposits, or any combination thereof; and

   b. If a surety bond or other security shall be required to be furnished by the public depository to secure the repayment of deposits in any amounts that exceed the amount of deposit insurance or similar coverage provided under federal or state law.

2. The Board may authorize or direct the officers and employees who are charged with the management of District funds to deposit District moneys in a selected public depository that has been given instructions by the District to arrange for the redeposit of the moneys through a deposit placement program that meets the requirements of state law.

3. The Board may otherwise designate an official depository for a limited amount of funds or for a limited or particular purpose.

4. Unless the Board's designation of an official depository includes an express expiration date or is made subject to an express condition that, if satisfied, causes the termination of the designation, a designation shall remain valid until modified or until removed by a future action of the Board.

District officers and employees who are charged with the management of District funds shall ensure that they adhere to the designations and related limitations/directives established by the Board.

The ~~*[insert applicable position title(s – e.g., District Administrator and the District's licensed business official]*~~ Director of Business Services shall:

1. Ensure that the District periodically reviews the existing designations of official depositories and the District holdings at each depository, consulting with the District's professional financial advisors as needed to establish and apply appropriate standards and criteria. Any recommendations for changes to existing designations or to existing deposit structures shall be submitted to the Board.

2. Ensure that, for each authorized depository, the District provides and updates as necessary

[1] I took this from your current 661 policy. This is a local policy choice, you are not required to seek new depositories every 5 years.

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any account-related information, such as the identity of current District officers, signature cards, etc.

3. Follow reasonable and prudent business practices so that deposited funds remain adequately protected under the limits established by applicable state or federal insurance/coverage programs or by any bonding or other security that may apply to particular deposits, unless otherwise approved by the Board.

Legal References:

Wisconsin Statutes

Section 34.05	[designation of public depositories]
Section 34.07	[security for deposits held by a public depository]
Section 34.08	[payment for loss of funds held by a public depository]
Section 66.0603	[investments; including time deposits]
Section 66.0607	[withdrawal or disbursement from local treasury]
Section 120.12(7)	[school board duty to designate public depositories for district funds]

Cross References:

WASB PRG 661 Sample Policy 1

Adoption Date: 10/11/82

Revised: March 1994
April 2002
November 2005
January 2011

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AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

661.1

Signatures, including facsimile signatures of the Board president, clerk, and treasurer are to be used on checks, drafts, warrant-checks, vouchers, or other orders on public funds deposited in designated depositories. Each officer shall authorize said depository financial institutions to honor any such instrument bearing his/her facsimile signature in such form as he/she may designate and to charge the same to the account in said depository financial institution upon which drawn, as fully as though it bore a manually written signature.

The Board of Education shall purchase depositor's forgery bond insurance to protect the loss of any public funds.

Legal Ref.: Sections 66.0607 Wisconsin Statutes
120.16(2)
120.13(23)

Cross Ref.: 661.2, Check Writing Services

Adopted: 10/11/82

Revised: March 1994
April 2002

Waunakee Community School District

CHECK-WRITING SERVICES

661.2

The Board authorizes the use of check-signing software in accordance with the following provisions:

1. The treasurer, clerk and president shall sign checks in accordance with the provisions of state law and Board policy.

2. The signature document for the check-writing software shall be kept in a secure place.

3. The signing of blank checks shall be prohibited.

4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

The check signer software will be controlled by the Director of Business Services ~~business manager~~. Administrative procedures for the use of the check signer software will be established by the treasurer and the business manager. In the absence of the treasurer, the Board president will act as assistant treasurer. The assistant treasurer performs the treasurer's functions in his/her absence.

Cross Ref: 661.1, Authorized Signatures

Adopted: 10/11/82

Revised: March 1994
November 2005

Waunakee Community School District

FUND BALANCE

Policy 662.3

Waunakee Community School District

(This sample policy provides for the maintenance of a target fund balance in the General Fund. Separate targets are defined for total unrestricted fund balance and total unassigned fund balance, where the latter target focuses on the district's need for resources to use for cash-flow purposes. This sample policy articulates general purposes for the accumulation and use of the fund balance and addresses fund balance reporting. In this sample, the board retains authority to commit and assign the fund balance for specific purposes rather than delegating assignment authority to someone else in the district. Under this policy, a two-thirds vote of the membership of the school board is required to make some specific appropriations of fund balance, even though such a "super-majority" may not necessarily be required by state law in all cases.)

The School Board shall support and continually strive to develop conservative operating budgets that will add and/or maintain sufficient funds to achieve a minimum year-end fund balance of unrestricted resources in the General Fund that is equivalent to at least *[identify the designated percentage – e.g., 10%, 15%, 20%])* of the anticipated General Fund expenditure budget for the subsequent fiscal year. The unrestricted fund balance within the General Fund is intended to be used primarily for the following purposes:

1. Any specific purpose identified for fund balance resources that falls under the "committed" classification of fund balance resources, as defined by the accounting principles applicable to governmental entities.

2. To maintain or improve the District's credit rating.

3. To provide a resource to cover emergency expenditures or revenue shortfalls.

4. To provide sufficient working capital and reduce the need for short-term borrowing. Within the District's total unrestricted fund balance in the General Fund, it is the Board's further goal to maintain a minimum year-end balance of unassigned resources of at ~~least~~ *[identify the designated percentage – e.g., 10%, 15%, 20% -- which will be lower than the larger percentage established above for total unrestricted fund balance]* of the anticipated General Fund expenditure budget for the subsequent fiscal year, to be available as working capital for cash-flow purposes and to reduce the need for short-term borrowing. This amount shall be calculated by including any amounts that have been expended for cash-flow purposes that will be replenished by the receipt of expected revenues within the normal cash-flow cycle.

It is not the intent of the Board to accumulate substantial unassigned monies in the General Fund above-and-beyond the target percentage for total unrestricted fund balance resources established by this policy, provided the separate target for minimum unassigned fund balance resources is also met.

Regardless of whether the state law applicable to budget amendments would separately require a two-thirds vote, any Board action to restrict, commit, assign, or directly appropriate unassigned fund balance resources within the General Fund that would cause the balance of unassigned resources in the fund balance to fall below the target level for unassigned resources established by this policy shall require a two-thirds vote of the entire membership of the Board for approval. However, appropriations of unassigned fund balance within the General Fund for cash-flow purposes, where the amounts appropriated are expected to be replenished by future

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revenue receipts within the cash-flow cycle, shall only be subject to a two-thirds vote requirement if the requirement is separately applicable under state law.

All fund balance commitments and assignments must be reasonably justified and documented in appropriate District financial statements.

Fund balance information shall be reported to the public and to the Department of Public Instruction in accordance with legal requirements and generally accepted accounting principles applicable to governmental entities.

The District Administrator or his/her designee shall review this policy with the Board at least every three years and shall be responsible for overseeing District compliance with the policy.

Legal References:

Wisconsin Statutes
Section 65.90(3) [budget summary requirements, includes fund balance information]
Section 65.90(5) [making changes to appropriation amounts or purposes of appropriations in an adopted operating budget]
Section 120.14 [school district audit reports]
Section 120.18 [annual school district report]

State Guidance
Wisconsin Uniform Financial Accounting Requirements (WUFAR) [school district financial accounting requirements, includes fund balance classifications]

Federal Guidance
Government Accounting Standards Board (GASB) Statement No. 54 [fund balance reporting requirements]

Cross References:

WASB PRG 662.3 Sample Policy 3
680, Fiscal Accounting and Reporting

Adoption Date: January 2000

Revised: April 2002
March 2011

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RETURNED CHECKS AND OTHER DENIED PAYMENTS

Policy 661.3

Waunakee Community School District

When the District receives a check, or an equivalent instrument (including certain electronic payments), as a form of payment from another person, a financial institution may deny payment when, for example, the check/payment was written on a closed account, the account has insufficient funds on deposit to cover the withdrawal, a "stop payment" order has been placed on the check, or the account on which the check was written has been frozen. Such checks are sometimes referred to as "returned checks," "bad checks," or "nonsufficient funds checks."

Under the ultimate supervision of the District Administrator, the School Board directs the administration to develop and implement written procedures that apply when (1) the District receives notice of nonpayment on a check (or equivalent payment instrument) that a payer issued/submitted to the District, or (2) such a check/payment is otherwise returned or rejected by a financial institution without full payment.

The procedures shall address at least (1) the manner in which the District will seek prompt payment in place of a failed payment; and (2) in situations where a payer is responsible for multiple failed payments, the District's authority to place restrictions on the payer's methods for making future payments (e.g., requiring payment by means other than a personal check or equivalent instrument). Such procedures may also provide for the District to charge a reasonable and lawful service fee to the payer for any failed payment. ***{Editor's Note: If the final board policy includes this paragraph, which requires the development of written procedures, ensure that the district actually does develop and implement such procedures—such as the sample procedures found in 661.3 Sample Rule 1 in the PRG. Alternatively, if the district prefers to include all of the relevant procedures within the board policy as single document, then delete this entire paragraph and, in its place, insert procedures similar to those found in 661.3 Sample Rule 1.}*** [1]

When any original amount owed, or any fee or service charge imposed pursuant to this policy remains unpaid following a payment issue, the District may apply any established policies or procedures regarding unpaid fees and debt collection and/or exercise other legal rights.

If the ~~*[insert applicable position(s) – e.g., District Administrator or Business Manager]*~~Director of Business Services determines that there is reason to suspect that any party may have engaged in intentionally fraudulent activity regarding a payment (e.g., falsifying a check on a nonexistent account or forging a check on an account belonging to another person), the District will refer the matter to law enforcement.

Legal References:

Wisconsin Statutes

Section 943.24	[issuing worthless check]
Section 943.245(1m)	[civil proceedings regarding worthless checks]

Cross References:

WASB PRG 661.3 Sample Policy 1

[1] You can use your current policy 661.4 as a rule under this policy.

Adoption Date: September 2015

2014 OPERATIONAL REFERENDUM FUNDS

661.5

The Waunakee Community School District Board of Education will annually approve budgets for both maintenance and technology departments that are at least $300,000 higher for each department than the base budget of the 2013-14 fiscal year.

These funds are allocated from the November 4th, 2014 recurring operational referendum funds. The allocation of $300,000 for the maintenance department and the allocation of $300,000 for the technology departments shall be effective with the 2017-18 fiscal year, upon the conclusion of the phased in referendum funds.. The allocations for the maintenance and technology departments will be committed to Fund 10. Any unspent funds will carry forward to the next fiscal year, and will remain in either the maintenance or technology department.

Legal Ref.:

Cross Ref.: 621, Budget Development

Adopted: September 2015

Revised: July, 2021

Waunakee Community School District

FRAUD PREVENTION AND REPORTING

Policy 665

Waunakee Community School District

~~***(This sample policy serves as part of the district's system of internal controls for fraud prevention and reporting. However, the expectation established by the policy is that the administration will implement further financial management systems and procedures that support the policy goal of preventing and discovering fraud. This sample policy is generally a less detailed and less specific version of PRG 665 Sample Policy 2, but the key policy positions are essentially the same.)***~~

The School Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining any business or programmatic relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The District Administrator or designee shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his or her areas of responsibility.

Except in situations where an employee has exercised a legal right to make a confidential report to an external agency or to participate in an official investigation or legal proceeding that is not disclosed to his or her employer, any employee who has knowledge of or who has reason to suspect fraud or any similar impropriety in relation to any aspect of District programs or operations shall immediately report the relevant circumstances to his or her supervisor and/or to the District Administrator. In the event the concern or complaint involves the District Administrator, the concern shall be brought to the attention of the Director of Business Services ~~*[insert alternative administrator – e.g., Business Manager]*~~ and/or Board President. Such reports may involve or relate to the conduct of any person, including District employees, Board members, volunteers, consultants, vendors, contractors and other parties maintaining any business or programmatic relationship with the District.

The Board also encourages any other person who has knowledge of or who has reason to suspect fraud or some other similar impropriety in relation to any aspect of District programs or operations to report the relevant circumstances to the ~~*[insert position(s) – e.g., District Administrator, Business Manager, or Board President]*~~.

No official, employee, or agent of the District may retaliate or discriminate against any person who, acting reasonably and in good faith, has filed a report under this policy or participated in any investigation related to a report of fraud, suspected fraud, or other similar impropriety.

Following a report of alleged or suspected fraud, and except in the case of a report involving his or her own actions, the District Administrator shall be responsible for initiating an appropriate investigation. Whenever necessary or appropriate, investigations will be conducted in coordination with District legal counsel and/or with other internal or external departments, agencies, or officials. Although strict and absolute confidentiality cannot be guaranteed, the confidentiality concerns of all involved parties shall be a consideration in the manner in which any investigation is conducted, including the manner in which relevant records are maintained.

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Legal References:

Wisconsin Statutes

Section 19.42	[statutory definitions related to the code of ethics for local government officials]
Section 19.59	[ethical standards for local government officials]
Section 946.12	[misconduct in public office]
Section 946.13	[prohibiting public officials and employees from having a private interest in a public contract]

State Guidance

Wisconsin Uniform Financial Accounting Requirements (WUFAR)
Department of Public Instruction School District Audit Manual Index

Federal Law

31 U.S.C. §3729	[federal False Claims Act]
41 U.S.C. §4712	[federal whistleblower protections; initially effective through July 2017]
2 C.F.R. §200.300	[federal Uniform Guidance regulation referencing statutory requirements for whistleblower protections]

Cross References:

WASB PRG 665 Sample Policy 1

Adoption Date: July 2011

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HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES

Policy 664

Waunakee Community School District

~~*(This sample policy delegates responsibility for the development of specific cash-handling procedures to the administration, while specifying key parameters and expectations.)*~~

The administration, under the direction of the ~~*[insert appropriate position – e.g., business manager or other head of business office operations]*~~ Director of Business Services and in consultation with the District financial auditor as needed, shall develop cash-handling procedures that are consistent with sound business practices and that are appropriate for particular building functions and operational needs. As general parameters, such cash-handling procedures shall:

1. Promote safe and secure cash management and minimize opportunities for theft or loss by, for example, utilizing secured locations within buildings and making regular transfers to an approved depository;

2. Promote accurate cash management and accurate recordkeeping by, for example, consistently issuing receipts and using other methods of reconciling accounts and funds;

3. Promote the security and privacy of sensitive financial data, including District and personal account numbers, other account access information, etc.; and

4. Minimize the extent to which any individual has sole responsibility for cash handling and cash/account reconciliation in connection with specific activities and functions.

District funds may be deposited only in District accounts that have been established at a financial institution that is a Board-approved depository.

The ~~*[insert appropriate position – e.g., business manager or other head of business office operations]*~~ Director of Business Services shall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

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Legal References:

Wisconsin Statutes

Section 120.12(7) [board duty to designate approved depositories]
Section 120.16(2) [authority of the school district treasurer to receive money raised in extracurricular activities]

State Guidance

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Cross References:

WASB PRG 664 Sample Policy 1
375, Student Activity Funds Management
661, Depository of Funds

HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES

Policy 664

Waunakee Community School District

Adoption Date: 10/11/82

Revised: March 1994
April 2002
November 2005

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PETTY CASH ACCOUNT

665

A petty cash account may be established for education purposes. Educational accounts shall be approved by the business manager and all regular business office procedures shall be followed.

Cross Ref.: 672, Purchasing
680, Fiscal Accounting and Reporting

Adopted: 10/11/82

Revised: 4/22/91
March 1994
April 2002
November 2005

Waunakee Community School District

PAYDAY SCHEDULES

671.1

The District issues electronic payment for all payrolls. Paper checks are not issued. All district personnel shall receive their payroll information via direct deposit on the 15th and 30th of the month. When the 15th or 30th of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. District employees shall receive all payroll information electronically. All other staff will have a deposit of advice mailed to the address on file.

Cross Ref.: Current Employee Agreements
671.3, Salary Deductions

Adopted: 10/11/82

Revised: March 1994
April 2002
July 2009

Waunakee Community School District

EXPENSE REIMBURSEMENT

671.2

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved purchase order/check request. Such expenses must be approved in advance by the building/department administrator and incurred in line with budgetary allocations for the specific type of expense outlined in District guidelines. Grant funds may receive expense reimbursements following this policy or the amount approved by their grant if that amount is higher. Fund 21 expenditures are eligible for expense reimbursements following this policy or following the USGSA rates for the out of state location they are travelling to, whichever is higher.

Expense Guidelines:

Mileage:

Shall be at the rate established by the IRS for school business and conference related travel. Mileage log/map must be submitted with the purchase order showing travel details. Inter-district travel as part of job duties is reimbursable through the District mileage account.

Housing:

Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention but shall only cover the actual costs up to that amount. Housing for school business not related to a conference or convention with a headquarter hotel shall be reimbursed at the actual costs if the hotel reservations have been made through the school district. The district shall reimburse or pay for the costs of school personnel. If additional costs are incurred by a spouse or family member sharing the room that will be at the employee's expense.

No reimbursement shall be paid for housing/hotels or events within 60 miles of the District. Reimbursement for housing/hotels within 60 miles may be considered on a case-by-case basis, with pre-approval of the District Administrator or Designee.

Commercial Travel:

Travel by commercial carrier shall be arranged by the employee and costs reimbursed by the district if it is not paid for by the district. The travel of spouses or other family members can be arranged at the same time; however, the employee must pay for the cost of family members at the time arrangements are made.

General Transportation:

The costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in school related business or attendance at a conference or workshop shall be reimbursed. Approval of a rental car at school district expenses must be given in advance by the superintendent. Reasonable charges for taxi service (including standard tip not to exceed more than a range of 15% to 20%) are reimbursable. Receipts are required for reimbursement of transportation

Parking:

Receipts from parking facilities must be provided.

Meals:

The cost of meals for employees and Board members only shall be reimbursed at the full cost of the meal, including tip, up to a maximum amount based on the U.S. General Services Administration guidelines. This maximum will be reviewed annually and provided to all district personnel. The maximum can be evenly divided between employees for groups of four (4) or more.

Separate meal maximums for travel outside of the U.S. may be approved by the Director of Business Services.

Employees are to submit check request for the above costs to include receipts. Employees must provide itemized receipts to support claims for reimbursement for meals purchased. Receipts submitted for meals purchased for other individuals while conducting District business must note the name of the individual(s) and the reason for paying the meal cost. For meetings over the meal period, the reason for the meeting must also be indicated. Tips are limited to no more than a range of 15% to 20% of the total bill.

District funds shall not be used for the purchase of alcoholic beverages.

Other Activities

Social activities such as golf outings, non-educational related tours, etc. that may or may not be part of a professional conference, are the responsibility of the individual and are not reimbursable.

Reimbursements for Administrators, Administrative Support Staff, and Administrative Assistants:

Reimbursements for Administrators, Administrative Support and Administrative Assistants must be submitted through the 775 (Administrative Reimbursements) Budget Group and approved by the Business Office. This ensures independent review and approval of any reimbursement requests.

Cross Ref.: Current Employee Agreements
163, Board Member Development Opportunities
223, Administrator Development Opportunities
537, Staff Development

Adopted: October 1982

Revised: March 1994
August 2000
April 2002
November 2005
October 2015
February 2019
June 2022

Waunakee Community School District

SALARY DEDUCTIONS

671.3

Salary deductions are allowed only upon approval by the Board of Education and are subject to the following requirements:

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the Board for advance approval.

2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.

3. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee or on a court order.

The Board authorizes, within the above requirements, salary deduction plans for Teacher's Association dues, and annuities paid in full by the employee.

Cross Ref.: Current Employee Agreements

Adopted: 10/11/82

Revised: 5/14/84
March 1994

Waunakee Community School District

Policies of the Board of Education

Series 600: Fiscal Management

PURCHASING APPROVALS

672.1

This policy refers to purchase approvals using non-federal funds. Federal Funds must follow the federal purchasing approval guidelines.

Purchases made in excess of $1,500 shall be individually approved by the Building/Department Administrator, purchases made in excess of $10,000 shall be individually approved by the District Administrator, and purchases made in excess of $25,000 shall be individually approved by the Board. Purchases over $5,000 shall be based on quotations, advertised bids and/or other evidence that competitive pricing has been sought. Exceptions to purchasing approvals shall be made for the following:

a. Textbooks, books, and instructional materials

b. Replacement parts for existing equipment or if the value of the replacement parts are estimated to be less than fifty percent (50%) of the total value of the existing equipment.

c. Cooperative Educational Service Agency (CESA) contracts

d. Professional service contracts/agreements

e. State of Wisconsin or other national purchasing contracts

f. Emergency circumstances jointly recommended to the Board President by the District Administrator and the Business Manager and approved for exemption by the Board President.

g. Purchases from Fund 21 or Fund 60 (non-taxpayer funds).

h. Competitive pricing is not available from other vendors.

i. Purchases approved by the Director of Business Services ~~Business Manager~~ under special circumstances (Examples include invoices from local and state government agencies).

j. Expenditures committed by an IEP team

Technology equipment purchases shall require ~~final~~ approval from the Building/Department Administrator and the Director of Technology.

A monthly report shall be provided to the Board of Education that lists purchases made under any of the approved exception categories.

The District reserves the right to reject any or all formal bids or informal quotations, to waive technicalities, to make adjustments in specifications or quantities and/or to make selections based on best interests of the school district.

Legal Ref.: Sections 66.0901 Wisconsin Statutes

Cross Ref.: 672, Purchasing
672.3, Cooperative Purchasing
780, Insurance Management

851-Rule, Sales Advertising Exception
933, Construction Contracts, Bidding and Awards

Adopted: 10/11/82

Revised: 4/22/91
March 1994
October 12, 1998
April 2002
November 2005
September 2015
September 2018

Waunakee Community School District

COOPERATIVE PURCHASING

Policy 672.3

Waunakee Community School District

~~***(This sample policy addresses cooperative purchasing as a stand-alone policy topic. The sample requires each cooperative purchasing arrangement that is binding on the district to be documented in the form of a board-approved contract that expressly identifies the competitive methods/procedures that will be used to identify, evaluate, and select vendor(s). Rather than addressing the topic within a stand-alone policy, a district could incorporate key language from this sample in a policy that addresses purchasing and procurement on a broader basis. In addition, many districts do not have a policy on this topic and instead choose to evaluate cooperative purchasing proposals/opportunities on a case-by-case basis.)***~~

The School Board recognizes that the District's purchasing power can sometimes be leveraged by purchasing goods or services in larger quantities. As such, joint purchasing agreements with other governmental units, governmental agencies, or other entities may be beneficial to the District. To the extent permitted by law, such agreements may cover, for example, the purchase of materials, supplies, equipment, and capital or contractual services.

The Board encourages the administration to pursue the exploration and preliminary negotiation of such cooperative purchasing arrangements. ~~All formal cooperative purchasing agreements that are binding on the District shall be in the form of a Board-approved contract.~~ [1]

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In addition to other terms and conditions that may be deemed necessary or prudent, and except as otherwise approved by the Board, such agreements shall identify:

1. The competitive methods/procedures that will be used to identify, evaluate, and select vendor(s) under the agreement, including a process for the retention of appropriate documentation regarding such methods and procedures that will be sufficient to demonstrate compliance with any applicable federal, state, or District competitive purchasing requirements.
2. The duration of the agreement and terms that address renewal of the agreement, termination of the agreement prior to expiration, and (if permitted) withdrawal from the agreement by any party prior to termination.
3. ~~*[Insert any other subjects that the district wishes to ensure are covered in such contracts.]*~~

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Purchases conducted through a Board-approved cooperative purchasing agreement are exempt from any further District-imposed competitive proposal/price quote requirements. However, legal mandates to use and document competitive processes for certain purchases, such as requirements applicable to certain purchases made with federal funds, may still apply.

This policy is not intended to address intergovernmental agreements under which the District contracts for the receipt (or furnishing) of services directly from (or directly to) one other governmental entity.

Legal References:

[1] Your current policy delegates to administration purchases made through the state and through CESA. You may wish to modify this sentence to allow that exception – note the remainder of the policy references compliance with the federal procurement guidelines and those guidelines may require board approval for certain large purchases.

Wisconsin Statutes

Section 16.73	[purchasing transactions under a joint contract between or among local governments and/or the Department of Administration]
Section 66.0301	[local governments may contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law]
Section 66.0303	[local governments may contract with specified out-of-state entities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by statute]

Federal Law

2 C.F.R. Part 200 Subpart D	[federal funds post-award requirements, generally]
2 C.F.R. §200.318	[general standards for procurement supported by federal funds; including express encouragement to consider and use intergovernmental agreements or inter-entity agreements for procurement or use of common or shared goods and services]

Cross References:

WASB PRG 672.3 Sample Policy 1
672 Purchasing

Adoption Date: 10/11/82

Revised: 4/22/91
March 1994
April 2002
November 2005

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SALES/VENDOR RELATIONS

672.4

Representatives of entities doing business with the Waunakee community School District, or desiring to do business with the District, shall receive a hearing relative to their products the first time they call. Subsequent visits shall be acknowledged and interviews granted or not, depending on the circumstances. Representatives of business firms shall limit their visits to members of the administrative staff or their appointment agents.

The District shall not regularly purchase supplies or materials from a staff member of the district. Neither shall the District regularly purchase supplies, materials, or services from a member of the Board or from a firm in which he/she holds a major interest.

Employees of the District shall not endorse products or services in such a manner that will identify him/her as an employee of the District.

Sales representatives shall not be permitted to contact personnel for the purpose of making sales or demonstrations, except by special permission of a member of the administrative staff.

School principals may grant permission to sales representatives of educational products to see a member of the school staff at times that will not interfere with the educational program.

Legal Ref.: Sections 19.59 Wisconsin Statutes
118.12

Cross Ref.: 165.1, Conflicts of Interest
524, Staff Conflicts of Interest
850, Sales and Solicitations on School Premises

Adopted: 10/11/82

Revised: March 1994
April 2002

Waunakee Community School District

DISBURSEMENTS OF FUNDS

Policy 673

Waunakee Community School District

~~***(This sample policy (1) assigns responsibilities regarding payment processing, including approvals and actual disbursements; (2) identifies the normal statutory requirements for disbursements from the district treasury accounts at public depositories; and (3) identifies various exceptions and special circumstances that apply to many, but not all, school districts — including the use of facsimile signatures, disbursements made through authorized money transfer techniques other than actual checks, etc.)***~~

Under the direction and supervision of the ~~*[insert applicable position(s) – e.g., District Administrator and the District's licensed Business Official]*~~*Director or Business Services*, the District's Business Office shall be responsible for preparing and/or processing:

1. Appropriate payment vouchers (such as purchase orders, invoices, receipts, etc.) that are submitted for approval for payment. Vouchers/payment requests that are not otherwise already approved for disbursement shall be presented to the School Board as bills for approval. *[Insert the following provision only if it is desired, practical to implement, and consistent with local practices: "Unless expressly noted for the Board's consideration or unless consistent with a previously-approved contract or previously-approved purchase, such bills presented for approval shall be for goods, property, or services that have been verified as received/completed."]* [1]

2. Draw orders, on behalf of the Board Clerk, that reflect approved vouchers/payments (i.e., requested payments approved for disbursement). *[Insert if the district desires to mention in policy this legal requirement found in section 66.0607(7) of the state statutes: "No order for a disbursement from the District treasury may be issued in excess of the funds available or appropriated for the purpose(s) for which the order is drawn unless authorized by the affirmative vote of two-thirds of the entire membership of the Board."]*[2]

3. Entries of disbursements, on behalf of the Board Treasurer, that adequately document the amount and date of each disbursement, the person to whom it was paid, and the object for which it was paid.

The Board expects the District's payment approval and disbursement procedures to be managed in a manner that results in the timely payment of the District's financial obligations and that, to the extent reasonably practical, avoids interest or fees on late payments or other similar financing charges.

Subject to exceptions permitted by law and authorized by the Board, disbursements of District funds from the District's official public depositories shall normally be made as follows:

1. Disbursements from a demand deposit account shall be by draft or order check.

2. Withdrawals from a time deposit or savings account shall be by a transfer order that serves to transfer such deposits to another District-controlled deposit account in the same or another District-authorized public depository.

[1] I think this optional language aligns with your current 673.
[2] This language is optional and it merely restates the law.

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3. Such drafts, order checks, and transfer orders must be signed by the Board Clerk and Treasurer and countersigned by either the Board President or another Board member who is authorized to countersign in place of the President.

The following also apply to disbursements of District funds and other money managed by the District:

[Editor's Note: It is critical to carefully review each item listed below and to evaluate its applicability to the district. Modify or delete the listed items as appropriate and add additional items to the list that are determined to be important under local expectations and local procedures. Consider consulting with the district's legal counsel, auditor, and/or official depositories in the process of adapting this sample policy to local needs and circumstances.]

~~1.~~ In lieu of the personal signatures of the Board Clerk, Board Treasurer, and any other required signature(s), a facsimile signature adopted by the particular person may be affixed to a draft, order check, or transfer order for the disbursement of funds. *[Insert whichever of the following statements is applicable to the District: "This policy serves as the required School Board resolution authorizing the use of such facsimile signatures, and ~~the [insert applicable position – e.g., District's licensed Business Official]~~ Director of Business Services shall ensure that a certified copy of this policy is filed in the District Office on behalf of the Clerk and with each of the District's official public depositories." ~~OR "A separate, Board-adopted resolution authorizing the use of such facsimile signatures exists. A certified copy of such resolution is retained on file in the District Office on behalf of the Clerk, and the [insert applicable position – e.g., District's licensed Business Official] shall ensure that a certified copy of the resolution is filed with each of the District's official public depositories."~~]*

~~1.~~ The Board of Education shall purchase depositor's forgery bond insurance to protect the loss of any public funds.[3]

2. Under the management of the ~~*[insert applicable position(s) – e.g., District Administrator and the District's licensed Business Official]*~~ Director of Business Services, authorized District personnel may process disbursements that are approved periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer, and automated clearinghouse methods provided that a record is kept of the date, payee, and amount of each such disbursement. Such authority includes, but is not limited to, the processing of payroll-related transactions.

3. A petty cash account may be established for education purposes. Educational accounts shall be approved by the Director of Business Services ~~business manager~~ and all regular business office procedures shall be followed.[4]

~~3.~~ Except to the extent consistent with District procedures established regarding the use and management of petty cash funds or as otherwise expressly approved by the Board, District officials, employees, and agents shall not make disbursements of District funds in cash (i.e., monetary currency). This provision is not intended to prohibit making change for District-authorized cash-based transactions (e.g., event admissions).

[3] This language is from your current 661.1.
[4] This language is from your current 665.

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4. To the extent consistent with District-established procedures and restrictions regarding the use and management of District-issued purchasing cards and/or credit cards that (a) appropriately limit the amount of charges; (b) restrict any direct access to District accounts at depositories; and (c) adequately protect the District's ability to audit and dispute charges, the District may authorize District officials, employees, and agents to utilize such cards.

5. Disbursement of monies held by the District as agency funds (such as student activity accounts) shall be made according to disbursement procedures adopted for the applicable agency fund.

6. To the extent the Board authorizes the transfer to a community foundation of any gift or grant that has been received and accepted by the District, any disbursements of monetary amounts shall be consistent with state law governing such transferred gifts or grants, including that the community foundation must agree to make disbursements of the gift or grant to the District upon the written request of the Board.

7. A summary of all monthly payments will be distributed to all Board members before the regular monthly meeting. The Board Treasurer will review the payments with the Business Manager prior to the meeting.[5]

~~7.~~8. ~~*[Insert additional item(s) as necessary or appropriate.]*~~

Legal References:

Wisconsin Statutes

Section 25.50	[local government pooled investment fund]
Section 34.05	[designation of public depositories]
Section 66.0135	[interest on late payments to contractors providing goods or services]
Section 66.0607	[withdrawal or disbursement from local treasury]
Section 118.27(3)	[disbursements from gifts and grants transferred to a community foundation]
Section 120.15(1)	[board president duty to countersign disbursement instruments]
Section 120.16(2)	[board treasurer duties regarding disbursements]
Section 120.17(5)	[board clerk duties to draw orders on the treasurer and to record all such orders]

Cross References:

WASB PRG 673 Sample Policy 1
622, Budget Implementation

Adoption Date: 10/11/82

Revised: March 1994
April 2002
December 2002

[5] This language is from your current 673.

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November 2005
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Policies of the Board of Education

Series 600: Fiscal Management

CREDIT CARD PROGRAM

673.1

A Credit Card Program has been established to provide another purchasing option, particularly when a vendor does not accept ACH payments, and to reduce the paperwork and handling costs associated with the payment of these purchases. The Credit Card Program delegates the authority and capability of purchasing items directly to the designated cardholders, allowing them to acquire materials faster and more efficiently. The Credit Card Program is not intended to circumvent or replace the standard purchasing procedures of the District

This policy is intended to provide general guidelines for using the Credit Card Program. For detailed information on implementing these policies, see the Credit Card Use-User Policies and Agreement document. Questions regarding this policy may be directed to the Director of Business Services ~~Business Manager.~~

Responsibilities Overview

The responsibilities of a Credit Card user include, but are not limited to:

1. Checking out the Credit Card through the Budgetary Administrative Assistant using the Administrator Credit Card Use Log
2. Obtaining and retaining proper documentation of card transactions and usage
3. Providing detailed receipts and correct accounting codes for transactions to the Budgetary Administrative Assistant
4. Following up with the card bank and vendors for returns, and fraudulent or disputed charges
5. Notifying the card bank and the Director of Business Services ~~Business Manager~~ of suspected fraudulent charges and lost or stolen cards
6. Complying with all other applicable District policies and procedures.
7. Employees (who are not administrators) with a Credit Card issued in their name are strictly prohibited from allowing anyone else to use their district-issued Credit Card.
8. Prompt reimbursement to the district for any ineligible or unapproved charges.

The Accounts Payable Specialist is directly responsible for managing the Program, including, but not limited to:

1. Processing new card applications and closing or suspending cards
2. Making adjustments and changes to card blocks, limits, and other card information
3. Retaining documentation of all card applications, changes and related information
4. Retaining documentation of posting period audits, transactions, and related information
5. Program training for District staff

The Director of Business Services ~~Business Manager~~ is responsible for, but not limited to:

1. Overseeing the Credit Card Program
2. Approving cardholder applications

The Accounting Specialist is responsible for, but not limited to:

1. Providing recommendations to the Director of Business Services ~~Business Manager~~ regarding updates to policies, procedures and manuals for the Credit Card Program
2. Performing monthly audits of card usage and transactions
3. Performing specific duties or tasks associated with the Program as assigned by the Director of Business Services ~~Business Manager~~

Ethics

Purchases will reflect the best available value for the District, and will be restricted to only those necessary for District purposes. It is the responsibility of every card user to meet these expectations.

Suppliers and vendors are an extension of our District resources. All District personnel are expected to maintain professional, considerate relationships and communications with District suppliers and vendors.

Types of Credit Cards

1. **Administrator:** Each administrator is issued a credit card with their name and "WCSD" embossed on the card. Use of this credit card is restricted to the named administrator or their administrative assistant.

2. **Building/Department:** A building/department card embossed with the building name and "WCSD" will be issued to each school building and departments as approved by the Director of Business Services ~~Business Manager~~. Employees may request use of a building/department credit card through the Budgetary Administrative Assistant, using the Building/Department Credit Card Use Log.

3. **Employee**: If warranted, a Credit Card may be issued in the name of a district employee. If a district employee has a Credit Card issued in their name, the Credit Card will be embossed with the employee's name and "WCSD". **Only the named user may charge any transaction on their card.** Use of an Employee-issued credit card by anyone other than the named employee is strictly prohibited. Allowing others to submit transactions on an employee-issued credit card may result in the credit card being cancelled.

Requesting and the Issuance of Credit Cards

Credit Cards for Administrators are requested through a District Credit Card Application. Applications for Credit Cards to be issued in the name of other District staff must be approved by the employee's direct supervisor and submitted to the Director of Business Services ~~Business Manager~~. The Director of Business Services ~~Business Manager~~ shall determine whether an employee should be issued a Credit Card in their name.

Unauthorized Purchases

1. Personal purchases (use of the card for personal identification is prohibited)
2. Purchases intended to bypass any District purchasing procedures or policies
3. Purchases split to circumvent purchase limits or competitive pricing/bidding

requirements
4. Business related meals and/or travel not authorized by the cardholder's supervisor
5. Capital equipment purchases (unit cost of $5,000 or more) unless specifically authorized by the Director of Business Services ~~Business Manager~~
6. Telephone calls
7. Alcoholic beverages, drugs or pharmaceuticals
8. Insurance
9. Hazardous materials (except for Maintenance Department)
10. Leases or rentals of facilities or property
11. Purchases that require a contract unless contract has been preapproved and signed by The Director of Business Services ~~Business Manager~~
12. Consultants or temporary help
13. Services from a "Tax Reportable" or "1099" vendor. A tax reportable or 1099 vendor is defined as an individual, sole proprietorship or limited partnership who is paid more than $600 for services. All medical and/or attorney's fees are considered tax or 1099 reportable, regardless of their status
14. Purchases from companies outside of the United States, unless specifically authorized by the Director of Business Services ~~Business Manager~~
15. Parking tickets, speeding tickets, or other vehicular tickets or fines.
16. Fuel for your personal vehicle during business travel. Fuel and mileage incurred during approved business travel using your personal vehicle with be reimbursed through the Skyward purchase order process. If business travel is done in a District-owned vehicle, fuel may be purchased using a Credit Card.
17. Purchases that are not permitted under District policies and procedures

Credit Card Use - User Policies and Agreement

Any employee using a Credit Card must read and agree to follow all policies and procedures outlined in the Credit Card Use – User Policies and Agreement document. This document is available in print or online for staff reference. The employee must also sign the District Credit Card Issuance Form, to acknowledge their understanding and compliance with all District policies for Credit Card use.

Transaction Audits

1. The Business Office will perform both intentional and random audits of card usage. Audits will be performed at least once per month.
2. Notification of audit discrepancies will be delivered to the cardholder via e-mail. Documentation copies and written explanation of expense(s) are required to be forwarded to the Director of Business Services ~~Business Manager~~ within 7 business days of receiving the notification.

Consequences of Procedure or Policy Violations

1. Misuse, abuse, and/or failure to comply with District policies and procedures will result in disciplinary measures that can include revocation of cardholder privileges or even termination of employment.

Termination or Transfer of Employment

1. A cardholder who leaves employment of the District or is transferred to another site shall return their card to their Administrator.

2. The Administrator is responsible for contacting the Accounts Payable Specialist, who will cancel the card. The supervisor will cut the card in half and return it to the Accounts Payable Specialist.

Payment to Card Bank

Payment to the card issuer shall be completed electronically via electronic funds transfer by the Business Office.

CROSS REF.:
671.2, Expense Reimbursement
672, Purchasing
672.1, Bidding Requirements

Adopted: September 2015 Waunakee Community School District

FISCAL ACCOUNTING AND REPORTING

680

The superintendent and business manager shall be responsible for receiving and properly accounting for all funds of the District.

The accounting system shall conform to the requirements of the Department of Public Instruction. The system shall provide for the appropriate separation of accounts, funds, and special monies.

The Board shall receive monthly financial statements from the superintendent and/or Director of Business Services ~~business manager~~ showing the financial condition of the District, excluding activity fund accounts and scholarships. Such other financial statements as may be determined necessary by either the Board of Education or the superintendent shall be presented as deemed desirable. The status of activity fund accounts and scholarship accounts shall be presented as deemed desirable. The status of activity fund accounts and scholarship accounts shall be presented to the Board at the end of each fiscal year.

Legal Ref.: Sections 115.28(13) Wisconsin Statutes
120.16
120.18(1)

Cross Ref.: 375, Student Activity Funds Management
622, Budget Implementation
684, Audits

Adopted: 10/11/82

Revised: March 1994
April 2002
October 2005

Waunakee Community School District

INVENTORIES

683

The Director of Business Services ~~business manager~~ shall be responsible for maintaining an accurate inventory of materials and equipment in the school system. Principals of individual schools shall make reports on textbooks held and used in the school.

Cross Ref.: 741, Maintenance and Control of Instructional Materials

Adopted: 10/11/82

Revised: March 1994
April 2002

Waunakee Community School District

AUDITS

684

The books and accounts of the District shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the Board of Education.

The audit, when completed, shall be presented to the Board for examination.

On or before November 1st **at** least every five years, the Director of Business Services ~~business manager~~ shall place before the Board the matter of the retaining of a certified public accountant.

The Director of Business Services ~~business manager~~ shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

The cost of the audit shall be paid from District funds.

Legal Ref.: Section 120.14 Wisconsin Statutes

Adopted: 10/11/82

Revised: March 1994
April 2002
November 2005
January 2011

Waunakee Community School District

Sale or Other Disposition of District Real Estate, Buildings, or Property Interests

The School Board retains sole and exclusive authority to approve the sale or other disposition of any land, buildings, or other improvements to land that are owned by the District and no longer needed by the District. The Board shall also directly and expressly approve any sale, release, or modification of any District-owned or District-controlled interest in real property (e.g., an easement or covenant).

Sale or Other Disposition of Other District Property

The Board also has authority to dispose of other District property not addressed in the previous section of this policy, including equipment, materials, or supplies found to be surplus, replaced, broken, damaged, in unusable condition, or obsolete.

The following positions are designated as authorized Director of Business Services under this policy:

1. The *Director of Business Services* shall oversee the allocation, review, and disposition of all equipment, materials, or supplies.

Whenever the Director of Business Services determines that District property is no longer going to be used in its current function or location, the Director of Business Services shall ensure that reasonable efforts are made to determine whether the property can be appropriately used in another District function or location. If so, the Director of Business Services shall arrange for the internal transfer/re-designation of the property.

For any property that the Director of Business Services determines is no longer going to be used in the District, the following general parameters for further disposition of the property shall apply:

1. Any items that the Director of Business Services, or his or her designee, has determined have minimal or no resale value may, without further Board approval, be (a) offered without cost to a charitable or civic organization or other governmental entity, or (b) discarded or otherwise disposed of using an efficient method.

   Any per-item estimated resale value in excess of *$25* shall not be considered minimal, except that any property that does not require further Board approval prior to disposal and that remains unsold after having been offered for sale may be deemed to have minimal resale value.

2. Items (whether individually or grouped for a single transaction) that the Director of Business Services determines can be economically sold (or traded in) for value and that have an estimated resale/fair-market value below *$5,000* may be sold (or traded in) using a process approved by the Executive Director of Operations without further Board approval. Public processes intended to inform/solicit multiple potential buyers (e.g., the use of online public advertising or auctions) shall be the preferred means of attempting to sell such property, except where the *Director of Business Services* determines that another method of disposition is in the best interest of the District considering all relevant circumstances.

3. Items (whether individually or grouped for a single transaction) that the Director of Business Services estimates to have a resale or other fair-market value of $5,000 or more may be disposed of only if the Board has expressly approved the specific disposition or expressly

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authorized the administration to dispose of the specific piece(s) of property under approved parameters.

The disposition of District property under this policy shall be conducted in the public interest for the benefit of the District. Unless otherwise required by law or by some other special and enforceable condition, all money received from the sale or other disposition of District property shall be directed to the District's general fund.

Legal References:

Wisconsin Statutes

Section 77.54(4)	[sales tax treatment of certain sales of tangible personal property]
Section 118.12(1)(b)	[school board authority over sales of goods on school property]
Section 120.12(21)	[sales tax treatment of certain sales of tangible personal property]
Section 120.13(19m)	[school board authority to sell any property belonging to and not needed by the school district]
Section 120.13(25)	[school board lease of school district property at reasonable rental]
Section 175.10	[certain procurements for sales to employees prohibited by statute]
Chapter 287	[state solid waste reduction and recycling policy and requirements]
Chapter 291	[disposal of hazardous materials/substances; including electronic devices]

Wisconsin Administrative Code

NR 660 to NR 679	[regulations related to hazardous waste management]

Federal Law

2 C.F.R. §200.33	[definition of "equipment" tied to local capitalization threshold within the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]
2 C.F.R. §200.94	[definition of "supplies" tied to local capitalization threshold within the federal Uniform Guidance]
2 C.F.R. part 200 subpt. D	[general post-award requirements under the federal Uniform Guidance]
2 C.F.R. §200.311	[disposition of real property that is subject to the requirements of the federal Uniform Guidance]
2 C.F.R. §200.313	[disposition of equipment that is subject to the requirements of the federal Uniform Guidance]
2 C.F.R. §200.314	[disposition of supplies that are subject to the requirements of the federal Uniform Guidance]
2 C.F.R. §200.315	[disposition of intangible property that is subject to the requirements of the federal Uniform Guidance]
2 C.F.R. §200.322	[applicability of federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, under the federal Uniform Guidance]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

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Adoption Date:
March 1994
November 2005
January 2014
April 2022

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2023-24 Budget Status Report - May 31, 2024

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	32,988,502	33,006,422	28,187,027.68	8,631,043.94	111.55%	-3,811,649.62
Personnel Costs: Benefits	10,865,347	10,865,347	9,714,325.21	2,684,205.96	114.11%	-1,533,184.17
Total	**43,853,849**	**43,871,769**	**37,901,352.89**	**11,315,249.90**	**112.18%**	**-5,344,833.79**
Buildings	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Prairie School	88,280	88,280	77,877.35	3,006.58	91.62%	7,396.07
Prairie School CSF	26,521	33,222	33,218.10	0.00	99.99%	3.90
Heritage School	97,160	97,160	79,527.26	9,482.43	91.61%	8,150.31
Heritage School CSF	26,627	33,632	11,882.80	6,321.60	54.13%	15,427.60
Arboretum School	76,520	76,520	77,875.14	3,698.31	106.60%	-5,053.45
Arboretum School CSF	22,303	27,775	23,515.99	1,964.37	91.74%	2,294.64
Intermediate School	150,350	150,350	102,710.29	17,204.76	79.76%	30,434.95
Intermediate School CSF	32,269	40,173	42,470.70	844.38	107.82%	-3,142.08
Middle School	163,150	163,150	157,789.14	6,618.06	100.77%	-1,257.20
Middle School CSF	34,378	43,016	42,820.44	0.00	99.55%	195.56
High School	575,155	575,155	580,170.81	8,690.45	102.38%	-13,706.26
High School CSF	66,383	83,483	73,274.20	44.04	87.82%	10,164.76
Athletics	392,477	392,477	417,200.12	5,860.40	107.79%	-30,583.52
Departments						
Utilities	1,126,923	1,126,923	1,067,932.51	260,231.96	117.86%	-201,241.47
Maintenance	721,990	721,990	637,168.05	160,466.31	110.48%	-75,644.36
Capital Projects	0	0	-22,158.66	0.00	---%	22,158.66
Contingency Fund	100,000	100,000	4,069.80	5,057.78	9.13%	90,872.42
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,344,196	1,550,200	1,429,657.37	800,862.53	143.89%	-680,319.90
Technology	718,729	818,729	930,629.80	4,207.32	114.18%	-116,108.12
Technology Erate/Fees	31,200	98,692	98,727.66	0.00	100.04%	-35.66
Curriculum-Secondary	527,300	527,300	429,104.64	35,167.01	88.05%	63,028.35
Curriculum-Elementary Operations	455,382	455,382	440,106.08	21,416.95	101.35%	-6,141.03
4K District	873,800	873,800	863,908.96	119.11	98.88%	9,771.93
4K Operations	17,000	17,000	5,533.96	119.11	33.25%	11,346.93
Human Resources	54,550	54,550	41,532.99	490.95	77.04%	12,526.06
Superintendent	84,600	109,600	119,031.24	30,076.44	136.05%	-39,507.68
Student Services-Operations	71,250	71,250	44,173.35	962.88	63.35%	26,113.77
Student Services-District	92,500	92,500	87,784.58	9,350.00	105.01%	-4,634.58
Business Office	444,673	593,323	602,924.06	104,121.77	119.17%	-113,722.83
District Wide	1,755,672	1,755,672	821,187.95	28,346.37	48.39%	906,137.68
Special Projects	0	0	0.00	0.00	---	0.00
Summer School	82,050	82,050	73,666.05	0.00	89.78%	8,383.95
Grants-Fund 10						
Common School Fund-District	6,689	6,689	6,688.14	0.00	99.99%	0.86
Title 1 Grant (Public)	119,550	119,550	63,890.38	30,026.32	78.56%	25,633.30
Title 1 Grant (Private)	4,900	4,900	3,618.01	0.00	73.84%	1,281.99
Title 2 Grant (Public)	51,672	51,672	51,510.57	0.00	99.69%	161.43
Title 2 Grant (Private)	7,785	7,785	5,717.21	0.00	73.44%	2,067.79
Title 3 Grant	16,890	16,890	16,857.03	0.00	99.80%	32.97
Title 4A Grant (Public)	8,697	8,697	8,696.79	0.00	100.00%	0.21
Title 4A Grant (Private)	1,303	1,303	346.12	0.00	26.56%	956.88
Career/Tech Ed Grant	73,654	73,654	23,089.74	143.66	31.54%	50,420.60
CEIS Federal Flo-Through	137,000	138,000	77,424.76	0.00	56.10%	60,575.24
Ed. Effectiveness Grant	30,960	32,000	32,000.00	0.00	100.00%	0.00
ESSER2	0	0	0.00	0.00	---%	0.00
ESSER3	1,412,461	1,553,461	1,345,408.65	737,884.76	134.11%	-529,832.41
Peer Mentor Grant	0	0	9,885.98	0.00	---%	-9,885.98
Perkins Grant	25,078	25,078	20,456.49	0.00	81.57%	4,621.51
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
SAODA	25,000	25,000	6,079.88	0.00	---%	18,920.12
School-Based Mental Health	0	130,239	16,994.15	2,951.66	---%	110,293.19
Other Program Totals						
Transfer to Fund 27	7,265,167	7,275,181	0.00	0.00	0.00%	7,275,181.00
Wellness Clinic	287,250	287,250	259,194.50	22,107.67	97.93%	5,947.83

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	43,853,849	43,871,769	37,901,352.89	11,315,249.90	112.18%	-5,344,833.79
Building Totals	1,751,573	1,804,393	1,720,332.34	63,735.38	98.87%	20,325.28
Department Totals	8,501,815	9,048,961	7,674,980.39	1,460,996.49	100.96%	-87,015.88
Grant Totals	1,930,014	2,203,293	1,688,663.90	771,006.40	111.64%	-256,377.30
Other Program Totals	7,552,417	7,562,431	259,194.50	22,107.67	3.72%	7,281,128.83
Total Fund 10 Expenditures	**63,564,863**	**64,461,042**	**49,677,477.08**	**13,739,904.91**	**98.38%**	**1,043,660.01**

2023-24 Budget Status Report - May 31, 2024

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	3,400	3,400	2,811.31	0.00	82.69%	588.69
Heritage School	5,100	5,100	7,584.55	0.00	148.72%	-2,484.55
Arboretum School	8,200	8,200	5,307.78	0.00	64.73%	2,892.22
Intermediate School	37,900	37,900	18,006.64	0.00	47.51%	19,893.36
Middle School	21,400	21,400	28,913.25	0.00	135.11%	-7,513.25
High School	184,525	184,525	212,740.14	0.00	115.29%	-28,215.14
Curriculum - Elementary	0	0	12,069.50	0.00	---%	-12,069.50
Curriculum - Secondary	13,271	13,271	18,311.61	0.00	137.98%	-5,040.61
Maintenance	5,000	5,000	6,445.95	0.00	128.92%	-1,445.95
Energy Conservation	0	0	0.00	0.00	---%	0.00
Athletic Dept	30,000	10,000	7,089.80	0.00	70.90%	2,910.20
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	3,400	235,830	239,808.42	0.00	101.69%	-3,978.42
E-Rate	31,200	141,200	139,910.81	0.00	99.09%	1,289.19
District	61,075,877	61,075,877	50,961,418.03	0.00	83.44%	10,114,458.97
Grants - Fund 10						
Common School Fund-District	215,170	267,990	267,990.00	0.00	100.00%	0.00
Title 1 Grant (Public)	119,550	119,550	50,132.04	0.00	41.93%	69,417.96
Title 1 Grant (Private)	4,900	4,900	2,375.93	0.00	48.49%	2,524.07
Title 2 Grant (Public)	51,672	51,672	40,066.17	0.00	77.54%	11,605.83
Title 2 Grant (Private)	7,785	7,785	5,717.21	0.00	73.44%	2,067.79
Title 3 Grant	16,890	16,890	0.00	0.00	0.00%	16,890.00
Title 4A Grant (Public)	8,697	8,697	8,696.79	0.00	100.00%	0.21
Title 4A Grant (Private)	1,303	1,303	0.00	0.00	0.00%	1,303.00
Career/Tech Ed Grant	73,654	73,654	0.00	0.00	0.00%	73,654.00
CEIS Federal Flo-Through	137,000	138,000	39,616.76	0.00	28.71%	98,383.24
Ed. Effectiveness Grant	30,960	32,000	0.00	0.00	0.00%	32,000.00
ESSER2	0	0	0.00	0.00	---%	0.00
ESSER3	1,412,461	1,412,461	288,011.10	0.00	20.39%	1,124,449.90
Peer Mentor Grant	0	0	0.00	0.00	---%	0.00
Perkins Grant	25,078	25,078	15,078.42	0.00	60.13%	9,999.58
Reading Readiness	8,375	8,375	0.00	0.00	0.00%	8,375.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	0	130,239	15,000.00	0.00	---%	115,239.00
SAODA	25,000	25,000	0.00	0.00	---%	25,000.00
Early College Credit						
Total Fund 10 Revenues	**63,564,863**	**64,072,392**	**52,396,091.30**	**0.00**	**81.78%**	**11,676,300.70**

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salaries & Benefits	10,035,203	10,055,203	8,468,496.42	401,064.22	88.21%	1,185,642.36
Departments						
Special Ed-Operations	28,839	28,839	21,063.44	7,975.00	100.69%	-199.44
Special Ed-District	166,557	266,557	195,898.85	54,116.90	93.79%	16,541.25
Transportation	185,833	265,833	94,142.49	105,857.51	75.24%	65,833.00
Medicaid	9,000	9,000	10,185.13	0.00	113.17%	-1,185.13
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	975,048	594,125.16	82,458.54	69.39%	298,464.30
IDEA PreSchool Grant	57,000	58,500	43,395.08	811.49	75.57%	14,293.43
Total Fund 27 Expenditures	**11,457,480**	**11,658,980**	**9,427,306.57**	**652,283.66**	**86.45%**	**1,579,389.77**

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	601,174.71	0.00	61.66%	373,873.29
IDEA FlowThrough Grant-ESSER3	0	0	0.00	0.00	---%	0.00
IDEA PreSchool Grant	57,000	58,500	43,038.55	0.00	---%	15,461.45
IDEA PreSchool Grant-ESSER3	0	0	0.00	0.00	---%	0.00
Special Ed Revenues	0	0	0.00	0.00	---%	0.00
Other Fund 27 Revenues	10,425,432	10,625,432	2,205,975.44	0.00	20.76%	8,419,456.56
Total Fund 27 Revenues	**11,457,480**	**11,658,980**	**2,850,188.70**	**0.00**	**24.45%**	**8,808,791.30**

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,907,435	2,907,435	2,529,030.68	441,668.73	102.18%	-63,264.41

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,930,500	2,930,500	2,803,232.40	0.00	95.66%	127,267.60

2023-24 Budget Status Report - May 31, 2024

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

Building/Department	22-23 Carryover	23-24 Revenue Budget	23-24 Rec'd	23-24 Revenue Balance	23-24 Expense Budget	23-24 Spent / Encumbered	23-24 Expense Balance	23-24 Balance	Funds Available
Prairie School	26,488.02	3,400.00	2,811.31	588.69	88,280	80,883.93	7,396.07	6,807.38	33,295.40
Heritage School	11,499.60	5,100.00	7,584.55	-2,484.55	97,160	89,009.69	8,150.31	10,634.86	22,134.46
Arboretum School	17,352.92	8,200.00	5,307.78	2,892.22	76,520	81,573.45	-5,053.45	-7,945.67	9,407.25
Intermediate School	72,069.15	37,900.00	18,006.64	19,893.36	150,350	119,915.05	30,434.95	10,541.59	82,610.74
Middle School	73,163.59	21,400.00	28,913.25	-7,513.25	163,150	164,407.20	-1,257.20	6,256.05	79,419.64
High School	71,516.17	184,525.00	212,740.14	-28,215.14	575,155	588,861.26	-13,706.26	14,508.88	86,025.05
4K	-	0.00	0.00	0.00	17,000	5,653.07	11,346.93	11,346.93	15,963.81
Athletic Dept	22,147.52	10,000.00	7,089.80	2,910.20	392,477	423,060.52	-30,583.52	-33,493.72	-11,346.20
Curriculum-Elementary (Oper)	244,354.01	0.00	0.00	0.00	455,382	461,523.03	-6,141.03	-6,141.03	238,212.98
Curriculum-Secondary	100,064.62	13,271.00	18,311.61	-5,040.61	527,300	464,271.65	63,028.35	68,068.96	168,133.58
CTE Grant	109,962.58	73,654.00	0.00	73,654.00	73,654	23,233.40	50,420.60	-23,233.40	86,729.18
Energy Conservation	6,368.82	0.00	0.00	0.00	0	0.00	0.00	0.00	6,368.82
Human Resources	(2,075.22)	0.00	0.00	0.00	54,550	42,023.94	12,526.06	12,526.06	10,450.84
Maintenance	157,680.46	5,000.00	6,445.95	-1,445.95	721,990	797,634.36	-75,644.36	-74,198.41	83,482.05
Special Education-Operations	32,974.16	0.00	0.00	0.00	28,839	29,038.44	-199.44	-199.44	32,774.72
Student Services-Operations	95,290.71	0.00	0.00	0.00	71,250	45,136.23	26,113.77	26,113.77	121,404.48
Superintendent	18,795.80	0.00	0.00	0.00	109,600	149,107.68	-39,507.68	-39,507.68	-20,711.88
Technology	227,596.72	377,030.00	379,719.23	-2,689.23	917,421	1,033,564.78	-116,143.78	-113,454.55	114,142.17
	1,285,249.63							-142,303.87	1,147,562.64

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CASH RECONCILIATION FOR THE MONTH OF April 2024

	OCB PAYROLL CHECKING (FUND 10)	OCB DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OCB OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)	OCB Construction ACCT Checking (Fund 49)	LGIP GENERAL ACCOUNT (FUNDS 10,27,50,80,99)
BEGINNING BALANCE	99,855.16	21,113,014.93	164,791.47	1,039,006.09	862,573.58
REVENUES:					
+ DEPOSITS	4,939,375.40	1,437,099.79	1,581,000.00	17,000,000.00	755,377.33
+ INTEREST	1,895.19	94,859.16	1,918.38	25,299.72	1,468.92
TOTAL REVENUES	4,941,270.59	1,531,958.95	1,582,918.38	17,025,299.72	756,846.25
EXPENSES:					
ACCOUNTS PAYABLE	0.00	726,180.19	1,609,863.13	11,500,299.76	856,000.00
PAYROLL	4,259,037.22	4,937,691.08			
TOTAL EXPENSES	4,259,037.22	5,663,871.27	1,609,863.13	11,500,299.76	856,000.00
ENDING BALANCE	782,088.53	16,981,102.61	137,846.72	6,564,006.05	763,419.83

BANK BALANCES-SKYWARD

ENDING BANK BALANCE	782,088.53	16,981,102.61	110,846.72	6,564,006.05	763,419.83
OUTSTANDING ACH	**1,213,890.08**		27,000.00	0.00	0.00
ACTUAL BALANCE	-431,801.55	16,981,102.61	137,846.72	6,564,006.05	763,419.83
SKYWARD BALANCE	-431,524.84				
	-276.71				

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

LGIP	WISC	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC	
DENTAL ACCT	CAPITAL PROJECTS ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	GENERAL	TOTALS
(FUND 10)	(FUND 41)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
403,560.90	8.71	1,290,603.48	11,289,437.62	331,282.41	10,635,294.32	48,481,322.29	45,725.95	95,756,476.91
59,809.20	0.00	0.00	0.00	0.00	7,000,000.00	442,796.91	0.00	33,215,458.63
2,041.52	0.00	1,732.12	818.36	657.82	37,758.22	46,401.65	191.46	215,042.52
61,850.72	0.00	1,732.12	818.36	657.82	7,037,758.22	489,198.56	191.46	33,430,501.15
0.00	0.00	0.00	11,098,411.68	0.00	7,000,000.00	10,000,000.00	$0.00	42,790,754.76
0.00	0.00	0.00	1,650.00	0.00	0.00	0.00	0.00	9,198,378.30
0.00	0.00	0.00	11,100,061.68	0.00	7,000,000.00	10,000,000.00	0.00	51,989,133.06
465,411.62	8.71	1,292,335.60	190,194.30	331,940.23	10,673,052.54	38,970,520.85	45,917.41	77,197,845.00
465,411.62	8.71	1,292,335.60	190,194.30	331,940.23	10,673,052.54	38,970,520.85	45,917.41	77,170,845.00
0.00	0.00	0.00	0.00	0.00	0.00		0.00	1,240,890.08
465,411.62	8.71	1,292,335.60	190,194.30	331,940.23	10,673,052.54	38,970,520.85	45,917.41	75,983,954.92

No Change April '24

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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

Facilities and Maintenance

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

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	FIRE	05/30/2024
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	FIRE	05/23/2024
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	FIRE	05/15/2024
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	ALICE	05/15/2024
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	FIRE	05/13/2024
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	FIRE	05/20/2024

Board of Education Representative: _____
Joan Ensign, President

COOPERATIVE EDUCATIONAL SERVICE AGENCY 2
Whitewater, Wisconsin
DRIVER EDUCATION PROGRAM AGREEMENT

CESA 2 proposes to offer a DPI approved Driver Education program for the interested students of the participating school district in accordance with the terms and conditions listed below.

The Driver Education program is being provided and taught by CESA 2.

All participating school districts students that comply with the participating school districts policies will be able to participate in the CESA 2 Driver Education Program covered by this proposal.

CESA 2 Responsibilities

1. Provide a Driver Education program {including a choice of "classroom" as defined by online (asynchronous), virtual (synchronous) or the traditional (face to face) classroom course and a behind-the-wheel course} in compliance with all Department of Public Instruction PI-21 and all statutory requirements.

2. Recruit and employ DPI certified instructors for all classroom and behind-the-wheel instruction. CESA 2 will select DPI certified driver education instructors.

3. Complete, if requested by the participating school district, a DPI Form PI-1709, "Driver Education Program Approval", for the Participating school district High School, obtain appropriate signatures, and submit the PI-1709 to DPI prior to May 15 for the summer of that year and August 15 of that year for the school year, where applicable. All CESA 2 school locations are now listed under CESA 2 and are no longer listed separately in the DPI Form PI-1709.

4. Provide suitable vehicles for the behind-the-wheel phase of the driver education program. Driver education vehicles will have appropriate insurance in compliance with State of Wisconsin laws.

5. Be responsible to purchase current textbooks and multimedia materials that enhance, stimulate and correspond to the course curriculum. This pertains to face to face sessions. For the online and virtual classroom options, the parent/guardian needs to purchase the textbook.

6. When requested, provide an accurate list of students who have registered for the school year driver education classroom instruction for classroom or behind the wheel instruction.

7. Will develop a registration form for the school year.

8. Handle the registration of Participating school district High School students.

9. Establish a fee structure.

10. Make every reasonable effort to accommodate students with special needs.

11. Handle all collection of Driver Education fees; registration, missed behind-the-wheel sessions, lost textbooks, duplicate temporary license applications, and certified true completion certificates.

12. If CESA 2 is unable to find a qualified instructor to serve in the district, CESA 2 reserves the right to discontinue the Driver Education program.

Participating School District Responsibilities

1. Provide appropriate classroom space for the traditional classroom instruction phase of the program. Classrooms will be cleaned and maintained by the district and will be provided with necessary audio-visual equipment, a multimedia projector, laptop/desktop computer in the classroom, and internet access for the DE instructor and wifi for students, if necessary. The driver education instructor will be provided a key to the school and classroom for accessibility if access isn't provided through a different means.

2. Provide administrative support to the driver education instructor, including disciplinary support, access to a copy machine, fax machine and other clerical support equipment.

3. Assist CESA 2 in advising parents that they will be responsible for their student's transportation to and from the school for purposes of driver education instruction.

4. Provide directory information from the high school student rosters, as approved by parent or guardian and consistent with the requirements of §118.125. Stats. and the Family Educational Rights and Privacy Act. 20 U.S.C. §1232g, to the CESA 2 Driver Education Program at no cost for the purposes of driver education program registration.

5. Assist CESA 2 in the distribution of CESA 2 Driver Education promotional materials.

6. Provide an area for the safe storage of the CESA 2 Driver Education vehicle during those times when the CESA 2 instructors are not using the vehicle, if needed.

Contract Fees and Other Conditions

1. If your district would like to choose to purchase a few copies of the textbook for CESA 2 DE enrolled students to check out from your district's high school library, please reach out to the director of Driver Education at christine.bergan@cesa2.org. She will put you in contact with the publisher (AAA National) who may offer discounted pricing for being affiliated with our DE program.

2. It is agreed between CESA 2 and the Participating School District that CESA 2 will set a driver education fee structure. It is also agreed that CESA 2 will handle collection of all

fees associated with the driver education program, with all checks made out to CESA 2. The fees include the behind the wheel driving portion of the course.

3. Each party shall be responsible for the consequences of its own acts or omissions and those of its employees, agents, boards, commissions, officers and representatives and shall hold the other party harmless for demands or claims for losses, cost, attorney fees, expenses and damages of any kind based on such acts or omissions arising out of or alleged to have arisen out of or in connection with the party's performance under this agreement. It is not the intent of the parties to impose liability beyond that imposed by state statutes.

Duration

This agreement may be modified by mutual consent. This agreement shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by the parties by mutual consent. Either party may terminate this agreement by notice to the other party by January 1 for a June 30 termination date.

PARTICIPATING SCHOOL DISTRICT

Waunakee Community School District
Name of School District

Randy Guttenberg
(Name of Authorized Official)

905 Bethel Circle
Address

Superintendent
(Title of Authorized Official)

Waunakee, WI 53597
City, State Zip

Randy Guttenberg
(Signature)

(Date)

FOR CESA 2

Daniel J. Hanrahan
(Signature)

Dan Hanrahan
(Name of Authorized Official)

Agency Administrator
(Title of Authorized Official)

April 1, 2024
(Date)

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

The public schools in the District are tuition free to all persons of school age who reside in the District and to nonresidents who are eligible to enroll without payment of tuition under public school open enrollment, any other applicable law or regulation, or any other applicable Board policies. Other nonresident students may be admitted to District schools on a full-time basis under this policy when there is available space and when applicable enrollment and school entrance requirements are met. Subject to any waiver of tuition that is required by law or any waiver that is authorized by law and granted by the District, the District shall charge tuition for such nonresident students.

Unless state law or School Board policy specifies that the Board shall directly approve a nonresident student's enrollment, the District Administrator, his/her central office, administrative-level designee, or any building principal acting in consultation with an appropriate central office administrator may approve the enrollment of a nonresident student under this policy.

When a nonresident student's enrollment is approved and tuition is charged, the Executive Director of Operations or the Director of Business Services shall be responsible for the assessment and collection of tuition, including (1) ensuring, when required (e.g., when tuition is to be paid by a parent or guardian), that the District enters into a written agreement that covers the payment of tuition; and (2) ensuring that the District files appropriate tuition claims on a timely basis.

As required by state law, the District shall waive tuition for students who are no longer residents of the District but who continue their enrollment in the District under the following circumstances:

1. Any student who moved out of the District after July 1 of the current school year, who was a resident of the District on either the third Friday in September or the second Friday in January of the current school year, and who was enrolled in the District for at least 20 school days during the current school year, shall be allowed to continue to attend school in the District for the remainder of the current school year without payment of tuition.

2. Any student who gained 12th grade status while a resident of the District but who no longer resides in the District shall be allowed to complete 12th grade in the District without payment of tuition.

3. Any student to whom all of the following apply shall generally be allowed to attend school in the District without payment of tuition: (a) the student was a resident of the District on the second Friday in January of the previous school year, (b) the student was enrolled in the District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year, (c) the student ceased to be a resident of the District after the first Monday in February of the previous school year, and (d) the student continues to be a Wisconsin resident. The following apply to nonresident students with a disability who are attending school in the District under this provision:

    a. As further provided under state and federal law, the District shall provide transportation for the student if school-provided transportation is required pursuant to the student's individualized education program (IEP).

b. If an IEP that is developed or revised for such a student requires special education or related services that are not available in the District, or there is no space available in the District to provide the special education or related services identified in the student's IEP, then the District may transfer the student to his/her school district of residence.

In addition to the legal mandates that apply to the enrollment of full-time nonresident students and to the charging or waiving tuition in specific situations, the administration shall apply the following rules, to the extent applicable, when making tuition determinations related to nonresident students:

1. A nonresident student whose parent or guardian resides in Wisconsin but outside of the District may file an application to enroll in the District that is accompanied by a written parental declaration that residency in the District will be established within nine (9) school weeks of enrollment. If space is available in the school and if the student's nonresident application is otherwise approved, the family shall be required to prepay a tuition fee for 9 school weeks, which shall be refunded only if actual residency is established during that initial 9-week period. If residency in the District is not established within the initial 9-week period, but intent to establish residency remains imminent, the student may apply to continue his/her enrollment for another 9-week period. If the application to continue enrollment is otherwise approved, the family shall be required to prepay the applicable tuition fee for the second 9-week period. If actual residency is established within the second 9-week period, the District shall refund the tuition fee that was paid for that period. No additional 9-week extensions of this special admission and tuition status are permitted.

2. Any student who was enrolled in and a resident of the District at the beginning of the school year (July 1), but who moves out of the District after that date and who is not otherwise entitled by law to remain enrolled without payment of tuition, may be approved to complete the school year in his/her school of enrollment as a nonresident student. If approved, such a student shall not be required to pay tuition for that school year.

3. Students visiting from foreign countries under a J-1 visa who are participating in an established student exchange program may be permitted to attend high school for up to one academic year in the District and shall not be required to pay tuition. Board approval for enrollment shall be required.

   All foreign exchange students must apply for admission to Waunakee Community High School. Applications for admittance must be received by July 1st if the applications are to be considered for approval for the start of the 1st semester of the upcoming school year. Applications for admittance must be received by October 1st if the applications are to be considered for approval for the start of the 2nd semester of the upcoming school year. All applications must be from exchange programs approved by the Board of Education. Individual applicants are subject to acceptance or rejection as determined by the high school principal.

4. A nonresident foreign student with an F-1 student visa may be considered for admission only to high school and only for a period not to exceed one academic year while under the F-1 visa. If admitted, a

student who holds an F-1 visa must pay the full, unsubsidized per capita cost of education as required by federal law.

To the extent consistent with applicable legal requirements, nothing in this policy shall prevent the District from (1) denying enrollment to a nonresident student during the term of his/her expulsion from the District or from another Wisconsin public school, out-of-state public school, or independent charter school in Wisconsin; or (2) setting enrollment conditions that an expelled student must meet in order to be admitted to the District during the term of an expulsion.

To the extent required by law, nonresident students who are accepted for enrollment in the District shall have all of the rights and privileges and be subject to the same rules and regulations as similarly-situated resident students. Significantly, unless a specific exception established by state or federal law applies, the District is not obligated to provide transportation between school and a nonresident student's out-of-district residence.

This policy is not intended to address (1) nonresident enrollment in individual courses (e.g., through part-time open enrollment, by nonresident home-schooled students, or during summer school); (2) nonresident students who attend school in the District under full-time open enrollment; or (3) other students who may not qualify as District residents but who have special legal rights or protections regarding school enrollment and attendance (e.g., homeless and unaccompanied youth, children in foster care, and children of military families).

Legal References:

Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Section 120.13(1)(f) [authority to deny enrollment of a student during term of expulsion]
Section 120.13(1)(h) [conditional enrollment of certain expelled students]
Subchapter V of Chapter 121 [charging tuition for nonresident students, tuition waivers, and tuition payments]

Wisconsin Administrative Code
PI 9.03(1) [student nondiscrimination in school admission policies]

Cross References:

WASB PRG 422 Sample Policy 2
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
420, School Admissions
421, Entrance Age
423, Full-time Open Enrollment
424, Part-time Open Enrollment
432, School Attendance Areas

433, Assignment of Students to Classes

Adoption Date: 10/9/89

Revised:
March 1994
12/11/95
9/18/97
4/13/98
10/12/98
8/14/00
March 2002
July 2004
July 2006
December 2012
May 2017
October, 2022
September 2023

WAUNAKEE
COMMUNITY HIGH SCHOOL

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

Athletics Office

Agenda Item: Booster Club Handbook, High School Co-Curricular Handbook, and Middle School Co-Curricular Handbook.

Background Information: Changes to the handbook for 2024-25 are noted in green with the current language crossed out. A summary of changes for each of the handbooks are below.

Booster Club Handbook -

- Added dates to remember for booster club leaders on page 5.
- Added clarifying language on what a booster club fee should not be used for on page 12.
- Updated information about the HUDL communication app on page 20.
- Added information regarding team picture submission on behalf of the Yearbook advisor on page 24.
- Altered signoff to be digital on page 33.

High School Co-Curricular Handbook -

- Updated Title IX designation on page 6.
- Adding clarification regarding refunds on page 10.
- Added clarifying language regarding school attendance on page 11.
- Updated transportation policy to reflect that this is completed on Infinite Campus registration on page 12.
- WIAA Residency and Transfer sections were removed from the handbook as it is covered in the WIAA eligibility bulletin that all students/guardians sign off on during Infinite Campus registration on page 13.
- Removed ineligible dates chart as those aren't known until grades are officially finalized each grade period. The rule doesn't change, just the dates on page 18.
- Additional information added to the code of conduct section on page 22.
- WIAA code of conduct removed as it's covered in the WIAA eligibility bulletin that all students/guardians sign off on during Infinite Campus registration on page 23.
- Good standing language is already in the regaining eligibility section on page 33.
- The code violation appeals process is updated to offer clarification on the procedure and remove the superintendent from the appeal process. The appeals process now

goes through the principal's council as already contained in the co-curricular code. Members on the principal's council were already approved in the code on page 35.
- Added coach/parent communication process on page 40.
- Eliminated paper transportation agreement as this is signed off in Infinite Campus on page 42.

Middle School Co-Curricular Handbook -

- Removed ineligible dates chart as those aren't known until grades are officially finalized each grade period. The rule doesn't change, just the dates on page 16.
- Updated language regarding athletic physicals on page 19 as previous language was confusing .
- Added a section about sportsmanship on page 26.

Administrative Recommendation: To approve the Booster Club Handbook, High School Co-Curricular Handbook, and Middle School Co-Curricular Handbooks for the 2024-25 school year. Nick Conrad will be present at the meeting to answer any questions. Formatting of the handbooks will be completed following any approved changes.

Board Action Requested: The following motion would be in order: "Move to approve the Booster Club Handbook, High School Co-Curricular Handbook, and Middle School Co-Curricular Handbooks for the 2024-25 school year."

Fiscal Note: None.

2024–2025

WAUNAKEE
COMMUNITY HIGH SCHOOL

CO-CURRICULAR HANDBOOK - (MS)

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STATEMENT OF PHILOSOPHY

Age appropriate co-curricular activities are an integral and valuable part of a student's middle school experience and the Waunakee Community School District is committed to sponsoring a wide variety of opportunities for student participation. The district is committed to supporting the cognitive, social, and emotional growth of students through participation in co-curricular activities. Students will develop a variety of skills through participation in co-curricular activities including activity specific skills, teamwork, positive social values, and behaviors they can transfer to their lives now and in the future. The focus of co- curricular activities at Waunakee Community Middle School is focused on maximizing participation for all students in support of developing the skills outlined above.

All activities in life place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee Community Middle School. Participation in activities is a privilege, earned in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.

DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community Middle School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee Community Middle School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co- curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.

PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger children.

HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents/guardians of students in co-curricular programs at Waunakee Community Middle School with the expectations, regulations, and procedures of the school district and, when applicable, the Wisconsin Association of Interscholastic Athletics (WIAA). It is very important that both the students and parents/guardians read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.

DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCSD has designated Chris Mand, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Chris Mand, Director of Student Services.Please see contact information above located under ADA Accommodations.

GENERAL PROGRAM INFORMATION

Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form
Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the Infinite Campus Athletic Registration servers.

STARTING TIMES

Most middle school athletic competitions are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule. Please check the schedules provided by advisors, coaches, and directors for all activities.

PRACTICE DURING SCHOOL CLOSINGS

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. The Activities director, Principal, Director of the event, and the Transportation Supervisor (with input from the other school(s) involved) will determine if Saturday events will be held during inclement weather.

TRAVEL TO EVENTS

Each student must ride and return from practices, contests, performances, and events with their club, group, or team, unless proper arrangements are made before leaving on the trip. Arrangements are as follows:

1. The coach will share a google form for parents to complete for each instance.
2. The parents must pick up the student in the presence of the coach/advisor~~director~~.

CO-CURRICULAR PARTICIPATION FEES

Students participating in co-curricular activities pay one $40 fee prior to participating in co-curricular activities regardless of the number of activities they participate in. Football players will be assessed a $2520 equipment fee. Families who have difficulty paying the fees should contact the Middle School guidance counselor at 849-2070 or the Middle School social worker at 849-2071.

PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, and C. Each category is outlined below. The various sections identified under each category outline the specific expectations for each category. The sections will be described in detail after the listing of categories.

Category A (Competes)

Mountain Biking Football Football Cheer Cross Country Volleyball	July - October August-October August-October September-October September - October	Boys/Girls Boys/ Girls Boys/ Girls Boys/Girls Girls
Wrestling Dance Basketball Basketball	October – December October-January October-December January-March	Boys/Girls Boys/girls Boys Girls
Track and Field	April-May	Boys/Girls

Follow sections 1, 2, 3, and 4

Category B (Performs)

Jazz Ensemble MS Jazz Choir	Entire Year Winter/Spring
Future Problem Solvers Drama	Entire Year Fall

Musical Solo & Ensemble	Spring Spring

Follow Sections 1, 2, and 3

Category C (Serves)

Student Council	Entire Year
Yearbook	Entire Year
Science Olympiad	Entire Year
Skills USA	Entire Year
Creative Coders	Entire Year
GSA	Entire Year
Art Club	Entire Year

Follow Sections 1 and 2

PARTICIPATION INSURANCE

Our school provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCSD Athletic Office at (608) 849-2100x2053

ATHLETIC INSURANCE

Any student participating in interscholastic sports will be afforded the opportunity for insurance coverage. The premium required will be paid by the individual participant (participant's parent/guardian). All students who wish to participate in interscholastic athletics must obtain insurance or be covered under their family insurance plan prior to participation.

The information in this handbook is not all-inclusive. Additional information is available in the Board of Education Policies available on the district's website. All material in this handbook is subject to change based on changes in board of education policy, state and local laws, and individual circumstances. If you have questions that remain unanswered after reviewing this handbook, please contact the Activities Director's office at 849-2100x2053 for clarification or additional information.

EXPECTATIONS

Section 1 – School Behavior
Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectations for school behavior described in the student handbook and Board of Education Policies.

- Students suspended out of school during a season or activity will be ineligible to participate in practices, performances, competitions, or activities during the period of Suspension.
- Participants are encouraged to do their best in the classroom, strive to get the highest grades possible, and display a service attitude in their conduct throughout the school and community.
- If a student misbehaves in a class or general school area, the student will make up time at the teachers or principal's convenience (this may be before the school day, during noon, or after school) before they may participate in co-curricular activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- Students removed from a class or general school area for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- Any student dropped from a co-curricular activity for disciplinary reasons, is ineligible for any sport/activity during the current season, or may be ineligible for the entire school year.
- Any student, who wishes to quit a school activity before the end of the activity season, should, out of courtesy, notify the advisor/coach.

BEHAVIOR AT SCHOOL EVENTS

Attending co-curricular events at the middle or high school is a privilege. Community members, parents/guardians, and students attend co-curricular events for fun and entertainment. Audience members need to be respectful of each other and of the event participants. Abiding by the following rules will help to ensure everyone has a safe, enjoyable time at the event. Appropriate behavior is expected for students and parents in the Waunakee Community Middle School and High School, and at all locations, our students travel to visit. We expect our middle-level students to set the standard for other grade levels and for visitors by following these guidelines:

- Follow student rules for appropriate behavior.
- Follow all instructions for behavior that are posted or given.
- Be courteous and kind.

● Respect performers and other audience members.
● Respect the property where the event is held.
● Have your picture identification card with you and present it when asked.
● Arrive at the event on time (if you arrive late, do not disrupt when entering).
● If doors are closed to the event, wait until they are opened to enter, or wait until a break in the activities (Intermission, between musical performances).
● Go to your seat when you enter and remain in that seat until intermission.
● Sit only in the area designated for you (e.g., in MS area at HS football games).
● If you are a participant, you will be seated with your group/team prior to your activity. If you remain after your performance has concluded, you will be seated with your group/team.
● Do not leave the activity or event during the action (restroom breaks should be taken before entering or during intermission.
● Never go onto the performing area if you are an audience member (basketball court, stage, orchestra pit, etc.).
● When you leave, do not go into any other areas of the building. Exit directly after the activity/event ends.
● Do not bring food or drinks into the event (unless food is being served as part of the performance).
● Food or drinks should be consumed in the designated areas. If you are a participant in the event, your advisor/coach should accompany you to the designated area. Dispose of all trash in the appropriate places.
● Support the performers in an appropriate way (clapping at concerts at appropriate times, cheering for good athletic performances).
● Do NOT make inappropriate comments or gestures to/about participants or spectators.
● Leave immediately if you are told to do so.
● Respect the supervisors and follow their directions.
● Do not be under the influence, consume or possess tobacco products, alcohol, controlled substances, or substances used to alter an individual's state of mind at school or school events.

GENERAL PUBLIC CONDUCT, SOCIAL MEDIA AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the district reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the district recognizes that student-athletes retain certain rights to speech and expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.

The same rules of appropriate, respectful behavior which apply to Waunakee Middle School Student-athletes, also apply in online environments such as Twitter, Facebook, YouTube,

Instagram, message boards, and any other social media sites. WMS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online. Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct in-person or online are subject to the same consequences within the co-curricular handbook and/or the student handbook.

CONSEQUENCES FOR GENERAL PUBLIC CONDUCT AT SCHOOL EVENTS

First Violation:

The student will meet with the appropriate MS/IS Staff: Administration, Counselor, SRO, or another staff member. At that meeting the MS/IS Staff member will inform the student of the consequences for the violation. The range of consequences may include but are not limited to: writing a report, service hours, required meeting with ATODA Prevention Coordinator, and/or suspension from the activity. Before returning to the activity the student, parent or guardian, coach/advisor, & administrator will meet to discuss expectations for the student.

Second Violation:

A student in a Category B or C Activity that receives a 2nd violation will be suspended from that B or C activities until the following school year. Students in a Category A activity will be suspended for a minimum of 1 event. *Students participating in Category A activities found in possession or under the influence of tobacco, alcohol, controlled substances, or substances that cause an altered state will be subject to Section 4 of the Co-curricular Handbook.

EQUIPMENT

Each student is responsible for the proper care of all issued equipment, and for the school and community facilities where they practice/perform. The students and their parents/guardians will be held financially responsible for any lost, misplaced, or damaged items and for supplies or property that has been maliciously damaged.

LOSS OR DAMAGE TO PROPERTY

The District assumes no responsibility for such loss or damage, but will assist students and parents/guardians in recovering lost or damaged property, or the cost of replacement.

Section 2 – Attendance (School, Practices, and Events) Applies to All Categories of Participation

(Categories: A, B, and C)

- There will be no practices after 6:00 p.m. on Wednesday. Special practice needs will be given consideration by the principal and superintendent.
- No practice session will be started and/or held without a qualified director/advisor/coach present.
- No school facilities and/or equipment will be used without a director/advisor/coach present.
- Participants are expected to be at practice and performances on time unless there is a valid excuse for missing. Unexcused absences will be dealt with by the director/advisor/coach.
- Students who need academic help after school WILL NOT be penalized if they contact the advisor/coach/director before the practice or provide them with a pass from the instructor when arriving late for practice.
- Participants must be in attendance at school by 11:30 a.m. Students absent due to illness in the afternoon (after 11:35 a.m.) or absent for the full day of school, cannot participate without permission of the principal, or activities director or his/her designee. Students who have been absent (and excused) in the morning of an activity, but return prior to 11:30 a.m., may participate in the activity.
- Students that are absent after 11:30 a.m. with a pre-approved, pre-arranged absence (for example: orthodontist appointment) may still participate in the activity with the permission of Middle School Administration (Principal, Associate Principal, or Activities Director)
- Any student, who is unexcused (truant) and misses part or all of a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time due to truancy will be made with the teacher, advisor, director, coach, and player. The student will make up time at the teachers' convenience (before school, during noon, or after school)

Section 3 - Academics

(Categories 1 & 2)

Academic Eligibility*

● 8th Grade Students - Fall Activities - 8th Grade Eligibility for Fall Activities will be based on a student's 4th quarter grades of 7th grade. Students with 1 or more F's will be ineligible for competition for 10 calendar days or a minimum of 1 contest/event. After 10 days or 1 contest/event the student will be reinstated. They will also have to complete the 14 day report to maintain their eligibility.

● 8th Grade Students - 14 day report- (Calendar days from the 1st day of school) - 8th grade students who are ineligible at the start of Fall Activities will be given a grade report sheet on the Monday of the week of the 14th day. Students must return the completed grade report sheet to their coach by that Friday. If the student has 1 or more F's they will again be ineligible for 10 calendar days or a minimum of 1 competition/event. *Failure to return a grade report sheet would result in the student-athlete being ineligible for 10 calendar days or a minimum of 1 competition/event.

● Incoming 7th Graders - Fall Activities - Incoming 7th graders participating in Fall Activities will be afforded initial academic eligibility. Eligibility will be evaluated when 1st quarter grades are submitted.

● All Students - Winter/Spring Activities - Based on the most recent grade report, quarter or semester: 1 or more F's will result in a 10-day ineligible period (minimum of 1 competition/event). After 10 days a grade report sheet will be submitted to their coach/advisor. All classes must be passing to regain eligibility.

● Regaining Eligibility - Any student serving an Academic Suspension must turn in a grade report sheet signed by all of their teachers attesting that the student is doing passing work.

2023-24 Ineligibility Dates¶

¶

¶ First 9 Weeks¶	¶ Second Nine Weeks¶	¶ Third 9 Weeks¶	¶ Fourth 9 Weeks¶ ¶
¶ 10 Days from the 1st¶ day of school.¶ *Activities that start¶ before the school year will be 10 days from the 1st practice.¶	¶ 14 Day Report Due:¶ 11/30/23¶ ¶	¶ 14 Day Report Due:¶ 2/9/24¶ ¶	¶ 14 Day Report Due:¶ 4/18/24¶ ¶

**Must miss minimum¶ of 1 event¶ ¶			
¶ 14 Day Report - 14 schools days from the 1st day of school: 9/22/23¶ ¶	¶ May return on¶ 12/11/23¶ ¶	¶ May return on¶ 2/20/24¶ ¶	¶ May return on¶ 4/29/24¶ ¶

*A student that is academically ineligible will meet the practice expectations set by their coach/advisor.

Section 4 – Co-Curricular Code and Policies

Applies to Category A

Conduct Code

A. Students participating in school activities shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all co- curricular activities for 1-3 days and the next scheduled meet, match, game, event, or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.

B. Students will make time at the teachers' convenience (this may be before the school day, during lunch, or after school) for misbehaving in a class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.

C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.

D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach, and player.

E. Students absent due to illness in the afternoon or the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.

F. The teacher of any student having academic problems should confer with the student's advisor/coach to ensure the best learning situation for the student. The

satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.

G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.

H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.

I. If a student is having academic difficulties before the first grading period, the teacher and coach/advisor may take appropriate action to better monitor the student's classroom progress.

ELIGIBILITY

(Categories A & B)

1. The Waunakee Community Middle School Co-Curricular Handbook will be made available on the WCSD website.

2. A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. Examination or Alternate Year Permit Card that attests to the student's physical fitness (as determined by a licensed physician).~~Students in Category A Activities must return a WIAA physical examination card completed by both a parent/legal guardian and a licensed physician or advanced practice nurse prescriber to be eligible for practices or contests. Any 8th grader without a valid WIAA physical examination card is ineligible for practice or contests. Eighth graders who had a WIAA physical examination card completed during 7th grade must have an alternate year card completed by the parent.~~ NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.

3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, and receive practice and game schedules and any other material pertinent to that activity.

4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 & 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.

5. All restrictions from participation shall be effective from the date of the infraction.

6. Parents/guardians of each participant must complete and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.

7. Prior to each season, athletes & parents will be provided the Wisconsin Fact Sheet and concussions and both athlete & parent must sign an agreement form. This form will be available on the athletics website and the Infinite Campus registration process. The signed form will be housed in the Infinite Campus servers.

SUBSTANCE ABUSE

(Category A)

Any student using or possessing alcohol or tobacco products, or using, possessing, buying, or selling controlled substances, look-alikes (this includes but is not limited to legal substances taken to put the student into an altered state of mind), and performance enhancing substances shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year. Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, who does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-Curricular Code violations.

This rule is in effect and enforced for twelve (12) months of the year.

First Violation:*

Restriction from co-curricular participation (competition) for 25% of the season. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group.

a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there will be a one-contest reduction of the suspension.

Second Violation:*

Restriction from co-curricular participation (competition) for 50% of the contest based on the regular season of that activity.

a) If a student is found to be in violation for the second time and agrees to an assessment and to follow through with its recommendations, there will be a one-contest reduction of the suspension.

Third Violation:

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction. *In order for the suspension to be considered served, the Athlete must finish the season ‘In good standing’ with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport’s coach. If

an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.

**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code

****Student-Athlete's code violation record will 'reset' at the end of their 8th grade year. For administrative purposes the end of a student's 8th grade year is the day of 8th grade graduation. Any code violation following that date will be applied to the student-athlete's freshman year.

(**NOTE:** Nothing in this policy shall prohibit or limit the application of the district's regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parents will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

1. The principal/assistant principal or activities director shall, within three (3) school days of notification of the infraction, formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details relating to:

- **a)** The violation or infraction.
- **b)** The date of violation or infraction.
- **c)** The period of the consequence.
- **d)** Any other pertinent information.

2. After a ruling is made, which results in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.

3. After the appeal has been received, the principal will set a date for the hearing within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review which consists of the following:

a) Principal or designee
b) Other advisor/coach out of season
c) Faculty member at large

Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parents/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.

RISK AND INJURIES

With the increased demands of co-curricular activities comes an increased risk of injury. Parents are advised of the possibility that a child may suffer severe injury, including permanent paralysis or even death, as a result of participating in co-curricular activities.

INJURIES

1. All injuries must be reported to the advisor/coach/supervisor immediately.
2. Should an injury be discovered after the student has returned home, the advisor/coach/supervisor should be contacted as soon as possible.
3. Parents/guardians are encouraged to report any special medical problems or medical history to the school office and on the CONSENT TO TREATMENT form.

Middle school athletes have limited access to the athletic trainer stationed at the high school.

PARENTS/GUARDIANS - CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in co- curricular activities by following this Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all participants, advisors, directors, coaches and officials at every event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child participate in a safe and healthy environment.
- I will require that my child's advisor, director, or coach be trained in the responsibilities of directing a middle level co-curricular activity.
- I will support advisors, directors, coaches, and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand an environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all co-curricular activities.
- I will remember that the activity is for youth—not adults.
- I will do my very best to make co-curricular activities fun for my child.
- I will ask my child to treat other participants, advisors, directors, coaches, audience members, and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the middle level co-curricular experience by doing whatever I can, such as being a respectful supporter.

PARENTS/GUARDIANS - SUPPORT

TIPS FOR PARENTS, GUARDIANS AND SUPPORTERS OF STUDENT EVENTS

(From the National Alliance for Youth Sports)

● Remember that the performing arena (field, court, and stage) where practices and performances take place like your child's classroom – RESPECT the classroom.

● Make only positive, encouraging comments to the participants and advisors, coaches, Directors.

● Support participants from all schools.

● Remember that making mistakes is part of the learning process – don't criticize mistakes.

● Discuss concerns with the adult in charge, at quiet time, in a quiet place away from the participants, and in particular, away from your child.

● RESPECT the adults in charge (advisors, directors, coaches, officials, judges, referees, etc.).

● Demonstrate interest in your child's chosen activity.

● Learn the expectations and rules related to the activity.

● Focus on FUN and PARTICIPATION, rather than on winning and losing.

● Always ask your child if s/he had FUN! Ask specifically what was fun and what wasn't.

● Always ask your child what s/he learned – about her/his own performance – during the activity.

● CONTROL your emotions. Set a GREAT EXAMPLE for others, particularly your child.

● BE PROUD OF YOUR CHILD AND ALL OF THE STUDENTS INVOLVED!

SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.~~The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people may not have had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.¶~~

1. The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uniformed, refrain from expressing your opinions to or about coaches and officials.¶

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4. The officials of any competition are impartial arbitrators who are trained to perform to the best of their ability. They should be shown respect at all times. Mistakes by all those involved in the competition are part of the competition. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.¶

5. The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may be a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.¶

6. Never allow your ego to interfere with good judgment and your responsibility as a school representative or as an adult. Regardless of whether you are an adult, student, participant,coach, advisor, director, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

2024-2025

WAUNAKEE
COMMUNITY HIGH SCHOOL

CO-CURRICULAR HANDBOOK - (HS)

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STATEMENT OF PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's high school experience, and Waunakee High School is committed to sponsoring a wide variety of such activities. Waunakee High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life – be they work, play, or school-related – place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.

HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents of students in co-curricular programs at Waunakee High School with the regulations and procedures of the WIAA and the Waunakee Community School District. It is very important that both the student and parent/guardian read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.

DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community High School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee High School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co- curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.

PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger Children.
- All members of co-curricular groups are expected to display high standards of social behavior, (IE: Lawful Behavior), outstanding sportsmanship and proper respect for those in authority in school and within the community as a participant or spectator.

DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCSD has designated Lisa Jondle~~Chris Mand~~, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Lisa Jondle~~Chris Mand~~, Director of Student Services.Please see contact information above located under ADA Accommodations.

GENERAL PROGRAM INFORMATION

Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form
Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the Infinite Campus Athletic Registration servers. Athletic registration will be completed each season (fall, winter, spring) in order to have the most up-to-date concussion and health information for students.

JOINING OR RE-JOINING A TEAM

After tryouts and team rosters are submitted to the Athletic Office students will not be allowed to join a team. Generally speaking this is the first Friday of the sports season. Accommodations may be made for students who are new to the district or have moved to the district after sport season has started. Also, a student-athlete that does NOT finish a sports season “in good standing with the team” (see definition on page 24) must meet with the head coach prior to the start of the next season to receive permission to rejoin the team in the following season.

WIAA IN-SEASON NON-COMPETITION RULES

During their particular high school season Waunakee Student-Athletes are not allowed to compete in non-school sponsored competitions in that same sport (i.e.: Wrestler competing in a tournament that is not part of the high school’s schedule) Waunakee Activities Department will consider exemptions on a case- by-case basis for exceptional athletes.

The Activities Department reserves the right to deny a request if nature or timing of the event would cause an undue burden on the high school team, such as but not limited to conflicting with conference events, playoffs, and/or granting the exemption would violate WIAA Bylaws regulating participation and competition.

PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, & C. Each category is outlined below. The various sections identified under each category outline specific expectations for each category and are described in detail after this listing.

Category A - Competes

Follows Sections 1, 2, 3, 4 of the Co-Curricular Code

All WIAA Athletics, Dance, Equestrian, Cheer, ~~Lacrosse,~~ Mountain Bike, Ski, Snowboard, Forensics, One-Act, Musical, & School Play

Category B - Performs

Follows Sections 1, 2, 3 of the Co-Curricular Code

Jazz Ensemble/Combo, Pep Band, Special Music Groups, A Capella Singers, Fiddle Band, Chamber Orchestra, Vocal Jazz, Madrigal, Solo-Ensemble, Men's Choir, Math Team, Mock Trial, & NACL

Category C - Service

Follows Sections 1 & 2 of the Co-Curricular Code

Above the Influence (ATI) Art Club Aviation Club Badminton Club Black Student Union (BSU) Bowling Club Chess Club Chinese Club Class Officers Computer Science Club Debate Team DECA Drama Club/Thespians Dreamers/Soñadores ECO (Environmentally Compassionate Organization) E-Sports	Law Club Leo Club Manga and Anime Club Math Team Mindfulness Club Mock Trial Model UN Mountain Biking Team National Alliance on Mental Illness (NAMI): National Art Honor Society (NAHS) National Honor Society (NHS) Non-Athletic Competition League (NACL or "Salt") Pay It Forward (PIF) Poetry Club Principal's Council Purple Sage

FFA Organization (FFA) Family, Career, and Community Leaders of America (FCCLA) Fellowship of Christian Athletes (FCA) Fishing Club Forensics French Club Friends of Schmidt's Woods Future Business Leaders of America (FBLA) Future Problem Solvers (FPS) Genders and Sexualities Alliance (GSA) Global Dance and Fitness GROW (formerly Garden of Dreams) HOSA Future Health Professionals: Insight into Science, Engineering, and Medical Professions: Justice League Knitting Klub	Relay for Life Science Club Science Olympiad Sheepshead Club SkillsUSA Organization Spanish Club Spanish Honor Society (Sociedad Honoraria Hispánica) Student Book Club Student Council Students Modeling A Research Topic (SMART): Table Tennis Club Thespian Troupe Wisconsin Civics Games Yearbook Yosemite National Park Trip Young Conservatives Yoga and Meditation Young Progressive

PARTICIPATION FEES

Paid by participants in Category A only. These fees are paid when completing the activity selection process on Infinite Campus for each sport/activity in which a student participates. $75/Activity with a maximum of $225 per student. Football will have an additional $35 equipment fee. ~~No refunds will be provided after fees are paid.~~ Refunds will only be provided if a student has been cut during the tryout process. Refunds will be placed in the student's lunch account or a request for a refund can be made to the athletic office.

Note: Students eligible for free/reduced priced meals are not charged any school district fees.

PARTICIPATION INSURANCE

Waunakee Community School District provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCSD Athletic Office at (608) 849-2103.

EXPECTATIONS

Section 1 – School Behavior
Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectation for school behavior described in the Waunakee High School Student Handbook and Board of Education Policies.

All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

Out of school suspensions that end on Friday, the student will be eligible to play on Saturday. If the out of school suspension is carried over until Monday, the student will be ineligible to participate on Saturday.

Participants are urged to do their best in the classroom. Strive to get the highest grades possible and display a common service attitude in their conduct throughout the school and community.

Section 2 – Attendance (School, Practices, and Events)
Applies to ALL Categories (A, B, C)

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. Saturday events will be determined by the Principal, Activities Director and the Transportation Supervisor with input from the other school(s) involved.

All practice sessions will be made on time unless there is some valid reasonable excuse for missing. For unexcused absences disciplinary action will be administered by the coach/director. Students who need academic help after school WILL NOT be penalized if they contact the coach beforehand or present a pass from the instructor when arriving late to practice.

In order to practice or participate, a participant must be in attendance at school by 11:55 am and maintain attendance in all of their scheduled classes through the remainder of the school day at the high school. If a participant cannot be in school for reasons other than illness, the absence must be pre-planned and approved by the principal, athletic~~activities~~ director, or assistant principal at least one day prior for the participant to

practice or participate that day. We ask the cooperation of parents to see that students miss as little as possible.

Seniors with 18 year old sign-out privileges must be in attendance at school by 11:55 am to practice or participate in a game, match or meet.

There will be no practices held at the high school on Wednesdays after 6:30pm. Special practice needs shall be given consideration by the Activities Director and/or Superintendent.

No practice will be started or held without a qualified coach/director being present. No school facilities and/or equipment will be used by group members without a coach/director being present.

SKIPPING A CLASS, STUDY HALL OR SCHOOL DURING A SEASON OF ACTIVITY WILL CAUSE THE STUDENT/ATHLETE TO MISS THE NEXT SCHEDULED CO-CURRICULAR EVENT (ONE CONTEST) THAT HE/SHE WOULD PARTICIPATE IN.

Transportation

Each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip.

Such excuses can only be obtained by providing the following: ~~The arrangements are as follows:~~

1. Completion of the WCSD Student Transportation Agreement must be completed ~~must completed~~ during the registration process on Infinite Campus.This allows a student to transports themselves to a practice/contest. ~~be given to the principal/activities director prior to each date/event. (no other notes, phone calls or emails will be accepted)~~
2. An online submission request to the coach/advisor using the Alternate Transportation Google Form should be submitted if the student is not traveling to/from a contest with the team. Preferable, at least one day in advance.

3. ~~A copy of the WCSD Student Transportation Agreement is available on the Co-curricular website~~

4. ~~Permission from the principal/activities director must be given to the coach/director.¶~~

5. The parents must pick up the student in the presence of the coach/advisor ~~director~~.

WIAA - RESIDENCY¶

¶

In addition to the attendance expectations listed above, for WIAA Sanctioned activities, a¶ student-athlete is eligible for interscholastic competition at a member school if he/she is carried¶ on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member¶ school. (Subject to satisfying all other eligibility requirements.) Note: a full-time student is further¶ defined as one where the member school is responsible for programming 100% of the students'¶ school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception. ¶

¶

A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent. ¶

A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic¶ schedule not completed by the end of the academic year and (b) the school's summer athletic¶ schedule. ¶

¶

A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g. ¶

¶

A student-athlete may not participate in school sports in more than four different years, and a student- athlete may not participate in the same sport more than one season each school year.¶

¶

¶

DETERMINING RESIDENCY FOR PUBLIC SCHOOL STUDENTS¶

¶

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only¶ at the school within whose attendance boundaries his/her parents reside, within a given school¶ district, with these additional provisions:¶

¶

Board of Education approved full-time student(s), paying their own tuition and residing full-time¶ with parents in their primary residence shall be afforded eligibility. Transfer students are subject¶ to provisions outlined in the transfers section of this document and in the Senior High Handbook.¶

¶

The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both¶ parents are living does not by itself make a student eligible.¶

¶

In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule,¶ attendance at one day of school and/or attendance at one athletic practice shall determine¶ 'beginning of the school year.' Under this rule, a student who transfers after the beginning of the¶ school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.¶

¶

A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.¶

¶

A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.¶

¶

A student may continue being eligible in the same school even though parent(s) and/or student¶ move from within that school's attendance boundaries, provided enrollment is continuous¶ (unbroken in that school).¶

¶

After a student-athlete has not participated and/or has had their eligibility restricted for one¶ calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.¶

¶

A student-athlete will not be eligible if his/her attendance at a particular school resulted from¶ undue influence (special consideration because of athletic ability) on the part of any person.¶

¶

A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.¶

¶

Except in situations involving transfer after a student's fourth consecutive semester, a full-time¶ student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non-varsity competition

only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.¶

¶

Transfer students are subject to transfer provisions as outlined in the transfer section of this¶ document and in the Senior High Handbook.¶

DETERMINING RESIDENCY FOR A NON PUBLIC STUDENT¶

¶

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only¶ if the student is residing full time with parents in their primary residence with these additional¶ provisions:¶

¶

In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.¶

¶

Residing full time with guardians shall determine eligibility in cases where both parents of a¶ student are deceased. The execution of guardianship papers in situations where one or both¶ parents are living does not by itself make a student eligible.¶

¶

A student may continue being eligible in the same school even though parent(s) and/or student¶ move from within that school's traditional attendance area, provided enrollment is continuous¶ (unbroken in that school).¶

¶

Except in situations involving mid-year transfer and/or transfer after the fourth consecutive¶ semester students attending member residential schools shall be eligible at the member school¶ provided they reside at the school or reside full time with parents in their primary residence.¶

¶

Except in situations involving transfer after a student's fourth consecutive semester, a full-time¶ student attending a nonpublic school but not residing in accordance with any of the provisions¶ outlined above shall be eligible for non- varsity competition only, for one calendar year, unless a¶ waiver is provided as outlined in the WIAA HS Handbook under Waivers.¶

¶

¶

TRANSFERS¶

¶

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. Transferring schools at any time may result in restrictions being imposed on eligibility or in some cases a denial of eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.'¶

¶

These additional provisions relate to transfer cases:¶

¶

A student who transfers from any school into a member school after the fourth consecutive¶ semester following entry into Grade 9 shall be ineligible for practice and competition for one¶ calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.¶

¶

Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of¶ the school year and who are within the first four consecutive semesters of high school will be¶ afforded unrestricted eligibility provided all other rules governing student eligibility are met.¶
Open enrolled and/or tuition paying students 11th grade as transfer students are restricted to¶ non-varsity competition for one calendar year.¶

¶

Open enrolled and/or tuition paying students 12th grade as transfer students are ineligible to¶ practice and/or compete for one calendar year.¶

¶

9th grade students who transfer after the beginning of the school year and with written consent¶ from both schools directly involved may be provided non-varsity opportunities for the remainder¶ of the school year. Restrictions are removed upon entering 10th grade.¶

¶

9th grade students who transfer after the beginning of the school year and with written consent¶ from both schools directly involved may be provided non-varsity opportunities for the remainder¶ of the school year. Restrictions are removed upon entering 10th grade.¶

¶

10th grade students who transfer after the beginning of the school year and with written consent¶ from both schools directly involved may be provided non-varsity opportunities for one calendar¶ year (365 days beginning with first day of attendance at the new school).¶

¶

In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In¶ situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to practice and compete for one calendar year.¶

¶

District Policies with respect to intra-district transfer do not supersede WIAA transfer rules in¶ situations involving post 4th semester transfers. Intra-district transfers occurring after the fourth¶

consecutive semester following entry into grade 9 result in the student being ineligible from competition at any level for one calendar year (365 days beginning with the first day of attendance at the new school), but may practice.

Unless transfer, including an accompanying change of parent's residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.

If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for the balance of the calendar year. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.

A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's boundaries may be required by the Board of Control to provide evidence of total move. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulations or, retains such status at his/her new school for the same period of time as decreed by the former school.

No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any persons, whether or not connected with the school.

Section 3 – Academic Eligibility Applies to Categories A & B

By WIAA Rule, a student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period.

Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the school requirements prevail and must be applied as written.

A student who is carrying six academic subjects may receive an "F" grade and will still be eligible if he/she has a "C" grade to compensate for the failure. However, if a student with six

academic subjects receives two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

- A student who is declared scholastically ineligible for co- curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athleticactivities director the week prior to the student becoming eligibleeach week for the remainder of the grading period. A week of eligibility will be lost by the student/athlete if any of his/her teachers report failing grades. The student must have each of his/her teachers check and sign the form and the student must return the form to the athleticactivities director's office. The student may practice during the ineligibility period with the approval of his/her parents and coach/director.

- The weekly progress form will be picked up by the student in the main office for the remainder of the entire grading period. The student must have each of his/her teachers check and sign the form and the student must return the form to the activities director's office.

- The student may practice during the ineligibility period with the approval of his/her parents and coach/director. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility.

- Summer school can be used to make-up eligibility.

- An Incomplete "I" is considered a failing mark until all work is completed and a grade is issued to replace the "I".

Note: Incoming Freshman who received a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co- curricular activity in 9th grade.

2023-24 Ineligibility Dates¶

¶

¶ First 9 Weeks ¶ ¶	¶ Second 9 Weeks¶	¶ Third 9 Weeks¶	¶ Fourth 9 Weeks¶
¶ Varies¶ ¶	¶ 11/6/23-1/19/24¶	¶ 1/23/24-3/21/24¶	¶ 4/1/24-6/7/24¶

¶ WIAA Rule, (p.36,¶ sect 7a WIAA¶ Handbook)¶ ¶	¶ May begin play on¶ 12/2/23¶ ¶	¶ May begin play on¶ 2/13/24¶ ¶	¶ May begin play on¶ 4/22/24¶ ¶

Section 4 – Conduct Code Applies to Category A
Physical Exam Requirement

A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. Examination or Alternate Year Permit Card that attests to the student's physical fitness (as determined by a licensed physician). All freshmen and juniors MUST have a physical¶ exam before participating in a sport at WAUNAKEE HIGH SCHOOL. Any sophomore or senior¶ without a physical card on file will also need a physical. If a W.I.A.A. physical card is on file from¶ their previous year (freshmen or Junior), the W.I.A.A. Parent Permission Card needs to be filled out and signed by a parent or guardian. ¶

A physical examination taken April 1 and thereafter is valid for the following two school years; a physical examination taken before April 1 is only valid for the remainder of that school year and the following school year.

The student may get a W.I.A.A. Physical Examination Permit card from a coach or the activity director's office.

Complete the physical exam and return the card to the athleticactivity director's office with all of the information properly filled in and signed by your parent or guardian.

ATHLETIC CODE REQUIREMENTS

A student may not participate (Practice or competition) until a signed co-curricular code is on file in the office every school year. *NOTE: Once a code has been signed it is enforceable and valid until the student graduates.

CONCUSSION AGREEMENT

Students & parents must, on an annual basis, receive the Wisconsin Fact Sheet on Concussions and sign the Parent & Athlete Agreement form.

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

EARLY GRADUATION

Any student that graduates early is NOT eligible to participate in Category A activities that begin after the student has graduated. Students who graduate at the end of the 1st semester of a school year will be permitted to complete their season with the team, except when the rules of the governing body prohibit such participation. For example: Per WIAA regulations a student that graduates at the end of 1st semester is ineligible to participate in WIAA sponsored sports after the last bell of the last day of the 1st semester. (WIAA Rules of Eligibility Art V, Section 1, A8, A9)

AMATEUR STATUS

WIAA RULE: A student-athlete must be an amateur in all recognized sports of his association in order to compete in any WIAA sport.

A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffle bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

A student-athlete may receive awards for school achievement which are symbolic (non-utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event t-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.

A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.

A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service.

A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

USE OF STUDENT NAME & IMAGE

The participation of students in extracurricular activities will result in the use of students' image, name, likeness, in programs, news releases, posters, and promotions. By participating in high school activities you agree to allow WCSD, WIAA, and any other governing bodies to use your image, name, and likeness in programs, broadcasts, and any and all promotion of events and programs.

WAUNAKEE COMMUNITY HIGH SCHOOL
CODE OF CONDUCT

Top performances come from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each student should take care of his/her body in such a manner that would enhance peak performance at all times. It has been substantially documented medically that certain substances (i.e. Alcohol, tobacco, controlled substances, street drugs, and performance enhancing substances) can be detrimental to your health and performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the mental and physical performance of all individuals.

Adherence to this code of conduct~~these training rules~~ is a matter of self-discipline and is the responsibility of the students and their parent(s)/guardian(s) on a **year-round (12 month) basis.** Students are required to follow this code while enrolled at Waunakee Community High School whether in-season or out-of-season.

The Athletic Director will determine all alleged conduct code violations. A penalty is not considered served if a student does not complete the season in good standing. A student may serve their penalty while injured as long as they finish the season in good standing. Removal from or quitting the team is not considered in good standing. The Athletic Director will use all available sources for evidence including social networks (i.e., internet) to determine a code violation. Anonymous letters will not be a source of evidence when considering a code of conduct violation. If a code violation occurs during a WIAA tournament, the athlete will be disqualified from participation for the remainder of the total tournament series in that sport.

During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

Examples of code violations include but are not limited to:

- Substance Abuse
- Expulsions
- Suspensions
- Incarceration & Legal Sanction
- Conduct - Public & Online Representation

WIAA - CODE OF CONDUCT¶

¶

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round¶ basis. ¶

¶

A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES). ¶

¶

The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out-of-season offenses and for any other unacceptable conduct contrary to the ideals, principles and standards of the school and this Association including but not limited to criminal behavior.¶

¶

A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be¶ determined by the school as indicated in its code of conduct.¶

¶

A student-athlete who violates any part of the school or WIAA's code of conduct resulting in¶ suspension of WIAA- sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport.¶

¶

A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also¶ suspended from the next competitive event.¶

¶

Any player who spits on, strikes, slaps, kicks, pushes, or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible from competition for a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.¶

¶

A school must provide an opportunity for the student to be heard prior to a penalty being¶ enforced. If a student appeals a suspension, according to the schools appeal procedure, the¶ student is ineligible during the appeal process.¶

¶

Schools/individuals are prohibited during the regular season and the WIAA tournament series¶ from practicing for regional, sectional, and state tournament preparation at sites and facilities¶ hosting WIAA tournaments.¶

Student Code Violations include all of the following, but are not limited to:

- Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances).
- Any student who provides, buys or sells either alcohol, non-alcohol “look alikes” or malt beverages, and/or a controlled substance including “look alike” drugs, tobacco products. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.
- Participating in hazing activities.
- Conduct themselves in a manner in and/or out of school, which brings discredit to themselves, the parents, and the school or to the team or athletic/activity group.
    - Examples of this may include, but are not limited to: Shoplifting, inappropriate use of social media, theft, lewd and/or explicit photographs or images, harassment, etc.

Substance Abuse

Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances) shall be suspended from participation in co-curricular activities. Any student, unsupervised by their parent or legal guardian, present where alcohol and/or drugs are being served/consumed to underage individuals, that does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-curricular Code violations.

*This rule is to be in effect and enforced for twelve months of the year.

First Violation

Restriction from co-curricular participation (competition) for a period of 33.3% of the participating student’s co-curricular contests which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation.

Note: WIAA regulations require a minimum penalty in the next WIAA sport if a student is not involved in a WIAA sport at the time of the violation. A student could not serve the entire penalty in a non-athletic activity or a non-WIAA sport/activity during one season and participate in a WIAA sport another season without a one game/event penalty being imposed in the next WIAA sport season.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment, and to follow through with the assessment recommendations, his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

Third Violation

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career. However, after one full calendar year from the date the penalty for the co- curricular code violation was implemented by administrative action the student may appeal to the high school principal for reinstatement of their co-curricular eligibility. The request for reinstatement will be considered if the student can provide evidence that he/she followed the co-curricular code guidelines during the year they were suspended from co-curricular participation. The Principal will make the determination of reinstatement after a third violation.

A violation of the co-curricular code after reinstatement will result in permanent suspension of participation in co-curricular activities.

~~*In order for the suspension to be considered served the Athlete must finish the season 'In good¶ standing' with the team. For the purposes of the code suspension, the Athlete must be actively¶~~

~~meeting the attendance, participation, and behavior expectations of the sport coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.~~

~~**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.~~

**Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code*

(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

LOOK-ALIKE SUBSTANCES, PRODUCTS & OTHER ITEMS

Any student who provides, buys or sells either alcohol, non-alcohol "look alikes" or malt beverages, and/or a controlled substance including "look alike" drugs, tobacco products, will be subject to the sanctions stipulated in the violation sections of the co-curricular code. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.

Expulsions

Any student expelled by the school is ineligible to practice or compete in co-curricular activities during the period of expulsion.

Suspension

Any student suspended in or out of school is ineligible to participate during the suspended time. All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

INCARCERATION & LEGAL SANCTION

A student who is charged/cited for serious unlawful activities (felonies) will be suspended indefinitely until such time that the outcome of the case is decided. For the purposes of the Co-curricular handbook a student will be considered ‘charged’ when law enforcement has made their recommendation to the district/county attorney.

A student who is released from incarceration (under the Huber Law or through an electronic monitoring program or any other legally related program that releases a student from incarceration to attend school) may not participate in co-curricular activities.

When a student is released from his/her incarceration, he/she will not be eligible to participate in co-curricular activity for a full calendar year from the date of their conviction.

A student who is charged/sited for unlawful activities of a less serious nature (misdemeanors) will be, in each individual case, subject to the sanctions stipulated in the 1st violations section of the co-curricular code. (This excludes traffic violations). If a student participates in an educational program with a police liaison officer, the penalty will be reduced according to the 1st violation section of the co-curricular code.

Waunakee Community School District reserves the right to random drug test.

CONDUCT - PUBLIC AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the District reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the District recognizes that student-athletes retain certain rights to speech and expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.

The same rules of appropriate, respectful behavior which apply to Waunakee High School Student-athletes, also applies to online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media sites. WHS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online.

Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct online are subject to the same consequences as if they did them in person.

DRUG TESTS

The Waunakee Community School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The School District recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles and in accordance with the guidance of the United States Supreme Court, it is the policy of the Waunakee Board of Education to help “prevent students involved in co- curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs.” See Verona School Dist.47 Jv Acton, 115 S.Ct.2386 (1995). Accordingly, the board directs the District Administrator to implement and conduct a program of random drug testing of student “participants” meaning those involved in co/extracurricular activities.

Guidelines for random drug testing of student “participants” are set forth in administrative rule. More specific procedures, necessary to implement these Guidelines, may be developed by the District Administrator or designee. This Policy and Procedures shall be overseen and implemented by the District Administrator or designee.

Adopted: June 2000 Waunakee Community School District

Random Drug Test Definitions

Student Participant: Any student who is trying out for or participating in any school-sponsored co or extracurricular activity, as outlined in the student handbook.

Alcohol: Any liquor, wine, beer, or other drink containing alcohol.

Drugs: Phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, morphine, alcohol, nicotine, and anabolic steroids, except when taken pursuant to a legal prescription issued and any other substance determined by the United States Department of Transportation to be a controlled substance.

Positive Results: A test result which indicates the presence of illegal drugs or alcohol.

Administrative Failure: Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing

procedures. An administrative failure will be treated the same as a failed drug test and the appropriate co-curricular penalties will be applied.

ADMINISTRATIVE FAILURE EXAMPLES

- A student who is present at school and has been selected for the random drug test but refuses to provide a sample.
- A student provides a false and/or diluted sample.
- A student requests/attempts to pass off someone else's urine as his/her own.
- A student attempts or provides a clean sample to a student that has not been selected for the random drug test.
-

*This list should not be construed to be a complete list and if events or circumstances indicate that a test has been falsified or that an attempt to falsify a test has occurred. School administration will apply co-curricular penalties in the same manner as a failed test.

CONSENT FORM

Students signing up for co/extracurricular activities shall be given a consent form, the execution of which by the student and, if the student is a minor, his/her parents/guardians, constitutes express permission and agreement that the student will submit to periodic random drug testing. Signing the consent form, and adherence to its conditions thereafter, shall be a condition of participation in the co/extracurricular activity.

RANDOM SELECTION OF STUDENTS FOR DRUG TESTING

Each student participant shall be assigned a number by the District Administrator or his or her designee.

Random draws will be done by the drug screen technician. Random selection of numbers will not occur on the same day each week. A designated number of participants will be determined at the beginning of each quarter.

NOTIFICATIONS OF STUDENTS COLLECTED

Students selected to be tested will be called to the office. If a student participant has not been tested by the end of the test day, the District Administrator or designee will determine if the participant is absent from school. If the absence is due to truancy, the student participant will be ineligible for participation, practice, or competition/performance until the next testing date and then will automatically be tested on that date. If the absence is excused, the student participant will remain eligible for participation, practice, and competition/performance but will automatically

be tested the next date. If a student participant has a second excused absence, he or she will then be declared ineligible until the next test date at which time the student participant will be tested. Ineligibility may be waived upon review by the building and/or district administrator.

TESTING PROCEDURES

A licensed medical facility selected by the District Administrator shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Student participants submitting an adulterated specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

TESTING NEGATIVE

The medical review officer will contact the District Administrator or designee within two (2) days of the testing date if results are negative. The parents or legal guardians of a student participant who tests negative will be notified by mail within three (3) days of the district's receipt of the information.

TESTING POSITIVE

The medical review officer will contact the District Administrator or designee within four (4) days of the testing date if the results are positive. The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district's receipt of the information. The student/athlete immediately becomes ineligible for participation in the student activity.

RE-TESTING

The student participant will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen re-tested in the certified facility of the family's choice and at its expense. The District Administrator or his or her designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all conditions set forth in Section VIII and XI will apply.

CONSEQUENCES

In the event of a positive test…
First Violation

Restriction from co-curricular participation (competition/performance) for a period of 33.3% of the participating student's co-curricular competitions/performances which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation. Note: WIAA regulations require a minimum penalty in the next sport if a student is not involved in a sport at the time of the violation. A student could not serve a penalty in a non-athletic event in the fall and participate in a winter athletic activity without the penalty being imposed in that winter sport.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

A second confirmed positive test will result in…
Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co- curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment and to follow through with the assessment recommendations his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

A third confirmed positive test will result in…
Third Violation

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career.

(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

REGAINING ELIGIBILITY

After the conclusion of the period of exclusion from participation in the co/extracurricular activity the student participant will again be eligible to participate.
The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the District Administrator. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

Adopted: June 2000 Waunakee Community School District

*In order for the suspension to be considered served the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.

**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance.

However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code

APPEAL PROCEDURE FOR CODE VIOLATIONS

If a student and/or parent(s) or guardian(s) wishes to appeal a decision regarding a Co-Curricular code violation sanction, the following appeal procedure must be followed. Appeals must be based upon two criteria:

- The alleged code violation should not have been considered a code violation, and/or
- The athletic director was incorrect in finding that the student violated the code.

1. After a ruling resulting in a suspension from co-curricular eligibility, the student and/or his/her parent(s) or guardian(s) may formally appeal the decision by submitting an appeal request form ~~a written request~~ for a hearing and stating the reasons why they believe a hearing is warranted. This request must be received by the Athletic Director/Administrator ~~Principal~~ within seven school ~~calendar~~ days of the date on the suspension letter.

2. After the appeal has been received, a hearing date will be set by the Athletic Director/Administrator ~~Principal~~ within seven calendar days of receipt of the appeal letter. First violations may be appealed to the principal with their decision final.

3. Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).

    - The student will be provided with an opportunity to testify and present other evidence on his/her behalf.

    - The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will discuss the situation and end with a ballot vote to uphold or reverse the decision being appealed. Penalties may not be modified or reduced upon appeal.

    - The decision will be put in writing and mailed to the appealing party (ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process.

The Principal's Council will be selected by the Principal as follows:

- Chairperson: Principal or designee (votes only to break a tie)
- Athletic Director (non-voting)
- One Guidance Counselor or faculty member

- Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)
- One Student Council member (The President or a designee – must be a junior or senior)
- Two student representatives involved in co-curricular activities.
- One parent representative.
- Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.

The purpose of the Principal's Council is to hear and consider all appeals by a suspended participant. Members of the council shall be appointed by the Principal or designee at the beginning of the school year and will serve on the council for one school year. The Principal or designee will appoint alternates for members unable to attend or serve. The council can act when a majority of its members are present.

If the student and his/her parent(s) or guardian(s) are not satisfied with the council's decision, a second hearing may be requested before the district Superintendent. The Superintendent must receive, in writing, a request for such a hearing within seven calendar days of the date the decision by the council was mailed. The procedures outlined in #3 above, including items (A) through (C) will be applicable relating to the second hearing. This appeal will be heard by two district office administrators appointed by the Superintendent and the Superintendent.

This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions. (Within the School District). For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct cannot be modified or reduced as a result of an appeal.

~~First violation penalties may be appealed to the Superintendent for review.¶~~

~~The Superintendent will hear the Principal's rationale for imposing the Co-Curricular Code penalty.~~

~~The Superintendent will also hear the student and/or parent's or guardian's rationale as to why the Co-Curricular Code penalty should not be imposed.¶~~

~~The Superintendent's decision is final.¶~~

~~Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).¶~~

The student will be provided with an opportunity to testify and present other evidence on his/her behalf.¶

¶

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The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will discuss the situation and end with a ballot vote to uphold or reverse the decision being appealed. Penalties may not be modified or reduced upon appeal. ¶

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The decision will be put in writing and mailed to the appealing party (ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process. ¶

¶

The Principal's Council will be selected by the Principal as follows:¶

¶

Chairperson: Principal or designee (votes only to break a tie)¶

¶

Athletic Director (non-voting)¶

¶

One Guidance Counselor or faculty member¶

¶

Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)¶

¶

One Student Council member (The President or a designee – must be a junior or senior)¶

¶

Two student representatives involved in co-curricular activities.¶

¶

One parent representative.¶

¶

Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.¶

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This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions. (Within the School District). For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct cannot be modified or reduced as a result of an appeal.

REQUIREMENTS FOR A VARSITY LETTER

The head coach of each sport determines the requirements for an athletic letter. Requirements are based on a student athlete's value to the team, honors won, time played, and performance, loyalty to the team, dedication and commitment to the goals of the co-curricular program. The student must be in good standing at the end of the season.

Criteria for lettering for music and forensics will be established by the advisors and reviewed with the participants at the start of their activities.

"IN GOOD STANDING AT THE END OF THE SEASON"

For purposes of the co-curricular code, awarding letters, etc...: The athlete is eligible to participate in the final regular season contest (team or individual) and retains his/her eligibility throughout the state tournament series as long as the team or any team member continues in the series.

LETTER OF INTENT AND SIGNING DAY

The Athletic Department will sponsor signing days for Category A student-athletes that are committing to participate in college athletics. Waunakee's signing ceremonies will be held on the dates selected by the NCAA National Letter of Intent program. Those dates can be found at: nationalletter.org. Waunakee student-athletes that do not participate on a WHS sponsored Category A team their senior year will NOT be allowed to participate in the Athletic Department signing ceremony or use school facilities for their signing ceremony.

SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.

COACH/PARENT COMMUNICATION

COACH TO PARENT

Waunakee coaches should maintain an open line of communication with all parents. Parents should expect coaches to articulate expectations the coach shall have for their child. Times and locations of practices should be given. Requirements for special equipment, shoes, etc. should be explained. Coaches should spell out any policies and procedures athletes are expected to follow during the season beyond those held by the athletic department or school. This especially should include their policy for dealing with missed practices or contests (excused or unexcused), tardiness to practices, and tolerated family obligations.

Coaches should make parents aware of off-season expectations and opportunities.

COACH TO ATHLETE

Athletes should be able to talk with or discuss team issues or personal issues with their coach. Coaches should be open to communicate with athletes about playing time, role on team, or conduct of the team. Coaches should be sure athletes understand team rules and policies and consequences for not following the rules or policies.

Athletes should expect their coaches to be a role model for good sportsmanship, personal conduct, and use of language. Coaches should conduct organized and safe practices.

PARENT TO COACH

Parents should keep coaches abreast of conflicts that may arise during the season concerning missed practices due to illness, injury, family obligations, or any other reason an athlete might not be at a practice or competition. This should be done before practice. Parents should encourage their son/daughter to communicate these things with their coach and continue communications with coaches throughout the school year, not just during the season.

Acceptable parent to coach communication:

- Concerns about athlete's general welfare.
- Concerns about treatment of athlete.
- Request for ideas on how to help the athlete improve skills or performance.
- Concerns about athlete's behavior.

Unacceptable parent to coach communications:

- Discussions with a coach immediately after a contest or practice. Parents should wait 24 hours before contacting the coach.
- Athlete's playing time.
- Team strategy.
- Play calling.
- Other athletes on the team.
- Player/roster spots or positions.

Any unacceptable communication made the same night after a game will not be responded to by the coach or athletic director.

ADDRESSING CONCERNS

If you have a concern with a coach, the following procedure should be followed to address the concern:

1. Have your child schedule a time to sit down and talk to the coach face to face.
2. Schedule a face to face meeting with your child and the coach. If a coach is not available or does not return calls or emails, contact the Athletic Director.
3. Schedule a meeting with the Athletic Director, coach, child and parent. This meeting shall be facilitated by the Athletic Director where both sides shall be allowed to present their side.
4. Schedule meeting with the building principal, Athletic Director, coach, child and parent. The decision of the building principal as a result of this meeting is final.

¶

WAUNAKEE COMMUNITY SCHOOL DISTRICT STUDENT TRANSPORTATION AGREEMENT¶

¶

(Co-Curricular Activities)¶

¶

Parents/Guardians,¶

¶

Occasionally, your children may be involved in instruction, work-study, or co-curricular activities that occur at a location off school premises. Frequently, parents desire to transport their child to/from the activity in their own vehicle.¶

¶

Additionally, under some circumstances the district does not provide transportation for some activities. In those circumstances, participation is voluntary and the transportation to and from the instruction, work-study, or co-curricular activity is voluntary.¶

¶

In order for students to participate, students and their parents are required to complete the following (please print clearly) EACH TIME A PARENT WANTS TO TRANSPORT THEIR CHILD:¶

¶

¶

STUDENT NAME:_____¶

¶

STUDENT ADDRESS:_____¶

¶

HOME PHONE NUMBER:_____ CELL PHONE NUMBER:_____¶

¶

EMERGENCY PHONE NUMBER:_____¶

¶

PARENT(S)/LEGAL GUARDIAN:_____¶

¶

¶

TRANSPORT TO OR FROM THE DESTINATION: (PLEASE CIRCLE ONE)¶

¶

TO /FROM DATE:_____DESTINATION:_____¶

¶

¶

PARENT SIGNATURE:_____¶

¶

ADMINISTRATOR SIGNATURE:_____

2024~~3~~–2025~~4~~

WAUNAKEE
COMMUNITY HIGH SCHOOL

BOOSTER CLUB HANDBOOK

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Dear Waunakee Community High School Supporter:

Welcome to an exciting year of being a Waunakee Warrior! We are thrilled you have chosen to participate in athletics and our programming.

Waunakee Community School District provides a great learning environment for each and every student-athlete. As a member of the Badger Conference, we face and welcome great competition and high expectations of effort, achievement, and sportsmanship.

We hope this Booster Club handbook will provide you with guidance as you devote your time and resources to improving the experience for student-athletes, staff, and families involved in our programs. This handbook was designed to inform, educate, and guide you as a Booster Club, by addressing the rules, regulations, and information for participation in our Waunakee Community School District programming.

We partner with you and thank you for your dedication to our students, staff, and community.

Go Warriors!

Mr. Randy Guttenberg, Superintendent
Mr. Brian Borowski, High School Principal
Mr. Nick Conrad, Athletic Director

SCHOOL DISTRICT MISSION AND VISION STATEMENT

MISSION STATEMENT
"Committed to Children…Committed to Community…Committed to Excellence"

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

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

High School
Waunakee Community High School (9-12)
301 Community Drive
Waunakee, WI 53597
Phone: (608) 849-2100

Bethel Administration Office
905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000

BOOSTER CLUB ORGANIZATIONS AND WAUNAKEE COMMUNITY SCHOOL DISTRICT

Booster Clubs are organizations of parents, family members, caregivers, staff, and community members working together for the purpose of supporting our students and coaches of our programs/teams.

Booster Clubs are valued partners in supporting the co-curricular activities of our students. While the school district welcomes and encourages the interest, participation, and support of Booster Clubs, the District maintains control and management of the activities and athletics, including all rules, policies, and procedures.

The partnership, transparency and accountability between the school district and Booster Clubs is critical to maintaining thriving relationships while also adhering to local, state, and national requirements including District policy, WIAA requirements, Title IX compliance, and Internal Revenue Service (IRS) laws.

For all these reasons, Booster Clubs private management is adapted to District concerns and compliance requirements. We each have responsibilities to our students and our programs, but we share the same common purpose.

There will be **TWO** meetings annually of Booster Club members, coaches, and the Waunakee Community School District to strengthen our partnership, give ample time to answer questions, and provide opportunities for consistency and unity in our work.

The 2024~~3~~-2025~~4~~ Booster Club meeting dates will be held in July~~August~~ 2024~~3~~ and February 2025~~4~~.

DATES TO REMEMBER	
Booster Meeting #1	July 25, 2024
Booster Meeting #2	February 5, 2024
Financial Report Form Due (FRF)	July 15, 2025

SCHOOL BOARD POLICIES

School Board Policies are set for the educational goals of the entire school system and provide directives for administrators and other staff members and volunteers to follow while working towards the district's goals. The policies outline business procedures to allow for efficient operations of student activities and school operations.

It is expected that High School Booster Clubs follow all district purchasing and fiscal policies and procedures.

A. General Booster Club - 881.1
   The General Booster Club School Board policy includes information about gifts to the district, fundraising, and staff relations.

B. Expense Reimbursement - 671.2
   The Expense Reimbursement School Board policy includes information about the different rules and regulations of expense reimbursement, including meals, housing, parking, transportation, etc.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

C. Purchasing - 672
   The Purchasing School Board policy includes information about general guidelines of district purchasing.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

D. Purchasing Approval - 672.1
   The Purchasing School Board policy includes information about the bid process when making purchases based on purchase price.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

E. Bidding/Cooperative Purchasing - Rule 672.1 and 672.3
   The Bidding/Cooperative Purchasing School Board policy includes information about the procedures when obtaining formal bids and quotes and making sure we use cooperative purchasing, when available.
   **If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*

FINANCIALS

The Waunakee Community School District Business Office is committed to supporting High School Booster Clubs. We strive to be as efficient as possible while maintaining consistency and transparency across all our programming.

Business Office Directory and Contact Information

Steve Summers Executive Director of Operations	stevesummers@waunakee.k12.wi.us
Allie Dye Director of Business Services	alexandradye@waunakee.k12.wi.us

Financials - School District Business Office
Managing of Finances of Community Partners, including Booster Clubs (two options)

1. Manage Finances Through the School District[1]
    - Funds are accounted for in Fund 21, which is the gifts/donation fund for the school district.
    - Booster Clubs must follow all Waunakee Community School District School Board policies.
        - Fund 21 policies have more flexibility when it comes to topics like bidding requirements for purchases and gift card purchases.
    - Deposits, accounts payable, and payroll transactions are all processed by the school district.
    - There are no requirements of additional reporting to the IRS for the community organizations/Booster Club.
    - There is tax exempt status for all purchases and transactions.

2. Manage Finances Privately
    - Booster Clubs should be able to identify the Taxpayer Identification Number (TIN) connected to the bank account.
    - The bank account TIN should NOT be the Waunakee Community School District federal identification number or the social security number of a Booster Club member (former or present). The bank account TIN will have to be corrected if either scenario exists.
    - The Booster Club should have copies of the organizational paperwork that was filed originally to receive the Taxpayer Identification Number. If not, you can search for the document through the Internal Revenue Services (IRS).
    - The Booster Club should be aware of the specific type of organization that your Booster Club is.
        - An example includes IRS 501(c)(3) organization
    - The type of organization matters for compliance with state and federal regulations.
        - An example of annual reporting to the IRS is linked here.
    - Booster Club By-Laws
      If your organization is opting to become a 501(c)(3), you will be required to submit Booster Club By-Laws to the Athletic Department. If you are in need of examples, please reach out to the Waunakee Community School District Business Office.

[1] District management of Booster Club finances refers to serving as a repository of funds and performance of ministerial functions, as necessary. The District does not exercise discretion or judgment with respect to such funds apart from compliance with applicable laws and regulation.

Financials - Reporting Transparency and Accountability

At the end of each fiscal year, Booster Club organizations are required to submit a copy of the Financial Reporting Form (FRF) (section 2 - template provided) to the Athletic Director. The Athletic Director will forward this information to the Business Office for the School District.

1. Booster Club Guidelines
   This guideline document is School Board policy 881.1 regarding parent organization and Booster Clubs. The Booster Club must sign and return these guidelines to the Athletic Director's Office by July 30 of the District fiscal year (July 1 through the following June 30).

2. Financial Reporting Form (FRF)
   Each Booster Club must submit their completed Financial Reporting Tool (FRF) to the school district Athletic Director's Office by July 15 of the District fiscal year.

   The Business Office will provide the Financial Reporting Form (FRF) for each Booster Club for the upcoming school year. This will be emailed by the Athletics Office to the Head Coach/Booster Club representatives by September 1 of that respective year. *Please note. Booster Clubs may submit their own spreadsheets as long as all the information is included in the provided template above from the school district.

   All financial records will be presented to the Board of Education (BOE) in August of the District fiscal year.

3. Retention of Records
   In an effort to keep financial transparency, records are required to be kept for a set amount of time, per Board of Education Policy 773-Exhibit, Records Retention Schedule.
   - If the Booster Club manages their finances with the Waunakee Community School District, it is required to keep the current fiscal year + 6 years of documentation.
   - If the Booster Club manages their finances privately, please refer to the guidelines required for your type of organization.
     - Organizations registered as a 501(c)(3) must maintain records and keep books to show that it complies with tax rules. Please reference this website for more information.

Financials - Fundraising

Fundraisers must be approved and added to the document in the Athletics Office.
Here is a link to the reporting and approval form.

This document will be a resource each school year to have as a reference for programs to know what has been done regarding fundraising, what companies utilized, and offer suggestions and ideas on what has worked well for Booster Clubs/programs. We ask that similar fundraising efforts are not completed during the same season (for example: pizza products are not sold for two respective Booster Clubs during the same spring season). No fundraising is permitted without prior consent and clearance of the Athletics Office. All policies, procedures and local and state laws need to be followed regarding fundraising.

*Please note! These fundraisers are not mandatory, but suggestions for the sport/Booster Club to raise monies for their programming.

1. 50/50 raffles
    a. 50/50 raffles are a fundraising type activity.
    b. All state laws must be followed.
    c. Raffle license must be secured.
    d. All raffles must be approved by the Athletics Office.

2. Raffles
    a. All raffles are a fundraising type activity.
    b. All state laws must be followed.
    c. Raffle license must be secured.
    d. Examples: Girls Soccer and Boys Soccer

3. Concessions
    Booster Clubs must comply with the school district policy on the sale of food on school premises.There are no product restrictions or limitations on brands.
    School Board Policy - 763

    Booster Clubs are one of the organizations that the District can authorize to operate the concession stands at sporting events in order to raise funds for their organization/Club.

4. Product Sales
    School Board Policy- 374
    All product sales for fundraising must be a 50% profit margin for the organization, per School Board policy.
    **The Business Office plans to review this policy with the School Board.*

5. Classmunity
   Classmunity program is available to both Waunakee Community School District managed and privately managed organizations.

   Classmunity website:
   https://www.classmunity.com/waunakeewi/view-fundraisers.php

   School Board policy 881 defines the fundraising process.

6. Sponsorship
   Sponsorships are a viable form of fundraising for Booster Clubs. All sponsorship requests must follow the Board of Education Policy 851, Advertising in the School and Board of Education Policy Exhibit 881.1, Parent Organization/Booster Club Relations and Information Guidelines.

Financials - Fees

1. Athletic/Co-Curricular Fees
   Each student will be responsible for an Athletic/Co-Curricular Fee of $75 for participation in the programming. These fees are billed in Infinite Campus by the school district. These funds are managed and used by the Athletics Office.

   These athletic fees will be posted by the Athletic Department to all students registered for the program.

2. Booster Club Fees
   Booster Club Fees are separate from the school fees. These fees are set by the Booster Club and are billed independently from the school district. These funds are managed and used by the Booster Club. In no capacity should these fees take the place of fundraising and they should not be used to offset expenses related to facility improvements.

   *The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment. Please reference the Student Financial Assistance Fund resources (Booster Club Handbook, page 26).

   It is very important that Booster Clubs communicate to their families that the Student Financial Assistance Fund is available for assistance, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for a program.

Financials - District Financial Support

1. All coaches' salary and benefits are paid for by the school district, per Board of Education 370 Rule (1), Co-Curricular Activity Size Limitations Coach/Player Ratios.

2. Supply Expense Budget
   Each sport will be allotted a minimum of $1,500 of supply and expense budget per season. The Coach and the Booster Club will work together to decide what items will be purchased with this allotment.

3. Transportation
   The district shall fund the cost of school bus transportation to and from events. Booster Clubs may fund the difference between school bus transportation and Coach transportation, if approved by the Athletic Director.

4. Uniform Budget
   Each sport is included in a rotation for funds for new uniforms from the school district.

   Please review the following spreadsheet to view the year that your program is eligible for funding from the school district. This allotment can be used for home/away uniforms, pinnies, etc. and is allocated every four years.
   - Any cost above and beyond the dollars allotted would be the responsibility of the Booster Club.
   - Booster Clubs wishing to purchase new uniforms in an off-year of when the school district allotment is offered would be at the expense of the Booster Club.
   - All uniform purchases must be approved by the Athletic Department/Communications Office to follow the school district branding guidelines.

Financials - District Provided Insurance

The district provided liability policy provides coverage for the following:

Your past or present employees or elected or appointed officials while acting within the scope of their employment or authority, authorized volunteers while acting for you or on your behalf, including your students, and all commissions, agencies, boards, districts, authorities, PTAs, PTOs, Booster Clubs or similar entities when you retain the right to control the details of the work of these individuals or entities, except this insurance shall be excess of any insurance maintained by your past or present employees or elected or appointed officials, or authorized volunteers, including students for the ownership, maintenance, or use of any automobiles owned by the employee, official, volunteer, or student, regardless of whether such automobiles are also hired or borrowed by you.

- This also applies to Family Teacher Organizations (FTO).

An example of an event outside of the control of the Waunakee Community School District is a clinic hosted by an athletic program in another venue/location offered to student-athletes on a regional/statewide basis.

Booster Club board members/leadership liability policies are not necessary if all activities of the organization are under the control of the Waunakee Community School District. Booster Club officers/directors liability policies should be considered if the organization conducts activities outside of the control of the Waunakee Community School District.

Booster Club Provided Insurance [2]
Booster Clubs engaging in activity outside of the control of the Waunakee Community School District should purchase a liability policy for your organization through an insurance company. The school district purchases their insurance policies through Hub International in Waunakee.

[2] The District encourages Booster Clubs to secure separate coverage, as well. Although the District does direct Booster CLubs on, e.g., compliance issues, the District does not generally retain control over the work of Booster Clubs or their individual members.

TITLE IX REQUIREMENTS

The Waunakee Community School District is required to adhere to the Title IX requirements. These requirements are the basis behind many of the requirements the District has for the Booster Club organizations.

Please review this document that summarizes the requirements.

SCHOOL DISTRICT BRANDING GUIDELINES

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as one team.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents our brand.

The visual branding results enclosed in these district branding guidelines packages are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with a consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo or the Waunakee Community High Schools and its logo, please contact the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

Waunakee Community School District Branding Guidelines
Waunakee Community High School Branding Guidelines
Color Reference Quick Sheet

School District Branding Guidelines - Additional Resources

Waunakee Community High School Google Slides Presentation
The Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically add to your Google drive.

Under layout in Google Slides Presentation, there are many different options for layouts of your slides. You can select the option that you'd like.

Waunakee Community School District Google Slides Presentation
This Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically save to your Google drive. This presentation is the Waunakee Community School District logo/brand.

Logos
It is very important when downloading our school district logos, you follow the branding guidelines. The rules help maintain the integrity of the brand.

WCHS Spirit/Shield Logo
WCHS Logo with Text (Vertical)
WCHS Logo with Text (Horizontal)
Waunakee Warriors (Vertical)
Waunakee Warriors (Horizontal)
Waunakee Warriors (Text)

*There are several versions of each logo, including file types. If you are in need of a specific file type for a vendor, social media, etc. please reach out to the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

FACILITIES

1. Facility Use by Community Organizations
   Facilities within the Waunakee Community School District are available for Booster Clubs that are managed both by the school district and privately managed organizations.

   Please visit our facility usage guidelines and procedures to reserve space or inquire about using our Waunakee Community School District facilities.

   School Board policy 830 defines the use of School Facilities.

   Fees (if applicable) are approved each year in May by the School Board.

2. Scheduling Facility Use

   Effective September of 2023, the Waunakee Community School District ~~will be~~ implemented~~implementing~~ a public-facing community scheduling software program. This software will allow community members, internal staff, etc. to schedule facility use within the school district. All requests for facility use will be inputted within this new system. Directions will be forthcoming on how this new process will look.
   - If you have an event that you would like to reserve space for outside of the normal school day (Monday-Sunday), we ask that you complete a facility reservation.
   - Once a request has been made, the Athletic Department will review the request and approve it, unless additional information is needed or a conflict occurs.

   Reservations can be made here:
   http://events.dudesolutions.com/waunakeecsd/page/quickform

3. Facility Enhancements
   If your organization is interested in completing a facility enhancement, please reach out to the Business Office prior to the start of the discussions. School Board policy requires review and approval for any facility enhancements before a capital campaign or fundraising begins.

CAMPS/CLINICS

Waunakee Community School District supports Booster Clubs and athletic programs offering opportunities for community youth camps and clinics to support our student athletes and their programs.

Effective for camps beginning in the 2023-2024 school year, all registrations and payment will be processed through the Waunakee Community School District. All camp expenditures will be accounted for in the District's accounting system.

Facility use and fees may apply, depending on the nature of the camp.

Camp offerings for each summer are listed on the District Athletics website. The website is updated in the spring of the year for all the offerings/registrations for the respective summer camps that year/summer.

Questions regarding camps/clinics, please contact the Athletics Office at (608) 849-2103.

COMMUNICATION

It is very important that Booster Clubs keep open communication with the school district and the Athletics Office, as well as with school district employees (coaches, volunteers, etc.)

- Communication with the Athletic Office
    a. The head coach and Athletic Department are~~is~~ always the~~a~~ first points of contact with Booster Clubs, regardless of the request. If the request needs to be routed to a different department, the Athletic Office will route the request to the specific person.

- Communication with Coaches
    a. All communication with a Booster Club and coach **must use** the school district provided email for a coach.

- Communication with Students
    a. The Athletics Office has organized the program HUDL App for use for communication with coaches and student-athletes. The HUDL App will be required, and purchased by the Athletics Office. All athletic programs will have access to the basic package from the school district. Because the HUDL messaging app has changed in the past year, other apps may be more useful for communication. Examples of these apps include but are not limited to:
        i. SportsYou
        ii. BAND
        iii. Remind

    b. There are a variety of functions that organizations/sporting programs can utilize in addition to the basic package of communication with this tool. Any other or additional add-on features within HUDL is the responsibility of the Booster Club.

- Communication with Booster Clubs within our School District
    a. Information must be updated yearly to reflect contact information of Booster Clubs. Document contains names, email addresses, social media accounts, etc. for each Booster Club.
    Booster Club 2023-2024 Database

- Advertising Events Protocols
    a. Listed on our Community Events page on the district website are guidelines for organizations wishing to distribute information through schools. Please follow the procedures carelly when submitting information.

b. All requests follow the Board of Education Policy 851, Advertising in the School.

c. Organizations wishing to advertise or distribute information on this community webpage need to follow these steps:
    - Send your request along with a flier to district_administrator@waunakee.k12.wi.us.
    - PDF format clearly includes the start and end date of the event, as well as contact information for individuals with questions.
    - Once the request is reviewed by the District Administrator's office, the requestor will be notified if/how the submission will be posted.
    - If posted, the District Administrator's office will share the information with the Waunakee Community School District building offices.

- School District Communications Office
    - As a resource, the Communications office can be a tool that can help you with operations, communication, and advertising. Please reach out to the Communications Office (905 Bethel Circle, Waunakee) at 849.2000, est. 8005.

STATE TOURNAMENT GUIDELINES

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

Athletic Department Guidelines

SPECIAL EVENTS

The Athletics Office will have a sign-up each season for special event nights. Each Booster Club/Head Coach will be responsible for inputting the dates of all nights they will celebrate during their respective season.

Sign-Up Document 2024-25~~for the 2023-2024~~ School Year (Fall, Winter, and Spring sports)

*Please note! These special nights are not mandatory, but suggestions for the sport/Booster Club to honor and celebrate during their season.

1. Youth Night
2. Senior Night
    - Banners: Banner hanging and the take-down are the responsibility of the senior parents and Booster Club members. Please contact Jen Lockman (jenlockman@waunakee.k12.wi.us) to schedule when you can hang the banners in the commons.
      ~~The Athletics Office has PVC to run through the banners when hanging banners in the Commons at the High School.~~ You will need to provide your own zip ties.

    - For banners that will hang in the Fieldhouse for the Senior Night game, we ask that the Booster Club members use Gaffer's tape to protect the walls.

    - If you do not schedule with Jen before the season, the Athletics Office can't guarantee you will be able to display the banners in the commons.

    - Senior Programs
        - Collecting Senior Information from Athletes

3. Parents Night
4. Teacher Appreciation Night
    - Form Templates
        - Collecting Teacher Choices from Athletes
        - Collecting RSVP from Staff Members
5. End of the Year Banquet
    - End of the year banquets are planned and held by the Head Coach/Advisor in honor of the team's season. Many times, a Booster Club committee will help the coach with this process. It is recommended that all banquets are held on-site at the High School, but special permission will be granted if a program would like to hold the event off-site. This must be approved by the Athletic Director or High School Principal.

- School Board Policy - 522.1
  All functions involving our students of the school district should be completely alcohol-free and drug-free.
- Awards
  All awards will be ordered from the Athletics Office. Each sport will receive 3 awards, including small (5x7) plaques and the American Legion award.
  Any additional awards beyond these will be at the expense of the Booster Club.

6. Additional Booster Club Activities and Resources
   - Rosters
     - Rosters - Printable Template
     - Roster Card Template

   - Away Game Food: Away game food is not required by the Booster Club program. Please note that when weather poses the threat of postponing a game, that decision may not come from the school(s) until 2:00pm on the day of a competition.

   - Photography
     - A yearbook photo must be submitted for each athletic program. In order for the yearbook to meet their deadlines, team photos of each level must be completed and uploaded in a timely manner.
     - Please see the team photo submission policy document for complete information. The athletic department can also take care of photo uploading by emailing us the name of the team and including the photo.
     - If you need assistance in setting up a team photo day, please contact the athletic office

   - Volunteers
     Volunteers are the heart of our programs.
     - Committee Chair Sign-Up Template

   - Websites
     At this time, Booster Club websites will not be linked off the district website. Our offerings at the high school level will be listed, as well as an email address contact for each sport.

   - Websites maintained by teams and/or Booster Clubs must:
     - Follow district branding guidelines
     - Be kept up-to-date

SOCIAL MEDIA GUIDELINES

The Waunakee Community School District social media accounts are maintained by the Communications & Engagement Specialist to inform and engage the Waunakee Community School District and Community.

Social media posts occur at a minimum of once per day. Social media posts include, but are not limited to:

- Highlighted accomplishments of anyone within the Waunakee Community School District
- Relevant district information
- Emergency and non-emergency school closures, early dismissals, delayed openings
- Employment opportunities

District administrators, principals, department supervisors, teachers, coaches, booster club representatives, and club advisors are encouraged to submit pictures/text monthly to provide transparency and engagement for our school community.

All district-related social media accounts must comply with FERPA, Copyright Laws, uphold the safety and security of all students, staff, and focus on branding while maintaining a positive image for Waunakee Community School District.

We do not promote fundraisers on our district social media channels.

1. We ask that all athletic programs/Booster Clubs submit their social media pages to the Athletics Office. This helps us help you celebrate our student-athletes. Our main district social media accounts can reshare, like, comment, and engage with your programs. Booster Club Contact Database + Social Media Pages
2. We ask that all Booster Clubs/athletic programs submit stories, pictures, text, etc. to our district social media email address to promote on our district level social channels. You can email social_media@waunakee.k12.wi.us.
    - Facebook
    - Instagram
    - Twitter
    - YouTube
3. Social Media Best Practices for Booster Clubs
    - It is important to select the right avenue of social media account for your Booster Club. It is not possible and manageable to use every platform for your organization, but it is important to know what the Booster Club would like to get out of the social media presence and how you can use social media to benefit

your Booster Club. Choosing the right social media platform to reach your different audiences is very important, but taking the time to understand your target audience and where they prefer to spend their social media time is crucial for the success of your channels.

- Posts to social media should focus on promoting the team and it's players and coaches in a positive manner.Examples of posts that would be anticipated include, but are not limited to:
    - Photos, videos, posts of team events, games, activities, tournaments, camps, etc.
    - Game scores and highlights.
    - Upcoming team games and events.
    - Team and individual accomplishments, including awards, special recognition, etc.
    - Reposts or retweets mentioning the team in the media.
    - Posts should be objective
- Only positive and appropriate facts are to be posted. Perceptions and opinions should be avoided. Facts are to be simple, clear, and concise. Spelling, grammar, and punctuation should be correct.
- Branding and school district guidelines must be followed and used on all social media channels and communications.
- The following text needs to be included in the notes/About Me (Facebook) or BIO (Instagram and Twitter) section of the Booster Club social media accounts.
    - This account is run by the "Waunakee Booster Club", volunteer members of the Booster Club. It is **not** an official account of the Waunakee Community School District.
    - Commenting Guidelines are required/posted on all social media channels.
    - Account is not managed or created by a school district employee, coach, etc.
    - Account is managed by a Booster Club volunteer.
    - Example

- The standard is to avoid using names unless necessary on social media posts. If there is special recognition, then it may be appropriate to include the athlete's name. You do not need to worry about including names with your pictures, but you should always include a short description of what is happening in the photo.
- Additional Resources
  Best Social Media Practices for Schools

WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/
Photography Website: coming soon!
Social Media Channels

- Instagram: https://www.instagram.com/wm_whs/
- Twitter: https://twitter.com/wm_whs

PUBLIC RECORDS

Public Records Law - Wis. Stat. §§ 19.31 to 19.39

School Board Policies

- Policy 823 - Access to Public Records
- Policy 823 Exhibit - Public Records Notice and Fee Schedule
- Policy 823 Rule - Procedures for Handling Public Records Requests

The public records law “shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.”

The school district, as a governmental entity, has a legal responsibility to maintain records. Those records are the responsibility of the Records Custodian – in WCSD the superintendent is the custodian of records.

View informational presentation regarding Public Records and Requests.

STUDENT FINANCIAL ASSISTANCE FUND

The Student Financial Assistance Fund is committed to ensuring that all Waunakee Community School District students and families can participate in school activities and programs regardless of their ability to pay.

If you have questions regarding the Student Financial Assistance Fund or to learn more about the Fund, please contact Teri Reible at the district office via phone (608) 849-2000. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund statement should be included in all written communication shared with families. **It is very important that the text is copied and pasted into emails, texts, messages, etc. when sending emails to your families, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for the program.**

  Text to be included in your communications:
  The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's financial situation and ability to pay. Scholarships or payment plans are available to any student who has been approved for the free/reduced meal program, and may be available to any student whose families have a financial need due to unique circumstances. Please contact your school building social worker to learn more about these opportunities. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment.

  Text to be included in your communications, as well:
  If you are approved with the Waunakee Community School District Free and Reduced Lunch program, your Booster Club Fees and Athletic Fees will be waived. You do NOT need to disclose this information to the Booster Club members. The Student Financial Assistance Fund will take care of this.

- Additional Student Financial Assistance Fund Resources
    - Presentation
    - Website
    - Classmunity Website of the Student Financial Assistance Fund

BOOSTER CLUB BEST PRACTICES

The following best practices are highly recommended to minimize legal liability for any Booster Club organization:

- All Booster Club members must be made aware that no individual should personally benefit from the organization's activities, but be focused on the benefit of the students and the programming.
- Individual Booster Club members are not employed by the District and are not representatives of the District for purposes of this Policy. Consequently, Booster Clubs must be careful to avoid giving the imprimatur of the District.
- To avoid the appearance of an actual conflict of interest, a coach/advisor should not be part of any decision making/approvals that result in any financial benefit to the coach.
- All Booster Club members are expected to follow the same standards of conduct as District employees when chaperoning, sponsoring, or attending student activities.
- Use a general email (like Gmail) for all communication within the Booster Club organization. This way, when there is a change in leadership, the Booster Club will just need to update passwords and document access.
- The treasurer of the Booster Club should be working with the school district to keep the financial reporting tool up-to-date. Please reach out if you have questions or concerns. The Financial Reporting Form (FRF) will be submitted to the Athletic Office by July 15 of the District fiscal year.
- All meetings should be properly communicated and posted for all members of the organization. The notice should clearly state the date, time, and location of the meeting and items to be discussed. The Booster Club organization may use the school facilities for their meetings with proper prior approval through the Facilities Rental Process.
- No coercion (actual or implied) may be exercised in fundraising activities and no student or teacher is required to raise any particular minimum money or sell any minimum number of tickets, etc. There can be a recommended amount per athlete/student/family.

ADDITIONAL RESOURCES FOR BOOSTER CLUBS

Waunakee Community School District website
Waunakee Community School District - Athletics website
Internal Revenue Services
Waunakee Booster Club Contact List ~~2022-2023~~

SIGNATURE OF ACKNOWLEDGE FOR BOOSTER CLUBS

Each Booster Club must acknowledge the Booster Club Handbook and submit in writing the action of reading/receiving the document. Failure to abide by this document may result in the ability to attend in future athletic events and participate as a Booster Club member.

This document must be submitted to the Athletics Office. This acknowledgement should be completed by digitally signing this Google Form: https://forms.gle/9Fbv2bsJifusaXoAA

Booster Club Handbook Acknowledgement¶

¶

We/I/ as (a) member of the Booster Club have read the Booster Club Handbook. We/I understand that a failure to abide by this document of best practices, procedures, and conduct in our/my not being able to attend in future athletic events and participate as a Booster Club member.¶

¶

This acknowledgement must be signed and submitted in writing to the Athletics Office.¶

¶

¶

Sport _____¶

¶

Print _____¶

¶

Signature _____¶

¶

Date _____¶

¶

DISCLAIMER

This handbook serves as a resource for Booster Club volunteers, members, coaches, students, and families in partnership with the Waunakee Community School District. It is meant to provide guidance and information related to supporting our student athletes within our athletic programs, but should not be viewed as a legally binding document.