WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
Monday, February 9, 2026
6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at: https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA

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

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

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

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

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

AGENDA

I. **CALL TO ORDER**
II. **ROLL CALL**
III. **CLOSED SESSION - ADJOURN TO CLOSED SESSION – PER WISCONSIN STATUTES 19.85 (1) (c)(e) (f) and (g).**
A. Review Minutes of January 12, 2026 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 Summer School Contract Recommendations
E. Review a Performance Summary of the Individual Administrative Team Members
IV. **RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA**
V. **BOARD DEVELOPMENT WORKSHOP**
If time allows before 7:00 p.m., the Board may use this time for Board Development, scheduling meetings, or other logistics/operational matters.
A. *Great on Their Behalf* by AJ Crabill book study

Board, please be prepared to discuss one statement or item from chapters 13 & 14.

VI. **APPROVAL OF MINUTES**

A. Review Minutes from January 12, 2026 regular meeting. 6

VII. **APPROVAL OF AGENDA AND ADDITIONS**

Action should be taken to approve the agenda as presented (or) with changes as recommended.

VIII. **PUBLIC COMMENTS** **11**

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

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

A. Teacher Report

Members of the WTA will provide an update from the teachers.

B. 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. Warrior Spotlight 14

A brief update will be shared by the Waunakee Intermediate SWAT (Students Working to Advance Technology) Team.

C. Board Reports/Action Items

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

This section is reserved for any comments from members of the board on meetings they attended or other informational items.

2. State Convention Report

Members of the Board who attended the State School Board Convention will be provided an opportunity to share information from the conference.

3. Discuss Timeline for Board Evaluation

The board was asked to complete the School Perceptions Survey as well as complete and turn in the self-evaluation questions by this date. The board will determine a date to review these responses.

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

A. DEI Committee

1. Review the January 26, 2026 Committee Meeting Minutes 30

B. Budget Committee

1. Review the Committee Minutes from the February 2, 2026 Meeting 31

2. Waunakee Community Cares Coalition - Action Item 33

The purpose of this agenda item is to provide an update on the Waunakee Community Cares Coalition. Good news - Attorney Kirk Strang provided guidance that the district was able to claim funds through the end of the month of January. The previously approved school board one-month funding extension will cover February. The remaining 4 months will cost approximately $32,000 to continue. The WCCC has a fund 21 grant with approximately $28,000 remaining. Attached please find a detailed budget request.

Options for the board to consider include:
1) No additional funding beyond the extension
2) Fully fund the remaining 4 months ($32,000)
3) Partially fund the remaining 4 months ($16,000)
4) Partially fund after fund 21 dollars are used ($2,000 - $4,000)

The budget committee is recommending option 4 on a 3-0 motion.

3. High-Level Budget Planning - Action Item 36

The purpose of this agenda item is to request board approval on the 2026-27 budget planning process, specifically the addition of 5 FTE. Administration will review the updates to this document, specifically the 4K program and middle school staffing.The budget committee is recommending approval of the 5 FTE 3-0.

C. Facility Committee

1. Review the Minutes from the February 2, 2026 Meeting. 49

2. Approval of Capital Maintenance Request - Action Item 50

The purpose of this agenda item is to request approval of the pole vault mats and pull-up bar from the summer projects list so that the equipment can arrive before the track season begins. The current equipment is at its end of life. The facility committee is recommending approval 3-0.

The full list will be brought back for consideration in March.

D. Policy Committee

1. Review the Minutes from the January 15, 2026 and February 9, 2026 Meeting Minutes 51

The minutes from the February 9, 2026 meeting may be brought to this meeting.

2. Policies for Discussion, Review, and Consideration 55

a. Child Abuse/Neglect 56

b. Reporting Employee Matters to DPI for License/Employment Investigations 59

c. AI Guidelines for Staff 63

d. Employee Whistleblower Protections 64

e. Notice of Employee Whistleblower Rights Relating to Federal Funding 69
f. Procurement Methods of Services, Supplies, Equipment, and other Property 71
g. Procurement Methods of Services, Supplies, Equipment, and other Property 73
h. Management of Capital Assets (Formally called Inventories) 82
i. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare 84
j. 751 Rule 1 Student Transportation Services 86
k. 774 Cybersecurtiy Management and Planning 90
l. 775 Mail and Distribution Service 94

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

A. Administrative Update from the Curriculum Directors 95

B. 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 January 2026. Please feel free to reach out to Allie Newton at alexandranewton@waunakee.k12.wi.us if you have any questions.

B. Finance

1. Monthly Finance Reports 124

The Budget Status report as of January 31, 2026 and the Cash Reconciliation report for December 2025.

C. Second Friday Count 127

Attached please find information regarding the Second Friday in January Student Count. The first attachment provides the grade by grade information and the second attachment compares September student counts to January student counts.

D. Safety Logs 130

E. Consideration of the 2026 Waunakee Scholarship Fund Drive. 131

F. Gifts and Field Trips

1. Gifts
2. Field Trips

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

H. Approve Summer School Contract Recommendations

XIII. **BOARD BUSINESS**

A. Conventions/Workshops

B. Legislative Update

XIV. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting
B. Special Meetings
C. Budget Committee
D. Co-Curricular
E. Curriculum Committee
F. Facility Committee
G. Insurance Committee
H. Human Resources Committee
I. Policy Committee
J. DEI Committee

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

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

Minutes of Regular Meeting - Open

The Board of Education
Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, January 12, 2026, 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 Heinrichs, second by Frey, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00pm

II. **ROLL CALL**
Eaton -Yes, Ensign- Yes, Frey-Yes, Hetzel-Yes, Heinrichs -Yes, Murray,-Yes, Sonne -Yes

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

A. Review Minutes of December 08, 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 a Performance Summary of the Individual Administrative Team Members
E. Review Request from Superintendent for Benefit Consideration

IV. **RETURN TO OPEN SESSION**
A motion was made by Hetzel, second by Sonne, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 7:01pm

V. **BOARD DEVELOPMENT WORKSHOP**

A. *Great on Their Behalf* by AJ Crabill book study
There was not enough time for board development this month.

Ensign welcomed all in attendance at 7:05pm.

VI. **APPROVAL OF MINUTES**

A. Review minutes from the December 8, 2025 meeting.
A motion was made by Heinrichs, second by Murray, to approve the December 8, 2025 meeting minutes as posted. Motion carried 7-0.

VII. **APPROVAL OF AGENDA AND ADDITIONS**
A motion was made by Hetzel, second by Frey, to approve the agenda as posted. Motion carried 7-0

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

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

A. Teacher Update

Representatives of the WTA provided an update on items related to the teaching staff. Jessica Stork updated the board on appreciation for a full two week winter break, please consider making this a standard practice, appreciation for the donation from Acker Builders for clearing any negative balance lunch accounts, for the potential of a new model for future 4K classes, the policy for therapy dogs in the schools. Staff are preparing for the winter testing and preparing semester grades.

B. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner are the student representatives from the high school. They updated the board on course registration for next year, finals week that has a change this year of going to each class. They gave updates on softball, boys and girls basketball, gymnastics, and wrestling. Music and drama updates were given about the high school band Fish Riot, choir showcase, WI Singers, the musical, the winter play, forensics, showcase and a cappella and solo ensemble. Club and organization updates were given about DECA, FBLA, FFA, and student council. They shared that a survey was given before winter break. Students find the most stressful part of school is classwork and homework. Sports and clubs are the most positive part of school.

2. Warrior Spotlight

A brief update will be shared by the Heritage 4th grade service students.

C. Board Reports/Action Items

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

This section of the agenda is reserved for any comments from members of the board on meetings they attended over the last month or other informational items.

MH AI meeting - compliment Rick Franz and all It people very terrific presentation. resources for parents and students.

2. 2026 WASB Resolutions

The board shared considerations and clarifications with Sonne regarding the resolutions.

3. Spring Election Update

The Board of Education Candidates for the April 7, 2026 election are as follows:

For the Village of Waunakee Seat - Kevin Thornberg

For the Town of Westport, City of Middleton, City of Madison Seat - Joan Ensign

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

A. Budget Committee Meeting

1. The minutes from the January 5, 2026 Budget Committee Meeting were reviewed.

2. 2026-2027 Open Enrollment Capacity Recommendations -Action Item

Summers presented and answered questions regarding the request for school board approval of open enrollment space availability for the 2026-27 school year. To summarize to approach recommend by the administration and the budget committee, the approach recommends reallocating three K-4 teachers to start an in-district 4K classroom in each elementary school. A motion was made by Hetzel, second by Heinrichs, to approve the open enrollment

approach as recommended, but allowing kindergarten to allow 4 new open enrollment students rather than 0. Motion carried 7-0.

3. Consideration of 2024-25 Audit Report - Action Item
   Summers presented and answered questions regarding the final 2024-25 audit report. A motion was made by Heinrichs, second by Eaton, to approve the 2024-25 audit as presented. Motion carried 7-0.
4. 4K Planning -
   Summers presented and answered questions regarding the responses of contracts from the 4K sites. Miranda Moe, 4K Director, was in attendance to answer questions.

B. Facility Committee

1. The minutes from the January 7, 2026 facility committee meeting were reviewed.
2. Approval of Capital Maintenance Requests — Action Item
   Summers presented and answered questions regarding the district-wide capital maintenance requests. A motion was made by Frey, second by Eaton, to approve the capital maintenance requests for January as presented. Motion carried 7-0.

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

A. Update on Long Term Facility Planning Update
   Mark Roffers with the urban planning firm MDRoffers presented updates since his last report in 2024 to his initial long-range facility for WCSD.

B. Administrative Update from the Communications and Engagement Specialist.
   Brown introduced Anne Blackburn, WCSD Communications and Engagement Specialist and the high school youth apprentice working with her Denise MKB introduced and gave Denise Espirito Santo Dias. Anne and Denise shared an update on the work the Communications and Engagement department has been doing for the WCSD.

C. Request for funding for the Waunakee Community Cares Coalition
   Tim Decorah, project coordinator for the Waunakee Community Care Coalition and other members of the WCCC presented a funding request to the WCSD. Summers explained that if the board approves the funding request for interim funding, these funds may come from Fund 80. After much discussion, a motion was made by Hetzel, second by Heinrichs, to cover the next month for the WCCC out of Fund 80, not to exceed $7,000. This will allow time to bring more information back to the Budget Committee for more discussion and to also know what the Village board is considering. Motion carried 7-0.

D. Announcements/Correspondence
   Brown shared congratulations from the Wisconsin Interscholastic Speech and Dramatic Arts Association for the awards received by the WHS students participating in the One-Act Play Contest in November at UW Stevens Point.
   Brown also reminded the board of the Soup with the Supt. event to launch the Superintendent /Parent Advisory group, if anyone is interested in attending, please let Rebecca know.

XII. **CONSENT AGENDA**

The board acknowledged Gifts from the Optimist Clubs, Game Haven, Acker Builders, and One Community Bank

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

A. Approval of Checks
B. Finance
1. Monthly Finance Reports
C. Safety Drill Logs
D. Gifts and Field Trips
1. Gifts
a. Waunakee Optimist Club $600 in gift cards for special education paraeducators.
b. Twenty-five board and card games and a program handbook from Game Haven/The Gift of Games valued at $500.00
c. Acker Builders' Donation — $11,835.76 to clear negative student food services balances
d. One Community Bank Donation of $500.00 to SFAF
2. Field Trips
a. Final BOE Consideration of Orchestra Scotland Trip, March 2026
b. WHS Chinese Class Field Trip to Chinatown in Chicago IL on April 17, 2026
E. Approve Individual Teacher, Administrator, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

New Support Staff
Jayley Schmelzer, Para Educator Special Education, HES
New Teaching Staff
Kelsey Gabriel, Occupational Therapist, AES/PES
Retirements
Brian Borowski, Principal, HS
Rick Braun, Speech Teacher, HS
Amy Johnson, Director of Elementary Curriculum & Instruction
Mike Steiger, Custodian, IS
Robert Tietz, Technology Assistant, AES/HES
Retirement - Special Request
Rick Franz, Director of Technology
Resignations
Maria Fite Guerrero, ELL Para Educator, HS
Luke Franda, English Teacher, HS
Bart Rhoades, Custodian, HS

BOARD BUSINESS

F. Legislative Update
G. Conventions/Workshops

XIII. **FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting
B. Special Meeting –

Curriculum Presentations -February 23, 2026 @ 4:30pm at the WHS
A motion was made by Heinrichs, second by Murry, to approve the curriculum presentations as listed. Motion carried 7-0.
DAPES Training Date - June 29, 2026 3:30pm - 5:00pm A motion was made by Hetzel, second by Murray, to approve the DAPES meeting date as listed. Motion carried 7-0.
Board Coaching Dates - October 26, 2026 5:30pm - 7:00pm, November 2, 2026 5:30pm - 7:00pm, November 23, 2026 5:30pm - 7:00pm A motion was made by Murray, second by Eaton to approve the board coaching dates as listed. Motion carried 7-0.

C. Budget Committee – February 2nd @ 7:30am
D. Co-Curricular Committee
E. Curriculum Committee
F. Facility Committee - February 2nd @ 8:30am
G. Human Resources Committee
H. Policy Committee – January 15th @ 7:30am
I. DEI Committee – January 26th @ 5:30pm

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

XV. **RETURN TO OPEN SESSION**

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

XVII. **ADJOURN**

The Board of Education adjourned at 10:04pm on a motion by Heinrichs, second by Eaton, and passed unanimously by voice vote 7-0.

Respectfully submitted,

_____
Carlena Eaton, Clerk

Date: _____
CE/rm

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)

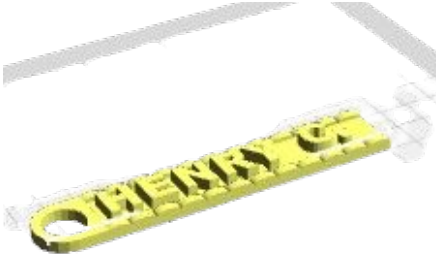
Adoption/Revision Date(s):

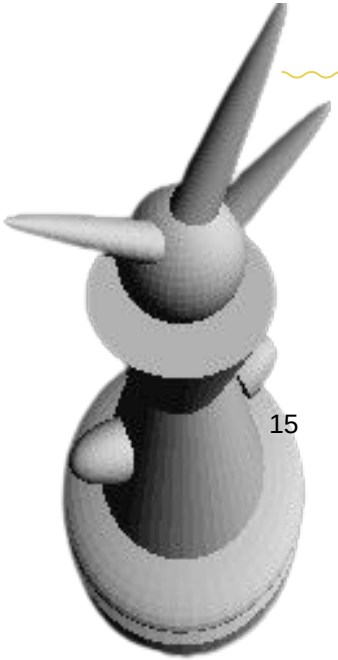
October 1989
March 1994
September 1994
January 2000
February 2002
May 2020
January 2022

Students Working to Advance Technology

Waunakee Intermediate School

3D PRINTING





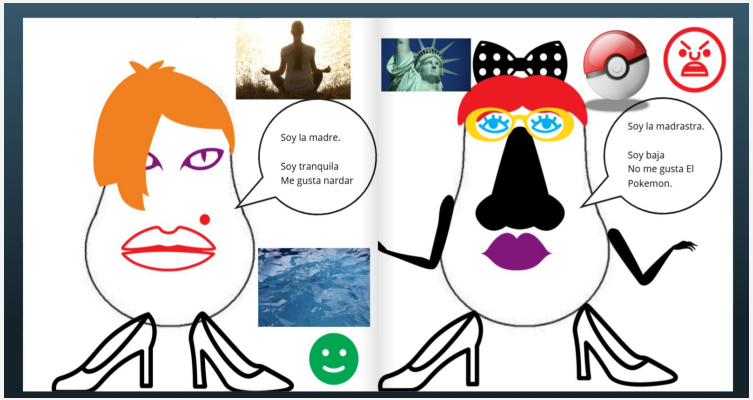
Chess pawn

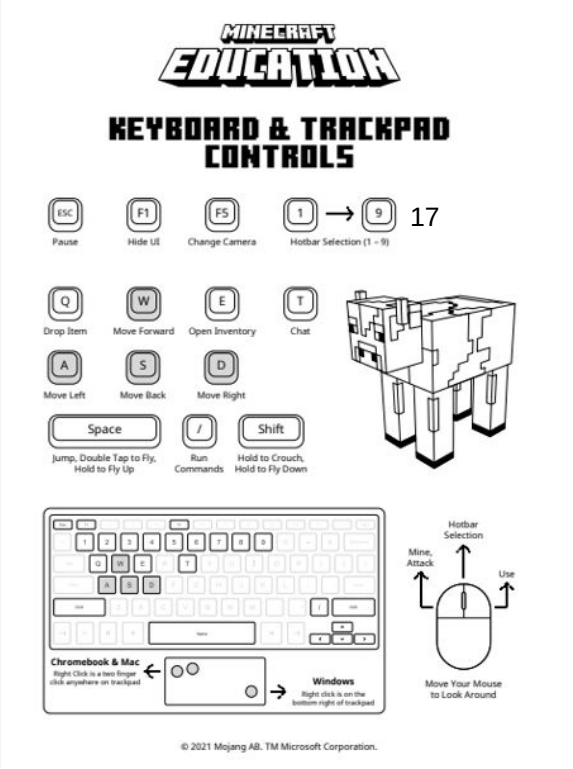
Vishva

Waunakee News Flash.

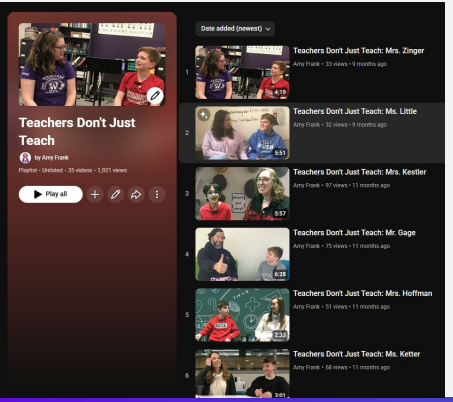
Jan. 16, 2026 WNF Announcements.mp

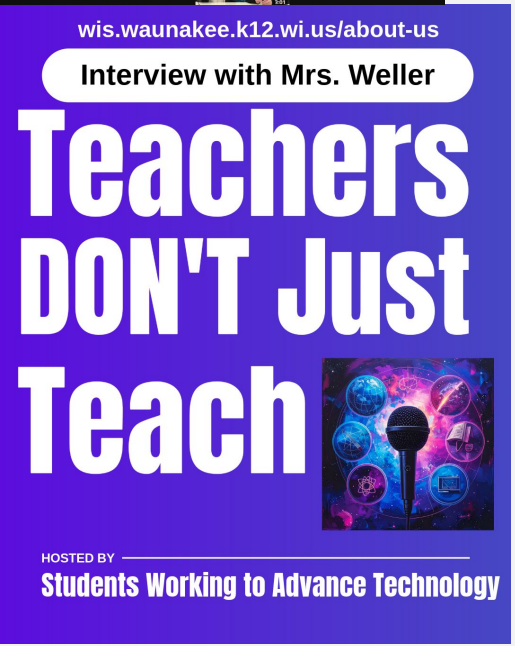
Classroom Help

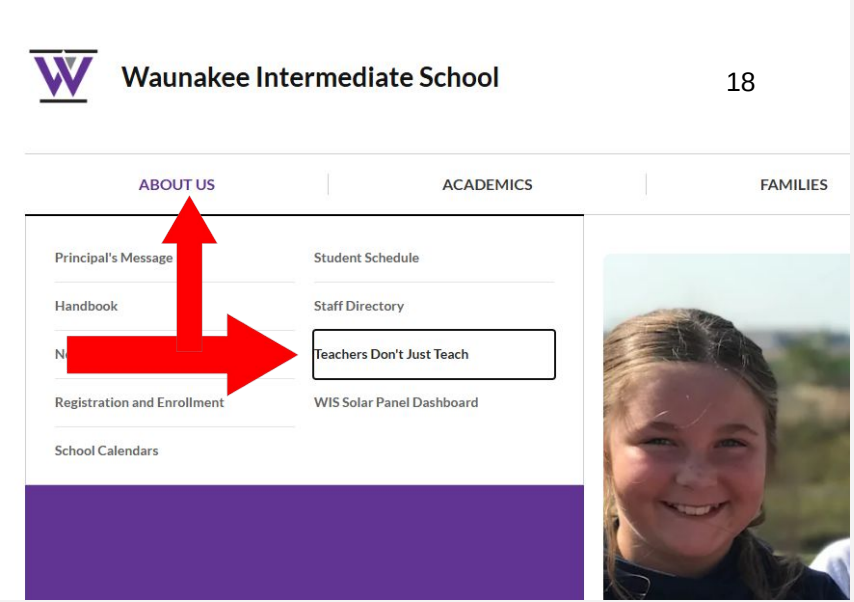




Teachers Don’t Just Teach

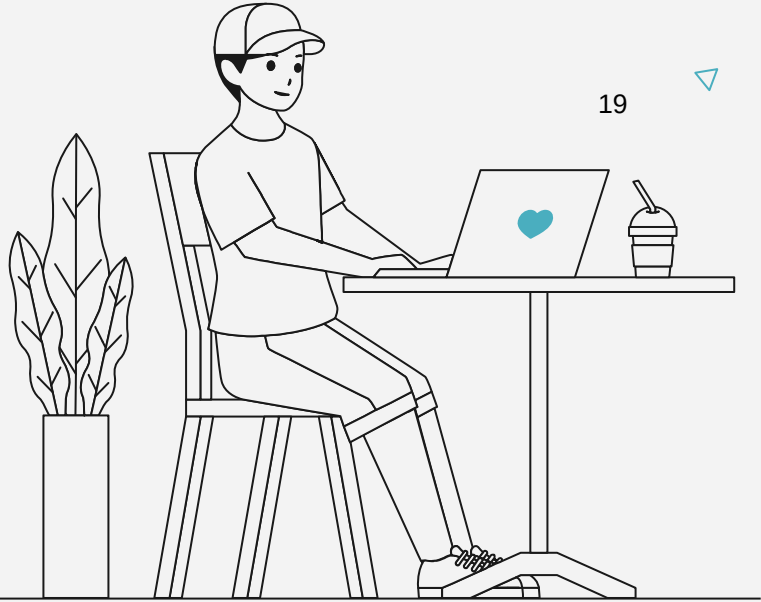


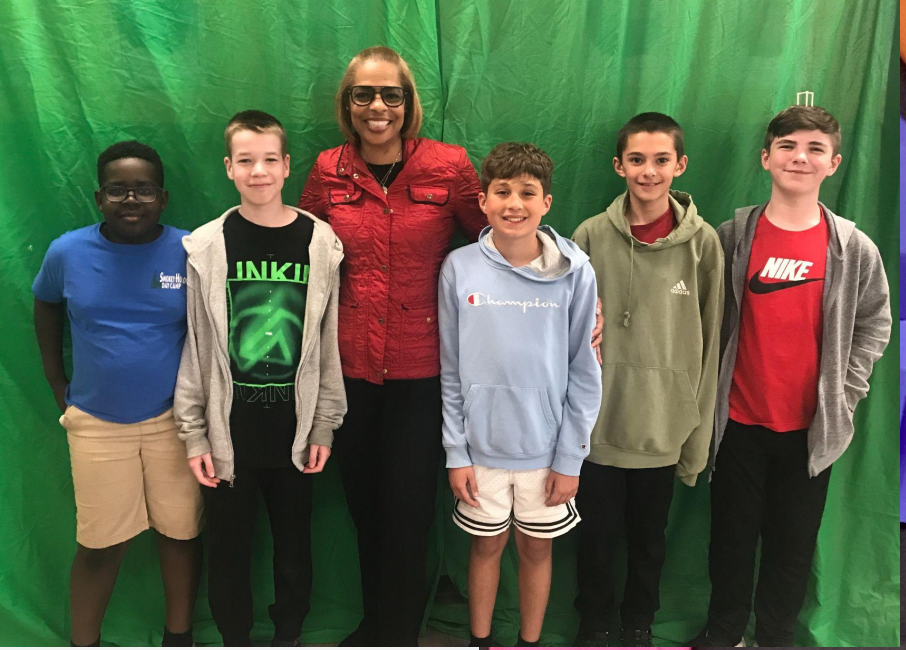




SPIRIT DAYS

My name is Sydney. SWAT teamers walk around to take pictures in the school and out on recess for the yearbook on school spirit days





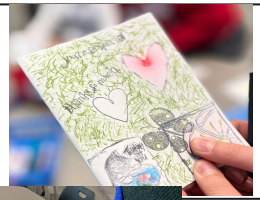
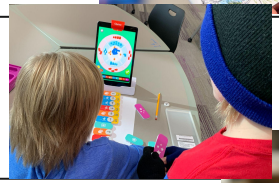
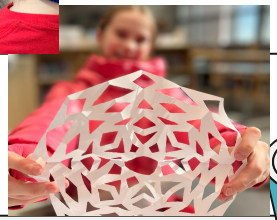
WIS Spring Art Show Green Screen Fun!

Downtown Madison Google Field Trip

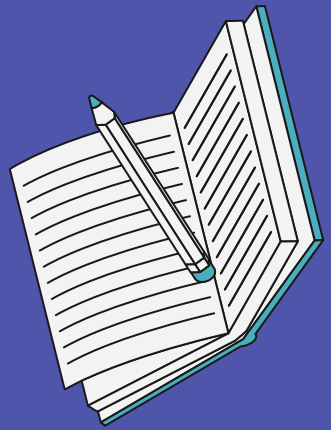
Innovative Offices

Group Pictures

Makerspace Lunches

Snap Circuits		Circuit Greeting Cards	
Minecraft		Osmos	
Needle Felting		Paper Snowflakes	

Heritage Tech Help

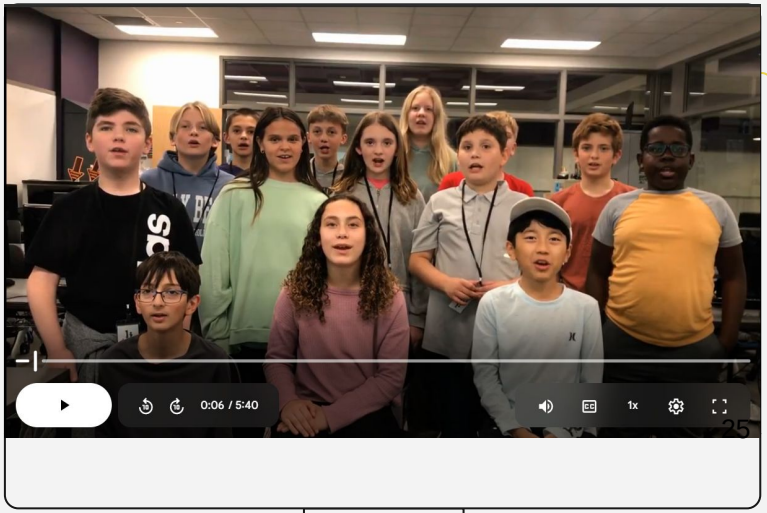


Heritage Student Helpers

My name is Mac. Since we are so close to Heritage, we hope to be able to travel over there to help students' with a tech project.

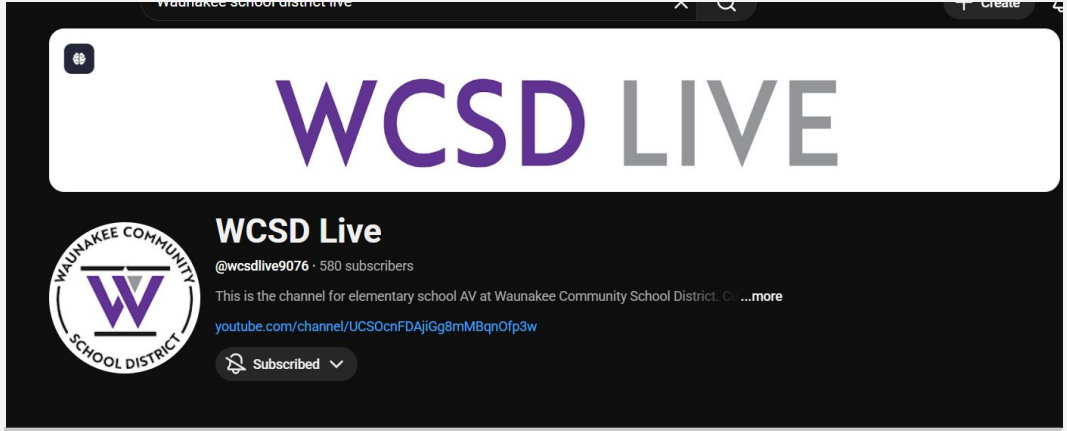
School Assembly Presentations

Every day, you should try be aware of your amount of screen time and off screen time.



This is a screenshot of the video we show at the assembly every year.

Live Stream



This is the live stream home page.

Plug in:

- Headphones to computer
- Snowball to long extension cable to computer

- Ugreen (USB-C network adapter) - computer to Internet Cable

- Camera to HDMI to velcro to capture utility (converter) to USB to computer

Power up using long extension cord

- Camera
- computer

Take off Lens Cap

Login to computer

- Integrator
- WIS-Int

Click (using touchscreen) OBS
Start streaming

Remote

- Can pan
- Can zoom
- Can set up to 10 preset locations beforehand

This is the directions to set up the camera.

We take pictures.

Mr Gage used AI to get the background

We removed backgrounds.

A picture is worth a thousand words

ANY QUESTIONS

Henry
3D Printing

Vishva
WNF

Bre
Classroom Help

Ayla
Teacher's Don't Just Teach

Sydney
Yearbook Pics

Otto
Art Show Helper

Leah
Google Field Trip

Avery
Makerspace Lunches

Kelby
Heritage Tech Helper

Rachel
School Assembly Presentations

Peter
Livestream

Stella
Class Picture

Mac
Heritage Student Help

slidesgo

Minutes of DEI Committee Meeting

The Board of Education
Waunakee Community School District

A DEI Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, January 26, 2026, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

II. **ROLL CALL**
Present: Ensign (subbing for Eaton), Heinrichs, Murray
Also Present: Brown, Houzner, Loken, Schell

III. **APPROVE AGENDA**
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 emailed comments for this meeting.
There was one in person comment. Gina Pagel - AES teacher and member of the DEI steering committee. The DEI committee and timing of the work done in the district.

V. **YOU BELONG COMMITMENTS - PROCESS**
Loken presented and answered questions regarding the You Belong Commitments and the process/timeline to create this for WCSD.

VI. **RESTORATIVE PRACTICES OVERVIEW**
Houzner presented and answered questions regarding the restorative practices process and training at WCSD.

VII. **BELONGING AND ENGAGEMENT WALKS (WASB CONVENTION PRESENTATION OVERVIEW**
Loken shared the slide presentation that she was a part of at the WASB State Education convention held last week.

VIII. **REVIEW OF REVISED 3 YEAR COMPREHENSIVE PLAN**
Loken presented and answered questions regarding the updates that have happened this year with the WCSD Comprehensive plan.

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

X. **FUTURE MEETINGS** - NA

XI. **ADJOURN**
A motion was made by Heinrichs, second by Ensign, to adjourn the meeting at 6:11pm. Motion Carried 3-0.

Minutes of Budget Committee

The Board of Education
Waunakee Community School District

A Budget Committee of the Board of Education of Waunakee Community School District was held Monday, February 2, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

II. **ROLL CALL**
Present: Heinrichs (arrived at 7:35am), Hetzel, Sonne
Also present: Brown, Newton, Summers, Blackburn, and Grabarski,

III. **APPROVAL OF AGENDA AND ADDITIONS**
A motion was made by Sonne to approve the agenda as posted. Motion carried 2-0.

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

V. **2025-2026 BUDGET**

A. End of the Year Projections
Summers presented and answered questions regarding the projected end of the year balance for fund 10. The committee indicated that they wanted to act on this item at the next budget committee meeting.

B. Update on Financial Plan / Property Tax Levy
Summers presented and answered questions regarding an update on the financial plan related to the November 2022 referendum.

C. Waunakee Community Cares Coalition
Summers presented and answered questions regarding an update on the Waunakee Community Cares Coalition. Attorney Strang provided guidance that the district was able to claim funds through the end of the month of January. WCSD school board approved a one-month funding extension that will cover through February. The remaining 4 months will cost approximately $32,000 to continue. The WCCC has a fund 21 grant with approximately $28,000 remaining. A motion was made by Sonne, second by Heinrichs, to recommend that the full board consider partially funding WCCC expenses after the Fund 21 grant is depleted. Motion carried 3-0.

VI. **2026-2027 PLANNING**

A. High-Level Budget Planning
Summers presented and answered questions regarding the 2026-27 budget planning process. Adjustments to the budget planning process for 4K were reviewed. Administration requested consideration of 5 FTE to be approved at the February regular board meeting. A motion was made by Heinrichs, second by Sonne, to recommend that the full board consider the 5 FTE positions, in order to move forward with the hiring process. Motion carried 3-0.

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

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

IX. **FUTURE AGENDA ITEMS**

The committee would like to see a comparison with our comparable districts in regard to expenditure and staffing for the March meeting.

X. **ADJOURN**

A motion was made by Heinrichs, second by Sonne, to adjourn the meeting at 8:32am. Motion carried 3-0.

Newton, Alexandra <alexandranewton@waunakee.k12.wi.us>

Submission of Budget Plan for Review and Consideration

Decorah, Tim <tim_decorah@waunakee.k12.wi.us> Mon, Jan 19, 2026 at 2:32 PM
To: Rebecca McDonough <rebeccamcdonough@waunakee.k12.wi.us>, Steve Summers <stevesummers@waunakee.k12.wi.us>
Cc: Brian Kersten <brianalankersten@gmail.com>, Lisa Jondle <lisajondle@waunakee.k12.wi.us>, Dannette Weisman <dannetteweisman@waunakee.k12.wi.us>, Alexandra Newton <alexandranewton@waunakee.k12.wi.us>

Waunakee
Community Cares Coalition

Letter to Request Funding the Waunakee Community Cares Coalition

January 19, 2026

Dear Members of the Waunakee Board of Education,

On behalf of the Waunakee Community Cares Coalition, we would like to extend our sincere appreciation to the Board of Education for approving a one-month funding extension. Your support is greatly valued and has helped ensure continuity of the Coalition's prevention and awareness efforts during this transitional period.

Attached for your review and consideration is the Coalition's proposed budget plan (actual & estimated costs) for the period of **February 1, 2026, through June 30, 2026**. This budget was developed to support the continuation of essential coalition operations and programming while the Coalition awaits anticipated funding through the next cycle of the Drug-Free Communities grant.

The submitted budget includes costs associated with salary and benefits, as well as essential coalition costs and activities that directly support substance prevention, student well-being, and community resilience. Should the Board approve this budget plan and grant the requested funding, the Coalition would be deeply appreciative of the opportunity to continue this important work in partnership with the School District.

Thank you for your time, consideration, and continued commitment to the health and well-being of Waunakee's students and community. Please do not hesitate to contact us should additional information or clarification be needed.

Respectfully submitted,

Tim Decorah
Project Coordinator
Waunakee Community Cares Coalition

On behalf of the
Waunakee Community Cares Coalition Executive Board

Waunakee Community Care Coalition Budget Plan

Salary & benefits + Essential Costs			
Month	**Item**	**Date**	**Cost**
January			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**1/15 & 1/30**	**$7,137.14**
February			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**2/15 & 2/28**	**$7,137.14**
	Zoom subscription	**2/14/2026**	**$20.00**
	Billboard Campaign Payment #3	**2/16/2026**	**$710.00**
March			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**3/15 & 3/30**	**$7,137.14**
	Waunakee Village Center - Wellness & Energy Fair	**3/14**	**$50.00**
	Zoom subscription	**3/14/2026**	**$20.00**
	Billboard Campaign Payment #4	**3/16/2026**	**$710.00**
April			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**4/15 & 4/30**	**$7,137.14**

	MS/HS Leadership Workshop	**4/6/2026**	**$2,000.00**
	Drug Take Back Day	**4/25**	**$400.00**
	Prom Speaker	**4/16/2026**	**$1,500.00**
	April Wellness Series	**4/14, 21, 27/2026**	**$2,000.00**
	Zoom subscription	**4/14/2026**	**$20.00**
	CADCA Midyear - Decorah / Zaleski / 2 Students - Register for July conference - **Approx. amount**	**4/15/2026**	**$8,000.00**
May			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**5/15 & /30**	**$7,137.14**
	Dane County Student Summit #2	**5/20**	**$250.00**
	Zoom	**5/14/2026**	**$20.00**
June			
	Project Coord (PC) Pay/Benefits & Auth Org Representative (AOR) Pay	**6/15 & 6/30**	**$7,137.14**
	Project Graduation	**6/1**	**$500.00**
	Zoom	**6/14/2026**	**$20.00**
	Requested from WCSD & Village		**$51,905.70**

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Preliminary
Budget Planning
2026-27 School Year

Budget Committee Meeting
February 2nd, 2026

I. 2026-2027 BUDGET TIMELINE

December 1	Review enrollment projection scenarios with the Budget Committee Review budget planning process with the Budget Committee
December 16	Review budget planning process with the Administrative Cabinet
January 5	Review expenditure projection scenarios and open enrollment capacity with the Budget Committee
January 12	Present open enrollment capacity to School Board for approval
February 2	Present draft of budget planning process to Budget Committee
February 9	Present budget planning process to the School Board for approval
February 10	Distribute approved budget planning process to the administrative cabinet
March 15 – Apr. 15	Building/department level budget development
April 1-30	Preparation of the first draft of the budget Budget meetings with administrators as necessary
May 4-8	First draft of the budget to the Budget Committee
May 11	First draft of the budget to the School Board School Board approves 2026-27student fees School Board approves 2026-27 insurance benefits
May 12-31	Staff presentations on the budget process
June 1-5	Second draft of the budget to the Budget Committee
June 8	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 6-10	Third draft of the budget to the Budget Committee
July 13	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
August 24	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
September 18	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 26	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk

II. ENROLLMENT HISTORY

History

Grade	2021-22	2022-23	2023-24	2024-25	2025-26
EC	12	15	18	13	15
4K	270	249	238	249	221
K	295	292	289	258	261
1	278	303	299	293	264
2	297	285	307	310	296
3	304	310	301	314	318
4	285	311	312	315	311
TOTAL	1741	1765	1764	1752	1686
ELEM					
5	326	294	320	328	333
6	318	342	300	332	334
TOTAL	644	636	620	660	667
INTER.					
7	349	330	346	310	338
8	303	354	329	354	308
TOTAL	652	684	675	664	646
MIDDLE					
9	316	314	374	334	364
10	348	318	304	366	334
11	341	347	318	303	363
12	349	350	351	332	309
TOTAL	1354	1329	1347	1335	1370
HIGH					
TOTAL	4391	4414	4406	4411	4369
DISTRICT					

Enrollment History is from the Third Friday in September Count (Residents plus Open Enrollment-In)

Enrollment Increase "New" Students

- **2021-22 1.1%**
- **2022-23 2.4%**
- **2023-24 -1.0%**
- **2024-25 1.9%**
- **2025-26 -1.0%**
- **Five-year average is 0.68%**

Enrollment increase is calculated by removing the 12th grade students, adding in K students, and adding in 20 students in 7th grade (St. John's students). The difference between years is the increase in "new" students.

III. STAFFING

Staffing Classrooms K-6 – Ratios

2025-26 School Year

Grade	Total Nov 2025 enrolled	Sections				Student/ Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	261	14	4	5	5	18.6	20	19.3	16.6	20.0
1	264	14	4	5	5	18.9	20	20.3	18.6	18.2
2	296	15	4	6	5	19.7	20	20.3	19.3	19.8
3	318	15	4	5	6	21.2	23	22.3	21.8	20.2
4	311	15	4	5	5	20.7	23	23.5	21.6	21.6
5	333	14				23.8	23			
6	334	15				22.3	23			
Total K-6	2117		20	26	26					

*The optimum class size is per Board Policy.

2025-26 Staffing Ratios

School	Staff	Students	Ratio
Arboretum	30.00	424 *	14.13
Prairie	39.00	522 *	13.38
Heritage	39.50	519 *	13.14
Intermediate	48.00	667	13.90
Middle School	56.50	646	11.43
High School	93.25	1370	14.69
Students with Disabilities	82.00	4369 **	53.28

* Does not include Early Childhood and 4K
**Students with Disabilities ratio is based on total enrollment

Historical Staffing Ratios

School	21-22	22-23	23-24	24-25	25-26
Arboretum	14.50	14.50	14.23	14.50	14.13
Prairie	13.45	14.03	13.41	13.62	13.38
Heritage	14.38	14.61	14.96	13.95	13.14
Intermediate	14.09	13.92	13.28	14.12	13.90
Middle School	12.99	13.68	13.11	11.96	11.43
High School	15.02	14.74	14.80	14.56	14.69
Students with Disabilities	60.99	57.32	53.73	53.79	53.28

K-4 ratios do not include Early Childhood and 4K
SWD ratio is based on total enrollment

IV. BUDGET FORECAST

Benefits of a Budget Forecast

- **Recognize enrollment trends and the budgetary and facility impact**
  - **Acknowledge overall enrollment will remain consistent over time**
- **Understand revenue trends including the property tax impact**
  - **Acknowledge November 2024 referendum funds utilized in forecast**
- **Understand expenditure trends**
  - **Compensation goals from November 2024 referendum included**
- **Realize the future impact of current fiscal decision**
  - **Fund 10 fiscal challenges must be addressed**
- **Explore the outcomes of different data scenarios**

Steps in the Budget Forecast

- **Use enrollment projections to predict future enrollment scenarios**
- **Estimate revenue increases based on enrollment scenarios**
- **Estimate expenditure increases**
- **Analyze the outcomes and plan accordingly**

Assumptions Made

- **Current school finance system continues (revenue caps and per pupil aid)**
- **Enrollment projection scenarios are close to actual**
- **Salary costs increase at 5% in 26-27 (2.63% CPI & 2% compensation system)**
- **Health costs increase at 5% per year**
- **Dental costs increase at 0%**
- **Non-personnel costs do not increase except transportation (5%), utilities (5%), and district property insurance.**
- **26-27 Revenues are based on a $325 per student increase in the revenue limit formula and state special education categorical aid at 42% for 26-27.**

Three-Year Enrollment Projections

	3-Year Average			
Grade	**Residents**	**OE In**	**Total Students**	**OE Out**
EC	15	0	15	0
4K	216	29	245	3
Kdg	219	24	243	1
1st	251	15	266	2
2nd	246	23	269	6
3rd	286	20	306	3
4th	305	18	323	5
5th	304	21	325	3
6th	318	23	341	0
7th	307	34	341	6
8th	317	23	340	7
9th	299	19	318	6
10th	339	19	358	11
11th	307	26	333	10
12th	353	19	372	17
Totals	**4082**	**313**	**4395**	**80**

V. 2026-27 PLANNING

Enrollment Information/Projection

	September 2025 Count				November 2025				3-Year Average			
Grade	**Residents**	**OE In**	**Total Students**	**OE Out**	**Residents**	**OE In**	**Total Students**	**OE Out**	**Residents**	**OE In**	**Total Students**	**OE Out**
EC	15	0	15	0	15	0	15	0	15	0	15	0
4K	191	30	221	3	191	30	221	3	216	29	245	3
Kdg	246	15	261	1	245	15	260	1	219	24	243	1
1st	240	24	264	4	241	24	265	4	251	15	266	2
2nd	277	19	296	3	277	19	296	3	246	23	269	6
3rd	301	17	318	2	302	17	319	2	286	20	306	3
4th	290	21	311	3	289	21	310	3	305	18	323	5
5th	314	19	333	0	312	19	331	0	304	21	325	3
6th	307	27	334	3	306	27	333	3	318	23	341	0
7th	316	22	338	5	317	22	339	6	307	34	341	6
8th	289	19	308	2	289	19	308	3	317	23	340	7
9th	344	20	364	5	345	20	365	5	299	19	318	6
10th	312	22	334	8	312	22	334	8	339	19	358	11
11th	344	19	363	15	344	19	363	17	307	26	333	10
12th	296	13	309	13	300	12	312	13	353	19	372	17
Totals	**4082**	**287**	**4369**	**67**	**4085**	**286**	**4371**	**71**	**4082**	**313**	**4395**	**80**

- OE In is open enrollment students attending WCSD
- The student count change between September 2025 and November 2025 was an increase of 2 students

Staffing Classrooms K-12 – Ratios

PRELIMINARY PROJECTIONS 2026-27

K	-	243	12 Sections [- 2 sections]	20.3 to 1	(20)
1	-	266	14 Sections [no change]	19.0 to 1	(20)
2	-	269	14 Sections [-1 section]	19.2 to 1	(20)
3	-	306	14 Sections [-1 section]	21.9 to 1	(23)
4	-	323	15 Sections [+1 section]	21.5 to 1	(23)
5	-	325	14 Sections [no change]	23.2 to 1	(23)
6	-	341	15 Sections [no change-monitor]	22.7 to 1	(23)

Our headcount indicates -3 sections for grades K-6. The Board approved reallocating these 3 FTE to 4-year old kindergarten.

7th – 8th grade	**Sept 25**	**646 students/11.43 = 56.5 FTE**
	Nov 25	**647 students/11.43 = 56.6 FTE**
	Sept 26	**681 students/11.43 = 59.5FTE**
9th – 12th grade	**Sept 25**	**1,370 students/14.69 = 93.2 FTE**
	Nov 25	**1,374 students/14.69 = 93.5 FTE**
	Sept 26	**1,381 students/14.69 = 94.3 FTE**

7th – 12th grade **+ 4 FTE**

The actual change for grades 7-12 will be evaluated during the student registration process.

Administration is recommending +2 FTE at the middle school to bring each grade level up to 16 sections.

Staffing/Student Classrooms K-6 – Ratios

Projections 2026-27/Compared to 2025-26 Actual

K - 12 Sections- (-1 at Heritage, -1 at Prairie)

Arboretum-	4
Heritage-	4
Prairie-	4

1 - 14 Sections- (no change)

Arboretum-	4
Heritage-	5
Prairie-	5

2 - 14 Sections- (-1 at Heritage)

Arboretum-	4
Heritage-	5
Prairie-	5

3 - 14 Sections- (-1 at Prairie)

Arboretum-	4
Heritage-	5
Prairie-	5

4 - 15 Sections- (+1 at Prairie)

Arboretum-	4
Heritage-	5
Prairie-	6

K-4 - Total *(estimates indicate a -3.0 FTE in grades K-4)*

Arboretum-	20
Heritage-	24
Prairie-	25

Intermediate

5 - 14 Sections

6 - 15 Sections

(estimates no change at grades 5-6)

Staffing Classrooms K-6 – Ratios

2026-27 School Year

Grade	Estimated 26-27 Enrollment	Sections				Student/ Teacher Ratio	Optimum Class size*	Average Class size		
		Total	Arboretum	Heritage	Prairie			Arboretum	Heritage	Prairie
K	243	12	4	4	4	20.3	20	20.0	20.8	20.5
1	266	14	4	5	5	19.0	20	20.0	17.2	20.0
2	269	14	4	5	5	19.2	20	20.3	19.0	18.6
3	306	14	4	5	5	21.9	23	21.0	23.8	20.6
4	323	15	4	5	6	21.5	23	22.5	22.4	20.2
5	325	14				23.2	23			
6	341	15				22.7	23			
Total K-6	2073		20	24	25					

*The optimum class size is per Board Policy.

Fund 10 –"Big Picture Overview"

Current Scenario	Prior Years		Current	Projections				
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Enrollment Growth	0.2%	-0.3%	-0.9%	0.2%	-1.2%	0.3%	-0.6%	0.1%
Eq. Valuation Growth		8.3%	9.6%	6.0%	6.0%	6.0%	6.0%	6.0%
Rev. Limit/Member Incr.	325	325	325	325	325	325	325	325
Referendum	$5,127,502	$8,127,502	$9,650,000	$2,600,000	$0	$0	$0	$0
Fund 10 Revenues	$64,018,308	$68,102,085	$71,192,701	$74,485,842	$73,790,765	$74,931,439	$76,367,977	$77,689,288
Fund 10 Expenditures	$64,559,224	$68,102,085	$71,192,701	$74,526,613	$77,946,206	$81,604,585	$85,346,258	$89,160,559
Surplus (Deficit)	($540,916)	$0	$0	($40,771)	($4,155,441)	($6,673,146)	($8,978,281)	($11,471,271)
Fund Balance	$7,481,181	$7,481,181	$7,481,181	$7,440,410	$3,284,968	($3,388,178)	($12,366,459)	($23,837,730)
Fund Balance %	11.6%	11.0%	10.5%	10.0%	4.2%	-4.2%	-14.5%	-26.7%
Operating Expenses	$68,767,429	$72,712,783	$77,491,249	$82,494,544	$86,168,095	$90,093,131	$94,114,793	$98,223,083
Equalization Aid	$24,685,494	$24,634,807	$23,334,386	$22,516,448	$21,879,546	$19,607,235	$17,766,889	$15,101,856
Total Tax Levy	$41,692,918	$44,823,271	$47,501,003	$51,359,025	$51,343,985	$55,068,918	$58,659,851	$62,900,871
Mill Rate	$8.97	$8.90	$8.60	$8.78	$8.28	$8.37	$8.42	$8.51

- This overview includes the approved November 2024 operational referendum
- **The current 4K planning process includes 6 district half day programs and 7 community partner locations. The 6 district half day sections save approximately $385,000 in payments to 4K partners. Administration is recommending reallocating $150,000 to middle school FTE, leaving a new balance of $194,000.**
- 26-27 open enrollment in does not reflect additional capacity. Capacity has been approved by school board in January 2026 (164 openings)
- 26-27 open enrollment out includes an increase of 10 students above current levels
- Revenue assumptions:
  - $325 per student on the revenue limit formula
  - 40% special education categorical aid
  - High cost categorical aid increases to 80% (May recommend lower percentage for later draft of budget)
  - Student enrollment per the 3-year average projection (+26)
  - November 2024 operational referendum fully utilized in 26-27

Expenditure assumptions:
- 5% increase in CPI/compensation systems
- Classified staff referendum approved pay increase
- 5% health insurance increase
- 5% increase for utilities and transportation
- Added middle school utilities in 26-27
- Added 5 FTE (2 custodians, 1 security personnel, 2 FTE at middle school)
- $100,000 increase to district contingency
- Added NAMI contract back to maintenance budget

The following expenditure categories will need to be addressed:
- Maintenance projects

Minutes of Facility Committee

The Board of Education
Waunakee Community School District

A Facility Committee of the Board of Education of Waunakee Community School District was held Monday, February 2, 2026, beginning at 8:30 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 8:34am.

II. **ROLL CALL**

Present Eaton, Ensign, Frey, Sonne

Also present: Brown, Summers, Cramer, Conrad, Kenas, Lybeck, Bauer, and Adam Griep from Vogel Brothers, Blackburn, and Newton.

III. **APPROVE AGENDA**

A motion was made by Eaton, seconded by Frey, 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 an update on the schedule and finances for the Middle School project.

Administration is requesting action on a second batting cage at the new middle school and the electronic gates behind the school. Conrad, Kenas, Griep, and Lybeck were available to explain these needs and answer any questions. A concept was proposed by administration to implement user fees for the new and existing batting cages. After much discussion the committee members were in favor of the second batting cage at the Middle School. The user fees will be referred to the policy committee for future consideration. A motion was made by Eaton, seconded by Ensign, to recommend approval of the electronic gates behind the new middle school. Motion carried 3-0.

VI. **APPROVAL OF CAPITAL MAINTENANCE REQUESTS**

Summers presented and answered questions regarding the district-wide capital maintenance requests. Conrad and Kaminski were available for questions. Administration will continue to review the capital maintenance requests with a goal of committee approval in March. A motion was made by Frey, second by Eaton, to recommend that the full board consider approving the purchase of the items requested for the HS track and field pole vault area. Motion carried 3-0.

VII. **HIGH SCHOOL 2026 PLANNING**

A. **LONG-TERM PLANNING**

Summers presented and answered questions regarding the long-term high school planning process. The planning process has continued and updated designs and budgets will be presented at the board workshop on February 19th.

VIII. **FUTURE MEETINGS**

IX. **ADJOURN**

A motion was made by Frey, second by Eaton, to adjourn the meeting at 9:25am. Motion carried 3-0.

LOCATION	PROJECT	ANNUAL MAINT	QUOTE	VENDOR	PRIORITY LEVEL	QUOTE ATTACHMENT	COMMENTS
AES	Playground Mulch	Yes	$5,415.00	JR's	1	https://drive.google.com/file	
AES	Add shed door	No	$7,500.00	Vogel	1	ljXotS6nsJH_uMYv74JR-Ac	
AES	2 Phones K Breakout Areas	No	$600.00	Rick & Dustin	1		
ATHLETICS	V Softball Tune Up	Every Other	$6,700.00	Diamond Fine	1	https://drive.google.com/file	
ATHLETICS	JV Baseball Tune Up	Every Other	$8,150.00	Diamond Fine	1	https://drive.google.com/file	
ATHLETICS	Warrior Field Turf Maintenance	No	$3,500.00		1		
ATHLETICS	Stadium signage on gates (7)		$350.00		1		$50 each
ATHLETICS	Pull up bar for pole vaulters		$200.00				
ATHLETICS	New Pole Vault Pit Mats	No	$26,500.00		1		
DISTRICT	Emergency Roofing Funds		$40,000.00		1		
DISTRICT	Emergency Plumbing Funds		$25,000.00		1		
DISTRICT	Emergency Electrical Funds		$10,000.00		1		
DISTRICT	Emergency structural repairs		$15,000.00		1		
DISTRICT	Gym floor resurfacing		$26,525.00				Stalker would do AES for no charge $1725
DISTRICT	Door Handle Removals	No	$26,459.83	Quality Door	1	UDFet6fP2mC6GB8mahrqb	
DISTRICT	Secure Custodial Areas	No	$24,584.00	Global Com	1	AUnQqW5zZ2XFf62gOho0	Waiting on Quote From Quality Door
DISTRICT	Asphalt Crack Fill (AES & PES &WHS)	No	$17,500.00	SSI	1		$1/ft
DISTRICT	Door signage	no	$2,092.00	SuttleStraus	1	Suttlestraus door entry.pdf	
HES	Warehouse Mirrors near Custodial Doors	No	$80.00	Online	x	CI8vKZ8YepD5dhS1WY2B	
PES	Center main hallway camera	No	$20,000.00	Globalcom	1		
PES	Camera Clarity (7)	No	included in D22 pricing	Global Com/Rick Franz	1		
PES	South Playground re-do	No	$270,189.51	anne Johnson & Midwest Playsca	1	https://drive.google.com/file	
PES	Midwest Play Equipment		$56,130.15				discuss with Dean FTO??
PES	Playground Mulch (North and Small South)	Yes	$3,325.00	JR's	1	https://drive.google.com/file	
PES	Door 19 Sticks when Opening	No	Requested/ Scott	Quality Door	1		
PES	Tile repair in D wing	No	$750.00	H&R Carpets	1	quote via email	
WHS	Front Office Monitors	No	$1,600.00	Rick and Dustin	1		
WHS	Hallway Gates 1100 & 1600	No	$11,219.00	Northland Door	1	DgiULwnqL4EylU/edit?usp=	-
WHS	Pool Area Roof that was not Completed	No	$19,800.00	NMR	1	https://drive.google.com/file	
WIS	Camera video monitor at front desk	No	$800.00	Global Com/Rick Franz	1		
WIS	Whiteboard Skins	No	$130,945.68	MBS	1	Whiteboard Skins Quotes.pd	per Tim M yellow & Orange sections (classrooms) are priority 1 $130945.68
WIS	Remove Spinami	No	$600.00	WCSD can do this	1		$60/yd 10 to fill
			$761,515.17				

Minutes of Policy Committee Meeting

The Board of Education
Waunakee Community School District

A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, January 15, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

II. **ROLL CALL**
Present: Ensign, Frey, Sonne
Also Present: Brown, Summers, Jondle, Grabarski, Franz,

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

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

V. **POLICIES FOR DISCUSSION, REVIEW & CONSIDERATION**

A. Child Abuse/Neglect
Jondle presented and answered questions regarding policy 454. A motion was made by Ensign, second by Sonne, to recommend that the full board consider this policy as presented. Motion carried 3-0.

B. Reporting Employee Matter to DPI for License/Employment Investigations
Grabarski presented and answered questions regarding policy 522.6. A motion was made by Ensign, second by Sonne, to recommend that the full board consider this policy as presented. Motion carried 3-0.

C. AI Guidelines for Staff
Franz presented and answered questions regarding AI guidelines for staff. While WASB suggested this as a policy, WCSD uses it as part of staff in-service each year. No action was needed.

D. Employee Whistleblower Protections
Grabarski presented and answered questions regarding both policy527.1 and 527.1 Exhibit. A motion was made by Sonne, second by Ensign, to recommend that the full board consider these policies as presented. Motion carried 3-0.

E. Notice of Employee Whistleblower Rights Relating to Federal Funding

F. Procurement Methods of Services, Supplies, Equipment, and other Property
Summers presented and answered questions regarding policy 672.2. A motion was made by Ensign, second by Sonne, to recommend that the full board consider this policy as presented. Motion carried 3-0.

G. Procurement Methods of Services, Supplies, Equipment, and other Property
Duplicate agenda item.

H. Management of Capital Assets (Formally called Inventories)
Summers presented and answered questions regarding policy 683. A motion was made by

Ensign, second by Sonne, to recommend that the full board consider this policy as presented. Motion carried 3-0.

I. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare
Summers presented agenda items V I, V J, & VI together. Policy 751 Exhibit was tabled until the February policy committee meeting.

J. 751 Rule 1 Student Transportation Services
Summers presented agenda items V I, V J, & VI together. Policy 751 Rule 1 was tabled until the February policy committee meeting.

K. 774 Cybersecurity Management and Planning
Franz presented and answered questions regarding policy 774. A motion was made by Ensign, second by Sonne, to recommend that the full board consider this policy as presented. Motion carried 3-0.

L. 775 Mail and Distribution Service
Summers presented and answered questions regarding changing the number for this policy. A motion was made by Ensign, second by Sonne to recommend that the full board consider this policy as presented. Motion carried 3-0.

VI. **TRANSPORTATION DISCUSSION**
Summers presented and answered questions regarding the big picture of bussing for the 2026-2027 school year. Items to take into consideration is the change in the hazardous transportation report from an outside consultant that would change bussing eligibility for many middle school students There was a request from the board to consider allowing bussing for all students living one mile from the school of attendance and also more changes to consider for 4K students. Lamers will be running analysis that will show these varying scenarios. This data will be available by the end of January and the district will have more information regarding 4K. Summers asked the board to table policy 751 Exhibit and 751 Rule one. He also asked the committee to meet again in early February. The committee tabled 751 Exhibit and 751 Rule 1 until the February policy committee meeting.

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

VIII. **FUTURE MEETINGS -**February 9 at 7:30am. (90 Minutes long)

IX. **ADJOURN**
A motion was made by Sonne, second by Ensign, to adjourn this meeting at 8:35am. Motion Carried 3-0.

Minutes of Policy Committee Meeting

The Board of Education
Waunakee Community School District

A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, February 9, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

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

II. **ROLL CALL**
Present; Ensign, Frey, Sonne
Also Present: Brown, Summers, Kaminski, Morehouse, Weihert, Blackburn, Newton

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

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

V. **TRANSPORTATION DISCUSSION**
Summers discussed and answered questions regarding the potential changes to transportation starting in the fall of 2026. Summers explained the current process/policies, which includes dual bus runs, shuttle buses, and hazardous transportation zones. The elementary principals shared the challenges they have with the current shuttle bus process and with allowing varying pick up or drop off locations for students throughout the week.
Summers explained that a decision didn't have to be made at the meeting today but possible options for 2026-27 and beyond would include the following:

1) Implement unusually hazardous transportation plan as previously approved by the school board (saves 3 bus routes for 5th through 12th grade).
2) Eliminate shuttles between the 3 elementary schools — replace the shuttles with 3 new shorter and 3 new longer routes that provide alternative transportation options for elementary students. The 3 shorter routes do not have a fiscal impact because they will continue on as 5th through 12th grade routes as they currently do. The 3 longer routes would have a fiscal impact because they would not connect to 5th through 12th grade routes. However, there would be 3 fewer 5th through 12th grade routes required if the unusually hazardous transportation plan remains as approved.
3) St. John's students would be served by a northern and southern bus route.
The entire financial impact of this scenario would have to be modeled out if the school board was interested in learning more.

The board members agreed that the current shuttle system needed to be revised. They also expressed reservation on some of the hazardous areas being changed to non-bussed areas for

our 7th – 12th graders. Board members also were in agreement that the district should focus on a safer system for our youngest students. Summers shared that this could be implemented in phases over several school years. The committee members expressed an interest in phasing in changes over time. After much discussion a motion was made by Ensign, seconded by Sonne, to recommend that the full board consider changes to the shuttle and alternative transportation system for summer school 2026 at the February 9, 2026 board meeting. Motion carried 3-0. Summers will communicate with the open enrollment family that a transportation decision will not be made until March on the request that was presented.

VI. **TRANSPORTATION POLICIES FOR DISCUSSION, REVIEW & CONSIDERATION**

Due to transportation decisions being made in March, these policy revisions will be brought forward at a later date.

A. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare

B. 751 Rule 1 Student Transportation Services

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

VIII. **FUTURE MEETINGS** – March 3, 2026 @ 7:30am.

IX. **ADJOURN**

A motion was made by Ensign, second by Sonne, to adjourn the meeting at 8:46am. Motion carried 3-0.

Policy Updats and Additions January 15, 2026			
Policy #	**Policy Title**	**WASB & WCSD Administration Review**	**Administrator**
454	Child Abuse/Neglect	Review new WASB policy & Update WCSD policy	Jondle
522.6	Mandatory Reporting Employee DPI	New policy to WCSD	Grabarski
~~522.74~~	AI Staff Use	Used in Annual Staff inservice not needed for policy	Franz
527.1	Whistleblower & Fraud Prevention	New Policy to WCSD	Grabarski
527.1 Exhibit	Notice of Employee Whistleblower Rights	New Policy to WCSD	Grabarski
672.1	Methods of Procurement	New Policy to WCSD change WASB # to 672.2 to align	Newton/Summers
683	Asset Management	Review new WASB policy & Update WCSD policy	Newton/Summers
751 Exhibit	Fee Schedule for Transportation to & From Licensed Daycare	Updated per Business Services	Newton/Summers
751 Rule	Student Transportation	Updated per Business Services	Newton/Summers
774	Cyber Security	New Policy to WCSD	Franz
775	Mail and Distribution Services	Renumbered only to realign with WASB policies	

REPORTING OF CHILD ABUSE/NEGLECT

Policy 454

Sample Policy 1

{This sample policy requires child abuse and neglect reporting by state mandated reporters only. The sample includes general expectations for staff when making such reports and addresses actions that will be taken if the expectations are not met. This policy would be in line with child abuse and neglect reporting language included in the WASB Model Employee Handbook.}

The School Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. State law expressly designates **all school employees** as mandatory reporters of child abuse and neglect, and some District employees serve in specific roles (e.g., as a teacher, school administrator, school counselor, social worker, or nurse) that are likewise expressly deemed mandatory reporters by statute. Therefore, the Board expects school employees to carry out their reporting obligations with due diligence in accordance with state law requirements.

In all circumstances required by state law (including allowing for the limited health care services exception to reporting that is permitted under subsection 48.981(2m) of the state statutes), any school employee having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible, in accordance with the statutory standard that such reports shall be made "immediately." Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee ~~making~~ who has made a child abuse or neglect report to child protective services or to law enforcement shall inform the relevant building principal(s) or his or her ~~designee~~ or the District Administrator(s) of the report so ~~they~~ that the administration is ~~are~~ aware of the situation. School employees may also consult with student services staff (e.g., the school ~~guidance counselor~~ social worker) or with a supervising administrator on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report (or for a failure to promptly report) suspected or threatened child abuse or neglect of which

they have knowledge or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. *[Insert if desired and if consistent with intended practice: "In addition, school employees shall be informed of this policy and its implementing procedures annually through ~~the employee handbook and through~~ any other means that may be deemed appropriate by the District Administrator."]*

{Editor's Note: The WASB recommends that districts include the remainder of this sample (below), which serves to clarify how the district approaches abuse and neglect reporting issues with respect to certain non-employees. However, the two paragraphs are not strictly essential and could be omitted from this employee-focused policy.}

As clarifications regarding the scope and application of this policy:

1. ***Non-employees who are mandatory reporters under section 48.981 in some other capacity.*** In addressing the mandatory obligations of District employees to promptly and appropriately report matters related to child abuse and neglect, this policy in no way affects the obligations of other individuals who are designated as mandatory reporters under state law and who may at times be present in District programs or facilities or working with District students.

2. ***Individuals who are not mandatory reporters under section 48.981.*** State law provides that **any person** who is **not** designated as a mandatory reporter by state statute **may** make a report of suspected or threatened child abuse or neglect **directly** to the applicable county child protective service agency or to an applicable law enforcement authority (i.e., in the same manner that a District employee would make a mandatory report to such authorities). To the extent any person who is **not** a mandatory reporter is serving in a District-authorized role (e.g., certain non-employee school volunteers) and the person encounters a concern regarding possible child abuse or neglect in connection with their District role, the District strongly encourages the individual to promptly discuss the concern with the applicable school principal or with another administrator employed by the District. If the District establishes any more-specific directives or procedures for any such individuals who are not mandatory reporters under state law, those expectations will be established and communicated separately from this employee-focused policy.

Legal References:

Wisconsin Statutes

Section 48.02	[definitions of child abuse, neglect, and other relevant terms]
Section 48.981	[child abuse and neglect reporting requirements, including confidentiality]
Section 115.31	[reporting certain types of staff misconduct to state superintendent of public instruction]
Section 115.368	[assistance in the development and implementation of protective behavior and anti-offender programs for minor children and parents and guardians, and staff training]
Section 118.01(2)(d)8	[protective behavior instruction]
Section 118.07(5)	[school employee training related to child abuse and neglect reporting]
Section 118.125	[confidentiality of student records]
Section 118.126(1)	[privileged communication regarding student alcohol and drug use and related problems; exception for required child abuse/neglect reporting purposes]
Section 165.68	[address confidentiality program]

Federal Laws

20 U.S.C. §1232(g)	[Family Educational Rights and Privacy Act; the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]

Cross References:

WASB PRG 454 Sample Policy 1
454-Rule, Child Abuse/Neglect Reporting Procedures
882, Relations with Police Authorities

Adoption Date: 4/22/91
Revised: March 1994
March 2002
March 2012
April 2020
February 2024

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REPORTING EMPLOYEE MATTERS TO DPI FOR LICENSE/EMPLOYMENT INVESTIGATIONS

Policy 522.6

Sample Policy 1

{This sample policy addresses school district obligations to report to DPI specific criminal charges, convictions, and other misconduct related to licensed and non-licensed employees. The sample reflects the reporting criteria and procedures defined under section 115.31 of the state statutes.

EMPLOYEE HANDBOOK RECOMMENDATION RELATED TO THIS POLICY: The WASB recommends that school district employee handbooks include an obligation for all district employees to report certain pending criminal charges and criminal convictions to the school district. The relevant employee internal reporting obligation should include at least all of the charges and convictions that the district has an obligation to report to the DPI under section 115.31 of the state statutes (as further covered, below, within this sample policy). However, the handbook language may also address the reporting of additional legal/law enforcement matters. Adding an express employee internal reporting obligation to this policy would also be an option, but employees are less likely to be aware of such an expectation if it is only established in this policy—which is mainly directed at responsibilities of the district administrator (or, when applicable, the school board president).} WCSD Already does this

Definitions

1. In this policy "**administrator**" means the chief administrative officer of the District (i.e., the District Administrator, unless another administrator is temporarily serving in that capacity due to a vacancy or leave of absence affecting the District Administrator's position). If the chief administrative officer is the subject of a report under this policy, then "administrator" means the presiding officer of the School Board (i.e., the Board President, unless the office of Board President is vacant or an appointee is discharging the duties of the President due to a temporary absence or disability).

2. "**Immoral conduct**" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any student. "Immoral conduct" includes both of the following statutory examples:

   a. The intentional use of the District's equipment to download, view, solicit, seek, display, or distribute pornographic material.

   b. As further described in state law, assisting a school employee, contractor, or agent obtain a new job in a school or with a local educational agency if the individual knows or has a reasonable suspicion to believe that the school employee, contractor, or agent committed a sex offense (as defined in state law), and the victim was a minor or a student.

Situations in Which Reporting is Required: DPI-Licensed Employees

1. Reporting Criteria for Licensed Employees. State law requires the applicable administrator (as defined above) to report to the state superintendent the name of any DPI-licensed person employed by the District if any of the following occurs:

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a. The person is **charged** with any of the following:

   i. Any felony with a maximum term of imprisonment of at least 5 years.

   ii. Any crime in which the victim was a child.

   iii. Any crime defined under Chapter 948 of the Wisconsin Statutes, which is titled "Crimes Against Children." This includes any crime among the offenses listed in section 948.015.

b. The person is **convicted** of any of the crimes covered in the list immediately above (i.e., with respect to reporting charges) **or** 4th degree sexual assault as defined under section 940.225 of the Wisconsin Statutes. (Note: 4th degree sexual assault generally refers to having sexual contact with a person without the consent of that person, whether such contact is direct or through clothing.)

c. The person is dismissed or his or her contract is not renewed by the District based in whole or in part on evidence that the person engaged in **immoral conduct**.

d. The person resigns and the administrator has a reasonable suspicion that the resignation relates to the person having engaged in **immoral conduct**.

2. Duty to Notify Employee when Administrator Requests Resignation. If an administrator requests a **licensed employee** to resign and the administrator has a reasonable suspicion that the employee engaged in immoral conduct, then the administrator must inform the employee of the administrator's duty to submit a report to the state superintendent.

Situations in Which Reporting is Required: Non-Licensed Employees

State law requires the administrator to report to the state superintendent the name of any **non-licensed** person employed by the District if the person is **convicted** of any crime for which convictions must be reported for licensed employees, as identified in the previous section (i.e., any of the crimes covered under subsection 1.a., above, as well as 4th degree sexual assault).

Reporting Procedures; Deadline for Reporting

With respect to the reports required under section 115.31 of the state statutes and this policy:

1. The applicable administrator **must** make the report to DPI within **15 calendar days** after the administrator becomes aware of the applicable charge, conviction, dismissal, nonrenewal, or resignation.

   a. The administrator may use the License Review Referral (Form PI-1620), available on the DPI website, when submitting the report.

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b. When a report to the state superintendent under this policy involves a **DPI-licensed employee**, the administrator's report **shall** include (1) a complete copy of the employee's personnel file, and (2) all records related to any investigation of the employee that was conducted by or on behalf of the District.

2. In all cases, the applicable administrator must send a copy of any report that is made to the state superintendent under this policy **to the employee** who is the subject of the report.

Clarifications of the Scope/Purpose of this Policy

1. ***Intent to reflect statutory requirements.*** This policy attempts to identify and summarize the reporting obligations created by section 115.31 of the state statutes. This policy is not intended to be interpreted or applied in a manner that (1) creates any new/independent source of liability for the District; or (2) diminishes the limited immunity from civil liability that is provided under section 115.31.
2. ***Out-of-state and federal offenses.*** Although section 115.31 can be ambiguous on the issue, to the extent the statute requires the reporting of any federal or out-of-state charge(s) or conviction(s), the administrator shall make such reports to the state superintendent. The Board encourages the administrator to make good-faith reports when the specific application of the statute is ambiguous and cannot be clearly resolved on a timely basis.
3. ***The administrator remains responsible for other reporting obligations.*** This policy does not address separate and additional external reporting obligations that may apply to matters that are also required to be reported to the DPI under section 115.31 and this policy. In all cases, administrators and other District employees remain responsible for meeting those separate and additional external reporting obligations, including but not limited to reporting related to child abuse, threats of school violence, etc.

Legal References:

Wisconsin Statutes

Section 115.31	[reporting to DPI when school district employees have been charged with or convicted of certain crimes or have engaged in immoral conduct; related DPI investigations and licensing actions]
Section 118.07(4p)	[prohibited employment assistance to persons who are known or who are suspected to have engaged in sexual misconduct]
Section 301.45(1d)(b)	[the definition of "sex offense" that is applied in one part of the statutory definition of "immoral conduct" within section 115.31]
Section 939.12	[statutory definition of a "crime"]
Section 939.50	[statutory classifications of felonies and potential penalties]
Section 939.51	[statutory classifications of misdemeanors and potential penalties]
Section 939.60	[statutory definition of a "felony" and "misdemeanor"]

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Chapter 948	[statutory chapter titled "Crimes Against Children"]
Section 948.015	[list of additional offenses against children that are defined in various state statutes outside of Ch. 948, some which are subject to the reporting obligation under section 115.31 (i.e., to the extent the offense is considered a "crime")]
Section 940.225(3m)	[definition of fourth degree sexual assault; see also the definition of "sexual contact" within section 940.225(5)]

Wisconsin Administrative Code

Subch. XI of Ch. PI 34	[professional misconduct; DPI investigations and license actions]

Federal Law

20 U.S.C. §7801(30)	[definition of local education agency under the Elementary and Secondary Education Act]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]
WCSD Policy 522
WASB Policy 522.6 Sample policy 1

Adoption Date:

2025-2026 AI Guidelines for Staff-September 2025

Philosophical Statement

The Waunakee Community School District recognizes that Artificial Intelligence (AI) has the potential to benefit student learning and also teacher learning and productivity. AI is an emerging technology that offers benefits, challenges, and risks. Appropriate use of AI that is effective, transparent, and ethical is encouraged and we should neither shun AI altogether nor use AI indiscriminately.

Ethical and Responsible Use

- Use of AI should be consistent with district guidance and the terms of use for the AI tool. If you are exploring a new tool or resource that uses AI, please consult with your school's Ed Tech Specialist or LMTC Director to be sure we are conforming to district guidelines and the terms of use for the AI tool.
- Students and teachers are responsible for verifying the accuracy of generated content.
- Personal or confidential information relating to students, staff, or the district should not be entered into AI tools **including any student work** with the exception of Brisk (5-12) and Turnitin (9-12), or another formally adopted district resource with recognized student privacy protections.
- Staff should acknowledge, attribute, or cite AI when it is used to create substantially new material for projects or shared products for a broad audience.
- Citing the use of a tool like ChatGPT or Gemini for routine emails or general writing tasks is not expected. Citation is generally required in academic, professional, or formal research contexts, where it is essential to give credit to original authors and sources. Using ChatGPT for generating ideas or help with writing is akin to using a spell-checker, grammar tool, or even just bouncing ideas off a friend. It is more about utilizing a tool for assistance rather than incorporating someone else's original intellectual work.
- AI may be used to draft feedback to students, but AI draft feedback must be reviewed and, as needed, edited before sharing with students. Staff should transparently acknowledge the use of AI in drafting feedback and are ultimately responsible for the feedback.
- For 2025-2026, student handbook language at the middle and high schools contains the following provision. "*Use of generative AI programs such as ChatGPT by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation*."
    - The acceptable use of AI in a specific course should be addressed in syllabi.
    - Where use of AI is allowed for specific assignments it is important to clearly state where it is acceptable and where it is not so that there is clarity for everyone, teachers, families, and students alike.
    - Use must conform to the terms of use for the AI tool.
    - Plagiarism detection software should not be used with the exception of Turnitin at the High School and Brisk at the Intermediate, Middle and High Schools. If you have concerns about plagiarism, please contact your principal, Ed Tech Specialist, or LMTC Director.

Considerations and Opportunities

- Good teaching is complex and involves significant work. AI tools offer strong potential for accelerating and optimizing our tasks to improve the day to day quality of professional responsibilities.
- Possible opportunities may include the following. Assisting with routine and tedious tasks. Helping with first drafts of documents and emails. A quick reference or how-to tool. Translation. Personalized tutoring. Differentiating activities or tasks.
- AI tools allow educators and other school staff to experience emerging technologies to understand how they can assist us in our work and also better understand how students might experience them.
- We encourage staff to continue to innovate at an individual level for personal professional productivity, but for use in learning activities with students and in particular with student feedback we recommend that we be consistent within grade or course level teams.

Where to Take Questions

- AI is an emerging technology and understanding of appropriate use in schools and for learning is evolving.
- If you have questions about AI or suggestions, please contact your school's ed tech specialist, library media specialist, instructional coach, or school administration.
- District administrators in technology and educational services can also be a resource.

EMPLOYEE WHISTLEBLOWER PROTECTIONS

Policy 527.1

Sample Policy 1

{This sample policy addresses employee protections when they report or participate in the investigation or prosecution of various types of potential violations, improprieties, and safety issues. Various laws expressly protect public employees from being retaliated or discriminated against in these situations, and school boards generally conclude that they also have an independent interest in trying to ensure that employees do not fail to report safety issues or possible wrongdoing due to fear of retaliation.}

Protected Reports and Protected Participation. This policy and various applicable laws provide protection to any employee who, acting reasonably and in good faith, makes a protected report of or participates in an internal investigation, official external investigation, or legal proceeding involving allegations of any of the following in connection with any of the District's programs or operations:

1. Fraud or any gross mismanagement, waste, or abuse of District-controlled funds or other District resources, including federal funds for which the District is responsible as a recipient, subrecipient, contractor, or pass-through entity;

2. Any arbitrary and capricious exercise of authority relating to a federal contract or federal grant that is inconsistent with the mission of the applicable federal agency or with the successful performance of the federal contract or grant;

3. A violation of the federal False Claims Act;

4. Unlawful discrimination, including but not limited to unlawful harassment, that is based on a legally-protected status or characteristic;

5. Any situation which poses a substantial and specific danger to public health or safety, including any recognized hazard that is likely to cause death or serious physical harm to any person;

6. A possible violation of a state or federal safety or health standard (or any variance therefrom), including any occupational safety or health standard or any law or regulation relating to asbestos in schools;

7. A workplace injury, including pursuing a worker's compensation claim;

8. A failure to pay wages as required under law;

9. *[Insert either **OPTION 1** ~~or **OPTION 2**~~:*

   OPTION 1:
   "A possible violation of any state or federal law (including any state or federal regulation) that is not covered by a more specific item in this list, but for which any state or federal law provides whistleblower/nonretaliation protections to District employees;"

   ~~***OPTION 2:***~~
   ~~*"A possible violation of a state or federal law (including any state or federal regulation) that is not covered by a more specific item in this list;"]*~~

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~~***{Editor's Note: OPTION 2 for this item offers whistleblower protection for reports of possible violations of any state or federal law or regulation. It exceeds the requirements of any specific state or federal whistleblower protection law of which the WASB is aware, and, therefore, would serve as a policy-based extension of express state and federal whistleblower/nonretaliation protections. Selecting OPTION 2 could help to encourage the reasonable and good-faith reporting of possible legal violations, but could also prompt reports over minor issues and legal ambiguities. OPTION 1 is narrower and addresses only reports/disclosures of possible violations of laws and regulations that are not covered by other items in the list but for which a state or federal law offers express whistleblower/nonretaliation protections. In other words, OPTION 1 serves more as a "catch all" provision that captures existing legal obligations that are not otherwise expressly mentioned.}***~~

10. *[If desired, insert either* ***OPTION 1*** ~~*or* ***OPTION 2***~~*:*

    OPTION 1:
    "A possible violation of a Board policy, a Board-adopted rule/procedure, or an administratively-adopted rule/procedure of the District for which any state or federal law provides whistleblower/nonretaliation protections to District employees."

    ~~***OPTION 2:***~~
    ~~*"A possible violation of any Board policy, Board adopted rule/procedure, or administratively-adopted rule/procedure of the District."]*~~

    ~~***{Editor's Note: OPTION 2 for this item offers whistleblower protection for reports of possible violations of any district policy or district procedure. It would serve as a policy-based extension of express state and federal whistleblower/nonretaliation protections. In comparison, OPTION 1 is substantially narrower and primarily serves to recognizes that many district policies and procedures address topics (e.g., nondiscrimination, workplace safety, etc.) that are covered by legal requirements that offer whistleblower/nonretaliation protection. IMPORTANT: Do not select OPTION 2 in this item (i.e., covering all district policies and procedures) unless the district also selected OPTION 2 for the previous item (i.e., covering all laws and regulations). That is, it would be somewhat inconsistent for a district to offer broad whistleblower protection for reports and disclosures of possible violations of local policies, but not offer such broad protection for reports and disclosures of possible violations of state or federal law.}***~~

A protected report of any situation or allegation covered by this policy includes any report, disclosure, provision of evidence, complaint, or request for an official internal or external investigation that is made:

1. To the employee's immediate supervisor, an administrator who is responsible for the activity, program, or operational area in question, the District Administrator, or the School Board;

2. Using any applicable District-established complaint procedures;

3. To a state or federal agency that has authority or responsibility over the matter;

4. To a local, state, or federal law enforcement agency (including the U.S. Department of Justice or the Wisconsin Department of Justice);

5. To a member of Congress, a representative of a committee of Congress, the federal Government Accountability Office, or a federal agency's Office of Inspector General in any matter involving federal programs, federal contracts, or federal funds; or

6. To any court or grand jury or in any judicial or administrative proceeding relating to the allegation(s).

Protected reports include the provision of evidence/information as part of a governmental investigation or legal proceeding. A protected report may involve or relate to the conduct of any person, including District employees, Board members, volunteers, consultants, vendors, contractors, or other parties maintaining any business or programmatic relationship with the District.

Retaliation and Discrimination Prohibited. No official, employee, or agent of the District may retaliate or discriminate against any employee because the employee has made a protected report or participated in a protected investigation or proceeding. Prohibited retaliation and discrimination include but are not limited to discharging, demoting, denying benefits to, threatening, coercing, or taking any other materially adverse employment action against an employee because of the employee's protected activity. However, except as otherwise limited by state or federal law, this policy is not intended to prohibit or limit the District from taking any adverse employment action (1) for conduct that is **not** undertaken reasonably and in good faith; or (2) that is based on non-protected reasons and that would have occurred even in the absence of the employee's protected report or protected participation.

Intra-District Reporting Required. The District requires employees to promptly inform an appropriate District official of the circumstances relating to a protected report/disclosure that the employee has made to an external governmental official or entity, including through the employee's participation in an official investigation or legal proceeding, **unless** either of the following exceptions applies:

1. An applicable law or a judicial or governmental order prohibits the employee from disclosing the relevant information to the District; or

2. The employee is exercising a protected legal right not to disclose the relevant information to the District as the individual's employer. Stated another way, this uncommon exception would apply only if a state or federal law grants the employee an affirmative and protected legal right to refrain from disclosing the relevant information to the District in spite of the District's general rule and expectation requiring such disclosure.

In addition, a state law, federal law, or separate District policy may independently require an employee to report some of the circumstances and possible misconduct/violations covered by this policy to an appropriate District official even when the employee has **not** otherwise engaged in protected participation or otherwise made a protected report to an external governmental official or entity.

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In any situation where intra-District reporting is neither (1) prohibited by law nor (2) mandated by any law or any District policy, disclosing information or concerns about potential safety issues or possible violations, misconduct, or improprieties to appropriate District officials is permissible and encouraged.

{Editor's Note: Particularly if the district elects to specify (in the first section of this policy) that it offers whistleblower/nonretaliation protection for reports/disclosures of possible violations of any law or any district policy/procedure, it is probable that the district would not want to mandate that employees must internally report each and every possible violation that arises. Some violations can be very minor and some are easily correctable/remedied. Ultimately, a mandate to report all possible legal and policy violations that an employee becomes aware of is probably impractical to enforce; and, if such a mandate were to be taken literally by every employee, it could even have undesirable consequences in terms of the volume of reports that might be generated. For these reasons, this paragraph of this sample does NOT impose such a mandate. Instead, this paragraph relies on reporting obligations established in laws and in other policies that address specific topics/issues.}

Unless more specific reporting procedures are supplied by law or by a separate District policy or procedure (e.g., in the District's nondiscrimination policies and procedures), the District's expectation is that such intra-District reports will be clearly and directly communicated to the District Administrator or to another administrator who is responsible for the applicable activity, program, or operational area. However, if the report concerns possible misconduct by the District Administrator or if the District Administrator would otherwise be affected by a conflict of interest in the matter, then the report or concern shall be submitted to a different administrator who is responsible for the applicable activity, program, or operational area and/or to the School Board President. It is strongly recommended that the employee make such a report in writing and/or that the employee ensures that he or she receives written confirmation from a District official that the report was made and received as intended. In directing employees to make the intra-District reports referenced in this policy, the District shall in no way prevent or interfere with an employee making a protected report to any external governmental official or entity that has authority or responsibilities regarding the matter in question.

Upon receiving any such intra-District report, District supervisors, administrators, and Board members must evaluate potential legal obligations to report or otherwise disclose information about possible violations or alleged misconduct to relevant state and/or federal authorities.

Assistance of Legal Counsel. *[Insert if desired and if consistent with procedures for engaging legal counsel found in other policies: "With notice to the Board,"]* either the District Administrator or the ~~Board President~~ Administration Designee may engage the assistance of District legal counsel in connection with addressing any report, investigation, or legal proceeding related to a report or other allegation of a possible safety issue or any of the violations, misconduct, or other improprieties addressed under this policy. ***{Editor's Note: This entire paragraph may be unnecessary if the board has adopted a more general policy that addresses the use of legal counsel and if that policy already grants sufficient authority to the district administrator and board president to use their judgment to engage legal counsel as needed.}***

Other Protections. The failure to expressly list in this policy any activity that is similarly protected from retaliation or discrimination under any state or federal law or under another Board policy is not intended to diminish such separately-established protection. With respect to federal

programs, federal contracts, and federal funds, this policy is intended and shall be interpreted to provide the full protections required under 41 U.S.C. §4712 and 2 C.F.R. §200.217.

Legal References:

Wisconsin Statutes

Section 101.055(8)	[public employee safety and health; including employee protections]
Section 102.35(2)	[prohibited retaliation and discrimination in connection with respect to workers compensation claims]

Federal Law

2 C.F.R. §200.113	[in connection with federal funding, mandatory disclosures of credible evidence of the commission of a violation of certain federal criminal laws or the civil False Claims Act]
2 C.F.R. §200.217	[federal OMB Guidance regulation addressing whistleblower protections]
31 U.S.C. §3729 et. seq.	[federal False Claims Act]
41 U.S.C. §4712	[federal whistleblower protections applicable to employees of federal contractors and employees of recipients of federal funding]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]
WASB Policy 527.1 Sample Policy 1

Adoption Date:

NOTICE OF EMPLOYEE WHISTLEBLOWER RIGHTS RELATING TO FEDERAL FUNDING

527.1-Exhibit

Sample Exhibit 1

{Section 4712 of Title 41 of the United States Code requires each school district that receives federal funding (e.g., special education, Title I, child nutrition program, etc.) to inform their employees in writing of the rights and remedies provided under that federal statute. The notice requirement is repeated in 2 C.F.R. §200.217. This exhibit provides sample language for this employee notice. This sample exhibit can be used either with or without also adopting a board policy on the topic of employee whistleblower rights under PRG topic 527.1.

IMPORTANT: Beyond stating that the notice needs to be in writing, neither the federal statute nor the related federal regulation specifies a particular method or frequency for giving the notice. The WASB recommends including the notice in the district's employee handbook. Other methods (e.g., creating a posting that is placed in all work locations where the district posts other mandatory employment notices) may also be acceptable. By itself, maintaining an exhibit in the district policy manual might not be sufficient.}

NOTICE OF EMPLOYEE WHISTLEBLOWER RIGHTS RELATING TO FEDERAL FUNDING RECEIVED BY THE SCHOOL DISTRICT

Various state and federal laws offer District employees protection from retaliation, discrimination, coercion, or other reprisals for engaging in specific protected activity that advances the public interest in good government, health and safety, and nondiscrimination. These laws are sometimes referred to as whistleblower protections or nonretaliation provisions. The District is committed to adhering to and enforcing all such applicable legal protections.

As a recipient of funding from various federal sources, the District is required to provide employees with notice of whistleblower protections that apply to employees of recipients of federal awards, federal grants, or federal contracts. Specifically, under section 4712 of Title 41 of the United States Code, no District employee may be discharged, demoted, or otherwise discriminated against as a reprisal for making a protected disclosure of information that the employee reasonably believes is (1) evidence of gross mismanagement of a federal contract or grant, (2) a gross waste of federal funds, (3) an abuse of authority relating to a federal contract or grant, (4) a substantial and specific danger to public health or safety, or (5) a violation of a law, rule, or regulation related to a federal grant or a federal contract (including the competition for or negotiation of a contract). Section 4712 expressly covers and protects disclosures of such information to any of the following:

1. A management official or other employee of the School District who has the responsibility to investigate, discover, or address such misconduct. Examples of such management officials include *[insert title(s) of key positions—e.g., "the District Administrator, the Executive Director of Operations, the Director of Business Services, and, within their respective programmatic or operational area, and the Director of Special Education ~~and the Food Services Director.~~"]* ***{Editor's Note: The second sentence providing the examples can be treated as optional.}***

2. A federal employee responsible for contract or grant oversight or management at the relevant agency.

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3. An authorized official of the U.S., Department of Justice or other law enforcement agency.
4. A member of Congress or a representative of a committee of Congress.
5. A federal Inspector General (e.g., the Inspector General of a federal executive agency).
6. The federal Government Accountability Office.
7. A court or grand jury, including providing evidence of misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a federal contract or grant.

If a District employee believes that they have been subjected to a reprisal prohibited by section 4712, the employee may submit a complaint to the Inspector General of the federal executive agency that is responsible for the relevant federal funding or federal contract. The federal agency and the agency's Inspector General have authority to investigate such complaints and provide appropriate remedies (including but not limited to compensatory damages) for substantiated complaints.

[Insert if desired: "In providing specific notice of the rights and remedies established under section 4712, as described above, the District is in no way diminishing other whistleblower and nonretaliation rights and protections that are provided under other laws and/or under District policies."] ~~*[Insert if desired: "For additional information about employee whistleblower protections and nonretaliation rights, refer to the following Board Polices: [Insert a list of relevant local policies]."]*~~

Adoption Date:

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NOTICE OF EMPLOYEE WHISTLEBLOWER RIGHTS RELATING TO FEDERAL FUNDING

Sample Exhibit 1

{Section 4712 of Title 41 of the United States Code requires each school district that receives federal funding (e.g., special education, Title I, child nutrition program, etc.) to inform their employees in writing of the rights and remedies provided under that federal statute. The notice requirement is repeated in 2 C.F.R. §200.217. This exhibit provides sample language for this employee notice. This sample exhibit can be used either with or without also adopting a board policy on the topic of employee whistleblower rights under PRG topic 527.1.

IMPORTANT: Beyond stating that the notice needs to be in writing, neither the federal statute nor the related federal regulation specifies a particular method or frequency for giving the notice. The WASB recommends including the notice in the district's employee handbook. Other methods (e.g., creating a posting that is placed in all work locations where the district posts other mandatory employment notices) may also be acceptable. By itself, maintaining an exhibit in the district policy manual might not be sufficient.}

NOTICE OF EMPLOYEE WHISTLEBLOWER RIGHTS RELATING TO FEDERAL FUNDING RECEIVED BY THE SCHOOL DISTRICT

Various state and federal laws offer District employees protection from retaliation, discrimination, coercion, or other reprisals for engaging in specific protected activity that advances the public interest in good government, health and safety, and nondiscrimination. These laws are sometimes referred to as whistleblower protections or nonretaliation provisions. The District is committed to adhering to and enforcing all such applicable legal protections.

As a recipient of funding from various federal sources, the District is required to provide employees with notice of whistleblower protections that apply to employees of recipients of federal awards, federal grants, or federal contracts. Specifically, under section 4712 of Title 41 of the United States Code, no District employee may be discharged, demoted, or otherwise discriminated against as a reprisal for making a protected disclosure of information that the employee reasonably believes is (1) evidence of gross mismanagement of a federal contract or grant, (2) a gross waste of federal funds, (3) an abuse of authority relating to a federal contract or grant, (4) a substantial and specific danger to public health or safety, or (5) a violation of a law, rule, or regulation related to a federal grant or a federal contract (including the competition for or negotiation of a contract). Section 4712 expressly covers and protects disclosures of such information to any of the following:

1. A management official or other employee of the School District who has the responsibility to investigate, discover, or address such misconduct. Examples of such management officials include *[insert title(s) of key positions—e.g., "the District Administrator, the Executive Director of Operations, the Director of Business Services, and, within their respective programmatic or operational area, and the Director of Special Education ~~and the Food Services Director.~~"]* ***{Editor's Note: The second sentence providing the examples can be treated as optional.}***

2. A federal employee responsible for contract or grant oversight or management at the relevant agency.

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3. An authorized official of the U.S., Department of Justice or other law enforcement agency.
4. A member of Congress or a representative of a committee of Congress.
5. A federal Inspector General (e.g., the Inspector General of a federal executive agency).
6. The federal Government Accountability Office.
7. A court or grand jury, including providing evidence of misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a federal contract or grant.

If a District employee believes that they have been subjected to a reprisal prohibited by section 4712, the employee may submit a complaint to the Inspector General of the federal executive agency that is responsible for the relevant federal funding or federal contract. The federal agency and the agency's Inspector General have authority to investigate such complaints and provide appropriate remedies (including but not limited to compensatory damages) for substantiated complaints.

[Insert if desired: "In providing specific notice of the rights and remedies established under section 4712, as described above, the District is in no way diminishing other whistleblower and nonretaliation rights and protections that are provided under other laws and/or under District policies."] ~~*[Insert if desired: "For additional information about employee whistleblower protections and nonretaliation rights, refer to the following Board Polices: [Insert a list of relevant local policies]."]*~~

Adoption Date:

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PROCUREMENT METHODS FOR SERVICES, SUPPLIES, EQUIPMENT, AND OTHER PROPERTY

Policy 672.2

Sample Policy 1

{The federal government's Uniform Guidance for receiving and using federal grants and awards requires school districts to meet specific procurement requirements when making purchases supported by federal funds and to otherwise make use of the district's own documented procurement procedures. This sample policy establishes authorized methods of procurement based on (1) whether the purchase is supported by federal funds, and (2) certain cost thresholds. The local cost thresholds and authorized procurement methods are based heavily on the federal thresholds and methods. This sample policy is intended to coordinate with PRG 672.1 Sample Rule 1, and the supporting rule (or a modified version of the rule) should be adopted in connection with local use of this sample policy.}

This policy sets forth requirements and expectations related to methods of procurement, including purchases that are made, in whole or in part, using federal funds that have been awarded to the District. The *Director of Business Services* have primary administrative responsibility for directing and overseeing the implementation of this policy as a component of the District's overall procurement procedures and within a system of internal controls that supports the District's processes for budgeting, procurement management, accounting/financial management, and property disposition.

While this policy grants authority for employee or non-employee procurement agents to use relatively informal competitive processes and even noncompetitive methods in some situations, such authority does not:

- Permit any District procurement agent to disaggregate a purchase into multiple transactions in an uneconomical manner with the intent and purpose of avoiding a cost threshold that requires a more demanding procurement method.
- Preclude District procurement agents from lawfully going beyond any minimally-required and minimally-acceptable procurement procedures for the purpose of (1) enabling the District to make a more informed decision, (2) enhancing the District's competitive and bargaining position with respect to a procurement decision, or (3) otherwise increasing the tangible or intangible value that the District can derive from a particular purchase or contract. For example, the District may obtain multiple price quotations for a purchase even in circumstances that are considered "micro-purchases" under this policy.

All persons involved in the procurement of services, supplies, equipment, or other property on behalf of the District are responsible for ensuring that (1) their actions and decisions are within the scope of their authority, and (2) they sufficiently understand and make all reasonable efforts to comply with applicable laws, School Board policy, and established District procedures.

Procurement Supported by Federal Funds

A. Cost Thresholds and Procurement Methods (federally-funded procurement)

When procuring services, supplies, equipment, or other property involving the use of federal funds that are subject to the procurement standards found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform

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Guidance"), the District shall use a procurement method that (1) at a minimum, is consistent with the Uniform Guidance (including all federally-authorized exemptions from the normal requirements of the Uniform Guidance), as summarized at a general level in the following chart; and (2) implements any additional mandatory procurement procedures/requirements established by state law or by the District that are not in conflict with the Uniform Guidance:

{Editor's Note: The Uniform Guidance for procurement using federal funds requires each school district to establish a micro-purchase threshold and a simplified acquisition threshold that are "based on internal controls, an evaluation of risk, and its documented procurement procedures." IMPORTANT: These thresholds should be set in consultation with the school district's auditor. Locally-determined thresholds cannot exceed the amounts permitted under the Uniform Guidance. School districts should be aware that although the Uniform Guidance does include a procedure under which a school district may establish a "micro-purchase" threshold that is greater than $10,000 in some circumstances, the chart below does not reflect that option as very few school districts are likely to find it necessary or beneficial to pursue that option. When establishing/re-evaluating the local "micro-purchase" threshold, a factor to consider is the district's asset capitalization thresholds (see PRG topic 683, "Asset Management"). There are advantages to coordinating local capitalization thresholds and the local "micro-purchase" threshold. This is because, under the Uniform Guidance, an item that has a useful life of more than one year and a per-unit acquisition cost at or above the lesser of $10,000 or the applicable local capitalization threshold will generally be considered "equipment" rather than "supplies," and the distinction between "equipment" and "supplies" has an impact on both procurement procedures and asset use, ownership, and disposition under the Uniform Guidance.}

Cost Threshold	Allowable Federal Procurement Methods
Micro-purchases: In aggregate amount, the purchase does not exceed *$10,000*, except that for construction projects subject to the federal Davis-Bacon Act, an amount that does not exceed $2,000	"Micro-purchases" of supplies or services (as defined in the federal regulations) may be made or awarded without soliciting competitive quotations to the extent any of the following determines that the cost of the purchase/contract is reasonable: *Director of Business Services* Where multiple qualified suppliers of the same or materially interchangeable products/services have been identified and such suppliers offer effectively equivalent rates/prices and other terms, repeated micro-purchases that are subject to the Uniform Guidance are to be reasonably distributed among different suppliers to the extent practical. A purchase at this micro-purchase tier may also be documented as a noncompetitive purchase there are grounds for doing so as specified under the Uniform Guidance.
Simplified Acquisition: Unless the purchase qualifies as a "micro-purchase," any purchase	Such purchases may be based on any of the following: 1. Multiple price or rate quotations obtained in advance from qualified sources, as further detailed in District procurement procedures; ***{Editor's Note: Ensure that the district has***

that does **not** exceed $250,000, which serves as the District's federal "simplified acquisition threshold"	***procedures that define expectations for obtaining price/rate quotations. For an example, see PRG 672.1 Sample Rule 1.}*** 2. Noncompetitive ("single source") procurement to the extent there are grounds for doing so as specified under the Uniform Guidance; or 3. The District's discretionary election to use a more formal competitive bid or request for proposal process. The *Director of Business Services* is responsible for ensuring that the District evaluates the appropriateness of making any purchase at this tier on the basis of life-cycle cost estimates *as further detailed in District internal controls*. ***{Editor's Note: See PRG 672.1 Sample Rule 1 for provisions that address the state statutory requirements regarding life-cycle cost estimates.}***
Formal Procurement: A purchase in an amount that **exceeds** $250,000	Such purchases may be based on any of the following: 1. Sealed bids using procedures that comply with the Uniform Guidance, including that the invitation for bids must be publicly advertised; 2. Formal competitive proposals using procedures that comply with the Uniform Guidance, including that there is public notice of the request for proposals; or 3. Noncompetitive procurement to the extent there are grounds for doing so as specified under the federal Uniform Guidance. In addition: 1. The District shall conduct a cost or price analysis for these purchases that, at a minimum, shall include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). 2. The *Director of Business Services* is responsible for ensuring that the District evaluates the appropriateness of making any purchase at this tier on the basis of life-cycle cost estimates *as further detailed in District internal controls.* ***{Editor's Note: See PRG 672.1 Sample Rule 1 for provisions that address the state statutory requirements regarding life-cycle cost estimates.}*** 3.

The above chart represents a starting point for identifying an appropriate and lawful procurement method for purchasing that is subject to the Uniform Guidance. Many

additional details, requirements, restrictions, exemptions, and procedures are established in the federal regulations. In certain cases, other federal laws and regulations establish additional requirements and/or affect the specific application of the Uniform Guidance.

{Editor's Note: PRG 672.1 Sample Rule 1 could be part of such additional procedures.}

B. Federally-Authorized Grounds for Noncompetitive Procurement

In connection with purchases made using, in whole or in part, federal funds that are subject to the requirements of the Uniform Guidance, noncompetitive procurement may be used only if *the Director of Business Services* determines and documents that one or more of the following circumstances apply:

1. The procurement involves the acquisition of property or services, the aggregate dollar amount of which does not exceed the District's micro-purchase threshold for purchases made, in whole or in part, using federal funds.
2. The item is available only from a single source.
3. A public exigency or emergency exists and does not permit a delay resulting from publicizing a competitive solicitation.
4. The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the District.
5. After solicitation of a number of sources, the District determines that competition is inadequate.

Methods of Procurement for Purchases that do NOT Involve the Use of Federal Funds Subject to the Uniform Guidance Regulations

A. Cost Thresholds and Procurement Methods (non-federal procurement)

The following parameters for methods of procurement apply when the District procures services, supplies, equipment, or other property and the expenditure does NOT involve the use of any federal funds that are subject to the Uniform Guidance procurement regulations:

1. The District shall adhere to any other state or federal requirements that dictate the use of a certain procurement method for a particular purchase or contract.
2. When no separate state or federal requirement applies and the Board has not directed or approved a more specific procurement method for a particular purchase or contract, the Board directs its authorized employee and non-employee procurement agents to utilize the following procurement methods:

{Editor's Note: As a default within this sample policy, the cost thresholds in the next table mirror the federal funds cost thresholds in the previous table. As a general rule, a school district may use cost thresholds for state or locally-funded procurement that are equal to or greater than the

corresponding cost thresholds that the district establishes for purchases made, in whole or in part, using federal funding. A district should seek legal counsel prior to establishing any cost thresholds for non-federal procurement that would be lower in dollar value than the corresponding thresholds that the district establishes for federal procurement. Assuming equivalent purchases, requiring more formal and rigorous procurement methods for non-federal procurement (i.e., purchase made using revenues obtained from non-federal sources) may violate the Uniform Guidance for federally-funded procurement.}

Cost Threshold	District-Authorized Procurement Method(s)
A purchase that, in an aggregate amount, does **not** exceed the dollar amount of the District's non-construction "micro-purchase threshold," for federal procurement (see above)	Such purchases may be made or awarded under a reasonable business judgment standard without soliciting quotations, bids, or proposals. The Board will consider this standard satisfied to the extent that any of the following has determined that the cost of the purchase/contract was reasonable: *Director of Business Services*. A purchase at this tier may also be pursued as a noncompetitive purchase to the extent there are grounds for doing so as specified under the federal Uniform Guidance or as separately authorized or approved by the Board.
Unless the purchase qualifies as a "micro-purchase" under the previous tier, a purchase that does **not** exceed the District's "simplified acquisition threshold" for federal procurement (see above)	Such purchases may be based on any of the following: 1. Multiple price or rate quotations obtained in advance from qualified sources, as further detailed in District procurement procedures; ***{Editor's Note: Ensure that the district has procedures that define expectations for obtaining price/rate quotations. For an example, see PRG 672.1 Sample Rule 1.}*** 2. Noncompetitive ("single source") procurement to the extent there are grounds for doing so as specified under the federal Uniform Guidance or as separately authorized or approved by the Board; or 3. The District's discretionary election to use a more formal competitive bid or request for proposal process. The *Director of Business Services* is responsible for ensuring that the District evaluates the appropriateness of making any purchase at this tier on the basis of life-cycle cost estimates *as further detailed in District internal controls.* ***{Editor's Note: See PRG 672.1 Sample Rule 1 for provisions that address the state statutory requirements regarding life-cycle cost estimates.}***
Purchases of an amount that **exceeds** the District's "simplified acquisition	***{Editor's Note: For greater flexibility in the procurement methods used at this tier, a district could choose to replace the provisions shown below with the following alternative, "For non-federal procurement at this cost tier, the District follows the requirements***

threshold" for federal procurement	***of the preceding tier (immediately above) except as otherwise required by law."}*** Such purchases may be based on any of the following: 1. Competitive bids; 2. Competitive proposals; 3. Noncompetitive procurement to the extent there are grounds for doing so as specified under the federal Uniform Guidance or as separately authorized or approved by the Board. The *Director of Business Services* is responsible for ensuring that the District evaluates the appropriateness of making any purchase at this tier on the basis of life-cycle cost estimates *as further detailed in District internal controls*. ***{Editor's Note: See PRG 672.1 Sample Rule 1 for provisions that address the state statutory requirements regarding life-cycle cost estimates.}***

B. Noncompetitive Procurement (for non-federal procurement)

The Board authorizes noncompetitive procurement for **non-federal** purchases if at least one of the following justifications has been verified and documented by *the Director of Business Services*:

1. Any of the circumstances is present under which noncompetitive procurement would be allowable under the federal Uniform Guidance (see list above).

2. The purchase involves the District's choice to exercise a renewal or extension option found in an existing license or other contracting arrangement where the underlying contract was either previously approved by the Board or procured via the solicitation of competitive price quotations, competitive bids, or competitive proposals.

3. The District is choosing to continue to use (or expand the use of) a specific product or service (such as a specific curriculum element or computer application or software system) that is already in use in the District and in which a significant investment of time and/or money has already been made. In such a situation, the District may consider a particular brand or particularly proprietary version of a product to be a "single source," and may further consider a specific vendor or contractor to be "single source" when such vendor or contractor has exclusive rights to purvey the goods or services in question.

4. The District makes the purchase from another unit of government or the procurement is pursuant to a contract or other agreement with a Cooperative Educational Service Agency or via an intergovernmental agreement.

5. The procurement is pursuant to pre-negotiated state contract pricing.

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6. Grant monies are involved and the grant mandates the participation of expressly-identified grant partners, subcontractors, or vendors.

7. The Board has otherwise expressly authorized or approved a noncompetitive procurement process.

C. Procurement of Professional Services (for non-federal procurement)

The Board acknowledges that the procurement of professional services, such as legal services, can present unique situations such that a contract or other service agreement may not be readily amenable to the typical procurement methods and procedures outlined in this policy. Accordingly, whenever such procurement decisions are legally left to the District's discretion, the Board relies heavily on its own oversight function, and the following apply to the procurement of such services:

1. Except as otherwise required by law, the Board's direct approval of a contract or service agreement for professional services, or of any disbursements for such services, may be used to satisfy the requirements of this policy as it relates to procurement that is **not** subject to the federal Uniform Guidance.

2. To minimize the potential for disruption that might occur if the Board were to decline to approve a proposed/recommended contract, service agreement, or disbursement for such services, the Board expects the District Administrator to work jointly with the Board to define:

   a. A situation-appropriate procurement or selection process for such services, in at least those situations where (1) there is more than one reasonably available source for the service(s); (2) the known or reasonably projected aggregate annual costs for the service(s) either are expected to necessitate a Board-approved amendment to the current year's annual budget or, in any fiscal year, are likely to exceed *the District's micro-purchase threshold for non-construction federal procurement*; and (3) there are no emergency or other exigent circumstances that reasonably require the administration to use an administratively-defined expedited process;

   b. The scope of any current or potential future professional services the Board is being asked to approve or authorize; and

   c. The scope of any District agent's authority, if different from standard policy-based purchasing authority, to engage a pre-approved provider of professional services in the future without obtaining advance approval from the Board for the specific engagement.

Legal References:

Wisconsin Statutes

Section 16.73	[cooperative purchasing]
Section 77.54(9a)	[state sales tax exemption for purchases by school districts; see also section 77.54(9m)]
Section 66.0131	[local government purchasing, including intergovernmental purchases without bids, recycled and recyclable content of procured goods, and life-cycle cost estimates]
Section 66.0133	[energy savings performance contracting; procedures and bidding]
Section 66.0135	[contracts and orders, receipt of invoices, and payments]
Section 66.0301	[intergovernmental agreements]
Section 66.0903	[prevailing wage requirements and the related suspension and debarment requirements]
Section 118.03	[board requirement to adopt all textbooks necessary for use in the schools]
Section 120.10	[powers of the annual meeting, including authorizing or directing the district to purchase/provide certain property or services] ***{Editor's Note: This statute applies only to common and union high school districts. Unified school districts should delete this legal reference.}***
Section 120.12(24)	[school board duty to solicit sealed bids prior to selecting provider of group health care benefits]
Section 120.13(3)	[school board power to enter into certain intergovernmental agreements]
Section 120.13(5)	[school board power to purchase books, materials and equipment for use in the schools]
Section 779.14	[performance bonds, payment bonds, and other contract requirements in connection with public improvements or public works]

Federal Law

2 C.F.R. Part 180	[federal suspension and debarment requirements]
2 C.F.R. §200.214	[Uniform Guidance regulation that applies federal suspension and debarment requirements to non-federal entities that spend federal funds]
2 C.F.R. §200.318	[general standards for procurement supported by federal funds]
2 C.F.R. §200.319	[competition in procurement supported by federal funds; written procurement standards required]
2 C.F.R. §200.320	[methods of procurement to be followed for purchases supported by federal funds; includes specific requirements for competitive bids and proposals and the list of circumstances under which noncompetitive procurement is allowable for federally-supported purchases]
2 C.F.R. §200.321	[federal funds contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms]
2 C.F.R. §200.322	[domestic preferences for federal procurements]
2 C.F.R. §200.323	[procurement of products containing recovered materials and recycled or recyclable content, that can be reused, and that are energy and water efficient; compliance with the federal Solid Waste

	Disposal Act, as amended by the Resource Conservation and Recovery Act]
2 C.F.R. §200.324	[cost or price analysis requirements for procurement in excess of the simplified acquisition threshold]
2 C.F.R. §200.326	[bid guarantee, performance bond, and payment bond requirements for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold]
2 C.F.R. §200.327	[contract provisions for non-federal entity contracts under federal awards]
2 C.F.R. App. II to Pt 200	[contract provisions for non-federal entity contracts under federal awards]
2 C.F.R. Part 3474	[additional federal regulations applicable to awards administered by the U.S. Department of Education]
2 C.F.R. Part 400	[additional federal regulations applicable to awards administered by the U.S. Department of Agriculture]
7 C.F.R. Parts 210 to 226	[child nutrition program regulations; including allowances of geographic preference in the procurement of certain unprocessed locally grown or locally raised agricultural products and contracting for the participation of food service management company in connection with school meal programs]
34 C.F.R. §75.135	[U.S. Department of Education direct grant competition exception for proposed implementation sites, implementation partners, or service providers]
48 C.F.R. §2.101	[Federal Acquisition Regulation definitions] ***{Editor's Note: Adjustments to the federal micro-purchase and simplified acquisition thresholds are generally reflected in this regulation, although the federal Office of Management and Budget sometimes announces and implements adjustments to the thresholds prior to the actual modification of the regulation.}***

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

MANAGEMENT OF CAPITAL ASSETS Policy 683

Sample Policy 1

683 Asset{This sample policy is intended to provide guidance related to requirements for reporting the value of certain assets in financial statements as required by Governmental Accounting Standards Board Statement 34 (GASB 34). While establishing some minimum parameters that must be met, this sample delegates the task of establishing a comprehensive schedule of capitalization thresholds to the administration. Under this sample, the administration has substantial flexibility to create and adopt the final schedule. School districts should consult with their auditor when considering this policy, determining local asset capitalization thresholds, and establishing systems, procedures, and additional internal controls related to capital asset management and inventory control.}

The District's capital assets include, but are not necessarily limited to, land, land improvements, buildings, building improvements, and infrastructure, as well as vehicles and certain machinery, equipment, software, works of art, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond one fiscal year. Capital assets also include certain improvements, modifications, replacements, or renovations to capital assets that materially increase their value or useful life. The School Board's expectation for the District's capital asset management and accounting process is to ensure that the District's procedures are sufficiently formalized and implemented to allow for adequate financial reporting, as assessed by the District's auditors.

The *Director of Business Services*, in consultation with the District's financial auditors, shall be responsible for establishing a written schedule of capitalization thresholds applicable to particular capital asset classes. Subject to the expectation that the schedule shall be structured to capture at least 80% of the value of the District's total assets, the threshold established for single items within any of the asset classes need not be less than *$5,000*. ***{Editor's Note: The dollar amounts inserted in this paragraph, as well as the thresholds for specific asset classes that are identified in the local schedule referenced in this policy, should be established with input from the district's auditor. There are practical reasons to consider the interplay between local asset capitalization thresholds and the definitions that distinguish between "equipment" and "supplies" under the federal regulations (2 C.F.R. Part 200) that govern the procurement, management, and disposition of property paid for in whole or in part with federal funds. Although the federal funds regulations permit a local capitalization threshold as high as $10,000 before a purchased item must be considered "equipment," the district's auditor may identify and recommend capitalization thresholds that are less $10,000 based on current practices, the size of the annual operating budget, or other district-specific considerations.}***

Capital assets having an acquisition cost (or other relevant valuation) above the capitalization threshold of the applicable asset class shall be valued, inventoried, depreciated for financial accounting purposes when appropriate, and regularly tracked over time through the point of retirement, sale, or other disposition.

District procedures related to capital asset management shall also account for the appropriate identification, recording, and tracking of capital assets that are acquired using (1) federal funds, (2) capital borrowing, or (3) referendum funds that are subject to specific restrictions on use.

Nothing in this policy prevents the District from otherwise inventorying (recording, counting, and tracking) supplies, equipment, and other items that are not capitalized and depreciated for financial reporting purposes. Further, even if not capitalized, the District shall inventory the following capital assets:

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{Editor's Note: In consultation with the district's auditor and upon review of desired practices, list any non-capitalized items that the board wishes to ensure are consistently inventoried. The items in the sample list below are intended only as possible examples that might be considered. They do not represent auditor recommendations.}

1. *[Computing devices, computer peripherals, and any instructional technology capital assets with an individual item value in excess of [insert dollar amount];*
2. *Textbooks;*
3. *Other non-capitalized items when required by law or by the terms of any grant or contract.]*

Legal References:

Wisconsin Statutes

Section 120.14	[annual school district audit required]

State Guidance

Department of Public Instruction School District Audit Manual Index
Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Federal Law

2 C.F.R. §200.1	[definitions of key terms, such as "supplies" and "equipment," that are tied to local capitalization thresholds within the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]
2 C.F.R. part 200 subpt. D	[post-award requirements under the federal Uniform Guidance; includes requirements related to tracking and disposition of property, supplies, and equipment paid for with federal funds]
2 C.F.R. part 200 subpt. F	[audit requirements under the federal Uniform Guidance]

Accounting Standards

Governmental Accounting Standards Board – GASB Statement No. 34

Cross References:

741, Maintenance and Control of Instructional Materials
WASB Policy 683 Sample policy 1

Adoption Date: 10/11/82

Revised: March 1994
April 2002
June 2024

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Fee Schedule For Transportation To & From ~~Babysitters~~ Licensed Daycare

Policy #751 Exhibit

Waunakee Community School District

Parents/guardians of children in grades ~~K-6~~ Pre-K-6 who would like their children to be transported by bus to and/or from a ~~babysitter or~~ licensed daycare center ~~who lives beyond the 1.0 mile range, but within the District boundaries, shall be charged a fee as follows~~:

$125.00 per year per student – 1-way transportation

$250.00 per year per family – 1-way transportation

$250.00 per year per student - 2-way transportation

$500.00 per year per family - 2-way transportation

~~Parents/guardians of children in grades PreK-6 who would like their children to be transported by bus to and/or from a licensed daycare provider within the 1.0 mile range shall be charged based on the fee schedule listed above.~~

There will be no overloading of buses.

This service will be provided only as long as space is available on the bus.

Should the transporting of a student to a babysitter create an overload of a bus, this service will be discontinued and a pro-rated refund will be made to the parent/guardian.

For safety reasons, the district can only allow for one consistent pick-up point in the morning and one drop-off point in the afternoon. For students who reside in two (2) households, each of the two (2) households are considered one (1) consistent pick-up/drop-off locations. The district's Executive Director of Operations may approve a second pick-up or drop-off point if it is consistent every week.

Alternate Transportation for Private School Students
The Waunakee Community School District does not provide alternate transportation for private school students who are non-residents of the district.

Adoption Date: 4/14/86
Revised: 5/11/87
March 1994
September 1994
12/11/95
June 2002
November 2003
May 2006
August 2007

July 2024

1. Drivers may, after consulting with the bus transportation supervisor, refuse to enter roads which may endanger the safety of the riders or cause the District unusual expenses.

2. Buses will not deviate from assigned routes unless permission is granted by the Executive Director of Operations.

3. Students must be let off at assigned locations and no one shall be allowed to ride a bus other than the assigned passengers without the permission of the building principal. Procedure for obtaining permission:

   a. A note signed by a parent or guardian must be provided to the building principal no less than 24 hours before the student may ride on the bus.

   b. The building principal will approve or deny the request.

   c. The building principal will notify the driver if the request is approved.

   d. No bus will be allowed to transport more students than what the law allows to be transported by that bus.

   e. Regularly assigned students take precedence.

4. Students are to be assigned pick-up locations at the time designated by the bus driver, and no driver is to wait more than one minute for students not at assigned locations unless they receive permission from the Executive Director of Operations. This may be done by way of the two-way radios. For safety reasons, ~~only two (2) pick-up/drop-off locations (including home~~) the district can only allow for one consistent pick-up point in the morning and one drop-off point in the afternoon per student. That schedule must be consistent week to week. Two (2) parent/guardian households are each considered one (1) consistent pick-up/drop-off location. Varying schedules will not be allowed, (i.e. one week Mon., Wed., Friday drop-off/pick-up and following week Mon., Tues., Thurs., etc.) except in emergencies as approved by the Executive Director of Operations.

   For safety reasons, pick-up or drop-off locations other than home must be requested in writing by parents/guardians via a district form. This request must be submitted to the bus contractor before the routes are finalized for the school year or summer session. The routes are finalized no later ~~than five business days~~ 2 weeks prior to the start of the school year or summer session. Bus routes and pick-up/drop-off locations will not change during the first two weeks of the school year or summer sessions.

   Requests received after the bus routes are finalized will be reviewed for consideration after the first week of the school year or summer session is finished.

5. Maximum Riding Time - Regular Route

The maximum riding time for any one student shall not exceed two (2) hours each day. There could be an occasion where the riding time of some students may exceed this time depending on the weather. Any other exceptions need to be approved by the Board.

6. Non-Resident Transportation

A. The district shall not provide transportation of nonresident students who are accepted under the open enrollment program with the exception of CWD students as outlined in their IEP. and for students who qualify for and follow the procedures and approvals outlined in paragraph 6B of this policy. Transportation shall be provided by the parent to and from the assigned school. Parents may contract with the district for transportation services from a scheduled district bus stop.

B. A non-resident open enrolled student may request in writing a transportation contract to pay for services to the district administrator or designee and may be granted approval, if:

- The residence is located on an existing Waunakee Community School District bus route.
- Approval is granted by the resident school board for the non-resident district to provide transportation to and/or from the designated residence. (Per Wisconsin State Statute 121.54(10))
- If the residence is located in a location that is approved as a safe pick-up and drop-off location, as determined by the non-resident district bus company.

7. Extra-Curricular Trips

a. Students are to ride to and from a field trip location or a co-curricular event in school district provided vehicles with the exception that they may be transported by their own parent/guardians with a written request provided to the principal. The principal may make alternative arrangements, with parent approval, for unique or unusual circumstances. High school students may drive to activity sites within the Village of Waunakee with the permission of the principal. Students and their parents/guardians will be required to enter into an Agreement with the District in order to transport themselves.

b. Only parents/guardians/volunteers serving as chaperones may ride on school provided vehicles in addition to staff members and the students involved with the trip.

c. Parent chaperones may not bring other children on school-sponsored trips. Chaperones are expected to assist with supervision of the students on the trip and caring for other children can interfere with that responsibility.

d. Parent chaperones may drive their own vehicles on school trips if sufficient supervision is provided on school vehicles. However, they may only transport other parent chaperones or their own child involved in the group activity.

e. Only students, staff, and designated chaperones are part of the official field trip/co-curricular group. Others attending the same event on their own initiative are not part of the official group.

The District's Executive Director of Operations may make exceptions to the above guidelines after consultation with the bus contractor and the district's insurance carrier. A possible exception would be to transport students from another district along with Waunakee students to a regional or national conference. Others might include allowing a child of a driver, a sibling of a student, or parents of team members to ride school buses in unique or unusual circumstances.

Chaperones of all extracurricular trips are responsible to help the driver with discipline of students on the bus and be concerned with the general safety of students.

8. Shuttle Service

The district shall provide a shuttle service between elementary schools. Only students who are approved for shuttle service and appearing on the shuttle roster shall ride the shuttle bus. This service shall be provided for the following students: students with disabilities, intra-district transfer students, and students whose approved child care provider ~~is~~ in another attendance area or other students as approved by the Executive Director of Operations.

a. Shuttle service is not to be used as a "taxi" service for transporting non-shuttle students to after school meetings or to a friend's house.

b. Should a student not be eligible for transportation in his/her attendance area the approved shuttle service will transport that student to the "home" attendance area school and the student shall walk to his/her home.

c. Should a student be eligible for transportation in his/her attendance area the student will be transferred from his/her shuttle bus to his/her regular bus for transportation home.

9. ~~Child Care~~ Transportation Fees

If a student is not eligible for transportation in his/her transportation area a fee shall be charged, as approved by the Board, for transporting that student to or from his/her child ~~care provider~~ on regular bus routes. However, no fee would be charged for the shuttle service should its use be necessary.

Adoption Date: 2/13/84
5/14/84
4/14/86

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March 1994
September 1994
12/11/95
6/8/98
June 2002
May 2006
May 2007
February 2010
April, 2020
September 2024

CYBERSECURITY MANAGEMENT AND PLANNING

Sample Policy 2

{This sample policy assigns primary administrative responsibility for various cybersecurity-related duties to a designated staff member. Chief among those responsibilities is the duty to develop and maintain a district cybersecurity plan. This sample establishes an approach to cybersecurity management that draws from two key resources:

- ***The Cybersecurity Framework (CSF), version 2.0, which is published and maintained by National Institute of Standards and Technology within the U.S. Department of Commerce. The abstract to the framework indicates that the CSF offers a "taxonomy of high-level cybersecurity outcomes that can help any organization manage its cybersecurity risks … to better understand, assess, prioritize, and communicate its cybersecurity efforts." The taxonomy is organized around six core functions: (1) govern, (2) identify, (3) protect, (4) detect, (5) respond, and (6) recover.***

- ***The Cybersecurity Performance Goals (CPGs) published and maintained by the Cybersecurity and Infrastructure Security Agency (CISA). According to CISA, "By implementing these CPGs, organizations can undertake prioritized and targeted investment to address the most significant cybersecurity risks. Each CPG was selected to (1) significantly and directly reduce the risk or impact caused by commonly observed, cross-sector threats and adversary tactics, techniques, and procedures; (2) be clear, actionable, and easily definable; and (3) be reasonably straightforward and not cost-prohibitive for even small and medium-sized entities to successfully implement. In addition, the CPGs are accompanied by a CPGs Checklist that allows organizations to prioritize their utilization of each goal based upon cost, complexity, and impact, making the CPGs uniquely useful for organizations with limited resources. To start, school districts should prioritize high-impact, low-cost CPGs." See "Protecting Our Future: Partnering To Safeguard K–12 Organizations From Cybersecurity Threats," CISA, U.S. Dept. of Homeland Security (Jan. 2023) at 15. See also the CISA resources for schools found at https://www.cisa.gov/K12Cybersecurity, https://www.cisa.gov/cyber-hygiene-services and https://www.cisa.gov/protecting-our-future-cybersecurity-k-12***

IMPORTANT: The commitment to create and maintain the district cybersecurity plan envisioned by this sample is a significant commitment. Compared to PRG 774 Sample Policy 1, this sample offers only a general outline for the local cybersecurity management plan that is envisioned by the board. For example, unlike 774 Sample Policy 1, this sample does not identify specific cybersecurity measures/practices or specific goals/initiatives that the board requires the plan to expressly address and monitor. However, both samples share the same fundamental approach to cybersecurity management and accountability.

The actual sample policy begins on the next page.}

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The School Board directs the creation, implementation, monitoring, and periodic updating of a District plan ("Plan") concerning the identification, prevention, detection, and response to cybersecurity threats and any actual cybersecurity incidents affecting the District. The Plan shall be consistent with this policy, which is focused on (1) fostering continuous improvement in the area cybersecurity; (2) identifying and using benchmark-informed and risk-informed practices; and (3) establishing evaluation and accountability mechanisms in the area of cybersecurity management.

Key Administrative Responsibilities

The Director of Technology shall have primary administrative responsibility for the District's cybersecurity Plan, including all of the following:

1. Establishing an initial version of the Plan by no later than August 3, 2026.

2. Notifying the Board of substantive updates/modifications to the Plan and presenting the plan.

3. Providing recommendations to the regarding funding in the District's annual budgets and regarding other resources that are identified as necessary for the District to be able to maintain current cybersecurity measures, implement additional near-term priority items, and make progress on longer-term initiatives and goals. The Board acknowledges that resource limitations can affect the District's ability to make desired progress toward achieving specific cybersecurity priorities and goals.

4. Participating in the District's periodic evaluation of cybersecurity insurance options that may be available to the District and offering relevant recommendations.

Expectations for the District Cybersecurity Plan

The Board expects the District's cybersecurity Plan to:

1. In all iterations, address significant cybersecurity risks in a risk-informed manner that considers the goals, measures, and strategies set forth in the following:

    a. The Cybersecurity Framework (CSF) published and maintained by the National Institute of Standards and Technology (NIST), using version 2.0 or later. The Plan shall address each of the core functions of the framework.

    b. The Cross-Sector Cybersecurity Performance Goals (CPGs) published and maintained by the federal Cybersecurity and Infrastructure Security Agency (CISA).

2. Prioritize the timely near-term implementation and/or ongoing monitoring and enhancement of cybersecurity measures that are considered to be high-impact measures relative to the applicable resource requirements (i.e., not cost-prohibitive), as validated within the NIST Cybersecurity Framework, the CISA Cybersecurity Performance Goals, and/or other expert resources. Such measures should address the key cybersecurity functions of identifying threats and vulnerabilities, protecting against threats and vulnerabilities (i.e., incident prevention), incident detection, and incident mitigation (i.e., response and recovery).

3. Include, as soon as reasonably practicable, cyber incident response procedures, initially prioritizing response procedures that address at least (1) data breaches, (2) ransomware attacks, and (3) loss of access to operationally critical systems. ***{Editor's Note: The three types of incidents that are given express priority in this item may be modified at district discretion.}***

4. Identify additional cybersecurity measures that, even if not currently in place or planned for imminent implementation, the District should pursue during a *["1-year to 3-year"]* time horizon. The Plan shall track the District's current status and future progress with respect to such measures, including identifying any evaluation, planning, or implementation steps that are being taken, as well as any barriers that may be inhibiting or preventing progress.

5. Identify longer-term goals and initiatives that will enhance the District's position with respect to cybersecurity management and cybersecurity practices. The Plan shall track the District's current status and future progress with respect to such longer-term goals and initiatives.

6. Continuously evolve over time to increase the Plan's alignment with relevant portions of the NIST Cybersecurity Framework and the CISA Cybersecurity Performance Goals.

To summarize, the Board's expectation is that, under a locally-driven Plan, the administration will operationalize the management of the District's approach to cybersecurity in a manner that (1) identifies, prioritizes, and invests in the near-term implementation, monitoring, and enhancement of the most impactful cybersecurity measures, within applicable resource constraints; and (2) builds, over time, to demonstrate an increasingly more sophisticated, comprehensive, integrated, and effective strategic approach to cybersecurity management.

Legal References:

Wisconsin Statutes

Section 19.65	[mandate to establish rules of conduct and training for employees involved in the management of personally identifiable information]
Section 134.98	[a state "data breach" statute that requires certain covered entities to provide notice of unauthorized acquisition of certain personal information] ***{Editor's Note: There is some arguable ambiguity as to whether section 134.98 applies directly to school districts.}***

Federal Laws

34 C.F.R. Part 99	[regulations implementing the Family Educational Rights and Privacy Act (FERPA), including the expectation found in 34 C.F.R. §99.31(a)(1)(ii) that schools must use reasonable methods (e.g., physical controls, technological controls, and/or administrative policies) to ensure that school officials obtain access to only those education records in which they have legitimate educational interests]
34 C.F.R. §300.623	[confidentiality safeguards regarding IDEA-related records]

Other Federal Resources

- The Cybersecurity Framework (CSF), version 2.0 (released Feb. 2024), as published and maintained by National Institute of Standards and Technology

- Cybersecurity Performance Goals (CPGs), as published and maintained by the Cybersecurity and Infrastructure Security Agency (CISA)
- Other CISA resources, including those created pursuant to the K-12 Cybersecurity Act of 2021, Public Law 117–47, codified in part in a note added to 6 U.S.C. § 652

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

Mail and Delivery Services

Policy #~~774~~ 775

Waunakee Community School District

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

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

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

Adoption Date: 1/10/83
Revised: March 1994
June 2002
October 2024

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

District Office BOE/Committee Presentation

Amy Johnson
Director of Elementary Curriculum & Instruction
February 9, 2026

Mission, Vision, and Equity Statements

- **Mission Statement**: “Committed to Children…Committed to Community…Committed to Excellence”

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

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

Vision for Teaching & Learning

In order to ensure our commitment to children, the Waunakee Community School District establishes a learning environment that is challenging and attentive to the diverse learning needs of all students. To attain this vision:

- Learning environments will be safe, inclusive, engaging, and inspire students to take initiative for their learning.
- Teaching, learning, and assessment will be student centered and meet individual academic and social-emotional differences and needs.
- Teaching and assessment will reflect evidence-based best practices to achieve high expectations of learning for all.
- Consistent formative and summative assessment practices will provide timely and meaningful feedback to teachers, students, and parents to guide teaching and support learning for all.
- Professional learning community structures and adaptive schools practices will be used to provide equity, access, and growth for all students.

Board of Education Goal #1
Student Learning, Supports and Experiences

By June 2029, all Waunakee Community School District Schools will significantly exceed expectations on the Wisconsin State Accountability Report Card.

In this update…

- Learn more about aimswebPlus, the screener for 4K-4th grade
- Review Fall and Winter aimswebPlus data
- Revisit new curricular changes

About aimswebPlus

- Published by Pearson
- Used by Interventionists for Progress Monitoring
- Required for Act 20 for 4K-3 in reading, WCSD will also use for K-4 math and grade 4 reading

Image credit Pearson

About aimswebPlus

Digital Record Form (DRF)
All pre-K to Grade1 measures and ORF
Grades 1 through 12

- Individually administered
- Requires printed forms for students
- Teacher easily marks student responses on computer
- Built-in timer and directions
- Auto scored

TestNav
Grades 2 to 3 online measures

- Group or individually administered
- Standardized directions are found in the aimswebPlus Help Library
- Headphones required for group administration
- Must be unlocked through aimswebPlus
- Students log in via a downloaded app or the web with a username and password or with SSO

Image credit Pearson

aimswebPlus for Act 20 - Assessment Windows

	State Window	WCSD Window
Fall	September 1- October 24	September 8-October 10
Winter	December 1 - January 30	December 1-12
Spring	March 16 - May 8	April 6-17

aimswebPlus for Act 20 - Identifying students “at-risk”

Students will be identified as “at risk” if their scores are below the 25th percentile:

- The Kindergarten Early Literacy composite score combines performance on Letter Naming Fluency (LNF) and Letter Word Sounds Fluency
- The Grade 1 Early Literacy score combines performance on Word Reading Fluency (WRF), Nonsense Word Fluency (NWF), and Oral Reading Fluency (ORF).
- Grades 2 and 3 students will be identified based on their Oral Reading Fluency (ORF) score.

aimswebPlus for Act 20 - Identifying students “at-risk”

	Fall 2025	Winter 2025
K	5%	13%
1	11%	13%
2	21%	22%
3	14%	16%

All data are rounded

aimswebPlus - Early Literacy Composite (Grades K-1)

Percentages of students in the range of percentile levels

All WCSD students in grades K-1

	Well above average (90-99th %ile)	Above average (75-89th %ile)	High average (50-74th %ile)	Low average (25-49th %ile)	Below average (11-24th %ile)	Well below average (0-10th %ile)
Fall	22%	24%	28%	17%	5%	3%
Winter	14%	21%	27%	25%	9%	4%

All data are rounded

aimswebPlus - Reading Composite (Grades 2-4)

Percentages of students in the range of percentile levels

All WCSD students in grades 2-4

	Well above average (90-99th %ile)	Above average (75-89th %ile)	High average (50-74th %ile)	Low average (25-49th %ile)	Below average (11-24th %ile)	Well below average (0-10th %ile)
Fall	21%	19%	28%	21%	7%	4%
Winter	22%	20%	30%	20%	5%	4%

All data are rounded

aimswebPlus - Early Numeracy Composite (Grades K-1)

Percentages of students in the range of percentile levels

All WCSD students in grades K-1

	Well above average (90-99th %ile)	Above average (75-89th %ile)	High average (50-74th %ile)	Low average (25-49th %ile)	Below average (11-24th %ile)	Well below average (0-10th %ile)
Fall	14%	17%	32%	20%	11%	7%
Winter	20%	24%	27%	19%	5%	6%

All data are rounded

aimswebPlus - Mathematics Composite (Grades 2-4)

Percentages of students in the range of percentile levels

All WCSD students in grades 2-4

	Well above average (90-99th %ile)	Above average (75-89th %ile)	High average (50-74th %ile)	Low average (25-49th %ile)	Below average (11-24th %ile)	Well below average (0-10th %ile)
Fall	22%	24%	24%	17%	6%	8%
Winter	32%	23%	19%	15%	5%	6%

All data are rounded

Key Priority Areas

K-4

- Support year 2 of Illustrative Mathematics implementation
  - Workshops & onsite coaching from Wisconsin Mathematics Institute
  - Staff meetings & PLC support by instructional coaches
- Scaling up use of high impact reading interventions

5-6

- Support new curricular resources in 5-6 ELA & mathematics
  - Workshops & onsite coaching from Amplify
  - Team coaching cycles with instructional coach
- Enhance iReady assessment implementation through personalized learning

iReady Assessment - Grades 5-8

We will bring this data to the February 16th Curriculum Committee meeting due to the timing of the assessment window.

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Any K-6 Questions?

7-12 Update

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

District Office BOE/Committee Presentation

Tim Schell
Director of Secondary Curriculum & Instruction
February 9, 2026

Key Priorities for 2025-2026 School Year

- Supporting Middle School and High School to Meet Goal #1
  - Continue Implementation of high quality instructional resources
  - Instructional framework
  - Develop instructional leadership
    - 7-12 admin professional learning
    - Continuous Improvement Teams (CIT)
    - Data practices
  - Rigor and Access

MIDDLE SCHOOL EVIDENCE BASED GRADING

THE WHY:

- Grades Should Reflect Learning vs. Compliance
- Focus on what students need to know vs when
- Alignment with key learning goals/targets
- Actionable feedback
- Greater consistency across classes with different teachers
- Maintain high expectations that are clear and measurable
- Most newer curricula are set up to use it (for all of the above reasons)
- It’s best practice

THE PLAN:

- Rollout out over 3 year period with support of Tony Reibel (Stevenson HS/Solution Tree)
- Provide training along the way - prior to and during implementation
- Ensure the technology is supportive, not a barrier

GROUP 1	GROUP 2	GROUP 3
Implementation 2026-27 School Year	Implementation 2027-28 School Year	Implementation 2028-29 School Year
- Training w/ Tony R. winter/spring of 2026	- Training w/ Tony R. 2026-27 School Year	- Training w/ Tony R. 2027-28 School Year
-check-ins during 2026-27 School Year	-check-ins during 2027-28 School Year	-check-ins during 2028-29 School Year

Future Steps…

- Update gradebook technology.
  - Currently working with Infinite Campus
  - Third party options if needed
- Include learning habits
- Will request grading policy update to transition middle school from letter grades to a standards scale.
- Parent group

Pre-ACT and AP at the High School

Local Pre-ACT Results

We administered the Pre-ACT locally for the first time in October.

- Similar to when we administered the Explore and PLAN in the past.
- Provided additional experience on the Pre-ACT for students.
- Provided formative data the high school faculty are using to adjust instruction.

Grade	Count	Comp	English	Math	Reading	Science
9th	336	18.7	16.5	18.3	21.1	18.2
10th	302	20.7	18.6	19.8	23.0	21.0
11th	307	21.8	19.8	21.5	23.5	21.9

ACT Suite Cohort Trends

- 10th and 11th grades showed gains over spring testing.
- 10th and 11th grades' fall performance matched preceding classes spring performance.

Cohort	Fall 9th	Spr 9th	Fall 10th	Spr 10th	Fall 11th	Spr 11th
Class 29	18.7					
Class 28		19.8	20.7			
Class 27		17.8		20.8	21.8	
Class 26		18.9		19.7		21.6

AP Participation and Achievement

	2021	2022	2023	2024	2025
AP Students	450	470	511	486	522
Exams	748	760	840	891	890
3+ %	67.6%	75.3%	72.6%	87.9%	86.6%

- 72% of the Class of 2025 completed at least one AP Exam.
- We have participation gaps in AP.
- Partnership with Equal Opportunity Schools focuses on increasing access to courses that match a student's goals (AP, CTE, Dual-Credit, etc…)
- Eliminating non-sequential prerequisites beginning with registration for 2026-2027 courses.

Closing and Questions

Upcoming February 16 Curriculum Committee Meetings

- i-Ready Data
- Review High School Catalog and Equal Opportunity Schools
- Your Questions

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2025-2026 Budget Status Report - January 31st, 2025

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	38,243,560	38,283,364	19,655,232.10	18,002,998.19	98.37%	625,133.71
Personnel Costs: Benefits	13,039,606	13,039,606	6,869,185.02	6,301,862.62	101.01%	-131,441.64
Total	**51,283,166**	**51,322,970**	**26,524,417.12**	**24,304,860.81**	**99.04%**	**493,692.07**

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	87,510	87,510	56,837.48	5,084.67	70.76%	25,587.85
Heritage School	88,170	88,170	69,734.38	6,222.75	86.15%	12,212.87
Arboretum School	75,420	75,420	66,063.28	9,894.57	100.71%	-537.85
Intermediate School	160,000	160,000	68,971.97	16,796.52	53.61%	74,231.51
Middle School	153,340	153,340	69,923.22	11,779.51	53.28%	71,637.27
High School	586,365	586,365	216,016.98	123,181.47	57.85%	247,166.55
Athletics	447,602	447,602	218,056.78	146,532.36	81.45%	83,012.86
Prairie School CSF	41,522	43,339	24,236.78	2,658.75	62.06%	16,443.47
Heritage School CSF	41,359	43,162	11,050.31	13,295.75	56.41%	18,815.94
Arboretum School CSF	37,697	39,191	21,228.54	9,671.06	78.84%	8,291.40
Intermediate School CSF	46,973	49,250	37,684.75	893.78	78.33%	10,671.47
Middle School CSF	47,055	49,338	23,436.18	661.20	48.84%	25,240.62
High School CSF	74,069	78,633	48,142.47	529.06	61.90%	29,961.50
Common School Fund-District	7,069	7,069	7,330.32	0.00	103.70%	-261.32
Departments						
Utilities	1,083,269	1,083,269	631,059.86	424,147.38	97.41%	28,061.76
Maintenance	731,990	731,990	416,986.02	254,692.17	91.76%	60,311.81
Contingency Fund	200,000	200,000	0.00	0.00	0.00%	200,000.00
Transportation	1,724,075	1,724,075	821,839.07	731,263.87	90.08%	170,972.06
Technology	718,729	718,729	752,656.08	683.10	104.82%	-34,610.18
Curriculum-Elementary Operatic	455,382	455,382	357,960.73	10,195.86	80.85%	87,225.41
Curriculum-Secondary	576,861	576,861	496,543.94	997.44	86.25%	79,319.62
4K District	809,900	809,900	600,694.58	198,225.00	98.64%	10,980.42
Human Resources	54,550	54,550	39,968.54	0.00	73.27%	14,581.46
Superintendent	142,208	142,208	84,399.81	29,852.97	80.34%	27,955.22
Student Services-Operations	93,500	93,500	33,923.00	1,526.66	37.91%	58,050.34
Student Services-District	110,000	110,000	42,058.47	30,948.69	66.37%	36,992.84
Business Office	566,433	566,433	451,475.89	181,290.79	111.71%	-66,333.68
District Wide	2,137,748	2,137,748	847,100.35	22,196.46	40.66%	1,268,451.19
Summer School	109,515	109,515	103,778.26	0.00	94.76%	5,736.74
Special Projects	0	0	9,512.50	0.00	#DIV/0!	-9,512.50
Grants-Fund 10						
Title 1 Grant (Public)	95,100	95,100	42,006.21	48,563.31	95.24%	4,530.48
Title 1 Grant (Private)	2,700	2,700	953.14	0.00	35.30%	1,746.86
Title 2 Grant (Public)	45,255	45,255	25,082.36	20,065.97	99.76%	106.67
Title 2 Grant (Private)	6,797	6,797	1,688.49	0.00	24.84%	5,108.51
Title 3 Grant	17,204	17,204	11,360.55	2,370.25	79.81%	3,473.20
Title 4A Grant (Public)	8,672	8,672	8,671.98	0.00	100.00%	0.02
Title 4A Grant (Private)	1,328	1,328	1,328.04	0.00	100.00%	-0.04
Career/Tech Ed Grant	58,704	58,704	24,360.27	0.00	41.50%	34,343.73
CEIS Federal Flo-Through	191,600	191,600	95,205.00	29,260.50	64.96%	67,134.50
Ed. Effectiveness Grant	33,442	33,442	24,421.00	0.00	73.02%	9,021.00
Peer Mentor Grant	12,121	12,121	3,510.00	0.00	28.96%	8,611.00
Perkins Grant	20,049	20,049	14,708.90	0.00	73.36%	5,340.10
School-Based Mental Health	0	0	81,808.25	46,350.00	#DIV/0!	-128,158.25
SAODA	25,000	25,000	0.00	0.00	0.00%	25,000.00
Youth Apprenticeship Grant	88,825	88,825	43,258.15	14,919.97	65.50%	30,646.88
Other Program Totals						
Transfer to Fund 27	7,594,427	7,594,427	0.00	0.00	0.00%	7,594,427.00
Wellness Clinic	300,000	300,000	222,961.75	121,878.09	114.95%	-44,839.84

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	51,283,166	51,322,970	26,524,417.12	24,304,860.81	99.04%	493,692.07
Building Totals	1,894,151	1,908,389	938,713.44	347,201.45	67.38%	622,474.14
Department Totals	9,514,160	9,514,160	5,689,957.10	1,886,020.39	79.63%	1,938,182.51
Grant Totals	606,797	606,797	378,362.34	161,530.00	88.97%	66,904.66
Other Program Totals	7,894,427	7,894,427	222,961.75	121,878.09	4.37%	7,549,587.16
Total Fund 10 Expenditures	**71,192,701**	**71,246,743**	**33,754,411.75**	**26,821,490.74**	**85.02%**	**10,670,840.54**

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	2,550	2,550	3,938.38	0.00	154.45%	-1,388.38
Heritage School	2,250	2,250	2,481.44	0.00	110.29%	-231.44
Arboretum School	5,820	5,820	7,200.98	0.00	123.73%	-1,380.98
Intermediate School	37,900	37,900	7,396.53	0.00	19.52%	30,503.47
Middle School	23,700	23,700	21,338.14	0.00	90.03%	2,361.86
High School	199,215	199,215	223,828.24	0.00	112.36%	-24,613.24
Curriculum - Elementary	0	0	6,000.00	0.00	#DIV/0!	-6,000.00
Curriculum - Secondary	10,815	10,815	7,136.87	0.00	65.99%	3,678.13
Maintenance	15,000	15,000	2,361.00	0.00	15.74%	12,639.00
Athletic Dept	71,000	71,000	69,619.09	0.00	98.06%	1,380.91
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	4,200	4,200	1,930.00	0.00	45.95%	2,270.00
District	69,787,210	69,787,210	26,966,035.41	0.00	38.64%	42,821,174.59

Common School Fund-District	296,005	310,243	0.00	0.00	0.00%	310,243.03
Grants - Fund 10						
Title 1 Grant (Public)	95,100	95,100	11,257.75	0.00	11.84%	83,842.25
Title 1 Grant (Private)	2,700	2,700	0.00	0.00	0.00%	2,700.00
Title 2 Grant (Public)	45,255	45,255	5,016.48	0.00	11.08%	40,238.52
Title 2 Grant (Private)	6,797	6,797	0.00	0.00	0.00%	6,797.00
Title 3 Grant	17,204	17,204	0.00	0.00	0.00%	17,204.00
Title 4A Grant (Public)	8,672	8,672	0.00	0.00	0.00%	8,672.00
Title 4A Grant (Private)	1,328	1,328	0.00	0.00	0.00%	1,328.00
Career/Tech Ed Grant	58,704	58,704	0.00	0.00	0.00%	58,704.00
CEIS Federal Flo-Through	191,600	191,600	0.00	0.00	0.00%	191,600.00
Ed. Effectiveness Grant	33,442	33,442	33,442.00	0.00	100.00%	0.00
Peer Mentor Grant	12,121	12,121	0.00	0.00	---%	12,121.00
Perkins Grant	20,049	20,049	0.00	0.00	0.00%	20,049.00
School-Based Mental Health	130,239	130,239	0.00	0.00	---%	130,239.00
SAODA	25,000	25,000	610.15	0.00	---%	24,389.85
Youth Apprenticeship Grant	88,825	88,825	37,687.41	0.00	---%	51,137.59
Total Fund 10 Revenues	**71,192,701**	**71,206,939**	**27,407,279.87**	**0.00**	**38.49%**	**43,799,659.16**

SPECIAL EDUCATION FUND 27 EXPENSES

Salaries & Benefits (no grants	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
Salaries & Benefits	12,391,381	12,391,381	6,019,577.02	6,168,073.39	98.36%	203,730.59
Departments						
Special Ed-Operations	63,546	63,546	34,973.24	41,689.76	120.64%	-13,117.00
Special Ed-District	237,000	237,000	75,586.51	36,544.67	47.31%	124,868.82
Transportation	157,500	157,500	67,068.63	132,931.53	126.98%	-42,500.16
Medicaid	10,000	10,000	11,389.53	0.00	113.90%	-1,389.53
Grants-Fund 27						
IDEA FlowThrough Grant	975,048	975,048	454,922.70	245,203.04	71.80%	274,922.26
IDEA PreSchool Grant	58,500	58,500	10,484.26	295.21	18.43%	47,720.53
Total Fund 27 Expenditures	**13,892,975**	**13,892,975**	**6,674,001.89**	**6,624,737.60**	**95.72%**	**594,235.51**

SPECIAL EDUCATION FUND 27 REVENUES

Source	**Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
IDEA FlowThrough Grant	975,048	975,048	0.00	0.00	0.00%	975,048.00
IDEA PreSchool Grant	58,500	58,500	0.00	0.00	---%	58,500.00
Special Ed Revenues	0	0	0.00	0.00	---%	0.00
Aid-Sp Ed Transition Grant BBL	15,000	15,000	0.00	0.00	---%	15,000.00
Other Fund 27 Revenues	12,844,427	12,844,427	1,226,102.90	0.00	9.55%	11,618,324.10
Total Fund 27 Revenues	**13,892,975**	**13,892,975**	**1,226,102.90**	**0.00**	**8.83%**	**12,666,872.10**

FOOD SERVICE FUND 50 EXPENSES

Function	**Budget**	**Revised Budget**	**Spent**	**Ordered**	**% Spent/Or.**	**Available**
All	2,785,330	2,785,330	1,381,370.91	1,520,645.14	104.19%	-116,686.05

FOOD SERVICE FUND 50 REVENUES

Source	**Budget**	**Revised Budget**	**Received**	**Ordered**	**% Received**	**Unreceived**
All	2,791,696	2,791,696	1,468,791.77	0.00	52.61%	1,322,904.23

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES January 31st, 2025

Building/Department	**24-25 Carryover**	**25-26 Revenue Budget**	**25-26 Rec'd**	**25-26 Revenue Balance**	**25-26 Expense Budget**	**25-26 Spent / Encumbered**	**25-26 Expense Balance**	**25-26 Balance**	**Funds Available**
Prairie School	47,635.60	2,550.00	3,938.38	-1,388.38	87,510	61,922.15	25,587.85	26,976.23	74,611.83
Heritage School	23,346.94	2,250.00	2,481.44	-231.44	88,170	75,957.13	12,212.87	12,444.31	35,791.25
Arboretum School	16,124.10	5,820.00	7,200.98	-1,380.98	75,420	75,957.85	-537.85	843.13	16,967.23
Intermediate School	81,096.63	37,900.00	7,396.53	30,503.47	160,000	85,768.49	74,231.51	43,728.04	124,824.67
Middle School	73,627.64	23,700.00	21,338.14	2,361.86	153,340	81,702.73	71,637.27	69,275.41	142,903.05
High School	95,339.58	199,215.00	223,828.24	-24,613.24	586,365	339,198.45	247,166.55	271,779.79	367,119.37
Athletic Dept	49,511.14	71,000.00	69,619.09	1,380.91	447,602	364,589.14	83,012.86	81,631.95	131,143.09
Curriculum-Elementary	21,534.06	0.00	6,000.00	-6,000.00	455,382	368,156.59	87,225.41	93,225.41	114,759.47
Curriculum-Secondary	32,163.75	10,815.00	7,136.87	3,678.13	576,861	497,541.38	79,319.62	75,641.49	107,805.24
CTE Grant	114,986.26	58,704.00	0.00	58,704.00	58,704	24,360.27	34,343.73	-24,360.27	90,625.99
Human Resources	15,480.06	0.00	0.00	0.00	54,550	39,968.54	14,581.46	14,581.46	30,061.52
Maintenance	176,092.99	15,000.00	2,361.00	12,639.00	731,990	671,678.19	60,311.81	47,672.81	223,765.80
Special Education	28,375.10	0.00	0.00	0.00	63,546	76,663.00	-13,117.00	-13,117.00	15,258.10
Student Services	147,461.64	0.00	0.00	0.00	93,500	35,449.66	58,050.34	58,050.34	205,511.98
Superintendent	854.92	0.00	0.00	0.00	142,208	114,252.78	27,955.22	27,955.22	28,810.14
Technology	22,162.76	4,200.00	1,930.00	0.00	718,729	753,339.18	-34,610.18	-34,610.18	-12,447.42
4K	19,772.05	0.00	0.00	0.00	809,900	798,919.58	10,980.42	10,980.42	30,752.47
	965,565.22							762,698.56	1,728,263.78

CASH RECONCILIATION FOR THE MONTH OF DECEMBER 2025

	OCB	OCB	OCB	OCB	LGIP	LGIP	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-211 2024 BOND	WISC-212 2025 BOND	WISC	
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT Checking	GENERAL ACCOUNT	DENTAL ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	Referendum ACCT	GENERAL	TOTALS
	(FUND 10)	(FUNDS 10,21,27,50,60,80,99)	(FUNDS 10,21,27,50,60,80,99)	(Fund 49)	(FUNDS 10,27,50,80,99)	(FUND 10)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	-247,477.83	924,525.01	50,311.80	25,826.14	597,560.72	277,486.64	59,423.23	1,350,956.50	358,835.93	19.10	6,277,556.35	$23,211,389.34	1,715,010.17	34,601,423.10
REVENUES:														
+ DEPOSITS	5,531,265.13	474,525.75	1,683,611.79	2,481,321.04	6,315,876.34	62,147.80	0.00	0.00	0.00	0.00		7,365.49	0.00	16,556,113.34
+ INTEREST	3,610.24	1,563.68	814.63	385.26	14,105.01	914.45	89.90	4,295.81	1,328.23	0.00	20,364.55	12,174.59	5,431.94	65,078.29
TOTAL REVENUES	5,534,875.37	476,089.43	1,684,426.42	2,481,706.30	6,329,981.35	63,062.25	89.90	4,295.81	1,328.23	0.00	20,364.55	19,540.08	5,431.94	16,621,191.63
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,100,800.09	1,627,208.47	2,481,321.04	6,105,346.37	0.00	0.00		0.00	0.00			$0.00	11,314,675.97
PAYROLL	5,540,537.11					0.00	0.00	0.00	0.00	0.00	0.00	2,481,321.04	0.00	8,021,858.15
								0.00			0.00			
TOTAL EXPENSES	5,540,537.11	1,100,800.09	1,627,208.47	2,481,321.04	6,105,346.37	0.00	0.00	0.00	0.00	0.00	0.00	2,481,321.04	0.00	19,336,534.12
ENDING BALANCE	-253,139.57	299,814.35	107,529.75	26,211.40	822,195.70	340,548.89	59,513.13	1,355,252.31	360,164.16	19.10	6,297,920.90	20,749,608.38	1,720,442.11	31,886,080.61

BANK BALANCES-SKYWARD

ENDING BANK BALANCE FROM STMT	320,796.63	299,814.35	107,529.75	26,211.40	822,195.70	340,548.89	59,513.13	1,355,252.31	360,164.16	19.10	6,297,920.90	20,749,608.38	1,720,442.11	32,460,016.81
OUTSTANDING ACH	**573,936.20**		6,115.00		0.00	0.00	0.00	0.00	0.00	0.00			0.00	580,051.20
ACTUAL BALANCE: SKYWARD BALANCE	-253,139.57	299,814.35	101,414.75	26,211.40	822,195.70	340,548.89	59,513.13	1,355,252.31	360,164.16	19.10	6,297,920.90	20,749,608.38	1,720,442.11	31,879,965.61

Stmt generated, no interest earned DEC. 2025 so no JE done for bank rec
Steve signature needed to close account

SKYWARD BALANCE -253,139.57

0.00

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

WAUNAKEE COMMUNITY SCHOOL DISTRICT - SECOND FRIDAY IN JANUARY COUNT **2026**

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

PRAIRIE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT	January Bldg Repts	September Bldg Repts
FOUR-YEAR OLD KINDERGARTEN	0		0	0	0
EC/S&L	0		0	0	0
FULL DAY KINDERGARTEN	96	2	0	98	101
FIRST GRADE	80	10	0	90	91
SECOND GRADE	96	3	0	99	101
THIRD GRADE	110	10	0	120	121
FOURTH GRADE	105	5	0	110	108
BUILDING TOTAL	487	30	0	517	522

HERITAGE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
FOUR-YEAR OLD KINDERGARTEN	0	0	0	0	0
EC/S&L	19	0	0	19	15
FULL DAY KINDERGARTEN	75	9	0	84	83
FIRST GRADE	85	7	0	92	91
SECOND GRADE	104	12	0	116	115
THIRD GRADE	105	4	0	109	108
FOURTH GRADE	98	11	0	109	107
BUILDING TOTAL	486	43	0	529	519

ARBORETUM	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
FOUR-YEAR OLD KINDERGARTEN	0	0	0	0	0
EC/S&L	0	0	0	0	0
FULL DAY KINDERGARTEN	74	4	0	78	77
FIRST GRADE	76	6	0	82	82
SECOND GRADE	78	4	0	82	80
THIRD GRADE	89	2	0	91	89
FOURTH GRADE	91	4	0	95	96
BUILDING TOTAL	408	20	0	428	424

EC-4 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
FOUR-YEAR OLD KINDERGARTEN	191	30	3	221	221
EC/S&L	21	0	0	21	15
FULL DAY KINDERGARTEN	245	15	1	260	261
FIRST GRADE	241	23	4	264	264
SECOND GRADE	278	19	3	297	296
THIRD GRADE	304	16	2	320	318
FOURTH GRADE	294	20	3	314	311
ELEMENTARY TOTALS	1574	123	16	1697	1686

INTERMEDIATE	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
FIFTH GRADE	314	18	0	332	333
SIXTH GRADE	307	27	3	334	334
BUILDING TOTAL	621	45	3	666	667

MIDDLE SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
SEVENTH GRADE	317	21	5	338	338
EIGHTH GRADE	287	19	1	306	308
BUILDING TOTAL	604	40	6	644	646

HIGH SCHOOL	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
NINTH GRADE	346	19	5	365	364
TENTH GRADE	311	22	8	333	334
ELEVENTH GRADE	343	19	14	362	363
TWELFTH GRADE	296	12	13	308	309
BUILDING TOTAL	1296	72	40	1368	1370

PK-12 TOTALS	RESIDENTS	OPEN ENROLLMENT IN	OPEN ENROLLMENT OUT		
	4095	280	65	4375	4369
	4095			3873	
TOTAL DPI COUNT 4160					

	STUDENTS	FACTOR	FTE
FOUR-YEAR OLD KINDERGARTEN	194	0.6	116
EC	21	0.5	11
FULL DAY KINDERGARTEN	246	1	246
1ST-12TH	3699	1	3699
TOTAL	4160		

TOTAL REVENUE CAP FTE	4072

SUMMARY REPORT - STUDENT COUNT 2025-2026

	January 2025	September 2025
Residents	4095	4082
Open Enrollment In	280	287
Open Enrollment Out	65	67
DPI Count Total	4160	4146
Actual Attendance	4375	4369

The DPI count is equal to residents plus open enrollment out.

The actual attendance is equal to residents plus open enrollment in.

The DPI Count changes during the school year over the last five years a

21-22 September to January	15
22-23 September to January	12
23-24 September to January	15
24-25 September to January	2
25-26 September to January	14

Changes by building, based on residents plus open enrollment stu

Prairie	-5
Heritage	10
Arboretum	4
Intermediate	-1
Middle	-2
High	-2
4K	0
EC	5

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 JANUARY 2026.

	School Address		
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	SECURE	1.14.26
HES	Heritage Elementary School 6271 Woodland Drive Waunakee, WI 53597	SECURE	1.15.26
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	SECURE	1.15.26
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	SECURE	1.13.26
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	SECURE	1.12.26
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	SECURE	1.12.26
ALT	WaunaGrow Alternative Site 1025 Quinn Drive Ste 100 Waunakee, Wi 53597	HOLD	1.30.26

Board of Education Representative: _____
Joan Ensign, President

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Create Fundraisers Schools Resources Administration

Pending Review

Approve Revise Reject View report Create/upload flyer Edit fundraiser

2026 Waunakee Scholarship Fund Drive

Post Tweet Embed Share Email

Spread the word

$0
Raised

Not active

$65,000
Goal

0
Supporters

0% to goal

Donate to this campaign:

$10 $25 $50 $100 Other

Promote this fundraiser

About this fundraiser

About this fundraiser:
This year marks the 60th anniversary of the Waunakee Scholarship Fund! Since its inception in 1966, the fund has awarded $1,514,245 in scholarships to 6,491 students pursuing higher education following graduation. Last year, $69,750 in scholarships was awarded. This has been possible only because of the generosity of our wonderful community. The money collected is distributed equally to seniors who apply for the scholarship and participate in the Fund Drive program.

As the community grows, so does our student population and the need for ongoing support of those students. The 2026 Waunakee High School graduating class consists of 316 students. It is anticipated that 85-90% of these students will attend a post-secondary education institution.

On Wednesday, April 22nd, the WHS Senior Class participants will canvas the Waunakee Community to raise scholarship money that is then EQUALLY distributed to seniors who apply for the scholarship AND participate in the Fund Drive. You can also donate online through this CLASSMUNITY page or if you prefer to send a check, About please make the check payable to : Waunakee Scholarship Fund and mail to 301 Community Drive, Waunakee WI 53597 OR drop off at the high school main office. Our goal this year is to raise $65,000. Again, all money collected is distributed EQUALLY to seniors who apply for this scholarship AND participate in the Fund Drive. Student checks are made payable to the college/university that the student plans to attend. Any questions can be directed to waunakeescholarship@gmail.com or please visit the scholarship website at https://whs.waunakee.k12.wi.us/community/waunakee-scholarship-drive

Thank you!
The Volunteer Waunakee Scholarship Committee

Barbara Salverson
Waunakee Community High School
Waunakee, WI

Supporters

Be the first to support!

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Thank you!
The Volunteer Waunakee Scholarship Committee

Create Fundraisers Schools Resources Administration

Who is managing the campaign?

Kim Raemisch

Campaign updates

+ Add post

You haven't posted anything yet. Click "Add" to post a new update.

Lock Box | **Promoter Pages** | **Expenses**

Payment processors

+ Add processor

CSV Excel PDF Print

Search:

Processor	Total Transactions	Cash	Check	Credit Card	Authorized	Funds Verified	Views All Transactions
Salverson, Barbara (barbsalverson@waunakee.k12.wi.us)	0	$0.00	$0.00	$0.00	✔	✖	✔

Showing 1 to 1 of 1 entries

Previous 1 Next

Donations

+ Add donation + Add adjustment

CSV Excel PDF Print

Search:

Date	Supporter	Amount	Payment	Recording User	Referring User	Reward	Notes
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next