WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
Monday, May 12, 2025
6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

choose to access the meeting via live stream video may do so at:
https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA

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

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

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

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

Closed Session Starts at 6:00PM
Open Session Starts at 7:00 PM

AGENDA

I. **CALL TO ORDER**
II. **ROLL CALL**
III. **CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTUES 19.85 (1) (c) (e)(f) and (g)**
A. Review Minutes of the April 14, 2025 regular meeting
B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
C. Review Student Discipline/Expulsion Recommendation
D. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
E. Review Individual Co-Curricular / Recommendations
There are no Co-Curricular updates as of the release of the agenda.
F. Review Summer School Contract Recommendations
IV. **RETURN TO OPEN SESSION**
V. **BOARD DEVELOPMENT WORKSHOP**
A. *Great on Their Behalf* by AJ Crabill book study

Chapter 2 will be discussed. Board, please be prepared to discuss one statement or item from chapter 2 that stood out to you and how it pertains to the good of the order.

VI. **APPROVAL OF MINUTES**

A. Review Minutes of April 14, 2025 regular meeting, the April 28, 2025 Curriculum Presentations meeting and the April 29, 2025 Re-Organizational Meeting. 10

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** **20**

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.

A. The Waunakee Community Services Department Presents the Friends of the Community Award. 23

B. Dane County New Teacher Project

Heather Lott, Tom Howe, and Sharon Nelson will speak on the Dane County New Teacher Project.

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

A. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner are the student representatives from the high school and will be present to report to the Board on what is occurring at the high school.

2. Foreign Exchange Students Recognition

3. Warrior Spotlight 24

A brief update will be shared by the High School Youth Apprenticeship Program and the Middle School Skills USA Group.

B. Staff Report

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

C. Board Reports/Action Items

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

2. CESA 2 Delegate Convention June 2025 44

The CESA 2 Delegate convention is scheduled for Tuesday June 17, 2025 @ 7pm. Dawn Heinrichs will be our delegate.

3. Board 2025-2026 Committee Assignments 49

Board President, Joan Ensign and Vice President Dawn Heinrichs, will share the Board's committee assignments that they recommend based on the committee

membership interest survey each member filled out as part of the reorganizational process. They will also name who they designate as chair for each committee.

The recommendations are attached.

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

A. Budget Committee

1. Review Minutes of the Budget Committee Meeting on May 5, 2025. 50

2. 2025-2026 Planning

a. Approval of First Draft of 2025-26 Budget 52

The purpose of this agenda item is to review the first draft of the budget for the 25-26 school year. I have attached the first draft of the budget for your review. Please note that the first draft of the budget is based on the following:

1. The $0/student increase in the per pupil categorical aid, with a $325/student increase in the revenue limit formula
2. The personnel cost line includes an inflationary salary increase of 2.95%, implementation of the teacher and classified staff compensation systems, implementation of the classified staff opertaional referendum funds pay adjustments, a 0% increase in dental insurance rates, and a 5% increase for health insurance rates, utilities, and transportation.
3. The capital maintenance projects are funded from Fund 49
4. The first draft includes an increase of 1.4 FTE, as outlined on page 13 of the document.
5. The debt service fund includes the financial plan from the last borrowing that the board approved in March.
6. All of the remaining budget requests have been placed on hold at this time.

The second draft of the budget in June will include:

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

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

The committee is recommending approval 3-0.

b. Approval of 25-26 Student Fees 74

Attached please find the proposed student fees for the 2025-2026 school

year. There has been one change since the committee meeting. The large instrument fee increase for Intermediate School and High School was not included and the document now reflects the committee approved increase that the Middle School had. The budget committee is recommending approval 3-0.

c. Approval of 25-26 Facility Use Fees 78

Attached please find the proposed facility use fees for the 2025-2026 school year. Nick Conrad has updated several of the fees for consideration by the Budget Committee and has provided background information in the attachments for clarification. The committee is recommending approval 3-0.

d. Review Fund 10 85

The first draft of the budget includes transferring $100,000 of uitlity costs to fund 80 through the use of the DataWrangler service. Please note this transfer is grounded in properly allocating utility costs from community service usage in fund 10. The recommendation is connected a request to use these funds for continuous improvement teams for each building. Attached please find a document from Dr. Brown that explains the role of continuous improvement teams.

Administration met with Lamers on Aril 24th to discuss implementation of the school board motion from April. It is not possible to separate the costs of the app from the costs of the equpiment that is necessary for the operation of the app. Administration is recommending Lamers purchase all equipment associated with the app and security cameras as presented in their per route increase proposal. The transportation budget will need reallocation from costs currently being spent in other categories (McKinney Vento student transportation).

NEW FOR BOARD MEETING: Attached please find a budget and position description for the 2025-26 youth apprenticeship grant program. At the March 31st board meeting, the school board voted to discontinue our participation in the Dane County program. As a result, Waunakee will the fiscal agent for our own program. Administration is recommending approval of revising the first draft of the budget to include this program.

e. Review Fund 27

The first draft of the budget includes an additional 1.0 FTE 1:1 para for a new student in the district. Also included is a .4 FTE increase for OT services. Both of these requests would be funded through the state transfer of service program. Administration is also proposing shifting the funding for the 2nd special education coordinator position from grant funding to district funding through the state transfer of service program. Both special ed coordinator positions would then be funded through district funds. Additional transfer of service requests

may follow as students move into the district.

f. Review Fund 50 92

Administration met with Taher management on April 8th to review the operation of the food service program and to plan for 2025-26. The student fee agenda item includes the recommended food service fees for the 2025-26 school year. Taher management has preparing a corresponding budget proposal that is included in the packet. The estimated positive balance is slightly over $6,000.

g. Review Fund 80

The first draft of the budget includes an expansion of the school resource officer program to include a second officer and the transfer of $100,000 in utility costs/implementation of DataWrangler in fund 80.

B. Facility Committee

1. Review the minutes of the May 6, 2025 Facility meeting. 95

2. Approval of the Capital Maintenance Requests

The purpose of this agenda item is to review an agenda item that was requested for future disucussion (branding) and our standard agenda item for districtwide capital maintenance requests. Attached please find the capital maintenance tracking spreadsheet for May.

a. Branding Projects 97

The purpose of this agenda item was to bring back the discussion on branding projects. The facility committee did not move these projects forward in April and requested additional discussion. Attached please find the projects that were shared last month. The committee is recommending approval 3-0 with the request to repurpose older mats if possible.

b. Districtwide Capital Maintenance Projects 101

The purpose of this agenda item is to review an agenda item that was requested for future disucussion (branding) and our standard agenda item for districtwide capital maintenance requests. Attached please find the capital maintenance tracking spreadsheet for May. The committee is recommending approval of the attached projects.

C. Human Resources Committee Meeting

1. Review the April 15, 2025 HR Negotiations meeting and the May 7, 2025 regular HR Meeting Minutes 107

2. Consideration of the Tentative Agreement with the Waunakee Teachers Association on Base Wage Increase for 2025-2026. 111

Tentative agreement was reached on a base wage increase of 2.95% equally distributed to all members of the teaching group.

3. Consideration of pay increases for 2025-2026 for Administration, Administrative Support, Administrative Assistants, Classified staff, 112

Custodial/Maintenance Staff and supplemental pay for Teachers.
This action item is to approve wage increases for all non-represented employee groups. Wage increases include the WERC-calculated CPI increase of 2.95% for all groups. Administrative / Administrative Support roles with compensation below the average of peer districts are raised within Catch Up 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 2.95% Base Wage increase for the Waunakee Teacher's Association was tentatively agreed upon at Negotiations on 4/15/2025. Base wage negotiation will be a separate action item for the whole Board on 5/12/2025.

The HR Committee advanced the 25/26 compensation plan to the Board with a 3 - 0 vote.

4. Consideration of additional pay increases for 2025-2026 for Administrative Assistants, Classified Staff, and Custodial / Maintenance Staff using Operational Referendum Funds. 113

This action item is using the first $500,000 of Operational Referendum funds to raise hourly employees to a more competitive wage as compared to Dane County peer districts. The goal over two years is to have all employee groups at or above average, compared to peers.

The HR Committee advanced Proposal #1 to the full board with a 3 - 0 vote.

5. Consideration of Staff Employment Guidelines (Handbooks) 115

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

The HR Committee advanced the employment guidelines on a 3 - 0 vote.

D. Curriculum Committee Meeting

1. Review the minutes of the 4/24/25 Curriculum Committee Meeting 268

2. Textbook Requests - Approvals 269

This action item is an update of this year's textbook requests and includes the Algebra 1 adoption for the High School in addition to the Intermediate and Middle School mathematics adoptions. This was recommended for approval by a 3-0 vote from the committee.

3. Curriculum Project Requests-Approvals 270

This action item is the update of this year's summer curriculum project requests The committee is recommending approval of these request on a 3-0 vote.

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

A. Administrative Reports/Action Items

1. Announcements/Correspondence

XII. **CONSENT AGENDA**

A. Approval of Checks

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

1. Monthly Financial Reports 285

Attached you will find the 2024-25 Budget Status report as of April 30th and the Cash Reconciliation report for March 2025.

B. Cooper and Tweed Scholarships

The purpose of this agenda item is for the Board to approve the allocation of the dollars out of this scholarship fund, per the agreement with the donors of these awards.
Monies available for 2024-25 are:
$2000 from the Cooper Trust Fund interest
$2000 from Ted and Jan Tweed
There is 1 Tweed winner and there are 3 Cooper winners. The winners remain a surprise until the May 14, 2025 High School Senior Awards & Honors program.

C. Consideration of K-6 Family/Student Handbook 288

Attached please find a memo outlining the changes to the K-6 handbook. The handbook is attached to the extras section, for your reference.

D. Consideration of 2025-26 Pupil Transportation Handbook 292

The purpose of this agenda item is to request School Board approval of the attached 2025-26 Pupil Transportation Handbook.

The handbook is distributed by the District via the building student handbooks. Administration is requesting approval in May so the school buildings can incorporate the Pupil Transportation Handbook into their 2025-26 student handbooks. The majority of the information in the Pupil Transportation Handbook references School Board transportation policies. The Administrative Team has been provided an opportunity to provide feedback on this handbook. New to the handbook this year is information regarding the bus tracking app that the district will be implementing for the 2025-26 school year.

E. Consideration of Open Enrollment Applications for 2025-26 306

The purpose of this agenda item is to approve the 25-26 open enrollment in/out students. Attached please find a memo to the board with information about the process as well as a list of in and out students. The list of students in or out has private viewing rights due to student confidentiality. Administration is recommending approval.

F. Consideration of Foreign Exchange Students for the 2025-2026 school year
G. Consideration of the 2026-2027 Teacher Calendar 308
H. Dane County New Teacher Project Intergovernmental Agreement 310
I. Safety Drills Report 318
J. Gifts and Field Trips
1. Gifts
2. Field Trips
a. FBLA National Leadership Conf. - Anaheim CA June 28-July 3 319
b. Future Problem Solving Program World Finals June 4-June 8 - Bloomington Indiana 320
c. Middle School Washington DC - June 12 - June 18 2025 323
d. Science & Service trip to Sweden and Denmark - June 16-24, 2025. 329
e. Middle School Skills USA Nationals Trip - Atlanta, GA - June 23-28, 2025 330
f. Physics Lab Trip to Great America, Gurnee IL May 23, 2025 331
g. HOSA Leadership Conference Nashville TN June 17-22, 2025 335
h. Spanish Trip - Spain June 19-30, 2025 336
K. Review Individual Teacher/Administrative/Administrative Support Contract Recommendations, Resignations, Leaves, and Retirements/Resignations.
L. Summer School Recommendations

XIII. **BOARD BUSINESS**

A. Board of Education Coaching
1. CESA 6 - Ted Neitkze
Three meetings are set up with the board. The total cost for these meetings is $3000.00
2. AJ Crabill - Author of *Great on Their Behalf.*
This coaching would begin with an individual preassesment phone call with each board member. Personal contact numbers would be shared. After this pre assement he would determine the coaching process.
B. Correspondence
1. Staff Recognition Celebration - May 16, 2025 starting at 6:30PM at the High School 338

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting
B. Special Meeting
Schedule a special meeting to discuss HS/MS Campus.
Suggested date June 23rd at 5pm. Alternate date June 16th
C. Budget Committee
D. Co-Curricular Committee

E. Curriculum Committee
F. Facility Committee
G. DEI Committee
H. Human Resources Committee
I. Policy Committee

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

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

Minutes of Regular Meeting - Open

The Board of Education
Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, April 14, 2025, 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 Heinemann, second by Dotler, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00PM

II. **ROLL CALL**
Dotzler – Yes, Engebretson, - Yes, Ensign- Yes, Frey – Yes, Heinemann - Yes , Heinrichs – Yes, Hetzel- Yes.
Also Present: Dr. Brown, Summers, Grabarski

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

A. Review Minutes of March 10, 2025 meeting
B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
C. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
D. Review Individual Co-Curricular Contract Recommendations and Individual Coaches Performance Evaluations
E. Review Summer School Contract Recommendations

IV. **RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**
A motion was made by Heinemann, second by Heinrichs, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 6:16pm.

V. **BOARD DEVELOPMENT WORKSHOP**

A. Superintendent and Board Book Study *Great on Their Behalf* by AJ Crabill
The board and Dr. Brown discussed chapters 1 & 9 from the book, *Great on Their Behalf* by AJ Crabill.

Ensign reconvened the open session of the meeting at 7:00pm by welcoming all attending.

VI. **APPROVAL OF MINUTES**

A. A motion was made by Heinrichs, second by Frey, to approve the minutes of the March 10, 2025 Regular Meeting, March 12, 2025 and March 31, 2025 Special Meetings as posted. Motion carried 7-0.

VII. **APPROVAL OF AGENDA AND ADDITIONS**

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

VIII. **PUBLIC COMMENTS**

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

Gina Pagel. Harassment Policy

IX. **BOARD RECOGNITION**

President Ensign recognized outgoing board members Jack Heinemann, Katie Dotzler, and Judith Engebretson.

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

A. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner, student representatives presented a report to the Board on what is occurring at the high school. They shared information about the success of FBLA, FFA, Forensics, Civics team, and National Honor Society inducted students. Activities happening within the Physics 2 competition, Rube Goldberg competition, and the Leadership workshop. Students are preparing for the pre-ACT, AP Test, prom, and post prom. The music department is busy with "You're a Good Man Charlie Brown, Solo Ensamble at UW Plateville, and the Key Notes performing at Jazz Festival. Spring sports are well underway as well is planning for teacher appreciation.

2. Warrior Spotlight

Students involved in HS DECA and FBLA updated the Board of Education on activities they have been involved in this year.

B. Staff Report

Molly Grupe from the WTA provided an update to the Board. They thanked Katie, Judy, and Jack for their time on the Board of Education, and congratulated Chris, Carly and Heather. They were thankful for the virtual teacher conferences and for the many staff members who were able to attend the Multi-Student Achievement Network (MSAN). They requested more communication for the Harassment Policy and requested that the hate speech part of this policy be considered a separate policy. In the future they would like to see a networking opportunity for students to be more present and share their voices when decisions are being made. They are thankful for the good communication regarding insurance.

C. Board Reports/Action Items

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

Heinrichs attended the MSAN conference. The student panel was great.

2. National School Staff Appreciation Week Board Correspondence

National School Staff Appreciation Week is May 5-9, 2025. The board was in agreement to mover forward with the communication drafted by the collaboration of Mark Hetzel and Communications & Engagement Specialist Anne Blackburn.

3. Spring Election Update

The Canvass of the April 1, 2025 School Board Election Results successfully took place on Monday April 7th. The election results are attached to the agenda.

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

A. Curriculum Committee

1. The minutes of the March 11, 2025 meeting were reviewed.

B. Policy Committee

1. The minutes from the March 31, 2025 meeting were reviewed.
2. Harrassment Policy Review
   Dr. Brown presented and answered questions regarding policies 411, 411 Rule, 411.1. Questions in regard to WIAA rules were discussed. A motion was made by Heinrichs, second by Engebretson to approve the polices as presented. Motion carried 7-0.
3. Policies for Discussion, Review, and Consideration
   Dr. Brown presented and answered questions regarding the policies as outlined on the spreadsheet attached to the agenda. A motion was made by Engebretson, second by Heinrichs, to approve the policies as presented. Motion carried 7-0.

a. 412 Sexual Harassment
b. 430 Exhibit Student Attendance
c. 453.4 & 453.4 Rule Administering Medications to Students
d. 453.5 & 453.5 Rule Life Threatening Allergy Management
e. 455 Student Safety
f. 455.2 Child Enticement
g. 672 Purchasing
h. 884 Relations with Health Authorities
i. 885 Relations with Social Services Authorities

C. Co-Curricular Committee

1. The minutes from the March 31, 2025 Co-Curricular meeting were reviewed.
2. Branding Expectations
   Dr. Brown presented and answered questions regarding a draft version of updated handbook language that outlines WCSD staff expectations for adhering to the district's branding guidelines. A motion was made by Engebretson, second by Heinrichs, to approve the handbook language and direction to all staff as presented. Motion failed 2-5 on a roll call vote.
   Roll Call:
   Dotzler – No, Engebretson, - Yes, Ensign- No, Frey – No, Heinemann - No , Heinrichs – Yes, Hetzel- No.
3. Handbook Updates
   Conrad was available to present and answer questions on the handbooks related to co-curriculars.
   A motion was made by Heinemann, second by Engebretson to approve the handbooks as presented.
   A motion was made by Heinrichs, second by Dotzler, to table the handbooks until there is clarity on the branding. Motion to table carried 7-0.

a. 2025-26 Booster Club Handbook
b. Coaches Handbook

D. Facility Committee Meeting

1. The minutes from the April 8, 2025 facility committee meeting were reviewed.
2. Approval of Capital Maintenance Projects
   Summers presented and answered questions regarding funds available for the priority 1

capital maintenance projects for 2025. A motion was made by Heinemann, second by Heinrichs, to approve the priority 1 capital maintenance projects for 2025 as presented. Motion carried 7-0.

3. Consideration of Softball Scoreboard Donation/Project
Summers presented and answered questions regarding a request from the softball boosters for a softball scoreboard donation/project. A motion was made by Heinemann, second by Dotzler, to approve the request as presented. Motion carried 7-0.

4. Consideration for Heritage Elementary School parking lot project
Summers presented and answered questions regarding the Heritage/ Intermediate School site traffic flow and parking lot project. A motion was made by Dotzler, second by Frey to approve the parking lot project as presented. Motion carried 7-0.

E. Budget Committee Meeting

1. The minutes from the April 8, 2025 budget committee meeting was reviewed.

2. Consideration of Technology Upgrades to Transportation Contract
Summers presented and answered questions regarding approval of technology upgrades on our school busses. The recommendation from the committee is to implement a parent bus tracking app as well security camera upgrades. The tracking app will be paid for by the district. The security camera upgrades will result in an additional fee as Lamers is making the investment not the district. A motion was made by Heinrichs, second by Engebretson, to approve the upgrades as presented. Motion carried 7-0.

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

A. Administration Reports/Action Items

1. Consideration of the 2025-2026 Employee Benefits Plan
Grabarski presented and answered questions regarding the information reviewed by the Insurance Committee to create their recommendation to the Board. A motion was made by Heinemann, second by Engebretson, to approve the insurance plan as presented. Motion carried 7-0.

2. Update on District 4K Program
Miranda Moe, Assistant Principal at Arboretum Elementary and District 4K Coordinator, presented an update on the District's 4K program.

3. Announcements

XIII. **CONSENT AGENDA**

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

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

C. Safety Drills Report

D. Consideration of AFS Foreign Exchange Student from Japan for the 2025-2026 School Year.

E. Consideration of the 2024-2025 CESA 2 Contract

F. Gifts and Field Trips

1. Gifts

2. Field Trips

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

New Teacher Staff
Anna Cade, 6th Grade Teacher, IS
Kathryn Lee, Bilingual Teacher/Family Engagement Specialist, HES
Chase Pirocanac, 1st Grade Teacher, AES
Shawna Schalk, Business Teacher, HS
New Support Staff
Tim Berg, Custodian, HS
Jessica Blue, Para Educator Special Education, PES
Andrew Miller, Weekend Custodian, HS
Shalonda Money, Custodian, HS
Lindsay Rice, Administrative Assistant to the Director of Special Education
Retirements
Robert Aeschbach, Crossing Guard
Lori Armstrong, Instructional Coach, AES
Tammy Tierney, ED Teacher, AES
Resignations
Melissa Candell, Cross Categorical Teacher, MS
Kimberly Cutrano, Para Educator Special Education, PES
Danielle Dawson, Associate Principal, HES
Penelope Gonzalez, Para Educator Regular Education, HES
Summer Heron Walters, Custodian, AES
Ken Jesberger, Weekend Custodian, HS
Angela Knutson, Para Educator Regular Education, IS
Caroline Lourie, Para Educator Special Education, HES
Chris Raschick, Cross Categorical Teacher, HS
One-Year LOA for 2025-26 School Year
Mary Keenan, Spanish Teacher, PES
Internal Changes - NO Action
Beck Baird, from 1-Yr Cross Categorical Teacher, MS, to reg contract Cross Categorical Teacher, MS
Jacob Foster Dunlap, from 1-Yr Cross Categorical Teacher, MS, to reg contract Cross Categorical Teacher, MS
Heather May, from 3rd Grade Teacher, AES, to Instructional Coach, AES

Co-Curriculars may be found attached to the extras section of the agenda

H. Approve Summer School Contract Recommendations – may be found attached to the extras section of the agenda.

XIV. **BOARD BUSINESS**

A. Board Reorganization

B. Legislative Update

1. Approval of Letter to the Joint Finance Committee
Hetzel gave an update from the Joint Finance Committee. The board agreed to have Hetzel send out this letter.

C. Correspondence

XV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting
B. Special Meetings
4/29/25 MS Tour @ 5pm
4/29/25 Reorganization meeting @ 6pm
A motion was made by Heinrichs, second by Hetzel, to approve the reorganization meeting as presented. Motion carried 7-0
C. Budget Committee
D. Co-Curricular Committee
E. Curriculum Committee - 4/24/25 @ 3pm
F. Facilities Committee
G. Insurance Committee
H. Human Resources Committee - 4/15/25 @ 4pm Negotiations
I. Policy Committee
J. DEI Committee

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

XVII. **OPEN SESSION** -NA

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

XIX. **ADJOURN**

The Board of Education adjourned at 9:09PM on a motion by Engebretson & Heinmann, second by Dotzler, and passed unanimously by voice vote 7-0.

Respectfully submitted,

_____
Carlena Eaton, Clerk
Date_____
CE:rm

Minutes of Curriculum Presentations Meeting

The Board of Education
Waunakee Community School District

A Curriculum Presentations Meeting of the Board of Education of Waunakee Community School District was held Monday, April 28, 2025, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
President Ensign called the meeting to order at 5:30pm.

II. **ROLL CALL**
Board Members Present: Eaton, Ensign, Heinrichs, Hetzel, Sonne
Also Present: Members of the WCSD Administrators.

III. **APPROVE THE AGENDA**
A motion was made by Hetzel, second by Eaton, to approve the agenda as posted. Motion carried.

IV. **CURRICULUM AND INSTRUCTION PRESENTATION/UPDATES FROM 7-12 ELA, ART, FAMILY & CONSUMER SCIENCE, MATHEMATICS**

A. 7-12 ELA (Room 170 E) & Art (Room 170 K)Starts at 5:35PM
The ELA department and the Art department presented to the Administrator and Board teams.

B. Family & Consumer Science (Room 170 E) and Mathematics (Room 170 K) Starts at 6:35PM
The Family & Consumer Science department and the Mathematics department presented to the Administrator and Board teams.

V. **ADJOURN**
A motion was made by Heinrichs, second by Eaton, to adjourn the meeting at 7:32pm. Motion carried.

Minutes of Board Reorganizational Meeting

The Board of Education
Waunakee Community School District

A Board Reorganizational Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 29, 2025, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Superintendent Dr. Brown called the meeting to order at 6:00pm.

II. **ROLL CALL**
Present: Eaton, Ensign, Frey, Heinrichs, Hetzel, Murray, Sonne
Also Present: Brown, Summers.

III. **APPROVE THE AGENDA**
A motion was made by Heinrichs, second by Ensign, to approve the agenda as posted. Motion carried 7-0.

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

V. **OATH OF OFFICE - NEW BOARD MEMBERS**
For the record, the oath has been administered to the appropriate newly elected Board members with such a notation being provided in the minutes of this meeting. Carly Eaton, Heather Murray, and Christopher Sonne took the oath of office on April 22, 2025.

VI. **BOARD REORGANIZATION**
Superintendent, Dr. Brown will initiate the process for selecting Board Officers by asking for nominations for the office of President. After nominations are complete and a vote is taken to determine the position of Board President, the newly elected President will then continue the process by taking nominations and facilitating a vote for each of the remaining Board positions of Vice-President, Clerk and Treasurer. Votes can be by paper ballot or voice vote as determined by a majority of Board members.

A. Election of Officers
The Board elected the positions of President, Vice-President, Clerk, and Treasurer of the school board for the next year.

President
Motion by Hetzel seconded, by Heinrichs that Ensign be nominated for President of the Waunakee Board of Education. Motion carried 7-0
Since no other nominations were made for the position of President, Joan Ensign was awarded the role of President by unanimous ballot.

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

Motion made by Heinrichs, second by Ensign that Eaton be nominated for Vice-President of the Waunakee Board of Education. Eaton declined the nomination.

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

Clerk
Motion by Heinrichs seconded by Sonne that Eaton be nominated for Clerk of the Waunakee Board of Education. Motion carried 7-0.

Motion by Hetzel seconded by Ensign that Frey be nominated for Clerk of the Waunakee Board of Education. Motion carried 7-0.

Multiple people were nominated for Clerk, paper ballots were available and completed by the board. Dr. Monica Brown and Rebecca McDonough counted the ballots. These ballots resulted in Carly Eaton 4 Ted Frey 3. Carly Eaton was awarded the role of Clerk.

Treasurer
Motion by Frey seconded by Heinrichs that Hetzel be nominated for Treasurer of the Waunakee Board of Education.

Since no other nominations were made for the position of Treasurer, Mark Hetzel was awarded the role of Treasurer by unanimous ballot.

B. Appointment Process Committees
Board members have been asked for their feedback on their committee preferences. These responses will be shared with the Board President and Vice President who will use them to develop committee assignments for the next year.

C. Designations and Memberships

1. Official Newspaper
A motion was made by Hetzel, second by Frey to approve the Waunakee Tribune as the WCSD Official newspaper.
2. Meeting Times and Dates
A motion was made by Hetzel, second by Heinrichs, that the WCSD's regular meeting will be held on the second Monday of each month with a closed session beginning at 6:00 p.m. and the regular meeting to follow starting at 7:00 p.m. Motion carried 7-0.
3. Legal Counsel
A motion was made by Hetzel, second by Sonne to appoint Strang Law LLC. as our legal firm, with Kirk Strang as primary contact. The board asked that an RFP for attorney services be considered.
4. Official Depositories
A motion was made by Heinrichs, second by Hetzel, to approve the current banking/depository institutions as the WCSD's official depositories as presented. Motion carried 7-0.
<u>Depository, Expenditure, and Payroll Accounts:</u>
One Community Bank

Investments:
One Community Bank
Wisconsin Local Government Investment Pool
AUL Trust
PMA-Public Fund Specialists/WISC
Credit Cards:
WASBO/BMO Harris

5. WASB and WIAA Memberships

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

VII. **SET ANNUAL MEETING**

A motion was made by Hetzel, second by Heinrichs, to set the WCSD Annual meeting on August 25, 2025.. Motion carried 7-0. A motion was made by Heinrichs, second by Frey, to start the annual meeting at 7:00pm. Motion carried 7-0.

VIII. **FUTURE MEETINGS**

Dr. Brown discussed the draft of the 2025/2026 meeting calendars with the board. The board requests that the first curriculum presentation be given this fall and the second on after the first of the year.

IX. **ADJOURN**

A motion was made by Frey, second by Heinrichs, to adjourn the meeting at 6:41pm. Motion carried 7-0.

Respectfully Submitted,

_____
Carlena Eaton, Clerk

_____
Date

CE/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

The Waunakee Community Services Department
presents the
Friend of the Community
Award
to
Waunakee Community School District
2025

Each year, the Village of Waunakee Community Services Department proudly presents the **Friend of the Community Award** to an organization that goes above and beyond in supporting our mission. This year, we are thrilled to nominate the **Waunakee Community School District** for their unwavering dedication to the **Waunakee Village Center** and the programs we provide.

We want to recognize specific individuals whose efforts have made a tremendous impact:

- The **facility and grounds teams** who support our programs, including:
  - **Dean Frederick & the facility team at Prairie Elementary School** – for their **exceptional commitment** to adult volleyball and youth basketball.
  - **John Gillis & the facility team at Heritage Elementary School** – for their **fantastic dedication** to our youth basketball program.
  - **Bob Homan & the facility team at Arboretum Elementary School** – for their **tremendous contribution** to our youth basketball program.
  - **Christena Rollins & the facility team at the Intermediate School and Ron Esser & the facility team at the Middle School** – for their **support** to the adult basketball program.
  - **Ben Steeger & the grounds crew** – for their **continuous efforts** in making the youth softball and baseball programs a success.

- **The Intermediate School team, including Principal Tim Mommaerts, Danielle Werkheiser, and the LMTC Staff** – for their support of our youth chess program.
- **Nick Conrad and the athletic department staff** – for their **continued collaboration** in scheduling spaces for our athletic programs, with a special thank you to **Jen Lockman** for her **unwavering dedication**.
- The **Student Services Department** helps hundreds of families in our community participate in youth programs through the Village Center from enrichment to sports. Sometimes there are families who could benefit from our programs but need help connecting with us. We can't thank **Lisa Jondle** and her team of social workers enough for their partnership with the Village Center. **Mona Jean Harley, Jonathon Wild, and Makenzie Lutz** have been essential in helping connect children in need to our programs. They are imperative in communicating with us so we can meet the needs of the children in our programs. We value our partnership with the Student Services Department and thank them for the considerable effort they devote to helping the children in our community.
- **Steve Summers, Executive Director of Operations, and the generous donors from our community** – for their **valuable partnership** in connecting families with program opportunities through the Student Financial Assistance Fund.
- **Anne Blackburn, Communications & Engagement Specialist** – for her **ongoing dedication** with communicating the Village Center information to the families in the district. She is also a **key collaborator** in the annual Waunakee Area Kids Expo, which provides families with essential information on youth programs and organizations in Waunakee.
- **And all the other incredible school district staff** – who make a **meaningful impact** on families each and every day. We recognize the countless staff members who support those listed above, and we deeply **appreciate their contributions**.

The contributions of these individuals and teams are instrumental in fostering a strong, connected community, and we are incredibly grateful for their hard work and dedication.

Waunakee Middle School
SkillsUSA Club

SkillsUSA
WAUNAKEE MIDDLE SCHOOL

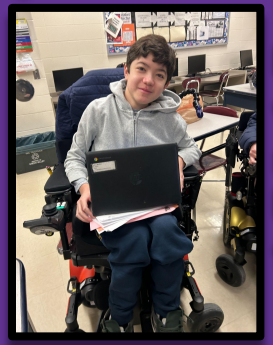
- SkillsUSA is the #1 workforce development organization for students.
- This is done through preparation for three to four competitions for each Chapter (group of students with advisor).
- Each competition grows more difficult until you reach State.
- This can lead on to Nationals with the entire US!
- Our team has gone to Nationals 3 times and were champions two times of those three! We qualified to go to nationals this year as well.

At SkillsUSA there is a wonderful community of friends :)

A beautiful group photo!

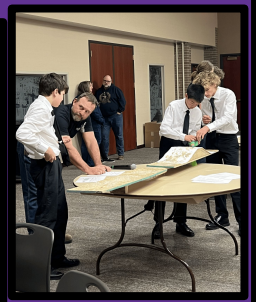
2nd Place!

What a win!



Didn't win but still had lots of fun!

Another win!



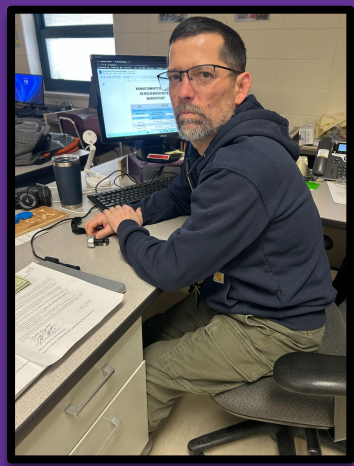
More fun!

So much fun!

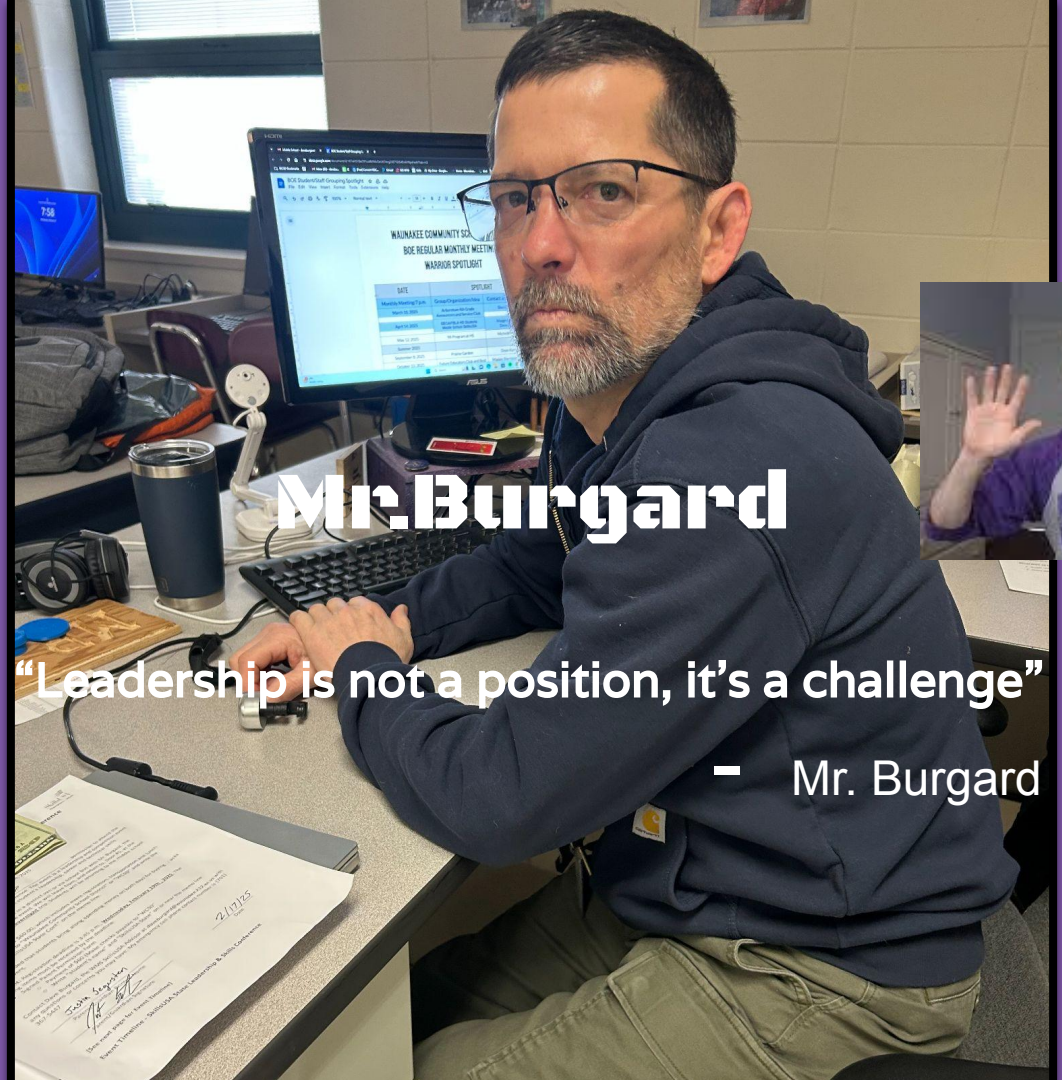
The advisor of our SkillsUSA team

Mr.Burgard

A GOOD FRIEND & GREAT LEADER



The advisor of our SkillsUSA team



What Do We Learn At SkillsUSA?

By participating in SkillsUSA, we challenge ourselves to go above and beyond for our competitions so that we have a higher chance of winning and greater learning experiences from our contests. This experience is great for our future careers and helps strengthen us to be the new generation of skilled workers.

What do we do at SkillsUSA?

- Most of the time we spend our meetings working for our next competitions. There are many competitions so everyone does something different.
- For Co2 Cars, many will 3D model their car. Then they will 3D print it or cut it out of wood in the lab. Other competitions like Team Engineering have less preparation. Team Engineering is done at the competition. Woodworking is done entirely at the lab during our meetings, 3D Printing mostly at home, and Job Interview requires training both at home and in meetings.
- This is not all the competitions, there are more than 115 of them!
- Some meetings we focus on miscellaneous topics including fundraising, registering for competitions, eating donuts, talking about important info for the newest competition, and planning for events like this one!

SkillsUSA is just fun!

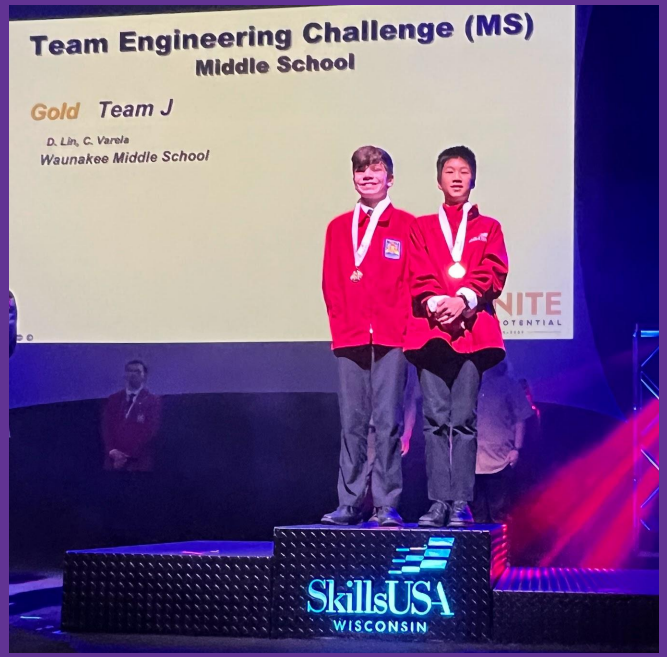
- SkillsUSA isn't just preparing to compete and learning, it's also amazingly fun!
- Everyone chats together, including Mr. Burgard, our trustworthy leader. Sometimes he even brings donuts, always an exciting time!
- Each SkillsUSA meeting is full to the max of happiness and a great break from tiring homework, sport, and repetitive days.
- It doesn't stop there, we get to go to Waunabowl to celebrate the year's SkillsUSA competitions!

How does this help the community?

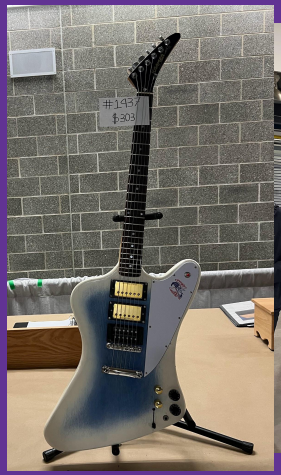
- By participating in SkillsUSA we learn important skills for future careers that can help the community continue on.
- These careers can also not only help financially but can help infrastructure, medicine, teaching, technology, and more.
- Some competitions even help the community now! Like community service, American spirit, and chapter display.
- Finally coming home victorious strengthens the moral and tight knight group our community is.

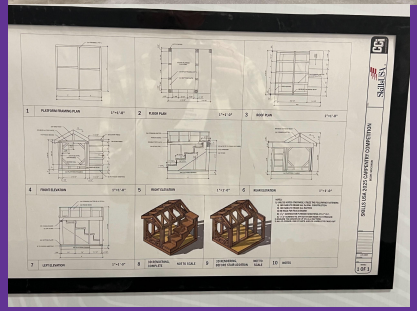
WAUNAKEE COMMUNITY SCHOOL DISTRICT

SkillsUSA 2025 State Leadership Conference



State





SkillsUSA Nationals 2022 and 2023

- Nationals is always an exciting time and a great use for our fundraising money.
- It takes hard work and effort to go to Nationals, and even more to win.
- By winning twice, we have proven that SkillsUSA is a hard working, determined, and educated group that will continue on for years.

More Nationals photos

THANK YOU FOR LISTENING!

SkillsUSA Champions at Work®

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

WCSD Youth Apprenticeship Program

Warrior Spotlight - May 2025

Overview of Wisconsin Youth Apprenticeship

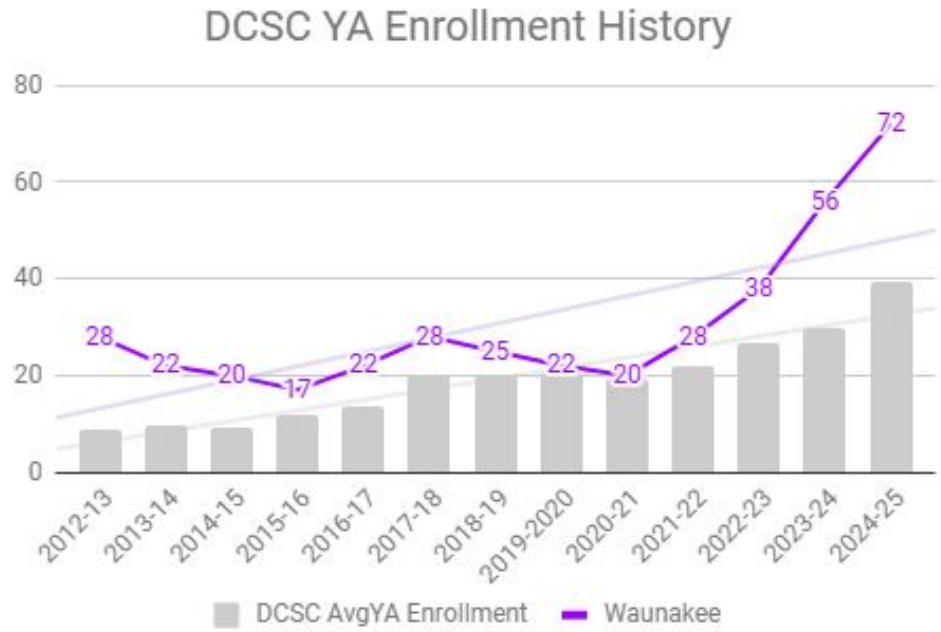
1. WI Youth Apprenticeship was established to fill statewide high skill, high demand, and high wage career pipelines
2. For some areas, the goal is to bridge YA to Registered Apprenticeship opportunities
3. The program is funded by the State and oversight of the program is the responsibility of the Department of Workforce Development (DWD)
4. Waunakee students (grade 11 and 12) have the opportunity to apply to be in the program and go through an application & screening process for local approval -- and then the work of finding a possible mentor and employer placement begins!
5. Students who are placed in the program often begin working in the summer and continue working through the school year through approved work releases (in lieu of study halls) and have to balance academics, YA, athletics, organizations, family & social obligations

Overview of WCSD Youth Apprenticeship Enrollment by Year

2010-2011	31	M. Butler, STCC		2018-2019	25	M. McGlynn, CTEC
2011-2012	22	G. Benz, CTEC		2019-2020	22	M. McGlynn, CTEC
2012-2013	28	G. Benz, CTEC		2020-2021	20	M. McGlynn, CTEC
2013-2014	22	G. Benz, CTEC		2021-2022	28	M. McGlynn, CTEC
2014-2015	20	G. Benz, CTEC		2022-2023	38	M. McGlynn, CTEC
2015-2016	17	G. Benz, CTEC		2023-2024	56	M. McGlynn, CTEC
2016-2017	22	M. McGlynn, CTEC		2024-2025	72	M. McGlynn, CTEC
2017-2018	28	M. McGlynn, CTEC		2025-2026	85*	M. McGlynn, CTEC

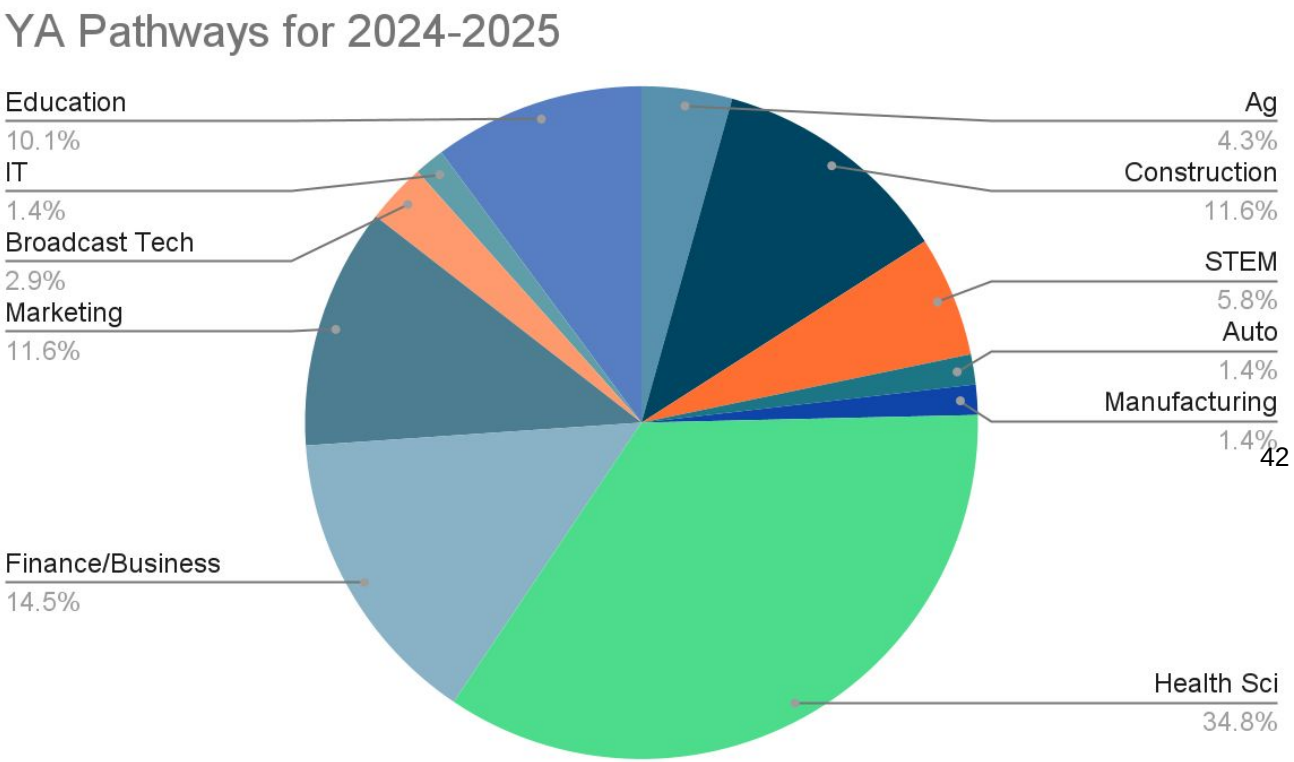
*Projected Enrollment based on submitted applications

WCSD YA Enrollment vs. Average Dane County YA Enrollment



#WaunakeeWAY
Waunakee officially has the most YA students in all 16 DCSC Districts for the first time in 2024-25!

Career Pathway Distribution for 2024-2025



Top 5 in Waunakee

1. Health Sci (24)
2. Finance (10)
3. Construction (8)
   Marketing (8)
4. Education (7)

WCSD YA Testimonials

SINCE 1991
YOUTH APPRENTICESHIP
WISCONSIN

- ★ Logan Byrnes - Phlebotomy
- ★ Colin Norland - Broadcast Tech
- ★ Cole Kleinsteiber - Engineering (STEM)
- ★ Cole Gascho - Info Tech
- ★ Dominick Praksti - Education
- ★ Myla Bryan - Resident Aide
- ★ Gracie Meinholz - Vet Tech
- ★ Paige Wilcox - Marketing/Cosmetology
- ★ Denise Espirito Santo Dias - Marketing
- ★ Isabella Baker - CNA
- ★ Sabrina Ma - Pharmacy

CESA 2

Innovative Thinking. Tailored Delivery.

Dear District Administrators,

The CESA 2 Delegate Convention has been scheduled for Tuesday, June 17th, 2025 at 7 pm. The Delegate Convention will be held at the CESA 2 offices at 1221 Innovation Drive, Whitewater, WI 53190.

Enclosed please find the Appointment of 2025 CESA Convention Representatives notification from Jill Underly, State Superintendent; the CESA 2 Delegate Convention Notice from Marian Viney, CESA 2 Board of Control Chairperson; and two copies of the form to notify CESA 2 of the delegate from your district. There is also an information packet about the Convention that can be provided to the board to help answer questions about the responsibilities of a delegate.

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

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

The CESA 2 Board of Control is made up of a representative from each of the 11 geographic clusters. The following clusters will need to elect a representative to the Board of Control at the 2025 Delegate Convention:

Cluster E: Beloit, Beloit-Turner, Brodhead, Juda and Parkview
Cluster G: Elkhorn, Fort Atkinson, Milton, Palmyra-Eagle, Whitewater
Cluster J: Central Westosha UHS, Lake Geneva-Genoa City UHS, Williams Bay, Wilmot UHS
Cluster K: Burlington, East Troy, Union Grove UHS, Waterford UHS

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

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

All the best,

Kayla Noggle

Kayla Noggle
Executive Administrative Assistant

WISCONSIN DEPARTMENT OF
Public Instruction

Jill K. Underly, PhD, State Superintendent

Date: April 16, 2025

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

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2025 CESA Convention Representatives

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

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

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

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

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

FORM FOR NOTIFYING SCHOOL BOARD OF COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION

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

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

That Marian Viney is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the p.m. in the conference room of the Whitewater Innovation Center in the City, Town, or Village of Whitewater on Tuesday, June 17th, 2025.

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

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

Signed: Marian Viney
Chairperson, CESA Board of Control

Date: March 12, 2025

Delegate Convention

What is the CESA 2 Annual Convention?

CESA2

About the CESA 2 Annual Convention

The CESA 2 Annual Delegate Convention is a meeting that occurs once yearly where school board members from each of the CESA 2 seventy-four member school districts are invited to attend. Delegates must attend in person, there is no virtual option. Check-in and hors d'oeuvres begin at 6:30 pm with the meeting to follow at 7:00 pm. The meeting will last approximately one hour and will not adjourn past 8:30 pm.

Purpose of the Annual Convention

Election of the CESA 2 Board of Control Members

The purpose of the Annual Convention is to elect members to the CESA 2 Board of Control. The Board of Control is an eleven-member board that typically meets on the third Tuesday of each month. These eleven board members are elected on a staggered election cycle. A school board delegate to the Annual Convention can be nominated, or can nominate themselves, to be considered for an open seat on the CESA 2 Board of Control. Details regarding open seats and the regional representation of seats are included in the meeting materials sent to you prior to the meeting.

Presentation

An agenda is emailed out prior to the meeting, which will contain information on our speaker for the evening. Each Annual Convention has a presentation regarding topics relevant to public education.

Networking

The Annual Convention is a great opportunity to network with other district's school board members.

Is this the only meeting I need to attend?

Yes, this is the only meeting you will need to attend at CESA 2 for the year. As the delegate representing your school district, you only need to attend the Annual Convention meeting which takes place in June. If you are elected to the CESA 2 Board of Control, you would need to attend additional meetings.

CESA 2 Board of Control Member Commitment if Elected

The CESA 2 Board of Control meets monthly on the third Tuesday of the month. Appetizers are provided and arrive at 6:30 pm, with the meeting to follow and begin at 7:00 pm. The meetings provide updates on CESA 2 and our services to school districts. Board members are reimbursed for mileage to board meetings and may also participate in professional development opportunities on behalf of CESA 2.

If you would like more information about the Annual Convention or the CESA 2 Board of Control, please reach out to Kayla Noggle at kayla.noggle@cesa2.org or 262.473.1473. She would be happy to answer any additional questions you may have!

Board of Education Committee Assignments

2025-2026

BUDGET
Mark Hetzel, Chair
Dawn Heinrichs
Chris Sonne

CO-CURRICULAR
Chris Sonne, Chair
Ted Frey
Heather Murray

CURRICULUM
Dawn Heinrichs, Chair
Heather Murray
Mark Hetzel

FACILITIES
Joan Ensign, Chair
Carly Eaton
Ted Frey

POLICY
Ted Frey, Chair
Chris Sonne
Joan Ensign

HUMAN RESOURCES
Carly Eaton, Chair
Joan Ensign
Mark Hetzel

DEI
Heather Murray, Chair
Dawn Heinrichs
Carly Eaton

CESA #2 DELEGATE
Dawn Heinrichs

WASB DELEGATE/CORRESPONDENT
Chris Sonne

INSURANCE COMMITTEE
Joan Ensign, Ted Frey

VILLAGE PLAN COMMISSION LIAISON
Heather Murray

PROGRAM EVALUATION
Ted Frey

LEGISLATIVE LIAISON
Carly Eaton/Heather Murray

STUDENT FINANCIAL ASSISTANCE FUND
Mark Hetzel

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 Monday, May 5, 2025, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Hetzel called the meeting to order at 7:31am.

II. **ROLL CALL**
Present: Ensign, Hetzel, Heinrichs
Also Present: Brown, Summers, Newton, and Sonne

III. **APPROVAL OF AGENDA AND ADDITIONS**
A motion was made by Heinrichs, second by Ensign, to approve the agenda as posted. Motion carried 3-0.

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

V. **2025-2026 PLANNING**

A. Timeline
Newton updated the committee on the budget planning timeline.

B. Approval of First Draft of 2025-26 Budget
Newton presented and answered questions regarding the review of the first draft of the budget for the 25-26 school year. Specific information about each accounting fund are next on the agenda.

C. Approval of 25-26 Student Fees
Newton presented and answered questions regarding the proposed student fees for the 2025-2026 school year.

D. Approval of 25-26 Facility Use Fees
Newton presented and answered questions regarding the proposed facility use fees for the 2025-2026 school year. Nick Conrad has updated several of the fees for consideration by the Budget Committee and has provided background information in the attachments for clarification.

E. Review Fund 10
Newton presented and answered questions regarding Fund 10. Newton and Summers discussed how the first draft of the budget includes transferring $100,000 of utility costs to fund 80 through the use of the DataWrangler service. Please note this transfer is grounded in properly allocating utility costs from community service usage in fund 10 to the community service fund (fund 80). The recommendation is connected a request to use these funds in fund 10 for continuous improvement teams for each building. Dr. Brown explained the role of continuous improvement teams.

Summers and Newton discussed a meeting with Lamers regarding the implementation of the school board motion from April regarding technology upgrades. It is not possible to separate the cost of the app from the cost of the equipment that is necessary for the operation of the app. Administration is recommending Lamers purchase all equipment associated with the app and security cameras as presented in their per route increase proposal. The transportation budget will need reallocation from costs currently being spent in other categories (McKinney Vento student transportation).

F. Review Fund 27

Newton presented and answered questions regarding changes to Fund 27, including the additional FTE, and how they affect the budget.

G. Review Fund 50

Newton presented and answered questions regarding the student fee agenda item that includes the recommended food service fees for the 2025-26 school year. Taher management has prepared 25-26 budget proposal that was included in the agenda. The estimated positive balance is slightly over $6,000. Summers shared that the administration is closely monitoring a state budget proposal regarding food service.

H. Review Fund 80

Newton presented and answered questions regarding the expansion of the school resource officer program, to include a second officer, and the transfer of $100,000 in utility costs/implementation of DataWrangler in fund 80 from fund 10.

I. Next Steps

Administration asked the budget committee to meet on June 3rd or 4th. Budget revisions for 2024-25 and the second draft of the budget for 2025-26 will be reviewed.

A motion was made by Heinrichs, second by Ensign, to recommend that the full board consider items V. B-H as presented. Motion carried 3-0.

VI. **2024-2025 BUDGET PLANNING**

Newton presented and answered questions regarding the completion of the initial process of reposting all salary and benefits for the 2024-25 school year, the post-employment benefit payments the district has made for 24-25 and the non-salary/benefit data such as legal fees, special education categorical aid revenues, etc. The end result of this process will be a budget revision presented in early June.

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

VIII. **OTHER ITEMS FOR DISCUSSION -** NA

IX. **FUTURE AGENDA ITEMS -** NA

X. **ADJOURN**

A motion was Heinrichs, second by Ensign, to adjourn the meeting at 8:28am. Motion carried 3-0.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2025-2026 Budget
FIRST DRAFT

Prepared by Allie Newton, Director of Business Services
May 12, 2025

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Waunakee Community School District

Board of Education

Name	Municipality	Term Expires
Joan Ensign, President	Town of Westport, City of Middleton, City of Madison	Spring 2026
Dawn Heinrichs, Vice-President	Village of Waunakee	Spring 2026
Mark Hetzel, Treasurer	Town of Vienna	Spring 2027
Carly Eaton, Clerk	Village of Waunakee	Spring 2028
Ted Frey	Town of Westport, City of Middleton, City of Madison	Spring 2027
Heather Murray	Village of Waunakee	Spring 2028
Christopher Sonne	Town of Dane/Springfield	Spring 2028

Budget Committee Members

TBD

Waunakee Community School District

Introduction

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

Timeline

The budget process for the 2025-2026 fiscal year began in December 2024 when the budget committee reviewed a budget timeline and revenue estimates. The budget committee reviewed expenditure estimates on January 7th. 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 10th. Building/department level budget planning took place in March. Administrative review of the budget took place in March. The first draft of the budget will be 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 25th 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 27th.

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:

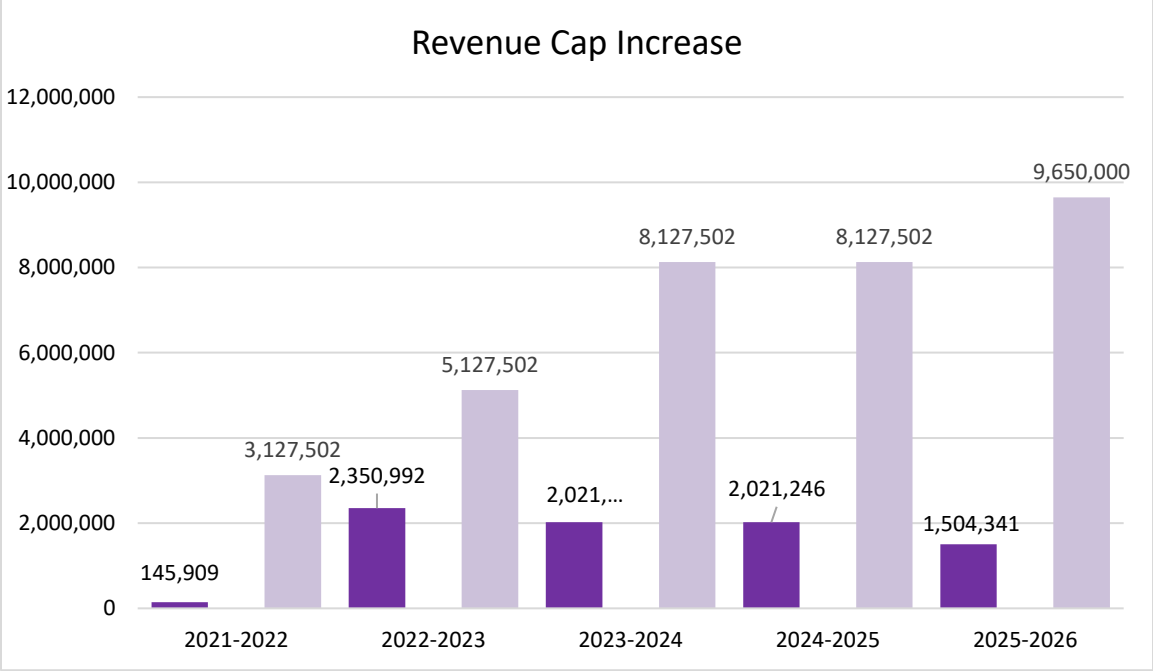
FUND	DESCRIPTION
10	General
21	Special Revenue Trust
27	Special Education
38	Non-Referendum Debt Service*
39	Referendum Debt Service
41	Capital Expansion Fund*
49	Capital Projects
50	Food Service
72	Private Benefit Trust*
73	Employee Benefit Trust
80	Community Service
99	Other Cooperative Funds

* 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 2025-26 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 2025-26 is shown below (dark purple reflects the revenue limit increases from state budgets).

The 2021-22 through 2024-25 revenue caps were 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). In November 2024, the community approved an operational referendum for $9.65 million for 2025-26 and $11.2 million for 2026-27. The operational referendum included $1.05 million in 2025-26 and $2.1 million in 2026-27 in non-recurring referendum funds. The remainder was recurring.



Enrollment

Student enrollment is a key factor in the revenue cap formula. The most recent four years of historical numbers and the estimated September 2025 student count numbers are shown below:

Grade	2021-22	2022-23	2023-24	2024-25	2025-26
EC	12	15	18	13	13
4K	270	249	238	249	249
K	295	292	289	258	274
1	278	303	299	293	264
2	297	285	307	310	303
3	304	310	301	314	317
4	285	311	312	315	321
TOTAL	1741	1765	1764	1752	1741
ELEM					
5	326	294	320	328	327
6	318	342	300	332	336
TOTAL	644	636	620	660	663
INTER.					
7	349	330	346	310	338
8	303	354	329	354	314
TOTAL	652	684	675	664	652
MIDDLE					
9	316	314	374	334	365
10	348	318	304	366	332
11	341	347	318	303	365
12	349	350	351	332	311
TOTAL	1354	1329	1347	1335	1373
HIGH					
TOTAL	4391	4414	4406	4411	4429
DISTRICT					

The historical student count shows a stable enrollment. The estimated September 2025 enrollment shows an increase of 18 students. Enrollment increases result in more revenues being available through the revenue cap formula.

The 2025-2026 revenue cap limit estimate increases to $61,428,584 or $3,054,341 higher than 2024-25. This equates to a 5.2% increase. The $3,054,341 is a combination of referendum approved funds ($1,550,000) and state budget funds ($1,504,341). The 2025-2026 state equalization aid estimate increased to $25,555,840 or $921,033 higher than 2024-25. This change equates to a 3.7% increase. The district will receive the state equalization aid estimate from the WI Department of Public Instruction on July 1st.

Waunakee Community School District

The 2025-2026 tax levy estimate increases to $47,501,003 or $2,677,732 higher than 2024-2025. This increase equates to a 6% increase. Two years of historical information and the proposed tax levy for this year is shown below.

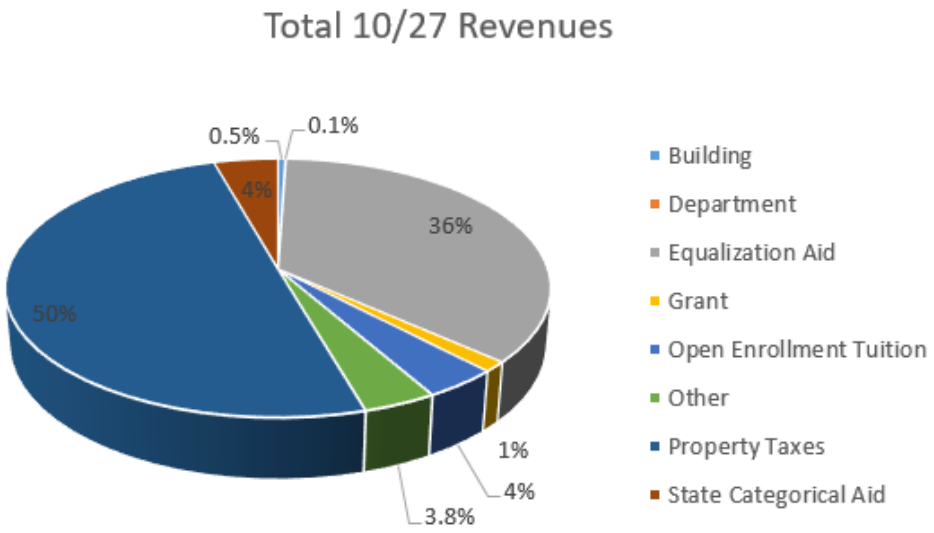
Proposed Property Tax Levy			
FUND	Audited 2023-24	Unaudited 2024-25	Proposed 2025-26
General Fund	28,460,117.00	33,383,590.00	35,564,279.00
Referendum Debt Service Fund	12,838,301.00	10,699,681.00	10,940,424.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	394,500.00	740,000.00	996,300.00
TOTAL SCHOOL LEVY	**41,692,918.00**	**44,823,271.00**	**47,501,003.00**
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YR	**8.0%**	**7.5%**	**6.0%**

The 2025-2026 tax base increased to $5,288,242,330 or $251,821,063 higher than 2024-2025. This change equates to a 5.0% increase. The 2025-2026 tax rate (tax levy/tax base) estimate increases to $8.98. This equates to a 0.9% increase.

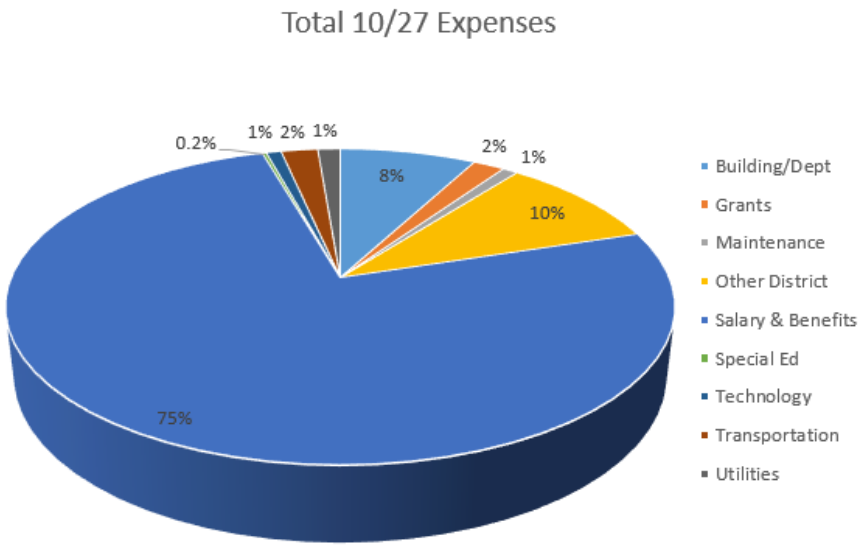
A summary of the expenditures showing two years of historical information and the proposed 2025-2026 budget is shown below. Fund 73 is not included in the summary below.

Total Expenditures and Other Financing Uses			
ALL FUNDS	Audited 2023-24	Unaudited 2024-25	Proposed 2025-26
GROSS TOTAL EXPENDITURES--ALL FUNDS	158,668,195.00	163,246,437.00	153,654,408.00
Interfund Transfers (Source 100) - ALL FUNDS	6,416,057.00	7,268,513.00	7,721,229.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	152,252,138.00	155,977,924.00	145,933,179.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	**5.5%**	**2.45%**	**-6.44%**

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 2025-26 grant budgets are not available at this time. The 2025-26 open enrollment budgets will be updated based on actual student attendance in the fall of 2025. 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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Prairie School Bldg Fees	$2,550	$2,550	$0	0%
Heritage School Bldg Fees	$2,250	$2,250	$0	0%
Arboretum School Bldg Fees	$5,820	$5,820	$0	0%
Intermediate School Bldg Fees	$37,900	$37,900	$0	0%
Middle School Bldg Fees	$23,700	$23,700	$0	0%
High School Bldg Fees	$199,215	$199,215	$0	0%
Athletics Fees	$71,000	$71,000	$0	--
Building Revenues	**$342,435**	**$342,435**	**$0**	**0.00%**
Curriculum Secondary Revenues	$10,815	$10,815	$0	0%
Elementary Curriculum Revenues	$12,400	$12,400	$0	0%
Maintenance Revenues	$15,000	$15,000	$0	0%
Technology Erate/Fees	$0	$0	$0	0%
Technology Revenues	$4,200	$4,200	$0	0%
Department Revenues	**$42,415**	**$42,415**	**$0**	**0.00%**
Common School Funds	$267,990	$296,005	$28,015	9%
Title 1 Public Grant	$96,184	$96,184	$0	0%
Title 1 Private Grant	$4,563	$4,563	$0	0%
Title 2 Grant (Public)	$40,907	$40,907	$0	0%
Title 2 Grant (Private)	$6,232	$6,232	$0	0%
Title 3 Grant	$17,205	$17,205	$0	0%
Title 4A Grant (Public)	$7,482	$7,482	$0	0%
Title 4A Grant (Private)	$2,518	$2,518	$0	--
Peer Mentor	$12,232	$12,232	$0	0%
Perkins Grant	$19,354	$19,354	$0	0%
Federal Flow-Through	$141,000	$141,000	$0	100%
Reading Readiness Grant	$0	$0	$0	0%
Career/Tech Ed Grant	$82,790	$82,790	$0	0%
School Based Mental Health	$130,239	$130,239	$0	0%
ARP Homeless Children/Youth	$0	$0	$0	--
AODA Grant	$25,000	$25,000	$0	0%
Ed. Effectiveness Grant	$32,000	$32,000	$0	0%
Grant Revenues	**$885,696**	**$913,711**	**$28,015**	**3.07%**

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	$160,000	$160,000	$0	0%
Summer School Fees	$10,000	$10,000	$0	0%
District Student Fees	$20,000	$20,000	$0	0%
Property Taxes	$33,383,590	$35,564,279	$2,180,689	6%
Interest	$800,000	$700,000	-$100,000	-14%
Tuition – OE	$2,511,297	$2,738,190	$226,893	8%
Transportation Aid	$90,000	$90,000	$0	0%
Equalization Aid	$24,634,807	$25,555,840	$921,033	4%
Computer Aid	$67,597	$67,597	$0	0%
Misc	$25,000	$25,000	$0	0%
Transportation	$0	$0	$0	-
Tuition Payments	$28,000	$28,000	$0	0%
Property/Non-Capital Sales	$10,000	$10,000	$0	0%
Rentals	$60,000	$60,000	$0	0%
Aid for School Mental Health	$150,000	$150,000	$0	0%
Payment Lieu Taxes	$40,000	$40,000	$0	0%
Personal Property Aid	$240,868	$240,868	$0	0%
State Categorical Aid	$3,103,786	$3,103,786	$0	0%
Act 12 - Personal Property Aid	$266,173	$266,173	$0	100%
Medicaid	$300,000	$300,000	$0	0%
Premium	$208,883	$208,883	$0	0%
Aidable Refund	$90,000	$90,000	$0	0%
District Revenues	**66,437,839**	**69,666,454**	**$3,228,615**	**4.63%**
Total Revenues	**67,708,385**	**70,965,015**	**3,256,630**	**4.59%**

Waunakee Community School District

Fund 10 Expenditures

	2024-2025	2025-2026	$ Change	% Change
Expenditures:				
Personnel Costs: Salaries	$36,749,683	$38,911,403	$2,161,720	6%
Personnel Costs: Benefits	$12,048,294	$12,644,258	$595,964	5%
Salary & Benefits Totals	48,797,977	51,555,661	2,757,684	6%
Prairie School	$84,960	$84,960	$0	0%
Prairie School Common School Funds	$33,100	$33,100	$0	0%
Prairie School Bldg Fees	$2,550	$2,550	$0	0%
Heritage School	$85,920	$85,920	$0	0%
Heritage School Common School Funds	$34,602	$34,602	$0	0%
Heritage School Bldg Fees	$2,250	$2,250	$0	0%
Arboretum School	$69,600	$69,600	$0	0%
Arboretum School Common School Funds	$27,031	$27,031	$0	0%
Arboretum School Bldg Fees	$5,820	$5,820	$0	0%
Intermediate School	$122,100	$122,100	$0	0%
Intermediate School Common School Funds	$39,044	$39,044	$0	0%
Intermediate School Bldg Fees	$37,900	$37,900	$0	0%
Middle School	$139,440	$139,440	$0	0%
Middle School Common School Funds	$42,673	$42,673	$0	0%
Middle School Bldg Fees	$23,700	$23,700	$0	0%
High School	$387,150	$387,150	$0	0%
High School Common School Funds	$84,471	$84,471	$0	0%
High School Bldg Fees	$199,215	$199,215	$0	0%
Athletics	$376,602	$376,602	$0	0%
Athletics Fees	$71,000	$71,000	$0	0%
Building Totals	1,869,128	1,869,128	-	0%
Utilities	$1,126,923	$1,083,269	($43,654)	-4%
Maintenance	$716,990	$716,990	$0	0%
Maintenance Fees	$15,000	$15,000	$0	100%
Contingency Fund	$100,000	$100,000	$0	0%
Transportation	$1,528,381	$1,614,075	$85,694	6%
Technology	$715,329	$715,329	$0	0%
Technology Fees	$3,400	$3,400	$0	0%
Technology Erate	$0	$0	$0	#DIV/0!
Curriculum-Elementary Operations	$455,382	$455,382	$0	0%
Curriculum-Elementary Fees	$12,400	$12,400	$0	100%
Curriculum-4K Program	$913,400	$913,400	$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	$94,600	$94,600	$0	0%
Student Services-Operations	$73,184	$73,184	$0	0%
Student Services-District	$97,000	$97,000	$0	100%
Business Office	$447,336	$447,336	$0	0%
District Wide	1,987,541	1,982,262	($5,279)	0%
Summer School	$109,515	$109,515	$0	0%
Department Totals	8,978,231	9,014,992	36,761	0%

Fund 10 Expenditures (continued)

Common School Fund-District	$7,069	$7,069	$0	0%
Title 1 Public Grant	$96,184	$96,184	$0	0%
Title 1 Private Grant	$4,563	$4,563	$0	0%
Title 2 Grant (Public)	$40,907	$40,907	$0	0%
Title 2 Grant (Private)	$6,232	$6,232	$0	0%
Title 3 Grant	$17,205	$17,205	$0	0%
Title 4A Grant (Public)	$7,482	$7,482	$0	0%
Title 4A Grant (Private)	$2,518	$2,518	$0	0%
Peer Mentor Grant	$12,232	$12,232	$0	--
Perkins Grant	$19,354	$19,354	$0	0%
Federal Flow-Through	$141,000	$141,000	$0	0%
ARP Homeless Children/Youth	$0	$0	$0	--
AODA Grant	$25,000	$25,000	$0	0%
Career/Tech Ed Grant	$82,790	$82,790	$0	0%
Ed. Effectiveness Grant	$32,000	$32,000	$0	0%
Reading Readiness Grant	$0	$0	$0	0%
Grant Totals	$494,536	$494,536	-	0%
Transfer to Fund 27	$7,268,513	$7,721,229	$452,716	6%
Wellness Clinic	$300,000	$300,000	$0	--
Other Program Totals	$7,568,513	$8,021,229	452,716	6%
Total Expenditures	**$67,708,385**	**$70,955,546**	**$3,247,161**	**5%**
Rev-Exp	$0	$9,469	$9,469	100%
Beg Fund Balance	$7,481,181	$7,481,181	$0	0%
End Fund Balance	$7,481,181	$7,490,650	$9,469	0%

Overall considerations for Fund 10:

- The budget has a nominal positive balance for 2025-26.
- 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 2025 student count and a $325/student increase.
- The per pupil aid increase of $0/student.
- The state equalization aid certification estimate will be provided by the DPI on July 1.
- A general contingency of $100,000 is included in the budget.
- The personnel budget includes an inflationary salary increase of 2.95%, advancement on the district compensations systems, operational referendum classified staff pay adjustments, a 0% increase in dental rates, a 5% increase in health insurance rates, and FTE changes as presented on the next page. Final decisions on salary increases will be presented at the May board meeting.
- The 4K program budget will be adjusted based on actual enrollment from the fall of 2025.

Waunakee Community School District

Additional Positions

Building	Position	FTE
Prairie		
Heritage		
Arboretum		
Intermediate		
Middle School		
High School		
Special Ed	Special Education Paraeducator	1.00
	Occupational Thearapy	0.40
Student Services		
Athletics		
District		
Other Budget Requests	To Be Determined	
Total Additional Staffing		1.400
(Fund 10)		0.00
(Fund 27)		1.40
(Fund 80)		0.00

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.

	2024-2025	2024-2025	$ Change	% Change
Revenues:				
Arboretum School	$23,600	$23,600	$0	0%
Heritage School	$27,200	$27,200	$0	0%
Prairie School	$30,900	$30,900	$0	0%
Intermediate School	$8,600	$8,600	$0	0%
Joint Elementary PTO	$0	$0	$0	100%
Middle School	$29,940	$29,940	$0	0%
High School-Scholarships	$6,650	$6,650		
High School	$217,443	$217,443	$0	0%
Athletics	$362,400	$362,400	$0	0%
Superintendent	$0	$0	$0	0%
Business Office	$58,000	$58,000	$0	0%
Maintenance	$0	$0	$0	0%
Mentor	$54,300	$54,300	$0	0%
Student Services	$800	$800	$0	0%
Special Education	$41,000	$41,000	$0	0%
Total Revenues	$860,833	$860,833	$0	0%
Expenditures:				
Arboretum School	$32,600	$32,600	$0	0%
Heritage School	$22,200	$22,200	$0	0%
Prairie School	$51,550	$51,550	$0	0%
Intermediate School	$7,840	$7,840	$0	0%
Joint Elementary PTO	$0	$0	$0	100%
Middle School	$29,940	$29,940	$0	0%
High School - Scholarships	$29,750	$29,750		
High School	$159,433	$159,433	$0	0%
Athletics	$399,545	$399,545	$0	0%
Superintendent	$0	$0	$0	--
Business Office	$58,000	$58,000	$0	0%
Maintenance	$0	$0	$0	100%
Mentor	$53,300	$53,300	$0	100%
Student Services	$0	$0	$0	0%
Special Education	$20,850	$20,850	$0	0%
Total Expenditures	$865,008	$865,008	$0	0%
Rev – Exp:	($4,175)	($4,175)	$0	--
Beg Fund Balance	$1,241,189	$1,249,477	$8,288	1%
End Fund Balance	$1,249,477	$1,245,302	($4,175)	0%

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

Waunakee Community School District

Special Education Fund 27

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

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Federal Grant PS	$58,500	$58,500	$0	0%
Federal Grant FT	$975,048	$975,048	$0	0%
Grand Totals	$1,033,548	$1,033,548	$0	0%
State Aid	$3,400,000	$3,561,336	$161,336	5%
Transfer In Fund 10	$7,268,513	$7,721,229	$452,716	6.2%
High Cost Aid	$375,000	$375,000	$0	--
Medicaid	$200,000	$200,000	$0	0%
Transit of State Aid	$10,000	$10,000	$0	0%
Open Enrollment Tuition	$0	$0	$0	0%
State Transition Grant	$15,000	$15,000	$0	---
Other Revenue	$11,268,513	$11,882,565	$614,052	5%
Total Revenues	$12,302,061	$12,916,113	$614,052	5%
Expenditures:				
Federal Grant PS	$58,500	$58,500	$0	0%
Federal Grant FT	$975,048	$975,048	$0	0%
Grant Totals	$1,033,548	$1,033,548	$0	0%
Personnel Costs: Salaries	$7,964,195	$8,528,641	$564,446	7%
Personnel Costs: Benefits	$2,879,513	$3,000,585	$121,072	4%
Salary & Benefits Totals	$10,843,708	$11,529,226	$685,518	6%
Special Ed-Operations	$28,839	$28,839	$0	0%
Special Ed-District	$157,000	$157,000	$0	0%
Transportation	$228,966	$157,500	($71,466)	-31%
Medicaid	$10,000	$10,000	$0	0%
Program Totals	$424,805	$353,339	($71,466)	-17%
Total Expenditures	$12,302,061	$12,916,113	$614,052	5%
Rev – Exp:	$0	($0)	($0)	---
Beg Fund Balance	$0	$0	$0	---
End Fund Balance	$0	($0)	($0)	---

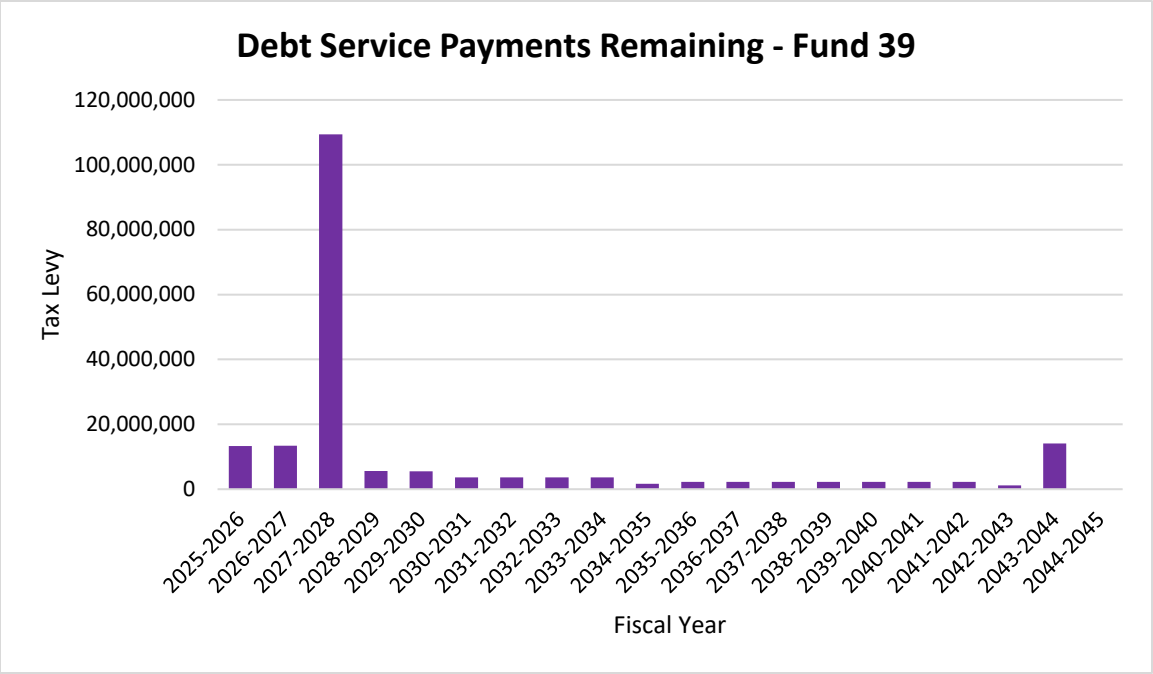
The personnel budget includes an inflationary salary increase of 2.95%, advancement on the district compensations systems, implementation of operational referendum classified staff pay adjustments, a 0% increase in dental rates, a 5% increase in health insurance rates, and FTE changes as presented on page 13.

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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Premium	$0	$0	$0	--
Refinancing	$0	$0	$0	--
Interest Earned	$200,000	$200,000	$0	0%
Property Taxes	$10,699,681	$10,940,424	$240,743	2%
Interest Rebate	$175,000	$175,000	$0	--
Transfer from Fund 49	$0	$461,735	$461,735	
Total Revenues:	$11,074,681	$11,777,159	$702,478	6%
Expenditures:				
Refinancing	$0	$0	$0	0%
Interest Owed	$5,847,433	$7,173,119	$1,325,686	23%
Principal Owed	$5,910,000	$6,165,000	$255,000	4%
Other Debts	$6,000	$6,000	$0	0%
Total Expenditures	$11,763,433	$13,344,119	$1,580,686	13%
Rev – Exp:	($688,752)	($1,566,960)	($878,208)	128%
Beg Fund Balance	$7,330,161	$6,641,409	($688,752)	-9%
End Fund Balance	$6,641,409	$5,074,449	($1,566,960)	-24%

The following graph and table reflects the future tax levies (7 borrowings) in this fund. The school board has approved four bond issues related to the November 2022 referendum. Interest earnings and interest rebate will be updated for the fourth draft of the budget.



FISCAL YEAR	AMOUNT DUE
2025-2026	13,338,119
2026-2027	13,424,719
2027-2028	**109,428,819**
2028-2029	5,571,919
2029-2030	5,538,325
2030-2031	3,650,850
2031-2032	3,653,225
2032-2033	3,650,875
2033-2034	3,651,088
2034-2035	1,683,700
2035-2036	2,272,575
2036-2037	2,272,175
2037-2038	2,274,775
2038-2039	2,275,175
2039-2040	2,278,375
2040-2041	2,279,175
2041-2042	2,282,575
2042-2043	1,128,375
2043-2044	14,095,844
2044-2045	0
TOTAL DUE	**$194,750,681**

The 2027-2028 amount includes bond anticipation notes that will be refinanced into long-term bonds at a time determined by the School Board.

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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Bond Proceeds	$66,020,000	$0	($66,020,000)	0%
Interest	$4,000,000	$1,500,000	($2,500,000)	-63%
Total Revenues	$70,020,000	$1,500,000	($68,520,000)	-98%
Expenditures:				
Heritage Elementary	$7,500,000	$0	($7,500,000)	100%
Middle School	$50,000,000	$49,000,000	($1,000,000)	100%
HS/TLC/District	$4,000,000	$0	($4,000,000)	100%
Districtwide Maintenance	$5,000,000	$2,000,000	($3,000,000)	100%
Transfer to Fund 39	$0	$461,735	$461,735	
Total Expenditures	$66,500,000	$51,461,735	($15,038,265)	--
Rev – Exp:	3,520,000.00	(49,961,735)	(53,481,735)	-1519%
Beg Fund Balance	101,487,266	49,961,735	(51,525,531)	--
End Fund Balance	$49,961,735	$0	($105,007,266)	-100%

The first draft of the budget has been updated to reflect the anticipated expenditures for the new Middle School and other districtwide projects. The district will likely have a small remaining balance as of June 30th, 2026.

Food Service Fund 50

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

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Milk Sales	$77,288	$77,288	$0	0%
Ala-Carte Sales	$1,077,040	$1,077,040	$0	0%
Lunch Sales-Students	$1,195,100	$1,195,100	$0	0%
Lunch Sales-Adults	$17,850	$17,850	$0	0%
Lunch-Dane County	$141,000	$141,000	$0	0%
Catering	$68,000	$68,000	$0	0%
Breakfast Sales	$28,858	$28,858	$0	0%
Madison Country Day	$216,410	$216,410	$0	100%
Westside Christian	$80,661	$80,661	$0	200%
Total Revenues	$2,902,207	$2,902,207	$0	0%
Expenditures:				
Contracted Services	$1,214,618	$1,214,618	$0	0%
Food Purchase	$1,444,198	$1,444,198	$0	0%
Other Supplies	$103,071	$103,071	$0	0%
Equipment Purchase	$25,000	$25,000	$0	0%
Software/Tech Costs	$60,000	$60,000	$0	0%
Personnel Costs	$40,000	$40,000	$0	0%
Total Expenditures	$2,886,887	$2,886,887	$0	0%
Rev-Exp:	$15,320	$15,320	$0	--
Beg Fund Balance	$0	$15,320	$15,320	--
End Fund Balance	$15,320	$30,640	$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 will be updated for the second draft of the budget in June based on School Board approval of the 2024-25 fees at the May Board meeting.

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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Interest – AUL Trust	$20,000	$20,000	$0	0%
Interest – HRA Trust	$500,000	$500,000	$0	0%
Employer Contributions - AUL	$0	$0	$0	100%
Employee Contributions – AUL	$7,000	$7,000	$0	0%
Employer Contributions – HRA	$525,000	$525,000	$0	0%
Employee Contributions – HRA	$0	$0	$0	--
Total Revenues	$1,052,000	$1,052,000	$0	0%
Expenditures:				
Disbursements – AUL	$600,000	$600,000	$0	0%
Disbursements – HRA	$450,000	$500,000	$50,000	11%
Disbursements - Implicit Rate	$76,000	$76,000	$0	0%
Total Expenditures	$1,126,000	$1,176,000	$50,000	4%
Rev – Exp:	($74,000)	($124,000)	($50,000)	68%
Beg Fund	$8,935,703	$8,811,703	($124,000)	-1%
End Fund	$8,811,703	$8,687,703	($124,000)	-1%

This budget will be updated in the final draft of the budget based on the final retirement benefits for the 2024-2025 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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
Property Taxes	$740,000	$996,300	$256,300	35%
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	$15,000	$15,000	$0	100%
Total Revenues	$958,700	$1,215,000	$256,300	27%
Expenditures:				
Community Education	$45,000	$50,000	$5,000	11%
Communications	$50,000	$55,000	$5,000	10%
Athletic Camps	$0	$0	$0	--
Middle School Clubs/Orgs	$100,000	$105,000	$5,000	--
Middle School Athletics	$195,000	$205,000	$10,000	5%
Community Ed/Swim	$160,000	$170,000	$10,000	6%
Maintenance	$50,000	$50,000	$0	0%
Public Safety	$100,000	$125,000	$25,000	25%
Police Liaison Officer	$40,000	$60,000	$20,000	50%
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	$150,000	$150,000	$0	0%
Utilities	$0	$100,000	$100,000	--
DataWrangler	$0	$16,800	$16,800	--
Total Expenditures	$1,018,200	$1,215,000	$196,800	19%
Rev – Exp:	($59,500)	$0	$59,500	--
Beg Fund Balance	$79,384	$19,884	($59,500)	-75%
End Fund Balance	$19,884	$19,884	$0	0%

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/clubs/organizations, Waunakee Community Cares Coalition Grant, and personnel costs not charged to the community through user fees. New for 2025-26: Utility costs for community use of school buildings and the software costs for managing this data and a second community school resource officer.

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.

	2024-2025	2025-2026	$ Change	% Change
Revenues:				
DCNTP	$202,463	$10,000	($192,463)	-95%
Mentor Grants	$0	$0	$0	---
Total Revenues	$202,463	$10,000	($192,463)	-95%
Expenditures:				
DCNTP	$202,463	$10,000	($192,463)	-95%
Mentor Grants	$0	$0	$0	---
Total Expenditures	$202,463	$10,000	($192,463)	-95%
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. The fiscal agent is moving to CESA 2. The only budget item is moving any remaining funds to CESA 2.

Waunakee Community School District - Distrito Escolar de la Comunidad de Waunakee
2025-2026 School Year Student Fees - Tarifas Estudiantiles para el Año Escolar 2025-2026

Elementary Schools / Escuelas Primarias	**2024-25**	**2025-26**	**% Increase /** aumento
Kindergarten-4th / Kíndergarten a 4°	$55.00	$70.00	27%
Milk / Leche	$0.50	$0.50	
Lunch / Almuerzo	$4.00	$4.00	
Breakfast / Desayuno	$1.50	$1.50	
Recorders / Flautas dulces	$7.00	$7.00	
Kindergarten Rest Mat / Colchoneta de descanso para kindergarten	N/A	$14.00 (if reusing one from past, not needed)	
Intermediate School / Escuela Intermedia	**2024-25**	**2025-26**	**% Increase /** aumento
5th-6th / 5° a 6°	$60.00	$70.00	16%
Percussion / Percusión	$50.00	$50.00	
Small Instrument / Instrumento pequeño	N/A	$100.00	
Large Instrument /Instrumento grande	$100.00	$150.00 - $200.00	50-100%
Milk / Leche	$0.50	$0.50	
Lunch / Almuerzo	$4.00	$4.00	
Breakfast / Desayuno	$1.50	$1.50	
Middle School / Escuela Media	**2024-25**	**2025-26**	**% Increase /** aumento
7th-8th / 7° a 8°	$70.00	$70.00	
Art 7th-8th / Arte 7° a 8°	$5.00	$5.00	
Tech. Ed–8th / Ed. Tec 8°	$5.00	$15.00	200%
Ag–8th / Ag. 8º	N/A	$5.00	
Gateway/Tech. – 8th / Portal/Tec 8°	$5.00	$5.00	

F/CE – 8th / F/CE 8°	$5.00	$25.00	400%
Co-Curricular Fee / Tarifa co-curricular	$40.00	$40.00/season/temporada	
Football Equip. Fee / Tarifa equipo de fútbol americano	$25.00	$50.00	100%
Locks / Candados	$8.00	$9.00	12.5%
Assignment Notebook / Cuaderno de tareas	$5.00	$5.00	
Percussion / Percusión	$50.00	$50.00	
Small Instrument / Instrumento pequeño	N/A	$100.00	
Large Instrument / Instrumento grande	$100.00	$150.00 - $200.00	50-100%
Milk / Leche	$0.50	$0.50	
Breakfast / Desayuno	$1.75	$1.75	
Lunch Meal Deal / Oferta del almuerzo	$5.00	$5.00	
High School / Preparatoria	**2024-25**	**2025-26**	**% Increase /** aumento
9th-12th / 9° a 12°	$60.00	$70.00	16%
2D & 3D Art Foundations / Fundamentos del Arte 2D y 3D	$10.00	$10.00	
Advanced 2D & 3D Art / Arte Avanzado 2D y 3D	$10.00	$10.00	
Band Uniform / Uniforme de banda	$10.00	$10.00	
Ceramics / Cerámica	$10.00	$10.00	
Art Metals / Arte con Metales	$10.00	$10.00	
Drawing/Printmaking - Dibujo/Grabado	$10.00	$10.00	
Advanced Art Workshop / Arte Avanzado	$10.00	$10.00	
Painting / Pintura	$10.00	$10.00	
Photography / Fotografía	$10.00	$10.00	

Textiles / Tejidos	$10.00	$10.00	
Tech. Ed. Metals / Ed. Tec. Metales	$20.00	$20.00	
Tech. Ed. Home/Auto / Ed. Tec. Hogar/Auto	$10.00	$10.00	
Woods I & Woods II / Maderas I y Maderas II	N/A	$40.00	
Construction I & Construction II / Construcción I y Construcción II	N/A	$25.00	
F/CE Foods Courses / Cursos de comida F/CE	$40.00	$50.00	25%
AP US History / Historia de los EEUU AP	$21.95	$21.95	
Tech Ed IDEA & BIG IDEA / Ed. Tec. IDEA y BIG IDEA	$25.00	$25.00	
Lunch Meal Deal / Oferta del almuerzo	$5.00	$5.00	
Milk / Leche	$0.50	$0.50	
Tech. Ed. Woods and F/CE individual project supplies provided by students Los suministros para proyectos individuales de Ed. Tec. Maderas y F/CE son proporcionados por los estudiantes			
Co-Curricular / Co-curricular	$75.00	$85.00/season/temporada	
Football Equipment Fee / Tarifa de equipamiento para fútbol americano	$35.00	$50.00	43%
Golf Course Rental Fee / Tarifa por el alquiler del campo de golf	N/A	$20.00	
HS Football Player Optional Helmet Purchase Program / Programa opcional de compra de casco para jugador de fútbol americano de la preparatoria	$295.00	$295.00	
Driver's Education / Educación del conductor	(Fees set by CESA 2) / (Tarifas establecidas por CESA 2)	(Fees set by CESA 2) / (Tarifas establecidas por CESA 2)	

Parking Fee / Tarifa por estacionamiento	$50.00	$50.00	
Locks / Candados	$8.00	$8.00	
Percussion / Percusión	$50.00	$50.00	
Solo & Ensemble / Solo y Conjunto	$35.00	$35.00	
Large Instruments / Instrumentos grandes	$100.00	$150.00 - $200.00	50-100%
Small Instrument / Instrumento pequeño	N/A	$100.00	

Note: Students eligible for free/reduced meals are not charged any school district fees if the DPI waiver form is signed.
Nota: No se le cobra ninguna tarifa del distrito escolar a los estudiantes que califican para las comidas gratuitas/a precio reducido si el formulario de exención del DPI está firmado.

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

Pool Rental

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

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

*Plus Lifeguard wages

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

Membership Type	***Resident***	***Non-Resident***
Individual Membership	$60.00	72.00
Family Membership	$120.00	144.00
Senior Membership *NEW* *	$54	$65

**** 55 years of age and above***

WAUNAKEE
COMMUNITY HIGH SCHOOL

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

Athletics Office

Agenda Item: 2025-26 Facility Use Fees

Background Information: Each year, the athletic department reviews the facility use fees schedule to determine if changes are needed to the rates for our building rentals. We examine local districts and others in Wisconsin with similar sizes to Waunakee to make sure we are staying competitive.

The following changes have been:

- Group 2 and Group 3 had a $10 increase in rental rates for gymnasiums, baseball diamonds, softball diamonds, grass practice fields, and the wrestling room.
- The fieldhouse rental rate was increased by $50 for Group 3.
- Group 2 and Group 3 had a $10 increase for the WCHS commons, WIS commons, and specialized classrooms.
- A $50/hour charge was created for any use of outdoor field lights. This did not exist previously.
- A $10 flat fee charge was created for microphone, scoreboards, or sound equipment use (per item). This did not exist previously.
- A $40 application fee was created for any groups from outside of Dane County and/or for groups that are for-profit (Group 5). This will be added on an invoice, following an event.

Administrative Recommendation: To approve the recommendation of 2025-26 facility use fee schedule as presented.

Board Action Requested: The following motion would be in order: “Move to approve the 2025-26 facility use fee schedule as presented.”

Fiscal Note: These increases help us remain competitive for the rental of our facilities in comparison to other districts.

Waunakee Community School District
Facilities Use Fees Schedule

Group 1 - Fees Waived	Group 2*	Group 3*	Group 4	Group 5
Facility Use Application Fee: A facility use application will cover no more than a six month period of time July 1 to December 31 or January 1 to June 30.	$0.00	$0.00	$0.00	$40.00
Aquatic Center				
See Attached Rental Fee Schedule				
Performing Arts Center				
See Attached Rental Fee Schedule				
Gymnasiums & Athletic Fields (ALL RATES ARE PER DAY UNLESS OTHERWISE NOTED)				
Fieldhouse & Int. School Lax Fields	$200.00	$300.00	$400.00	$500.00
Warrior Stadium & Warrior Pitch (Hourly)	$100.00	$125.00	$150.00	$175.00
Gymnasium	$70.00	$90.00	$150.00	$200.00
Baseball & Softball Diamonds	$70.00	$90.00	$150.00	$200.00
Grass Practice Fields	$70.00	$90.00	$150.00	$200.00
Wrestling Rooms	$50.00	$60.00	$90.00	$160.00
School Facilities				
WIS Cafeteria & WCHS Commons	$70.00	$90.00	$150.00	$200.00
General Classroom & Conference Room	$25.00	$30.00	$35.00	$50.00
Specialized Classroom	$70.00	$90.00	$150.00	$200.00
Additional Labor Charges (per hour and if needed)				
Set-up & Take-down (outside normal hours)	$45.00/hour			
Field Prep & Lining	$45.00/hour			
Custodial Supply Charge	$40.00	$40.00	$40.00	$50.00
Additional Equipment Charges				
Field Lights	$50.00/hour			
Microphone, Scoreboard, Sound Equipment	$10.00/flat fee			

**FEES ARE CHARGED WHEN ADMISSION FEE IS CHARGED TO SPECTATORS/AUDIENCES*

WCSD Group Classifications

Group 1	**WCSD SCHOOL SPONSORED ACTIVITIES:** All school sponsored activities approved by the building principal shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school sponsored events, activities or practices during times when the school's custodial staff is normally on duty. A school employee must be present for all school sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the Athletic Director.
Group 2	**WCSD SCHOOL AFFILIATED GROUPS:** School affiliated groups include: Parent Teacher Organizations (PTO's), Booster Organizations, Village Recreation Department, Friends of Waunakee Performing Arts, Local Educational Foundations.
Group 3	**DESIGNATED RESIDENT NONPROFIT GROUPS/ORGANIZATION FEDERAL, STATE OR LOCAL GOVERNMENTAL (NON-EDUCATIONAL)AGENCIES:** Designated resident nonprofit groups/organizations include: A. Recognized civic youth groups which include a majority (80%) of District students (examples: Boy Scouts, Girl Scouts, Cub Scouts, 4H, etc.). The District may request a copy of the roster to verify status. B. Recognized resident youth athletic groups/organizations which include a majority (80%) of District students (examples: Waunakee Area Soccer Club, Tri-County/BDL Basketball, Traveling Softball Program, Legion Baseball Program, Waunakee Youth Wrestling, Waunakee Youth Lacrosse Club, Waunakee Youth Football, Waunakee Youth Hockey, Waunakee Wave Swim Club). The District may request a copy of the roster to verify status. C. Local community service organizations (examples: Rotary, Lions/Leos, Jaycees, Optimists, etc.) D. Waunakee Chamber of Commerce E. Waunakee Public Library F. Resident Neighborhood/Condominium Associations G. Resident Home Talent League Baseball Teams H. Waunakee Community Band I. Waunakee Public Post-Secondary Educational Institutions (i.e. University of Wisconsin System, Madison College)
Group 4	**WCSD RESIDENT INDIVIDUALS, SCHOOLS,OR OTHER NON-PROFIT GROUPS/ORGANIZATIONS LOCATED IN DANE COUNTY** Non-profit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Services (IRS). The District may request a copy of the appropriate documentation to verify nonprofit status.
Group 5	**WCSD RESIDENT FOR PROFIT ENTITIES, OR NON-PROFIT GROUPS/ORGANIZATIONS OR SCHOOLS LOCATED OUTSIDE OF DANE COUNTY**

WCSD Facilities
User Group Expectations

- ★ Reserve the facilities at least 48 hours in advance through the WCSD Athletic Office (849-2103) or at https://shorturl.at/jmnu0.
    - Be as specific as possible on needs you may have in terms of set-up so that things such as tables, chairs, garbage cans, etc. can be made available prior to the event.

- ★ Complete/Submit necessary paperwork that will include a Waiver Damage Form and a Certificate of Insurance which is required.

- ★ For events/activities where children are involved,there will be a custodian on duty. They are there to assist during the events, but will also have other work responsibilities to attend to.

- ★ District Gymnasiums can be rented for half days at a rate of 50% of the daily fee.

- ★ During an event and at the completion of the event, please assist in cleaning up the areas that are being used.

- ★ Immediately report any damage that may take place.

- ★ WCSD provides supervision for school sponsored events only. There is no supervision of children done by school staff for non-school sponsored events/activities. All participants and spectators should remain in the areas designated for the event.

- ★ Small children must be supervised and not allowed to roam around school facilities unsupervised. If children are left unsupervised around the school

Waunakee School District
Performing Arts Spaces
Rental Fee Chart

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

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

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

Waunakee Community School District

The Role of Continuous Improvement Planning Teams to Leverage Higher Student Outcomes

Continuous improvement is essential work to ensure that every school is a thriving school that prepares every student to be college, career, and community ready. To move this vision to reality, there must be systems in place to enact change, monitor progress, and celebrate our success.

Continuous Improvement Teams (CITs) will play a critical role in this process. These teams will be more than operational communicators. Our CITs will perform several important functions within our schools to help us reach Board approved district achievement goals. The expectations are as follows:

- First and foremost, create the School Improvement Plan (SIP), the driving force behind the district's theory of action and building upon our previous work. Created by the team in consultation with the staff, and district office, the SIP is an annual plan that defines what the school will focus on to take its practice and performance to the next level for the upcoming and future school years.

- CITs will receive ongoing professional development to build leadership capacity to develop, implement, monitor, and adjust the SIP.

- CITs will work with district office leadership to ensure the execution of the strategies outlined in the SIP.

- Successfully implementing the SIP involves CITs having explicit conversations around high yield impact strategies to impact academic achievement.

- CITs should also be a model PLC or team so that they can use those strategies and skills to support other teams at their school. CITs will meet twice a month as determined by the team for a total minimum of 3 hours. A stipend will be provided to support your work on our CIT's.

- CITs in collaboration with the Educational Services Team sets the tone for use of data and problem-solving at each school site. The teams will use data to inform the development of the SIP and to monitor implementation and outcomes throughout the year. They should also serve as a model for effective data use, analysis, and action planning for other school teams. Your leadership does matter and improved student outcomes will increase because of your efforts.

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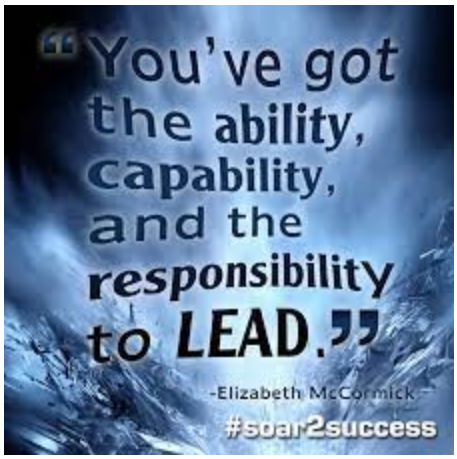

Defining CIT Roles & Responsibilities

Purpose
Each team member has the responsibility to contribute positively to the progress of the SIPT. To maximize the positive impact, effectiveness, and efficiency of the group, team members must know and understand one another's roles and responsibilities

CIT members are responsible for advancing the mission and vision of the district/school to ensure that all students are college, career, and community life ready. As such, team composition should reflect the needs of the school and every effort should be made for CITs to be representative of the school's student body. Your CITL (Continuous Improvement Team Leader) will review this expectations sheet so members can understand their roles.

How to Use
As a team, discuss the roles in the tool listed below and their associated responsibilities. Every CIT needs one person serving in each role, and that person can be anyone on the CIT. All members of the team are engaged participants. This means that as a team member, you agree to adhere to working agreements and group norms, seek and provide data as needed, contribute positively to group outcomes, clarify the decision-making process, and balance participation.

The principal has a unique role on the CIT, which includes:

- Providing overall school improvement leadership to the ongoing development of the CIPT, including the recommendation of team members to district leadership
- Ensuring the focus and quality of the team's work and monitoring the implementation of decisions, paying particular attention to the effects of decision making for all students
- Providing clarity about the decision-making process, the level of authority of the team, and the communication to all staff
- Developing group member facilitative leadership skills, seeing that meeting work follow-through occurs, and working with the facilitator to employ good group processes
- Providing group members with training and professional learning so that all members are able to facilitate difficult conversations, analyze data and ensuring that the meeting the needs of all learners vision "lives" in our schools

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- Asserting key ideas, challenging potential "groupthink" tendencies, and clearly stating "non-negotiables" for the school

As such, the principal should not take on any of the roles listed below:

Role	Description
Recorder	Records basic ideas and documents decisions and actions as facilitator paraphrases. Records publicly so the group can see running notes.
Timekeeper	Monitors time spent on each agenda item and signals group when running over and nearing the end of the meeting.
Facilitator	Remains neutral to content and clarifies role when switching to advocate. Keeps the group on task. Directs processes. Encourages balanced participation. Protects participants and ideas from attack. Contributes to agenda planning and ensure an agenda is set prior to each meeting.
Data Point Person/Team	Uses WiseDash Local Data Dashboard, NextPath, common formative assessments and other data tools to support the work of school and teacher teams. Compiles data and provides preliminary analysis to team members prior to team meetings. Is familiar with assessment tools and student data including assessment results, attendance, and behavior. Disaggregates data so that the progress of all students can be monitored and accelerated. Supports other users with assessment literacy. Supports teacher teams in their use of data. Works with district office staff to identify user-friendly reports. Provides insight to members of the Educational Services Team regarding professional development needs aligned with data literacy as a tool to impact and increase outcomes for all students.
External Communicator	Shares monthly updates with school faculty and with other Professional Learning Community work to support the implementation of the school's SIP. Communicates with staff, families, and school community in a culturally and linguistically competent way to share progress and celebrate results.

Continuous Improvement Teams will begin meeting in the month of September 2 x's per month on designated days as agreed upon by the team. Creating a calendar in advance for the entire school year is recommended. Each team will meet 3 hours per month.

Members of continuous improvement teams will be identified no later than August 29, 2025. Each school team should make a copy of this document, label it with the school's name and complete the chart below once the composition of school teams have been determined.

Continuous Improvement Teams will implement research based instructional and/or behavioral strategies. .

Responding to PLC questions should also be a part of the discussion.
What do we want students to know and learn? **(Standards)**
How are we going to know when they have learned it? **(Formative Assessments)**
What are we going to do when they have not learned the standard? **(Differentiation/Intervention)**

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What are we going to do when they learn the standard? **(Enrichment)**

A maximum of 10 people can be a part of the team and will receive a stipend of $1,000 to participate.

Participants of continuous improvement teams may be asked to report results at Cabinet and/or Board meetings.

Each school will implement a continuous improvement team for the 25-26 school year. This work will be supported by Central Office administrators in areas that are applicable to each Director's work. For example, budget questions should be directed to Steve Summers or Allie Newton; instructional support Amy Johnson for K-6, Tim Schellfor 7-12, Lisa Jondle, Student Services and Tiffany Loken, Special Education.

Continuous Improvement Team Members

Employee Name	Role/Content Area	Grade Level	Role on CIT	

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Career & Technical Education Coordinator Administrative Assistant
(Youth Apprenticeship Support)

Estimated hours per week may vary from 20 hours to 25 hours to directly support expanding roles associated with Youth Apprenticeship Support for the Career & Technical Education (CTE) Coordinator. This administrative support is to provide direct support to the CTEC for the growing Youth Apprenticeship program and increased operational needs due to the dissolution of the Dane County School Consortium and their previous operational support that will no longer be available. The following is a list of duties that range from general CTE administration tasks to collaborative support to facilitate the expanding number of Youth Apprenticeship positions.

- ★ **January - March:**
  - Gather state required data on ~250+ WCSD graduates (CTE Concentrators) one year after graduation, including but not limited to, outreach to students and families to determine Current Educational Status (Post-Secondary, Other Training, Not Enrolled) and Current Employment Status (Employed, Military, Volunteer, Unemployed, Not Pursuing Work). Outreach would include development and distribution of surveys, phone calls to families/students, and other alternative means of gathering data to attain at least the minimum of an 80% response rate.
  - Verify Youth Apprenticeship applications are completed in full and follow up with families for any missing information such as letters of recommendation or incomplete applications. Monitor status of applicants through the application process and schedule interviews with the CTE Coordinator.
- ★ **April - October:**
  - Submit all required Youth Apprenticeship Department of Workforce Development documents to the Workforce Development Board of South Central Wisconsin or CBasers Database (i.e. training agreements, end-of-program checklists, and facilitate the submission of additional documentation for special student populations who qualify for additional services). Additionally, assist students when needed with the enrollment process for offsite related coursework and implementation of schedule recommendations with a student's school counselor.
- ★ **October - December:**
  - Utilize developing CTE criteria to designate in Infinite Campus the career pathway concentration area (2 or more courses in a program area) for junior and senior students.
  - Additionally, assist with designating student level data in Infinite Campus if they have completed any certificate credentials or work-based learning program such as youth apprenticeship/career internship/school-based-enterprise (school store), or completed a technical certificate/diploma. CTE Coordinator would continue to be the primary contact to direct coding and analyze error codes in state reporting.
- ★ **Ongoing:**
  - Prepare and track documents for digital signature distribution using DocHub or comparable service (JobReady360). Approximately 150 to 200 deliveries per year.

- Assist in the coordination of evaluation meetings for all Youth Apprenticeship students (scheduling, confirmations) for the CTEC.
- Prepare employer packets for in-person meetings.
- Post community employment/volunteer opportunities to the WCSD job board and maintain a database of community organization contacts.
- Utilize initial screening materials to assist in directing employers, students and staff to points of contact for Youth Apprenticeship, career internship, or other alternative education work-based learning programs.
- Assist with data collection for various initiatives such as Youth Apprenticeship, Redefining Ready, and Perkins Grant reporting.

★ **Periodic:**

- Update annual WCSD family correspondence and school media promotions such as Youth Apprenticeship, CTE program participation, and supplemental training program opportunities. Additionally, assist with direct follow-up email correspondence with families who are seeking clarifications on process and procedures.

★ **Other areas for consideration:**

- Assist with community outreach to support various academic and career planning activities in the district. This may include but would not be limited to facilitating the expansion of career-based learning connections with all academic areas (e.g. classroom speakers, community/career-related projects, student organization service learning, company tours, etc.).
- Assist with communication with staff about professional development opportunities related to academic and career planning.
- Process the receipt of Start College Now Applications and correspondence with colleges about student enrollments. CTE Coordinator or other administrative team members would remain as the primary point of contact for post-secondary collaboration and be the authorized signature to approve applications.

Youth Apprenticeship Grant
Contractor Monthly Expense & Matching Fund Report

Enter Total # Students:	85	**SUBMITTED AT**
$1,100/student	$93,500.00	**MAX AMOUNT**
5% Admin Fee to WDBSCW	-$4,675.00	**ALLOWED**
Equals Total Contract Amount:	$88,825.00	**$1100/STUDENT**

Initial submission
to WDBSCW for grant proposal
Actual allocation announced in May

School District: Waunakee
Period of: 07/01/25 - 06/30/26

***Matching funds and Source must be indicated.**

**All Orange Highlight Areas Need to be Completed

				Current Budget 07/01/25 - 06/30/26	Modification (Leave Blank)	Total Budget	Explanation / Notes	Monthly Matching Funds	Total Mathing Funds Year To Date	Matching Fund Source	Explaination / Notes
	YA Coordinator Costs										
A	**Salaries**	*YA Support*		50,000.00		50,000.00					
B	**Fringe**	*YA Support*		10,525.00		10,525.00			-	Carl Perkins Funds	
C	**Travel**	*Coord Mileage*		3,000.00		3,000.00			-	Industry Support, local foundations, other grants	
D	**Other: (Itemize Below)**			0.00		-			49,951.56	In-Kind, WCSD	***MICHELLE MCGLYNN, CTEC, 50% Salary for direct YA Coordination and Support***
	Office supplies: Copies, paper, ink			0.00		-			21,757.68	In-Kind, WCSD	***MICHELLE MCGLYNN, CTEC, 50% Fringe for direct YA Coordination and Support***
						-			-	Act 59 Funds	
						-			-	5% FTE Each District	
	Total YA Coordinator Costs			63,525.00		63,525.00					
	Student Costs										
E	**Instructional Material & Supplies**	*Texts, OSHA*		1,000.00		1,000.00					
F	**Student Recruiting Costs**			0.00		-			-		
G	**School Based Coordinators**			0.00		-			-		
H	**Other: (Itemize Below)**			23,300.00		23,300.00			-		
	Contracted instructors		7,000.00			-					
	JobReady360 Software		1,800.00			-					
	Nursing Assistant Courses		14,500.00			-					
	Total Student Costs			24,300.00		24,300.00			-		
	Employer Costs										
I	**Mentor/Training/Meetings**			0.00		-					
J	**Employer Marketing/Recruiting**			1,000.00		1,000.00					
K	**Other: (Itemize Below)**			0.00		-					
						-					
						-					
						-					
	Total Emloyer Costs			1,000.00		1,000.00					
L	Total Costs (Sum of A-K)			88,825.00		88,825.00		-	71,709.24		

Note: Other expenses should be itemized

April 29, 2025

Mr. Steve Summers
Business Manager
Waunakee Community School District
101 School Drive
Waunakee, WI 53597

Dear Steve,

Enclosed is our proposed food service budget for the 2025-2026 school year. We have built the budget using current meal prices and monthly averages for participation and costs. All indications are that food prices will remain high through 2025 and into next year. Although there is the possibility of higher prices for products that come from outside the US, we have planned food costs at the current rate. As we discussed, with the economic uncertainty in the marketplace, holding meal prices will hopefully help preserve participation. Consequently, this proposed budget does not include any price increases at this time.

It is also based on the following:

Elementary and Intermediate students will continue to pay a set price for a complete breakfast or lunch. The meal will continue to include an entrée plus the fruit and vegetables, milk, and side items listed on the monthly menu. Version A is based on an Elementary lunch price of $4.00. Elementary Breakfast is priced at $1.50. Secondary complete breakfast is priced at $1.75.

We will continue to offer the "meal deal" that allows middle and high school students to choose a customized meal made up of an entrée, two sides and a carton of milk or bottled water for a set price. Students approved for free meals can also choose from the meal deal menu. The Meal Deal is budgeted at $5.00.

We have included the planned Premium Meal stations including the Creation Station and Chef Station as meals on the budget. A Price of $6.00 for those stations is planned, and we'll continue to offer free students those options as well. At the Intermediate School, those stations are scaled to their age group, and will be sold for $5.00 again next year.

We have planned to provide 110 breakfasts and 277 lunches per day to students who qualify for free or reduced priced meals, at no cost to the families.

Version A projects Ala Carte sales of $978,109 over 170 school days. Ala Carte Sales will include snacks, beverages and entrees sold as ala carte. Another $10,965 is budgeted for selling extra cartons of milk to students at the price of $.50.

Adults will continue to have the option to purchase any meal or item sold to students at the same price.

We have included $77,350 in revenue from cartons of milk served for the morning milk break at a price of $.50.

Catering Sales are projected at $55,250 for the year. We will continue to work with you on providing a sustainable catering program that benefits the food program and provides excellent service for your school functions. With Renee's experience in catering and our full-time chef, we can provide whatever level of food service that is needed for any size event.

Revenue of $180,540 is included for meals sold to Madison Country Day School based on current participation and ala carte sales. The billed meal price is planned to remain at the current rate of $6.70.

The partnership with Westside Christian School is planned to generate additional revenues of $86,071 based on the billed meal price of $4.20.

High Point Christian will also begin a partnership with the district beginning this August and will generate an estimated $77,429 in revenue for the food service program.

Sales of $119,868 are included from serving the Waunakee Senior Center year-round. This is based on current pricing and participation.

We have budgeted Taher labor including our Food Service Director, Chef, Lead Cooks, Driver, Office Support, and Hourly employees with projected wages and benefits. We have made adjustments to improve productivity as wages continue to rise and we will continue to modify job duties accordingly.

We have included district paid expenses of $125,000 as listed on the budget summary.

Our G & A and Management Fees have been increased by the CPI for food away from home of 3.0%.

Version A with current meal prices has a planned surplus of $6,367. We will send a copy of our Operating Report to you monthly to monitor the financial results of the program. Renee can review those results during your scheduled meetings, and I will attend quarterly at a minimum.

If you have any questions or need additional information after you have reviewed the budget, please let me know. We appreciate the support and long-standing partnership with the Waunakee School District and are looking forward to working with you in the 2025-26 school year.

Sincerely,
TAHER INC.

Jim Madden
Regional Vice President of Operations

Cc. Alexandra Dye]
Renee Pickard

WAUNAKEE

PROJECTED OPERATING BUDGET--FOOD SERVICE

2025-2026 Version: VERSION A CURRENT PRICES

Days of Service: 170 days

			Prices
	Elementary Breakfast	$	1.50
	Secondary Breakfast	$	1.75
	Elementary Lunch	$	4.00
	Meal Deal 7-12	$	5.00
	Creation, Chef Intermediate	$	5.00
	Creation, Chef Grades 7-12	$	6.00
	Free Meals	$	-
	Reduced Priced Meals	$	-
	Adult Lunch:	$	5.00
	Milk:	$	0.50
REVENUE			
CASH:	Breakfast	$	32,937.50
	Lunch	$	1,155,320.00
	Adult Lunch	$	17,850.00
	A La Carte	$	978,108.60
	Milk Service	$	88,315.00
	Catering	$	55,250.00
	MCDS	$	180,540.00
	High Point Christian	$	77,429.90
	Westide Christian	$	86,077.80
	Senior Dining	$	119,868.00
GRAND TOTAL REVENUE		**$**	**2,791,696.80**
EXPENSES			
	Food and Milk	$	1,328,367.76
	Payroll/Related-Taher	$	1,154,138.71
	Management Fee	$	31,520.10
	General & Admin. Fee	$	58,055.60
	Other Supplies	$	88,247.35
	SUBTOTAL	$	2,660,329.51
CLIENT EXPENSES			
	Custodial	$	40,000.00
	Equipment	$	25,000.00
	Software	$	20,000.00
	Technology	$	40,000.00
	SUBTOTAL	$	125,000.00
TOTAL ALL EXPENSES		**$**	**2,785,329.51**
NET REVENUE LESS EXPENSES		**$**	**6,367.29**

Minutes of Facility Committee Meeting

The Board of Education
Waunakee Community School District

A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, May 6, 2025, 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, Heinrichs
Also Present: Brown, Summers, Cramer, Bauer, Lauderdale, Blackburn, Schell, and Newton

III. **APPROVE AGENDA**
A motion was made by Frey, 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. **NEW MIDDLE SCHOOL**
Summers presented and answered questions regarding the update on the schedule and finances for the Middle School project. Summers shared that administration will request a review of scope changes for the outdoor facilities at the June committee meeting.

VI. **APPROVAL OF CAPITAL MAINTENANCE REQUESTS**
Summers reviewed the capital maintenance contingency tracker. The project savings amount was updated due to incorporating high school project savings.

A. Branding Projects
Summers presented and answered questions regarding the discussion on branding projects. The facility committee did not move these projects forward in April and requested additional discussion. A motion was made by Heinrichs, second by Frey, to recommend that the full board consider this list as presented, with additional information about repurposing the wrestling mats. Motion carried 3-0.

B. Districtwide Capital Maintenance Projects
Summers presented and answered questions regarding the additional districtwide maintenance projects. The requested capital projects were shared in Boardbook. Summers also shared information regarding the proposal from Roxanne Johnson/TADI for an evaluation of the high school campus for September 1, 2026. The committee requested a special full board meeting to discuss the HS/MS campus planning before approving the proposal.

VII. **FUTURE MEETINGS -**NA

VIII. **ADJOURN**
A motion was made by Frey, second by Heinrichs, to adjourn the meeting at 8:23am. Motion carried 3-0.

2025 Remaining Branding Items

		Quote
Diving Block Platforms		$ 23,771.36
Mats and Rugs at High School *		$ 22,910.00
Signs around District (Tennis and Stadium)		$ 3,870.00
Stadium Scoreboard W		$ 4,165.00
Wrestling Wall Signs		$ 1,900.00
Wrestling Wall Mat Logos		$ 1,800.00
Trophy Case Wrap		$ 4,300.00
Travel and Install for Wrestling and Trophy Case		$ 2,500.00
Wrestling Mats		$ 15,000.00
Bleacher Side Curtains		$ 10,000.00
Pride Stone		$ 5,000.00
Total		**$ 95,216.36**

* May be adjusted

Description and Location	Initial Priority Notes	Cost	Category	Inital Round Projection	Last Phase	LAST PHASE QUOTE	Progress	Completed	Notes
"Welcome to Warrior Stadium" sign - facing Century	A	$500.00	Athletics	Round 1			X	X	$875
"Waunakee Baseball" (facing Century Ave) - logo	A	$3,000.00	Athletics	Round 2			X	X	2024
Fieldhouse Chairs	A	$9,100.00	Athletics	Round 2				X	
Wall Side Panels - Old Gym (total - 2) H&B Specalized Products	A	$4,200.00	Athletics	Round 1			X	X	$8,690
Student Section Flag	A	$339.00	Athletics	Round 1			X	X	Athletics
Old Gym - Gymnastics Record Boards	B	$4,000.00	Athletics	Round 2			X		
Ripp Park (Signs - Tennis)/8 total	A	$5,000.00	Athletics	Round 2	X	$1,715.00			
High School Wrestling Room - stairwell wall painting	A	$500.00	Athletics	Round 2			X	X	
High School Wrestling Room - record boards (girls and boys)	A	$2,000.00	Athletics	Round 2	X	$2,000.00			
High School Wrestling Room - logo side mats	A	$2,000.00	Athletics	Round 2	X	$1,800.00			
High School Branded Wrestling Room - install	A	$2,000.00	Athletics	Round 2	X	$2,000.00			
High School Trophy Case Wall (front entrance of the HS Fieldhouse)	A	$4,300.00	High School	Round 2	X	$4,300.00			
Football Helmet Stickers	A	$1,200.00	Athletics	Round 1				X	$1,237
Welcome sign at Bethel Circle	A	$500.00	Bethel Circle	Round 1				X	$292.50
Business Letterhead	A	$1,000.00	District	Round 1				X	
Business Envelopes	A	$0.00	District	Round 1				X	
Business Labels - Design	A	$0.00	District	Round 1				X	
Business Cards	A	$0.00	District	Round 1				X	
Social Media Graphics	A	$0.00	District	Round 1				X	
Website Graphics/Header/Images	A	$0.00	District	Round 1				X	
Employee Badge Template	A	$0.00	District	Round 1				X	
District Maintenance Vehicles (total-8, 16 total sides), $150/vehicle	A	$1,200.00	District	Round 1				X	HG
District Vehicles (total - 2) Special Education Vans	A	$300.00	District	Round 1				X	HG
District Maintenance Trailer	A	$850.00	District	Round 1				X	
IT - logos for apps, etc. (Destiny, SeeSaw)	A	$0.00	District	Round 1				X	
Staff Gifts/Apparel - end of the year + back to school 2022/23	A	$12,000.00	District	Round 1				X	Foundation
District Mission Statement Signs - each school	A	$3,500.00	District	Round 2					
District Office - wall logo at front desk	A	$500.00	District	Round 1				X	Kayla
Wall Logo - Swimming Pool	A	$300.00	Facility/Maintenance	Round 2				X	Kayla

Fence (spear metal tops) - Warrior Stadium/High School	A	$0.00	Facility/Maintenance	Round 1				X	Needs repair or seal taken off gate entrance
Fence (Waunakee logo) - Warrior Stadium/High School	A	$0.00	Facility/Maintenance	Round 1				X	
Digital HS Sign (facing Century Ave) - logo on panel	A	$10,000.00	High School	Round 2				X	Approved 9/11
HS Sign (facing South Street)	A/B	$10,000.00	High School	Round 2				X	Approved 9/11
Office Logo - High School	A	$250.00	High School	Round 1				X	Kayla
High School - Large Rugs and Mats/Indoor and Outdoor/Field House and Office	A	$25,000.00	High School		X	$22,910.00			
School Store Sign - High School Pyramid Entrance	A	$500.00	High School	Round 1				X	
School Store Sign - Outside of Store Wall (Innovation Center?)	A	$100.00	High School	Round 1				X	
Warrior Stadium Donor Sign (Logo)	A	$1,000.00	High School	Round 1				X	
Pads at Intermediate School with New Logo	B	$0.00	Intermediate School	Round 1				X	Donation from Suttle Straus
Door wraps - High School Fieldhouse/Old Gym Entrance (total - 11)	A	$3,500.00	High School	Round 1				X	$3,125
Gym at Middle School	B		Middle School	Round 2				X	Summer of 2023
Soccer ScoreBoard - outdoor (Boosters)	B	TBD	Athletics	Round 2				X	
Scoretable - Fieldhouse	B	$10,000.00	Athletics	Round 2				X	6,000
Soccer Field Scoreboard - Sign	B	TBD	Athletics	Round 2				X	
Scoreboard - Middle School Gym	B	TBD	Athletics	Round 2				X	
Scoreboard - Fieldhouse	B	TBD	Athletics	Round 2				X	
Scoreboard - Baseball (JV and Varsity)	B	TBD	Athletics	Round 2				X	
Scoreboard - Softball (JV and Varsity)	B	TBD	Athletics	Round 2				X	
Scoreboard - High School Old Gym	B	TBD	Athletics	Round 2				X	
Ticket Tables (total - 2)	B	$2,500.00	Athletics	Round 2			x	X	Will be here April 2025
Meffert Pride Stone (old logo)	B	$250.00	Athletics	Round 2	X	NEED			
Sign at Warrior Stadium (on Clothing Shed) /faded and spear	B	$1,500.00	Athletics	Round 2	X	$525.00			
Sign at Warrior Stadium (endzone) - still has spear	B	$1,500.00	Athletics	Round 2	X	$1,598.00			
District Vehicles (total - 9), not labeled right now	B	$1,350.00	District	Round 1				X	HG
Bleachers - High School (2 side plastic covers for end caps)	B	$10,000.00	High School	Round 3	X	$10,000.00			
Taher Cart (High School)	B	$1,000.00	High School	Round 3					

Garbage Cans (High School) - back template slide in with logo	B	$500.00	High School	Round 3	X				
PBIS Banners (6)	B	$1,000.00	Middle School	Round 3					Not Needed - per Jeff Kenas 1/2024
Mission and Vision Banners (and potentially for other schools!)	C	$1,000.00	High School	Round 3					
Championship Banners - Fieldhouse	B	$50,000.00	Athletics	Round 3				X	BOE Approved/Completed
Swim Platforms/Starting Blocks - Aquatic Center (8) - 2019/Tops Could Be Replaced	C	$19,000.00	High School	Round 3	X	$23,775.00			
Fieldhouse Basketball Floor (Center x 2) removal + addition	Replacement	Replacement	Athletics	Round 3					100
Wrestling Mats (total - 8)	Replacement	$15,000.00	Athletics	Round 3	X	$15,000.00			
Uniforms and Equipment - new purchases	Replacement	Replacement	Athletics	Round 3					
Soccer Field - Sign (Back of Scoreboard facing Simon)	B	$750.00	Athletics	Round 3	X	$1,000.00			
Warrior Stadium - ScoreBoard Panel Replacement	Replacement	$1,000.00	Athletics	Round 3	X	$4,165.00			
Warrior Stadium Football Field (Center)	Replacement	Replacement	Athletics	Round 3					
Center Court Logo (W) - Intermediate School	Replacement	Replacement	Intermediate School	Round 3					
					TOTAL FINAL PHASE	**$90,788.00**			

Facility	Division	MAY FACILITIES COMMITTEE CONSIDERATION	Qty	Units	Unit price	Estimated Total		QUOTE
AES	Grounds	Bridge work: cedar to composite decking upgrade	1	ls	$7,125.00		35 year warranty	
WIS	Building	Burglar system programming	1	ls	$2,000.00			
HES	Building	Burglar system monitoring annual contract	1	ls	$2,000.00			

WCSD Maintenance Work Tracking Summary

4/29/2025

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	$	(18,112,520)
12/22/2023	Funds allocated from contingency or interest	$	1,120,000
9/24/2024	Funds allocated from interest	$	6,816,316
4/3/2025	Funds allocated from Project Savings	$	4,500,000
4/3/2025	Estimated Interest 3-2025 through 8-2026	$	1,500,000
	TOTAL FUNDS AVAILABLE	$	2,718,796

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Status		Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	Completed	$	1,300,000
	APPROVED AT 4/10/2023 BOARD MEETING			**$**	**1,300,000**
4/10/2023	Roof replacement - entire roof	Middle	Completed	$	631,000
4/10/2023	Redo TLC Roof*	High	Completed	$	46,300
4/10/2023	Freight Elevator Security *	High	Completed	$	10,132
	APPROVED AT 4/10/2023 BOARD MEETING			**$**	**687,432**
5/1/2023	Emergency Roof Repairs (NORTHERN)	District	Completed	$	40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	Completed	$	25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	Completed	$	25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	Completed	$	25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	Completed	$	33,453
5/1/2023	Safety Film on all doors	District	Completed	$	46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	Completed	$	2,842
5/1/2023	(2) Card Readers	Prairie	Completed	$	13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	Completed	$	13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	Completed	$	19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	Completed	$	7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	Completed	$	13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	Completed	$	26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	Completed	$	26,539
5/1/2023	Classroom 131 Window *	Middle	Completed	$	10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	Completed	$	21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	Removed	$	29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	Completed	$	20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	Completed	$	4,950
5/1/2023	16 Lockable Restrooms *	High	Completed	$	6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	Completed	$	13,290
5/1/2023	4 Card Readers at front office, other locations	High	Completed	$	16,000
5/1/2023	Repair dust collector in Woodshop	High	Completed	$	4,711
5/1/2023	High School C02 Tank Pad and Fencing	High	Completed	$	9,902
5/1/2023	Front Door Canopy	District Office	Completed	$	6,303
5/1/2023	Air Handling Unit 05 Replacement	High	Completed	$	300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	Completed	$	515,000
5/1/2023	Replacement of Chiller CH001	High	Completed	$	200,000
	APPROVED AT 5/1/2023 BOARD MEETING			**$**	**1,476,365**
6/12/2023	Middle School Fire Safety Project	Middle	Completed	$	36,859
6/12/2023	Prairie Elementary Remodeling Proposal	Prairie	Completed	$	82,832
	APPROVED AT 6/12/2023 BOARD MEETING			**$**	**119,691**
7/10/2023	Parking lot landscaping repair	Intermediate	Completed	$	9,970
7/10/2023	Trees and light-blocking material for fence @ Warrior Stadium	High	Completed	$	17,200
7/10/2023	Playground playmat chips	AES, PES, IS	Completed	$	12,266
7/10/2023	Parking lot striping and minor repairs	All lots except HES, Beth	Completed	$	25,159
7/10/2023	Special education restroom remodel	Middle	Completed	$	11,000
7/10/2023	Sentronic Closers	AES, PES, IS	Completed	$	16,798
7/10/2023	WIS Security System Install	Intermediate	Completed	$	1,020
7/10/2023	Eves, Troughs & Downspouts - North side	High	Completed	$	19,728
7/10/2023	Pool bleacher repair	High	Completed	$	1,050
7/10/2023	Flag pole repair	Intermediate	Completed	$	3,410
	APPROVED AT 7/10/2023 BOARD MEETING			**$**	**117,601**
8/14/2023	Dishwasher Replacement	Middle	Completed	$	29,430
8/14/2023	Softball Field Lights	High School	Completed	$	175,000
	APPROVED AT 8/14/2023 BOARD MEETING			**$**	**204,430**
9/11/2023	High School Signage	High School	Completed	$	21,500
	APPROVED AT 9/11/2023 BOARD MEETING			**$**	**21,500**
10/9/2023	Special Education Room Project	Middle	Completed	$	29,036
	APPROVED AT 10/9/2023 BOARD MEETING			**$**	**29,036**
12/11/2023	Replace non working water softener (19 yrs old)	Arboretum	Completed	$	5,588
12/11/2023	Bleacher repairs	Arboretum	Completed	$	2,472

12/11/2023	Repair water heater 1	High	Completed	$	6,050
12/11/2023	Old gym bleacher repairs	High	Completed	$	2,459
12/11/2023	Main gym bleacher repairs	High	Completed	$	4,780
12/11/2023	Discus throwing area concrete	High	Completed	$	16,500
12/11/2023	Bleacher repairs	Intermediate	Completed	$	2,950
12/11/2023	Bleacher repairs	Middle	Completed	$	3,858
12/11/2023	Installation of closed loop filtration equipment	Middle	Completed	$	3,169
12/11/2023	Bleacher repairs	Prairie	Completed	$	2,472
12/11/2023	UPS circuit additions (to prevent power outage problems)	Prairie	Completed	$	4,310
12/11/2023	Replace 5 radio system UPS systems	District	Completed	$	8,635
12/11/2023	JOHN DEERE 60 Heavy-Duty Rotary Broom	District	Completed	$	5,600
12/11/2023	Skid Loader Pallet forks	District	Completed	$	1,100
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Arboretum	Completed	$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Prairie	Completed	$	50,200
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	High School	Completed	$	96,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Intermediate	Completed	$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Middle	Completed	$	46,600
	APPROVED AT 12/22/2023 BOARD MEETING			**$**	**326,743**
1/8/2024	Bleacher Boss - Power Assist Unit	Athletics	Completed	$	4,900
1/8/2024	Robotic Athletic Field Painter	Athletics	Completed	$	29,700
1/8/2024	Water Reel with Booster	Grounds	Completed	$	14,000
1/8/2024	Robotic Mowers	Grounds	Removed	$	22,000
1/8/2024	John Deere 1575 tractor (includes snow blower and broom)	Grounds	Completed	$	55,600
1/8/2024	Fork Lift	Maintenance	Completed	$	50,000
	APPROVED AT 1/8/2024 BOARD MEETING			**$**	**176,200**
2/12/2024	Brush and snow blower attachments	District	Completed	$	11,600
2/12/2024	Resurface all gym floors in district	District	Completed	$	24,668
2/12/2024	Wood chips for school playgrounds	District	Completed	$	14,500
2/12/2024	Signature Choral Risers - 4 Tier	District	Completed	$	16,590
2/12/2024	Power outage monitoring electrical meter	District	Completed	$	88,600
2/12/2024	SRP card for each classrom	District	Completed	$	7,964
2/12/2024	Outside bollard lights need to be updated with LED (20 total)	Arboretum	Completed	$	82,449
2/12/2024	Add card reader to rear entrance of front office	Arboretum	Completed	$	4,000
2/12/2024	Front entrance - exterior stain	Arboretum	Completed	$	2,569
2/12/2024	Carpet - remaining rooms 1st and 2nd floor	Arboretum	Completed	$	87,000
2/12/2024	Doors 9 gym, door 11, door 12 (6 total doors)	Arboretum	Completed	$	37,354
2/12/2024	Cracked tile replacement (various areas)	Arboretum	Completed	$	5,000
2/12/2024	Landscaping around building	Arboretum	Completed	$	70,000
2/12/2024	Playground sun shades	Arboretum	Completed	$	18,288
2/12/2024	198 Boiler room (penthouse) roof walls	High	Completed	$	73,000
2/12/2024	Bleachers, Portable	High	Completed	$	47,500
2/12/2024	Furnish and install 2 new windows for baseball press box	High	Completed	$	20,500
2/12/2024	Furnish and install 3 new windows for football press box	High	Completed	$	10,280
2/12/2024	Furnish and install 2 new windows for soccer press box	High	Completed	$	20,500
2/12/2024	Varsity SoGball Field batting cages/audio/backstop	High	Completed		
2/12/2024	Card readers in shipping/receiving area	High	Completed	$	9,395
2/12/2024	Door 1 storefront	High	Completed	$	33,000
2/12/2024	Door 18 security	High	Completed	$	934
2/12/2024	John Deere tractor plus attachments	High	Completed	$	52,200
2/12/2024	Fix joint bump in the floor	Intermediate	Completed	$	1,843
2/12/2024	Wallpaper Graphics	Intermediate	Completed	$	55,391
2/12/2024	Gymnasium electronic closers	Intermediate	Completed	$	8,352
2/12/2024	Solar PV expansion	Intermediate	Completed	$	498,982
2/12/2024	Slow gym curtain	Intermediate	Completed	$	4,177
2/12/2024	Whiteboards from old HES	Intermediate	Completed	$	21,900
2/12/2024	Classroom carpeting rooms 136, 110, 223, 239	Middle	Completed	$	19,000
2/12/2024	Door 7 replace stairway treads	Middle	Completed	$	26,300
2/12/2024	Carpet landings - doors 5, 6	Middle	Completed	$	9,000
2/12/2024	Rider floor scrubber - 30" (Trident R30-HIL56009)	Prairie	Completed	$	17,837
2/12/2024	Add card reader to rear entrance of front office	Prairie	Completed	$	4,000
2/12/2024	Concrete work on Sidewalks	Prairie	Completed	$	49,030
2/12/2024	Add privacy panels in restrooms	Prairie	Completed	$	2,730
2/12/2024	Play ground shade canopy	Prairie	Completed	$	1,600
2/12/2024	Acoustical panels for cafeteria	Prairie	Completed	$	14,484
2/12/2024	Replace carpet	Prairie	Completed	$	32,000
2/12/2024	Downspout sink hole	Prairie	Completed	$	3,287
2/12/2024	Move old hoops at existing Heritage & install at Prairie	Prairie	Completed	$	15,275
2/12/2024	Waunakee Softball Upgrades	District	Completed	$	325,000
	APPROVED AT 2/12/2024 BOARD MEETING			**$**	**1,848,079**
3/5/2024	Items from Maintenance list in Vogel Bros. High School Scope of work	High	Completed	$	3,503,800
3/5/2024	Concrete lip at door 2	Arboretum	Completed	$	1,200
3/5/2024	District mechanic tools and tool box	District	Completed	$	22,000
3/5/2024	Project management services for generator installation project	District	Completed	$	5,400
3/5/2024	LED upgrades and lighting controls additions	High	Removed	$	1,440,850
3/5/2024	Carpeting in (17) classrooms	High	Completed	$	95,000
3/5/2024	Boiler closed loop filtration equipment	High	Completed	$	3,186
3/5/2024	JV Softball press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	$	14,389

3/5/2024	Varsity baseball press box wood stairs w/ composite deck board at treads, risers, and landin	High	Completed	$	17,314
3/5/2024	Varsity soccer press box wood stairs w/ composite deck board at treads, risers, and landing:	High	Completed	$	17,314
3/5/2024	Varsity football press wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	$	22,484
3/5/2024	Clock/Bell/PA (InformaCast Fusion IP Speaker Endpoint Add-On for WHS)	High	Completed	$	826,011
3/5/2024	Video cameras	High	Completed	$	115,000
3/5/2024	Fieldhouse projector and audio	High	Completed	$	65,000
3/5/2024	Audio upgrade for the Commons and Cave	High	Completed	$	15,000
3/5/2024	New basketball hoop controls (old gym)	High	Completed	$	6,900
3/5/2024	Painting of field house and logos	High	Completed	$	37,000
3/5/2024	Furnish & install new floor traction power operation for field house bleachers	High	Completed	$	36,356
3/5/2024	Varsity baseball shed and press box	High	Completed	$	10,000
3/5/2024	Replace fieldhouse backboard motors	High	Completed	$	20,000
3/5/2024	Fieldhouse mid-court curtain and motor	High	Completed	$	25,000
3/5/2024	Replace wall mounted basketball structure and hoops	Prairie	Completed	$	66,500
3/5/2024	Boiler closed loop filtration equipment	Prairie	Completed	$	3,186
3/5/2024	Energy efficiency audit	Prairie	Completed	$	3,060
3/5/2024	Gymnasium audio system	Prairie	Completed	$	30,000
	APPROVED AT 3/11/2024 BOARD MEETING			**$**	**6,401,950**
4/8/2024	Postpone Items from Maintenance list in Vogel Bros. High School Scope of work	High	Completed	$	(740,000)
4/8/2024	Postpone - LED upgrades and lighting controls additions	High	Completed	$	(1,440,850)
4/8/2024	Rack-it drying & storage for art class	Arboretum	Completed	$	2,739
4/8/2024	Reinforce Warrior stadium fencing with bigger posts plus vertical metal straps	High	Completed	$	12,680
4/8/2024	Field house banners 27 Championship Signs + Logo	High	Completed	$	22,533
4/8/2024	Drywall cracking	Intermediate	Completed	$	2,888
4/8/2024	Playground crushed granite walkways upgrade	Intermediate	Completed	$	43,200
4/8/2024	Rack-it drying & storage for art class	Prairie	Completed	$	2,739
4/8/2024	TurfTime 84 inch AR-24 series leveling roller	District	Completed	$	8,445
	APPROVED AT 4/8/2024 BOARD MEETING			**$**	**(2,085,626)**
5/13/2024	Prairie and Arboretum LED lighting	Arboretum/Prairie	Completed	$	1,372,500
5/13/2024	2-way radio system expansion	New Heritage	Completed	$	16,058
5/13/2024	Music area door opening 1803 reconfiguration for piano moves	High	Completed	$	7,796
5/13/2024	Press box gutters and downspouts (JV SoGball, Soccer, Varsity Baseball)	High	Completed	$	1,650
5/13/2024	Replace fieldhouse HVAC duct sock	High	Completed	$	50,000
5/13/2024	Security upgrades parts and installation of mag lock on pair of doors from office to school	High	Completed	$	5,455
5/13/2024	Security upgrades installation of electric strikes at back office door and back mailroom door	High	Completed	$	3,591
5/13/2024	Warrior fence light-block material replace/repair/reinforcement	High	Completed	$	775
5/13/2024	Fabricate/install gate latch at Warrior Pitch Stadium	High	Completed	$	875
5/13/2024	Program for robo-paint logos for additional fields	High	Completed	$	2,000
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Arboretum	Completed	$	3,094
5/13/2024	Cracked corian heated seating along windows (4 places)	Arboretum	Completed	$	44,175
5/13/2024	ADA Swing Seat for an 8' Toprail	Arboretum	Completed	$	1,780
5/13/2024	5 window treatments in exercise area	Intermediate	Completed	$	2,125
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Prairie	Completed	$	4,672
5/13/2024	4044R Compact Utility Tractor (33 PTO hp)	District	Completed	$	47,000
5/13/2024	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	District	Completed	$	34,147
5/13/2024	Additional cost power outage monitoring electrical meter (original approved budget $88,600)	District	Completed	$	9,900
5/13/2024	Proposal for civil engineering services for playground renovations (PES, AES, WIS)	District	Hold	$	26,700
5/13/2024	New emergency kits for classroom (supplies)	District	Completed	$	7,964
5/13/2024	Additional funds for remainder school year emergency roofing repairs ($45,000 original)	District	Completed	$	26,961
5/13/2024	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	Heritage	Completed	$	1,284
	APPROVED AT 5/13/2024 BOARD MEETING			**$**	**1,670,502**
6/10/2024	UnderFence Mow Strip	Grounds	Completed	$	22,884
6/10/2024	Replace 2013 (MT1) - Ford F350 snow plow truck with dump body	Maintenance	Completed	$	83,120
6/10/2024	Additonal cost to installation of generator	Building	In Progress	$	85,950
6/10/2024	Add (4) Gentex fire alarm horn strobes (shop and copy center)	Building	Completed	$	7,600
6/10/2024	Toro cart to replace the old Jacobsen cart	Grounds	Completed	$	17,757
6/10/2024	Energy Audit Services	Site Development	In Progress	$	2,660
6/10/2024	Repair dishwasher	Equipment	Completed	$	5,764
6/10/2024	JV SoGball/Varsity Soccer press box subfloor repair and Warrior Stadium door repair	Athletics	Completed	$	8,564
6/10/2024	Door 6 receiving, replace with new door, frame, and transom glass	Doors	Completed	$	8,446
6/10/2024	Penthouse Siding Included in the budget is to extend (2) GFCI receptacles for new siding installation, remove and replace Solar Junction box as needed.	Building	Completed	$	1,750
6/10/2024	Rear main office doors access control (security with more card readers)	Security	Completed	$	18,330
6/10/2024	Cart for Folding Chairs: 300 lb Load Capacity, 40 in x 19 in x 35 in, For 36 Chairs (9 carts)	Building	Completed	$	2,000
6/10/2024	Storm damage including water damage, fence, flag pole, signs, pool roof	Building	Completed	$	72,100
6/10/2024	Replace pool roof (potential property insurance claim)	Building	Completed	$	351,761
6/10/2024	Divide bookroom into 2 spaces (quote coming 06/05/2024)	Special Education	Completed	$	74,913
	APPROVED AT 6/10/2024 BOARD MEETING			**$**	**763,599**
7/8/2024	Steel pipe handrail at 3 press boxes (code)	High	Completed	$	6,500
7/8/2024	Painting media room, press room, ref room walls and ceiling	High	Completed	$	2,314
7/8/2024	Repair storm damage at Warrior Stadium press box	High	Completed	$	10,830
7/8/2024	Storm damage at fieldhouse	Middle	Completed	$	238,668
7/8/2024	Storm damage in 2nd grade neighborhood	Arboretum	Completed	$	37,745
7/8/2024	Hot water pump #6 VFD replace	High School	Completed	$	8,275
	APPROVED AT 7/8/2024 BOARD MEETING			**$**	**304,332**
8/12/2024	Chemical disposal for Chemistry Dept. (Jason Rotzenberg)	HS, MS	Completed	$	4,060
8/12/2024	Trident carpet extractor	Arboretum	Completed	$	9,917
8/12/2024	Supply and install 45 minute fire rated doors into existing frame	Arboretum	In Progress	$	6,962

8/12/2024	Dehumidifiers (one to replace a broken HS unit, 1 for Bethel copy	District	Completed	$	17,538
8/12/2024	Furnish and install mural corner guards and trim	Intermediate	Completed	$	3,922
8/12/2024	Engineering for water infultrating ground electrical/data boxes	District	Completed	$	8,500
8/12/2024	Engineering to evaluate storm water and recent flood damage	Arboretum	In Progress	$	35,000
8/12/2024	Split System #4	District	Completed	$	14,000
8/12/2024	Wall Ceiling	Prairie	Completed	$	17,680
8/12/2024	Pressbox railings	District	Completed	$	2,466
	APPROVED AT 8/12/2024 BOARD MEETING			**$**	**120,045**
9/9/2024	Allocation of maintenance expenses to Fund 49	District	Completed	$	998,000
9/9/2024	Repair walk in cooler and walk in freezer	Intermediate	Completed	$	8,500
9/9/2024	School fitness maintenance	Intermediate	Completed	$	5,021
9/9/2024	Lazer Z Diesel Mower with 144 inch deck	District	Completed	$	61,399
	APPROVED AT 9/9/2024 BOARD MEETING			**$**	**1,072,920**
10/14/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow	High	Hold	$	-
10/14/2024	Full service of all internal seals, gaskets, and hardware on UV System	High	In Progress	$	4,302
10/14/2024	Install new exit devices	High	In Progress	$	5,980
10/14/2024	Regrating the varsity softball infield for drainage issues	High	Completed	$	15,000
10/14/2024	Lanscaping regrade behind home plate of JV baseball	High	In Progress	$	8,111
10/14/2024	Add card readers, strikes to 3 sets of doors at entry	Middle	In Progress	$	17,543
10/14/2024	Replace handicap push buttons with wave sensors	Middle	In Progress	$	3,125
10/14/2024	Demo of 2 walls in the Northeast corner of the classroom to expand student space	TLC	In Progress	$	4,940
10/14/2024	Dishwasher	High	In Progress	$	28,439
10/14/2024	Ranger 570 cart	High	In Progress	$	13,992
	APPROVED AT 10/14/2024 BOARD MEETING			**$**	**101,432**
11/11/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow	High	Hold	$	-
11/11/2024	Aluminum Fence Posts (FTO Fundraised - Fund 21)	Prairie	In Progress	$	9,660
11/11/2024	Replace handicap push buttons with wave sensors	Middle	In Progress	$	3,125
11/11/2024	Club Car 700 Lithium Ion Batter	High	In Progress	$	19,075
	APPROVED AT 11/11/2024 BOARD MEETING			**$**	**31,860**
12/9/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow for scene programming with (5) push button switches. The $21,575 can be compared to the original quote of $46,400.	High	In Progress	$	21,575
12/9/2024	Installation of nLight control system - NOT APPROVED	High		$	-
12/9/2024	13 additional Radios for District/Building Communication	High	In Progress	$	11,674
12/9/2024	remove 6 Von Duprin 88 exit devices and install 6 Von Duprin 99 exit devices, install 6 e	High	In Progress	$	12,915
12/9/2024	Water Leaks toward Kindergarten Hall, Need to have Northern Metal will review windo	High	In Progress	$	2,500
12/9/2024	Electric Stirke at Door 26 (exterior) to accomodate automatic opener	Middle	In Progress	$	1,471
12/9/2024	Install new doors at Gym Door #10	Middle	In Progress	$	24,960
	APPROVED AT 12/09/2024 BOARD MEETING			**$**	**75,095**
1/13/2025	John Deere Salt Spreader	High	In Progress	$	5,975
1/13/2025	Sentronic Door Closer - equipment and install	High	In Progress	$	4,267
1/13/2025	Sentronic Door Closer - wiring	High	In Progress	$	9,450
1/13/2025	Veritcal Rod Repairs	Prairie	In Progress	$	1,583
1/13/2025	Install new light switches for two rooms in each building	Arboretum/Prairie	In Progress	$	4,267
	APPROVED AT 1/13/2025 BOARD MEETING			**$**	**25,541**
2/10/2025	Softball diamond upgrades, new base and Pitching mound rubber	High	In Progress	$	454
2/10/2025	Door 12 WHS carpet tile	High	In Progress	$	3,784
2/10/2025	chemical recycling supplies	High	In Progress	$	363
	APPROVED AT 2/10/2025 BOARD MEETING			**$**	**4,601**
3/10/2025	Clock/Bell/PA system	Arboretum	In Progress	$	366,730
3/10/2025	Replace lunch room tables	Prairie	In Progress	$	83,013
3/10/2025	Add flag pole to Varsity Softball	Athletics	In Progress	$	1,369
3/10/2025	Utility marking for flag pole	Athletics	In Progress	$	200
	APPROVED AT 3/10/2025 BOARD MEETING			**$**	**451,312**
4/14/2025	Financial Plan 2025-26	Arboretum	Completed	$	575,025
4/14/2025	Allocation of maintenance expenses to Fund 49 for 2025-26	Prairie	In Progress	$	900,000
4/14/2025	School property signage	Arboretum	In Progress	$	200
4/14/2025	Milestone camera management (District)	Arboretum	In Progress	$	40,000
4/14/2025	Redo windows where high/low roof meet	Arboretum	In Progress	$	44,220
4/14/2025	Exterior Door #2 replacement	Arboretum	In Progress	$	5,421
4/14/2025	Carpet multiple areas	Arboretum	In Progress	$	63,455
4/14/2025	Bridge work	Arboretum	In Progress	$	40,835
4/14/2025	Reconfigure south student entryway	Arboretum	In Progress	$	32,440
4/14/2025	Playground mulch	Arboretum	In Progress	$	5,358
4/14/2025	Interior window staining	Arboretum	In Progress	$	3,288
4/14/2025	Gym floor recoat	Arboretum	In Progress	$	2,650
4/14/2025	additional cameras	Arboretum	In Progress	$	10,000
4/14/2025	Interior Card Readers at 1st and 4th and 2nd and 3rd	Heritage	In Progress	$	6,718
4/14/2025	Interior Push Bars for Doors at 1st & 4th and 2nd &3rd	Heritage	In Progress	$	5,761
4/14/2025	Fire System inspection	Heritage	In Progress	$	12,007
4/14/2025	Gym Floor Recoat (2 coats)	Heritage	In Progress	$	4,975
4/14/2025	Mulch Glue (4) $51.00/gal (test)	Heritage	In Progress	$	204
4/14/2025	Shop shelving and organization	Heritage	In Progress	$	2,900
4/14/2025	Roll Up Door Installation	Heritage	In Progress	$	2,211
4/14/2025	add blue strobes to parent loop	Prairie	In Progress	$	1,364
4/14/2025	additional cameras (11)	Prairie	In Progress	$	16,500
4/14/2025	add lockdown button to E. Mayrand area	Prairie	In Progress	$	823

4/14/2025	lockdown connect E-wing doors (door10)	Prairie	In Progress	$	708
4/14/2025	Milestone camera management	Prairie	In Progress	$	40,000
4/14/2025	Add doors to main hallway to close off classroom wings	Prairie	In Progress	$	90,880
4/14/2025	additional damaged gym mat	Prairie	In Progress	$	2,064
4/14/2025	Playground Mulch	Prairie	In Progress	$	4,183
4/14/2025	Strengthen Sensory Swing	Prairie	In Progress	$	2,939
4/14/2025	Card reader door 3	Intermediate	In Progress	$	3,930
4/14/2025	Milestone camera management	Intermediate	In Progress	$	40,000
4/14/2025	Gym floor recoat	Intermediate	In Progress	$	5,750
4/14/2025	Playground mulch	Intermediate	In Progress	$	3,431
4/14/2025	asphalt patch work	Intermediate	In Progress	$	1,520
4/14/2025	Door 10 doorbell	Intermediate	In Progress	$	5,000
4/14/2025	Gymnasium card reader	Intermediate	In Progress	$	45,294
4/14/2025	additional cameras	Intermediate	In Progress	$	10,000
4/14/2025	Card reader door 12 (music)	Middle	In Progress	$	5,494
4/14/2025	Door release button in front office for vestibule (Aiphone)	Middle	In Progress	$	4,890
4/14/2025	Gym floor (2 coats)	Middle	In Progress	$	4,500
4/14/2025	Garage door seal	Middle	In Progress	$	1,395
4/14/2025	asphalt patch work	High School	In Progress	$	18,050
4/14/2025	Paint Old Gym	High School	In Progress	$	6,910
4/14/2025	Front office door card reader	High School	In Progress	$	5,852
4/14/2025	Main Gym Floor Recoat	High School	In Progress	$	5,750
4/14/2025	Wave sensors (3)	High School	In Progress	$	3,125
4/14/2025	Removable Mullions (2)	High School	In Progress	$	2,982
4/14/2025	Old Gym Floor Recoat	High School	In Progress	$	2,350
4/14/2025	Face Closet Door (Gillians)	High School	In Progress	$	1,522
4/14/2025	Repair vinyl on library chairs	High School	In Progress	$	275
4/14/2025	additional camera at Warrior	High School	In Progress	$	4,000
4/14/2025	Finish visitor parking EV chargers	Bethel	In Progress	$	21,000
4/14/2025	Bus camera system/tracking system	Bethel	In Progress	$	121,600
4/14/2025	outdoor lift	Bethel	In Progress	$	33,000
4/14/2025	Flag Pole Inspections	Bethel	In Progress	$	840
4/14/2025	Double key core door handles (10 needed, $660 ea)	Bethel	In Progress	$	6,600
4/14/2025	Milestone Camera System	Bethel	In Progress	$	35,000
4/14/2025	New Van w/donated wrap	Bethel	In Progress	$	59,853
4/14/2025	Emergency HVAC	Bethel	In Progress	$	25,000
4/14/2025	Emergency Plumbing	Bethel	In Progress	$	25,000
4/14/2025	NAMI Contract	Bethel	In Progress	$	280,000
4/14/2025	Emergency Roof repairs	Bethel	In Progress	$	40,000
4/14/2025	Grounds camera systems	Athletics	In Progress	$	30,000
4/14/2025	No Slip Grip On Stadium Bleachers H	Athletics	In Progress	$	17,000
4/14/2025	No Slip Grip On Stadium Bleachers V	Athletics	In Progress	$	4,000
4/14/2025	Stain Press Box Stairs and Paint Handrails	Athletics	In Progress	$	2,688
4/14/2025	Paint Both Softball Dugouts	Athletics	In Progress	$	2,188
4/14/2025	JV Softball batting cage poles	Athletics	In Progress	$	500
4/14/2025	Replace Existing Football Shed with New	Athletics	In Progress	$	6,000
4/14/2025	Replace Existing Soccer Shed with New	Athletics	In Progress	$	5,000
4/14/2025	Soccer electrical upgrade (includes $7300 addtnl sub panel)	Athletics	In Progress	$	24,090
4/14/2025	V Baseball Glass Film	Athletics	In Progress	$	500
4/14/2025	Sprinkler heads baseball, practice soccer, practice football	Athletics	In Progress	$	4,896
4/14/2025	Announcers Console for LaCrosse (Warrior)	Athletics	In Progress	$	1,025
4/14/2025	Batting Cage Artificial Turf (No Installation)	Athletics	In Progress	$	8,100
4/14/2025	Diamond Infield Tune Up V Baseball	Athletics	In Progress	$	8,150
4/14/2025	Diamond Infield Tune Up JV Softball	Athletics	In Progress	$	6,700
	APPROVED AT 4/14/2025 BOARD MEETING			**$**	**2,867,879**
		Total Approved to Date		**$**	**18,112,520**

Minutes of Human Resources Committee - Negotiations

The Board of Education
Waunakee Community School District

A Human Resources Committee - Negotiations of the Board of Education of Waunakee Community School District was held Tuesday, April 15, 2025, beginning at 4:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Chairperson Engebretson called the meeting to order at 4:01pm.

II. **ROLL CALL**
Present: Engebretson, Ensign, Heinemann
Also Present: Grabarski, Brown, Newton, 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. **ADJOURN TO CLOSED SESSION (19.85 (1) (c) (e))**
Negotiation Preparation with District Negotiations Team
A motion was made by Ensign, second by Heinrichs, to adjourn to closed season. Motion carried 3-0. Time 4:03pm

VI. **RETURN TO OPEN SESSION**
A motion was made by Ensign, second by Heinrichs, to return to open session. Motion carried 3-0. Time: 4:09pm

VII. **INTRODUCE NEGOTIATING TEAMS**
Brian Grabarski - HR Director, Dr. Monica Brown – Superintendent, Joan Ensign – Board of Education President, Dawn Heinrichs – Board member, Judy Engebretson – Board Clerk, Steve Summers – Executive Director of Operations, Allie Newton – Director of Business Services, Todd Shucha – High School Teacher, Gina Pagel – Arboretum Teacher, John Wedge – Region 6 Director WEAC, Nick Saeger – Intermediate Teacher, Brian Lussier – High School Teacher, Erin Schroeder – High School Teacher, Ashley Taylor – Intermediate School, Lindsey Freye – Heritage Elementary Teacher

VIII. **EXCHANGE INITIAL PROPOSALS**
The initial proposals were shared with the WTA negotiations team and the WCSD negotiations team.

A. Waunakee Teacher's Association
B. Board of Education

IX. **ADJOURN TO CLOSED SESSION (19.85 (1) (c) (e))** - NA
A motion was made by Ensign, second by Heinrichs, to adjourn to closed session at 4:16pm

X. **NEGOTIATE**
Tentative agreement was reached on a base wage increase of 2.95% equally distributed to all members of the teaching group.

XI. **RETURN TO OPEN SESSION**

A motion was made by Ensign, second by Heinrichs to return to open session at 4:17pm

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

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

XIII. **ADJOURN**

A motion was made by Heinrichs, second by Ensign to adjourn the meeting at 5:06pm. Motion carried 3-0.

Minutes of Human Resources Committee Meeting.

The Board of Education
Waunakee Community School District

A Human Resources Committee Meeting. of the Board of Education of Waunakee Community School District was held Wednesday, May 7, 2025, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. **CALL TO ORDER**
Heinrichs called the meeting to order at 7:30am

II. **ROLL CALL**
Present: Ensign, Heinrichs, Hetzel
Also Present: Brown, Grabarski, Summers

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

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

V. **CONSIDERATION OF PAY INCREASES FOR 2025-2026 FOR ADMINISTRATION, ADMINISTRATIVE SUPPORT, ADMINSTRATIVE ASSISTANTS, CLASSIFIED STAFF, CUSTODIAL / MAINTENANCE STAFF AND SUPPLEMENTAL PAY FOR TEACHERS.**
Grabarski presented and answered questions regarding wage increases for all non-represented employee groups. Wage increases include the WERC-calculated CPI increase of 2.95% for all groups, Catch Up pay for Administrative / Administrative Support roles with compensation below the average of peer districts, and hourly employee advancement within the salary schedule. A motion was made by Ensign, second by Hetzel, to recommend that the full board consider these wage increases as presented. Motion carried 3-0.

VI. **CONSIDERATION OF ADDITIONAL PAY INCREASES FOR 2025-2026 FOR ADMINSTRATIVE ASSISTANTS, CLASSIFIED STAFF, AND CUSTODIAL / MAINTENANCE STAFF USING OPERATIONAL REFERENDUM FUNDS.**
Grabarski presented and answered questions regarding using the first $500,000 of Operational Referendum funds to raise hourly employees to a more competitive wage as compared to Dane County peer districts. These increases would be pay raises above and beyond regular annual CPI and system advancement. A motion was made by Ensign, second by Hetzel, to recommend that the full board consider proposal #1 as presented. Motion carried 3-0.

VII. **CONSIDERATION OF THE 25.26 EMPLOYEE GUIDELINES**
Grabarski presented and answered questions regarding the three employee guidelines and the summary document highlighting language changes in the handbooks. Grabarski and Summers answered questions regarding the district driving language that was added. A motion was made by Hetzel, second by Ensign, to recommend that the full board consider these handbooks as presented with clarifying language added to the driving language as

discussed. Motion carried 3-0. The committee supported bringing the three handbook supplements - Substitutes, Volunteer, and Aquatic Center brought directly to the full board in June.

VIII. **ADJOURN**

A motion was made by Hetzel, second by Ensign, to adjourn the meeting at 8:21am. Motion carried 3-0.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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

Human Resources

Board of Education Initial Proposal

Presented to the WTA
April 15, 2025

The following proposal represents the initial proposal of the Board of Education for an agreement with the WTA, commencing on July 1, 2025. The Board of Education reserves the right to add to, modify, or delete this proposal.

1. AGREEMENT between WAUNAKEE COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION and the WTA, July 1, 2025 - June 30, 2026.
2. A base wage increase of 2.95%.
3. Per the request of the WTA on April 15, 2025, an equal distribution to all FTE of $2158.00.

Joan S Ensign Board President

WTA

WAUNAKEE COMMUNITY SCHOOL DISTRICT

STAFF COSTING SALARY & WAGES for 2025-26

For the HR Committee April 2025 *(May 6, 2025)*

Administrator / Admin Support	Current	CPI INCREASE 2.95%		Total Cost	% Increase
Returning Staff + Vacancies + Summer School Coord	$6,100,489	+ $179,964	=	$6,280,453	
Catchup Pay & Co-Principal Pay Inc			=	$53,361	
Total Increase				6,333,814	3.82%
25-26 Detail Costing sprdsht 4.17.25 je					

Hourly Employee Groups	Current	CPI INCREASE 2.95%	Step Movement. OPTION 1 ONE STEP	Total Cost	% Increase With step movement
Give step increase if anniversary date falls: JUL 1 - DEC 31 --> Full year step movement 1st PR of fiscal year; JAN 1 - JUN 30 --> Step movement effective Jan 30 PR					
Administrative Assistants					
Returning Staff & Vacancies. 1 Step increase.	$2,213,155	+ $65,288	+ $87,258 =	$2,365,701	6.89%
Budgeted Positions Admin Asst - No Unfilled					
Detail Costing - 1 Step					
Salary Matrix 2025-26 2.95% Inc					
Classified Staff / Para Educators / Crossing Guards					
Returning Staff & Vacancies. 1 Step increase.	$3,685,716	+ $108,729	+ 152,024 =	$3,946,469	7.07%
Budgeted Positions Classified	(unfilled hours/vacancies included above)				
Crossing Guard & Tech Asst Budgeted Hrs					
Detail Costing - 1 Step					
Salary Matrix 25-26 2.95% inc over 24-25					
Custodian / Maintenance					
Returning Staff & Vacancies. 1 Step increase.	$2,256,621	+ $66,570	+ 87,501 =	$2,410,692	6.83%
Budgeted Positions 2-8-24	(unfilled hours/vacancies included above)				
Detail Costing- 1 Step apr2025					
Salary Matrix 25-26 2.95% inc over 24-25					

Teachers	Current	CPI INCREASE 2.95%	Supplemental Wages	Total Cost	% Increase
24-25 Teacher Contract Total	28,402,946	+ 837,887 +	=	29,240,833	
Compensation System Supplemental Wages:					
$400 Returning Teacher Yr Exp			148,800		
$750 Prof Dev Points Redeemed			235,937		
$750 Year 5 Prof Dev Points Redeemed			31,702		
Advance Degree Earners			??		
Estimated Advancement Total			=	416,439	
24-25 Teacher Overloads	15,143	447	=	15,590	
Total Increase				29,672,862	4.47%
Prof Dev Points Redeemable as of Apr 2025					
24-25 Returning Tchr Ovrloads Openings Apr2025 je	Vacancies. Included in above returning staff figures.				

	Current	2.95% CPI	Hourly Step & Tchr Points Advance	Total Cost
Admin/AS Total	$6,100,489	$179,964		6,333,814
Hourly Total	$8,155,492	$240,587	$326,783	8,722,862
Teacher Total	28,418,089	112 838,334	416,439	29,672,862
GRAND TOTAL	$42,674,070	$1,258,885	$743,222	44,729,538
				4.82%

	Source hourly wage vs exp by group 2024			24/25									
EE Group	Annual Experience Interval	starting rate		WCSD starting		% Difference	ave difference	24/25 wages for whole class		Potentional cost	Increased expense		% of total needed
Custodians	0.21	21.14		20.43		1.035	1.025	$2,262,854.00		$2,319,393.23	$56,539.23		7.9%
Head Custodians	0.18	25.44		25.89		0.983							
Maintenance	0.18	28.65		27.09		1.058							
Trades	0.1	38.28	SP, Sto, WCSD	33.67									
Classified													
L2	0.14	19.8		19.03		1.040	1.131	$3,599,493.00		$4,070,862.32	$471,369.32		66.1%
Reg Ed para													
LMTC para													
L3													
Health para	0.09	25.51		19.37		1.317							
L4													
Spec Ed para	0.12	21.05		20.33		1.035							
ELL Para													
Admin Asst													
L1													
Attendance	0.29	21.5		19.53		1.101	1.089	$2,080,331.00		$2,265,076.23	$184,745.23		25.9%
HS Stu Services													
MS Stu Services													
L2													
Ele Prin (4)	0.15	25.46		22.35		1.139							
MS Prin													
HS AP													
HS Prin													
L3	0.23	26.72		25.17		1.062							
4k													
athletics													
business													
data/assess													
teach/learn													
build/grounds													
hr													
Personnel/HR support													
stu service													
technology													
L4	0.21	30.26		28.72		1.054							
AP													
Superintendent													
Benefits													
Payroll													
Registrar													
												Total ***	**$712,653.78**
											*** This represents 24/25 WCSD wages and 23/24 peer wages		

EE Group		Single Step Cost for Group		Proposal #1	Proposal #2	Proposal #3
C&M		$87,501		$87,501	$87,501	$43,751
Custodians				1 step removal	1 step	.5 step
Head Custodians						
Maintenance						
Trades						
Classified		$152,024		$304,048	$304,048	$304,048
L1				2 step removal	2 step	2 step
Xing guards						
L2						
Reg Ed para						
LMTC para						
L3						
Health para						
L4						
Spec Ed para						
ELL Para						
Admin Asst		$87,258		$174,516	$87,258	$174,516
L1				2 step removal	1 step	2 step
Attendance						
HS Stu Services						
MS Stu Services			**TOTAL**	**$566,065**	**$478,807**	**$522,315**
L2						
Ele Prin (4)						
MS Prin						
HS AP						
HS Prin						
L3						
4k						
athletics						
business						
data/assess						
teach/learn						
build/grounds						
hr						
Personnel/HR support						
stu service						
technology						
L4						
AP						
Superintendent						
Benefits						
Payroll						
Registrar						
Spec Ed						
Grants						

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Administrator
&
Administrative Support
Employment Guidelines

BOE Adopted: 6/10/24

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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

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	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 High School Principal	238 days
Associate Middle School Principal	238 days
Associate Intermediate School Principal	238 days
Associate 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
Safety & Security Coordinator	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
Social Worker	210 days
Special Education Coordinator EC - Grade 6 Special Education Coordinator Grades 6 - 12	210 days
Translation & Interpretation Coordinator	238 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 thereafter, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than June 30.

B. Determination of salary adjustments will be made by the superintendent and their 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 IV
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. 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.

   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%	82%
7+ hours (88% - 99% FTE)	77%	77%
6+ hours (75% - 87% FTE)	72%	72%

   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%
One spouse eligible & elects enrollment in ABP	82%

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 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). Family - Both the employee and spouse are required to visit and meet with the Physician's Assistant 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 with the last date to complete the employee and spouse 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, 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 vision 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. 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 staff person's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the staff person'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 V
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
Administrative Support Less than 238 days	4 days
Administrator 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
Administrative Support Less than 238 days	8/120 days
Administrator 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.

261 day contract

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

200, 210 & 238 day contracts

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

# of student day contracts

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 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 VI
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 except 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, 533.1, 541.1, 751.22, 752

SECTION VII
RETIREMENT, ELIGIBILITY, NOTIFICATION AND RETIREE BENEFITS

A.Eligibility

Administrators / administrative support personnel are eligible for retirement benefits at age 55. 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.

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. Benefits

If the employee provides proper retirement notice and meets the eligibility requirements 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 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 the Benefit Section. 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 benefits 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 to 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.

C. 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 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.

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

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 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.

Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of family **HMO** health and family dental plan	Maximum # Years of Contribution
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 Employee 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 on last day of employment. 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 on last day of employment. 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.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010 RETIREMENT HEALTH REIMBURSEMENT ACCOUNT (HRA) BENEFIT. EMPLOYER-FUNDED DURING ACTIVE EMPLOYMENT

1.

a. Eligibility: The HRA retirement benefit is based on 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.
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.

District annual contribution

# 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

Contributions shall cease when the administrators/administrative support person's employment with the District ends.

District Deposit Schedule to 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
d. 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.
e. 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.

Appendix A
Title IX Notice

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

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

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

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

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

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

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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

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. 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 1st and December 15th must be taken by December 15th or paid out. A maximum of 48 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

5.3 Overused Leave at Time of Termination

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.

5.4 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.

5.5 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.

5.6 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 allocations occur on hire date anniversaries.

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. Weekend employees are not eligible for time off.

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)~~ 1.75 hours are submitted to the building office.

6.2 Personal Leave

A. **Allocation Amounts**: 11 and 12-Month 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 sick leave as described below, 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 (8) 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.~~ Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

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. 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%	82%
7+ hours	77%	77%
6+ hours	72%	72%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	82%	64%
7+ hours	77%	60%
6+ hours	72%	52%

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	92%	74%
One spouse eligible & elects enrollment in ABP	28%	64%

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 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 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 l required to visit and meet with the Physician's Assistantat 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 spouse 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, 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)

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 employee'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 members 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. 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.

    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 following this HRA Vesting Schedule.

   HRA Vesting Schedule after # years experience in the Waunakee Community School District

After # Years Experience	HRA Benefit Eligibility
After 1 year	10%
After 2 years	20%
After 3 years	30%
After 4 years	40%
After 5 years	50%

After # Years Experience	HRA Benefit Eligibility
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 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 $138 x # Unused sick on last day of employment
+$ 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 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, 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 Special Education or under McKinney Vento Act support in school vans or approved personal vehicles shall be paid $32.40 per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid $21.60 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

WH1420 REV 04/23

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~~ - Director of Business Services AA-Summer School District Receptionist/AA-Auxiliary Serv	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	$22.35	$25.17	$28.72
1 Year	$20.10	$22.98	$25.87	$29.53
2 Years	$20.66	$23.60	$26.58	$30.34
3 Years	$21.22	$24.23	$27.29	$31.15
4 Years	$21.78	$24.85	$28.00	$31.96
5 Years	$22.34	$25.48	$28.71	$32.78
6 Years	$22.63	$25.79	$29.06	$33.18
7 Years	$22.91	$26.10	$29.41	$33.59
8 Years	$23.19	$26.42	$29.77	$34.00
9 Years	$23.47	$26.73	$30.12	$34.40
10 Years	$23.75	$27.04	$30.48	$34.81
11 Years	$24.03	$27.35	$30.83	$35.21
12 Years	$24.31	$27.66	$31.18	$35.62
13 Years	$24.59	$27.98	$31.54	$36.03
14 Years	$24.87	$28.29	$31.89	$36.43
15+ Years	$25.16	$28.60	$32.25	$36.84

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

Years of Experience	Custodian Courier	Head Custodian	Maintenance HS Head Custodian	Electrician Plumber
Minimum	$20.43	$25.89	$27.09	$33.67
1 Year	$20.74	$26.48	$27.84	$34.61
2 Years	$21.05	$27.06	$28.59	$35.55
3 Years	$21.37	$27.64	$29.34	$36.48
4 Years	$21.68	$28.23	$30.09	$37.42
5 Years	$21.99	$28.81	$30.84	$38.36
6 Years	$22.26	$29.10	$31.22	$38.83
7 Years	$22.53	$29.39	$31.59	$39.29
8 Years	$22.80	$29.68	$31.96	$39.76
9 Years	$23.07	$29.98	$32.34	$40.23
10 Years	$23.34	$30.27	$32.71	$40.70
11 Years	$23.61	$30.56	$33.09	$41.17
12 Years	$23.89	$30.85	$33.46	$41.64
13 Years	$24.16	$31.14	$33.84	$42.11
14 Years	$24.43	$31.43	$34.21	$42.57
15+ Years	$24.70	$31.73	$34.59	$43.04

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	LMTC Assistant Para Educator-Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	$19.03	$19.37	$20.33	$19.43
1 Year	$19.53	$19.87	$20.83	$20.01
2 Years	$20.03	$20.37	$21.33	$20.59
3 Years	$20.53	$20.87	$21.83	$21.18
4 Years	$21.03	$21.37	$22.33	$21.76
5 Years	$21.53	$21.87	$22.83	$22.34
6 Years	$21.78	$22.12	$23.08	
7 Years	$22.03	$22.36	$23.33	
8 Years	$22.28	$22.61	$23.58	
9 Years	$22.53	$22.86	$23.83	
10 Years	$22.78	$23.11	$24.08	
11 Years	$23.03	$23.36	$24.33	
12 Years	$23.28	$23.61	$24.58	
13 Years	$23.53	$23.86	$24.83	
14 Years	$23.78	$24.11	$25.08	
15+ Years	$24.03	$24.36	$25.33	

Appendix E True Time

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~~ 437 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.

Appendix H
Title IX Notice

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

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

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

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

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

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

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

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

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

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Teacher
Employment Guidelines

BOE Adopted: 4/2012
Updated: 7/1/2024

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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 Contract Percentage = number of assignments divided by 12/semester

   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

Part II
Grievance Procedure

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 receives 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. 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 a 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 no 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.

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):	Ten (10) minutes
MS/HS to HE/IS:	Twenty (20) minutes
MS/HS to Prairie Elementary (PE):	Twenty (20) minutes
PE to HE/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. <u>Professional Hours</u>
    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's 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. <u>Individualized Educational Program (IEP) Meetings / 504 Meetings</u>
   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 dollars ($27.00) 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

Part V
Leaves

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(8) 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 a 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(4) 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 four (4) 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 matters.

   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 the 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 a 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(1) unpaid leave day after completing five (5) full years of employment in the district. 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– Dental Insurance

Article G– Vision Insurance

Article H– COBRA Continuation Insurance

Article I– Flexible Spending Account (FSA) Cafeteria Plan

Article J– Long-Term and Short-Term Disability

Article K– Life Insurance

Article L– Wisconsin Retirement System WRS (Retirement Fund)

Article M– Retirement Eligibility Notification and Retiree Benefits

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

Article P– 457(b) Deferred Compensation Plan

Article Q– 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, and vision insurance will end on the last day of month of employment with the district, during the school year or on the 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 working 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, the Director of Human Resources who shall serve as the chairperson and either the Director of Business Services 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.. 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)	82%	82%
7+ hours (88% - 99% FTE)	77%	77%
6+ hours (75% - 87% FTE)	72%	72%

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%
One spouse eligible & elects enrollment in ABP	82%

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 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 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 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 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, 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 $400 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 vision 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 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 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 N below, except for those designated in either Article M, Section 1 and 2 to vest immediately.

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 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, 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 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 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

After # Years Teaching Experience at WCSD	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 $13,560.00.
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
$367.00 Immediate Vesting $367.00 + Prorated Years of Service Vesting $734.00 = 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 = $113 x # Unused sick days on last day of employment +$ Banked Points Value = $3.00 x # Banked points final year of employment =$ 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
$ 367.00 Immediate Vesting $ 767.00 + Prorated Years of Service Vesting $1,134.00 = 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 = $113 x # Unused sick days on last day of employment +$ 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. 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.

    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

Part VII
Business/Personnel Issues

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, 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 AND COMPENSATION

Article A – Salary

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

Part IX
Compensation

Article A – Salary

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 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.

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 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
Teachers/Coordinators - Remedial class/Summer School	$39.58
Substitute Teachers	$33.92
Classified Staff – Administrative support	$18.28
Para-Educators – Regular Education and Substitutes	$18.28
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 hundred dollars ($2,700.00) 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 hundred fifty dollars ($1,350.00) 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 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 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 /Driving Duties

1. Before and after school student transport in school vans or approved personal vehicles (van driver) $8.0032.40) per hour for Special Education or under McKinney Vento Act support purposes.
2. Student support at co-curricular activities outside of the school day $32.40 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

Part X
Professional Experience and Development

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 time frame 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 the 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 by using the points conferred for the degree or certificate. 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. Pre-Approved Professional Development Activities -

   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.

   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 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

Part XI
Co-Curricular Salary Schedule

Article A - Waunakee Community School District Co-Curricular Salary Schedule

2024-25 base = $54,171. 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 X 13% or $7,042.23.

SENIOR HIGH 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	10.0	11.0	12.0	13.0
Asst. Cross Country	7.0	7.5	8.0	8.5	9.0
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	10.0	11.0	12.0	13.0
Assistant Golf	7.0	7.5	8.0	8.5	9.0 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
LACROSSE					
Head Lacrosse	9.0	10.0	11.0	12.0	13.0
Assistant Lacrosse	7.0	7.5	8.0	8.5	9.0
Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
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	10.0	11.00	12.0	13.0
Assistant Tennis	7.0	7.5	8.0	8.5	9.0
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	5.0	5.5	6.0	6.5	7.0
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

NON-ATHLETICS

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
SCIENCE OLYMPIAD					
Head Science Olympiad	7.0	8.0	9.0	10.0	11.0
Assistant Science Olympiad	5.0	5.5	6.0	6.5	7.0

SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
SEE: Students Empowering Each Other	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
Conservation 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
Science Club	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
ATHLETICS

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

NON-ATHLETIC CLUBS/ADVISORS

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
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

Years of Experience	**0-1**	**2-3**	**4-6**	**7-8**	**9+**
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	3.0	3.5	4.0	4.5
OTHER					
Head Yearbook	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
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

Skills USA	4.5	5.5	6.5	7.5	8.0

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) 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)

    b. Cashiers, ticket sellers and/or takers will be paid twenty dollars ($21.60)/hour.

    c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid twenty dollars ($21.60)/hour per event (basketball, football - minimum of 2 hours/game).

    d. Announcers - Twenty dollars ($21.60)/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

Part XII
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

Appendix B
Title IX Notice

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

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

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

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

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

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

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies
The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

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

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

Employment Guidelines
Edits incorporated for 25/26

Teacher
Page 2-3 Table of contents

Part I
PP 6-7 Part time teachers - Pay for extra partial days / monetary amounts

Part IV
P 18 Move of calendar info in whole from Part XII
P 18 Sp Ed teaching load and prep clarifications
P 19 Deletion of #8
P 22 Increase for IEPs & 504
P 23 Calendar Clarification info - new location, existing language

Part V
P 26 Time off use clarifying language

Part VI
P 35-36 Health insurance contribution amounts
P 36-37 Generalized clinic staff
P 37 Updated ABP amount
P 38 Dental insurance contribution amounts
P 40 Corrected section reference
P 42-43 Updated HRA amounts, Points deadline for retirement

Part VIII
P 51 Change of eval requirement for new to district teachers with experience

Part IX
P 53 New teacher advisor - new location, existing language
P 55 new base salary
PP 55-56 salary advancement illustrations
P 56 Updated hourly rates
P 57 Updated school year rates
New language about subbing for sick hours
P 58 Updated hourly rates - Special note - Driver rate increased beyond 4.12% and clarified circumstances
New location and new annual rate for New Teacher Advisor
Inclusion of Chemical Hygiene Officer role

Part X
P 61 Eduphoria point clarification

Part XI
P 68 New base wage / calculation example
P 69 New job title Special Olympics Coordinator
P 73 Move New teacher advisor to Part IX
Change in hourly rates
P 74 Move Calendar Clarification to Part IV
P 77 Added Sick Leave Value - correction in location to below HRA language
Added Chemical Hygiene Officer

Hourly Employees

Section 6.3
P 11 changed language to match Teacher Guidelines

Section 7.1
P 17 Removed reference to percent paid to match HR documents and Teacher Guidelines for dollar amounts. Referred staff to HR Department for contributions to prevent confusion of 24 different amounts

Section 7.2
P 18 Generalized clinic staff

Section 9.1
P 25 Increased value of a sick day by same amount as teachers

Section 14.0
P 33 Increased hourly rate of Other Duties by same amount as teachers
Added language specifying circumstances

Appendices B - D will be updated according to Board action on wages

Appendix F - Increased ABP amount equal to teachers

Administration and Admin Support

PP 11-12 Removal of percentages and addition of dollar contributions for health insurance

P 12-13 Generalized clinic staff

P 13-14 Removal of percentages and addition of dollar contributions for dental insurance

P 19 Added language about paid leave to be consistent with other employee groups

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, April 24, 2025, 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; Brown, Johnson Schell

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

IV. **PUBLIC COMMENTS** There were no comments at this meeting.

V. **TEXTBOOK REQUESTS-APPROVALS**
Johnson and Schell presented and answered questions regarding an updated review of this year's textbook requests. A motion was made by Dotzler, second by Ensign, to recommend to the full board to consider the textbook requests as presented. Motion carried 3-0.

VI. **CURRICULUM PROJECT REQUESTS-APPROVALS**
Johnson and Schell presented and answered questions regarding a review of this year's summer curriculum project requests. A motion was made by Hetzel, second by Dotzler, to recommend that the full board consider the curriculum project requests as presented. Motion carried 3-0.

VII. **INSTRUCTIONAL TECHNOLOGY PRESENTATION**
The WCSD educational technology specialists from each building provided an update and answered questions on our instructional technology programs that are not related to AI.

VIII. **FUTURE AGENDAS AND MEETINGS**
May-Testing and Assessment schedule. Spring local assessment data including intervention trends, particularly for Tier II and Tier III. Elevate overview. Academic goal.
katei joan all in 4:18

IX. **ADJOURN**
A motion was made by Dotzler, second by Ensign to adjourn the meeting at 4:18pm. Motion carried 3-0.

2025 Textbook Adoption Requests (as of 4/15/25)

Dept. Submitting Proposal	Title for this textbook or resource	Publisher	Copyright Date	Book/Resource type:	Cost per book/subscription and how many (incl shipping charges) Example: 125 @ $14.27 per, plus 8% shipping	Total Cost	Notes
Amy Johnson, 4K	Creative Curriculum for Pre-K	Teaching Strategies for Early Childhood	2024	Traditional Paper Textbook	$2,500 per classroom kit plus shipping = $23,000	$23,000.00	Update to newest edition of existing resource.
Amy Johnson, 5-6 ELA	Amplify CKLA/ELA	Amplify		Hybrid (both paper and digital)	Classroom kits and digital access	$49,437.94	New ELA resource that was piloted this year.
Amy Johnson, K-4 ELA	Geodes - grade 3	Great Minds	2025	paper	$1495.00 per school	$4,462.58	Decodable books to support phonics practice.
Ryan Gill, Music History	American Popular Music From Minstrelsy to MP3 Sixth Edition	Oxford	2021	Hybrid (both paper and digital)	15 @ 54.99	$824.85	Update to newest edition of existing resource.
Catrina Specht, AP Psychology	Myers' Psychology for the AP Course: Fourth Edition	Bedford, Freeman, & Worth (BFW) Publishers	2024	Traditional Paper Textbook	240 @ $166.98 = $40,075.20 + 8% (3,206.02) = $43,281.22	$43,281.22	Update to newest edition of existing resource.
Stephanie Kirker, AP Biology	Biology for the AP Course	BFW Publishers	2022	Hybrid (both paper and digital)	$16,398.00 + 669.90 shipping (100 books + digital 4 years)	$17,067.90	Update to newest edition of existing resource.
Rachel Guralski, AP Literature and Composition	Macbeth (Folger Shakespeare Library)	Simon & Schuster Paperbacks	2013	Traditional Paper Textbook	$17.80/book; free shipping; without cataloging and processing= $890.00. With cataloging and processing is +$80.50 =$970.50	$970.50	Replacement texts.
Rhonda Knapp, Ag Ed Department- ALL courses	TheAET.com	JudgingCard.com	2025	Digital Resource	$540 per year	$540.00	Supplemental resource for Ag classed.
Rhonda Knapp, ALL Ag Ed Department Courses	AgEdNet.com	Stewart-Peterson Inc.	2025	Digital Resource	$885 for a 2-year subscription	$885.00	Supplemental resource for Ag classed.
Corina Rogers, AP American Government and Politics	We The People	Norton	2025	Hybrid (both paper and digital)	60 books @ $75, + 2 additional years of Ebook subscription (1 included) plus $180 S & H = $5400	$5,400.00	New resource aligned to current College Board AP requirements for this course.
Gillian Anderson, Baking & Pastry Arts	Professional Baking High School 8th Edition Student Digital License	Wiley	2021	Digital Resource	2 year extension of online access (72 students @$99.99 = $7,199.28 plus $863.91 tech support)	$8,063.19	Update to newest edition of existing resource.
Tim Schell, 5-8 Mathematics	Amplify Desmos Mathematics	Amplify	2025	Hybrid (both paper and digital)	1 year blended for grades 5-8, including 8th grade Algebra A1.	$72,892.00	New Mathematics resource that was piloted this year. After our first year, we will determine whether to stay with blended or go digital for the remaining six year subscription.
High School Algebra 1	Amplify Desmos Mathematics	Amplify	2025	Hybrid (both paper and digital)	1 year blended.	10676	New Mathematics resource that was piloted this year. After our first year, we will determine whether to stay with blended or go digital for the remaining six year subscription.
TOTAL						$237,501.18	
					Elementary	$76,900.52	
					Secondary	$149,924.66	

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	7-12 ELA	Multicultural Literature Curriculum Updating and Renewal	Grace Malek	1	Major course revision	Teaching multicultural literature requires a dynamic and up-to-date approach to ensure the course reflects the diversity and depth of voices that resonate with students and the demographics in my classroom. Allocating time over the summer will allow me to focus exclusively on enhancing the curriculum, ensuring that the course remains relevant, engaging, and impactful for students. This dedicated period will provide the necessary space for thoughtful reflection, in-depth research, and the incorporation of innovative teaching strategies. I plan to research additional books to add to my lit circle unit, along with ways I can update the cores of the class which is currently rooted in Zaretta B. Hammonds Culture Tree.	Department project	20	$648.00	Yes
7-12	7-12 ELA	Advanced English 10	Molly Swanhorst	1	Major course revision	In the summer of 2024, I went to Boise State's Democracy Building Institute and worked with Bryn Orum & other members of the National Writing Project on building a brand new capstone unit that utilizes brand new News Literacy standards, and there is still much work to be done on fully integrating it into the course. I'll need to rebuild the units of instruction in both semesters, including materials and assessments, and that will definitely take time.	1 School Only	20	$648.00	Yes
7-12	7-12 ELA	Modern Literature Revisions	Lisa Carothers	Lisa Carothers, Kristen Thomason	Other	We overhauled the course two years ago and need to replace and modify curriculum to meet the needs of our students and to better align with other practices within our department.	Department project	12.5	$405.00	Yes
7-12	7-12 ELA	Amplify Implementation Year 2	Stephanie Boegh	Stephanie Boegh, Jason Kaltenberg, Inga Hershoff, Autumn Pedersen, Lynn Stenroos, SPED co-teachers and Bilingual co-teachers TBD by 25-26 schedule.	Major course revision	After implementing all 5 units from Amplify (in addition to a new schedule) our team would like to meet to discuss our findings, dive deeper into the tools and capabilities of the program, adjust for pacing, re-evaluate instructional choices, and examine the Implementation Matrix to determine next steps for the 25-26 school year, which will be Year 2 of implementation.	1 School Only	80	$2,592.00	Yes

270

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	7-12 ELA	AP English Language and Composition Updates	Kristen Thomason	Kristen Thomason, Grace Malek, Colin Anderson	Other	College Board has made some adjustments to our course/exam since we last had summer planning. We would like to rearrange and make changes to some of our major units, as well as replacing some of our larger projects.	Department project	30	$972.00	Yes
7-12	7-12 ELA	Dig. Comm 2025-26	Jason McConnell	Jason McConnell	Major course revision	With sponsorships entering its first full year of becoming integrated into our videoboard & livestream, Dig. Comm. will undergo several updates to its curriculum in both semesters. The inclusion of sponsorships will result in the creation of several brand new types of content that will need to be taught which will change several of the learning targets, projects, and student outcomes. Students will now need to become more versed in the Adobe software suite as well as navigating a massing site upgrade of our graphic design software/website. Daktronics and other tech suppliers have also updated their current software for 2025 and tech that replaces the previous tech which will also affect the curriculum. This has resulted in several of the units, projects, etc. needing to undergo restructuring to stay aligned with the learning outcomes, student goals, etc. The overhaul affects both semesters of Dig. Comm as each are different in what they target.	1 School Only	40	$1,296.00	Yes
7-12	7-12 ELA	English 9 Revisions	Walter Stenz	Walter Stenz, Rachel Guralski, Renee Esparza, Colin Anderson, Marly Hellenbrand, Kristen Thomason, Sarah Bliecher	Major course revision	We need to replace our unit on Romeo and Juliet. Changes to The Odyssey need to be finalized. Changes to our work on graded discussion need to be finalized.	Department project	40	$1,296.00	Yes
7-12	7-12 ELA	English 10 Independent Reading	Melissa Hanson	Bridgette Quant, Chris Schiemann, Andy Miller and Lisa Carothers	Other	Students in English 10 read independently throughout both semesters. We are interested in formalizing this procedure. Currently teachers have students read 2-3 times a week, but there is no accountability for what students are reading. We are interested in creating formative and summative assessments that help us (and students) track students' growth as critical readers. [1]	1 School Only	40	$1,296.00	Yes
7-12	Art	3D Animation	Kayla Burgess	Kayla Burgess	Major course revision	Maya is updating their rendering software and I need to relearn the software and rendering process.	1 School Only	20	$648.00	Yes

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	CTE	Microsoft Office for Business Applications Course Creation	Colleen Serum	Colleen Serum & Steve Erato	New course	The creation of this course will be replacing both Microsoft Office Advanced and Microsoft Office Excel/Access. Final Outcomes include: aligning curriculum with new MATC course, combining and adjusting curriculum to meet all course requirements, adjusting course timeline and creating day by day course outline, developing file management in Google Drive to store all course materials, writing operational procedures on how to set up TestOut courses and proctor Certiport exams	Department project	50	$1,620.00	Yes
7-12	CTE	Update of IED curriculum scope and sequence	Jeff Willauer	Myself	Other	I am looking to do a curricular update for IED as I am now teaching it. The online content has been/is being updated and the previous instructor tried to combine elements from a different PLTW course. That change is challenging and is not true to the PLTW curriculum.	Department project, 1 School Only	40	$1,296.00	Yes
7-12	CTE	Digital Electronics Curric Scope and Sequence	Jeff Willauer	Jeff Willauer	Other	I would like to update and revise the DE curriculum now that I have run through it one time. The suggested sequence doesn't always make sense and I would like to smooth out the experience for students. The supplied PowerPoints are also clunky and bloated with information. I will need to trim them down to a more suitable format and re-arrange them to work better.	Department project, 1 School Only	40	$1,296.00	Yes
7-12	CTE	Print Publications Update	Jeff Willauer	Jeff Willauer. Tammy Rademacher	Other	Tammy and I would like to work on the sequencing and creation of supplemental materials now that we have taught Print Pub for two years.	1 School Only	20	$648.00	Yes
7-12	CTE	Personal Finance - Updating to State Requirements	Maggie Biermeier	Maggie Biermeier, Gina Holmes, Sandra Meinholz, Steve Erato, Aaron McDonough, Max Tramburg, Colleen Serum (these are all the teachers who could potentially teach the course - we will know officially who would be getting eyes on this once we know who is teaching the course when numbers come out!)	Major course revision	We will be updating content, streamlining the course outline, preparing for a variety of teachers to teach the course depending on FTE, and reworking units to meet state standards for Act 60 requirements.	Department project, 1 School Only	40	$1,296.00	Yes

For Curriculum Committee BY LEVEL 2025 Summer Curriculum Writing Requests (as of 4-21-25)

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	CTE	7th and 8th Grade Agriculture Curriculum Updates	Kristina Puntney	Kristina Puntney (Potentially Gina Trower, too)	Major course revision	After teaching for a year with the new schedule, I would like to make curriculum updates mainly to 8th grade agriculture, but also a few in 7th grade to improve the flow and sequence of the courses.	1 School Only	10	$324.00	Yes
7-12	CTE	Ag Ed New Standards Alignment & Scope/Sequence	Rhonda Knapp	Rhonda Knapp, Gina Trower, Kristina Puntney.	Other	Continuation of the New Ag Ed Standards alignment. Also, revisit the scope and sequence with the new MS schedule, we need to make sure we are still in alignment. We spent time last summer, but didn't get through all 17 courses.	Department project	60	$1,944.00	Yes
7-12	CTE	Architectural Drafting Revision	Matt Schumacher	Matt Schumacher	Major course revision	After reviewing the curriculm the previous teacher that retired had made. There is not much of any curriculm for us to continue to use. A revision and overhaul of the content is needed.	Department project	20	$648.00	Yes
7-12	Health, Safety, & PE	Updates and changes	Jen Grabarski	Jen Grabarski, Kyle Miller, Matt Reinfeldt	Other	Last summer we updated our curriculum to fit within the new 59 minute schedule. Now that we are living the schedule we would like to work on the updates and changes that we are making note of as the school year goes on. Working over the summer would allow us to use what we are learning throughout the school year and adapt things to better suit student need. We are learning a lot and could take the time to make any necessary updates once the school year is complete.	Department project	30	$972.00	Yes
7-12	Health, Safety, & PE	Unifying Health Curriculum	Ralph Kalal	Ralph Kalal, Katherine Chabot-Boucher, Matthew Reinfeldt	Other	We are going to look at the middle school and high school curriculums to make sure that the High School is building off things that are being taught at the high school, create common language, and help continue to build middle school curriculum.	Multi-schools	24	$777.60	Yes
7-12	Mathematics	Algebra Foundations Updates	Caitlynn Hoff	Caitlynn Hoff	Other	Continue to make revisions to the course based on the previous year (newer course, could still use some small adjustments)	Department project	20	$648.00	Yes
7-12	Mathematics	FST Aligning (rewriting) Assessments with Unit Learning Targets	Karin Carson	Pani Weber Deb Becker	Other	Complete revision of FST curriculum last summer by creating Learning Targets and rubrics. Needing to go back through curriculum and redesign assessments and/or lessons to better match the rubrics or do we need to make changes to the Learning Targets, rubrics, or assessments.	1 School Only	60	$1,944.00	Yes

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	Mathematics	Pre Calc Assessment Redesign	Karin Carson	Mark Natzke	Other	Complete revision of Pre Calc curriculum last summer by creating Learning Targets and rubrics. Needing to go back through curriculum and redesign assessments and/or lessons to better match the rubrics or do we need to make changes to the Learning Targets, rubrics, or assessments.	1 School Only	50	$1,620.00	Yes
7-12	Mathematics	Amplify/Desmos Prep	Natalie O'Connell	Zach Holler, Gina Prokrass, Brianna Thibo, Jake Foster-Dunlap, Leah Kaltenberg, Terri Miller, Natalie O'Connell, John Ehle, Joel Anich, Sherry McMillan, Cooper Holewinski, 8th Grade CC Teacher	Other	After receiving training from the curriculum company time will be taken to be trained by colleagues who piloted the program. We will also be working to align 7-8 grading practices and then work on 1st quarter ELOs and rubrics to measure proficiency.	1 School Only	240	$7,776.00	Yes
7-12	Mathematics	High School Algebra I	Carol Cullen	Carol Cullen, Rick Vesbach, Colin Myhro, possibly new staff member	Other	Plan to adopt Amplify as the new Alg I curriculum. Work will include streamlining lessons to possibly include manipulative, wrod wall, etc.	1 School Only	70	$2,268.00	Yes
7-12	Music	Vocal Music Curriculum Vertical Alignment	Molly Petroff	Molly Petroff, Rachel Zarzyski and Sussanah Herrick	Other	The Vocal Music department 6-12 would like to unpack our ELOs as a group and review and make adjustments to our scope and sequence. We would also like the time to update our curriculum site with our current practice and curriculum vision.	Multi-schools	20	$648.00	Yes
7-12	Science	Units Review & Implementation	Erica Schauf	Carrie Jeschke, Hailey Bond, Cooper Holewinski, Holly Johnson	Other	Due to the implementation of our new natural selection unit, there are many assignments and labs that need to be added to our current scope and sequence. We need to address the overlap of antibiotic resistance within both the Amplify microbiome and genetics curriculum. We'd also like to revise our microbiome unit by reviewing the Amplify resources and add more hands on lab opportunities to study microorganisms, specifically protists. This would make the unit more meaningful to the students by making connections with their experiences. These are the main issues we'd like to address although there are more units that could be improved and organized.	1 School Only	52	$1,684.80	Yes

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	Science	8th grade science - weather & climate update	Jess North	Jess North, Rebecca Cullen, Holly Johnson, Paul Nesbitt	Major course revision	8th grade received the weather and climate standards this year, and after trying the Amplify units, we recognized major limitations in their curriculum. We need to review other options for weather/climate curriculum, and/or put significant work into updating and improving the Amplify curriculum so it is appropriate for our 8th graders.	1 School Only	50	$1,620.00	Yes
7-12	Science	Unit 2 rewrite	Jason Rotzenberg	Jason Rotzenberg, Meg Shaffar, Tad Porterfield, Jeff Butters	Major course revision	Adjusting sequence, learning objectives, and activities of unit two which may affect future units	Department project	70	$2,268.00	Yes
7-12	Science	PBS Curriculum Writing	Kaylene Moore	Kaylene Moore	Other	When the curriculum for the PLTW Principles of Biomedical Science (PBS) was updated, they rearranged the content into 3 units and created a 4th unit. Unit 4 covers content and technology I was not trained in, like bioengineering, CAD, and ArcGIS. I teach Units 1-3 extensively and have added in a few activities from Unit 4, but I want to make it a more weighty/concrete unit. PBS is divided into 4 major units, so each unit is one quarter of the content for the whole school year. It is important that I incorporate and teach Unit 4 to a high standard. I would like to take a deep dive into the unit and teach myself the content/technology and build the resources I need: handouts, reading guides, lab worksheets, rubrics, quizzes, formative assessments, or summative assessments. PLTW does not provide any of these resources, only the online textbook.	1 School Only	20	$648.00	Yes

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	Science	Physics Formative/Summative Realignment	Drew Nelson	Drew Nelson and Tammy Rademacher	Other	Realigning and/or rewriting formative and summative assessments to align with the redesign of the homeworks, and labs. Formative assessments (exit slips) will be intended to provide actionable student data for instructors and opportunity for student reflection based off of Essential standards and skills for each unit. Summative assessments (Unit and Lab tests) will be aligned with homework skills, classroom discussions, lab activities, and formative assessments to increase transparency of skills being assessed. Each test question will be linked directly to all relevant content from the unit. (ex. U1 Test Question 1 - Covered: U1 Worksheet 1, Question 2a and CV Explore lab debrief question 3) Expansion of the light unit due to increase in pace that we have seen this year as we move farther away from Covid.	Department project	40	$1,296.00	Yes
7-12	Science	New Textbook & Course Redesign	Stephanie Kirker	Stephanie Kirker	Major course revision	New textbook adoption for AP Bio. Would like to use the textbook resources to identify and/or develop a more substantial review and practice resources for students beyond what is available in AP Classroom.	Department project	40	$1,296.00	Yes
7-12	Social Studies	8th Grade SS Vertical Alignment	Jason LaFlash	Jason LaFlash, Alissa Walter, Marta Rocco, Shad Fanta	Other	We are looking over our curriculum to make sure we are in compliance with state law by including under represented groups with specific additions of them to lesson plans and materials.	Department project, 1 School Only	36	$1,166.40	Yes
7-12	Social Studies	APGaP new textbook - curriculum	Corina Rogers	Corina Rogers	Major course revision	New Textbook to plan, create curriculum to sync to AP Curriculum	Department project	40	$1,296.00	Yes

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
7-12	Social Studies	Cultural Studies Electives (US Indigenous Studies and African American Studies)	Lauren Michiels	Lauren Michiels and Colin Anderson	New course	The courses' aim to look at American history through different lenses and perspectives and diversify the narratives that students are exposed to in high school. There have been calls to action for more diverse curricula both among high school students and the wider community. We expect students to exit the course with increased awareness of the complexity of American history and society (both national and local). Students will practice examining primary sources from a multitude of perspectives, practice respectful academic discourse involving sensitive topics, and practice historical scholarship by compiling historic and contemporary sources (along with their original thoughts) into a portfolio.	1 School Only	60	$1,944.00	Yes
7-12	Student Support Services	MS SEL Summer Curriculum Hours	Kristi Puntney	Erica Schauf	Other	The middle school implemented Second Step for the 2024-2025 school year. We have identified areas for improvement such as scope and sequence for advisory lessons, pacing, lesson structure, and staff trainings.	1 School Only	20	$648.00	Yes - Student Services
7-12	Student Support Services	Student Services Tier 1 Curriculum	Ty Jury	Christen Pothof	Other	We implemented a completely new master schedule at the MS this year. This change took school counselors out of the classroom for Tier 1 instruction with the elimination of our Homeroom class. We would like to restructure our lessons to update and fit the Advisory timeframe we now are trying to use our curriculum in.	1 School Only	20	$648.00	Yes - Student Services
7-12	World Language	SLA 2 (Cycle 2)	Jenni Balcázar	Kristin Bastidas	New course	This project will outline all the units, goals, and assessments to be used in Cycle 2 of the SLA 2 course.	1 School Only	40	$1,296.00	Yes
7-12	World Language	MS French projects/assessements revision	Beth Stachour	Claudia Bright	Major course revision	Due to the changed schedule at the middle school, MS French needs to do a deep dive into revision of all project and assessments.	1 School Only	32	$1,036.80	Yes
7-12	World Language	Recoordination/revision for French 3	Shari Thompson	Shari Thompson, Beth Stachour, and Alissa Bratz	Other	The French 3 course has had a new instructor every 2 years and the team would like to realign and coordinate the Essential Learning Outcomes for the course.	1 School Only	24	$777.60	Yes
7-12	World Language	Chinese 3 and 4 redesign	Rosy Zhu		Major course revision	This project will include an overhaul of all units and assessments for both Chinese 3 and 4 courses.	1 School Only	40	$1,296.00	Yes
								1680.5	**$54,448.20**	**7-12 total**

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Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
EL	English Learners	World History Resource Development and Organization: Supporting Multilingual Learners	Lisa Jondle ??	Alex Jelacic & Briana Boodry	Other	Organize scaffolded and bilingualized curriculum: for World History - consolidating previously scaffolded curriculum into a shared Google folder accessible to Social Studies and EL teachers. Finalize Scaffolding and Translations: Ensure all scaffolded and translated materials are complete and accurate. This initiative will streamline access to resources and improve instruction for our multilingual learners - especially newcomer ELs	1 School Only	30	$972.00	Yes, split EL & C&I
EL	English Learners	Bilingual Program	Kelly Pertzborn	Kelly Pertzborn, Elena Fernandez, Anne Sparks, Pamela Emmerich	Other	We are entering our third year of the Heritage Bilingual program and are now growing to the 5th grade level. We need to work on refining our grade-level pacing guides in K-4 and creating a pacing guide for 5th grade. Additionally, we want to define the vocabulary needed to access each unit and create a language scope and sequence for our grade levels. Finally, we will use these vocabulary guides to plan lessons on bridging, connecting what the students have learned in Spanish to the English vocabulary words. If we have any remaining hours after these projects are completed, we will create a bank of resources for each unit including additional readings, videos, quizzes and resources from BrainPop and RAZkids. This may include looking for more books to supplement our bilingual classroom libraries.	Multi-schools	40	$1,296.00	Yes-Student Services
EL	English Learners	Bilingual Program	Sarah Israel	Sarah Israel, Kelly Pertzborn, Kelly Meinholz, Kensy Rosga, Kallie Ziegler	Major course revision	We are eager to come together as the k/1 bilingual program and become more cohesive. We hope to match fundations pictures/images/actions so that it is easier for our bilingual students to make connections from kindergarten to first grade. We also hope to use this time over the summer to brainstorm ways to include our cesa trainings. We would love to create visuals for vocabulary words, and visuals for our math program to match IM math vocabulary. We hope to discuss bridging and translaguaging too so that our EL students can be successful, especially in the jump from Kindergarten to first grade.	Department project, 1 School Only	80	$2,592.00	Yes, split EL & C&I
								150	**$4,860.00**	**EL TOTAL**

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
K-12	Art	Curriculum Writing Vertical Alignment	Melanie Trainor-Burton	Chris Madden, Renee Gavigan, Jessica Stortz, Mel Burton, Mandy Longtin, Sophie Wagner-Marx, Kayla Burgess, Mary Wright, Beth Crook de Valdez	Other	Last summer, our art department worked hard to: * Write our mission statement * Create our vision for the future * List our beliefs about WCSD art education * Made a template for our curriculum * Each school/teacher recorded their information into the template Now, we need to work together on two important things: 1. Look closely and collaboratively at our curriculum template 2. Make sure our art curriculum builds on each other from grade to grade/school to school. Look for any gaps/overlaps	Department project	108	$3,499.20	OK - curriculum renewal work
K-12	LMTC & Computer Resources	Media Literacy/Digital Citizenship Bell Ringers and Exit Tickets	Stephanie Judge/Sarah Wendorf	Stephanie Judge, Sarah Wendorf, Alec Kartz, Chris Schiemann, Courtney Lovell	Other	We want to create bell ringers teachers could use to introduce critical thinking as it relates to media messages kids see on social media etc. These would be shared with teachers as a way to teach digital / media literacy across the curriculums with this important material.	Multi-schools	20	$648.00	OK
K-12	LMTC & Computer Resources	AI Literacy Scope and Sequence	Sarah Wendorf, Cassie Roberts	Sarah Wendorf, Amy Frank, Alec Kartz (?), Brittany Phelps, Cassie Roberts, Courtney, Chris	Major course revision	We would like to build upon the foundation we started last year with establishing our four strands of AI literacy. We want to fine tune lessons and advance the lessons now that the first year of learning in this area has occured. We want to look for further ways to collaborate with other content areas to teach this, especially in 6-12 where we do not have pull out classes. Final Outcome is a more comprehensive curriculum document for AI and including more advanced topics.	Multi-schools	28	$907.20	OK
								156	**$5,054.40**	**K-12 Total**
K-6	Health, Safety, & PE	CFA and Summative Assessment Creation and Adjustments	Jonathon Gustafson	Jonathon Gustafson, Anne Dahlie, Christine Leising, Stefanie Steinagle, Maddie Neizgoda	Major course revision	This is the second year with our new curriculum and a continued revamp of our summative assessments and CFA's	Multi-schools	40	$1,296.00	Yes
K-6	K-6 ELA	Act 20 documents/process	Amy Johnson	TBD	Other	A workgroup will review the processes and documents from this year and make adjustments based on feedback	Multi-schools	24	$777.60	Yes

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K-6	K-6 ELA	Amplify Curriculum Adjustments	Gretchen Kestler	Nick Saeger, Mandy Rice, Claire Little, Lea Zwettler, Mandy Trudell, Erin Weller, Gretchen Kestler, Margaret Martin	Other	We will be examining the new units of Amplify and determinig which ones we will be instructing and where the book clubs will go - overall adjustments to the scope and sequence. Our team will be determining what will be used as CFAs and which data points to bring to the PLC. We will be working to identify areas to deepen supports for MLL and ELL students. We will also be looking at what WIS reporting standards to revise on our report card.	1 School Only	64	$2,073.60	Yes
K-6	K-6 ELA	6th Grade Amplify Curriculum Adjustments	Kristin McKenna	Lea Zwettler, Lori Ketter, Stacy Starin, Kristin McKenna, Andrea Gonzalez, Kerry Lozano, Bryant Ward, Maggie Gulvik, Bob Gracia	Other	We will be examining the new units of Amplify and determining which ones we will be instructing and where the book clubs will go - overall adjustments to the scope and sequence. Our team will be determining what will be used as CFAs and which data points to bring to the PLC. We will be working to identify areas to deepen supports for MLL and ELL students. We will also be looking at what WIS reporting standards to revise on our report card.	1 School Only	72	$2,332.80	yes
K-6	K-6 ELA	Prairie Book Room	Dawn Peters	Dawn Peters and Trudi Leder	Other	Organize by grade level bands and continue to relabel and color code book bins	1 School Only	20	$648.00	Yes
K-6	K-6 ELA	Heritage Book Room	Heather Siesdchlag	Pam Smith, Erica Wagoner, Jamie Long, Janelle Pherson	Other	Maintenance and Inventory of book room	1 School Only	20	$648.00	Yes
K-6	K-6 ELA	Book Room Work	Heather May and Lori Armstrong		Other	Sort and organize books in book room.	Multi-schools	20	$648.00	Yes
K-6	LMTC & Computer Resources	K-6 EdTech Curriculum Update/Review	Cassie Roberts	Cassie Roberts, Meaghan Nelson, Jake Swance, Amy Frank	Other	We will be working as a team to update and modify our curriculum for the K-5 technology classes. We are going to be entering our fourth year of this new curriculum and need to adjust activities and lessons for students who have now had consistent technology classes going into their fourth year. We are going to be adding some AI lessons in all of the grade levels and need to adjust some other lessons in the process. There are also some tech tools we have been using for some of our lessons that are either no longer available or have changed and we need to research some new tools to use for these lessons. We will also be continuing our work with aligning our curriculum outcomes across all grade levels and to both the Wisconsin ITL standards and the ISTE standards.	Multi-schools	16	$518.40	Yes, if not during extended contract days

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
K-6	LMTC & Computer Resources	Information/Media Literacy Scope and Sequence	Sarah Wendorf	Sarah Wendorf, Meaghan Nelson, Erica Wagoner, Melissa Hill, Brittany Phelps, Amy Frank	Other	We would like to focus on our core Information Technology Literacy standards from WI and vertically align our instruction for K-6 We have new LMTC directors since this was last done for library lessons. We have also added new AI lessons. We'd like to look at how what we are teaching fits in with EdTech lessons as well. Our final outcome will be to create an updated scope and sequence that fits our students needs and information literacy landscape.	Multi-schools	24	$777.60	Yes, if not during extended contract days
K-6	Health, Safety, & PE	Intermediate CORE Curriculum Introduction	Janette Zielicke	Janette Zielicke, Mike Minter, Matt Reinfeldt	Other	Time to learn and incorporate the CORE PE Curriculum that is currently being used by K-4.	1 School Only	24	$777.60	Yes
K-6	Mathematics	New Curriculum Adjustments	Amanda Hoffman	Amanda Hoffman, Micah Thingvold, Dan Gage, Spencer Lee, Tammy Miller, Aimee Spahos, Heather Parsons, Paige Haldeman, Cheryl Lang, Jacqueline Wells, Paul Miller, Josh Rothman, Jared Acker, Tyler Selk	Other	In depth planning on new scope and sequence including aligning differentiation resources to focus standards for each unit. We will plan for IE and small group instruction. Finally, we will look at standards taught and make necessary suggestions to the current report card.	1 School Only	84	$2,721.60	Yes, with conversation about allowable adjustments in year 1
K-6	Mathematics	Elementary Math	Amy Johnson	Instructional Coaches, Classroom teachers	Major course revision	Report cards and assessment rubrics need to be adjusted with new math curriculum	Multi-schools	75	$2,430.00	Yes
K-6	Music	Elementary Music Curriculum	Abigail Taulbee	Emily Cassel, Christina Metzger, Abigail Taulbee	Other	The Elementary Music Team would like to request summer curriculum hours, 10 hours per person = 30 hours total. With our evolving PLC work, including CFA's and other changes we have made throughout the school year, we would like to continue to evolve and revise our curriculum and get the changes in place before the start of the 2025-2026 school year. We do not typically have PLC time before the school year begins to be able to do this work. We would like to continue the momentum of unit planning, reviewing I Can statements, the pacing of units, common assessments, and anchor activities.	Multi-schools	30	$972.00	Yes
K-6	Pathways	Pathways related IM assessment materials	Janell Dorn	Lyn Cederholm	Other	Revisions/edits of end of year IM assessments and answer keys for grades K-5 Pathways use.	Multi-schools	8	$259.20	Yes if not during extended days

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
K-6	Science	Curriculum with a phenomena based focus	Aimee Spahos	Heather Parsons, Tammy Miller, Bryant Ward, Dan Gage, Micah Thingvold, Spencer Lee	Major course revision	Finding authentic, relevant & engaging phenomena that requires students to use key science ideas to explain Redesign/adapt learning experiences to increase equity & student interest.	1 School Only	60	$1,944.00	Yes
K-6	Science	Unit Assessment Completion	Josh Rothman	Jacqueline Wells, Paul Miller, Josh Rothman	Other	The Science Committee's goal is to ensure that K-12 science teachers fully review the curriculum for alignment with NGSS (Next Generation Science Standards) performance expectations and to develop a vertically aligned, consistent scope and sequence district-wide. To support this objective, we will be dedicating time to complete the common assessments for the 5th-grade science units. This time will be used to refine and finalize the units, ensuring that they meet NGSS standards and contribute to the overall K-12 alignment goal. By completing these units, we aim to enhance the coherence and consistency of science education across grade levels.	1 School Only	20	$648.00	Yes
K-6	World Language	K-4 World Language Spanish Language Literacy Vertical Alignment	Gina Pagel	Hailee Hamer, Mary Keenan, Gina Pagel, and Morgan Weigel	Other	This summer we will work to review recent additions to our curriculum that support Spanish language literacy development. We will evaluate instructional materials and assessments, then revise and add curriculum elements to better support letter/sound correspondence from Kindergarten through 4th grade. We have found our renewed focus on Spanish literacy development to impact students positively. We need time to more deeply integrate this work into our curriculum in order to both support language acquisition and social studies in units throughout the school year in each grade level.	Department project	70	$2,268.00	Yes
K-6	K-6 ELA	LLT	Amy Johnson	chair, coord, reading interventionists, coaches	Other	This group will work on literacy leadership projects across the four schools	Multi-schools	100.00	$3,240.00	Yes
								771	**$24,980.40**	**K-6 TOTAL**

	Hours	Cost
K-6	771.00	$24,980.40
7-12	1680.50	$54,448.20

Level	Department	Title of Project	Project Coordinator	Staff Members Involved	Reason for Request	Brief explanation of the project w/final outcomes	Select schools, multi-school or department project	Total number of hours requested (for all staff involved) @ $32.40/per hour.	Amount	Notes
								K-12	156.00	$5,054.40
								EL	150.00	$4,860.00
								Grand Total	2757.50	$89,343.00

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[1] Responder updated this value.

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2024-25 Budget Status Report - April 30th, 2025

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	36,749,683	36,939,638	28,167,168.86	8,463,490.44	99.16%	308,979.18
Personnel Costs: Benefits	12,048,294	11,902,255	9,800,160.17	2,890,017.66	106.62%	-787,922.91
Total	**48,797,977**	**48,841,893**	**37,967,329.03**	**11,353,508.10**	**100.98%**	**-478,943.73**
Buildings	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Prairie School	87,510	87,510	61,579.29	8,111.45	79.64%	17,819.26
Prairie School CSF	33,100	38,100	31,165.09	3,148.98	90.06%	3,785.93
Heritage School	88,170	88,170	79,959.19	3,823.44	95.02%	4,387.37
Heritage School CSF	34,602	39,602	34,097.86	4,469.41	97.39%	1,034.73
Arboretum School	75,420	75,420	55,879.77	6,960.08	83.32%	12,580.15
Arboretum School CSF	27,031	31,031	25,173.94	6,898.32	103.36%	-1,041.26
Intermediate School	160,000	163,140	118,139.38	9,750.42	78.39%	35,250.20
Intermediate School CSF	39,044	45,044	30,764.35	8,074.44	86.22%	6,205.21
Middle School	163,140	163,140	118,049.79	16,081.66	82.22%	29,008.55
Middle School CSF	42,673	48,673	41,832.69	2,890.64	91.89%	3,949.67
High School	597,887	599,366	327,882.54	108,879.59	72.87%	162,603.91
High School CSF	84,471	86,486	56,111.36	2,578.68	67.86%	27,795.96
Athletics	447,602	447,602	309,493.46	33,138.35	76.55%	104,970.19
Departments						
Utilities	1,126,923	1,126,923	897,583.32	183,020.26	95.89%	46,319.42
Maintenance	731,990	731,990	743,448.26	185,586.69	126.92%	-197,044.95
Capital Projects	0	0	61,767.96	0.00	---%	-61,767.96
Contingency Fund	100,000	7,000	5,270.00	0.00	75.29%	1,730.00
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,568,381	1,808,381	1,320,481.32	380,042.90	94.04%	107,856.78
Technology	718,729	718,729	732,079.05	710.30	101.96%	-14,060.35
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Secondary	527,300	527,300	467,018.43	15,759.33	91.56%	44,522.24
Curriculum-Elementary Operations	467,782	467,782	629,571.84	4,057.53	135.45%	-165,847.37
4K District	913,400	913,400	900,370.39	194.96	98.59%	12,834.65
4K Operations	17,000	17,000	6,670.39	194.96	40.38%	10,134.65
Human Resources	54,550	54,550	41,688.40	5,989.96	87.40%	6,871.64
Superintendent	94,600	267,100	220,070.99	16,096.35	88.42%	30,932.66
Student Services-Operations	73,184	73,184	37,034.76	177.54	50.85%	35,971.70
Student Services-District	97,000	97,000	84,004.88	32,131.21	119.73%	-19,136.09
Business Office	472,336	572,336	554,103.86	64,560.97	108.09%	-46,328.83
District Wide	1,987,541	2,391,816	957,314.31	42,110.88	41.79%	1,392,390.81
Special Projects	0	40,000	41,129.12	0.00	102.82%	-1,129.12
Summer School	109,515	109,515	101,124.38	0.00	92.34%	8,390.62
Grants-Fund 10						
Common School Fund-District	7,069	7,069	7,068.72	0.00	100.00%	0.28
Title 1 Grant (Public)	96,184	96,184	55,435.12	23,112.80	81.66%	17,636.08
Title 1 Grant (Private)	4,563	4,563	3,282.52	0.00	71.94%	1,280.48
Title 2 Grant (Public)	40,907	40,907	36,361.79	4,545.23	100.00%	-0.02
Title 2 Grant (Private)	6,232	6,232	5,990.47	0.00	96.12%	241.53
Title 3 Grant	17,205	17,205	12,066.51	5,500.00	102.10%	-361.51
Title 4A Grant (Public)	7,482	8,720	8,720.36	0.00	100.00%	0.00
Title 4A Grant (Private)	2,518	2,518	2,518.19	0.00	100.00%	0.00
Career/Tech Ed Grant	82,790	82,790	41,030.17	14,549.97	67.13%	27,209.86
CEIS Federal Flo-Through	141,000	191,600	125,818.33	15,798.60	73.91%	49,983.07
Ed. Effectiveness Grant	32,000	32,442	0.00	0.00	0.00%	32,442.00
Peer Mentor Grant	12,232	12,232	6,056.16	808.92	---%	5,366.92
Perkins Grant	19,354	21,770	13,756.44	209.96	64.15%	7,803.60
Reading Readiness	8,375	0	0.00	0.00	---%	0.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	0	0	89,141.51	35,880.00	---%	-125,021.51
SAODA	25,000	25,000	610.15	0.00	---%	24,389.85
Other Program Totals						
Transfer to Fund 27	7,268,513	7,802,885	0.00	0.00	0.00%	7,802,885.44
Wellness Clinic	300,000	325,000	261,618.52	71,078.55	102.37%	-7,697.07

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	48,797,977	48,841,893	37,967,329.03	11,353,508.10	100.98%	-478,943.73
Building Totals	1,880,650	1,913,284	1,290,128.71	214,805.46	78.66%	408,349.87
Department Totals	9,060,231	9,924,006	7,800,731.66	930,633.84	87.98%	1,192,640.50
Grant Totals	502,911	549,233	407,856.44	100,405.48	92.54%	40,970.63
Other Program Totals	7,568,513	8,127,885	261,618.52	71,078.55	4.09%	7,795,188.37
Total Fund 10 Expenditures	**67,810,282**	**69,356,301**	**47,727,664.36**	**12,670,431.43**	**87.08%**	**8,958,205.64**

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	2,550	2,550	6,270.95	0.00	245.92%	-3,720.95
Heritage School	2,250	2,250	4,793.73	0.00	213.05%	-2,543.73
Arboretum School	5,820	5,820	5,280.38	0.00	90.73%	539.62
Intermediate School	37,900	37,900	15,184.55	0.00	40.06%	22,715.45
Middle School	23,700	23,700	30,222.50	0.00	127.52%	-6,522.50
High School	199,215	209,215	237,886.73	0.00	113.70%	-28,671.73
Curriculum - Elementary	12,400	12,400	0.00	0.00	---%	12,400.00
Curriculum - Secondary	10,815	10,815	15,335.38	0.00	141.80%	-4,520.38
Maintenance	12,500	51,000	80,358.11	0.00	157.56%	-29,358.11
Energy Conservation	0	0	0.00	0.00	---%	0.00
Athletic Dept	71,000	71,000	58,789.33	0.00	82.80%	12,210.67

Human Resources	0	0	0.00	0.00	---%	0.00
Technology	4,200	4,200	6,351.71	0.00	151.23%	-2,151.71
E-Rate	0	0	0.00	0.00	---%	0.00
District	66,437,839	67,137,027	53,229,132.55	0.00	79.28%	13,907,894.45
Grants - Fund 10						
Common School Fund-District	267,990	296,005	0.00	0.00	0.00%	296,005.00
Title 1 Grant (Public)	96,184	96,184	0.00	0.00	0.00%	96,184.00
Title 1 Grant (Private)	4,563	4,563	973.32	0.00	21.33%	3,589.68
Title 2 Grant (Public)	40,907	40,907	18,180.89	0.00	44.44%	22,726.11
Title 2 Grant (Private)	6,232	6,232	0.00	0.00	0.00%	6,232.00
Title 3 Grant	17,205	17,205	0.00	0.00	0.00%	17,205.00
Title 4A Grant (Public)	7,482	8,720	0.00	0.00	0.00%	8,720.36
Title 4A Grant (Private)	2,518	2,518	0.00	0.00	0.00%	2,518.19
Career/Tech Ed Grant	82,790	82,790	300.00	0.00	0.36%	82,490.00
CEIS Federal Flo-Through	141,000	191,600	82,205.27	0.00	42.90%	109,394.73
Ed. Effectiveness Grant	32,000	33,442	0.00	0.00	0.00%	33,442.00
Peer Mentor Grant	12,232	12,232	0.00	0.00	---%	12,232.00
Perkins Grant	19,354	21,770	7,262.73	0.00	33.36%	14,507.27
Reading Readiness	0	0	0.00	0.00	---%	0.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	130,239	130,239	0.00	0.00	---%	130,239.00
SAODA	25,000	25,000	10,034.21	0.00	---%	14,965.79
Total Fund 10 Revenues	**67,708,385**	**68,580,975**	**53,834,267.56**	**0.00**	**78.50%**	**14,746,706.99**

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants)	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Salaries & Benefits	10,843,708	10,927,117	8,240,443.18	2,588,898.39	99.11%	97,775.58
Departments						
Special Ed-Operations	28,839	28,839	29,433.43	422.00	103.52%	-1,016.43
Special Ed-District	157,000	157,000	103,681.04	48,612.97	97.00%	4,705.99
Transportation	228,966	228,966	188,657.18	90,472.98	121.91%	-50,164.16
Medicaid	10,000	10,000	10,847.17	0.00	108.47%	-847.17
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	975,048	748,067.78	147,211.52	91.82%	79,768.70
IDEA PreSchool Grant	58,500	34,500	15,541.50	1,915.44	50.60%	17,043.06
Total Fund 27 Expenditures	**12,302,061**	**12,401,820**	**9,373,612.82**	**2,920,904.26**	**99.13%**	**107,303.07**

SPECIAL EDUCATION FUND 27 REVENUES

Source	**Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
IDEA FlowThrough Grant	975,048	975,048	616,014.41	0.00	63.18%	359,033.59
IDEA PreSchool Grant	58,500	34,500	11,593.95	0.00	---%	22,906.05
Special Ed Revenues	0	0	0.00	0.00	---%	0.00
Other Fund 27 Revenues	11,253,513	11,372,885	2,352,997.24	0.00	20.69%	9,019,888.20
Total Fund 27 Revenues	**12,287,061**	**12,382,433**	**2,980,605.60**	**0.00**	**24.07%**	**9,401,827.84**

FOOD SERVICE FUND 50 EXPENSES

Function	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
All	2,886,887	2,886,887	2,231,083.71	509,824.20	94.94%	145,979.09

FOOD SERVICE FUND 50 REVENUES

Source	**Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
All	2,902,207	2,902,207	2,182,276.65	0.00	75.19%	719,930.35

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES April 30, 2025

Building/Department	**23-24 Carryover**	**24-25 Revenue Budget**	**24-25 Rec'd**	**24-25 Revenue Balance**	**24-25 Expense Budget**	**24-25 Spent / Encumbered**		**24-25 Expense Balance**	**24-25 Balance**	**Funds Available**
Prairie School	31,971.57	2,550.00	6,270.95	-3,720.95	87,510	69,690.74		17,819.26	21,540.21	53,511.78
Heritage School	24,323.72	2,250.00	4,793.73	-2,543.73	88,170	83,782.63		4,387.37	6,931.10	31,254.82
Arboretum School	9,038.53	5,820.00	5,280.38	539.62	75,420	62,839.85		12,580.15	12,040.53	21,079.06
Intermediate School	85,117.72	37,900.00	15,184.55	22,715.45	163,140	127,889.80		35,250.20	12,534.75	97,652.47
Middle School	62,624.43	23,700.00	30,222.50	-6,522.50	163,140	134,131.45		29,008.55	35,531.05	98,155.48
High School	62,011.13	209,215.00	237,886.73	-28,671.73	599,366	436,762.13		162,603.91	191,275.64	253,286.77
4K	11,301.04	0.00	0.00	0.00	17,000	6,865.35		10,134.65	10,134.65	26,052.57
Athletic Dept	24,595.65	71,000.00	58,789.33	12,210.67	447,602	342,631.81		104,970.19	92,759.52	117,355.17
Curriculum-Elementary	210,216.37	0.00	0.00	0.00	467,782	633,629.37		-165,847.37	-165,847.37	44,369.00
Curriculum-Secondary	16,925.67	10,815.00	15,335.38	-4,520.38	527,300	482,777.76		44,522.24	49,042.62	65,968.29
CTE Grant	112,514.84	82,790.00	300.00	82,490.00	82,790	55,580.14		27,209.86	-55,280.14	57,234.70
Human Resources	8,897.34	0.00	0.00	0.00	54,550	47,678.36		6,871.64	6,871.64	15,768.98
Maintenance	62,036.62	51,000.00	80,358.11	-29,358.11	731,990	929,034.95		-197,044.95	-167,686.84	-105,650.22
Special Education	31,312.26	0.00	0.00	0.00	28,839	29,855.43		-1,016.43	-1,016.43	30,295.83
Student Services	121,115.72	0.00	0.00	0.00	73,184	37,212.30		35,971.70	35,971.70	157,087.42
Superintendent	854.92	0.00	0.00	0.00	267,100	236,167.34		30,932.66	30,932.66	31,787.58
Technology	114,878.55	4,200.00	6,351.71	-2,151.71	718,729	732,789.35		-14,060.35	-11,908.64	102,969.91
Capital Projects (Fund 10)	-	0.00	0.00	0.00	0	10,934.45		-10,934.45	-10,934.45	-10,934.45
	996,104.90								92,892.20	1,093,613.98

CASH RECONCILIATION FOR THE MONTH OF MARCH 2025

	OCB	OCB	OCB	OCB	LGIP	LGIP	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC-211 2024 BOND	WISC-212 2025 BOND	WISC	
	PAYROLL CHECKING	DEPOSIT ACCT (FUNDS	OPERATING ACCT (FUNDS	Construction ACCT Checking	GENERAL ACCOUNT (FUNDS	DENTAL ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	Referendum ACCT	Referendum ACCT	GENERAL	TOTALS
	(FUND 10)	10,21,27,50,60,80,99)	10,21,27,50,60,80,99)	(Fund 49)	10,27,50,80,99)	(FUND 10)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	146,293.53	21,685,311.86	149,280.56	8,885.67	1,688,723.98	380,887.70	722,364.45	1,775,588.79	347,363.47	6,785,575.44	2,023.44	14,701,666.35	0.00	91,014.08	48,484,979.32
REVENUES:															
+ DEPOSITS	5,671,961.14	409,256.77	1,290,700.09	4,500,000.00	10,350,024.75	61,332.70		7,000,000.00	0.00	0.00	0.00	0.00	520,000.00	9,000,000.00	38,803,275.45
+ INTEREST	1,219.21	54,507.03	796.73	893.01	17,669.17	1,295.30	1,087.45	11,254.06	1,248.67	18,521.89	7.15	53,923.35	1,291.76	15,597.11	179,311.89
TOTAL REVENUES	5,673,180.35	463,763.80	1,291,496.82	4,500,893.01	10,367,693.92	62,628.00	1,087.45	7,011,254.06	1,248.67	18,521.89	7.15	53,923.35	521,291.76	9,015,597.11	38,982,587.34
EXPENSES:															
ACCOUNTS PAYABLE	0.00	9,826,086.93	1,292,819.44	4,298,250.72	0.00	64,020.09			0.00	4,500,000.00	0.00			$7,000,000.00	26,981,177.18
PAYROLL	5,725,102.41	5,665,970.50				0.00	0.00	0.00	0.00	0.00				0.00	11,391,072.91
											0.00				
TOTAL EXPENSES	5,725,102.41	15,492,057.43	1,292,819.44	4,298,250.72	0.00	64,020.09	0.00	0.00	0.00	4,500,000.00	0.00	0.00	0.00	7,000,000.00	38,372,250.09
ENDING BALANCE	94,371.47	6,657,018.23	147,957.94	211,527.96	12,056,417.90	379,495.61	723,451.90	8,786,842.85	348,612.14	2,304,097.33	2,030.59	14,755,589.70	521,291.76	2,106,611.19	49,095,316.57
BANK BALANCES-SKYWARD															
ENDING BANK BALANCE	94,371.47	6,657,018.23	147,957.94	211,527.96	12,056,417.90	379,495.61	723,451.90	8,786,842.85	348,612.14	2,304,097.33	2,030.59	14,755,589.70	521,291.76	2,106,611.19	49,095,316.57
OUTSTANDING ACH	**526,390.88**		640.00		0.00	0.00	0.00	0.00	0.00	0.00				0.00	527,030.88
ACTUAL BALANCE	-432,019.41	6,657,018.23	147,317.94	211,527.96	12,056,417.90	379,495.61	723,451.90	8,786,842.85	348,612.14	2,304,097.33	2,030.59	14,755,589.70	521,291.76	2,106,611.19	48,568,285.69

SKYWARD BALANCE 0.00

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

TO: Waunakee Community School District Board of Education and Administration

FROM: Dean Kaminski/Erin Mayrand

DATE: May 5, 2025

RE: Changes in 2025-2026 WCSD K-6 Family-Student Handbook

Cover: Updated: Date, Updated all references of 2024-2025 to 2025-2026 throughout the entire handbook.
Updated: New school photo for Heritage Elementary
Updated: Table of Contents

Page 3: Updated: Tiffany Loken for co-Title IX Coordinator for the District.

Page 4: Added: Website for Wisconsin Youth Company
Replaced: used 'contact' instead of 'call'
Replaced: 'designated areas' instead of 'lockers or cubbies'

Page 5: Deleted: All reference to Section 430-Rule (3); no longer exists
Updated: Policy 431
Added: they:

- Have been experiencing episodes of vomiting or diarrhea in the last 24 hours
- Have a temperature of 100.4 degrees or higher. Students must be fever free for 24 hours without fever reducing medication before returning to school
- Are experiencing any symptoms severe enough to hinder participation in class and school activities (i.e., headache, body aches, fatigue, pain)
- Have cold symptoms that are not well contained
- Possibly have an untreated communicable illness (i.e., strep throat, impetigo, scabies, draining pink eye)

Deleted: There have been episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating a regular diet.

- The student's temperature is not normal (approximately 100 degrees or higher) and the student feels ill. **Students need to be fever free *without fever reducing medication* for 24 hours before returning to school.**
- The student has pain, body aches or fatigue severe enough to hinder participation in class and school activities.
- The student has an uncontrollable cough or runny nose that they cannot care for in a sanitary manner.
- The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment.
- The student has a possible untreated contagious disease (impetigo, scabies, strep, lice, etc.).

Replaced: 'staff' instead of 'principal'

Page 7: Updated: Under sub-section, Truancy, formatted as a bulleted list instead of paragraph

Page 8: Updated: Calendar dates for the 2025-2026 school year.

Page 9: Deleted: Additionally, families may elect to have their child celebrate a birthday with their peers in the classroom. A small birthday recognition/treat is permitted to be shared with classmates. We ask that families send purchased or pre-packaged items that include allergy and nutrition information for the treat being shared due to various allergies that students may have.
Added: Schools recognize students and their birthdays through announcements or other avenues. We are no longer able to accept family donations of treats or trinkets coming into school for birthdays.

Page 10: Deleted: location of AEDs in each school.

Page 11: Updated: Moved section Family/Guardian Involvement to be in alphabetical order
Replaced: All mention of Raptor with Visitor Aware System
Updated: Dates for Fall and Spring Conferences
Updated: Fixed broken link for Volunteer Criminal Background Check

Page 15: Deleted: Under sub-section Sexual Harassment Reference to Section G
Updated: Policy #412/512

Page 16: Updated: Anti-Bullying Policy #443.9 to new Policy #443.71

Page 17: Updated: Sub-section titles, Illness and Injury, and Immunizations
Added: Parents/guardians may be notified if their student is ill or injured. To ensure appropriate care, students may need to be picked up to go home. Review our Health Guidelines for Attendance HERE.
Deleted: The parent/guardian of a student who appears significantly ill or injured will be notified by phone to come to school to pick up the child in order to insure the child receives appropriate care. **Students need to be fever free *without fever reducing medication* for 24 hours before returning to school.** Students experiencing episodes of vomiting or diarrhea in the last 24 hours or not yet tolerating a regular diet should also remain at home.
Added: The Wisconsin Student Immunization Law requires that all students in grades 4K through 12 meet the minimum requirements for immunizations to attend school. These requirements may be waived for religious, health or personal conviction reasons. A waiver must be signed and returned in order for the immunization to be waived. If in the Fall, our immunization audit shows that a student does not meet the requirements, parents/guardians will receive a "Legal Notice" mailed on the 15th day of school. This notice will contain instructions for what the child will need in order to be compliant with State Law. Failure to comply may result in exclusion of the child from school until the immunization is completed, or the waiver is signed.
Deleted: State law requires that all students in grades Kindergarten through 12 have at least minimum protection against certain communicable diseases; current immunization cards must be maintained on all students. Health records are kept by the school health nurse and are updated annually. Please supply the school with any updated information on immunizations or special health concerns.
Added:
Medication
Whenever possible, we encourage families to administer medication to children at home. Please check with your child's health care provider to see if prescribed medication can be given outside the school day and thereby eliminate bringing medication to school.

If your student requires prescription or over the counter medications at school, completed forms must be submitted to the health office with the medication prior to us administering them. All medications must be in their original containers with proper labels and not expired. The district

is required to have a new medication consent form completed **each school year, for each medication**.

- Prescription medications require parent/guardian **and** health care provider signature
  - Prescription Medication Consent Form
- Over the counter medications require parent/guardian signature
  - Over the Counter Medication Consent Form

Deleted:
Prescription Medication:
Written consent and instruction from families/guardians *and a licensed health care provider* must be submitted to the office on a "Medication Consent" form (see appendix H) prior to office personnel dispensing any prescription medication to a student. Medication must arrive in the original container with the child's name, name of drug and dosage method, time and quantity to be given, physician's name and duration of treatment on the container's label.

Over the counter/Non-prescription medication:
Over the counter, non-prescription medication to be administered at school should be brought to the office by the student's parent/guardian in the original container. Prior to dispensing any over the counter medication, families/guardians are required to complete a "Medication Consent" form (see appendix H) stating time and quantity of medication to be administered.

Under no circumstances will a student be given medication or allowed to take medication themselves, prescription or non-prescription, without written notification from families to the school.

Page 20: Updated: Heritage drop off/pick up procedures.

Heritage: To keep everyone safe, please follow these expectations for drop off/pick up.
Parent Loop: Pull ahead as far as possible. Do not stop in the crosswalk area. Have your student exit the vehicle on the passenger side. Drivers should remain in their car to avoid exiting into the traffic lane. Please do not park in the loop.

Pages 21: Updated: Monthly drills using Standard Response Protocol (SRP) language: hold, secure, lockdown, evacuate, and shelter.

Page 25: Deleted: under sub-section Pathways
Students identified through nomination by families or teachers as having a high interest or ability may be eligible to participate in programming provided through the Pathways Program. The Pathways program of the Waunakee Community School District provides assistance to meet the learning needs of highly able students.

Added: under sub-section Pathways
The goal of the district is to meet students' identified educational needs through differentiated instruction within existing classrooms and through acceleration within the departmental structure. Pathways Specialists work with teachers and parents to identify students' learning needs and make decisions about how to best meet those needs with the resources available to us. In analyzing learning needs we look very closely at how well the curriculum is a match for what the students need to learn

Pages 27: Updated: Student Supplies/Textbook Fees for Kindergarten through 6th grade all $70; combined Kindergarten with Grades 1-4
Changed: word order under sub-section Personal Technology Devices "However, students…" and removed "however" later in the sentence.

Deleted: If students choose to use cell phones, smart watches, or electronic devices outside of the guidelines in the handbook or board policy they will be subject to restorative practices and logical administrative consequences.

Page 30: Deleted: Appendix "Student Accident Insurance Letter to Families", and relettered all remaining Appendix items.

Appendix A: Added: link to **Section 146.83, Wisconsin Statutes**
Deleted: outdated language, in favor of direct link

Appendix B: Added: link to **Elementary & Secondary Education Act**
Deleted: outdated language, in favor of direct link

Appendix C: Updated: Appendix Title to **Student Nondiscrimination and Equal Educational Opportunities --Policy 411**
Added: link to WCSD Policy 411
Deleted: outdated language, in favor of direct link

Appendix D: Updated: Appendix Title to **Directory Information Pupil Data Fields Identified for Disclosure/Non-Disclosure 347.1**
Added: link to WCSD Policy 347.1
Deleted: outdated language, in favor of direct link

Appendix E: Added: /Programs and –Policy 342.7 to Appendix title
Added: link to WCSD Policy 342.7
Deleted: outdated language, in favor of direct link

Appendix F: Deleted: Rights Notification from Appendix title
Added: link to WCSD Policy 347
Deleted: outdated language, in favor of direct link

Appendix G: Deleted: Student Accident Insurance Letter to Families per Steve Summers
Updated: Lettering for Appendices G-I

Appendix I: Updated: will update link for 2025-2026 Transportation Handbook when it becomes available

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2025-2026
Pupil Transportation Handbook

Waunakee Community School District
Transportation Handbook
2025-2026

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Section I – Eligibility for Student Transportation

WAUNAKEE COMMUNITY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available at: https://www.waunakee.k12.wi.us/board/policies.

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students attending Arboretum who reside more than 1.0 miles from school or east of Hwy 113.
2. Students attending Prairie who reside more than 1.0 miles from school.
3. Students attending Heritage who reside north of Hwy 19, east of Hwy Q or more than 1.0 mile from Heritage (excluding Hwy 19/Q geographical area).
4. Students attending the Intermediate School who reside north of Hwy 19, east of Hwy Q or more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive.
5. The district shall provide transportation to students in grades 7 & 8 who live more than 1.75 miles from the intersection of Knightsbridge and South Street. For the 2025-26 and 2025-26 school years only, streets that are hazardous to cross for 7 & 8 students include: Main Street; Division Street (south of Main Street); County Highway Q; portions of Woodland Drive, and Highway 113.
6. The district shall provide transportation to students in grades 9-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street.
7. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
8. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news web-sites, the district messaging system and the district web-site between 6:00 AM and 7:00 AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

RADIO	TV	Web-sites
WOLX (94.9 FM)	Channel 3 WISC	https://www.channel3000.com/
WMMM (105.5 FM)	Channel 15 WMTV	https://www.nbc15.com/
WMHX(105.1 FM)	Channel 27 WKOW	https://wkow.com/
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	http://fox47.com/
WZEE Z104 (104.1 FM)		https://waunakee.k12.wi.us/
WMAD (92.1 FM)	**SOCIAL MEDIA**	https://www.facebook.com/WaunakeeCSD/
WTSO (1070 AM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		
WRDB (1400 AM)		
WBDL (102.9 FM)		
WNFM (104.9 FM)		
WIBA (1310 AM/101.5 FM)		

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the Waunakee Community School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Bus Schedules:

1. Will be established which will cause pupils to be picked up at a set time
2. Arrive at school before the start of the school day
3. Generally no earlier than twenty (20) minutes before the first bell

Bus Route Number, Pick-up Time and Approved bus stop location:

1. Will be provided to scheduled riders and their families before school begins
2. Will be mailed from Lamers Bus Lines LLC, not the school district

Students must be out at the bus stop location:

1. A minimum of five (5) minutes prior to the scheduled pick up time
2. The bus will not wait or return for students

Only Students Assigned On The Route Will Be Allowed To Ride:

1. Space and liability issues do not allow for additional or unauthorized riders
2. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop
    a. Are required to have a note of explanation written by his/her parent/guardian
    b. This note must be approved by the Principal
    c. The student will then receive a bus pass for a specific date or time period
3. Students who are not eligible to ride the bus
    a. Are not allowed to ride with another student even with a parent note
    b. Exceptions may be granted by the building principal. See above (#2) for the required notes requesting exceptions
4. Students will be picked up and dropped off
    a. Only at designated stops along the route that are approved by the School District
    b. It is the parent/guardian's responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations
    c. It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students
5. Bus routes
    a. Will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up unless specifically authorized
6. District Shuttle System
    a. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas
    b. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area
    c. This service is NOT available for 4K students
7. Special Education, Early Childhood Student or 4K Student
    a. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel
    b. Drivers will attempt to drop the child off again at the end of the route
    c. If there is still no one at the stop to receive the child, the Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department
    d. Parents will be responsible to pick up their child

8. Day Care Providers:
    a. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Online Form. (https://waunakeewi.infinitecampus.org)
    b. This form must be submitted to the WCSD before the routes are finalized for the start of the school year
    c. These routes are finalized no later than 5 business days prior to the start of the school year
    d. Bus routes and pick up/drop off locations will not change during the first two weeks of school
    e. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis
    f. The District will permit only two (2) pick up/drop off locations including home
    g. Route buses will not make additional bus stops along the route to accommodate a childcare provider
    h. Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation
    i. No refunds will be provided after fees have been paid and service has begun
    j. The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year

Section II – Bus Conduct Rules

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are in a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations.

1. Students may ride only on assigned routes and vehicles. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.

2. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.

3. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.

4. The district reserves the right to assign seats to students. Students in grades PreK-4th and 5th-12th will be assigned seats according to a seating diagram. (See "Assigned Seating Diagram" on page 11 and 12 of this handbook.)

5. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.

6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.

7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc.; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.

8. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.

9. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.

10. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.

11. Students may not litter. Please help us keep our buses safe and clean.

Section III – Discipline Process

MINOR RULE VIOLATIONS

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.

MINOR RULE VIOLATION CONSEQUENCES

In general, minor rule violations will result in a verbal warning from the driver to the student. Multiple minor rule violations will result in a consequence determined by the driver. An example would be an assigned seat in the front of the bus. If the consequence is unsuccessful, Lamers Bus Lines shall report the violations to the school principal and the parent/guardian. The school principal and Lamers Bus Lines will cooperatively determine additional consequences. An example could be a temporary or permanent suspension of rider privileges from the bus.

MAJOR RULE VIOLATIONS

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products. This includes vaping and JUULing.

2. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.

3. Vandalizing or damaging bus property (restitution will be required from the offender).

4. Tampering with bus emergency equipment.

5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.

6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.

7. Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.

8. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

MAJOR RULE VIOLATION CONSEQUENCES

The incident will be documented by the driver and shared with Lamers Bus Lines management immediately after the route. Lamers Bus Lines management shall immediately investigate the report and will contact the parent/guardian and school principal. The school principal and Lamers Bus Lines will cooperatively determine consequences. An example would be a temporary or permanent suspension of rider privileges from the bus.

Section IV – Additional Information

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES PreK-4th

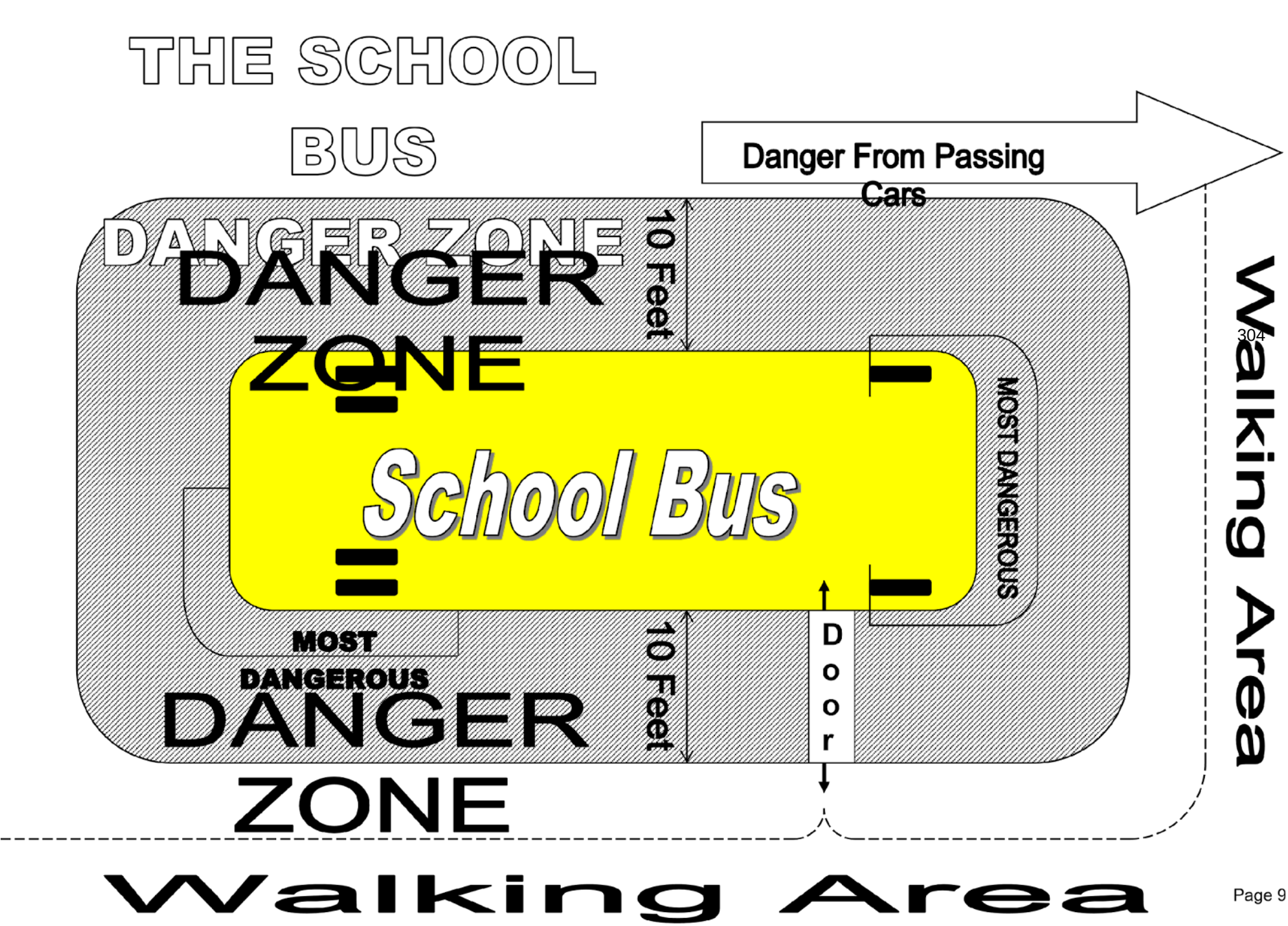
Driver	78 Passenger Bus															
W	M	A	1	<4K/RSV>	2		M	W								
W	M	A	3	<4K/Kdg>	4	A	M	W								
W	M	A	5	<Kdg/1st>	6	A	M	W								
W	M	A	7	<1st>	8	A	M	W								
W	M	A	9	<1st>	10	A	M	W								
W	M	A	11	<1st/2nd>	12	A	M	W								
W	M	A	13	<2nd>	14	A	M	W								
W	M	A	15	<2nd>	16	A	M	W								
W	M	A	17	<3rd>	18	A	M	W								
W	M	A	19	<3rd>	20	A	M	W								
W	M	A	21	<4th>	22	A	M	W								
W	M	A	23	<4th>	24	A	M	W								
W	M	A	25	<4th/STJ*>	26	A	M	W								

*STJ is for Saint John's Grades 5-7 that ride elementary routes

Driver	82 Passenger Bus															
W	M	A	1	<4K/RSV>	2	A	M	W								
W	M	A	3	<4K/Kdg>	4	A	M	W								
W	M	A	5	<Kdg/1st>	6	A	M	W								
W	M	A	7	<1st>	8	A	M	W								
W	M	A	9	<1st>	10	A	M	W								
W	M	A	11	<1st/2nd>	12	A	M	W								
W	M	A	13	<2nd>	14	A	M	W								
W	M	A	15	<2nd>	16	A	M	W								
W	M	A	17	<2nd/3rd>	18	A	M	W								
W	M	A	19	<3rd>	20	A	M	W								
W	M	A	21	<3rd>	22	2	A	A	M	W						
W	M	A	23	<4th>	24	A	M	W								
W	M	A	25	<4th>	26	A	M	W								
W	M	A	27	<4th/STJ*>	28	A	M	W								

ASSIGNED SEATING DIAGRAM FOR STUDENTS IN GRADES 5-12

Driver	78 Passenger Bus																			
W	M	A	1	<RSV>			2			M	W	M	A	1	<RSV>			2			M	W
W	M	A	3	<INT>			4	A		M	W	M	A	3	<INT>			4	A		M	W
W	M	A	5	<INT>			6	A		M	W	M	A	5	<INT>			6	A		M	W
W	M	A	7	<INT>			8	A		M	W	M	A	7	<INT>			8	A		M	W
W	M	A	9	<INT>			10	A		M	W	M	A	9	<INT>			10	A		M	W
W	M	A	11	<INT/MS>			12	A		M	W	M	A	11	<INT/MS>			12	A		M	W
W	M	A	13	<MS>			14	A		M	W	M	A	13	<MS>			14	A		M	W
W	M	A	15	<MS>			16	A		M	W	M	A	15	<MS>			16	A		M	W
W	M	A	17	<MS>			18	A		M	W	M	A	17	<MS>			18	A		M	W
W	M	A	19	<MS>			20	A		M	W	M	A	19	<MS>			20	A		M	W
W	M	A	21	<HS>			22	A		M	W	M	A	21	<MS/HS>			22	A		M	W
W	M	A	23	<HS>			24	A		M	W	M	A	23	<HS>			24	A		M	W
W	M	A	25	<HS>			26	A		M	W	M	A	25	<HS>			26	A		M	W
												W	M	A	27	<HS>		28	A		M	W


THE SCHOOL BUS
Danger From Passing Cars
DANGER ZONE
DANGER ZONE
10 Feet
304
School Bus
MOST DANGEROUS
MOST DANGEROUS
DANGER ZONE
10 Feet
Door
Walking Area
Walking Area

BUS TRACKING TECHNOLOGY

Lamers Bus Lines utilizes a routing system called Traversa by Tyler Technologies. Tyler Technologies offers a bus tracking app called MyRide K-12 You can learn more about this system here:
My Ride K-12 Parent App

Parents/Guardians may choose to download the MyRide K-12 app. The app will provide GPS data on the bus route so parents/guardians can be aware of the location and any potential delays of the bus route for their student(s). Additional information will be communicated to parents/guardians prior to the 2025-2026 school year.

Memorandum

To: Board of Education Members
From: Steve Summers
Date: May 12, 2025
Re: Open Enrollment Applications In/Out

The purpose of this agenda item is to request School Board approval or denial for open enrollment applications in/out for the 2025-2026 school year. The open enrollment program for the state of Wisconsin allows parents to apply for their student(s) to attend a non-resident district of their choice. Parents must complete the application form for their student(s) and they are allowed to apply at up to three non-resident districts. The application must have been completed and turned in (or submitted online) to the non-resident district between February 3, 2025 and April 30, 2025.

School Board Policy 423 and 423 Rule-1 governs the District's open enrollment process. The policy states when the Board will accept and deny open enrollment applications. The policy allows for a waiting list if the applications are denied because of a lack of classroom space.

Please remember that the open enrollment law was revised in 2012. School Boards are required to approve the number of openings at each school/grade level at the beginning of the open enrollment process. The number of identified openings now drives the decision making process for applications.

I have attached a list of applications in/out and the subsequent decision per the policy. There are a total of 109 student applications in (142 last year). This year we have created a wait list of 10 students for 4K, and 4 students for KG.

There are 19 (17 last year) student applications out. Of the applications out, 9 of the students are currently attending school in different school districts or private schools. 1 student is currently homeschooled. Of the applications out, 3 of the students are currently enrolled in the Waunakee Community School District and 6 of the students will be entering 4K, so they did not attend public school last school year. One of the six 4K applicants is currently receiving speech and language services with WCSD.

The policy does recommend the denial of 36 open enrollment applications in.

Currently, there are 274 non-resident students attending the Waunakee Community School District, 10 withdrew from open enrollment status, and there are 67 resident students currently attending other school districts, 6 withdrew from open enrolled status during the 2024-2025 school year. There are seventeen 12th graders that will graduate in June 2025.

The district receives a payment of $8,962.00 (estimated for 2024-2025) for every non-resident student attending Waunakee. The district makes the same payment for every resident student attending another district. Special education students have a different payment amount, which is $13,814.00 (2024-2025 amount).

The open enrollment students, in, that are recommended for approval are based on class size estimates that are below the optimum level. Because the staffing is already in place for these classrooms, adding these open enrollment students increases revenues to the district without adding staffing expenses.

The open enrollment students, in, that are recommended for denial- waiting list are based on class size estimates that are at or above the optimum level. Because the staffing is not in place for these additional classrooms, adding these open enrollment students increases revenues to the district while adding staffing expenses. The staffing expense to add a classroom section is estimated at $85,000, plus furniture/equipment costs, if needed. The advantage to the waiting list is the ability to allow these students to enroll at a later date if the district decides to add a section or if space becomes available.

The special education department does not have all of the IEP records of the open enrollment in students. A review of these records may result in changes to the recommendations of student applications. An update will be provided at the board meeting, if necessary.

Please let me know if you have any questions or comments on this agenda item. Thanks.

WAUNAKEE COMMUNITY SCHOOL DISTRICT

2026-2027 Staff Work Calendar DRAFT D

Teacher Calendar DRAFT D

Student in person Days= 170
Student Virtual Days= 4
Snow Days
1- 4 not made up
5-make up 06/10/27

Holiday-Paid
PT Conferences
Staff Work Day
Staff Development Day
Staff Dev or Work Day
No School
Quarter Ends
Trimester Ends
Staff Dev/Wrk & 7-12 Std Virtual Day
No School 4K-6

308

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

Q1= 44 Q2=45 Q3= 42 Q4= 43
Semester 1=89 Semester 2= 85
Tri1=56 Tri2=57 Tri3=61

192 New Teacher Days
188 Teacher Days

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August-New Tea 9 days | Returning 5 days

17-20	New Teachers Report (M, T, W, TH)
20	Department Chairs Report
24	All Teachers Report
24-25	Staff Development Day
26	All Staff Welcome/Dev/ Work Day
27	Staff Work Day
31	Staff Work Day

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September-22 Days

1	First Day Students Report
7	Labor Day-Paid Holiday
25	Staff Dev./Wk 7-12 Stdt Virtual Day No 4k-6

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October-21 Days

15	PT Conf. for K-12 p.m. only
16	No School - PT Conf. for K-12 a.m. only
29	Staff Dev./Wk 7-12 Stdt Virtual Day No 4k-6
30	Fall Break -No School

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November-19 Days

4	First Quarter Ends
23	No School Staff Development
24	No School Staff Development
24	First Trimester Ends (grades K-6)
25	No School
26	No School-Thanksgiving Paid Holiday
27	No School-Day after Thanksgiving

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December-14 Days

21-31	Winter Break

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-19 Days

1	Winter Break
18	No School Tea & Std -MLK Jr. Day
25	First Semester Ends (G 7-12)
29	No School Staff Dev.(K-6)/Wk Day(7-12)

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February-20 Days

26	No School Staff Dev.(7-12)/Wk Day(K-6)

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March-18 Days

5	Second Trimester Ends (grades K-6)
18	PT Conf. for K-12 p.m. only
19	No School - PT Conf. K-12 a.m. only
22-26	Spring Break

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April-22 Days

8	3rd Quarter Ends
30	Staff Dev./Wk 7-12 Stdt Virtual Day No 4k-6

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May-21 Days

28	Staff Dev./Wk 7-12 Stdt Virtual Day No 4k-6
31	Memorial Day-Paid Holiday

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June-7 Days

8	Last day for 4K Students
9	Third Trimester Ends (G K-6)
9	Second Semester Ends (G 7-12)
9	Last Day for Students
10	Snow Make Up Day

2025-2026 School Year

INTERGOVERNMENTAL AGREEMENT FOR THE
Dane County New Teacher Project (DCNTP)

WHEREAS, Wis, Stat. § 66.0301, allows school districts and other governmental entities to enter into intergovernmental agreements to cooperate in a joint exercise of any power or duty authorized by law; and,

WHEREAS, the Wisconsin Statutes authorize school districts and other governmental entities to cooperate with one another for the provision of services that they individually are authorized/required to provide; and,

WHEREAS, PI 14.02, Wisconsin Administrative Code requires school districts and other governmental entities that wish to cooperate to enter into an agreement pursuant to the provisions of Section 66.0301, Stats., and further said code provision sets forth minimum requirements for such agreement; and,

WHEREAS, the mission of each school district is to provide superior education to all students; and,

WHEREAS, to ensure that all students receive high quality instruction, each district must hire and train highly qualified educators to instruct and work with students; and

WHEREAS, the purpose of this Agreement is to formalize a partnership between the districts and CESA 2 in the establishment and delivery of the DCNTP; and

WHEREAS, the school boards of the following school districts and the Board of Control of CESA 2 have adopted resolutions authorizing participation in this agreement or the superintendent or designee of the district is authorized to agree to participation in this agreement based on the local policies of the districts:

1) Baraboo School District
2) Cambridge School District
3) DeForest School District
4) Madison Metropolitan School District
5) Marshall School District
6) McFarland School District
7) Mequon-Thiensville School District
8) Middleton-Cross Plains Area School District
9) Monona Grove School District
10) Oregon School District
11) Richland School District
12) Shorewood School District
13) Stoughton Area School District

14) Sun Prairie Area School District
15) Verona Area School District
16) Waunakee Community School District

(Collectively known as the "participating school districts"); and,

WHEREAS, the participating school districts have requested, and CESA 2 has agreed, to act as the Operator and Fiscal Agent for the DCNTP.

NOW THEREFORE, in consideration of the promises and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged by all parties, the participating school districts and CESA 2 agree upon the following terms and conditions.

Section 1. Provision of Services. CESA 2 will hire the DCNTP Director and Project Manager who will provide services for the participating school districts. They will at all times be employees of CESA 2. The services to be provided under this agreement are more particularly described in Appendix "A" hereto and the Job Posting which is incorporated herein by this reference. The DCNTP Director and Project Manager will be supervised by CESA 2 with assistance from the DCNTP Advisory Board. CESA 2 will conduct the evaluations of the DCNTP Director and Project Manager in collaboration with the DCNTP Advisory Board, which will include soliciting feedback and information from the DCNTP Advisory Board on staff performance. In the event that either the DCNTP Director or Project Manager positions need to be filled, CESA 2 will facilitate a collaborative hiring process with the DCNTP Advisory Board.

Section 2. Expenses and the Annual Budget. The school boards of the participating school districts agree to divide the costs incurred by CESA 2 in providing services in the manner as described in Appendix "A" hereto which is incorporated herein by this reference as the annual budget for the program. Costs shall be billed to each participating school district based on pupil enrollment for each school district.

Section 3. Fiscal Agent. CESA 2 shall be the Operator and shall serve as fiscal agent for the DCNTP. The fiscal agent will segregate all program expenditures and receipts in accordance with the Wisconsin Uniform Financial Accounting Requirements (WUFAR), establish and maintain records in accordance with the uniform financial accounting system prescribed by the Department of Public Instruction (DPI), file all required financial reports with the DPI, and upon request of DPI, file a copy of the contract and the plan of operation with the DPI.

Section 4. Cost Sharing. CESA 2 shall bill participating school districts for their share of the assessed costs once a year, on July 1, with the expectation that invoices are paid by September 1, and upon the anniversary of such billings in the event of an extension term.

Section 5. Advisory Board. A DCNTP Advisory Board will be established in regard to this agreement, as well as the services and billings provided hereunder. The Advisory Board will meet a minimum of three times per year and will advise CESA 2 on the offerings of the DCNTP.

The Executive Director of Programs and Services at CESA 2 will be a member-at-large of the Advisory Board. A subcommittee of the Advisory Board will be formed, to include the DCNTP Director and the Executive Director of Programs and Services at CESA 2, to explore, through a collaborative process, the option of DCNTP becoming a program of CESA 2 as of July 1, 2026. The subcommittee will provide periodic updates to the full Advisory Board and solicit their input and feedback on the future structure and offerings of the program.

Section 6. Term of Agreement. The term of this Agreement between the participating school districts shall be for a period of one (1) year, beginning July 1, 2025, and ending June 30, 2026. The initial term may be extended at the end thereof by written agreement executed by each of the participating districts and CESA 2. CESA 2 and the DCNTP Advisory Board will come to a decision as to whether or not to continue the program as is or for the program to become a program of CESA 2 through mutual consensus. If the Partnership dissolves completely, refunds of any amounts deposited by individual school districts would be returned to each District.

Section 7. Liabilities. Each participating school district agrees that it shall assume liability for its pro rata share (based upon enrollment of each district) of any claim, duty, obligation, injury, damage, or expense related to or arising from the operation of this program, including but not limited to personal injury or property damage, and shall pay such share upon notice thereof from the fiscal agent, unless otherwise provided or prohibited by law. In addition, liabilities of the program existing upon dissolution as well as costs associated with such dissolution, shall be determined by the fiscal agent and assessed to each participating party on a pro rata basis and paid by the participating party before such dissolution is concluded.

In order to protect the program and its participating parties, each participating school district shall maintain: (1) General commercial liability and property insurance covering bodily injury, property damage, personal injury and "errors and omissions" insurance in the minimum amount of $3,000,000, naming the program as an additional insured; and (2) worker compensation insurance including "Alternate Employer Endorsement" naming the DCNTP and the fiscal agent as alternate employers. Each participating district shall present the fiscal agent with certificate(s) of insurance evidencing such coverage has been issued by an insurer authorized to do business in the State of Wisconsin, and also provide the fiscal agent with a 30-day prior notice of cancellation or material change in any policy.

Section 8. Severability. The provisions of this Agreement shall be severable. If any clause of this Agreement is held invalid by any court or adjudicative body, the remaining provisions shall be given full force and effect without limitation by virtue of such invalid clause or clauses.

Section 9. Nonassignability. The mutual covenants provided herein and any other duties, responsibilities or obligations of any of the parties pursuant to this Agreement shall not be assigned to any other municipality, firm or other entity unless expressly authorized in writing by the remaining parties.

Section 10. Entire Agreement. This Agreement shall constitute the entire agreement between the parties and supersedes any and all oral or written promises, or other agreements made prior to the signing of this Agreement. Amendments to this Agreement shall require a unanimous vote of the participating districts and CESA 2.

Section 11. Choice of Law. The provisions of this Agreement shall be interpreted, construed, and applied pursuant to the statutes of the State of Wisconsin, as in the same may be amended from time-to-time.

Section 12. Authority to Enter in Agreement. The participating districts and CESA 2 hereby individually represent that they have the authority to enter into this Agreement and have taken all actions necessary to enter into this Agreement. This Agreement may be executed individually by each school district in counterpart form and shall be maintained in the office of the fiscal agent.

Parties to a resolution adopted by each of the following school districts:

Baraboo School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Cambridge School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

DeForest School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Madison Metropolitan School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Marshall School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

McFarland School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Mequon-Thiensville School District

MEMBERS OF COOPERATIVE

Dated this ___ day of _____, 2025

_____, President

_____, Clerk

Middleton-Cross Plains Area School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Monona Grove School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Oregon School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Richland School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Shorewood School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Stoughton Area School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Sun Prairie Area School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Verona Area School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

Waunakee Community School District

Dated this ___ day of _____, 2025

MEMBERS OF COOPERATIVE

_____, President

_____, Clerk

EXHIBIT A
As an addendum to the Intergovernmental Agreement (Sec. 66:0301) for the Dane County New Teacher Project.

BUDGET AND PLAN OF OPERATION

Required for Programming	**2025-2026 Budget**
Beginning Teacher Seminars	$4,100
Nine Coach Forums	$4,500
Nine Mentor Forums	$2,100
Four District Program Leaders Breakfasts	$150
Induction Team Retreat	$2,000
DCNTP Board Meetings	$300
Project Manager (includes all salary and benefits)	$10,000
DCNTP Chair (includes all salary and benefits)	$120,260
Executive Coaching & Consultation	$5,591
NPLN Team transportation and meals	$4,000
Office Expenditures	$1,500
Fiscal Agent Administrative Costs - CESA 2 (13%)	$23,334.84
PRI gradual permanent funding	$24,998
Total Budget	**$202,833.84**

District	**Fees based on student enrollment**
Baraboo	$11,935.44
Cambridge	$7,956.96
DeForest	$13,261.60

Madison	$21,813.00
Marshall	$7,956.96
McFarland	$11,935.44
Mequon-Thiensville	$11,935.44
Middleton Cross Plains	$16,577.00
Monona Grove	$11,935.44
Oregon	$13,261.60
Richland	$7,956.96
Shorewood	$7,956.96
Stoughton	$11,935.44
Sun Prairie	$19,892.40
Verona	$13,261.60
Waunakee	$13,261.60
Total Budget	**$202,833.84**

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of APRIL 2025.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	SECURE	4/8/2025
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	SECURE	4/8/2025
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	SECURE	4/11/2025
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	SECURE	4/10/2025
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	SECURE	4/10/2025
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	SECURE	4/10/2025

Board of Education Representative: _____
Joan Ensign, President

Waunakee Community High School

Request for Out-of-State Overnight Travel

May 8, 2025

TO: Dr. Monica Kelsey-Brown
Board of Education

FROM: Mr. Brian Borowski

RE: FBLA National Leadership Conference
June 28-July 3, 2025 in Anaheim, CA

HS FBLA Advisor, Ms. Gina Holmes, is requesting permission to plan an overnight out-of-state trip to Anaheim, CA to chaperone a team of ten FBLA members to attend the conference. We had nine students qualify for the FBLA National Leadership Conference after competing at the State Leadership Conference in April. A tenth FBLA member would also attend, however, as a workshop attendee.

The conference runs June 28-July 3, 2025. The group would stay at the Residence Inn at Anaheim Resort.

The estimated cost is $1,000-1,500, per student, plus personal spending money. Waunakee FBLA will help offset the cost with funds raised through Bucky Book sales, football concession stands, and a few fundraising events through Noodles & Company, Culvers, and Milio's.

In previous years, the students represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner. I do support the request of Ms. Holmes and Ms. Serum and ask that you do so as well.

This request needs approval by Dr. Monica Kelsey-Brown as well as the Board of Education as it would involve overnight out-of-state accommodations. Thank you for considering this request for our Waunakee High School FBLA members to participate in the leadership conference.

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

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

WAUNAKEE INTERMEDIATE SCHOOL
6273 Woodland Drive
Waunakee, Wisconsin 53597
(608) 849-2176

Waunakee Intermediate School

Request for Out-of-State Overnight Travel

April 17th, 2025

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

FROM: Mr. Timothy M. Mommaerts

RE: Future Problem Solvers World Competition Finals,

Indiana University in Bloomington Indiana

In April students from all over the state of Wisconsin competed at the Future Problem Solving (FPS) state competition. Forty-one students from grades six-eleven represented Waunakee at this event. Based on their outstanding performance at the state competition, five 6 th grade students from Waunakee have qualified to compete at the FPS Program World Finals Competition taking place on June 4-8 at Indiana University, Bloomington. This is an amazing accomplishment for all of these students and we are very proud of them. We are requesting approval for a five day/four-night overnight field trip in Bloomington, Indiana. These are details of the trip.

Participants: 6 Intermediate School students:, One Junior Division Team of 4, One Creative Writer and a Friend (creative writers are allowed to bring a friend with them), (3 Waunakee Middle School students are also attending this trip)

Chaperones: Janell Dorn, Jamie Sercombe along with a parent volunteer – Rachel Boyle, will serve as chaperones and be with the students at all times

Travel: The group will travel by school vans driven by Janell Dorn and Jamie Sercombe to and from the Indiana University Bloomington campus and for any off campus experiences.

Housing: Students will stay on the Indiana University Bloomington campus in suite-style secured dorms. Students will be in rooms with teammates: 2 students/room with two single beds with a private bathroom to be shared with 2 other same age and gender students. Janell Dorn, Jamie Sercombe, and the parent chaperone will be in nearby rooms to the teams.

Costs: Registration fees for chaperones and students will be paid by the district. Room and Board expenses for chaperones will be paid by the district. Room and board expenses for students will be paid by the families. All families are aware of the costs and have agreed to these costs.

Registration: $375/student competitor; $300/chaperone or coach

Scholarships: WI FPS will give each coach $100 and each competitor $50 to offset the costs of the trip. Room & Board: $420/person for double occupancy, Room & Board: $550/person for single occupancy

We are confident if this is approved, the FPS team members will represent themselves, the Waunakee Community School District and the community of Waunakee in a positive manner. Please contact me with any questions or concerns related to this request.

Thank you,

Tim Mommaerts

Waunakee intermediate Principal

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

FROM: Jeffrey Kenas

RE: FPS World Championships - Bloomington, IN

DATE: April 21st, 2025

Dear Waunakee BOE and Dr. Kelsey Brown,

High school and middle school advisors Janell Dorn and Jamie Sercombe are asking permission to plan an overnight out-of-state trip for the students who qualified to attend the Future Problem Solvers (FPS) World Championships held in Bloomington, IN on June 4th - 8th. Lodging, travel, and other details for the group is still being determined.

Janell and Jamie have undertaken the responsibilities of coordinating trips and traveling with large numbers of students on numerous previous occasions. They have shown that they are well versed in the process and navigating the details to ensure a safe and educational experience for our students. Our district can feel confident that Janell and Jamie will ensure all necessary health, insurance, and safety requirements will be attended to and communicated with families.

We are aware that the BOE policy 352-Rule (2) allows for students at the middle school level to attend field trips out of state, with your approval. As such, we are asking for permission to allow our HS and MS students to attend the FPS World Championships in Bloomington, IN. This trip is an excellent opportunity for students to showcase the skills they have learned while competing with students from all over the country. Additionally, this provides students with a real world experience we cannot offer in the classroom.

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

Thank you again for your time and consideration.

Sincerely,

Jeff Kenas – Middle School Principal

TO: Dr. Kelsey-Brown
Board of Education Members

FROM: Jeffrey Kenas

RE: Middle School Washington DC Trip - Final Approval

DATE: April 4th, 2025

With overwhelming parent and student responses since the initial meeting, as well as careful planning to ensure a safe and educational trip for students and staff, we are asking for final approval for the optional end-of-year trip where 8th grade students, accompanied by middle school staff, will travel to Washington, D.C. in June, 2025.

This trip will allow students the opportunity to visit places of historical significance in Washington, D.C., Philadelphia, Mount Vernon, New York City, and Boston, accompanied and supervised by WCSD middle school staff. Students who have been on this trip in prior years have shared with staff their appreciation for the experience and the learning that occurred. I support this trip and I ask for your support of Mr. LaFlash and the social studies department in going forward to finalize plans.

Once this trip receives your final approval, Mr. LaFlash will communicate any additional details with families in preparation for the trip this summer. Mr. LaFlash possesses experience leading trips of this nature and I have complete confidence in his abilities, and those of his colleagues, to lead our students on a trip that is safe, educational, and will result in lasting memories.

Please feel free to contact me or Mr. LaFlash with questions related to this request.

cc: Mr. LaFlash

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

Educational Goals/Objectives

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

Student Needs

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

Places To Visit

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

Travel Dates

Leave Thursday, June 12th, 2026 Approx 2:00 am –Arrive home Friday, June 19 Approx 12:30 am at the Middle School. Bus from MS to Chicago Midway/Milwaukee Airport and return included.

Participants

91 students on 1 flight and then 2 coach buses
9 Teacher chaperones: Jason LaFlash, Shad Fanta, Alissa Walter, Hailey Bond, Michelle Kadow, Alex Kartz, Beth Stachour, Christen Potoff, Megan Girod
1 Adult Interpreter-Kathleen Damon

Trip Itinerary (See attached detailed itinerary):

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

Itinerary Highlights:

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

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

VA-Mt. Vernon Tour

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

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

Meals: Meals on the way there and back will be at the airport food court.
The rest will be restaurants or food courts set up by our tour company. Some of the restaurants are: Hard Rock Cafe, Pentagon Mall Food Court, Mt. Vernon Restaurant, Reading Central Market, Faneuil Hall, and a Washington DC Food Truck Experience.

Hotels: DC-Holiday Inn Downtown-2 nights, Boston-: Holiday Inn Express Quincy-2 nights, New Jersey-Hilton Hasbrouck Heights 2 nights.

<u>Costs</u>
To be paid by families and concessions sales at M.S. events (April track meet) and a fundraiser at Lone Girl in May. Students can also apply for a scholarship through the travel company, EF Tours.
$2699 per person for quad occupancy (Early Signup Pricing). It includes all travel, fees, food, transportation, gratuities, and entrance fees.
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The Eastern Seaboard

Tour Dates: June 12 - June 18, 2025
Group Leader: Jason LaFlash
Tour Directors: Erin Stuebben (pending), Myra Crawford

****THIS IS A TENTATIVE ITINERARY AND SUBJECT TO CHANGE****

Thu, Jun 12

	Breakfast: Tour Director distributes $15 per person	
11:30 AM	Old North Church	
	Lunch: Tour Director distributes $15 per person	
3:00 PM	Boston Tea Party Ships and Museum	
	Photo Stop at New England Holocaust Memorial	
6:00 PM	Dinner: Tour Director distributes $20 per person at Faneuil Hall	
	Dessert in the North End: Tour Director distributes $9 per person	
	Guided Tour of Charlestown and the North End	
	Hotel: Holiday Inn Express Quincy 1 Arlington St Quincy MA 02171 US	

Fri, Jun 13

9:00 AM	Guided Tour of Boston and Cambridge	
10:00 AM	Old South Meeting House	*Pending*
11:00 AM	USS Constitution	
	Lunch: Tour Director distributes $15 per person	
2:00 PM	Guided Tour of Lexington and Concord (BUS 1)	
	Boston Historical Activity: Concord Museum (BUS 2)	*Pending*
3:00 PM	Boston Historical Activity: Concord Museum (BUS 1)	*Pending*
	Guided Tour of Lexington and Concord (BUS 2)	
6:00 PM	Dinner: The Mount Vernon Restaurant	
7:30 PM	Evening Activity: Candlepin Bowling	*Pending*

Sat, Jun 14

9:00 AM	Plimoth Patuxet Museums (11:30 and 11:45 Mayflower II)	
	Lunch: Tour Director distributes $15 per person	
1:00 PM	Transfer to New York City	
	Dinner: Tour Director distributes $15 per person	
6:30 PM	Explore the High Line	
7:50 PM	The Edge at Hudson Yards	

The Eastern Seaboard

Tour Dates: June 12 - June 18, 2025
Group Leader: Jason LaFlash
Tour Directors: Erin Stuebben (pending), Myra Crawford

****THIS IS A TENTATIVE ITINERARY AND SUBJECT TO CHANGE****

Hotel: Hilton Hasbrouck Heights
650 Terrace Avenue
Hasbrouck Heights NJ 07604 US

Sun, Jun 15

10:30 AM	NYC Harbor Boat Ride: Circle Line Sightseeing Cruises	
	Lunch: Tour Director distributes $15 per person	
2:00 PM	Guided Walking Tour of the Financial District	
	NYC Subway Round Trip	
5:00 PM	Dinner: Dallas BBQ Times Square	
	Photo Stop in Times Square	
	Broadway Show	*Pending*

Mon, Jun 16

8:00 AM	Travel to Philadelphia	
11:00 AM	Guided Tour of Philadelphia	
	Lunch: Tour Director distributes $15 per person	
1:30 PM	Independence Hall *Please note, this activity is difficult to book and is subject to availability*	*Pending*
2:30 PM	Liberty Bell Center	
3:00 PM	Travel to Washington, D.C.	
	Dinner: Tour Director distributes $15 per person	
7:30 PM	Guided Evening Sightseeing of Washington, D.C.	
	Hotel: Holiday Inn Capitol 550 C Street, SW Washington DC 20004 US	

Tue, Jun 17

7:00 AM	Breakfast at the Hard Rock Cafe	
9:00 AM	Arlington National Cemetery	
	United States Marine Corps War Memorial	
	Lunch: Tour Director distributes $15 per person	
3:40 PM	Mount Vernon Estate and Gardens	
6:00 PM	Dinner: San Antonio Grill Alexandria	
7:30 PM	Evening Activity: Capital Wheel	*Pending*

The Eastern Seaboard

Tour Dates: June 12 - June 18, 2025
Group Leader: Jason LaFlash
Tour Directors: Erin Stuebben (pending), Myra Crawford

****THIS IS A TENTATIVE ITINERARY AND SUBJECT TO CHANGE****

Wed, Jun 18

10:00 AM	U.S. Capitol Building: Guided Tour
	Photo Stop at the Library of Congress and U.S. Supreme Court
12:00 PM	Free time for lunch at food trucks in the national mall
	Lunch: Tour Director distributes $15 per person
1:00 PM	Guided Sightseeing of Washington, D.C.
3:00 PM	Smithsonian Museums

Reminders

This is a tentative itinerary. Your final itinerary will be available via the EF Traveler app. Please reach out to your Tour Consultant for more information.

All tips and gratuities are included.

Breakfast excluded on day of arrival and dinner excluded on day of departure (unless otherwise noted).

We suggest $20-$30 a day for spending money on tour.

WAUNAKEE
COMMUNITY HIGH SCHOOL

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

May 8, 2025

TO: Dr. Monica Kelsey-Brown

FROM: Mr. Brian Borowski

RE: 2025 Science & Service Student Trip
Sweden and Denmark

The Board of Education has approved the request from Ms. Meg Shaffar to proceed with plans for a Science & Service trip to Sweden and Denmark, June 2025. Ms. Shaffar has met with parents, guardians, and students to discussed trip itineraries, the trip dates of June 16-24, 2025, the cost of $6,500 per student, and selected Explorica for travel arrangements

I hope you will join me in granting permission for Ms. Shaffar, our high school students, and the chaperones with the opportunity to take part in this trip. Similar trips have been held in previous years and have proven to be the highlight of many Science students' high school experience. The students have represented themselves, Waunakee Community High School, and the Waunakee Community School District in a positive manner.

Should this request be approved, I will request Ms. Shaffar to be in contact with our School Resource Officer, Tanner Weber. Officer Weber would then meet with the participants prior to the trip to review safety precautions associated with traveling.

Please feel free to contact me or Ms. Shaffar with any questions related to this request.

TO: Dr. Monica Kelsey-Brown
WCSD Board Members

FROM: Jeff Kenas

RE: Skills USA Nationals Trip

DATE: April 22nd, 2025

Mr. David Burgard, WCSD Technical Educational Teacher and Skills USA advisor for the middle school, is requesting permission to take three students to the Skills USA National Leadership and Skills Conference in Atlanta, GA, from June 23rd through June 28th of 2025. The students earned the honor to compete at this conference as a result of their outstanding performance at the state level competition.

Mr. Burgard and his Skills USA students continue to not only perform well, but represent our district in a positive manner. Their hard work, collaborative spirit, and willingness to persevere through problem solving challenges exemplifies what we want to see from our students. As a result, I completely support this trip, and hope that you will see this as a great opportunity for these students to continue to hone their skills while also representing our district on a national stage.

Mr. Burgard has taken care of making arrangements for accommodations and travel, and any necessary fundraising that needs to be done to support this trip. Additional funding will come from the school and the families of the students. Our students understand the expectations that come with representing our school, and I do not have any reasons to be concerned that these students will not do the best to model students and citizens while they are taking part in this trip.

Please feel free to contact me or Mr. Burgard with any additional questions you may have regarding this trip. Thank you for your time and consideration.

Jeffrey Kenas
Principal - Waunakee Community Middle School

Waunakee Community High School

TO: Dr. Monica Kelsey-Brown

FROM: Brian Borowski

DATE: April 3, 2025

RE: Physics Lab Trip to Great America
Ms. Tammy Rademacher, HS Science Instructor
Mr. Andrew Nelson, HS Science Instructor

Ms. Rademacher and Mr. Nelson are again seeking permission to take students from the Physics classes at Waunakee Community High School to Great America Amusement Park in Gurnee, IL, for Physics Day. This year, the Physics Day is being held on Friday, May 23, 2025. The purpose of Physics Day is to provide students with an opportunity to conduct experiments developed by physic teachers and engineers that help the students learn about physics by experiencing physics in action. Attached is the request from Ms. Rademacher and Mr. Nelson which provides a general overview of what students who participate in Physics Day will be involved in if this request is approved.

I am respectfully requesting that you review the request from Ms. Rademacher and Mr. Nelson and support this field trip. In previous years, Physics Day field trips to Great America have proven to be very educational for the students that have participated. In addition, the students represented themselves, Waunakee High School, and the Waunakee School district in a positive manner. Therefore, I approve their request to repeat this trip and would ask that you do so as well.

The cost of this trip is approximately $85.00 per student that includes admission to Great American and bus services. Students needing financial assistance to participate in the trip will be accommodated.

Thank you.

TO: MR. BOROWSKI

FROM: DREW NELSON & TAMMY RADEMACHER

DATE: March 31, 2025

RE: PHYSICS LAB TRIP TO GREAT AMERICA

We would like our students to have the opportunity to go to Great America for Physics Day on Friday, May 23, 2025. We would leave Waunakee High School at 8:00 a.m. and return to Waunakee by approximately 6:30 p.m. In previous years over 24,000 students had the opportunity to "experience physics" at Great America. As you realize, physics is used everywhere, but at Great America physics teachers and engineers have developed numerous practical experiments for the students to conduct. The students meet with engineers and experience behind-the-scenes activities that no one else can experience. Our students take lab materials along to conduct experiments on that day---on no other day will the park allow this to be done. Students get very excited about this opportunity. This is physics in action and is a highly motivated activity that ties together many of the areas of their physics learning.

The total cost to students is approximately $85 depending on the number of students who attend. The price includes the tickets to get into Great America and the per student portion to rent a bus to get there. If some of the students elect NOT to go for various reasons, then they stay in school and watch a video on the "Physics of Roller Coasters" plus complete some activities at a playground area with a swings, merry-go-round, etc.

This is an EXTREMELY EDUCATIONAL EXPERIENCE for our students, not just a fun day for them. There are numerous experiments that students must do while there, other activities on the bus going & coming back, and there are write-ups to be done when students get back to Waunakee High School. If you have any questions please do not hesitate to contact us.

Physics I – Amusement Park Physics Project

Objectives:

1) Students will plan their own investigation and assessment to be used at 6 Flags Great America.
2) Students will examine physics at least one roller coaster at 6 Flags Great America.
3) Students will compare their results and calculations to known values.

Timeline:

	Requirement
4/29 (B) or 4/30(A)	Students will learn about and apply the law of sines and triangulation in order to find the height of a distant object.
5/13(B) or 5/14(A)	Students will have checked their completed assessments with their instructors and shared them via google docs.
5/15(B) or 5/16(A)	Students will put together an Amusement Park resource bag that includes a paper copy of their assessment as well as any tools that they will need in order to make measurements at the park.

Requirement Descriptions and Examples

1. *Number of Calculations* – Students will calculate at least 8 different pieces of Physics information to receive full credit.
    a. Maximums (v, a, force, energy, p, etc.)
    b. Values at specific points of interest/note (v, a, force, energy, p, etc.)
2. *Measurements Made at the Park* – Students will make at least 4 measurements to receive full credit.
    a. Time, Height, and Angle are going to be the primary measurements all calculations are made from.
3. *Compare Results to Known Values* – Students will compare at least 2 of their calculated results to the know values provided by Park Resources in to receive full credit.
4. *Number of Different Equations Used* – Students will use at least 5 different Physics equations to make calculations to receive full credit.
    a. Constant Velocity Equation
    b. The Big Four
    c. Law of Sines
    d. Rotational Motion Equations (provided during project work time.)
5. *The Correct Units are Included on all Numbers* – Students will label all numbers with the appropriate units to receive credit.
6. *A Reasonable Number of Significant Digits are Used* – The students will answer all questions with a reasonable number of significant digits to receive credit.
7. *All Assumptions are Clearly Declared* – The students will declare any assumptions they are making about the roller coaster and/or its passengers. These assumptions will be clearly declared prior to the solving of that equation to receive credit.
    a. Ex. Mass of the contents of the cart, starting speed, etc.
8. *All Work is Shown* – Students will show all algebraic work that is done in order to solve an equation to receive credit.
9. *All Work is Accurate* – The students will produce their own work in an accurate manner to receive credit.
10. *All Work is Legible* – The students will present their work in a neat and easily legible manner to receive credit.
11. *All work is Easily Followed* – The students will organize all of their work in a logical, easy to follow manner to receive credit.
12. *The Final Answer is Accurate* – The students will provide a final answer that is logical and accurate based on the measurements they made while at the park to receive credit.

Physics I – Amusement Park Physics Project – Alternative Assessment

Objectives:

1) Students will plan their own investigation and assessment to be completed in place of the 6 Flags Assessment.
2) Students will examine physics features of equipment at a local park or playground.

Timeline:

	Requirement
4/29 (A) or 4/30 (B)	Students will learn about and apply the law of sines and triangulation in order to find the height of a distant object.
5/13 (A) or 5/14(B)	Students will have checked their completed assessments with their instructors and shared them via google docs.
5/21(A) or 5/22(B)	Students will turn in their completed assessment.

Requirement Descriptions and Examples

1. *Number of Calculations* – Students will calculate at least 8 different pieces of Physics information to receive full credit.
    a. Maximums (v, a, force, energy, p, etc.)
    b. Values at specific points of interest/note (v, a, force, energy, p, etc.)
2. *Measurements Made at the Park* – Students will make at least 4 measurements to receive full credit.
    a. Time, Height, and Angle are going to be the primary measurements all calculations are made from.
3. *Error Analysis* – Students will cite at least 2 sources of error encountered at the Park and declare ways those errors could be prevented in the future in order to receive full credit.
4. *Number of Different Equations Used* – Students will use at least 5 different Physics equations to make calculations to receive full credit.
    a. Constant Velocity Equation
    b. The Big Four
    c. Law of Sines
    d. Rotational Motion Equations (provided during project work time.)
5. *The Correct Units are Included on all Numbers* – Students will label all numbers with the appropriate units to receive credit.
6. *A Reasonable Number of Significant Digits are Used* – The students will answer all questions with a reasonable number of significant digits to receive credit.
7. *All Assumptions are Clearly Declared* – The students will declare any assumptions they are making about the equipment and/or its users. These assumptions will be clearly declared prior to the solving of that equation to receive credit.
    a. Ex. Mass of the contents of the cart, starting speed, etc.
8. *All Work is Shown* – Students will show all algebraic work that is done in order to solve an equation to receive credit.
9. *All Work is Accurate* – The students will produce their own work in an accurate manner to receive credit.
10. *All Work is Legible* – The students will present their work in a neat and easily legible manner to receive credit.
11. *All work is Easily Followed* – The students will organize all of their work in a logical, easy to follow manner to receive credit.
12. *The Final Answer is Accurate* – The students will provide a final answer that is logical and accurate based on the measurements they made while at the park to receive credit.

Waunakee Community High School

Request for Out-of-State/Overnight Travel

April 30, 2025

To: Dr. Monica Kelsey-Brown
Board of Education

From: Brian Borowski

Re: HOSA International Leadership Conference
Nashville, TN

I am respectfully asking for your approval for Mrs. Chrissy Gascho, High School Health Instructor/HOSA Advisor to accompany a team of two HOSA students to the International Leadership Conference, June 17-22, 2025. The trip would involve out of state/overnight travel to Nashville, TN.

Costs per student is approximately $1,285 that includes hotel, transportation, and registration. Students will be fundraising to help with costs.

I support Mrs. Gascho and respectfully ask for you to do so as well as the HOSA students who have participated in similar events have represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner.

Contact me or Mrs. Gascho with questions you may have regarding this request.

Thank you.

WAUNAKEE
COMMUNITY HIGH SCHOOL

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

April 20, 2025

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

FROM: Brian Borowski

RE: Final Itinerary for 2025 Trip to Spain
Ms. Catie Anderson, Spanish Teacher/Head Chaperone

The Board of Education has approved Ms. Catie Anderson's request to proceed and identify potential trip itineraries, trip dates, costs, performance opportunities, and trip vendors. After completing the necessary steps by meeting with parents, guardians, and students, it was agreed upon to select Coach USA-Van Galder for transportation to and from Chicago O'Hare Airport and Interact Travel.

I hope you will join me in granting permission for Ms. Anderson, our high school students, and the chaperones with the opportunity to take part in this trip. Similar trips have been held for many years and have proven to be the highlight of many World Language students' high school experience. In addition, the students have represented themselves, Waunakee Community High School, and the Waunakee Community School District in a positive manner.

If this request is approved, I will request that Ms. Anderson be in contact with our School Resource Officer Tanner Weber prior to the trip departing, for a meeting with the trip participants to review safety precautions associated with traveling.

Please feel free to contact me or Ms. Anderson with any questions related to this request.

To: The Waunakee Board of Education

From: Catie Anderson, Spanish Teacher and Spain Trip 2025 Head chaperone

Date: April 17, 2025

Dear Board of Education,

Per BOE policy I am writing to request final approval for our trip to Spain. The trip will take place on June 19, 2025 until the return date of June 30, 2025. The group will depart from Chicago O'Hare. At this time, we plan to use Coach USA (Van Galder) for our transportation to and from the airport. There are four chaperones (all teachers in the district) and 29 students traveling.

I do not have our final lodging locations. I anticipate receiving that information on or around June 12, 2025. I plan to distribute the information to the participants and their families through a meeting that will take place that evening at the high school. What I can share is that we have a homestay in Alcalá de Henares and hotel stays in Granada, the Costa del Sol (city TBD), Sevilla, and Madrid.

As far as financial responsibility due to early termination of the trip, Interact Travel has partnered with a third party travel insurance company that families had the option to pursue when they enrolled in the trip. In regard to infraction of rules, Interact Travel has the following statement in their "Preguntas" booklet that is given to students upon their enrollment in the program. "*Interact has the right, exercisable in its discretion, to cancel any student's participation in an Interact program, without refund or advance notice, if the participant engages in any conduct that Interact deems harmful or detrimental to the Interact program or a danger to the health, safety or welfare of the participant or any other participant in the Interact program, including, without limitation: (a) smoking, chewing, vaping tobacco, or electronic cigarettes; (b) possessing weapons of any kind or nature; (c) possessing fireworks or firecrackers; (d) engaging in body piercing or tattooing; (e) engaging in sexual conduct or inappropriate displays of affection; (f) being present in any bars, discos or other establishments that serve alcohol unless accompanied by the Organizing Teacher at all times during such visit; (g) violating curfew; (h) committing a crime or otherwise violating any law of the jurisdiction in which the student is present; or (i) violating any reasonable rule or regulation established by Interact, the Organizing Teacher or the Homestay Family. Interact reserves the right to deviate from or modify the Code of Conduct on a case by-case basis.*

If the Board requires any other information about the details of the trip, I would be happy to provide it to you!

Thank you for your support of the trip!
Catie Anderson

You are invited to attend
The Waunakee Community School District

38th Annual Staff Recognition Celebration

FRIDAY, MAY 16, 2025

6:30 PM - DESSERTS & REFRESHMENTS

7:00 PM - PROGRAM

Waunakee Community High School
Performing Arts Center
301 Community Drive, Waunakee

THIS YEAR'S HONOREES
CLICK HERE TO VIEW LIST

CLICK HERE TO RSVP
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WAUNAKEE
COMMUNITY SCHOOL DISTRICT