

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

Monday, March 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)(f) and (g)

- A. Review Minutes of February 9, 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

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time is available, the Board may use this agenda time to discuss Board operations, processes, or planning future meetings.

- 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 of the February 9, 2026 Regular meeting and February 19, 2026 Board Workshop meeting. 7

VII. APPROVAL OF AGENDA AND ADDITIONS

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

VIII. PUBLIC COMMENTS **12**

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 to the Board 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 15

A brief update will be shared by the Waunakee Community Middle School Student Council.

C. Board Reports/Action Items

1. Individual 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 or other informational items.

2. Board attending the Curriculum Presentations Event.

The board and administration attended curriculum presentations on February 23, 2026. Presentations shared were from K-6 ELA, Music, PE/Health and Pathways.

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Curriculum Committee

1. Review February 16, 2026 Meeting Minutes 23

2. Education for Employment (E4E) Plan - ACTION ITEM 24
Tim Schell

Tim will be available to answer any questions of the district's Education For Employment (E4E) plan. This will go to the full Board for approval in March.

B. Facility Committee

1. Review March 2, 2026 Meeting Minutes 37

2. Approval of Warrior Pitch Projects - ACTION ITEM 39

The purpose of this agenda item is to review project requests at the Warrior Pitch. Soccer coaches were present at the facility committee to discuss these projects. Attached please find an overview of the projects that are being requested. The facility committee is recommending approval 3-0.

3. Approval of Capital Maintenance Budget/Projects \$25,000 and Above - ACTION ITEM 41

The purpose of this agenda item is to review our standard agenda item for district-wide capital maintenance requests. Attached please find the capital maintenance tracking spreadsheet for March. Administration will review the maintenance tracking spreadsheet regarding funds available for capital maintenance requests.

Also attached please find the capital maintenance requests for summer 2026. Administration is requesting approval of a 2026-27 budget of \$1 million and approval the highlighted (yellow) items at March regular board meeting. Dr. Brown addressed the approval process for this at the February Board Workshop. The facility committee is recommending approval 3-0.

4. High School 2026 Planning - ACTION ITEM 48

Jay Thomsen will be present to review the high school 2026 planning process and budgeting. Administration is requesting approval of the bids.

The presentation attached will be updated when the bid results are available and subcontractor selections have been made.

C. Budget Committee

1. Review the March 2, 2026 Budget Committee Meeting Minutes 56

2. Approval of Budget Planning Process for 2026-27 - ACTION ITEM 58

The purpose of this agenda item is to request approval of the 2026-27 budget planning process. Administration reviewed the updates to this document, specifically the 4K program and middle school interventionist staffing. The budget committee is recommending approval 3-0.

3. 4K Planning - ACTION ITEM

Administration will provide an update on the 4K planning process for the 2026-27 school year. Miranda Moe will be present to provide an update on 2026-27 4K planning. Administration may also provide additional information regarding Get Kids Ready planning for 2026-27.

4. Request for Proposal for Legal Services

The purpose of this agenda item is to discuss moving forward with a request for proposal of legal services. Here are firms that could be considered:

von Briessen

Boardman and Clark

Attolles Law

Renning, Lewis and Lacy

Strang Law

The Budget committee recommended moving forward with the proposal.

5. Request for Proposal for Mental Health Services

The purpose of this agenda item is to discuss moving forward with a request for proposal of mental health services. Here are the providers that could be considered:

PCOW

SSM

UW Health

Other qualified providers, as determined by the Director of Student Services

The budget committee is recommending moving forward with this proposal.

D. Policy Committee

1. Review the minutes from the March 3, 2026 policy committee 76

2. Transportation Discussion 78

The purpose of this agenda item is to revise transportation policies for the 2026-27 school year.

The recommendation for 2026-27 would include:

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 policy committee is recommending approval moving forward with this recommendation and approving the open-enrolled family's request for the 2026-27 school year only.

3. Transportation Policies for Discussion, Review, & Consideration - ACTION ITEM

a. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare 79

b. 751 Rule 1 Student Transportation Services 80

4. Cell Phone Policies for Discussion, Review, and Consideration - ACTION ITEM 84

Tim Schell

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Update from the Human Resources Director 91

B. Approval of the Referendum Survey - ACTION ITEM 110

The purpose of this agenda item is to review the community survey that is scheduled to go out in early April. Attached please find the draft survey. The results will be presented to the board in May. Administration is requesting approval of this draft to move forward to print.

C. Correspondence

XII. CONSENT AGENDA

A. Approval of Checks

B. Finance

1. Monthly Finance Reports 119

Attached you will find the Budget Status report as of February 28, 2026 and the Cash Reconciliation report for January 2026.

C. Bridging Brighter Smiles MOU 122

D. CESA 5 Contract -Deaf and Hard of Hearing Services 125

E. Safety Drills 127

Attached please find the safety drill report for the past month. This report is required by the DOJ for board of education review.

F. Gifts & Field Trips

1. Gifts

2. Field Trips

a. 2027 Science and Service Trip - Peru 128

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

H. Approve Summer School Contract Recommendations

XIII. BOARD BUSINESS

A. Legislative Update

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Board Meeting

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. Facility Committee -

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

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

XVI. **RETURN TO OPEN SESSION**

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

XVIII. **ADJOURN**

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

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, February 9, 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 Murray, 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 6:03pm

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) (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

A motion was made by Hetzel, second by Sonne, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 7:02pm

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 and resumed the meeting at 7:05pm.

VI. APPROVAL OF MINUTES

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

A motion was made by Sonne, second by Murray to approve the minutes as presented. Motion carried 3-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Hetzel, second by Eaton, MH CE all in

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

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

A. Teacher Report

Amy Frank of the WTA will provide an update from the teachers.shared information with the board. They are planning a district forum for the board of education candidates. This will be online and for staff only

and recorded for public viewing. They are in appreciation of the districtwide recognition of Black History Month. They are in appreciation of the last professional development day to work on their belonging statements and especially the opportunity to work with staff across the district instead of just their building. They are looking forward to hearing about the belonging and engagement surveys from each building.

B. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner the student representatives from the high school gave the board updates on girls basketball, dance team, hockey, and adaptive hockey. Music and drama updates included were jazz band and the musical. Club organization updates were given about National Honor Society, FFA, Science Olympiad, Student Council, Spanish Honor Society, Walk in our Shoes, FBLA, Rotary. Overall letterman jackets were ordered, winter formal is this week, ACT prep is underway, and a new semester is starting.

2. Warrior Spotlight

A brief update was 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

The 4K Meeting was well attended and informative.

2. State Convention Report

The board members who attended the State Convention in January shared what they took away from the conference. There was a wealth of information shared and the best part was the connections they were able to make.

3. Discuss Timeline for Board Evaluation

The board will schedule the evaluations meeting for March. They will review their evaluation data as well as hold the superintendent's evaluation. Please make sure you turn in the board evaluation within the week and the superintendent's evaluation by March 2, 2026.

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

A. DEI Committee

1. The January 26, 2026 DEI Committee Meeting Minutes were reviewed.

B. Budget Committee

1. The Budget Committee Minutes from the February 2, 2026 Meeting were reviewed.

2. Waunakee Community Cares Coalition - Action Item

Summers presented and answered questions regarding the update on the Waunakee Community Cares Coalition. The school board approved a 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. A motion was made by Sonne, second by Heinrichs to partially fund WCCC after fund 21 dollars are used (\$2,000 - \$4,000). Motion carried 7-0.

3. High-Level Budget Planning - Action Item

Summers presented and answered questions regarding the 2026-27 budget planning process, specifically the addition of 5 FTE. A motion was made by Murray, second by Sonne, to approve the additional 5 FTE as presented. Motion carried 7-0.

C. Facility Committee

1. The Minutes from the February 2, 2026 Facility Committee Meeting were reviewed.

2. Approval of Capital Maintenance Request - Action Item

Summers presented and answered questions regarding the request for 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 full list will be brought back for consideration in March. A motion was made by Hetzel, second by Frey, to approve the purchase of the pole vault mats and the pull-up bar from the summer projects for track season. Motion carried 7-0.

D. Policy Committee

1. The Minutes from the January 15, 2026 and February 9, 2026 policy meeting were reviewed.
2. Policies for Discussion, Review, and Consideration

A motion was made by Frey, second by Heinrichs, to approve all the policies listed with the exception of the transportation policies. Motion carried 7-0.

After some discussion regarding the transportation policies a motion was made by Sonne, second by Frey, to allow only one pick-up and drop-off location per student and to eliminate the shuttle busses for 2026 summer school and instead, have long routes and short routes that would take the students to their destinations as indicated when they sign up for transportation. Motion carried 7-0.

- a. Child Abuse/Neglect
- b. Reporting Employee Matters to DPI for License/Employment Investigations
- c. AI Guidelines for Staff
- d. Employee Whistleblower Protections
- e. Notice of Employee Whistleblower Rights Relating to Federal Funding
- f. Procurement Methods of Services, Supplies, Equipment, and other Property
- g. Procurement Methods of Services, Supplies, Equipment, and other Property
- h. Management of Capital Assets (Formally called Inventories)
- i. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare
- j. 751 Rule 1 Student Transportation Services
- k. 774 Cybersecurity Management and Planning
- l. 775 Mail and Distribution Service

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Update from the Curriculum Directors

Johnson and Schell presented and answered questions regarding the curriculum update.

B. Correspondence – There was no correspondence for this meeting.

XII. CONSENT AGENDA

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

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

C. Second Friday Count

D. Safety Logs

E. Consideration of the 2026 Waunakee Scholarship Fund Drive.

F. Gifts and Field Trips

1. Gifts

2. Field Trips

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

New Support Staff

Ron Geason, Crossing Guard

Leif Jacobson, Custodian, HS

Resignations

Tadhg Barrett, Technology Education Teacher, HS

Retirements

Kirtley Murray, Para Educator Special Education, HS

Robert Homan, Head Custodian, AES

Teri Reible, District Receptionist/Administrative Assistant for Auxiliary Services

Terminations

Timothy Berg, Custodian, HS

Christena Rollins, Head Custodian, IS

Co-Curricular staff updates are posted on the extras section of the agenda

H. Approve Summer School Contract Recommendations posted on the extras section of the agenda.

XIII. BOARD BUSINESS

A. Conventions/Workshops - NA

B. Legislative Update - NA

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Meetings – Curriculum Presentations 02/23/26 @ 4:30pm

C. Budget Committee -3/2/26 @ 7:30am

D. Co-Curricular

E. Curriculum Committee – 02/16/26 @ 4:00pm

F. Facility Committee – 3/2/26 @ 8:30am

G. Insurance Committee

H. Human Resources Committee

I. Policy Committee – 3/3/26 @ 7:30am

J. DEI Committee

XV. RETURN TO CLOSED SESSION – NA

XVI. RETURN TO OPEN SESSION - NA

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

XVIII. ADJOURN

The Board of Education adjourned at 9:24pm on a motion by Sonne, second by Eaton, and passed unanimously by voice vote 7-0.

Respectfully submitted,

Carlena Eaton, Clerk

Date: _____

CE/rm

Minutes of Board Workshop

The Board of Education Waunakee Community School District

A Board Workshop of the Board of Education of Waunakee Community School District was held Thursday, February 19, 2026, beginning at 5:00 PM in the Heritage Elementary School , 6271 Woodland Dr., Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order at 5:01pm

II. ROLL CALL

Present: Eaton, Ensign, Frey, Hetzel, Murray, Sonne

Also present: Brown, Summers, Newton, Blackburn, Schell, Conrad, Kenas, Robin, Mike from EUA Jay from Vogel (Virtual

III. APPROVAL OF AGENDA AND ADDITIONS

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

IV. THE 2025-26 SCHOOL BOARD WORKSHOP WILL FOCUS ON DIALOGUE AND DISCUSSION RELATED TO HIGH SCHOOL PLANNING, 25-27 BUDGET, 4K PLANNING, TRANSPORTATION, AND REFERENDUM

V. ADJOURN

Respectfully submitted,

Carlena Eaton, Clerk

Date: _____
CE/rm

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

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

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

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

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

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

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

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

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

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

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

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

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

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

Legal References:

Wisconsin Statutes

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

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

Page 3 of 3

[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

WMS

STUCO

about

Student Council is a club that elevates student voice + choice!

Each year, we strive to support our community—at school, throughout our little village, and beyond!



**WAUNAKEE
WARRIORS**

members

Co-Advisors: Ms. Hailey Bond + Ms. Bridget Marsh

7th + 8th Grade Students at WMS

Here tonight...

- *Ava Hanson*
- *Mason Minter*
- *Kira Francis*
- *Sedona Jacobson*
- *Eli Follen*
- *Leila Pesature*



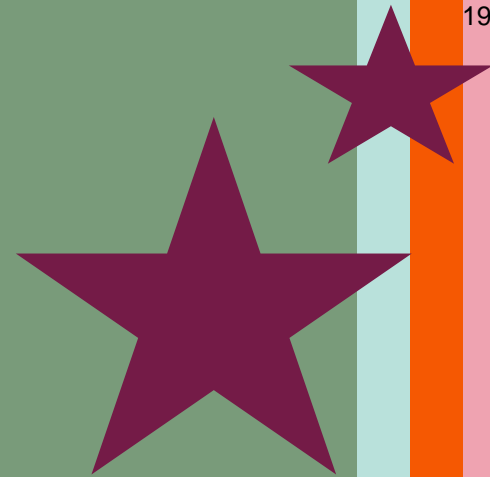
STUCO skills

- *Leadership*
- *Responsibility*
- *Communication*
- *Giving Spirit*
- *Community Awareness*



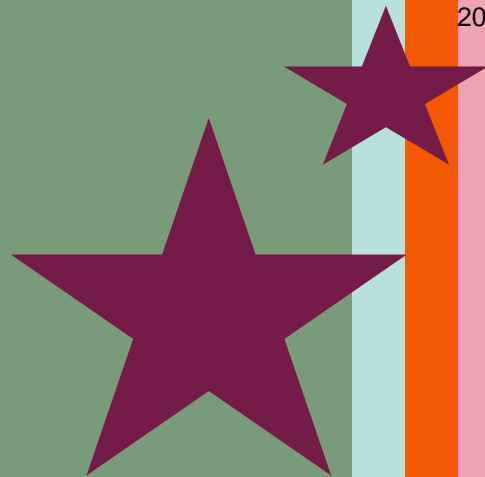
major initiatives over the past 2 years

- *Bucky Books*
- *Student-Principal Panel*
- *Charity Drives*
- *Guest Speakers*
- *Kindness Week*
- *School Celebrations*
- *End of the Year Trip to Urban Air*



supporting our students + staff

- *Spirit Weeks*
- *Fun WYN (“Turkey Treasure Hunt”)*
- *Candy + Fun Item Sales That Benefit Charities*
- *Thank-You Notes to Staff*
- *12 Days of Giving (December)*
- *Kindness Week*
- *Teacher Appreciation Month*



charities that we have supported

- *Blood Cancer United*
- *Breanna's Gift*
- *Dane County Humane Society*
- *Waunakee Food Pantry*
- *Upcoming: World Wildlife Fund (WWF)*

**Many of these charities were chosen by
STUCO members!**



**Thank you
for
supporting
WMS STUCO!**

02

03

04

05

06

07

08

22

01

HELLO

BOOK CLUB

Minutes of Curriculum Committee

The Board of Education Waunakee Community School District

A Curriculum Committee of the Board of Education of Waunakee Community School District was held Monday, February 16, 2026, beginning at 4:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Heinrichs called the meeting to order at 3:59pm.

II. ROLL CALL

Present: Heinrichs, Hetzel, Murray

Also present: Johnson, Schell

III. APPROVE THE AGENDA

A motion was made by Hetzel, seconded by Murray, to approve the agenda as posted. Motion carried 3-0.

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

V. I-READY DATA REVIEW

Johnson and Schell presented and answered questions regarding the i-Ready assessment data.

VI. HIGH SCHOOL ACADEMIC AND CAREER PLANNING GUIDE

Schell provided an overview of the Academic and Career Planning Guide, how it is organized, and the information it provides about our high school program. Information regarding the high school profile, the 9th grade condensed guide, and some comparative information related to AP participation, dual credit participation, and work-based learning participation was also shared.

The committee asked that administration consider providing Laude information, and class rank more frequently.

VII. E4E PLAN

Schell presented and answered questions regarding the latest update of the district's Education For Employment (E4E) plan. A motion was made by Murray, second by Hetzel, to recommend that the full board consider approving the E4E plan as presented. Motion carried 3-0.

VIII. AI APPLICATIONS-LESSON PLANNING

Johnson and Schell reviewed and answered questions regarding the parameters for lesson planning and to what extent AI may play a role in supporting lesson planning.

IX. FUTURE AGENDAS AND MEETINGS – N/A

X. ADJOURN

A motion was made by Hetzel, second by Murray to adjourn the meeting at 5:02pm. Motion carried 3-0.



FUTURE READY

#WaunakeeWAY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

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

INTRODUCTION | The Waunakee Community School District (WCSD) has a comprehensive K-12 plan to meet the Education for Employment standards. The plan as described below includes a narrative that parallels our index of specific activities to address college, career, and life readiness. A comprehensive E4E plan includes a specifically designed curriculum, work-based learning opportunities, strong industry partnerships, and a well-designed career and technical education (CTE) program.

WCSD 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.

Career Readiness Vision



WCSD 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.

CAREER READINESS TEAM

Michelle McGlynn, CTE Coordinator	Timothy Schell, Director of Secondary Curriculum & Instruction	Kristina Puntney, MS Ag Education
Brian Borowski, HS Principal	Lisa Jondle, Director of Student Services	Pat Collins, Alt Ed Team
Mark Landis, HS Counselor	Anne Blackburn, Communications & Engagement Specialist	TBD - HS CTE Team
Ty Jury, MS Counselor	Janae Grunow, WIS Counselor	TBD - Student Rep
Dayna Worrell, AES Counselor	Joseph Line, HS Special Education Team	TBD - Student Rep
Melissa Hanson, HS English Team	Shad Fanta, MS Social Studies Team	Dr. Leslie Petty, WCSD Parent and Madison College Dean (School of Academic Advancement)



FUTURE READY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

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

Career Readiness Data

DISTRICT CAREER READINESS DATA 2024-2025

1,049 Career & Technical Education Participants

- Students who are enrolled in any of our six CTE Programs

488 Career & Technical Education Concentrators

- Students who have taken a minimum of two courses in a specific career pathway

335 Work-Based Learning Participants

- Students who have completed a minimum of one semester in an approved work-based learning program such as Employability Skills, Youth Apprenticeship, School-Based Enterprise, Supervised Agriculture Education, or an Internship Program

422 Dual Enrollment Participants

- Students who have completed a dual enrollment course

652 Career & Technical Education Student Organization Enrollment (MS & HS)

- Students who were paid members of one or more of our CTSOs

108 Students who Earned an Industry-Recognized Credential

- Through various courses and programs, students have the opportunity to earn an IRC such as a CNA, Microsoft Office Specialist Certification, Youth Apprenticeship Certificate, Associate Child Care Teacher Certificate, etc.

68 Employer Partners

- Local employers who have partnered with WCSDD to provide career-based learning experiences for our students, professional development for our staff, or other mentoring opportunities in partnership with our district

503 Advanced Course Participants

- Students who completed at least one Advanced Placement course

79% Co-Curricular & Extra-Curricular Participation Rate

- Rate of participation at the high school for athletics, clubs, and organizations

97.9% Graduation Rate

- Average of the 4-year and 7-year cohort rates

Data retrieved from DPI WISEDash
For more WCSDD Data, please view our most recent
[Redefining Ready Report Card](#)

WCSDD Career & Technical Education Programs

- Agriculture Education
- Business & Info Technology
- Family & Consumer Science
- Health Science
- Marketing Education
- Technology Education & Engineering

WCSDD Career & Technical Education Student Organizations

- DECA (Marketing)
- FBLA (Business)
- FCCLA (Family & Consumer Science)
- FFA (Agriculture)
- HOSA (Health Science)
- SkillsUSA (Tech Ed & Engineering)

WCSDD Dual Enrollment Classes

- Accounting (Madison College)
- Biotech Career Apps (Madison College)
- Biotechnology (Madison College)
- Concepts of Entrepreneurship (Univ of Iowa)
- Education in a Pluralistic Society (Madison College)
- French V (UW Oshkosh)
- Intro to Education & Teaching (Madison College)
- Marketing I (Madison College)
- Medical Terminology (Madison College)
- Metal Fabrication (Madison College)
- MS Office for Business Applications (Madison College)
- Senior Mathematical Reasoning (Madison College)
- Spanish V (UW Oshkosh)
- Spanish VI (UW Oshkosh)
- Welding (Madison College)

CURRENT PROGRESS & FUTURE GOALS FOR IMPLEMENTATION

CURRENT PROGRESS

- Although a separate initiative, the previous three years of data collection to create a [Waunakee High School Redefining Ready Scorecard](#) helps to guide our work in Academic & Career Planning and analysis of key data points regarding career & academic readiness
- Implementation of an ACP Committee to discuss WCSDD K-12 college, career, and life readiness which included work to build our WCSDD Portrait of a Graduate, E4E Plan, and determine gaps in ACP strategies
- Addition of Middle School WYN (What You Need) Career Conversations which connect career professionals with students
- Celebration of ACP initiatives, K-12, as our district staff are already nurturing a culture of career and academic readiness through exploration and immersion in core and elective course instruction, career based learning experiences, and mentoring programs in many different student organizations

FUTURE GOALS

- Continue to meet as an WCSDD ACP Committee throughout each school year at a frequency of 4 (four) times per year to update and add to our district E4E Plan and analyze data that may drive new initiatives as part of our work
- Annual collection of data from district staff on career based learning activities that support all students
- Social media and other public sharing of ACP celebrations, initiatives, and achievements to engage families and community members
- Increase parent/guardian communication and engagement on Middle and High School ACP activities
- Improve access and support for students of color and/or from special populations to engage in the ACP/Career Readiness process at WCSDD (*10SP ACP Powerful Practice Goal)
- Improve ACP/Career Readiness Professional Development for all staff the WCSDD (*6PD ACP Powerful Practice Goal)
- Create an ACP Graduate Profile (*3PROF ACP Powerful Practice Goal)
- Integrate ACP/Career Readiness into all classrooms (*18CLA ACP Powerful Practice Goal)
- Improve the individualized ACP/Career Readiness support WCSDD provides to our students (*8IS ACP Powerful Practice Goal)



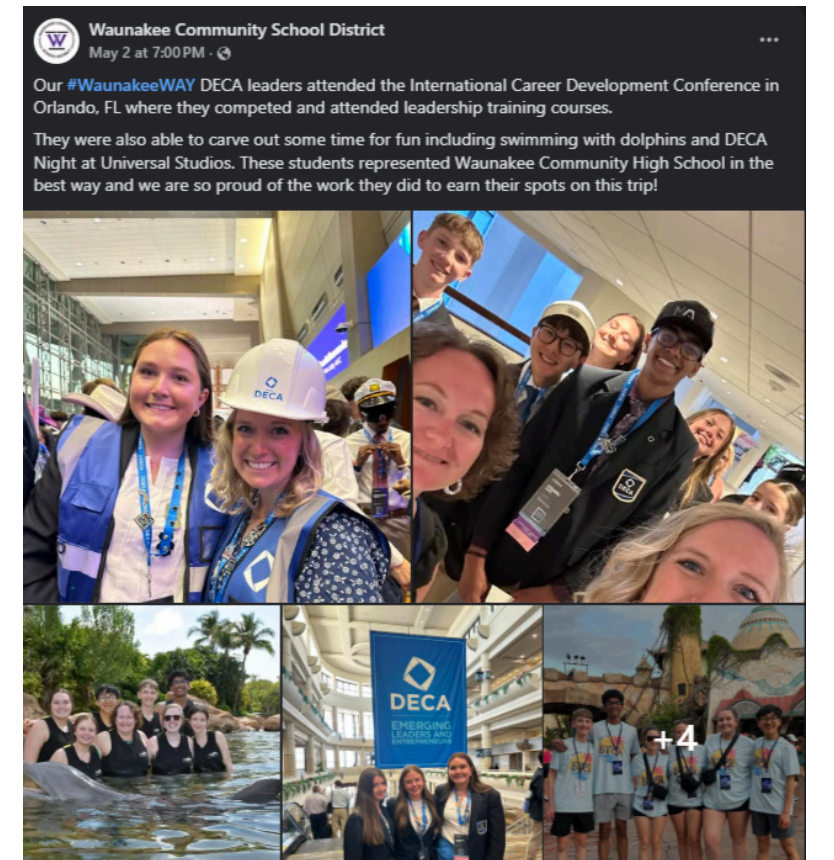
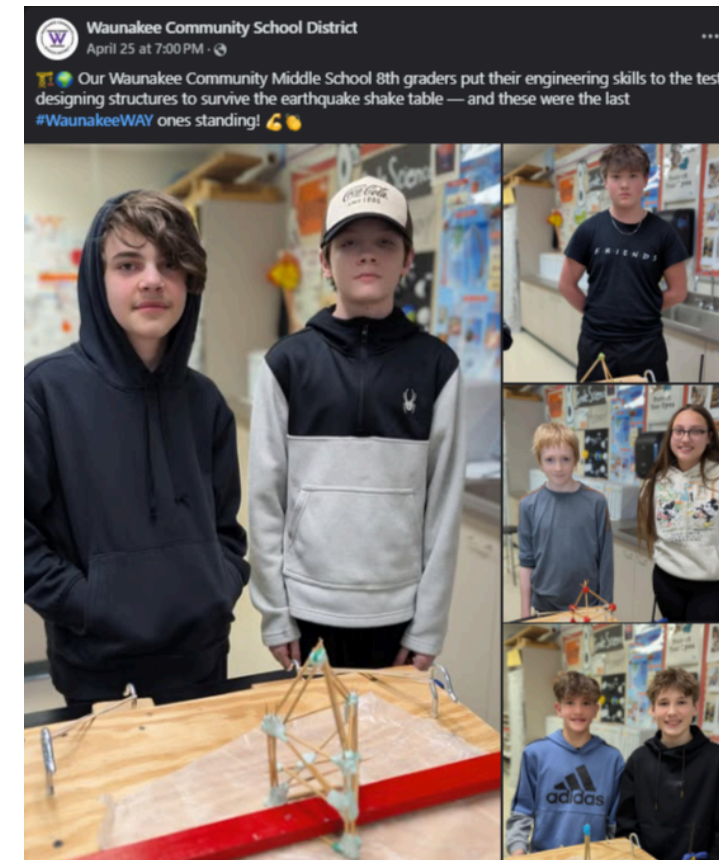
FUTURE READY

#WaunakeeWAY

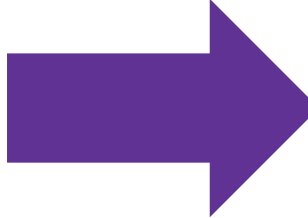
WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

Career Readiness Success Stories

STUDENT SUCCESS STORIES



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



"Maya and Benji have been doing an excellent job and I have been so impressed by their work ethic and willingness to learn. They have made a great addition to our team!"

**Katie Kulchytsky, Marketing Associate
Vogel Bros. Building Co.**

Mentor to 2024-25 Marketing Apprentices, Maya Grasee and Benjamin Lawrence

26

WCSD Youth Apprenticeship Growth

- 2014-15: 20 apprentices
- 2025-26: 90 apprentices



350% Increase in student access & engagement to pathway experiences that lead to high-skill & high-wage career paths



Class of 2019 WCSD Alumni

Jason Tuschl

Construction Youth Apprentice with Dave Jones, Inc. (2017-19)

From YA to RA, Jason was awarded

APPRENTICE OF THE YEAR IN 2024

Read the full story from ABC Wisconsin

"Youth Apprentice Today, Teacher Tomorrow"

Eleri Davis credits Youth Apprenticeship Program for advancing her future career in Education

For Eleri Davis, stepping into Prairie Elementary as part of the Youth Apprenticeship (YA) program has been more than just a learning experience—it's been the beginning of her journey toward a future in education. Under the mentorship of Mrs.

Frey, Eleri has embraced the opportunity to support students, develop teaching skills, and gain hands-on classroom experience before even starting college.

Read the full article from the Workforce Development Board of South Central Wisconsin





FUTURE READY

#WauunakeeWAY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

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Career Readiness in the Wauunakee Community School District

ACP CURRICULUM, SUPPORT, AND SERVICES

Grade Level Appropriate Career Readiness Activities and Career-Based Learning Experiences

- K-4: ACP Activities | [Career Based Learning Experiences](#)
- 5-6: ACP Activities | [Career Based Learning Experiences](#)
- 7-8: ACP Activities | [Career Based Learning Experiences](#)
- 9-12: [ACP Activities](#) | [Career Based Learning Experiences](#)
- 9-12: Alternative Education Career Based Learning Experiences

ACP/School Counseling Services

WCS D School Counseling Staff spend considerable time in small group, large group, and individualized activities to help support all students in their ACP journey.

- K-4 Counseling Services Related to ACP
- [5-6 Counseling Services Related to ACP](#)
- [7-8 Counseling Services Related to ACP](#)
- [9-12 Counseling Services Related to ACP](#)

Whole School Support

WCS D has implemented a meaningful process for connecting students to teachers and other school staff for assistance with the development and implementation of academic and career plans at each of our district buildings.

- Intervention & Connection Time at our K-4 elementary buildings
- Connect Time at our Intermediate School
- WYN "What you Need" Time at our Middle School
- Advisory/Homeroom and Contact Time at our High School

PREPARING FOR THE FUTURE

The ACP program at Wauunakee Community School District ensures every student is prepared for life after high school no matter what path they plan to take. This includes:

- Career and Technical Education provided to all students in grades 7-12 that include pathway programs in Agriculture, Business, Family & Consumer Science, Health Science, Marketing, and Technical Education & Engineering. **WCS D offers over 70 courses** for students to pursue their interest, skills, and passion before high school graduation.
- Advanced Placement (AP) Courses allow students to enroll in rigorous, college-level courses while in high school. The potential for college credit is determined based on the AP exam score (generally a score of 3 or higher). To view WCS D Advanced Placement Courses offered, [Click Here](#). Cumulatively, the **Class of 2025 enrolled in 1,008 AP Courses** during their high school career.
- Students may participate in early post-secondary opportunities by enrolling in off-site courses at higher education institutions as allowed under state law to advance in their academic and career pathways. These opportunities may be accessed through the [Start College Now](#) program for Technical Colleges and the [Early College Credit Program](#) for UW System institutions, private non-profit higher education institutions, and tribally controlled colleges in the State of Wisconsin. High school students can access up to 18 credits of post-secondary opportunities prior to graduation. **In 2024-25, WCS D students earned 43 post-secondary credits** through the ECCP and SCN Programs.
- Dual Enrollment or Dual Credit offers a chance for high school students to earn college credit within the walls of the traditional high school. The high school teacher is approved by the partnering institution to teach a curriculum that is aligned with the college. Students earning a passing grade (college scale) will earn that grade on a college transcript from the partnering institution. **The WCS D Class of 2024 enrolled in 490 dual enrollment courses with 95% of students earning a C or better, giving students access to post-secondary credits.**
- Youth Apprenticeship (YA) is a 1 or 2-year program that gives juniors and seniors in high school the chance to explore a career area of interest. Students can spend part of their school day earning credit and wages while they gain valuable industry experience under the guidance of a local business mentor. **Since 2014-15, WCS D has supported 310 students who have been mentored by over 140 employer partners in 14 different career pathways.** To view the full graph, [Click Here](#).
- Industry Certifications are proof for students to show they have the advanced knowledge that industry is searching for as they fill necessary employment positions. Wauunakee Community High School offers several different opportunities for students to earn industry certification. Students achieving a required score on industry certification tests will be eligible to be recognized by industry for the course work completed at the high school level. **Through WCS D programs, students have access to over 15 different Industry Related Certifications.**



27



- The Employability Skills program offers students in 11th or 12th grade the opportunity to earn credit for working at an approved jobsite. Upon completion of the program, students are eligible to earn an Employability Skills Certificate from the State of Wisconsin Department of Public Instruction as proof that they have 21st Century employability skills. Each year, approximately **20 WCS D students earn this certificate.**
- WCS D has created and implemented various Internship opportunities in partnership with Warrior Media, Wauunakee Neighborhood Connection, and with our own district teaching staff. Students can earn credit for their participation in these organized unpaid internships in career paths such as broadcast journalism, marketing, and education. **Since 2022, 71 WCS D students** have successfully completed an approved WCS D Internship Program and earned high school credit for their service.



FUTURE READY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

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Career Readiness in the Wauakee Community School District

PREPARING FOR THE FUTURE (continued from previous page)

- Each fall, Wauakee Community High School sponsors a Co-Curricular Fair that is available during the school day for all students in grades 9-12. Each co-curricular and extracurricular club or organization, and athletic group has the opportunity to showcase and recruit student participation. WCSD believes that students involved in co- or extracurricular activities are one of the best investments that a school can make to help promote achievement, student engagement, and attitudes and habits that lead to post-secondary success. **WCHS offers nearly 120 different co- and extracurricular options for students. In addition, Wauakee Middle School offers over 30 different co- and extracurricular options for students.**
- WCSD provides all students with an opportunity to meet with various Institutes of Higher Education, including public and private colleges and universities, and technical colleges. Representatives from these institutions arrange to visit the high school counseling office where students and their families have the opportunity to sign up to meet with university representatives about programs, admissions, and other post-secondary questions. **In 2024-25, 52 colleges and universities** visited the high school to provide support for WCSD students in post-secondary planning.
- The Wauakee Community School District, like many other districts, often hosts military personnel and veterans as part of its educational programs and events. These visits can include presentations about military careers, guest speakers sharing personal experiences, and even classroom visits to teach about American history and civic engagement. Each year, **WCHS welcomes representatives from the Army, Marine Corps, Navy, Air Force, and the Coast Guard.**
- Interviewing skills are crucial for securing employment because they allow candidates to effectively communicate their qualifications, demonstrate their fit for the role, and make a positive impression on potential employers. These skills enable candidates to showcase their strengths, problem-solving abilities, and interpersonal skills, ultimately increasing their chances of getting hired. At WCSD, students in 8th grade Business classes participate in a mock interview with district staff members to practice interviewing skills. **In 2024-25, 140 8th grade students participated** in mock job interviews to develop important interviewing skills. Additionally, all students are required to complete our Career Workshop course during sophomore year. Part of our curriculum includes a Mock Interview event where community and industry professionals spend a half day at WCHS interviewing students to help them continue to develop these important skillsets. Annually, quarterly interviews are organized that engage **over 300 high school students.**

CAREER PATHWAYS

WCSD staff from all core and elective content areas collaborated to create local career pathway guides for students. All local pathways are published online for students, families, and school staff to access, and each pathway is included in the high school academic and course planning guide to reference during course registration. The Wisconsin Regional Career Pathways (RCP) approach is a statewide effort to deliver high-quality career pathways in high schools that reflect the needs and vision of a regional collaborative group of employers, education, and economic and workforce development. For more information on RCPs, visit this [link](#).

Career Pathway Options for WCSD Students

- Agriculture, Food, & Natural Resources | [Local](#) & [Regional](#)
- Architecture & Construction | [Local](#) & [Regional](#)
- Arts, AV, Technology, & Communications | [Local](#)
- Business Management & Administration | [Local](#)
- Education & Training | [Local](#) & [Regional](#)
- Finance | [Local](#)
- Government & Public Administration | [Local](#)
- Hospitality, Tourism, & Lodging | [Local](#) & [Regional](#)
- Health Science | [Local](#) & [Regional](#)
- Human Services | [Local](#)
- Information Technology | [Local](#) & [Regional](#)
- Law, Public Safety, Corrections, & Security | [Local](#)
- Manufacturing | [Local](#) & [Regional](#)
- Marketing | [Local](#)
- Science, Technology, Engineering, & Math (STEM) | [Local](#)
- Transportation, Distribution, & Logistics | [Local](#)

LABOR MARKET INFORMATION

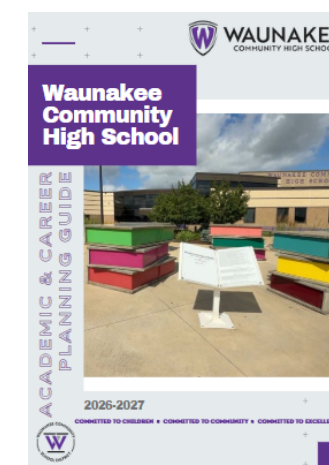
Labor market information (LMI) helps WCSD develop cutting-edge Career and Technical Education programs by uncovering the skills students will need in the future. In addition, LMI can help students understand which jobs are most likely to be available and well-compensated.

- To access US Labor Statistics [Click Here](#)
- To access Labor Market Information for Wisconsin [Click Here](#)
- To access the 2025 Workforce Profile for Dane County [Click Here](#)

PROFESSIONAL DEVELOPMENT FOR STAFF

The Wauakee Community School District supports the professional development of all staff by recognizing their contributions, providing relevant training opportunities, and fostering a learning community where everyone feels valued. This includes offering programs tailored to their needs, aligning with school priorities, and encouraging continuous improvement. WCSD supports both internal professional development opportunities and external options at the local, state, and national level. Examples of staff professional development for WCSD staff include:

- Xello online training on updates to software implementation and use in 5-12 classes and programs - Xello is the district platform for career exploration
- District wide Social & Emotional (SEL) training and support for K-12 staff members, including ad hoc committee work
- School counselor state conferences which include sessions on academic and career training
- Faculty meeting staff-led presentations on SEL and academic and career planning best practices
- Career & Technical Education State Conferences in Agriculture, Business/Marketing, Family & Consumer Science, Health Science, and Tech Ed & Engineering that offer sessions on academic and career planning, implementation, and curriculum integration
- Career & Technical Education National Conference offers comprehensive programming covering high-quality CTE and emerging trends in the field to provide district staff with a rich array of networking opportunities, an Expo, hundreds of concurrent program sessions, and numerous networking opportunities





FUTURE READY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

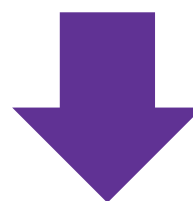
“Committed to Children...Committed to Community...Committed to Excellence”

Career Readiness is for ALL Waunakee Community School District Students

INDIVIDUALIZED ACP SUPPORT

Describe how your district provides individualized support, appropriate to each pupil's needs, from school district staff to assist with completing and annually updating a student's academic career plan, including how your district implements these recommended Career Readiness Practices:

- Our district has a process to identify and provide modifications, accommodations, or enhanced support for career readiness activities to maximize participation of English Learners, students with an Individual Education Plan (IEP), or students at-risk of not graduating.
- Our district implements specific strategies to communicate with students, families, and caregivers of English Learners, students with an Individual Education Plan (IEP), and/or students at-risk of not graduating about career readiness.
- Our district makes an effort to seek out diverse community, industry, and higher education partnerships so that students are more likely to interact with adults who come from many different backgrounds and cultures.
- Every 9th grade student will meet as small groups with their high school counselor once during semester 1 to discuss their transition into high school and an overview of high school planning for the next three years.
- Every 10th grade student and their primary caretaker(s) meet with their high school counselor before course registration (January) to finalize their four-year plan and post-graduation planning.
- Middle and high school counselors meet frequently with Special Education caseworkers to discuss individual student needs for course programming, support courses, and other academic and career planning opportunities.
- The School to Career Coordinator works with both Special Education and At-Risk Staff to support students in special populations with career planning.
- Tools like Xello and Naviance support students in taking assessments, planning courses, exploring careers, and preparing for college or technical education.



CTE Participants

7.3% are SWD
Compared to 7.6%
SWD HS Enrollment

15.7% are SOC
Compared to 16%
SOC HS Enrollment

CTE Concentrators

7.3% are SWD
Compared to 7.5%
SWD HS Enrollment

14.1% are SOC
Compared to 16%
SOC HS Enrollment

ACCESS FOR ALL STUDENTS

If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and career plan into account when developing the pupil's transition services.

- The goal is to increase student engagement, self-awareness of strengths/interests, and awareness of postsecondary and career options.
- Services are age- and developmentally appropriate and provided to all students, including those with disabilities, English learners, gifted and talented students, and students in alternative or modified programs.
- Our District Equity Statement reinforces that students have access to resources, instruction, and opportunities to reach their full potential academically and in planning for careers.
- Licensed school counselors and the School to Career Coordinator work with students on academic planning, career exploration, and post-secondary goal setting.
- Counselors support students through individual meetings, group activities, and responsive services spanning academic, personal, and career development.
- The district implements a developmentally sequenced counseling curriculum aligned with academic and career planning to support students from kindergarten through high school.
- This ensures planning begins early and continues with increasing depth through the high school years.
- Academic and career planning services are made accessible to all students by adapting to individual needs. This includes support for students with IEPs, English learners, and those requiring additional academic or social-emotional support.



CAREER READINESS TECHNOLOGY

WCSD has implemented the use of both Xello and PowerSchool Naviance for career readiness exploration, planning, and immersion. Backed by research and recognized with awards, Xello is a trusted program that empowers students to take charge of their future. Through Xello, students reflect on their strengths and interests, explore post-secondary pathways, set goals, and update their plans as they grow and learn along the way. Naviance is a college and career readiness software provider that partners with high schools and other K-12 institutions to provide students with college planning and career assessment tools.



FUTURE READY

WAUNAKEE COMMUNITY SCHOOL DISTRICT Education for Employment Plan

“Committed to Children...Committed to Community...Committed to Excellence”

Get Involved with WCSD and Career Readiness

FAMILY ENGAGEMENT

The Waunakee Community School District engages families and caregivers in academic and career planning by:

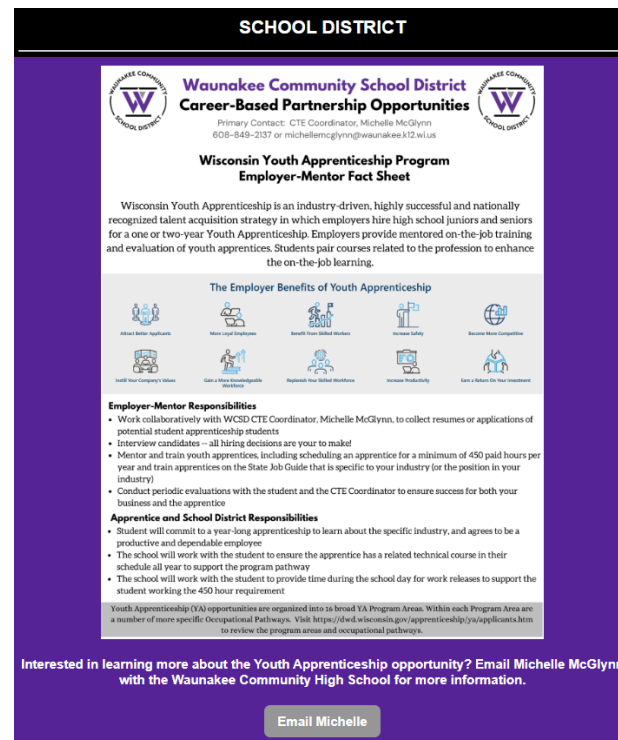
- Providing ways for families to participate in career readiness activities such as:
 - Prairie Elementary STEAM Night
 - 6th to 7th grade transition presentation to families
 - Middle School Career Chat Sessions
 - 8th grade student planning conferences with counseling staff
 - Future Freshmen Night
 - 10th grade ACP student/family meetings with counseling staff
 - CTE Showcase Event for students/families in grades 7-12
- Sharing information with WCSD families about student’s academic and career planning through newsletters that are available weekly, monthly, or quarterly from each of our district buildings. Newsletters share ACP celebrations, upcoming activities or events, and opportunities for students to engage in various career based learning experiences. In addition, we regularly share information and celebrations via posts through our WCSD District social media channels, including a dedicated CTE social media account.
- As WCSD begins the process of developing our Portrait of a Graduate profile, parents/families will be actively engaged in the process to provide feedback on the profile so that our district can ensure that we are capturing a vision that encompasses all students
- *Share any other ways in which your district engages families and caregivers in the ACP process.*

For families who would like more information or would otherwise like to be involved with academic and career planning activities or programs at WCSD, please reach out to ACP Committee leaders:

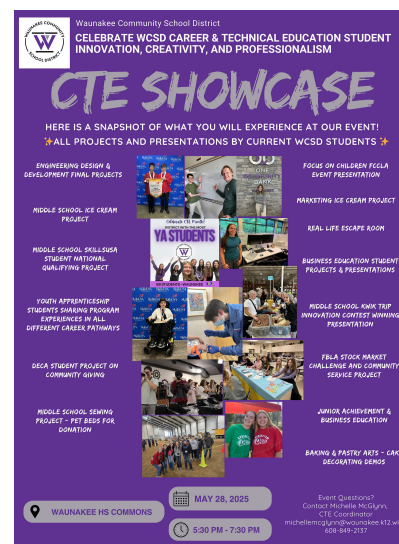
- Michelle McGlynn, CTE Coordinator | michellemcglynn@waunakee.k12.wi.us
- Tim Schell, Director of Secondary Curriculum & Instruction | timschell@waunakee.k12.wi.us
- Anne Blackburn, Communication & Engagement Specialist | anneblackburn@waunakee.k12.wi.us
- Lisa Jondle, Director of Student Services | lisa.jondle@waunakee.k12.wi.us

WCSD BOARD OF EDUCATION APPROVAL

March 2026 - pending



Waunakee Chamber of Commerce Weekly Update which includes business engagement options



COMMUNITY PARTNERSHIPS

Waunakee Community School District is proud to collaborate with hundreds of business and community partners in K-12 academic and planning initiatives and programs.

- The development of the WCSD Education for Employment Plan included input from Dr. Leslie Petty, Dean at Madison College as part of our ACP District Committee
- Our district actively seeks feedback from community, industry, and higher education partners when regularly evaluating our career readiness activities, CTE programs, and initiatives through Advisory Boards and industry engagement at conferences, trainings, tours, and other events
- Our employer partners work diligently to mentor and train our students who are enrolled in various work based learning experiences such as Youth Apprenticeships, Employability Skills, Warrior Media Internships, WNC Internships, and Future Educator Internships. Some of our strongest partners in work based learning experiences are Home Again Assisted Living, Waunakee Vet Clinic, UW Health, Westphal & Co. Electric, One Community Bank, Warrior Media, Waunakee Valley Senior Living, Dave Jones, Inc., Walgreens, May Vision, First Choice Dental, Endres Manufacturing, and more
- WCSD is the proud recipient of the Wisconsin Economic Development Corporation Fab Lab Grant for three consecutive years which provided us the opportunity to design and execute a state-of-the-art Innovation Center. Part of that process included fundraising with our local community to purchase industry standard equipment approved for student use in a Fabrication Lab; we received generous donations (in-kind and financial) from Westphal & Co. Electrical Contractors, Hovde Properties, Badgerland Erectors, Endres Manufacturing, NAMI, Findorff, Ace Hardware, Mobile Glass, Hellenbrand Water, Tormach, D&S Dental, Clack Industries, Peter Fish, Scott & Misty Lewis, among several others
- Junior Achievement of Wisconsin, Wisconsin Institute of CPA’s, and Wisconsin Business World all partner with our Business & Marketing Education team to offer student training, simulations, and scholarship opportunities
- The University of Wisconsin Madison, Madison Technical College, and ABC Supply (Wisconsin Registered Apprenticeships) spend time each year with our 11th grade students and their families at a post high school planning event to share post-secondary opportunities
- St. John’s Catholic School partners with our Innovation Center to provide activities for their students to engage with our staff and students in hands-on projects each year
- The Waunakee Chamber of Commerce provides support to help the WCSD communicate with local partners on K-12 career readiness opportunities

Community Partners who are interested in more information should contact: Michelle McGlynn, CTE Coordinator | michellemcglynn@waunakee.k12.wi.us



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

31

E4E Plan Update

Education for Employment
February 16, 2026 Curriculum Committee



E4E Plan Requirements

- Districts must have a publicly available E4E plan
- The plan should connect academic and career planning
- The plan must meet all statutory requirements annually
- Plans are required to align with local labor market needs





Some Comparative Dane County Data from the State Report Card

Dane Rank	AP/IB Course Completion %	Dual Credit Course Completion%	Work Based Learning %	Industry Recognized Credentials % ³³
1	Middleton-55.4%	Belleville-40.4%	Waunakee-25.1%	Mount Horeb-12.3%
2	Verona-42.2%	Middleton-39.6%	McFarland-18.3%	Middleton-8.3%
3	Waunakee-37.7%	Waunakee 31.6%	Oregon-7.0%	Verona-8.3%
4	Mount Horeb-31.6%	Mount Horeb-24.6%	Marshall-6.6%	Waunakee-8.1%
5	Belleville-31.2%	Verona-24.5%	Deerfield-6.3%	Oregon-7.0%



E4E Plan Highlights

- Strong Student Engagement and Outcomes
- Comprehensive K-12 Career Continuum
- Community and Industry Engagement
- Commitment to Broad and Inclusive Participation
 - We see this reflected in our CTE measurables. (course participation, concentrators)
 - We see gaps in our college preparatory measurables (AP and DC participation)

Your Questions

35



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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, March 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 opened the meeting at 8:32am.

II. ROLL CALL

Present: Ensign, Eaton, Frey

Also Present: Brown, Summers, Cramer, Conrad, Newton, Bauer, Schell, Andy Moll Girls Soccer Coach, Ross Nelson Boys Soccer Coach, and from Vogel Brothers: Jay Thomsen, Adam Griep, Ryan Schultz, and Jake Ring.

III. APPROVE AGENDA

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

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

V. WARRIOR PITCH PROJECT REQUESTS

Summers presented and answered questions regarding the project requests at the Warrior Pitch. Conrad, Moll, and Nelson shared the needs for these projects that will be paid for out of the soccer's One Community, One Goal fund.

A motion was made by Frey, second by Eaton, to recommend that the full board consider the projects for WCSD Soccer as presented. Motion carried 3-0.

VI. NEW MIDDLE SCHOOL

Summers along with the team from Vogel presented and answered questions regarding an update on the schedule and finances for the Middle School project.

VII. APPROVAL OF CAPITAL MAINTENANCE REQUESTS

Summers and Brown presented and answered questions regarding the review our standard agenda item for district-wide capital maintenance requests. The maintenance tracking spreadsheet regarding funds available for capital maintenance requests and the capital maintenance requests for summer 2026. Brown addressed the approval process.

A motion was made by Eaton, second by Frey, to recommend that the full board consider a 2026-27 budget of \$1 million and approval of the items \$25,000 and over (highlighted in yellow). Motion carried 3-0.

VIII. HIGH SCHOOL 2026 PLANNING

The Vogel team presented and answered questions regarding the high school 2026 planning process and budgeting. Jay Thomsen will present as much information as possible related to budget and bidding process at the regular March board meeting. Request for approval of the bids will be at the March regular board meeting.

IX. **FUTURE MEETINGS** – N/A

X. **ADJOURN**

A motion was made by Frey, second by Eaton, to adjourn the meeting at 9:17am. Motion carried 3-0.



One Community Fund Proposal

Boys & Girls Soccer Facility Improvements

Submitted By:

Ross Nelson, Head Boys Soccer Coach
Andy Moll, Head Girls Soccer Coach

Funding Source: One Community Fund Campaign (Fundraising Only)
District Funds Requested: \$0

Proposal Overview

The Boys and Girls Soccer programs are seeking approval to implement targeted facility and equipment improvements funded entirely through the One Community Fund Campaign. These enhancements focus on:

- Student-athlete development
- Operational efficiency
- Safety and professional hosting standards
- Long-term equipment protection

Priority Equipment & Infrastructure Requests

Training & Development

- **TOCA Training Machines (2) – \$14,000**
Computerized training system delivering game-speed passes to improve first touch, ball control, and finishing.
- **Electric Cart (1) – \$17,000**
Supports match setup, equipment transport, and daily operational efficiency. Additionally, this will provide elderly and handicap transport on days of home games.

Field Equipment Upgrades

- Full-Size Goals – \$8,640
- Customized Nets (2) – \$325
- Corner Flags – \$595
- Warrior Pitch Branding (3 applications) – Quote Pending

Enhances safety, presentation, and program identity.

Facility Improvements

- **Trainer/Referee Bench Canopy** – \$15,000
Provides professional weather protection for officials and medical staff.
- **Equipment Shed (12' x 12')** – \$10,000
Secure storage for TOCA machines and electric cart.
- **Electrical Service to Shed** – TBD
Required for charging equipment.

Estimated Investment

Current Total (excluding pending quotes): \$65,560

Final total to be updated upon receipt of branding and electrical estimates.

Future Considerations (Not Included in Fundraising Request)

- Handicap Parking Improvements
- Security Cameras

These items are identified for potential future district-level discussion.

Funding Statement

All listed items will be funded exclusively through the One Community Fund Campaign. No general fund dollars are being requested.

Request: Approval to proceed with facilities coordination and purchasing of the items listed above.



WCS D Maintenance Work Tracking Summary



11/20/2025

MAINTENANCE BUDGET

11/4/2022	Total amount budgeted in referendum	\$	6,395,000
11/4/2022	Bleacher Extension Referendum Amount	\$	500,000
6/5/2024	Approved projects amount to date	\$	(22,847,218)
12/22/2023	Funds allocated from contingency or interest	\$	1,120,000
9/24/2024	Funds allocated from interest	\$	6,816,316
4/3/2025	Funds allocated from Project Savings	\$	4,500,000
4/3/2025	Estimated Interest 3-2025 through 8-2026	\$	1,500,000
7/23/2025	Funds allocated from additional project savings at Heritage	\$	600,000
11/20/2025	Projected Middle School Savings	\$	2,500,000
11/20/2025	High School/District Work Not Completed (Family changing, LGI renovation, TLC)	\$	-
TOTAL FUNDS AVAILABLE			\$ 1,084,098

APPROVED (BY BOARD) PROJECTS

Date	Description	Location	Status	Bid Amount
3/13/2023	Warrior Stadium track replacement, bleacher expansion and related improvements	High	Completed	\$ 1,300,000
APPROVED AT 4/10/2023 BOARD MEETING				
4/10/2023	Roof replacement - entire roof	Middle	Completed	\$ 631,000
4/10/2023	Redo TLC Roof*	High	Completed	\$ 46,300
4/10/2023	Freight Elevator Security *	High	Completed	\$ 10,132
APPROVED AT 4/10/2023 BOARD MEETING				
5/1/2023	Emergency Roof Repairs (NORTHERN)	District	Completed	\$ 40,000
5/1/2023	Emergency HVAC Repairs (NAMI)	District	Completed	\$ 25,000
5/1/2023	Emergency Plumbing Repairs (HOOPER)	District	Completed	\$ 25,000
5/1/2023	Emergency Electrical Repairs (GLOBALCOM/WESTPHAL)	District	Completed	\$ 25,000
5/1/2023	Replace Walking Path near Century Avenue and Community Drive	District	Completed	\$ 33,453
5/1/2023	Safety Film on all doors	District	Completed	\$ 46,374
5/1/2023	Low Driveway Inlet * (SOUTH CENTRAL CONTRACTING)	Prairie	Completed	\$ 2,842
5/1/2023	(2) Card Readers	Prairie	Completed	\$ 13,099
5/1/2023	(4) Magnetic Door Holders	Prairie	Completed	\$ 13,270
5/1/2023	Asphalt Under Gaga Pits * (WOLF PAVING)	Arboretum	Completed	\$ 19,741
5/1/2023	Broken Curb Inlet Hole/Culvert * (SOUTH CENTRAL CONTRACTING)	Arboretum	Completed	\$ 7,000
5/1/2023	4 Card Readers & at Double Doors by Office * (GLOBALCOM)	Arboretum	Completed	\$ 13,099
5/1/2023	(8) Magnetic Door Holders to isolate sections of building during lockdown *	Arboretum	Completed	\$ 26,539
5/1/2023	8 Magnetic Door Holders for securing pods during lockdown *	Intermediate	Completed	\$ 26,539
5/1/2023	Classroom 131 Window *	Middle	Completed	\$ 10,940
5/1/2023	Door 1 Entrance Stair Treads *	Middle	Completed	\$ 21,900
5/1/2023	Door 1, 10 Walkway Concrete Replacement	Middle	Removed	\$ 29,860
5/1/2023	Sidewalk Repair * (Confirmed split cost with Village)	Middle	Completed	\$ 20,000
5/1/2023	High School Bus Loop Sidewalk Ramp Replacement	High	Completed	\$ 4,950
5/1/2023	16 Lockable Restrooms *	High	Completed	\$ 6,553
5/1/2023	Room 1433, 1411, 1501 Carpet	High	Completed	\$ 13,290
5/1/2023	4 Card Readers at front office, other locations	High	Completed	\$ 16,000
5/1/2023	Repair dust collector in Woodshop	High	Completed	\$ 4,711
5/1/2023	High School CO2 Tank Pad and Fencing	High	Completed	\$ 9,902
5/1/2023	Front Door Canopy	District Office	Completed	\$ 6,303
5/1/2023	Air Handling Unit 05 Replacement	High	Completed	\$ 300,000
5/1/2023	Replacement of Chiller CH002 - includes upgrade to 350-ton	High	Completed	\$ 515,000
5/1/2023	Replacement of Chiller CH001	High	Completed	\$ 200,000
APPROVED AT 5/1/2023 BOARD MEETING				
6/12/2023	Middle School Fire Safety Project	Middle	Completed	\$ 36,859
6/12/2023	Prairie Elementary Remodeling Proposal	Prairie	Completed	\$ 82,832
APPROVED AT 6/12/2023 BOARD MEETING				
7/10/2023	Parking lot landscaping repair	Intermediate	Completed	\$ 9,970
7/10/2023	Trees and light-blocking material for fence @ Warrior Stadium	High	Completed	\$ 17,200
7/10/2023	Playground playmat chips	AES, PES, IS	Completed	\$ 12,266
7/10/2023	Parking lot striping and minor repairs	All lots except HES, Beth	Completed	\$ 25,159
7/10/2023	Special education restroom remodel	Middle	Completed	\$ 11,000
7/10/2023	Sentronic Closers	AES, PES, IS	Completed	\$ 16,798
7/10/2023	WIS Security System Install	Intermediate	Completed	\$ 1,020
7/10/2023	Eaves, Troughs & Downspouts - North side	High	Completed	\$ 19,728
7/10/2023	Pool bleacher repair	High	Completed	\$ 1,050
7/10/2023	Flag pole repair	Intermediate	Completed	\$ 3,410
APPROVED AT 7/10/2023 BOARD MEETING				
8/14/2023	Dishwasher Replacement	Middle	Completed	\$ 29,430
8/14/2023	Softball Field Lights	High School	Completed	\$ 175,000
APPROVED AT 8/14/2023 BOARD MEETING				
9/11/2023	High School Signage	High School	Completed	\$ 21,500
APPROVED AT 9/11/2023 BOARD MEETING				
10/9/2023	Special Education Room Project	Middle	Completed	\$ 29,036
APPROVED AT 10/9/2023 BOARD MEETING				
12/11/2023	Replace non working water softener (19 yrs old)	Arboretum	Completed	\$ 5,588
12/11/2023	Bleacher repairs	Arboretum	Completed	\$ 2,472

12/11/2023	Repair water heater 1	High	Completed	\$	6,050
12/11/2023	Old gym bleacher repairs	High	Completed	\$	2,459
12/11/2023	Main gym bleacher repairs	High	Completed	\$	4,780
12/11/2023	Discus throwing area concrete	High	Completed	\$	16,500
12/11/2023	Bleacher repairs	Intermediate	Completed	\$	2,950
12/11/2023	Bleacher repairs	Middle	Completed	\$	3,858
12/11/2023	Installation of closed loop filtration equipment	Middle	Completed	\$	3,169
12/11/2023	Bleacher repairs	Prairie	Completed	\$	2,472
12/11/2023	UPS circuit additions (to prevent power outage problems)	Prairie	Completed	\$	4,310
12/11/2023	Replace 5 radio system UPS systems	District	Completed	\$	8,635
12/11/2023	JOHN DEERE 60 Heavy-Duty Rotary Broom	District	Completed	\$	5,600
12/11/2023	Skid Loader Pallet forks	District	Completed	\$	1,100
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Arboretum	Completed	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Prairie	Completed	\$	50,200
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	High School	Completed	\$	96,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Intermediate	Completed	\$	32,000
12/11/2023	EcoStruxure Transition Over New Hardware (Front End Only)	Middle	Completed	\$	46,600
APPROVED AT 12/22/2023 BOARD MEETING				\$	326,743
1/8/2024	Bleacher Boss - Power Assist Unit	Athletics	Completed	\$	4,900
1/8/2024	Robotic Athletic Field Painter	Athletics	Completed	\$	29,700
1/8/2024	Water Reel with Booster	Grounds	Completed	\$	14,000
1/8/2024	Robotic Mowers	Grounds	Removed	\$	22,000
1/8/2024	John Deere 1575 tractor (includes snow blower and broom)	Grounds	Completed	\$	55,600
1/8/2024	Fork Lift	Maintenance	Completed	\$	50,000
APPROVED AT 1/8/2024 BOARD MEETING				\$	176,200
2/12/2024	Brush and snow blower attachments	District	Completed	\$	11,600
2/12/2024	Resurface all gym floors in district	District	Completed	\$	24,668
2/12/2024	Wood chips for school playgrounds	District	Completed	\$	14,500
2/12/2024	Signature Choral Risers - 4 Tier	District	Completed	\$	16,590
2/12/2024	Power outage monitoring electrical meter	District	Completed	\$	88,600
2/12/2024	SRP card for each classroom	District	Completed	\$	7,964
2/12/2024	Outside bollard lights need to be updated with LED (20 total)	Arboretum	Completed	\$	82,449
2/12/2024	Add card reader to rear entrance of front office	Arboretum	Completed	\$	4,000
2/12/2024	Front entrance - exterior stain	Arboretum	Completed	\$	2,569
2/12/2024	Carpet - remaining rooms 1st and 2nd floor	Arboretum	Completed	\$	87,000
2/12/2024	Doors 9 gym, door 11, door 12 (6 total doors)	Arboretum	Completed	\$	37,354
2/12/2024	Cracked tile replacement (various areas)	Arboretum	Completed	\$	5,000
2/12/2024	Landscaping around building	Arboretum	Completed	\$	70,000
2/12/2024	Playground sun shades	Arboretum	Completed	\$	18,288
2/12/2024	198 Boiler room (penthouse) roof walls	High	Completed	\$	73,000
2/12/2024	Bleachers, Portable	High	Completed	\$	47,500
2/12/2024	Furnish and install 2 new windows for baseball press box	High	Completed	\$	20,500
2/12/2024	Furnish and install 3 new windows for football press box	High	Completed	\$	10,280
2/12/2024	Furnish and install 2 new windows for soccer press box	High	Completed	\$	20,500
2/12/2024	Varsity SoGball Field batting cages/audio/backstop	High	Completed	\$	
2/12/2024	Card readers in shipping/receiving area	High	Completed	\$	9,395
2/12/2024	Door 1 storefront	High	Completed	\$	33,000
2/12/2024	Door 18 security	High	Completed	\$	934
2/12/2024	John Deere tractor plus attachments	High	Completed	\$	52,200
2/12/2024	Fix joint bump in the floor	Intermediate	Completed	\$	1,843
2/12/2024	Wallpaper Graphics	Intermediate	Completed	\$	55,391
2/12/2024	Gymnasium electronic closers	Intermediate	Completed	\$	8,352
2/12/2024	Solar PV expansion	Intermediate	Completed	\$	498,982
2/12/2024	Slow gym curtain	Intermediate	Completed	\$	4,177
2/12/2024	Whiteboards from old HES	Intermediate	Completed	\$	21,900
2/12/2024	Classroom carpeting rooms 136, 110, 223, 239	Middle	Completed	\$	19,000
2/12/2024	Door 7 replace stairway treads	Middle	Completed	\$	26,300
2/12/2024	Carpet landings - doors 5, 6	Middle	Completed	\$	9,000
2/12/2024	Rider floor scrubber - 30" (Trident R30-HIL56009)	Prairie	Completed	\$	17,837
2/12/2024	Add card reader to rear entrance of front office	Prairie	Completed	\$	4,000
2/12/2024	Concrete work on Sidewalks	Prairie	Completed	\$	49,030
2/12/2024	Add privacy panels in restrooms	Prairie	Completed	\$	2,730
2/12/2024	Play ground shade canopy	Prairie	Completed	\$	1,600
2/12/2024	Acoustical panels for cafeteria	Prairie	Completed	\$	14,484
2/12/2024	Replace carpet	Prairie	Completed	\$	32,000
2/12/2024	Downspout sink hole	Prairie	Completed	\$	3,287
2/12/2024	Move old hoops at existing Heritage & install at Prairie	Prairie	Completed	\$	15,275
2/12/2024	Waunakee Softball Upgrades	District	Completed	\$	325,000
APPROVED AT 2/12/2024 BOARD MEETING				\$	1,848,079
3/5/2024	Items from Maintenance list in Vogel Bros. High School Scope of work	High	Completed	\$	3,503,800
3/5/2024	Concrete lip at door 2	Arboretum	Completed	\$	1,200
3/5/2024	District mechanic tools and tool box	District	Completed	\$	22,000
3/5/2024	Project management services for generator installation project	District	Completed	\$	5,400
3/5/2024	LED upgrades and lighting controls additions	High	Removed	\$	1,440,850
3/5/2024	Carpeting in (17) classrooms	High	Completed	\$	95,000
3/5/2024	Boiler closed loop filtration equipment	High	Completed	\$	3,186
3/5/2024	JV Softball press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	14,389
3/5/2024	Varsity baseball press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	17,314
3/5/2024	Varsity soccer press box wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	17,314
3/5/2024	Varsity football press wood stairs w/ composite deck board at treads, risers, and landings	High	Completed	\$	22,484
3/5/2024	Clock/Bell/PA (InformaCast Fusion IP Speaker Endpoint Add-On for WHS)	High	Completed	\$	826,011
3/5/2024	Video cameras	High	Completed	\$	115,000

3/5/2024	Fieldhouse projector and audio	High	Completed	\$	65,000
3/5/2024	Audio upgrade for the Commons and Cave	High	Completed	\$	15,000
3/5/2024	New basketball hoop controls (old gym)	High	Completed	\$	6,900
3/5/2024	Painting of field house and logos	High	Completed	\$	37,000
3/5/2024	Furnish & install new floor traction power operation for field house bleachers	High	Completed	\$	36,356
3/5/2024	Varsity baseball shed and press box	High	Completed	\$	10,000
3/5/2024	Replace fieldhouse backboard motors	High	Completed	\$	20,000
3/5/2024	Fieldhouse mid-court curtain and motor	High	Completed	\$	25,000
3/5/2024	Replace wall mounted basketball structure and hoops	Prairie	Completed	\$	66,500
3/5/2024	Boiler closed loop filtration equipment	Prairie	Completed	\$	3,186
3/5/2024	Energy efficiency audit	Prairie	Completed	\$	3,060
3/5/2024	Gymnasium audio system	Prairie	Completed	\$	30,000
APPROVED AT 3/11/2024 BOARD MEETING					
4/8/2024	Postpone Items from Maintenance list in Vogel Bros. High School Scope of work	High	Completed	\$	6,401,950
4/8/2024	Postpone - LED upgrades and lighting controls additions	High	Completed	\$	(740,000)
4/8/2024	Rack-it drying & storage for art class	Arboretum	Completed	\$	(1,440,850)
4/8/2024	Reinforce Warrior stadium fencing with bigger posts plus vertical metal straps	High	Completed	\$	2,739
4/8/2024	Field house banners 27 Championship Signs + Logo	High	Completed	\$	12,680
4/8/2024	Drywall cracking	Intermediate	Completed	\$	22,533
4/8/2024	Playground crushed granite walkways upgrade	Intermediate	Completed	\$	2,888
4/8/2024	Rack-it drying & storage for art class	Prairie	Completed	\$	43,200
4/8/2024	TurfTime 84 inch AR-24 series leveling roller	District	Completed	\$	2,739
APPROVED AT 4/8/2024 BOARD MEETING					
5/13/2024	Prairie and Arboretum LED lighting	Arboretum/Prairie	Completed	\$	8,445
5/13/2024	2-way radio system expansion	New Heritage	Completed	\$	(2,085,626)
5/13/2024	Music area door opening 1803 reconfiguration for piano moves	High	Completed	\$	1,372,500
5/13/2024	Press box gutters and downspouts (JV SoGball, Soccer, Varsity Baseball)	High	Completed	\$	16,058
5/13/2024	Replace fieldhouse HVAC duct sock	High	Completed	\$	7,796
5/13/2024	Security upgrades parts and installation of mag lock on pair of doors from office to school	High	Completed	\$	1,650
5/13/2024	Security upgrades installation of electric strikes at back office door and back mailroom door	High	Completed	\$	50,000
5/13/2024	Warrior fence light-block material replace/repair/reinforcement	High	Completed	\$	5,455
5/13/2024	Fabricate/install gate latch at Warrior Pitch Stadium	High	Completed	\$	3,591
5/13/2024	Program for robo-paint logos for additional fields	High	Completed	\$	775
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Arboretum	Completed	\$	875
5/13/2024	Cracked corian heated seating along windows (4 places)	Arboretum	Completed	\$	2,000
5/13/2024	ADA Swing Seat for an 8' Toprail	Arboretum	Completed	\$	3,094
5/13/2024	5 window treatments in exercise area	Intermediate	Completed	\$	44,175
5/13/2024	Gopher tumble pro 1 3/8 inch polyethylene- foam mats (6)	Prairie	Completed	\$	1,780
5/13/2024	4044R Compact Utility Tractor (33 PTO hp)	District	Completed	\$	2,125
5/13/2024	2800 AM HillTip IceStriker w/ brine maker 1500 gal. brine storage tank (FF)	District	Completed	\$	4,672
5/13/2024	Additional cost power outage monitoring electrical meter (original approved budget \$88,600)	District	Completed	\$	47,000
5/13/2024	Proposal for civil engineering services for playground renovations (PES, AES, WIS)	District	Hold	\$	34,147
5/13/2024	New emergency kits for classroom (supplies)	District	Completed	\$	9,900
5/13/2024	Additional funds for remainder school year emergency roofing repairs (\$45,000 original)	District	Completed	\$	26,700
5/13/2024	Removal of the existing scoreboard from the old Heritage Gymnasium/District to store	Heritage	Completed	\$	7,964
APPROVED AT 5/13/2024 BOARD MEETING					
6/10/2024	UnderFence Mow Strip	Grounds	Completed	\$	1,284
6/10/2024	Replace 2013 (MT1) - Ford F350 snow plow truck with dump body	Maintenance	Completed	\$	22,884
6/10/2024	Additional cost to installation of generator	Building	In Progress	\$	83,120
6/10/2024	Add (4) Gentex fire alarm horn strobes (shop and copy center)	Building	Completed	\$	85,950
6/10/2024	Toro cart to replace the old Jacobsen cart	Grounds	Completed	\$	7,600
6/10/2024	Energy Audit Services	Site Development	In Progress	\$	17,757
6/10/2024	Repair dishwasher	Equipment	Completed	\$	2,660
6/10/2024	JV SoGball/Varsity Soccer press box subfloor repair and Warrior Stadium door repair	Athletics	Completed	\$	5,764
6/10/2024	Door 6 receiving, replace with new door, frame, and transom glass	Doors	Completed	\$	8,564
6/10/2024	Penthouse Siding Included in the budget is to extend (2) GFCI receptacles for new siding installation, remove	Building	Completed	\$	8,446
6/10/2024	Rear main office doors access control (security with more card readers)	Security	Completed	\$	1,750
6/10/2024	Cart for Folding Chairs: 300 lb Load Capacity, 40 in x 19 in x 35 in, For 36 Chairs (9 carts)	Building	Completed	\$	18,330
6/10/2024	Storm damage including water damage, fence, flag pole, signs, pool roof	Building	Completed	\$	2,000
6/10/2024	Replace pool roof (potential property insurance claim)	Building	Completed	\$	72,100
6/10/2024	Divide bookroom into 2 spaces (quote coming 06/05/2024)	Special Education	Completed	\$	351,761
APPROVED AT 6/10/2024 BOARD MEETING					
7/8/2024	Steel pipe handrail at 3 press boxes (code)	High	Completed	\$	74,913
7/8/2024	Painting media room, press room, ref room walls and ceiling	High	Completed	\$	763,599
7/8/2024	Repair storm damage at Warrior Stadium press box	High	Completed	\$	6,500
7/8/2024	Storm damage at fieldhouse	Middle	Completed	\$	2,314
7/8/2024	Storm damage in 2nd grade neighborhood	Arboretum	Completed	\$	10,830
7/8/2024	Hot water pump #6 VFD replace	High School	Completed	\$	238,668
APPROVED AT 7/8/2024 BOARD MEETING					
8/12/2024	Chemical disposal for Chemistry Dept. (Jason Rotzenberg)	HS, MS	Completed	\$	37,745
8/12/2024	Trident carpet extractor	Arboretum	Completed	\$	8,275
8/12/2024	Supply and install 45 minute fire rated doors into existing frame	Arboretum	In Progress	\$	304,332
8/12/2024	Dehumidifiers (one to replace a broken HS unit, 1 for Bethel copy)	District	Completed	\$	4,060
8/12/2024	Furnish and install mural corner guards and trim	Intermediate	Completed	\$	9,917
8/12/2024	Engineering for water infiltrating ground electrical/data boxes	District	Completed	\$	6,962
8/12/2024	Engineering to evaluate storm water and recent flood damage	Arboretum	In Progress	\$	17,538
8/12/2024	Split System #4	District	Completed	\$	3,922
8/12/2024	Wall Ceiling	Prairie	Completed	\$	8,500
8/12/2024	Pressbox railings	District	Completed	\$	14,000
APPROVED AT 8/12/2024 BOARD MEETING					
9/9/2024	Allocation of maintenance expenses to Fund 49	District	Completed	\$	17,680
9/9/2024	Repair walk in cooler and walk in freezer	Intermediate	Completed	\$	2,466

9/9/2024	School fitness maintenance	Intermediate	Completed	\$	5,021
9/9/2024	Lazer Z Diesel Mower with 144 inch deck	District	Completed	\$	61,399
APPROVED AT 9/9/2024 BOARD MEETING					
10/14/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow for scene prc	High	Hold	\$	-
10/14/2024	Full service of all internal seals, gaskets, and hardware on UV System	High	In Progress	\$	4,302
10/14/2024	Install new exit devices	High	In Progress	\$	5,980
10/14/2024	Regrating the varsity softball infield for drainage issues	High	Completed	\$	15,000
10/14/2024	Lanscaping regrade behind home plate of JV baseball	High	In Progress	\$	8,111
10/14/2024	Add card readers, strikes to 3 sets of doors at entry	Middle	In Progress	\$	17,543
10/14/2024	Replace handicap push buttons with wave sensors	Middle	In Progress	\$	3,125
10/14/2024	Demo of 2 walls in the Northeast corner of the classroom to expand student space	TLC	In Progress	\$	4,940
10/14/2024	Dishwasher	High	In Progress	\$	28,439
10/14/2024	Ranger 570 cart	High	In Progress	\$	13,992
APPROVED AT 10/14/2024 BOARD MEETING					
11/11/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow for scene prc	High	Hold	\$	-
11/11/2024	Aluminum Fence Posts (FTO Fundraised - Fund 21)	Prairie	In Progress	\$	9,660
11/11/2024	Replace handicap push buttons with wave sensors	Middle	In Progress	\$	3,125
11/11/2024	Club Car 700 Lithium Ion Batter	High	In Progress	\$	19,075
APPROVED AT 11/11/2024 BOARD MEETING					
12/9/2024	Remove (80) existing light fixtures and install (80) new nLight enabled light fixtures to allow for scene programming with (5) push button switches. The \$21,575 can be compared to the original quote of \$46,400.	High	In Progress	\$	21,575
12/9/2024	Installation of nLight control system - NOT APPROVED	High		\$	-
12/9/2024	13 additional Radios for District/Building Communication	High	In Progress	\$	11,674
12/9/2024	remove 6 Von Duprin 88 exit devices and install 6 Von Duprin 99 exit devices, install 6 e	High	In Progress	\$	12,915
12/9/2024	Water Leaks toward Kindergarten Hall, Need to have Northern Metal will review windo	High	In Progress	\$	2,500
12/9/2024	Electric Stirke at Door 26 (exterior) to accomodate automatic opener	Middle	In Progress	\$	1,471
12/9/2024	Install new doors at Gym Door #10	Middle	In Progress	\$	24,960
APPROVED AT 12/09/2024 BOARD MEETING					
1/13/2025	John Deere Salt Spreader	High	In Progress	\$	5,975
1/13/2025	Sentronic Door Closer - equipment and install	High	In Progress	\$	4,267
1/13/2025	Sentronic Door Closer - wiring	High	In Progress	\$	9,450
1/13/2025	Veritcal Rod Repairs	Prairie	In Progress	\$	1,583
1/13/2025	Install new light switches for two rooms in each building	Arboretum/Prairie	In Progress	\$	4,267
APPROVED AT 1/13/2025 BOARD MEETING					
2/10/2025	Softball diamond upgrades, new base and Pitching mound rubber	High	In Progress	\$	454
2/10/2025	Door 12 WHS carpet tile	High	In Progress	\$	3,784
2/10/2025	chemical recycling supplies	High	In Progress	\$	363
APPROVED AT 2/10/2025 BOARD MEETING					
3/10/2025	Clock/Bell/PA system	Arboretum	In Progress	\$	366,730
3/10/2025	Replace lunch room tables	Prairie	In Progress	\$	83,013
3/10/2025	Add flag pole to Varsity Softball	Athletics	In Progress	\$	1,369
3/10/2025	Utility marking for flag pole	Athletics	In Progress	\$	200
APPROVED AT 3/10/2025 BOARD MEETING					
4/14/2025	Financial Plan 2025-26	Arboretum	Completed	\$	575,025
4/14/2025	Allocation of maintenance expenses to Fund 49 for 2025-26	Prairie	In Progress	\$	1,959,810
4/14/2025	School property signage	Arboretum	In Progress	\$	200
4/14/2025	Milestone camera management (District)	Arboretum	In Progress	\$	40,000
4/14/2025	Redo windows where high/low roof meet	Arboretum	In Progress	\$	44,220
4/14/2025	Exterior Door #2 replacement	Arboretum	In Progress	\$	5,421
4/14/2025	Carpet multiple areas	Arboretum	In Progress	\$	63,455
4/14/2025	Bridge work	Arboretum	In Progress	\$	40,835
4/14/2025	Reconfigure south student entryway	Arboretum	In Progress	\$	32,440
4/14/2025	Playground mulch	Arboretum	In Progress	\$	5,358
4/14/2025	Interior window staining	Arboretum	In Progress	\$	3,288
4/14/2025	Gym floor recoat	Arboretum	In Progress	\$	2,650
4/14/2025	additional cameras	Arboretum	In Progress	\$	10,000
4/14/2025	Interior Card Readers at 1st and 4th and 2nd and 3rd	Heritage	In Progress	\$	6,718
4/14/2025	Interior Push Bars for Doors at 1st & 4th and 2nd & 3rd	Heritage	In Progress	\$	5,761
4/14/2025	Fire System inspection	Heritage	In Progress	\$	12,007
4/14/2025	Gym Floor Recoat (2 coats)	Heritage	In Progress	\$	4,975
4/14/2025	Mulch Glue (4) \$51.00/gal (test)	Heritage	In Progress	\$	204
4/14/2025	Shop shelving and organization	Heritage	In Progress	\$	2,900
4/14/2025	Roll Up Door Installation	Heritage	In Progress	\$	2,211
4/14/2025	add blue strobes to parent loop	Prairie	In Progress	\$	1,364
4/14/2025	additional cameras (11)	Prairie	In Progress	\$	16,500
4/14/2025	add lockdown button to E. Mayrand area	Prairie	In Progress	\$	823
4/14/2025	lockdown connect E-wing doors (door10)	Prairie	In Progress	\$	708
4/14/2025	Milestone camera management	Prairie	In Progress	\$	40,000
4/14/2025	Add doors to main hallway to close off classroom wings	Prairie	In Progress	\$	90,880
4/14/2025	additional damaged gym mat	Prairie	In Progress	\$	2,064
4/14/2025	Playground Mulch	Prairie	In Progress	\$	4,183
4/14/2025	Strengthen Sensory Swing	Prairie	In Progress	\$	2,939
4/14/2025	Card reader door 3	Intermediate	In Progress	\$	3,930
4/14/2025	Milestone camera management	Intermediate	In Progress	\$	40,000
4/14/2025	Gym floor recoat	Intermediate	In Progress	\$	5,750
4/14/2025	Playground mulch	Intermediate	In Progress	\$	3,431
4/14/2025	asphalt patch work	Intermediate	In Progress	\$	1,520
4/14/2025	Door 10 doorbell	Intermediate	In Progress	\$	5,000
4/14/2025	Gymnasium card reader	Intermediate	In Progress	\$	45,294
4/14/2025	additional cameras	Intermediate	In Progress	\$	10,000
4/14/2025	Card reader door 12 (music)	Middle	In Progress	\$	5,494

4/14/2025	Door release button in front office for vestibule (Aiphone)	Middle	In Progress	\$	4,890
4/14/2025	Gym floor (2 coats)	Middle	In Progress	\$	4,500
4/14/2025	Garage door seal	Middle	In Progress	\$	1,395
4/14/2025	asphalt patch work	High School	In Progress	\$	18,050
4/14/2025	Paint Old Gym	High School	In Progress	\$	6,910
4/14/2025	Front office door card reader	High School	In Progress	\$	5,852
4/14/2025	Main Gym Floor Recoat	High School	In Progress	\$	5,750
4/14/2025	Wave sensors (3)	High School	In Progress	\$	3,125
4/14/2025	Removable Mullions (2)	High School	In Progress	\$	2,982
4/14/2025	Old Gym Floor Recoat	High School	In Progress	\$	2,350
4/14/2025	Face Closet Door (Gillians)	High School	In Progress	\$	1,522
4/14/2025	Repair vinyl on library chairs	High School	In Progress	\$	275
4/14/2025	additional camera at Warrior	High School	In Progress	\$	4,000
4/14/2025	Finish visitor parking EV chargers	Bethel	In Progress	\$	21,000
4/14/2025	Bus camera system/tracking system	Bethel	In Progress	\$	121,600
4/14/2025	outdoor lift	Bethel	In Progress	\$	33,000
4/14/2025	Flag Pole Inspections	Bethel	In Progress	\$	840
4/14/2025	Double key core door handles (10 needed, \$660 ea)	Bethel	In Progress	\$	6,600
4/14/2025	Milestone Camera System	Bethel	In Progress	\$	35,000
4/14/2025	New Van w/donated wrap	Bethel	In Progress	\$	59,853
4/14/2025	Emergency HVAC	Bethel	In Progress	\$	25,000
4/14/2025	Emergency Plumbing	Bethel	In Progress	\$	25,000
4/14/2025	NAMI Contract	Bethel	In Progress	\$	280,000
4/14/2025	Emergency Roof repairs	Bethel	In Progress	\$	40,000
4/14/2025	Grounds camera systems	Athletics	In Progress	\$	30,000
4/14/2025	No Slip Grip On Stadium Bleachers H	Athletics	In Progress	\$	17,000
4/14/2025	No Slip Grip On Stadium Bleachers V	Athletics	In Progress	\$	4,000
4/14/2025	Stain Press Box Stairs and Paint Handrails	Athletics	In Progress	\$	2,688
4/14/2025	Paint Both Softball Dugouts	Athletics	In Progress	\$	2,188
4/14/2025	JV Softball batting cage poles	Athletics	In Progress	\$	500
4/14/2025	Replace Existing Football Shed with New	Athletics	In Progress	\$	6,000
4/14/2025	Replace Existing Soccer Shed with New	Athletics	In Progress	\$	5,000
4/14/2025	Soccer electrical upgrade (includes \$7300 addtnl sub panel)	Athletics	In Progress	\$	24,090
4/14/2025	V Baseball Glass Film	Athletics	In Progress	\$	500
4/14/2025	Sprinkler heads baseball, practice soccer, practice football	Athletics	In Progress	\$	4,896
4/14/2025	Announcers Console for LaCrosse (Warrior)	Athletics	In Progress	\$	1,025
4/14/2025	Batting Cage Artificial Turf (No Installation)	Athletics	In Progress	\$	8,100
4/14/2025	Diamond Infield Tune Up V Baseball	Athletics	In Progress	\$	8,150
4/14/2025	Diamond Infield Tune Up JV Softball	Athletics	In Progress	\$	6,700
	APPROVED AT 4/14/2025 BOARD MEETING			\$	3,927,689
5/12/2025	Bridge work: cedar to composite decking upgrade	AES	In Progress	\$	7,125
5/12/2025	Burglar system programming	WIS	In Progress	\$	2,000
5/12/2025	Burglar system monitoring annual contract	Heritage	In Progress	\$	2,000
	APPROVED AT 5/12/2025 BOARD MEETING			\$	11,125
6/9/2025	Lot E to Sports Complex walkway	Grounds	In Progress	\$	12,174
6/9/2025	add 2 barrier gates and railing	AES	In Progress	\$	6,512
6/9/2025	Move & reinstall library items after carpet installation	AES	In Progress	\$	9,800
6/9/2025	Blue light strobe signage	District	In Progress	\$	1,420
6/9/2025	Gymnastics spring board (should we consider something new for at WMS next year?)	Athletics	In Progress	\$	54,249
6/9/2025	fire suppression tank	PES	In Progress	\$	800
6/9/2025	emergency repair funds (electrical)	District	In Progress	\$	25,000
6/9/2025	Barrier Gate	WIS	In Progress	\$	4,000
6/9/2025	Robot vacuums (1 HES, 1 WHS) (\$9298.41 each) - ONLY 1 APPROVED	WHS & HES	In Progress	\$	9,299
6/9/2025	tie in for compressed air	WHS	In Progress	\$	2,336
6/9/2025	Robot floor scrubber (1WHS, 1HES) - ONLY 1 APPROVED	WHS & HES	In Progress	\$	75,838
6/9/2025	roof repairs, clean, prime and strip 210' ridge w/formflash to cover all rust holes	Bethel	In Progress	\$	4,100
6/9/2025	reseal 350 linear feet of control joints on Southeast & Southwest exposure walls	WHS	In Progress	\$	4,260
6/9/2025	Flashing stop signs with solar (\$1625/ea) 2 needed + 2 speed bumps	District	In Progress	\$	4,250
6/9/2025	table carts (5)	WHS	In Progress	\$	1,500
6/9/2025	Room wall in girls Locker room to use for storage	PES	In Progress	\$	4,983
6/9/2025	Replacement bulb for pool UV	WHS	In Progress	\$	1,200
	APPROVED AT 6/9/2025 BOARD MEETING			\$	221,720
7/14/2025	Sump pump motor remote monitor (2 units)	WHS	In Progress	\$	4,600
7/14/2025	HS Interior Wave Plates	WHS	In Progress	\$	3,181
7/14/2025	gates in bathrooms	WHS	In Progress	\$	8,587
7/14/2025	Re-Plumb Flag Pole	WHS	In Progress	\$	460
7/14/2025	PM All Sets of Permanent Bleachers	WHS	In Progress	\$	2,900
7/14/2025	HS Door 19 carpet	WHS	In Progress	\$	4,987
7/14/2025	Artificial Turf Install at V Softball & JV Softball	ATH	In Progress	\$	6,620
7/14/2025	1 More Roll of Artificial Turf for JV Softball	ATH	In Progress	\$	3,450
7/14/2025	Door 24 - install rain drip, Door 13 - continuous hinge	WHS	In Progress	\$	557
7/14/2025	Global Water closed loop filtration system on 3 boilers (2 HS, 1 AES)	WHS& AES	In Progress	\$	9,111
7/14/2025	Doublesided communications board	HES	In Progress	\$	4,010
	APPROVED AT 7/14/2025 BOARD MEETING			\$	48,463
	Financial Plan 2027-28			\$	1,677,477
	Allocation of maintenance expenses to Fund 49 for 2025-26			\$	1,000,000
	APPROVED AT 9/8/2025 BOARD MEETING			\$	2,677,477
				\$	410,471
10/13/2025	pool maintenance items	WHS	In Progress	\$	3,012
10/13/2025	Cardio room maintenance	WHS	In Progress	\$	26,042
10/13/2025	iMop handheld scrubber	WHS	In Progress	\$	5,750

10/13/2025	Exmark 60" autonomous lawn mower (\$22k approved 23-24)	DISTRICT	In Progress	\$	28,179
10/13/2025	Stanley Magic Force Operator	WHS	In Progress	\$	9,434
10/13/2025	2 new PC's (B. Ripp, D. Nolden) \$950 each	DISTRICT	In Progress	\$	1,900
10/13/2025	Basketball Hoop apparatus (Scott gathering additional info)	WHS	In Progress	\$	108,760
	APPROVED AT 10/13/2025 BOARD MEETING			\$	183,077
12/8/2025	replace lighting throughout the building	WIS	In Progress	\$	5,347
12/8/2025	salt spreader for tractor	PES	In Progress	\$	6,200
12/8/2025	salt spreader for tractor	IS/HES	In Progress	\$	6,200
12/8/2025	Aquatics scoreboard parts	WHS	In Progress	\$	12,700
12/8/2025	replacement window	WIS	In Progress	\$	4,008
12/8/2025	replace faulty security system panel	PES	In Progress	\$	22,862
12/8/2025	Repair leaking gutters	PES	In Progress	\$	4,999
12/8/2025	500 gallon truck-mounted brine sprayer	District	In Progress	\$	20,995
12/8/2025	turf to finish batting cages	WHS	In Progress	\$	1,420
	APPROVED AT 12/08/2025 BOARD MEETING			\$	84,730
1/12/2026	New baseball bases (per WIAA regulations)			\$	1,110
1/12/2026	Updated pool scoreboard			\$	10,015
	APPROVED AT 1/12/2026 BOARD MEETING			\$	11,125
2/9/2026	Pull up bar for pole vaulters			\$	200
2/9/2026	New Pole Vault Pit Mats			\$	26,500
	APPROVED AT 2/09/2026 BOARD MEETING			\$	26,700
	Total Approved to Date			\$	22,847,218

LOCATION	PROJECT	ANNUAL MAINT	QUOTE	VENDOR
AES	Playground Mulch	Yes	\$5,415.00	JR's
AES	Add shed door	No	\$7,500.00	Vogel
AES	2 Phones K Breakout Areas (safety/security)	No	\$600.00	Rick & Dustin
ATHLETICS	V Softball Tune Up	Every Other	\$6,700.00	Diamond Fine
ATHLETICS	JV Baseball Tune Up	Every Other	\$8,150.00	Diamond Fine
ATHLETICS	Warrior Field Turf Maintenance	No	\$3,300.00	
ATHLETICS	Number exit gates at Warrior stadium (7 - safety/security)		\$350.00	safety/security
ATHLETICS	Pull up bar for pole vaulters		\$200.00	
ATHLETICS	New Pole Vault Pit Mats	No	\$26,500.00	
DISTRICT	Emergency Roofing Funds		\$40,000.00	
DISTRICT	Emergency Plumbing Funds		\$25,000.00	47
DISTRICT	Emergency Electrical Funds		\$10,000.00	
DISTRICT	Emergency structural repairs		\$15,000.00	
DISTRICT	Gym floor resurfacing (6)		\$26,525.00	
DISTRICT	Door Handle Removals (safety/security)	No	\$26,459.83	Quality Door
DISTRICT	Secure shipping and receiving areas (safety/security)	No	\$50,537.04	Global Com
DISTRICT	Asphalt Crack Fill (AES & PES & WHS)	No	\$17,500.00	SSI
DISTRICT	Door signage (safety/security)	no	\$2,092.00	SuttleStraus
DISTRICT	Re-paint the Boardroom	No	\$1,088.00	Five Star Painting
DISTRICT	replace baseboard in Boardroom	No	\$502.00	H&R Carpets
PES	Atrium main hallway camera addition and upgrade 7 other cameras	No	\$20,000.00	Globalcom
PES	South Playground reconstruction	No	\$111,621.81	SCC
PES	Midwest Playscapes new and upgraded equipment		\$262,549.66	Midwest
PES	Playground Mulch (North and West)	Yes	\$3,325.00	JR's
PES	playground equipment installation for warranty items		\$2,178.53	Midwest
WHS	Front Office Monitors (safety/security)	No	\$1,600.00	Rick and Dustin
WHS	Hallway Gates 1100 & 1600 (safety/security)	No	\$11,219.00	Northland Door
WHS	complete pool area roof	No	\$19,800.00	NMR
WHS	Restroom renovation	No	\$4,900.00	
WIS	playground equipment installation for warranty items		\$1,744.66	
WIS	Camera video monitor at front desk (safety/security)	No	\$800.00	Global Com/Rick Franz
WIS	resurface whiteboards	No	\$130,945.68	MBS
WIS	add concrete path to walkway between parking lot and building	No	\$4,371.00	Vogel
			\$848,474.21	
			\$821,774.21	less items approved 2.9.26



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

48

Waunakee Community High School

Summer 2026

March 2, 2026

VOGEL
BROS. BUILDING CO.



Agenda

- Review Updated Budgets
- Review/Approve Vogel Bros. GMP Amount
- Approve Subcontractor Awards

Summer 2026 Proposed Scope of Work - Budget Summary

From Board Presentation October 2025

	Total
Site Safety	\$ 295,991
Building Safety/Security South (existing MS)	\$ 780,629
Classrooms - HS Department Move	\$ 571,702
Classroom FACE	\$ 191,914
Cafeteria	\$ 191,836
WaunaGrow (K-8)	\$ 263,092
Softball Press Box	\$ 261,600
	\$2,556,764

- Assumptions:
- 10% Contingency Included
- Based on work happening summer 2026
- Based on all projects happening concurrently

Summer 2026 Proposed Scope of Work - Budget Summary

Revised Scope Since October

	Total
Site Safety	\$ 295,991
Building Safety/Security South (existing MS)	\$ 780,629
Classrooms - HS Department Move	\$ 571,702
Classroom FACE (modifications changed)	\$ 191,914
Cafeteria	\$ 191,836
Math Rooms Furniture	\$ 466,909
Softball Press Box	\$ 261,600
	\$ 2,760,581

51

Changes from October scope approval:

- FACE – casework focused vs. demo station
- WaunaGrow (K-8) eliminated
- Math furniture

Summer 2026 Proposed Scope of Work - Budget Summary

	Total
Design Development Budget	\$ 2,760,581
Actual Bid Results (Includes FF&E & Design)	\$ 2,734,322

- POTENTIAL FUNDING SOURCES:
 - ORIGINAL HIGH SCHOOL REFERENDUM SCOPE NOT COMPLETED \$ 1,320,000
 - DEDUCTIVE CHANGE ORDER - PORTION OF NEW MIDDLE SCHOOL SAVINGS \$ 1,500,000
- \$ 2,820,000**

Summer 2026 Bid Awards

SUBCONTRACTOR BID AWARDS:

MASONRY
ROOFING
CASEWORK
DOORS/FRAMES/HARDWARE
INTERIOR GLAZING
DRYWALL/METAL STUDS
ACOUSTICAL CEILING
OVERHEAD DOORS
FLOORING
PAINTING
EARTHWORK
CURB AND GUTTER
ASPHALT
PLUMBING
MECHANICAL
ELECTRICAL

CROWLEY MASONRY
MALY ROOFING
CUSTOM DESIGN CABINETRY
BLOCK IRON/TRI CITY
HELLENBRAND
WALL-TECH/STEEL ROCK
BADGER ACOUSTICAL
CENTRAL DOOR SOLUTIONS
SERGENIANS
LANGE'S PAINTING
KMS EXCAVATING
RAYMOND P. CATTELL
PAYNE AND DOLAN
HOOPER
NAMI
WESTPHAL



Timeline:

- June 2026 - Construction starts
- August 2026 – Construction complete
 - (Softball Press box timing is pending)



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, March 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: Hetzel, Heinrichs, Sonne (arrived at 7:35am)

Also present: Brown, Summers, Newton, Jondle, and Grabarski

III. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Heinrichs 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. A motion was made by Heinrichs, second by Hetzel, to recommend that the budget committee establish a fund 10 balance goal for 25-26 of \$1.1 million and authorizing administration to allocate expenditures across accounting funds to meet this goal. Motion carried 2-0.

B. Update on Financial Plan / Property Tax Levy

Summers presented and answered questions regarding the financial plan related to the November 2022 referendum. A review of discussions with our financial advisors and included a tax levy analysis that will be presented to the community as part of the spring survey. The tax levy analysis includes:

- 1) Refinancing the tax levy reduction from October 2025
- 2) Issuing debt of \$95 million for the high school
- 3) Requesting \$2.1 million per year for 4 years for operational expenses
- 4) Not utilizing any of the IRS clean energy rebates (recommendation of facility committee)

The tax levy chart for the community survey did not change when the borrowing increased from \$95 million to \$105 million. The committee asked questions and gave feedback on this information.

VI. 2026-2027 PLANNING

A. High-Level Budget Planning

Summers presented and answered questions regarding the budget committee approval of the 2026-27 budget planning process. A motion was made by Heinrichs, second by Sonne to recommend that the full board consider the Middle School Interventionist position as presented. Motion carried 3-0.

B. 4K Planning

Summers presented and answered questions regarding an update on the 4K planning process for the 2026-27 school year. Additional information may be presented to the full board on March 9th.

VII. DISCUSSION/ACTION ON PROPOSALS

A. Request for Proposal for Legal Services

Summers presented and answered questions regarding consideration for a request for proposal of legal services. The committee is in favor of this and also asked that it be put into a 5-year review similar to other contracted services WCSD uses.

B. Request for Proposal for Mental Health Services

Jondle presented and answered questions regarding consideration for a request for proposal of mental health services. The committee is in favor of this RFP.

VIII. OTHER ITEMS FOR DISCUSSION – N/A

IX. FUTURE AGENDA ITEMS – N/A

X. ADJOURN

A motion was made by Heinrichs, second by Sonne, to adjourn the meeting at 8:27am. Motion carried 3-0.

DH CS 8:27



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**Preliminary
Budget Planning
2026-27 School Year**

Budget Committee Meeting
March 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 FTE request to school board for approval
March 9	Present budget planning process to the School Board for approval
March 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 2026-27 student 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.

Student Demographic Data – Waunakee

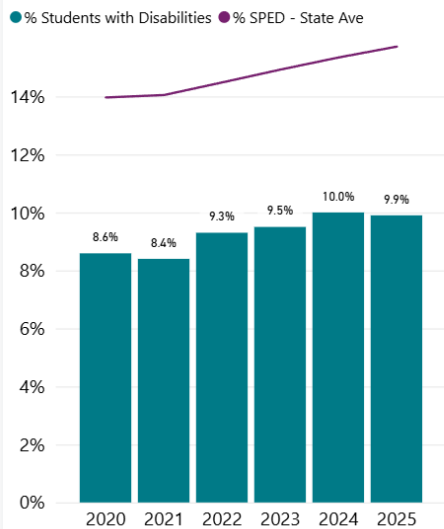
Student Ethnicity



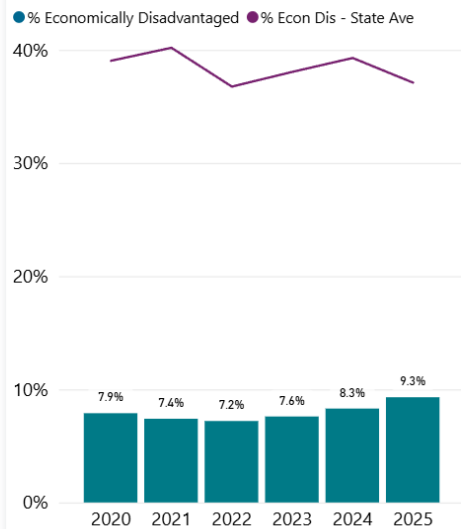
● Asian
 ● Black or African American
 ● Hispanic
 ● Two or More Races
 ● American Indian or Alaskan
 ● Native Hawaiian or Pacific Islander
 ● White

Year	Asian	Black or African American	Hispanic	Two or More Races	American Indian or Alaskan	Native Hawaiian or Pacific Islander	White
2021	14	6	24	18	0	0	416
2022	17	7	33	22	0	0	431
2023	16	8	38	21	0	0	434
2024	19	9	43	25	0	0	451
2025	20	9	48	29	0	0	451

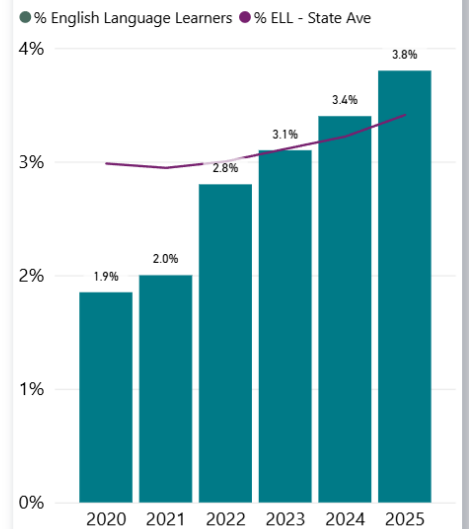
% Students with Disabilities



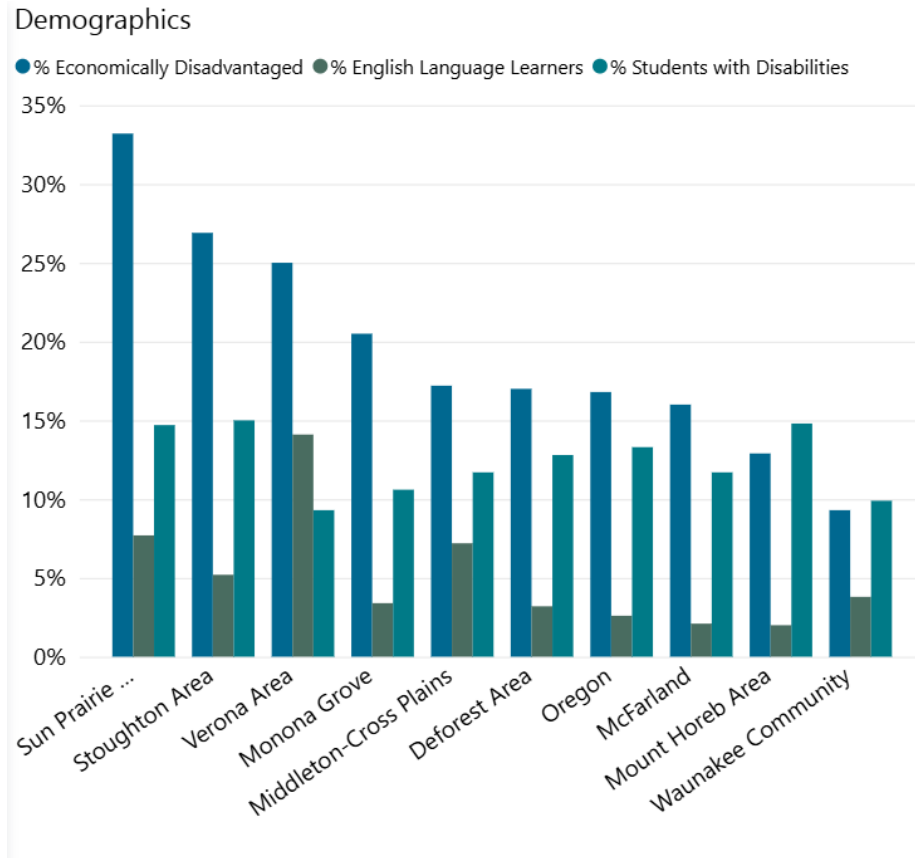
% Economically Disadvantaged



% English Language Learners



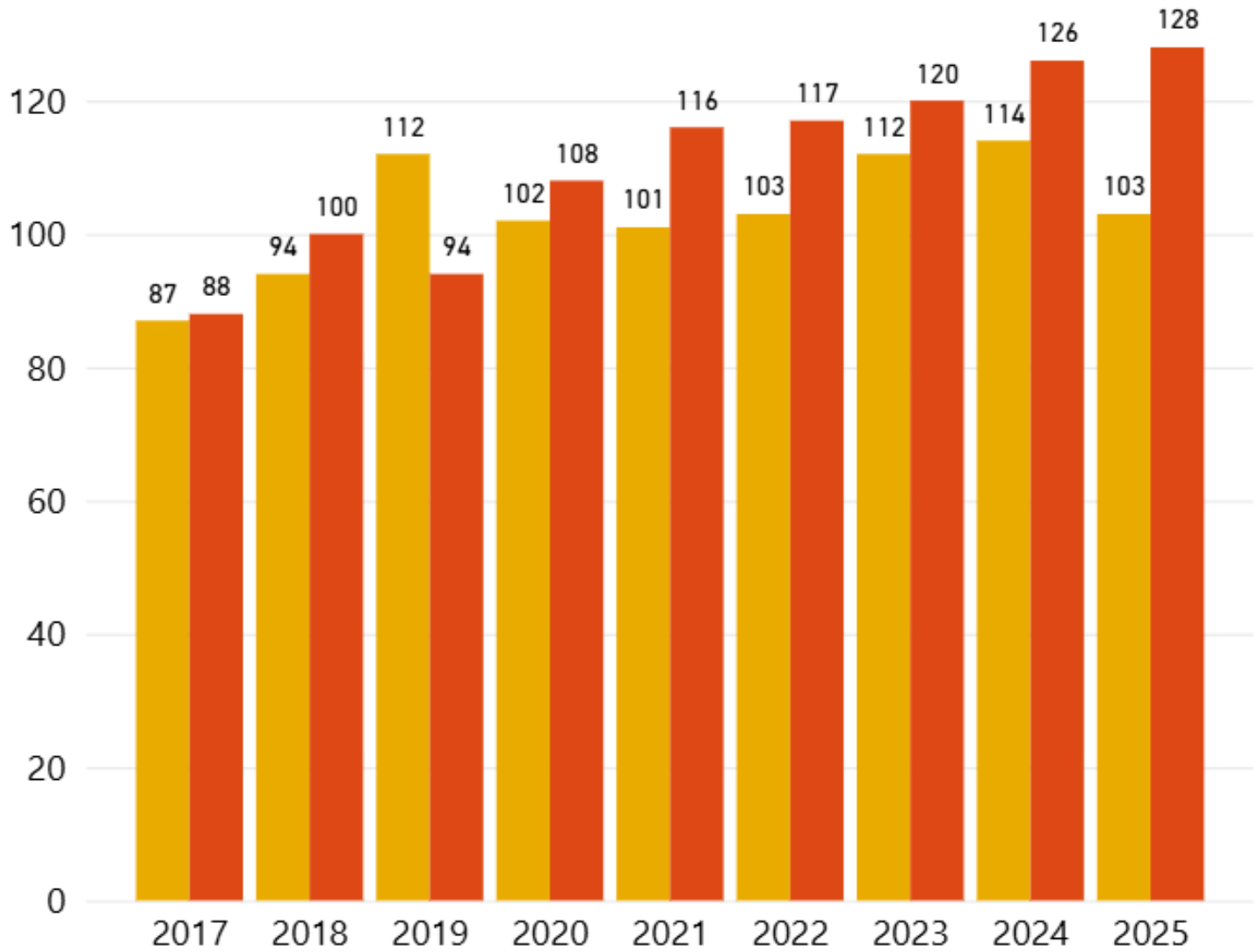
Student Demographic Data – Peer Districts



Open Enrollment Data – Waunakee

Open Enrollment

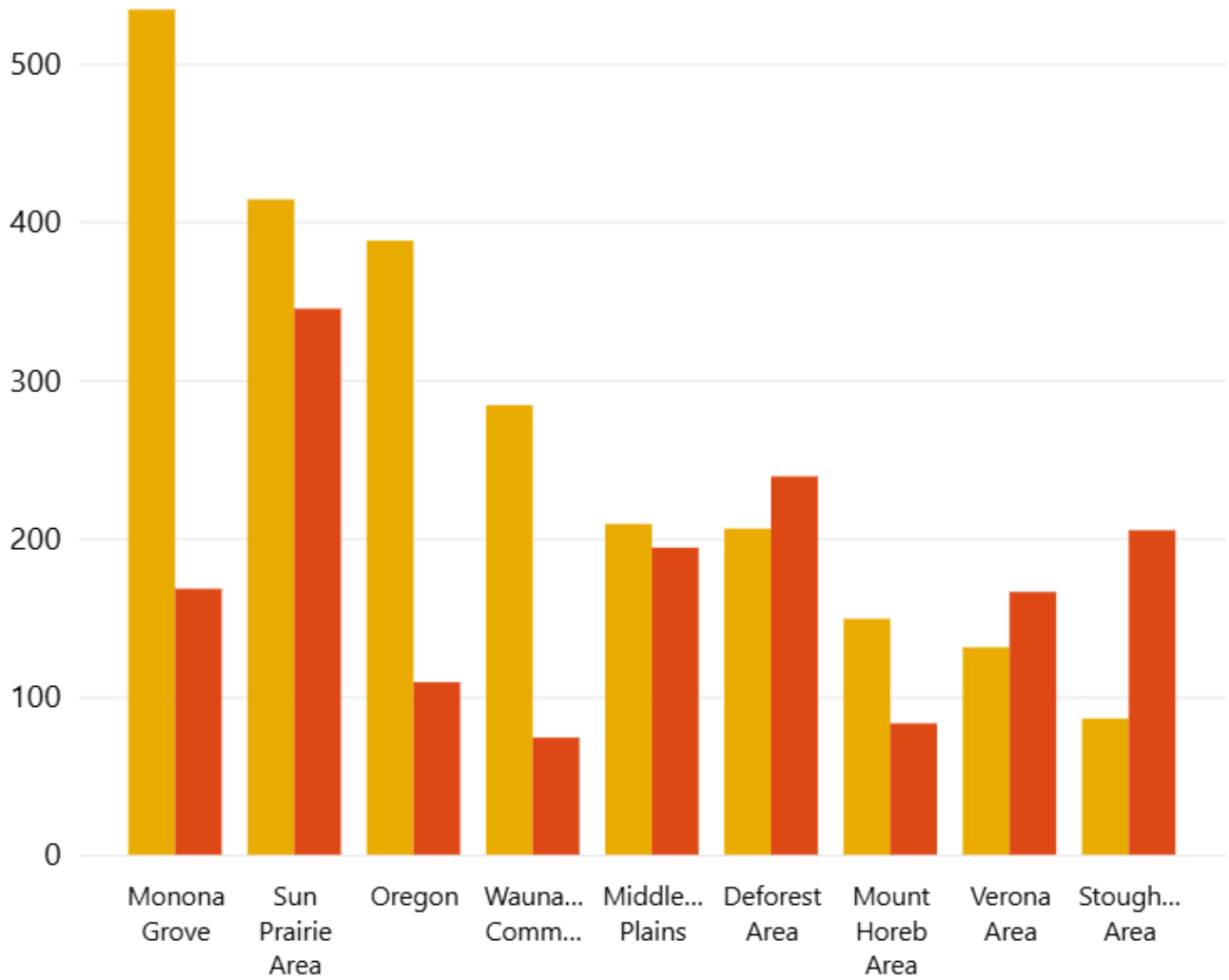
● Pupil Transfers In ● Pupil Transfers Out



Open Enrollment Data – Peer Districts

Open Enrollment Students

● Open Enrollment In ● Open Enrollment Out



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.

Waunakee Community School District

2025-26 Staffing Ratios

<u>School</u>	<u>Staff</u>	<u>Students</u>	<u>Ratio</u>
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

<u>School</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>
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

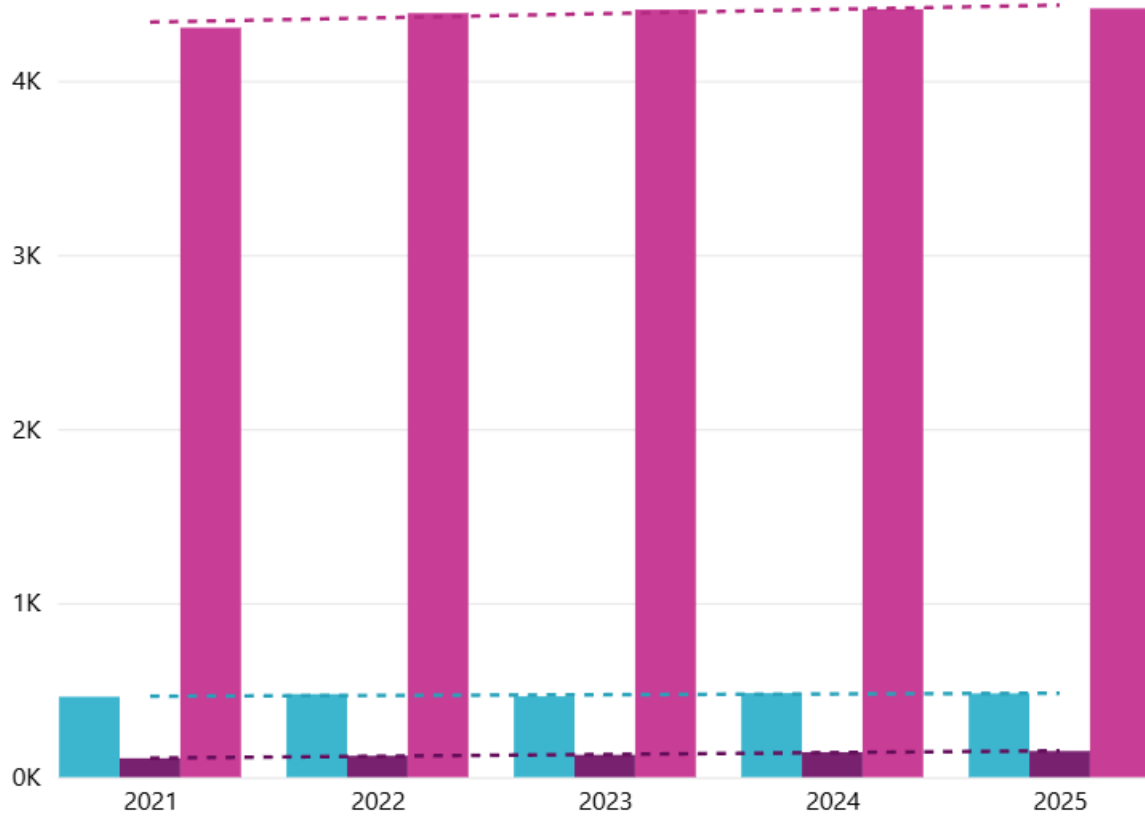
SWD ratio is based on total enrollment

Staffing vs Enrollment Changes

District Enrollment and Staff FTE



● Reg Ed ● SPED ● District Enrollment



Year	Reg Ed	SPED	District Enrollment
2021	461.79	108.47	4,304
2022	476.98	123.06	4,388
2023	464.39	128.05	4,408
2024	482.99	143.40	4,410
2025	480.82	150.15	4,415

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.

Waukeek Community School District

Three-Year Enrollment Projections

Grade	3-Year Average			
	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

Waukeek Community School District

V. 2026-27 PLANNING

Enrollment Information/Projection

Grade	September 2025 Count				November 2025				3-Year Average			
	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

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

7 th – 8 th 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

9 th – 12 th 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

<u>K</u>	-	<u>12 Sections- (-1 at Heritage, -1 at Prairie)</u>	
		Arboretum-	4
		Heritage-	4
		Prairie-	4
<u>1</u>	-	<u>14 Sections- (no change)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>2</u>	-	<u>14 Sections- (-1 at Heritage)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>3</u>	-	<u>14 Sections- (-1 at Prairie)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	5
<u>4</u>	-	<u>15 Sections- (+1 at Prairie)</u>	
		Arboretum-	4
		Heritage-	5
		Prairie-	6
<u>K-4</u>	-	<u>Total (estimates indicate a -3.0 FTE in grades K-4)</u>	
		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.

Waukeek Community School District

Fund 10 –“Big Picture Overview”

Current Scenario	Prior Years		Current 2025-26	Projections				
	2023-24	2024-25		2026-27	2027-28	2028-29	2029-30	2030-31
4K Class Size	238	249	221	141	141	141	141	141
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	\$4,200,000	\$2,100,000	\$2,100,000	\$2,100,000
Fund 10 Revenues	\$64,018,308	\$68,102,085	\$71,192,701	\$74,470,261	\$81,642,429	\$80,919,311	\$83,356,309	\$85,073,122
Fund 10 Expenditures	\$64,559,224	\$68,102,085	\$71,192,701	\$74,006,613	\$77,426,206	\$81,084,585	\$84,826,258	\$88,640,559
Surplus (Deficit)	(\$540,916)	\$0	\$0	\$463,648	\$4,216,223	(\$165,274)	(\$1,469,949)	(\$3,567,437)
Fund Balance	\$7,481,181	\$7,481,181	\$7,481,181	\$7,944,829	\$12,161,051	\$11,995,777	\$10,525,828	\$6,958,391
Fund Balance %	11.6%	11.0%	10.5%	10.7%	15.7%	14.8%	12.4%	7.9%
Operating Expenses	\$68,767,429	\$72,712,783	\$77,491,249	\$81,974,544	\$85,648,095	\$89,573,131	\$93,594,793	\$97,703,083
Equalization Aid	\$24,685,494	\$24,634,807	\$23,334,386	\$22,516,448	\$20,704,024	\$18,900,251	\$16,065,213	\$13,655,431
Total Tax Levy	\$41,692,918	\$44,823,271	\$47,501,003	\$51,359,026	\$57,752,335	\$64,647,654	\$72,180,306	\$76,238,565
Mill Rate	\$8.97	\$8.90	\$8.60	\$8.78	\$9.31	\$9.83	\$10.36	\$10.32

- This overview includes the approved November 2024 operational referendum
- **The current 4K planning process includes 6 district half day programs and 6 community partner locations. The financial scenario identified above is based on the current 4K enrollment (141) and making a \$5,000 payment for each 4K student. A district half day program would not have the enrollment support as this time. Any FTE savings from reallocating positions or accepting additional open enrollment students are not factored into the above scenario.**
- The change in FTE at the middle school (+3) are not reflected in the positive budget balance of \$463,648. The positive budget balance changes to +\$163,648. The board approved 2.0 FTE 8th grade teachers at the February board meeting and discussed a 1.0 FTE increase for an interventionist.
- 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:

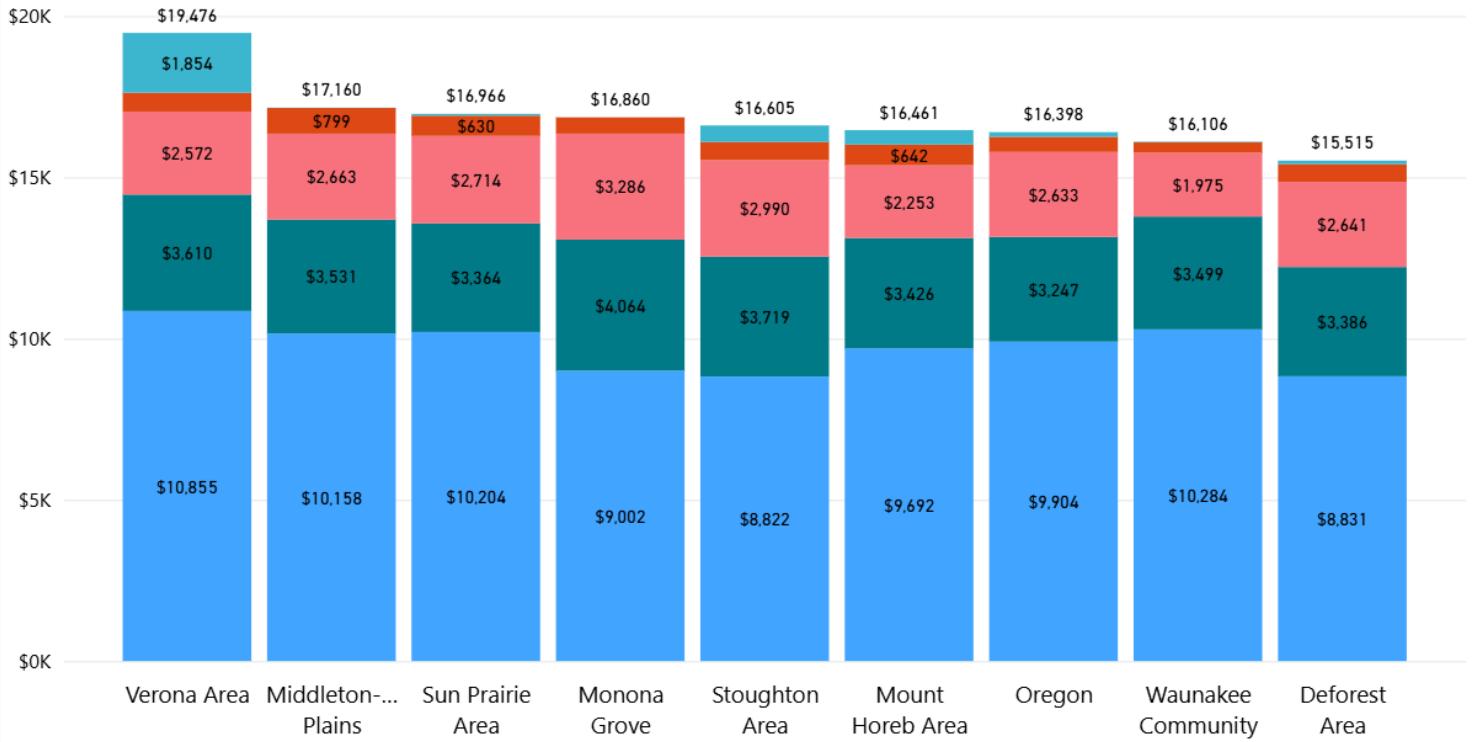
- **Maintenance projects (currently funded through referendum \$)**

Waunakee Community School District

Comparable Financial Data

Fund 10 & 27 Spending by Object per Pupil

OBJECT SALARIES BENEFITS PURCHASED SERVICES NON-CAPITAL CAPITAL



Average Spend: \$16,838.55

Below average spend total: \$3,231,278.05

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 Tuesday, March 3, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Ensign called the meeting to order at 7:30am.

II. ROLL CALL

Present: Ensign, Hetzel (sub for Frey), Sonne

Also present: Brown, Newton, Schell, Weisman, and Blackburn

III. APPROVE AGENDA

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

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

V. TRANSPORTATION DISCUSSION

Newton discussed and answered questions regarding changes to transportation starting in the fall of 2026.

Implementation of the unusually hazardous transportation plan would eliminate bus transportation for 251 students or 3 bus routes.

A possible option for 2026-27 would include:

- 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.

A motion was made by Sonne, second by Hetzel, to recommend to the full board to consider for one year only the request from the family who lives in WCSD boundaries and is open enrolled in Deforest Schools to have the Deforest bus to cross the boundary line to pick up these students. Prior to the 27-28 school year, this parent should request again. Motion carried 3-0.

VI. TRANSPORTATION POLICIES FOR DISCUSSION, REVIEW & CONSIDERATION

Newton presented and answered questions regarding the changes to these policies.

- A. 751 Exhibit Fee Schedule for Transportation to and from Licensed Daycare
- B. 751 Student Transportation Services – for review/reference only, no changes required.
- C. 751 Rule 1 Student Transportation Services

A motion was made by Sonne, second by Hetzel to recommend that the full board keep the title of policy 751 Exhibit the same for 26/27 and review again for 27/28 to consider changing to license daycare only and/or any other considerations. For policy 751 Rule 1 remove bullet #8 since there will be no shuttle services, but short and long routes to get students to after school care. Also, implement any other changes as presented. Motion carried 3-0.

VII. CELL PHONE POLICIES FOR DISCUSSION, REVIEW & CONSIDERATION

Schell presented and answered questions regarding the changes to this policy. 2025 Wisconsin Act 42 requires all public-school districts to implement policies that prohibit student use of cell phones and other personal devices during instructional time with limited exemptions. The new law takes effect July 1, 2026.

Our current 443.6 policy generally meets or exceeds the scope of Act 42's requirements, but revisions are required to include more detail under the law and the limited exemptions. The revised policy extends our current stance, which is a bell-to-bell restriction in our elementary schools, the Intermediate School and the Middle School with an instructional time restriction in our High School. Preparing students for adult life and the greater complexity of their activities cause us to view the High School differently. Further points are noted in the attachment.

The high school team is continuing to evaluate future directions with cell phone restrictions and will conduct a needs assessment process with stakeholders this fall on policy direction for 2027-2028.

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

VIII. OTHER ITEMS FOR DISCUSSION – N/A

IX. FUTURE MEETINGS -N/A

X. ADJOURN

A motion was made by Hetzel, second by Sonne, to adjourn the meeting at 8:16am. Motion carried 3-0.



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

Fwd: Transportation Question for Open Enrolled Out of the District

1 message

wcsd_transportation <wcsd_transportation@waunakee.k12.wi.us>

Thu, Feb 5, 2026 at 12:17 PM

To: Steve Summers <stevesummers@waunakee.k12.wi.us>, Alexandra Newton <alexandranewton@waunakee.k12.wi.us>

Cc: Rebecca McDonough <rebeccamcdonough@waunakee.k12.wi.us>

Here is the request for policy committee.

Thank you,

Dannette Weisman

Administrative Assistant to the Director of Business Services

Office Phone: (608) 849-2000 ext. 8272

Wauunakee Community School District

905 Bethel Circle Wauunakee, WI 53597



----- Forwarded message -----

From: **Jaime Smith** <jaimelsmith06@gmail.com>

Date: Thu, Feb 5, 2026 at 11:49 AM

Subject: Transportation Question for Open Enrolled Out of the District

To: <wcsd_transportation@waunakee.k12.wi.us>

Madam or Sir,

I'm writing as a resident of the Wauunakee School District with two children who are open enrolled into the DeForest Area School District. Our home is located very close to the boundary between the two districts.

According to the Wisconsin Department of Public Instruction, *"A nonresident or resident school district is permitted (but not required) to provide transportation to open enrolled pupils; however, the nonresident school district is prohibited from picking up or dropping off a pupil within the boundaries of the pupil's resident school district unless the resident school district agrees."*

With that guidance in mind, I would like to request permission for the DeForest Area School District, if they are willing, to pick up my children at our house for morning transportation beginning next school year. I understand that this is entirely at the discretion of the resident district, and I appreciate your consideration of this request.

If there is a formal process or additional information you need from me, I would be happy to provide it.

Thank you very much for your time and attention.

J. Smith

Fee Schedule for Transportation To & From Babysitters Licensed Daycare

Policy #751
Exhibit

Waunakee Community School District

Page 1 of 1

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. Two (2) parent/guardian households are each considered one (1) consistent pick-up/drop-off location. 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.

Student Transportation Services

Policy #751
Rule (1)

Waunakee Community School District

Page 4 of 4

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

Revised: 9/9/85
March 1994
September 1994
12/11/95
6/8/98
June 2002
May 2006
May 2007
February 2010
April, 2020
September 2024

1. Protecting Instructional Time Is the Core Priority

The policy directly safeguards learning, attention, and engagement where it matters most — during instruction — without extending beyond academic purpose.

2. Teaching Responsible Use vs. Enforcing Prohibition

Schools are responsible for developing digital citizenship and decision-making skills, not simply eliminating access.

3. Gradual Release of Responsibility

Just like academic learning, behavioral expectations should develop independence through structured practice rather than total restriction.

4. Development of Executive Function & Self-Regulation

Students build impulse control, situational judgment, and self-management when expectations require internal regulation.

5. Alignment With Real-World Expectations

Balanced policies better mirror college, careers, and adult environments where responsible management — not prohibition — is expected.

6. Reducing Conflict & Enforcement Burden

Classroom-focused restrictions minimize unnecessary power struggles and enforcement fatigue compared to all-day bans.

7. Preserving Relationship Capital & School Climate

Reasonable, targeted policies promote trust, respect, and stronger staff–student relationships.

8. Supporting Practical Communication & Student Needs

Allowing phone access outside instruction recognizes legitimate student needs (family, transportation, work, safety).

9. Equity & Developmentally Appropriate Practice

All-day bans may unintentionally create inequities and fail to align with adolescent developmental needs for autonomy.

10. Promoting Internal Responsibility Rather Than External Control

The policy reinforces long-term independence, self-management, and maturity instead of reliance on constant adult monitoring.

“This policy is not about limiting phones — it is about protecting learning while developing responsibility.”

We safeguard instruction, reduce unnecessary conflict, and intentionally prepare students for environments where self-regulation is essential.

Electronic Devices in School Settings: General Expectations for Students

At all times when students are attending school, participating in any school-sponsored activity, or otherwise subject to the supervisory authority of District officials and school staff, **all** students are responsible for ensuring ~~ensure~~ that their possession, storage, and use of **all** electronic devices and technology-related equipment is appropriate with respect to:

1. **time** (when the device or equipment is being used);
2. **location** (where the device or equipment is being used); and
3. **manner** (how and for what purpose the device or equipment is being used).

This includes using electronic devices in a manner that is consistent with this Policy and with other District/school policies, rules, and directives that address the acceptable use of technology, personal privacy interests, and general student conduct.

If a student engages in misconduct or violates a law or a District or school-level policy, rule, or supervisory directive regarding the possession, storage, and/or use of electronic devices or technology-related equipment, the student is subject to a broad range of potential District-imposed consequences. Specific consequences, including potential disciplinary sanctions, are determined based on the student's specific conduct or violation(s). Consequences may include the temporary confiscation of the device/equipment. District personnel may also refer specific incidents or allegations to law enforcement.

If a student brings a non-required personal electronic device or a related personal electronic item to school or to any District-sponsored or District-supervised activity, the student does so (1) subject to all applicable laws and District policies, and (2) at the student's and any separate device owner's own risk. The District and its agents accept no liability for and, unless required by law, are not responsible for any damage to or any theft, misappropriation, misuse, or other loss of any device or any device data. With a legally-sufficient basis and to the extent otherwise permitted by and consistent with applicable laws, school officials may conduct an appropriately-limited search of specific device content/data.

Device Definitions

In this Policy, a "**restricted device**" means any of the following electronic devices, except for any device that has been provided/issued by the District and except for any school-required electronic devices:

1. A "**wireless communication device**," which means a portable wireless device that has the capability to provide voice, messaging, or other data communication between 2 or more parties.
2. An electronic device that is capable of recording or transmitting audio, picture, or video content that originates from the device's location.
3. An electronic device that is capable of sending data to and receiving data from a data communications network, including through device pairing.
4. Any electronic device that has a primary purpose of providing entertainment.

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Policy 443.6

Sample Policy 6

Page 2 of 5

Specific examples of restricted personal devices include cell phones/smart phones, tablet computers, laptop computers, smart glasses, smart speakers, gaming devices, portable electronic media players, and action cameras. Smartwatches may only be used for their clock faces.

Elementary, Intermediate, and Middle Schools: Student Use and Storage of Restricted Devices During the School Day

1. **Use of Restricted Devices Is Generally Prohibited During the School Day.** Subject to the limited exceptions identified later in this Policy, students who are attending school in-person shall not use a restricted device during **school hours** on a school day. This rule applies during **both** instructional time and non-instructional time (such as lunch, passing time, recess, etc.), while a student is participating in any District-supervised activity away from school grounds during school hours, and to all locations on school grounds.
 - a. School hours **start** as of the time after which a student's absence from school would count toward tardiness or absenteeism on that day.
 - b. School hours **end** at the earlier of (1) the time established for general student dismissal on that day; or (2) the time at which the individual student has departed from the school building for the day and is no longer participating in any school activity.
2. **Device Storage.** At all times during school hours when students are prohibited from using a restricted device and when no exception allowing use applies, students who are attending school in-person are required to have their restricted devices **powered off** and away and out of sight. Expectations for device storage will be established by school rules or, at times, by a situation-specific directive that is communicated to students.

High School and Remote Virtual Learning: Use of Restricted Personal Electronic Devices is Generally Prohibited During All Instructional Time

At high school grade levels and in all virtual remote learning instructional settings, students are prohibited from using **restricted devices** during **instructional time** unless one of the limited exceptions permitted under this Policy applies. The terms "restricted devices" and "instructional time" are defined below.

Limited Exceptions

Students who are attending school in-person may appropriately use **restricted devices** at a time during the school day when possession and/or use would otherwise be prohibited by this Policy if one or more of the following limited exceptions applies:

1. **By Direct Permission.** Students may use a restricted device when a school administrator, District staff member, or other adult-in-charge who is responsible for the supervision of the student(s) and/or for the relevant school-related activity has given the student(s) direct

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Policy 443.6

Sample Policy 6

Page 3 of 5

permission to do so. The permission may be limited to specific devices and to a specific time, location, and manner of use. In addition:

- a. During all **instructional time**, any such permission for student use of a restricted device **must** be for an **educational purpose**. A teacher who is responsible for the student(s) during the relevant instructional time has initial authority to determine appropriate educational purposes.
 - b. A staff member or other adult-in-charge may temporarily excuse a specific student from an instructional setting to go to a non-instructional, school-supervised setting (for example, the school office) so that the student may engage in necessary or important communication that may involve the use of a restricted device.
2. **Students with Disabilities.** A student may use a restricted device, including a restricted device that functions as assistive technology, as authorized and specified in a student's written individualized education program (IEP) or Section 504 plan.
 3. **Students with Health Care Management Needs.** A student may use a restricted device for a health care management reason that has been pre-arranged with an administrator's approval or that is documented in a school-approved individualized health care plan for the student. If not directly involved in the approval process, the principal of the student's school shall be notified of any such arrangements.
 4. **Legitimate Emergencies and Threats.** Subject to situation-specific directives that may be given to the student(s) by a District employee, by another adult-in-charge, or by public safety personnel, a student may use a restricted device to directly and appropriately respond to an event or situation that a reasonable student would identify as an actual health or safety emergency or perceive as an imminent threat that poses a serious risk to health or safety.

Use of a device under any of the limited exceptions identified above must always occur in an appropriate location and in an appropriate manner.

General Rule for School-Provided Transportation Outside of School Hours.

While a student is utilizing District-provided transportation outside of school hours, students at all grade levels are normally permitted to use restricted devices provided that (1) the manner of use is appropriate for a school-related setting; (2) the student remains reasonably attentive to his or her surroundings; (3) the use does not create a distraction or other safety issue for the vehicle operator or for any other supervising adult; (4) the use does not unreasonably interfere with other passengers; and (5) the student adheres to any other additional rules or situation-specific directives that might be issued.

Student Possession, Storage, and Use of Restricted Devices During School Activities Outside of the School Day

When students are actively participating in any District-sponsored or District-supervised activity or service outside of the regular school day or are otherwise under the supervision of a

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Policy 443.6

Sample Policy 6

Page 4 of 5

District/school authority outside of the regular school day, rules regarding students' possession, storage, and use of restricted devices at specific times are determined by the following:

1. Any general rules established by the School Board or administration regarding devices and device use that are established for the particular activity or time period.
2. Any situation-specific directive(s) regarding devices and device use that may be communicated to the student(s) by a District staff member, another adult-in-charge, or any public safety personnel. Such a directive, during the time that it applies, may override a general rule.
3. Use of a restricted device is permitted outside of the school day under the same exceptions for emergencies and threats and for a student IEP, section 504 plan, or health-care management reason as apply during the school day (see above).

Policy Scope and Application

1. Nothing in this Policy prohibits the administration from establishing, communicating, and enforcing a rule that **prohibits** students from bringing specific restricted devices to school and/or to school-sponsored or school-supervised activities, subject to the limited exceptions defined above for direct permission, a student's IEP or section 504 plan, or a health-care management reason.
2. Nothing in this Policy prevents the administration from establishing rules or issuing directives related to devices/items that are not included in this Policy's definition of "restricted devices."
3. Students shall not use electronic communication devices:
 - a. To engage in bullying or harassment.
 - b. To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
 - c. To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting.
 - d. In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
 - e. To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).
 - f. In violation of the District's rules surrounding students' acceptable use of technology.

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Policy 443.6

Sample Policy 6

Page 5 of 5

Legal References:

Wisconsin Statutes

[Section 120.12\(29\)](#)

[student use of wireless communication devices; requirements to adopt a policy, notify students of the policy, and report the policy to the DPI]

[Section 120.13\(1\)](#)

[school board power to set conduct rules and discipline students]

[Section 175.22](#)

[locker room privacy and policy requirement]

[Section 995.55](#)

[limitations on school access to personal Internet accounts]

Federal Laws

[20 U.S.C. §1400 et seq.](#)

[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at [34 C.F.R. Part 300](#)]

[29 U.S.C. §794 et seq.](#)

[Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability; implementing regulations affecting students at [34 C.F.R. Part 104](#)]

[15 U.S.C. §6501-6506](#)

[Children's Online Privacy Protection Act (COPPA); implementing regulations at [16 C.F.R. Part 312](#)]

[47 U.S.C. §§254\(h\) and 254\(i\)](#)

[Children's Internet Protection Act (CIPA); implementing regulations at [47 C.F.R. §54.520](#)]

Cross References:

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

Adoption Date:



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

91

Board of Education

Human Resources Dept Update
March 9, 2026

INSPIRING
Excellence
EVERY STUDENT, EVERY DAY!



Overview of HR topics - Core Area #2 Staff Learning, Supports, and Experiences

Department Overview

Key Priorities for 2025-2026 School Year

- Staff Retention / Recruitment
 - District staffing data
- Staff Experience
 - Employee Engagement
- Staff Wellness
 - Staff Wellness Clinic / Insurance / HR Department Goal
- District Leadership Growth
 - COPES
- Future topics

Human Resources



Brian Grabarski
Director of Human Resources



Cari Dailey
Payroll Specialist



Amy Manzetti
Administrative Assistant
Time Off / Absence
Management Coordinator



Ronelle Aime ⁹⁴
Payroll & Benefits Specialist



Jenny Endres
Employment & Benefits
Specialist



Cloe Weihert
HR Administrative Asst
Ask HR communications
Co-curricular Hiring





Primary Responsibilities

- Director of Human Resources
 - Oversee recruitment and selection for entire district staff with the exception of the Superintendent.
 - Improves the employee experience - Hiring to Departure
 - Lead the following district committees - Insurance, Teacher/HR Workgroup (Handbooks), Compensation; Actively support District Safety, Calendar, Policy, and Budget Committees
 - Total Compensation (Salary and Benefits) strategy and management - Negotiations Spokesperson, Market Research, Internal Equity
 - Collaborate and coordinate with the district legal team for all personnel matters
 - Serve as District's Equity and Discrimination Compliance Officer for staff; District's Title IX Coordinator
 - Direct and partner with supervisors in contract non-renewal, layoffs, investigations, discipline and terminations



WCSD Staffing Overview

■ Administrative Assistants	37
■ Classified Staff	153
■ Custodians/Maintenance Staff	44
■ Teachers	391
■ Administrative Support Staff	31
■ <u>Administrators</u>	<u>24</u>
■ TOTAL	680

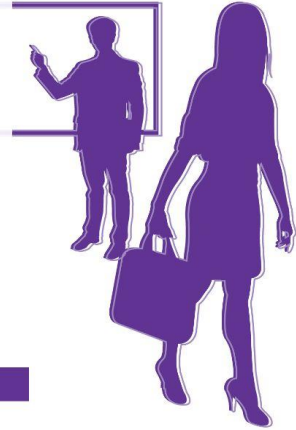
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WCSD is Waunakee's largest employer. Including casual employees, we have payrolls of over 900 individuals. Approximately 80% of our budget is personnel related.



Staff Retention (employees continuing from previous school year)

	# of Employees	AUG 2025	AUG 2024	AUG 2023	AUG 2022
Administrative Assistants	37	94.7%	97.3%	81.6%	78.0%
Custodial & Maintenance	44	84.7%	89.1%	83.0%	69.8%
Classified (Full-time & Part-time)	153	80.1%	74.6%	87.3%	73.3%
Teachers	392	94.1%	91.6%	94.2%	90.4%
Administrative Support	31	96.6%	96.4%	91.6%	90.9%
Administration	24	95.8%	95.8%	90.0%	100%



Administration (Cabinet)
Succession Planning

29

(24 Admin / 5 Admin Support)

Eligible for retirement (age 55)

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
10	2	4	0	0
6-10 yrs.	11-15 yrs.	16-20 yrs.	20+ yrs.	
3	4	3	3	





Staff Engagement = Staff Voice

New Hire Survey

Annual All Staff Engagement Survey -> Building-Specific Action Planning

98

Monthly Building and District Administration / Board / WTA meetings

Trimesterly Ask HR Office Hours in each building

Exit Survey

District Committees - Teacher/HR Workgroup, Insurance, Calendar, Systemwide Leadership, DEI



Why come? Why leave? What's next?

Why do employees come to WCSD?

- District reputation
- Unique role we offered
- Friends and contacts within the district

99

Why do they leave WCSD?

- Career change
- Unique opportunity
- Better base salary

What's next? Stay Interviews - Why do you stay?



WCSD Staff Climate Results - October, 2025

681 staff invites / 512 responses (partial & full) / 75% response rate

Question Themes

Relationships - Leadership, Support

Communication

Culture - Core values, Respect

Professional Development

100

Follow up Actions Taken

District administrative review

Site-based review / Action planning with staff - building specific process and plan

Remaining Actions - Follow up with building admin in May, 2026

Engagement Cont.

Net Promoter Score of 29 (31 in 24/25) (27.4 Cert / 35.7 Support)
Improvement since 22/23

Creators of NPS, Bain & Company, suggest a score:

- + Above 0 is good
- + Above 20 is favorable
- + Above 50 is excellent
- + Above 80 is world class

Survey Findings

Areas of strength

Relationships

Positive connections with students

Supportive and effective school-level leadership

Enjoyment / Sense of purpose

Areas to address

Behavioral support

Workload / initiatives

District-level support

Team/Peer conflict





Wellness Clinic / Health Plan -> HR Continuous Improvement

Definition

Creating an environment that supports healthy bodies, healthy minds and a positive community for students and staff is important to a districts ecosystem. Continuing to expand our wellness clinic and optimizing our health plan design for employee wellness and shared financial savings.

102

Why this matters?

The district's medical loss ratio (MLR) reflects our contractual agreements and health plan claims costs. It is the primary factor influencing health plan renewal rates. Health plan expenses are the district's largest cost aside from salaries. Maximizing the use of our employee wellness clinic to improve the MLR could result in substantial budget savings.

Goal

By June 30, 2026, the Human Resources Department will partner with Middleton-Cross Plains, Sun Prairie, and Verona School Districts to secure agreements with SSM, Medica, and Navitus. These efforts will expand access to wellness services, improve clinic efficiency through shared staffing, and optimize health plan design to contain rising renewal costs and enhance overall employee well-being.

[Staff Wellness Clinic Monthly Report](#)

Dept. Goal Continued

Agreement Areas for Clinic Services



Musculoskeletal (MSK) - (March, 2026)

- Onsite physical therapy
- Onsite Chiropractic care

Behavioral Health - (August, 2025 / review May, 2026)

- 1 day / week
- Advocacy model/steerage

Pharmacy Care - (April, 2026)

- Chronic condition review
- Formulary guidance
- Independent review of specialty complexity



COPES Evaluation Model - Central Office

Standards-based evaluation, similar to Educator Effectiveness Models
Feedback to promote self growth and continuous improvement

COPES

Performance Standard 1: Mission, Vision, and Goals

Performance Standard 2: Planning and Analysis

Performance Standard 3: Human Resources/Instructional Leadership

Performance Standard 4: Organizational Management

Performance Standard 5: Communication and Community Relationships

Performance Standard 6: Professionalism

104

[COPES Job Specific Performance Indicators](#)



COPES Evaluation Model - Central Office

Summative Central Office Process	Time Investment
Your Voice Matters: Goal Setting Plan	30 minutes
Session 1 Conference	30 minutes
Session 2 Conference	30 minutes
Session 3 Conference	30 minutes
Session 4 Summative Evaluation Report Conference	45 minutes
Review Survey Analysis and Comment (as appropriate)	15 minutes
Review End of Year Goal Setting & complete Summative Evaluation Report	60 minutes

Total: 4 hours



Figure 1: COPES Performance Evaluation Process





HR Items Coming to the Board

Wages - WCSD seeks to compensate at the average rate or higher of its County Peers.

- Hourly Staff

 - CPI related system increase + step movement + Market Competitiveness (Operational Referendum Funds)

106

- Teachers (Unionized)

 - Negotiated CPI increase on base wage

 - Supplemental wage (Compensation System) increase

- Non-unionized - Admin and Admin Support

Employee Guidelines



Upcoming Initiatives and Next Steps

Staffing

- Administrative succession
- Education labor shortage

107

Insurance / Health Care

- Greatest uncontained economic threat to WCSD
- Expansion of clinic services

Competitive Wages

- State-level and community support



Contact Information

- BrianGrabarski@waunakee.k12.wi.us
- 608-849-2000, ext. 8167
- 608.209.5554 - call or text
- Please feel free to contact me with any questions or concerns you may have.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT



Dear Families and Community Members:

We have so much to celebrate in the Waunakee Community School District. Our district has *exceeded* or *significantly exceeded expectations* every year since Wisconsin began creating report cards in 2012, helping us become a destination district for families and businesses looking to relocate to the Dane County area.

To keep this momentum going, we need your input as we plan for the future.

- Waunakee voters approved a referendum in 2024 to support the retention of our high-quality staff. This funding expires on June 30, 2027.
- Sections of the high school are aging, worn, and are not designed to support modern learning spaces.

The District developed options to address these challenges, but **before we proceed, we want to hear your opinion**. To keep all feedback confidential, survey responses are collected by School Perceptions, an independent education research firm.

TWO WAYS TO TAKE THIS SURVEY

Online: (saves postage expense)

Go to:

www.SPFeedback.com

Enter your code:



Paper: Return to any school office or mail it to School Perceptions, PO Box 607, Slinger, WI 53086.

The survey code can be used only once. To obtain additional surveys for other adults in your household, please call the District Office at 608.849.2000.

Para pedir una copia traducida de esta encuesta en español, favor de llamar 608.219.6542.

Survey deadline: April 27, 2026

If you need additional support to complete this survey, please contact the District Office. Survey results will be reported at a board meeting and available on our website.

Our students are amazing people whose talents shine every year in the classroom, on the stage, and in the vast arena of co-curricular opportunities. We would not be where we are without dedicated staff, engaged parents, and a supportive community.

Sincerely,

Dr. Monica Kelsey-Brown

Superintendent

Carly Eaton

Board Clerk

Joan Ensign

Board President

Ted Frey

Board Director

Dawn Heinrichs

Board Vice President

Heather Murray

Board Director

Mark Hetzel

Board Treasurer

Christopher Sonne

Board Director

*If you have questions about these important school topics, please consider attending one of our **information/Q&A sessions** on April 14th. They will take place from 10:00-11:00am and 6:00-7:00pm at the District Office (905 Bethel Circle).*

DRAFT

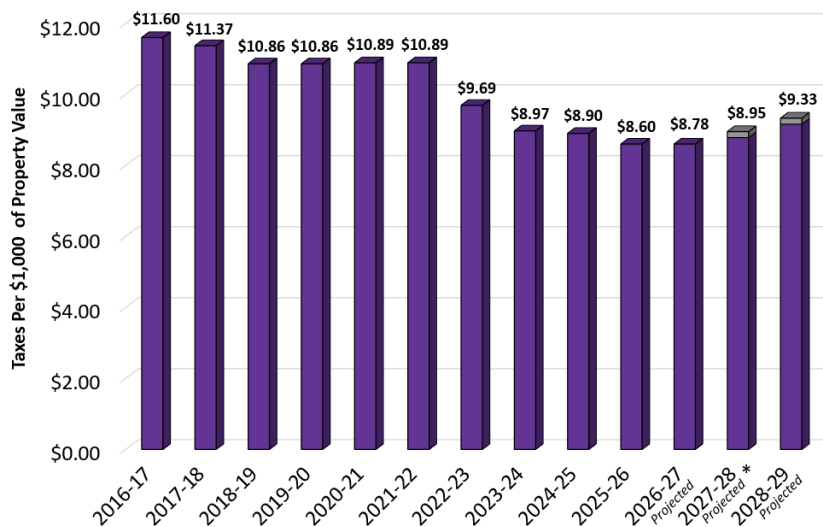
Financial Challenges

- Next year, \$2 million of funding approved by Waunakee-area voters will expire. These funds helped offset increasing costs and pay our staff more competitively with neighboring school districts.
- The state limits the amount of money available to the District from state aid and local property taxes. This funding level used to increase with inflation, but the state ended that in 2009. **If that had continued, Waunakee schools would have approximately \$15.5 million in additional funds this year (\$3,573 more per student).**
- The federal government cut funding to school districts, including Waunakee.
- The District continues to experience increasing costs for transportation, utilities, insurance, technology, and services for students receiving special education.
- According to the most recent Department of Public Instruction (DPI) data, Waunakee has the second lowest spending per-student among our Dane County peers.

School District	Per-Student Spending
Verona	\$19,476
Middleton-Cross Plains	\$17,160
Sun Prairie	\$16,966
Monona Grove	\$16,860
Regional Average	\$16,839
Stoughton	\$16,605
Mount Horeb	\$16,461
Oregon	\$16,398
Waunakee	\$16,106
DeForest	\$15,515

The District is asking voters to consider renewing this referendum at slightly higher rate adjusted to the consumer price index (inflation). This replacement referendum would provide \$2.1 million each year for four years.

WCSD Property Tax Mill Rates
Trend & Referendum Impact



If approved, the property tax mill rate would increase by approximately \$0.17 (representing \$17 per \$100,000 of property value).

- Operational Referendum Impact
- Property Tax Mill Rate

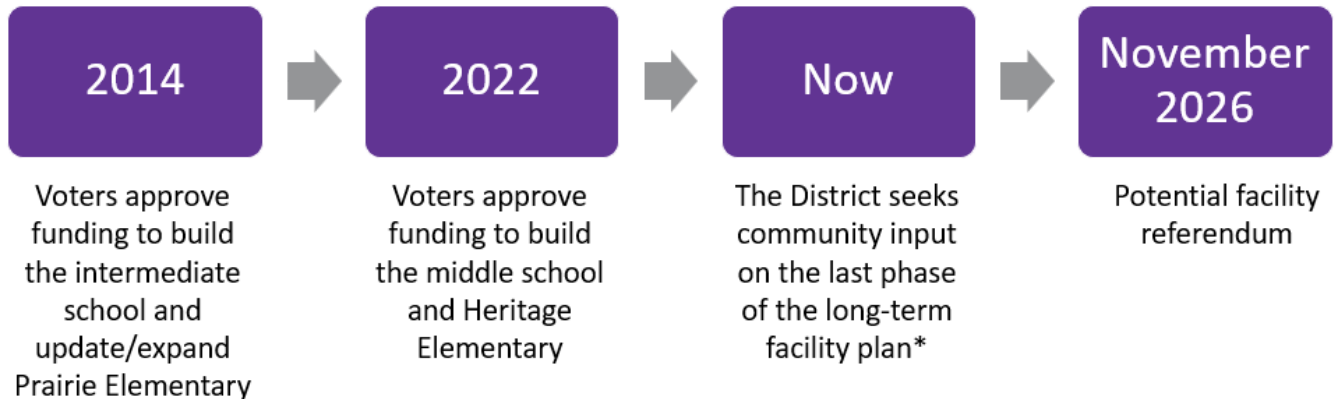
* A new state program called "Get Kids Ready" may affect Waunakee's 4K enrollment and state funding for our district.

Would you support renewing the operational referendum at a rate of \$2.1 million per year for four years?

- Definitely yes
- Probably yes
- Undecided
- Probably no
- Definitely no

If you are undecided or do not support this referendum, what are the primary reasons?

Facility Planning



* This next phase (focused on the high school) is the last phase of our long-term facility plan. Based on this plan, we do not anticipate any additional building referendum until 2040. For more information, visit www.waunakee.k12.wi.us/community/facility-planning.

Facility Challenges

Based on an outside analysis, updating the high school is the most pressing issue.

- Some areas of the building are 55 years old and have not been updated since they were originally built.
- Classrooms and labs in this area cannot support more modern equipment and technology.
- Major building systems are also aging (HVAC, plumbing, electrical, etc.).
- Career and technical education (“shop”) and family and consumer education (FACE) spaces are outdated.
- High school students must leave the building and walk to the middle school to take classes. This creates safety and security concerns.

In addition, the District lacks space to serve students receiving alternative and special education services and onsite four-year-old kindergarten.

To pay for these improvements, the District would need to pursue a capital/building referendum. We need to ensure we pursue this last phase when the community is ready, while balancing the fact that, the longer we wait, the more expensive projects are likely to be.

<p>Should the District pursue a capital/building referendum in November 2026 to address the issues above?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
--	--

Comments/suggestions/questions:

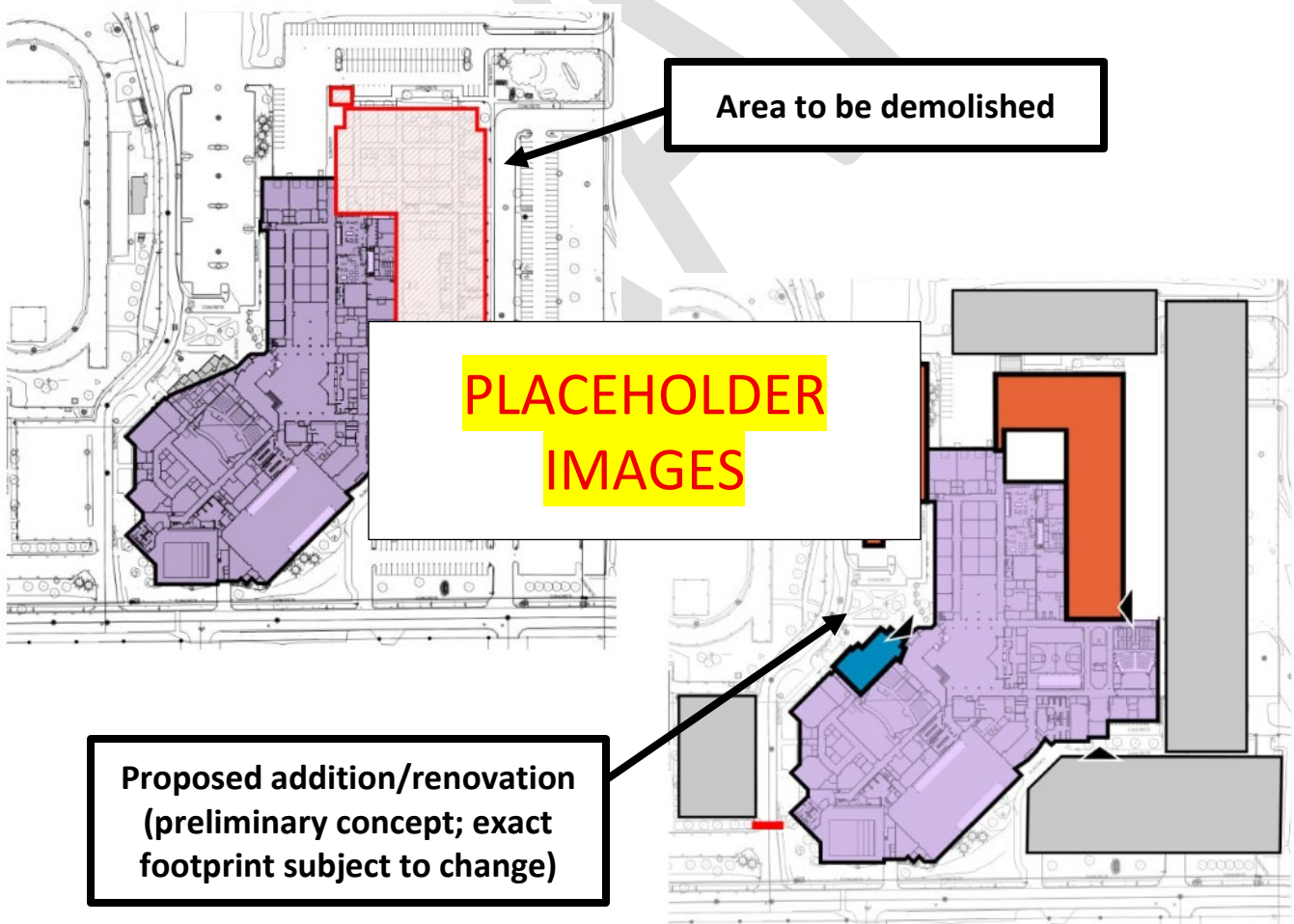
Potential Facility Projects

If the community supports exploring a capital referendum in November 2026, we will need your input on the plan below. The projects include demolishing the oldest portion of the high school (the early-1970s area) and building new wing(s) on that site. More specifically, the high school plan would:

- Improve security by reducing the number of entrances into the building.
- Combine student parking lots to better separate pedestrians from vehicles.
- Build new science labs and classroom spaces (every teacher would have their own classroom).
- Better compartmentalize the building so that guests only have access to specific areas.
- Add flexible small- and large-group instructional spaces.
- Relocate the library with more natural light and student collaboration space.
- Add cafeteria space to reduce congestion and noise.
- Build two outdoor athletics team centers near the fields (facilities would include a changing area, restrooms, athletic training space for injuries, and protection from severe weather).
- Turf the varsity baseball and softball fields.

In addition to the projects above, the plan would also build new locker rooms and high school fitness and weight room areas in the existing middle school building.

Estimated cost: \$105 million



Facility Plan Funding Support

The tax impacts to pay for both the operational and capital referendums are shown in the chart below. Financing assumes a 20-year bond with interest rates at 4%.

WCSD Property Tax Mill Rates
Trend & Referendum Impact



<p>Would you support a \$105 million capital/building referendum to pay for the facility plan?</p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
---	--

If you are undecided or do not support this referendum, what are the primary reasons?

Respondent Information

What is your age? 18-24 25-34 35-44 45-54 55-64 65+

In which municipality do you reside?

Village of Waunakee

Town of Dane

Town of Springfield

Town of Vienna

Town of Westport

City of Madison

City of Middleton

Other

Do you live in the Waunakee Community School District?

Yes

No

Not sure

Are you an employee of the District?

Yes

No

Do you have children attending a school in the District?

Yes

No

Thank you for your participation! We sincerely value your time and input.

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Non-Profit Organization
U.S. Postage
PAID
Waunakee, WI 53597
Permit No. 30



Questions about this important school survey?

Please consider attending one of our information/Q&A sessions on April 14th. They will take place from 10:00-11:00am and 6:00-7:00pm at the District Office (905 Bethel Circle). These sessions will also be recorded and uploaded to our website.

Please complete this survey by April 27, 2026.

*This publication was produced for the residents of the **Waunakee Community School District**. Due to the overlap of postal routes, residents from neighboring school districts may receive this publication. Given the limitations of bulk mailing, this overlap was difficult to eliminate without significant cost. Thank you for your understanding.*

2025-2026 Budget Status Report - February 28th, 2025

GENERAL FUND 10 EXPENSES

	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits (no grants)						
Personnel Costs: Salaries	38,243,560	38,283,364	22,872,411.44	14,812,209.07	98.44%	598,743.49
Personnel Costs: Benefits	13,039,606	13,039,606	7,943,189.24	5,177,143.12	100.62%	-80,726.36
Total	51,283,166	51,322,970	30,815,600.68	19,989,352.19	98.99%	518,017.13

	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Buildings						
Prairie School	87,510	87,510	61,820.19	4,169.86	75.41%	21,519.95
Heritage School	88,170	88,170	71,237.69	7,842.16	89.69%	9,090.15
Arboretum School	75,420	75,420	70,041.43	5,383.73	100.01%	-5.16
Intermediate School	160,000	160,000	79,419.00	17,415.97	60.52%	63,165.03
Middle School	153,340	153,340	76,606.18	11,012.12	57.14%	65,721.70
High School	586,365	586,365	251,501.76	123,881.54	64.02%	210,981.70
Athletics	447,602	447,602	278,864.19	96,235.20	83.80%	72,502.61
Prairie School CSF	41,522	43,339	24,651.89	10,189.46	80.39%	8,497.65
Heritage School CSF	41,359	43,162	11,113.22	16,080.71	63.00%	15,968.07
Arboretum School CSF	37,697	39,191	26,918.91	3,496.13	77.61%	8,775.96
Intermediate School CSF	46,973	49,250	39,383.12	1,450.50	82.91%	8,416.38
Middle School CSF	47,055	49,338	25,466.60	512.81	52.66%	23,358.59
High School CSF	74,069	78,633	52,690.72	5,428.95	73.91%	20,513.36
Common School Fund-District	7,069	7,069	7,330.32	0.00	103.70%	-261.32

	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Departments						
Utilities	1,083,269	1,083,269	722,057.85	333,480.22	97.44%	27,730.93
Maintenance	731,990	731,990	468,432.51	256,717.31	99.07%	6,840.18
Contingency Fund	200,000	200,000	0.00	0.00	0.00%	200,000.00
Transportation	1,724,075	1,724,075	989,231.10	595,136.59	91.90%	139,707.31
Technology	718,729	718,729	749,535.08	443.10	104.35%	-31,249.18
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Elementary Operatic	455,382	455,382	366,437.44	10,048.54	82.67%	78,896.02
Curriculum-Secondary	576,861	576,861	504,158.20	1,493.39	87.66%	71,209.41
4K District	809,900	809,900	601,184.16	198,276.46	98.71%	10,439.38
Human Resources	54,550	54,550	42,087.18	21.19	77.19%	12,441.63
Superintendent	142,208	142,208	93,487.95	26,207.27	84.17%	22,512.78
Student Services-Operations	93,500	93,500	36,109.61	1,237.39	39.94%	56,153.00
Student Services-District	110,000	110,000	49,828.38	19,698.09	63.21%	40,473.53
Business Office	566,433	566,433	496,364.28	148,731.93	113.89%	-78,663.21
District Wide	2,137,748	2,137,748	865,736.12	17,581.30	41.32%	1,254,430.58
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

	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Grants-Fund 10						
Title 1 Grant (Public)	95,100	95,100	49,299.34	41,114.27	95.07%	4,686.39
Title 1 Grant (Private)	2,700	2,700	1,479.66	0.00	54.80%	1,220.34
Title 2 Grant (Public)	45,255	45,255	30,098.85	15,049.48	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	13,242.68	2,578.60	91.96%	1,382.72
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	26,979.28	0.00	45.96%	31,724.72
CEIS Federal Flo-Through	191,600	191,600	117,228.82	8,027.50	65.37%	66,343.68
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	18,540.48	0.00	92.48%	1,508.52
School-Based Mental Health	0	0	89,533.25	38,625.00	#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	49,436.34	11,935.98	69.09%	27,452.68

	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
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	227,970.85	116,906.25	114.96%	-44,877.10

	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Subtotals						
Salary & Benefits Totals	51,283,166	51,322,970	30,815,600.68	19,989,352.19	98.99%	518,017.13
Building Totals	1,894,151	1,908,389	1,077,045.22	303,099.14	72.32%	528,244.67
Department Totals	9,514,160	9,514,160	6,097,940.62	1,609,072.78	81.01%	1,807,146.60
Grant Totals	606,797	606,797	435,458.21	117,330.83	91.10%	54,007.96
Other Program Totals	7,894,427	7,894,427	227,970.85	116,906.25	4.37%	7,549,549.90
Total Fund 10 Expenditures	71,192,701	71,246,743	38,654,015.58	22,135,761.19	85.32%	10,456,966.26

GENERAL FUND 10 REVENUES

	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Building/Department						
Prairie School	2,550	2,550	4,524.38	0.00	177.43%	-1,974.38
Heritage School	2,250	2,250	3,256.94	0.00	144.75%	-1,006.94
Arboretum School	5,820	5,820	7,222.98	0.00	124.11%	-1,402.98
Intermediate School	37,900	37,900	7,548.28	0.00	19.92%	30,351.72
Middle School	23,700	23,700	21,756.14	0.00	91.80%	1,943.86
High School	199,215	199,215	235,744.24	0.00	118.34%	-36,529.24
Curriculum - Elementary	0	0	6,000.00	0.00	#DIV/0!	-6,000.00
Curriculum - Secondary	10,815	10,815	7,363.74	0.00	68.09%	3,451.26
Maintenance	15,000	15,000	2,735.40	0.00	18.24%	12,264.60
Athletic Dept	71,000	71,000	77,171.22	0.00	108.69%	-6,171.22
Human Resources	0	0	859.89	0.00	---%	-859.89
Technology	4,200	4,200	11,844.22	0.00	282.01%	-7,644.22

Technology Erate/Fees	0	0	67,934.48	0.00	---	-67,934.48		
District	69,787,210	69,787,210	44,129,944.40	0.00	63.24%	25,657,265.60		
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	14,708.90	0.00	73.36%	5,340.10		
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	44,686,629.00	0.00	62.76%	26,520,310.03		

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	7,140,934.20	5,080,525.07	98.63%	169,921.73
Departments						
Special Ed-Operations	63,546	63,546	45,992.28	32,401.89	123.37%	-14,848.17
Special Ed-District	237,000	237,000	88,190.68	18,589.67	45.06%	130,219.65
Transportation	157,500	157,500	79,488.93	120,511.23	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	510,336.62	212,775.80	74.16%	251,935.58
IDEA PreSchool Grant	58,500	58,500	11,271.20	637.73	20.36%	46,591.07
Total Fund 27 Expenditures	13,892,975	13,892,975	7,887,603.44	5,465,441.39	96.11%	539,930.17

SPECIAL EDUCATION FUND 27 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
IDEA FlowThrough Grant	975,048	975,048	342,494.00	0.00	35.13%	632,554.00
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	1,868,913.32	0.00	14.55%	10,975,513.68
Total Fund 27 Revenues	13,892,975	13,892,975	2,211,407.32	0.00	15.92%	11,681,567.68

FOOD SERVICE FUND 50 EXPENSES

Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
All	2,785,330	2,785,330	1,655,657.52	1,258,505.81	104.63%	-128,833.33

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,791,696	2,791,696	1,781,241.27	0.00	63.80%	1,010,454.73

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

February 28th, 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	4,524.38	-1,974.38	87,510	65,990.05	21,519.95	23,494.33	71,129.93
Heritage School	23,346.94	2,250.00	3,256.94	-1,006.94	88,170	79,079.85	9,090.15	10,097.09	33,444.03
Arboretum School	16,124.10	5,820.00	7,222.98	-1,402.98	75,420	75,425.16	-5.16	1,397.82	17,521.92
Intermediate School	81,096.63	37,900.00	7,548.28	30,351.72	160,000	96,834.97	63,165.03	32,813.31	113,909.94
Middle School	73,627.64	23,700.00	21,756.14	1,943.86	153,340	87,618.30	65,721.70	63,777.84	137,405.48
High School	95,339.58	199,215.00	235,744.24	-36,529.24	586,365	375,383.30	210,981.70	247,510.94	342,850.52
Athletic Dept	49,511.14	71,000.00	77,171.22	-6,171.22	447,602	375,099.39	72,502.61	78,673.83	128,184.97
Curriculum-Elementary	21,534.06	0.00	6,000.00	-6,000.00	455,382	376,485.98	78,896.02	84,896.02	106,430.08
Curriculum-Secondary	32,163.75	10,815.00	7,363.74	3,451.26	576,861	505,651.59	71,209.41	67,758.15	99,921.90
CTE Grant	114,986.26	58,704.00	0.00	58,704.00	58,704	26,979.28	31,724.72	-26,979.28	88,006.98
Human Resources	15,480.06	0.00	859.89	-859.89	54,550	42,108.37	12,441.63	13,301.52	28,781.58
Maintenance	176,092.99	15,000.00	2,735.40	12,264.60	731,990	725,149.82	6,840.18	-5,424.42	170,668.57
Special Education	28,375.10	0.00	0.00	0.00	63,546	78,394.17	-14,848.17	-14,848.17	13,526.93
Student Services	147,461.64	0.00	0.00	0.00	93,500	37,347.00	56,153.00	56,153.00	203,614.64
Superintendent	854.92	0.00	0.00	0.00	142,208	119,695.22	22,512.78	22,512.78	23,367.70
Technology	22,162.76	4,200.00	11,844.22	0.00	718,729	749,978.18	-31,249.18	-31,249.18	-9,086.42
4K	19,772.05	0.00	0.00	0.00	809,900	799,460.62	10,439.38	10,439.38	30,211.43
	965,565.22							634,324.96	1,599,890.18

CASH RECONCILIATION FOR THE MONTH OF JANUARY 2026

	OCB	OCB	OCB	OCB	LGIP	LGIP	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-211 2024 BOND	WISC-212 2028 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT	GENERAL ACCOUNT	DENTAL ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	Referendum ACCT	GENERAL	
	(FUND 10)	10,21,27,50,60,80,99)	10,21,27,50,60,80,99)	(Fund 49)	10,27,50,80,99)	(FUND 10)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING 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
REVENUES:														
+ DEPOSITS	5,512,167.16	18,448,928.54	1,390,987.54	3,530,509.74	1,502,002.86	62,326.00	0.00	0.00	0.00	0.00		29,998.89	0.00	30,476,920.73
+ INTEREST	1,705.69	30,634.42	798.78	741.15	2,826.01	807.03	99.70	4,268.47	1,076.41	0.00	19,837.16	5,460.80	2,336.78	70,592.40
TOTAL REVENUES	5,513,872.85	18,479,562.96	1,391,786.32	3,531,250.89	1,504,828.87	63,133.03	99.70	4,268.47	1,076.41	0.00	19,837.16	35,459.69	2,336.78	30,547,513.13
EXPENSES:														
ACCOUNTS PAYABLE	0.00	6,712,749.93	1,318,152.73	3,508,189.63	822,000.00	190,721.27	0.00		0.00	0.00			\$1,700,000.00	14,251,813.56
PAYROLL	5,528,989.32					0.00	0.00	0.00	0.00	0.00	0.00	3,530,509.74	0.00	9,059,499.06
TOTAL EXPENSES	5,528,989.32	6,712,749.93	1,318,152.73	3,508,189.63	822,000.00	190,721.27	0.00	0.00	0.00	0.00	0.00	3,530,509.74	1,700,000.00	23,311,312.62
ENDING BALANCE	-268,256.04	12,066,627.38	181,163.34	49,272.66	1,505,024.57	212,960.65	59,612.83	1,359,520.78	361,240.57	19.10	6,317,758.06	17,254,558.33	22,778.89	39,122,281.12
BANK BALANCES-SKYWARD			\$180,963.34											
ENDING BANK BALANCE FROM STMT	366,624.13	12,066,627.38	181,163.34	49,272.66	1,505,024.57	212,960.65	59,612.83	1,359,520.78	361,240.57	19.10	6,317,758.06	17,254,558.33	22,778.89	39,757,161.29
OUTSTANDING ACH	634,880.17		200.00		0.00	0.00	0.00	0.00	0.00	0.00			0.00	635,080.17
ACTUAL BALANCE: SKYWARD BALANCE	-268,256.04	12,066,627.38	\$180,963.34	49,272.66	1,505,024.57	212,960.65	59,612.83	1,359,520.78	361,240.57	19.10	6,317,758.06	17,254,558.33	22,778.89	39,122,081.12
SKYWARD BALANCE	-268,256.04													0.00

Stmt generated, no interest earned JAN. 2026 so no JE done for bank rec.

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



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into as of the 8th day of January, 2026, by and between Waunakee Community School District (“School”) and Bridging Brighter Smiles, Inc., a Wisconsin nonstock, nonprofit corporation (“Bridging Brighter Smiles”).

WHEREAS, Bridging Brighter Smiles is an IRS recognized charitable organization formed to reduce disparities in access to effective preventative oral hygiene services by making ongoing, preventative oral hygiene care available to children in Wisconsin public schools;

WHEREAS, School is a public school district in the State of Wisconsin and has determined that certain of its students lack access to affordable oral hygiene care and, without such services, may suffer considerable adverse consequences to their physical and/or mental well-being throughout their childhood years and potentially continuing into adulthood;

WHEREAS, Bridging Brighter Smiles has offered to arrange to make such services available to School’s students through a cooperative arrangement, and School has determined to accept such offer in order to assist its students and their families in promoting the students’ oral and overall health and well-being;

NOW, THEREFORE, in recognition of the foregoing:

1. Participation. School hereby welcomes the Bridging Brighter Smiles Oral Hygiene Program (the “Program”) with respect to the **2026-27** school year. In furtherance of the same, School agrees to provide access to its students’ and their families in order to offer participation in the Program.
2. Services. Bridging Brighter Smiles will make services available to School’s students through the conduct of periodic clinics and related services at School’s premises, with the specific dates thereof to be mutually agreed upon by Bridging Brighter Smiles and School from time to time. Bridging Brighter Smiles will cause the services to be provided by dental hygienists duly qualified and licensed in the State of Wisconsin, with the assistance of dental assistants and visit coordinators. Services offered through the Program will include oral screenings, cleanings, fluoride varnish applications, sealant placement, sealant retention checks, chair-side education, and classroom education.
3. Eligible Students. In light of Bridging Brighter Smiles’ charitable mission, the Program is intended primarily for children of families having limited financial means and who would not otherwise have access to preventative oral hygiene care. Bridging Brighter Smiles will bill Wisconsin’s Forward Health program (Badger Care) for services if and to the extent that reimbursement is available under such program. In the unusual event that services are provided to a child of a family having private dental insurance, Bridging Brighter Smiles will not bill the private insurance company; Bridging Brighter Smiles may, however, bill the family for services rendered.

4. Hygienist Qualifications. Each and every dental hygienist providing services to School's students pursuant to the Program will be subject to the prior approval of School, subject to limited exceptions as set forth below. School agrees that it will not make its approval decisions on the basis of any protected characteristic, including but not limited to race, color, national origin, sex, sexual orientation, age, religion, disability or veteran's status. As to each hygienist, Bridging Brighter Smiles will provide School with a copy of such hygienist's certificate of licensure within the State of Wisconsin (which School agrees to permit to be posted on the wall of School's facilities during all clinic service hours) along with a criminal background check. Bridging Brighter Smiles will ensure that each and every dental hygienist providing services to School's students is covered by appropriate professional liability insurance coverage (with minimum limits of \$1 million per occurrence and \$3 million aggregate). Bridging Brighter Smiles will ensure that each hygienist is covered by worker's compensation insurance and will provide School with evidence of the same.
5. Assignment of Hygienists. Bridging Brighter Smiles shall assign a dental hygienist to the School ("Assigned Hygienist") by completing and delivering the "Assignment of Dental Hygienist" in the form attached hereto as Exhibit A. In the event the Assigned Hygienist needs to be replaced, Bridging Brighter Smiles may provide a replacement Assigned Hygienist by completing and delivering an updated Exhibit A to the School. Notwithstanding the foregoing, Bridging Brighter Smiles reserves the right to assign alternate temporary coverage for School clinics in the event of vacation, illness, or other unscheduled absences affecting the Assigned Hygienist's availability (in which case an updated Exhibit A shall not be required).
6. Mobile Dentistry Registration. Bridging Brighter Smiles is registered as a Mobile Dentistry Program under Chapter DE 10 of the Wisconsin Administrative Code and agrees to comply with the applicable requirements thereunder.
7. Record of Services. Bridging Brighter Smiles will cause a visit outcome notification to be prepared for each student receiving clinic services pursuant to the Program. If more detailed information is needed by an outside dental provider, upon written release of records signed by a student's parent or guardian, Bridging Brighter Smiles will provide a copy of the student's Bridging Brighter Smiles, Inc. progress note.
8. Disclosure of Progress Note to School Nurses. School represents that a nurse employed by the School ("School Nurse") may, in certain circumstances, request a copy of a student's Bridging Brighter Smiles progress note for the limited purpose of treatment of the applicable student. The Parties agree that Bridging Brighter Smiles may rely on the School Nurse's reasonable request as to the limited treatment purposes in order to disclose a copy of the applicable student's Bridging Brighter Smiles' progress notes consistent with the Health Insurance Portability and Accountability Act of 1996 unless the applicable student's parent or guardian requests that Bridging Brighter Smiles does not disclose such student's Bridging Brighter Smiles progress note to the School Nurse.

This MOU is hereby entered into as of the date first written above.

**WAUNAKEE COMMUNITY SCHOOL
DISTRICT**

Signed: _____
Monica Kelsey-Brown
Superintendent
905 Bethel Circle
Waunakee, WI 53597

BRIDGING BRIGHTER SMILES, INC.

Signed: *Christine Wolff*
Christine Wolff
Executive Director
711 W. Moreland Blvd, Suite 204
Waukesha, WI 53188



CESA 5 Contracted Services for the 2026-2027 School Year

Waunakee Community School District

*Amounts listed are based on current information and projected services to special education students.
Adjustments will be made when final information is available.*

General Services		2026-2027		
		Qty		Projected Cost
Operational Services				
MB01	CESA 5 District Membership Fee			\$0.00
SB01	School Business Office Management & Support	0	Staff Days	\$0.00
SB02	Mentoring for School Business Officials			\$0.00
IT01	Managed IT Services (Technology Support)	0	Staff Days	\$0.00

Professional Development and Program Support				
PD01	School Improvement Services			\$0.00
PD02	Curriculum or Reading Specialist	0	Staff Days	\$0.00
PD03	Coaching & Mentoring Consortium			\$0.00
PD04	Instructional Technology Support Service (ITSS)			\$0.00
PD05	Safe & Healthy Schools Consortium			\$0.00
CT01	Career & Technical Education Council			\$0.00
CT02	Career & Technical Education Leadership			\$0.00

Instructional Services & Related Support				
DE01	Driver Education	0	Student FTE	\$0.00
EL01	English Learner Services	0	Staff Days	\$0.00
LS01	Librarian Services	0	Staff Days	\$0.00
SN01	School Nursing Services	0	Staff Days	\$0.00

Other Services				

Special Education		Qty		Projected Cost
Instructional & Support Resources				
SP01	Special Education Center			\$0.00
SP02	Special Education Instructional Materials Center (SEIMC)			\$0.00

Consortium Classrooms				
SP03a	Consortium Classroom: Intensive Services	0	Student FTE	\$0.00
SP03b	Consortium Classroom: Visually Impaired	0	Student FTE	\$0.00
SP03c	Consortium Classroom: Project SEARCH	0	Student FTE	\$0.00

- Key:** **FTE** = Full Time Equivalent
Staff Days = Days of service (actual days may vary due to paid leave time or variations in school calendars)
UOS = Unit of Service (standard calculation used to deliver the services in each student IEP)
***** = Revision made with details in "Notes" section on page 2
SP01 = If your cost for SP01 Sp Ed Center is \$900, you only have access to Assistive Technology Resources

If you need clarification or additional information, please contact us at (608) 745-5416.



CESA 5 Contracted Services for the 2026-2027 School Year Waunakee Community School District

		2026-2027		
Special Education		Qty		Projected Cost
Hearing Services				
SP04	Audiology	0	UOS	\$0.00
SP05	Educational Sign Language Interpreter	0	FTE	\$0.00
SP06	Teacher of the Deaf & Hard of Hearing	370	UOS	\$24,087.00
Vision Services				
SP07	Orientation & Mobility Specialist	0	UOS	\$0.00
SP08	Teacher of the Visually Impaired	0	UOS	\$0.00
Other Services				
SP09	Occupational Therapy	0	UOS	\$0.00
SP10	Physical Therapy	0	UOS	\$0.00
SP11	School Psychology Services	0	Staff Days	\$0.00
SP12	Speech & Language Pathologist	0	Staff Days	\$0.00
Other Instructional & Support Staff				
SP13	Special Education Teacher	0	Staff Days	\$0.00
SP14	Paraprofessional Services	0	Staff Days	\$0.00
Leadership & Administrative Support				
SP15	Director of Special Education	0	Staff Days	\$0.00
SP16	Special Education Secretary	0	Staff Days	\$0.00
SP17	Special Education Fiscal Management			\$0.00
SP18	Mentoring for Special Education Staff			\$0.00
Alternative Education Programs				
AE-CO-E	COMAN Elementary (Portage/Fort Winnebago)	0	Student FTE	\$0.00
AE-CO	COMAN (Portage/Fort Winnebago)	0	Student FTE	\$0.00
AE-CP-E	CPLC Elementary (Stevens Point)	0	Student FTE	\$0.00
AE-CP	CPLC (Stevens Point)	0	Student FTE	\$0.00
AE-JC	JCAP (Necedah)	0	Student FTE	\$0.00
AE-SC-E	SCAN Elementary (Reedsburg/Rock Springs)	0	Student FTE	\$0.00
AE-SC	SCAN (Reedsburg/Rock Springs)	0	Student FTE	\$0.00
TOTAL PROJECTED COST				\$24,087.00

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 FEBRUARY 2026.

	School Address		
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	LOCKDOWN	2.12.26
HES	Heritage Elementary School 6271 Woodland Drive Waunakee, WI 53597	LOCKDOWN	2.11.26
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	LOCKDOWN	2.11.26
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	LOCKDOWN	2.12.26
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	LOCKDOWN	2.10.26
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	LOCKDOWN	2.11.26
ALT	WaunaGrow Alternative Site 1025 Quinn Drive Ste 100 Waunakee, WI 53597	LOCKDOWN	

Board of Education Representative: _____

Joan Ensign, President

www.waunakee.k12.wi.us



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

February 24, 2026

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

FROM: Brian Borowski

RE: Proposal for a 2027 Science & Service Trip
Peru (*Lima, Cusco, Manu National park, Machu Picchu, etc.*)

Dear Members of the Board of Education,

I am writing to request permission for Ms. Meg Shaffar, High School Science Instructor, to begin planning a Summer 2027 Science and Service trip to Peru.

This proposed trip would center on students exploring and studying the importance of the Amazon rainforest ecosystem. Students would have the opportunity to participate in research and survey work within a rainforest recovery zone in partnership with the Crees Foundation. Through this experience, students would gain a better understanding of the environmental, economic, cultural, and governmental factors that impact the health of this vital ecosystem.

Students interested in participating would be expected to complete pre-trip research and preparation, as well as take part in fundraising efforts. These requirements will help ensure that students are academically prepared and invested in the experience.

At this stage, we are simply asking for approval for Ms. Shaffar to move forward with initial planning, including meeting with parents, guardians, and students to review the itinerary and determine interest. Because this is an international trip, Board approval is required before planning can proceed.

Chaperones will be selected once student commitment numbers are confirmed, with a planned ratio of one chaperone for every five students. Students who have traveled previously with Ms. Shaffar have represented themselves, our High School, and the community very positively.

Thank you for considering this request and for supporting meaningful learning opportunities for our students.

February 19, 2026

Dear Waunakee Board of Education,

I am requesting permission to offer a June 2027 Science & Service student trip for high school students. Between 2013-2019, Betsy Hemminger started the program and led several trips to Latin American countries. In 2023, I led my first WHS S&S trip to the Galapagos Islands in Ecuador. We had another immensely successful trip to Sweden & Denmark in June of 2025. During Science & Service trips, students gain experience working with real scientists in the field, as well as contributing to local communities by conducting volunteer service projects during the trip. Students will spend one year doing research, prep work, and fundraising. Students completing their 9th-11th grade next school year are eligible for the trip. These trips have helped raise up Waunakee students to become “global citizens” and give them a vision to impact the world.



Focus of 2027 trip

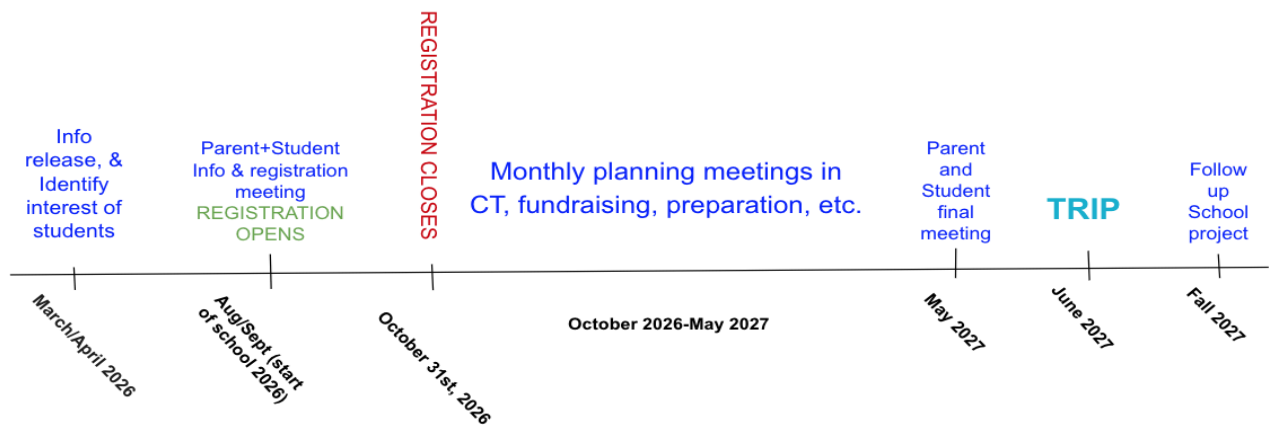
In Sweden & Denmark, we focused on “Sustainability, Ecology, Clean energy, and Engineering the future” where the students saw cutting edge research and technology that leads the world in sustainability and renewable energy. **This time, I envision students experiencing and surveying the importance of the Amazon rainforest ecosystem.** The Amazon rainforest is critical for global survival, acting as a massive carbon sink that mitigates climate change and influences water cycles across the world. It houses 10% of the world’s known biodiversity and supports millions of people, including over 400 indigenous tribes.

For this reason, I propose a trip to **Peru** for excellent access to the Amazon boundary zones, one of the most biodiverse areas, and indigenous peoples’ history. Students will participate in ongoing research and survey this recovery zone of the rainforest with the local Crees Foundation. Students will not only experience the unmatched biodiversity, they will work with local conservation efforts to understand the economic, cultural, and governmental factors that influence the health of this ecosystem which the world relies on.

Details:

- **Location:** Peru (Lima, Cusco, Manu National park, Machu Picchu, etc.)
- **Purpose:** Explore biodiversity, ecology research, culture and socioeconomics of the Amazon
- **Through:** Crees Foundation (local research foundation)
- **Dates:** June 17-27, 2027
- **Who:** Approximately 20-25 students, plus teacher chaperones (30 total travellers). Priority given to Juniors and students who have not traveled on a S&S trip before.
- **Cost:** Approximately \$3800 per student (\$2610 + Int’l airfare, coach bus to/from O’Hare,). The five teacher chaperones travel free. All students will participate in **Fundraising**. Local corporate scholarship partnerships are currently being pursued for financially-qualifying students.

Timeline



Video [Overview of trip/experiences](#) and [Crees Foundation website](#) [Detailed Daily Itinerary](#)

Day 1: Flight from Chicago O’Hare to Lima, Peru

Day 2: Flight to Cusco, transfer to Misminay. Andean cultural immersion, local homestay

Day 3: Misminay to Machu Picchu. Cultural/historical day. Stay in Cusco hotel

Day 4: Cusco cloud forest, journey to Manu Biosphere reserve. Sapansachayoq Lodge

Day 5: Cloud forest, Manu Learning Center

Day 6: Manu Learning Center conservation and research projects

Day 7: “ “

Day 8: “ “

Day 9: Shintuya Community Hot Springs, Romero Rainforest Lodge, reflection.

Day 10: Transfer to Cusco, Peruvian dancers

Day 11: Transfer to Lima, flight back to Chicago O’Hare

Thank you for considering my proposal, and please let me know if there is any other information you need from me at this time.

Sincerely,

Margaret (Meg) Shaffar
WHS Biology/Chemistry Teacher
Science & Service Trip Director
Aviation Club Advisor

Comparison of Domestic vs. International trip

Location	California (Explorica)	Peru (Crees Foundation)
Dates	June 17-25, 2027 (9 days)	June 17-27, 2027 (11 days)
Number of students	25	25
Purpose	Explore ecology issues affected by climate change, see progressive agriculture techniques, Understand how the US can plan for water needs and prepare for future earth/ocean challenges	Participate in ongoing research, survey the biodiversity of the recovery zone of the rainforest, and work with local conservation efforts to understand the economic, societal, and governmental factors that influence the health of the Amazon
Itinerary	Santa Monica beach, Getty Museum, Hollywood, Morro Bay, Hearst Castle, San Francisco area, Monterey Aquarium, Alcatraz, Sequoia trees, Death Valley agriculture, Point Reyes National seashore excursion, Yosemite Park 2 overnights	Lima and Cusco historical sites, Machu Picchu, Manu Cloud Forest, Manu National Park, indigenous peoples cultural visit, Wildlife monitoring and data collection, volunteering in village agriculture, Amazon rainforest and waterways
Cost Per passenger (includes 4 free chaperones + 1 free student)	\$4,059	\$3,800

Terms and Conditions

Purpose and General Disclaimer

crees provides the following education service programmes, volunteer, tours, research, internships and group expeditions to the Manu Biosphere Reserve. All participants in crees programmes must carry their own independent and valid travel insurance.

Reservations

To make a reservation a minimum deposit of \$225.00 or local currency equivalent per person is required on any programme. This deposit is non-refundable and will be put towards the final payment which is due 60 days before departure. If your programme is subject to a higher deposit or secondary deposit it will be specified on your invoice. All deposits are subject to the same cancellation terms.

Date change

Date changes can be made up to 120 days before departure but are subject to availability and incur a £50 admin fee payable immediately

Cancellations and Reimbursements

Clients who wish to cancel must do so in writing and the following fees or percentages will be charged based on the date of receipt in writing, by fax or by email by crees of notification of cancellation. Cancellations will take effect the day said written notification is received by us.

a) Standard conditions

60 days or more from programme start date	You will be entitled to a full refund of all monies paid excluding deposit
Between 59-30 days before departure	60% of programme cost or interim payment (where appropriate) whichever greater
29 days or less before departure	100% of programme cost

If cancellation occurs less than 60 days before departure and full payment has not been received, the appropriate charge will still apply and unpaid monies are due immediately. If the reason for your cancellation is covered under the terms of your insurance policy you may be able to reclaim these charges.

b) Alteration or cancellation after commencement of travel

Any alteration that you request after your programme has commenced, crees will do its best to implement, but we cannot guarantee that it will be possible. In the event of such amendments being made you will be liable for any alteration or cancellation charges that may be levied for the services originally booked, and for the booking of revised arrangements and the arrangements themselves. As a basic principle, no refund will be paid to clients who do not commence or complete a programme.

c) Cancellations or alterations by crees

Alterations

We will of course aim to provide the services we confirmed. However, crees reserves the right at any time to make changes to your itinerary, if changes are made we will advise you where possible before you depart or as soon as possible during your programme.

Notification period	Compensation
55-43 days	£10
29-42 days	£20
15-28 days	£30
0-14 days	£40

Payment of compensation shown above will not be made for any change or cancellation caused by events such as war or threat of war, terrorist activity, insurrection, riots, strikes, civil action, decisions by governments or governing authority, natural or nuclear disaster, health risks, epidemic or pandemic illness, bad weather, unavoidable technical or maintenance problems with transport, cancellations, changes of schedules or any other operational decisions of air, land or sea carriers, closed or congested airports, ports or stations, or

similar circumstances beyond our control. For the purposes of this contract we define the above as force majeure.

crees reserves the right in any circumstance to cancel all or part of your travel arrangements. We will not cancel within 8 weeks of our booking departure date, except in circumstances of force majeure, the clients' failure to pay the final balance on time, or where the minimum number of clients required to operate a programme has not been reached. In these circumstances, we will try to offer you alternatives (if available) but crees accepts no liability for compensation or associated costs beyond a full refund of the deposit or other payments made to crees for the programme.

Delays in departure and failed transport will sometimes make it impossible for a client to use services contracted and paid for, and in these circumstances crees shall be under no liability to pay compensation. However, where amendments are within our control, you will be entitled to maximum compensation of £30 per person.

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Meals

Clients must notify crees of any specific dietary and/or allergies before their deposit is paid and they make a reservation. crees is not able to guarantee the provision of specialised food and therefore requires that clients discuss this during the quotation process.

Not Included

Passport, tourist card, vaccination certificates, travel and health insurance. Alcoholic and other beverages or meals unless otherwise indicated on the itinerary. Prices do not include international or national airfares, excess baggage, optional excursions, laundry and cost of phone calls or internet.

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Health

crees cannot be made responsible for checking a client has had all the relevant vaccinations before travel. Please make sure you have contacted your health practitioner and are up to date. Please refer to www.fitfortravel.nhs.uk for all the latest

information. Please also confirm with your health practitioner that you are in good health and able to travel to high altitude before making any reservations or you will lose your non-refundable deposit.

Health and Safety Disclaimer

crees along with our guides and anyone else working in association with us cannot be held responsible for any accident or mishap that may occur in connection with any part of your programme. In the absence of more qualified medical assistance, crees employees will aim to with the best of their knowledge and ability; provide first aid support when needed. By signing the terms and conditions you agree not to take any legal proceedings against crees or its employees as a result of any first aid treatment, advice, information and medicines given or administered during your visit.

Should crees be required to assist in a medical evacuation or premature programme termination any cost associated with this are the client's responsibility and must be covered by the client and settled within 7 days.

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Insurance

It is the client's responsibility for obtaining sufficient medical insurance. This insurance should cover personal accident, medical expenses, air ambulance, loss of effects, repatriation costs and all other expenses which might arise as a result of loss, damage, injury, delay or inconvenience occurring to the client. Medical and repatriation cover should be a minimum of \$1,000,000 and include medical emergency evacuation. It is compulsory that all clients have sufficient travel insurance and when obtaining such insurance they should advise the insurer of what type of travel is to be undertaken. We recommend Campbell Irvine for travel insurance advise and cover.

Travel Documents and Advice

The client must be in possession of a valid passport and visa for the duration of their trip. You are required to have a minimum of 6 months validity on your passport before commencement of travel. Any information and advice given by crees on visas or vaccinations is given in good faith but should be treated as a guide only and clients should consult the relevant websites for health and visa information. For UK residents this would be <http://www.fco.gov.uk> and/or www.fitfortravel.nhs.uk

Please note participants on volunteer and internship programmes are considered tourists by Peruvian immigration. Peru has an automatic tourism visa programme for several countries. Please ensure that your country is one of those listed. Consult your local Peruvian Embassy for latest information.

Authority

At all times during your programme, the decision of the crees' programme leader will be final on all matters likely to endanger the safety and wellbeing of our client's. The client must – at all times – comply with the laws, customs, and foreign exchange and drug regulations of Peru. Should the client fail to comply with the above, should the client interfere or be thought to interfere with the wellbeing of the rest of the group then the crees programme leader may order the client to leave the programme without recourse to any refund.

crees reserves the right to accept or reject any person as a participant at any time, or to require a participant to withdraw from the programme at any time if the programme leader decides it is in the best interest of the participant's health and safety and/or in the best interest of the programme in general.

Responsibility

crees shall not be liable for any damage or loss if the failure to carry out the contract is a) attributable to the client b) attributable to a third party unconnected with the services contracted for and the event is unforeseeable or unavoidable

c) due to unforeseen and unusual circumstances beyond the company's control, the consequences of which could not have been avoided even if all due care had to be exercised d) due to political disputes, industrial action, climate or other matters of a similar nature and any other force majeure e) due to an event which crees, even with all due care could not foresee or forestall. Any liability is limited to the full price paid for the programme. In all cases crees specifically excludes all liability for indirect or consequential loss or expense including loss of profits.

Claims and Complaints

If a client has a complaint against crees he/she must inform their programme leader immediately so that the matter can be rectified as quickly as possible. Official complaints should be put in writing and sent to crees within 7 days of the programme end date.

Accuracy

We endeavour to ensure that all the information and prices both on our website and in our written documentation are accurate. However, occasionally changes and errors occur and we reserve the right to correct prices and other details in such circumstances. You must check the current price and all other details relating to the arrangements that you wish to book before your booking is confirmed.

Local Conditions

Due to political and cultural difference as well as generally tougher physical conditions, travel to the areas we visit involves risks other than those we take in our daily lives. It is important that clients make themselves aware of the risks involved and are responsible for making their travel plans accordingly.

Our Liability and Limitations

You agree that you fully appreciate the inherent risks in participating on a crees programme and in particular the risk of personal accident, disease and medical complications in a tropical environment

and that there may be any number of unforeseen matters causing an unscheduled disruption or halt to your programme. crees does not provide any medical services, such as doctors, nurses or any other medically qualified staff, other than basic first aid supplies, and you accordingly undertake to take all reasonable care of yourself and all others with whom you reasonably foresee you may come into contact on the project.

Crees will not be liable to you for any claim from discomfort or disappointment suffered from participation on a project. Whilst all crees programme are advertised in good faith, you acknowledge that the weather and wildlife are unpredictable and that crees gives no representation that you will observe any particular species or enjoy any particular weather conditions while participating on a programme.

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Filming and Photography

crees clients should be made aware that they might be filmed or photographed during their stay with us in Manu. crees reserves the right to use any of the material for publications, marketing use and promotional literature. Should a client be opposed to this they must provide written notification of this before departing on a crees tour/expedition or programme with us.

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Intellectual Property

All research, data, reports, photographs and documentation relating to the programme shall remain the property of crees without compensation or further recourse to the participant.

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Accountability

Crees endeavors to look after its client's health and safety at all times. Due to the nature of where we work there may exist higher than normal risks to client's personal health and safety. By making a payment you fully accept the programme risks as outlined in our pre-departure information but furthermore you recognize that failure to fully disclose or omit any personal health information on booking will mean no claims or refunds will be able to be made against crees should they occur.

Indemnity

You hereby agree to indemnify crees from and against all loss, damage and liability which crees may suffer or incur as a result of your act, neglect or default while participating on a programme.

.....

Jurisdiction and Applicable Law

These Terms & Conditions and any agreement to which they apply are governed in all respects by Peruvian law. It is therefore agreed that any dispute, claim or other matter which arises between crees and you the client in connection with your contract or booking will be dealt with by the local Court in Cusco, Peru.

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Jurisdiction and Applicable Law

These Terms & Conditions and any agreement to which they apply are governed in all respects by Peruvian law. It is therefore agreed that any dispute, claim or other matter which arises between crees and you the client in connection with your contract or booking will be dealt with by the local Court in Cusco, Peru.