

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

Monday, April 13, 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 March 9, 2026 and March 16, 2026 meetings
- B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
- C. Review Student Discipline/Expulsion Recommendation
- D. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
- E. Review Summer School Contract Recommendations
- F. Superintendent Evaluation

IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

V. BOARD DEVELOPMENT WORKSHOP

If time allows between the Closed Session and the start of the Regular Meeting Agenda, the Board may use this time for Board Development.

A. Superintendent and Board Book Study *Great on Their Behalf* by AJ Crabill Chapters 13 & 14 will be reviewed.

VI. APPROVAL OF MINUTES

A. Review Minutes of March 9, 2026 Regular Meeting and the March 16, 2026 Special Meetings. 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 14

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

IX. BOARD RECOGNITION

President Ensign will recognize board members.

X. TEACHING STAFF, STUDENTS, & BOARD

REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Staff 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 17

A brief update will be shared by MSAN (Multicultural Student Achievement Network) students.

C. Board Reports/Action Items

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

2. National School Staff Appreciation Week Board Correspondence 24

National School Staff Appreciation Week is May 4-8, 2026. Attached please find a draft correspondence that Mark Hetzel and Communication Specialist, Anne Blackburn, would like consideration from the Board on sending to all staff during the week of May 4th. They are seeking board feedback and consideration.

3. Spring Election Update

The canvass of the April 7, 2026 School Board Election Results took place on Monday April 13th. The canvass results will be shared at the board meeting.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Human Resources Committee

1. Review the minutes of the March 18, 2026 HR committee meeting. 25

2. 26-27 Plan Year Insurance Committee Update - **ACTION ITEM**

27

The district insurance committee involving staff, district administration and Board members Joan Ensign and Mark Hetzel have been meeting during this school year to prepare for the 26-27 plan year.

The committee has reviewed district and peer plan structures, feedback from staff and committee members, district budget forecasts, and advice from USI, the district's benefit advisor.

Timeline of remaining activities:

April - Board reviews recommended plan / rate structure; Board vote

Mid April to Mid May - Employee communication / education

Mid April / May - Open Enrollment

The HR committee recommended on a 3-0 vote that the full board consider the recommended changes from the Insurance Committee of an increase to the employee dental contributions of 13%, changes to the health plan structure incorporating coinsurance in the HMO and copays in the HDHP and offering supplemental insurance options at employee cost.

Dental

The attached dental fund report shows that the intended spend down of the fund balance is proceeding as desired, with an anticipated ending balance of approximately \$200,000 on June 30, 2026. The ultimate goal balance is approximately \$100,000. USI's actuary services has forecasted an increased dental claims cost of nearly 26% from our last employee rate change in 22/23. Based on historical claims data, and the anticipated claims cost increase, an increased employee contribution of 13% will take the June 30, 2027 balance to the goal.

Health and Supplemental Insurances

Dean Health by Medica offered the district a plan renewal of 11.9%, the identified rate cap. After district administration advocacy in partnership with USI, a renewal option incorporating coinsurance in the HMO and copays in the HDHP was presented. The USI packet demonstrates the current plan, the cost at the 11.9% renewal, and the cost of the plan with the changes, also showing the monthly employee contributions for teachers, 11&12 month employees and administration for the two options. As a result of an increased district contribution of 5%, the resulting employee monthly contributions in the new option are a decrease from 25/26 employee monthly deductions. For the limited number of employees that

would experience increased out-of-pocket costs due to the changes, the Insurance Committee requested supplemental insurance options, which are detailed in the three, optional employee-cost plans from AFLAC.(also attached.)

The administration is also continuing to explore Employee Wellness Clinic offerings and investments to provide additional services to employees to further avoid medical expenses through the use of insurance and participation in outside medical care.

Benefits Guide

While no other benefit changes are being suggested, the draft 26/27 Benefits Guide is also attached to illustrate the scope of district offerings.

- 3. Discuss the proposed change of the social workers from an administrative support style contract to a teacher -style contract for the 2026-2027 school year. - **ACTION ITEM** 77

In response to social worker requests to review their contract structure, administration has been meeting with the social work team to explore the contract style offered to WCSD staff. WCSD is an outlier in our peer Dane County Districts in that we offer a two-year administrative support contract instead of a teacher-style contract with extended days.

The administration has proposed to the group a teacher-style contract with 12 extended days. The members of the group support the change as presented, with two exceptions, as does the administration.

The attached document shows the structural differences. With a 3-0 vote the HR Committee supported the change for the 26/27 contract year moving forward, while allowing the two dissenting members of the group to remain with their current administrative-style contract structure.

B. Co-Curricular Committee

- 1. Review the minutes from the April 2, 2026 Co-Curricular meeting 78
- 2. 2026-27 Handbooks - **ACTION ITEM** 79

Attached please find the WHS Co-Curricular handbook, the WMS Co-Curricular handbook and the WCSD Coaches Handbook.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Update on District 4K Program 165

Administration will provide an update on 4K planning for 2026-27. Attached please find the enrollment data as of 3/31. We will provide updated numbers at the meeting.

- B. Administrative Update 166

A brief update will be given by the Director of Business Services.

- C. Announcements

XIII. CONSENT AGENDA

A. Approval of Checks	
B. Finance	
1. Monthly Finance Reports	179
Attached you will find the Budget Status report as of March 2026 and the Cash Reconciliation report for February 2026.	
C. Safety Drills Report	184
D. Consideration of the 2026-2027 CESA 2 Contract	185
E. Gifts and Field Trips	
1. Gifts	
a. Mark Hetzel \$1200.00 for Student Financial Assistance Fund	191
b. The Meadows of Sixmile Creek - \$1500.00 toward Van Wrap	192
c. The Waunakee Ecumenical Board 12 - \$40 fuel-only Kwik Trip Cards for the WCSD Social Workers to assist families enrolled in the Free & Reduced Lunch Program	193
d. Village Mobil - \$250.00 Student Financial Aid Fund.	194
e. Vogel Brothers - \$500.00 Student Financial Aid Fund.	195
f. Eppstein Uhen Architects, Inc. \$20,000 to Student Financial Aid Fund.	196
2. Field Trips	
a. Physics Lab Trip to Great America — Gurnee IL.	197
b. Engineering Machine Design Championship - Mankato MN April 16-17, 2026	199
F. Approve Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements	
G. Approve Summer School Contract Recommendations	
XIV. <u>BOARD BUSINESS</u>	
A. Board Reorganization	
For the Board Reorganization, Rebecca will provide all Board Members with a document to choose their committee preferences as well as officer interest.	
B. Legislative Update	
C. Correspondence	
XV. <u>FUTURE AGENDAS AND MEETINGS</u>	
A. Agenda Items for Next Board Meeting	
B. Special Meetings	
Reorg - May 5th @ 7:30am	
BOE Summer Workshop — before August board meeting TBD	
BOE Annual Meeting - August 24th @ TBD	
C. Budget Committee	
D. Co-Curricular Committee	
E. Curriculum Committee	

- F. Facilities Committee
- G. Insurance Committee
- H. Human Resources Committee
- I. Policy Committee
- J. DEI Committee

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

XVII. **RETURN TO OPEN SESSION**

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

XIX. **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, March 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), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 5-0 on a roll call vote. Time 6:00pm

II. ROLL CALL

Eaton -Yes (arrived at 6:03pm left at 6:50pm), Ensign- Yes, Frey-No, Hetzel-Yes, Heinrichs -Yes, Murray,-Yes, Sonne -Yes

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

A motion was made by Sonne, second by Heinrichs, to adjourn closed session and reconvene in open session. Motion carried 6-0. Time: 6:52pm

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 7:00pm

VI. APPROVAL OF MINUTES

- A. Review minutes of the February 9, 2026 Regular meeting and February 19, 2026 Board Workshop meeting.
A motion was made by Heinrichs, second by Murray, to approve the minutes as presented. Motion carried 5-0.

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Heinrichs, second by Murray to approve the agenda as posted. Motion carried 5-0.

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

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

A. Teacher Report

Mel Trainer Burton and Gretchen Kessler of the WTA will provide an update to the Board from the teachers. They shared that staff and families appreciate having the choice to have conferences in person or virtually. The speech and language teachers and also the math teachers are very appreciative of having the collaboration with colleagues for professional development.

B. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner, the student representatives from the high school gave the board updates on boys and girls wrestling, gymnastics, boys and girls hockey, dance team, DECA, mock trial, FFA week, forensics, pickleball club, HOSA, the visit for Francesca Hong who is running for governor, the scholarship drive, ACT, the musical, solo ensemble, band and choir concert.

2. Warrior Spotlight

A brief update was 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

Heather Murray arranged several meetings with various governor candidates which were well done.

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. This is a great way to keep the board up to date with changes in the various curriculum departments.

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

A. Curriculum Committee

1. The February 16, 2026 Curriculum Meeting Minutes were reviewed.

2. Education for Employment (E4E) Plan

Schell gave a brief summary and answered questions about the district's Education For Employment (E4E) plan. A motion was made by Hetzel, second by Murray, to approve the E4E plan as presented. Motion carried 5-0.

B. Facility Committee

1. The March 2, 2026 Facility Committee Meeting Minutes were reviewed.

2. Approval of Warrior Pitch Projects

Summers and Cramer were available to answer any questions regarding the Soccer Boosters request for projects on the Warrior Pitch. A motion was made by Sonne, second by Heinrichs to approve the projects to Warrior Pitch as presented. Motion carried 5-0.

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

A motion was made by Hetzel, second by Heinrichs to approve the 2026-27 budget of \$1 million and approval the highlighted (yellow) items at March regular board meeting as presented. Motion carried 5-0.

4. High School 2026 Planning

Jay Thomsen of Vogel Bros. Robin Savola of EUA, and Summers presented and answered

questions regarding the high school 2026 planning process and budgeting and bid results. A motion was made by Heinrichs, second by Sonne approve the planning process, budgeting and bid results as presented. Motion carried 5-0.

C. Budget Committee

1. The March 2, 2026 Budget Committee Meeting Minutes were reviewed.

2. Approval of Budget Planning Process for 2026-27

Summers was available for questions regarding the 2026-27 budget planning process. A motion was made by Heinrichs, second by Hetzel, to approve the 2026-2027 budget as presented. Motion carried 5-0.

3. 4K Planning

Summers presented and answered questions on an update on the 4K planning process for the 2026-27 school year and information regarding Get Kids Ready. Miranda Moe was also present to provide an update on 2026-27 4K planning. A motion was made by Heinrichs, second by Murray, to approve hiring 3 half time 4K positions for the 26-27 school year. This will be a one-year contract and will be reevaluated for the 27-28 school year. Motion Carried 5-0.

4. Request for Proposal for Legal Services

Summers presented and answered questions regarding the budget committee's request to move forward with a request for proposal of legal services.

5. Request for Proposal for Mental Health Services

Summers presented and answered questions regarding the budget committee's request to move forward with a request for proposal of mental health services. A motion was made by Hetzel, second by Heinrichs, to move forward with this request. Motion carried 5-0.

D. Policy Committee

1. The minutes from the March 3, 2026 policy committee were reviewed.

2. Transportation Discussion

Summers discussed the changes for transportation for 26-27 which would include: 1) Implement unusually hazardous transportation plan. 2) Eliminate shuttles between the 3 elementary schools. 3) St. John's students would be served by a northern and southern bus route.

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

A motion was made by Heinrichs, second by Murray to approve the request of an open-enrolled family be allowed Deforest transportation for 2026-2027 School year only. Motion carried 5-0.

3. Transportation Policies for Discussion, Review, & Consideration

A motion was made by Hetzel, second by Heinrichs, to approve transportation policies 751 Exhibit and 751 Rule 1 as presented. Motion carried 5-0.

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

b. 751 Rule 1 Student Transportation Services

4. Cell Phone Policies for Discussion, Review, and Consideration

Schell presented and answered questions regarding the cell phone policy. A motion was made by Sonne, second by Heinrichs, to approve the cell phone policy as presented. Motion carried 5-0.

XI. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Update from the Human Resources Director

B. Approval of the Referendum Survey

Summers shared the draft community survey that is scheduled to go out in early April. The board shared feedback with the administration. The results will be presented to the board in May.

C. Correspondence – NA

XII. CONSENT AGENDA

joan - acknowledge Bridging Brighter smiles. -

HM DH allin

The board acknowledged the work that Bridging Brighter Smiles give the WCSD students.

A motion was made by Murray, second Heinrichs, to approve the consent agenda as presented. Motion carried 5-0.

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

C. Bridging Brighter Smiles MOU

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

E. Safety Drills

F. Gifts & Field Trips

1. Gifts

2. Field Trips

a. 2027 Science and Service Trip - Peru

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

New Administrative Staff

Jason Marshall, Associate Principal, HS

Resignations

Diane Hoffman, Crossing Guard

Shawn Holewinski, 2nd Grade Teacher, AES

Ashley Jesberger, Weekend Custodian

Retirements

Joey Cisneros, Custodian, HS

Michele Hutchins, Para Educator Special Education, MS

Heidi Jagoe, Learning Disabilities Teacher, IS

Jenifer Margala, Para Educator Regular Education, AES

Lisa Seiler, Reading Teacher, IS

Karen Staeger, 2nd Grade Teacher, PES

Edward Wafford, Custodian, AES

Internal Changes - No Action

Adam Housner, from Special Education Coordinator EC - 5, to Associate Principal, HES

Deanne Lensert, from Associate Principal, HS, to Principal, HS

Emily Morehouse, from Co-Principal, HES, to Principal, HES

Katelyn Suchyta, from 1-Year 50% Math Interventionist, HES, to regular contract 50% Math Interventionist, HES

One-Year LOA for 2026-27 School Year

Michael Place, 7th Grade Teacher, MS

Co-Curricular staff updates attached to the extra section of the agenda.

H. Approve Summer School Contract Recommendations

Summer School Staff Updates attached to the extra section of the agenda.

XIII. BOARD BUSINESS

A. Legislative Update

Hetzel asked that the board plan a legislative day in September/October to interact with our legislators. The board was in agreement with planning an event like this.

adjourn DH HM all in 931

XIV. FUTURE AGENDAS AND MEETINGS

A. Agenda Items for Next Board Meeting

B. Special Board Meeting - Evaluation meeting. March 16, 2026 @ 5:30pm

A motion was made by Sonne, second by Hetzel, to approve the special meeting as presented. Motion carried 5-0.

C. Budget Committee

D. Co-Curricular – April 2 @ 7:30am

E. Curriculum Committee

F. Facility Committee -

G. Human Resources Committee – March 18 @ 8:00am

H. Policy Committee

I. 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 9:31pm on a motion by Heinrichs, second by Murray, and passed unanimously by voice vote 5-0.

Respectfully submitted,

Carlena Eaton, Clerk

Date: _____

CE/rm

Minutes of Evaluation Meeting - Open

The Board of Education Waunakee Community School District

A Evaluation Meeting of the Board of Education of Waunakee Community School District was held Monday, March 16, 2026, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

II. President Ensign called the meeting to order. A motion was made by Frey, second by Heinrichs, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)c and g to review the superintendent evaluation. Motion carried 6-0 on a roll call vote. Time 5:30pm

III. ROLL CALL

Eaton -Yes (arrived at 5:33pm), Ensign- Yes, Frey-Yes, Hetzel-Yes, Heinrichs -Yes, Murray,-Yes, Sonne -Yes

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

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

B. Superintendent Evaluation

V. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA

A motion was made by Hetzel, second by Murray, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time: 7:11pm

VI. APPROVE THE AGENDA

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

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

VIII. CONSIDERATION OF DECA OUT OF STATE OVERNIGHT CONFERENCE

A motion was made by Heinrichs, second by Eaton, to approve the DECA trip as presented. Motion carried 7-0.

IX. BOARD OF EDUCATION SELF-EVALUATION

The board discussed the results of the board self-evaluation and areas to improve.

X. ADJOURN

The Board of Education adjourned at 7:54pm on a motion by Eaton, second by Frey, and passed unanimously by voice vote 7-0.

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

Waunakee 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):

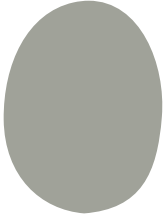
October 1989
March 1994
September 1994
January 2000
February 2002
May 2020
January 2022




MSAN

17

Multicultural Student Achievement Network



By: Carly Flores, Chloe Multerer, Sara Chengoul, Anna Lindley, Sebastian Sanchez H. and Johana Angeles



Mission Statement

MSAN's mission is to build the capacity of students and educators to improve the educational experiences and outcomes of students of color by learning and leading together.

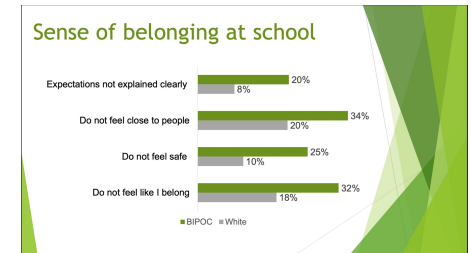
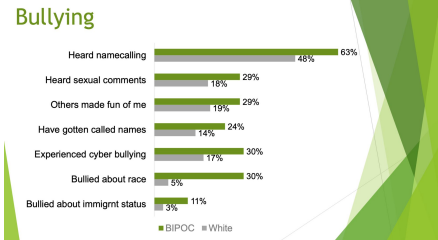
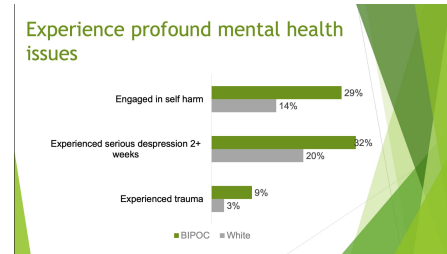
MSAN Network – The **MSAN Network** is a national coalition of multiracial school districts learning, growing, and working together toward the goal of improving access, opportunity, and achievement for students of color.

MSAN Waunakee – Student Group/Club – our local chapter

Rationale

Multicultural students deserve to have access to a space where they feel safe, creating a sense of belonging in an environment where it can be intimidating to express your differences

- **Create a similar environment to the conference**
- **Help aid some mental health struggles**



Action Steps

What we've done/ will continue to do:

- Started to get affinity groups together, creating a welcoming space for everyone.
- Future Freshmen Night reachout
- DEI Meetings
 - Bringing student perspective to the "You Belong" Commitments
- EOS Meetings
 - Answering questions about school environment and taking advanced courses.
 - Freshmen Meetings during finals week to encourage taking advanced classes

What we want to do/ continue

doing:

- Finish microaggression video
- Find different multicultural student organizations to fundraise for
- Start to build social media and other advocacy platforms

Goa

WHS MSAN

"Mini" MSAN

A safe environment for everyone, but geared towards multicultural students

Made up of students from other affinity groups (ASA, LSU, BSU)

Panel meeting talking about the conference

Panel insight for underclassmen and middle schoolers

"Core" MSAN

Leadership board

More involved with panels, trips, conferences

Inforce the action plan²¹



MSAN Conference ²²



Nov 12, 2025- Nov 14, 2025

Summary

Work Towards Equal Opportunity for All Students

- Being able to have a sense of belonging around people who look like you.
 - **Being the majority in a welcoming space.**
- Letting students know they have a place where they belong (In MSAN).
- Taking classes that are more advanced, as well as being encouraged to.

STEPS:

- Splitting MSAN/a sub organization.
- Getting all the affinity groups in our school to meet together.
- Start marketing MSAN by fundraising in the school (similar to DECA, HOSA, FBLA).

Staff Appreciation 2026
May 4-8, 2026

Dear Waunakee Community School District Staff:

As we recognize National Staff Appreciation Week 2026, the Board of Education extends its sincere gratitude to each member of the Waunakee Community School District. Your dedication, professionalism, and commitment to our students, families, and community continue to define the strength and success of our schools.

Our educators and student support staff, including teachers, administrators, paraeducators, counselors, social workers, psychologists, specialists, instructional coaches, interventionists, and co-curricular advisors and coaches, play a vital role in shaping the future of our students. Through your expertise and care, you foster learning environments that support academic growth while also building confidence, character, and a strong sense of belonging for every learner.

Our operational and support staff, including information technology, office personnel, administrative assistants, maintenance and custodial teams, food service professionals, bus drivers, and crossing guards, are essential to the daily operations of our district. Your work ensures that our schools remain safe, welcoming, and efficient places where students and staff can thrive.

As the Waunakee Community School District School Board, we celebrate and thank all of our staff for their commitment and contribution, visible and behind the scenes, to making meaningful and lasting impacts on our students.

With gratitude,
Waunakee Community School District Board of Education

Minutes of Human Resources Committee

The Board of Education Waunakee Community School District

A Human Resources Committee of the Board of Education of Waunakee Community School District was held Wednesday, March 18, 2026, beginning at 8:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Eaton called the meeting to order at 8:00am.

II. ROLL CALL

Present: Eaton, Ensign, Hetzel

Also present; Brown, Grabarski, Summers

III. APPROVE AGENDA

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

IV. PUBLIC COMMENTS

There were no public comments for this meeting.

V. DISCUSS THE PLANNING PROCESS FOR 26.27 WAGE INCREASES

Grabarski presented and answered questions regarding the process.

The state has set the CPI for 2.63% for the 26/27 school year, starting on July 1, 2026.

Potential wage increase timeline:

March / April - Review draft wage increase plan by the HR Committee

April / May - Approve wage increases for Admin, Admin Support, Hourly Staff - Board action

Negotiation Dependent* - Approve wage increases for teachers. The WTA has informally expressed an interest in starting in April.

July - New wages take effect for staff

Per the Fall 2024 Operational Referendum, the community supported \$1 million in funds over the 25/26 and 26/27 school years to increase all hourly staff to the Dane County peer average hourly wages. Planning documents will be released in the future to demonstrate the associated actions for the 26/27 wage increases, including the referendum-based increases. Grabarski presented and answered questions regarding the planning process for the 26/27 wage increases.

VI. ADJOURN TO CLOSED SESSION (19.85 (1) (c) (e))

Negotiation Preparation with District Negotiations Team. Materials will be shared with the Committee at the meeting with potential costing examples for 26/27 contracts.

A motion was made by Ensign, seconded by Hetzel, to adjourn into closed session. Motion 3-0 carried at 8:05am.

VII. RETURN TO OPEN SESSION

A motion was made by Ensign, seconded by Hetzel, to return to open session. Motion

carried 3-0. 8:40am

VIII. 26-27 PLAN YEAR INSURANCE COMMITTEE UPDATE

Grabarski presented and answered questions regarding the insurance committee, the timeline, and the recommendations to the dental and health insurance for the 26-27 school year.

Timeline of remaining activities:

March 17- Insurance Committee created a recommendation for insurance plan and rate structure to work within district budget forecasts.

April - Board reviews recommended plan / rate structure; Board vote

Mid April to Early May - Employee communication / education / Open Enrollment

A motion was made by Hetzel, second by Ensign to approve the changes recommended by the insurance committee. A) Increase to employee dental contribution by 13% B) Support the identified changes to health plan structure to decrease employee premium contributions. C) Offer optional supplemental insurance plans to provide financial protection to employees to cover out of pocket costs such as deductibles, copays and coinsurance. Motion carried 3-0.

IX. DISCUSS THE PROPOSED CHANGE OF THE SOCIAL WORKERS FROM AN ADMINISTRATIVE SUPPORT-STYLE CONTRACT TO A TEACHER-STYLE CONTRACT FOR THE 26/27 SCHOOL YEAR.

Grabarski presented and answered questions regarding the social worker team request to review their contract structure. WCSO is an outlier in our peer Dane County Districts in that we offer a two-year administrative support contract instead of a teacher-style contract with extended days. The social work team is in favor of a teacher-style contract with 12 extended days and administration supports their request.

A motion was made by Ensign, second by Hetzel to change those social workers who are interested to move to a teacher-style contract as presented. Motion carried 3-0

X. ADJOURN

A motion was made by Ensign, second by Hetzel, to adjourn the meeting at 9:20am. Motion carried 3-0.

Waunakee Community School District
 Self-Insurance (Dental) 2025-2026

note beginning balance July 1 is June's **Current Balance

Beginning Balance - July 1, 2025 **\$303,586.26**

Month	Interest Earned	Monthly Deposits	Monthly Income	Monthly Costs Admin.	Claims Paid	Monthly Expenses	Current Balance
Jul-25	1,312.96	61,539.50	62,852.46	2,635.60	91,223.70	93,859.30	272,579.42
Aug-25	1,165.89	61,361.30	62,527.19	2,635.60	98,173.20	100,808.80	234,297.81
Sep-25	1,018.89	61,228.20	62,247.09	2,697.20	60,331.65	63,028.85	233,516.05
Oct-25	944.93	61,822.20	62,767.13	2,710.40	79,117.20	81,827.60	214,455.58
Nov-25	883.26	62,147.80	63,031.06	2,710.40	56,582.23	59,292.63	218,194.01
Dec-25	914.45	62,147.80	63,062.25	2,741.20	69,394.81	72,136.01	209,120.25
Jan-26	807.03	62,326.00	63,133.03	2,719.20	68,773.99	71,493.19	200,760.09
Feb-26	594.70	62,266.60	62,861.30	2,710.40	40,148.46	42,858.86	220,762.53
Mar-26	751.44	62,147.80	62,899.24	2,679.60	54,130.75	56,810.35	226,851.42
Apr-26		0.00	0.00	0.00	0.00	0.00	226,851.42
May-26		0.00	0.00	0.00	0.00	0.00	226,851.42
Jun-26		0.00	0.00	0.00	0.00	0.00	226,851.42
Totals	8,393.55	556,987.20	565,380.75	24,239.60	617,875.99	642,115.59	

COMPLETED BY ACCOUNTING SPECIALIST FOR DENTAL FUNDS TRANSFER

Withdrawal Amount	Withdrawal Date	LGIP site Balance
\$ 93,859.30	8.13.25	366,438.72
\$ 120,808.80	9.18.25	355,106.61
\$ 43,028.85	10.17.25	276,544.90
\$ 81,827.60	11.18.25	296,283.18
\$ 59,292.63	1.5.26	277,486.64
\$ 131,428.64	1.23.26	340,548.89
\$ 12,200.56	2.12.26	212,960.65
\$ 42,858.86	3.12.26	263,621.39
\$ 56,810.35	4.7.26	283,661.77
\$ (226,851.42)		
\$ (226,851.42)		
\$ (226,851.42)		



**Waunakee School District
Medical Plan
Benefit Outline and Cost Summary
July 1, 2026 Renewal Date**

	HMO	HDHP	Current POS/PPO
Carrier	Dean Health Plan, Inc.	Dean Health Plan, Inc.	Dean Health Plan, Inc.
Plan Type, Name, Network	HMO Copay Plan	HMO HSA Plan	POS Copay Plan
Deductible (Individual / Family)	\$750 / \$1,500	\$3,000 / \$6,000	\$750 / \$1,500
Non-Network Deductible (Individual / Family)			\$1,500 / \$3,000
Out-of-Pocket Maximum (Individual / Family)	\$3,000 / \$6,000	\$3,000 / \$6,000	\$3,000 / \$6,000
Non-Network OOP Max (Individual / Family)			\$4,500 / \$9,000
Deductible / OOP Embedded / Non-Embedded	Embedded	Non-embedded	Embedded
Annual HSA Contribution (Individual / Family)		\$1,700 / \$3,900	
Coinsurance (In / Out)	100%	100%	100% / 80%
Wellness / Preventive Care	100%	100%	100%
Primary Care Office Visit	\$50 copay	100% after deductible	\$50 copay
Specialist Office Visit	\$50 copay	100% after deductible	\$50 copay
Urgent Care Visit	\$50 copay	100% after deductible	\$50 copay
Emergency Room	\$100 copay	100% after deductible	\$100 copay
Outpatient Lab / X-Ray	100% after deductible	100% after deductible	100% after deductible
Complex Imaging (MRI, CAT, PET, et al.)	100% after deductible	100% after deductible	100% after deductible
Outpatient Surgical Facility	100% after deductible	100% after deductible	100% after deductible
Inpatient Hospital Facility	100% after deductible	100% after deductible	100% after deductible
Retail Prescription Drug Copays	\$10/\$25/\$50/30%	100% after deductible	\$10/\$25/\$50/30%

Rates & Total Cost

	HMO	HDHP	POS/PPO			
Single	103	48	11	\$882.08	\$662.74	\$987.04
Family	188	101	15	\$1,984.69	\$1,491.16	\$2,220.84
Total Employees	291	149	26			

Annual Subtotal	\$5,567,718	\$2,189,028	\$530,039
Percent Change by Plan			
Annual Total (w/out HSA)			\$8,286,785
Change from Current			
Percentage Change			



**Waunakee School District
Medical Plan
Benefit Outline and Cost Summary
July 1, 2026 Renewal Date**

	HMO	HDHP	Renewal POS/PPO
Carrier	Dean Health Plan, Inc.	Dean Health Plan, Inc.	Dean Health Plan, Inc.
Plan Type, Name, Network	HMO Copay Plan	HMO HSA Plan	POS Copay Plan
Deductible (Individual / Family)	\$750 / \$1,500	\$3,000 / \$6,000	\$750 / \$1,500
Non-Network Deductible (Individual / Family)			\$1,500 / \$3,000
Out-of-Pocket Maximum (Individual / Family)	\$3,000 / \$6,000	\$3,000 / \$6,000	\$3,000 / \$6,000
Non-Network OOP Max (Individual / Family)			\$4,500 / \$9,000
Deductible / OOP Embedded / Non-Embedded	Embedded	Non-embedded	Embedded
Annual HSA Contribution (Individual / Family)	\$0	\$1,700 / \$3,900	\$0
Coinsurance (In / Out)	100%	100%	100% / 80%
Wellness / Preventive Care	100%	100%	100%
Primary Care Office Visit	\$50 copay	100% after deductible	\$50 copay
Specialist Office Visit	\$50 copay	100% after deductible	\$50 copay
Urgent Care Visit	\$50 copay	100% after deductible	\$50 copay
Emergency Room	\$100 copay	100% after deductible	\$100 copay
Outpatient Lab / X-Ray	100% after deductible	100% after deductible	100% after deductible
Complex Imaging (MRI, CAT, PET, et al.)	100% after deductible	100% after deductible	100% after deductible
Outpatient Surgical Facility	100% after deductible	100% after deductible	100% after deductible
Inpatient Hospital Facility	100% after deductible	100% after deductible	100% after deductible
Retail Prescription Drug Copays	\$10/\$25/\$50/30%	100% after deductible	\$10/\$25/\$50/30%

Rates & Total Cost

	HMO	HDHP	POS/PPO			
Single	103	48	11	\$987.03	\$741.62	\$1,104.48
Family	188	101	15	\$2,220.82	\$1,668.65	\$2,485.08
Total Employees	291	149	26			
Annual Subtotal				\$6,230,139	\$2,449,577	\$593,106
Percent Change by Plan				11.9%	11.9%	11.9%
Annual Total (w/out HSA)						\$9,272,822
Change from Current				Dean Rate Caps: 11.9% for 7/1/27		\$986,036
Percentage Change						11.9%



**Waunakee School District
Medical Plan
Benefit Outline and Cost Summary
July 1, 2026 Renewal Date**

	Dean Plan Design Alternate Options		
	HMO	HDHP	POS
Carrier	Dean Health Plan, Inc.	Dean Health Plan, Inc.	Dean Health Plan, Inc.
Plan Type, Name, Network	HMO Copay Plan	HMO HSA Plan	POS Copay Plan
Deductible (Individual / Family)	\$750 / \$1,500	\$3,000 / \$6,000	\$750 / \$1,500
Non-Network Deductible (Individual / Family)			\$1,500 / \$3,000
Out-of-Pocket Maximum (Individual / Family)	\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000
Non-Network OOP Max (Individual / Family)			\$5,000 / \$10,000
Deductible / OOP Embedded / Non-Embedded	Embedded	Non-embedded	Embedded
Annual HSA Contribution (Individual / Family)		\$1,700 / \$3,900	
Coinsurance (In / Out)	80%	100%	80% / 60%
Wellness / Preventive Care	100%	100%	100%
Primary Care Office Visit	\$50 copay	Deductible, then \$25 copay	\$50 copay
Specialist Office Visit	\$50 copay	Deductible, then \$50 copay	\$50 copay
Urgent Care Visit	\$50 copay	Deductible, then \$25 copay	\$50 copay
Emergency Room	\$100 copay	Deductible, then \$250 copay	\$100 copay
Outpatient Lab / X-Ray	Deductible, then 80%	100% after deductible	Deductible, then 80%
Complex Imaging (MRI, CAT, PET, et al.)	Deductible, then 80%	100% after deductible	Deductible, then 80%
Outpatient Surgical Facility	Deductible, then 80%	100% after deductible	Deductible, then 80%
Inpatient Hospital Facility	Deductible, then 80%	100% after deductible	Deductible, then 80%
Retail Prescription Drug Copays	\$10/\$25/\$50/30%	Deductible, then \$10/\$35/\$60/30%	\$10/\$25/\$50/30%

Rates & Total Cost

	HMO	HDHP	POS/PPO			
Single	103	48	11	\$887.13	\$690.09	\$1,000.56
Family	188	101	15	\$1,996.04	\$1,552.70	\$2,251.26
Total Employees	291	149	26			
Annual Subtotal				\$5,599,559	\$2,279,364	\$537,301
Percent Change by Plan				0.6%	4.1%	1.4%
Annual Total (w/out HSA)						\$8,416,224
Change from Current						\$129,439
Percentage Change						1.6%



Waunakee School District
 Medical Plan
 Contribution Analysis
 July 1, 2026 Renewal Date

Assumes District Budget Increases by 5% over current for both renewal and alternates

	Current				Renewal				
	Enroll	Premiums	ER Cost	EE Cost	Enroll	Premiums	ER Cost	EE Cost	\$ EE Change
HMO			83%				78%		
Single	103	\$882.08	\$735.20	\$146.88	103	\$987.03	\$771.96	\$215.07	\$68.19
Family	188	\$1,984.69	\$1,653.25	\$331.44	188	\$2,220.82	\$1,735.91	\$484.91	\$153.47
Annual Subtotal	291	\$5,567,718	\$4,638,439	\$929,279	291	\$6,230,139	\$4,870,361	\$1,359,778	
HDHP			87%				85%		
Single	48	\$662.74	\$581.54	\$81.20	48	\$741.62	\$630.29	\$111.33	\$30.13
Family	101	\$1,491.16	\$1,301.19	\$189.97	101	\$1,668.65	\$1,410.91	\$257.74	\$67.76
Annual Subtotal	149	\$2,189,028	\$1,912,009	\$277,018	149	\$2,449,577	\$2,073,073	\$376,504	
POS/PPO			74%				70%		
Single	11	\$987.04	\$735.20	\$251.84	11	\$1,104.48	\$771.96	\$332.52	\$80.68
Family	15	\$2,220.84	\$1,653.25	\$567.59	15	\$2,485.08	\$1,735.91	\$749.17	\$181.58
Annual Subtotal	26	\$530,039	\$394,631	\$135,408	26	\$593,106	\$414,363	\$178,743	
Annual Total	466	\$8,286,785	\$6,945,080	\$1,341,705	466	\$9,272,822	\$7,357,797	\$1,915,025	



Waunakee School District
Medical Plan
Contribution Analysis **Assumes District Budget Increases by 5% over current fo**
July 1, 2026 Renewal Date

	Enroll	Premiums	ER Cost	Current EE Cost	Enroll	Premiums	ER Cost	Dean Plan Alternates EE Cost	\$ EE Change
HMO			83%				87%		
Single	103	\$882.08	\$735.20	\$146.88	103	\$887.13	\$771.96	\$115.17	(\$31.71)
Family	188	\$1,984.69	\$1,653.25	\$331.44	188	\$1,996.04	\$1,735.91	\$260.13	(\$71.31)
Annual Subtotal	291	\$5,567,718	\$4,638,439	\$929,279	291	\$5,599,559	\$4,870,361	\$729,198	
HDHP			87%				91%		
Single	48	\$662.74	\$581.54	\$81.20	48	\$690.09	\$630.29	\$59.80	(\$21.40)
Family	101	\$1,491.16	\$1,301.19	\$189.97	101	\$1,552.70	\$1,410.91	\$141.79	(\$48.19)
Annual Subtotal	149	\$2,189,028	\$1,912,009	\$277,018	149	\$2,279,364	\$2,073,073	\$206,291	
POS/PPO			74%				77%		
Single	11	\$987.04	\$735.20	\$251.84	11	\$1,000.56	\$771.96	\$228.60	(\$23.24)
Family	15	\$2,220.84	\$1,653.25	\$567.59	15	\$2,251.26	\$1,735.91	\$515.35	(\$52.24)
Annual Subtotal	26	\$530,039	\$394,631	\$135,408	26	\$537,301	\$414,363	\$122,938	
Annual Total	466	\$8,286,785	\$6,945,080	\$1,341,705	466	\$8,416,224	\$7,357,797	\$1,058,427	

Accident Insurance

Plan Description

Accident coverage provides cash benefits to help offset the financial impact of unexpected injuries. Benefits are paid for treatments like fractures, burns, concussions, and emergency dental work, as well as hospital stays, follow-up therapy, and more. Payments are based on the type and severity of the injury, so you receive meaningful support when you need it most.

24-Hour Coverage | Guaranteed Issue | No Waiting Period

Benefits

Initial Treatment	ER \$200–\$250; Doctor \$100–\$150
Ambulance	Ground \$400; Air \$1,200
Burns	\$100–\$20,000 depending on degree & % of body
Dislocations	\$240–\$6,000 (open reduction higher than closed)
Lacerations	\$50–\$800 based on size & stitches
Fractures	\$640–\$8,000 (multiple fractures capped at 200%)
Outpatient Surgery	\$400 per day (Hospital/ASC) / \$50 office
Inpatient Surgery	\$1,000 per day
Hospital Admission	\$1,250 (1 per accident)
Hospital Confinement	\$300 per day (max 365 days)
ICU	\$400 per day (max 30 days)
Accident Follow-Up Treatment	\$50 per visit (max 6)
Accidental Death	\$50,000 (Employee) / \$25,000 (Spouse) / \$10,000 (Child)
Common Carrier Death	Double accidental death amount
Annual Preventive Screening	\$50 per insured per year

Monthly Rates

Coverage Tier	Monthly Premium
Employee	\$15.33
Employee + Spouse	\$25.88
Employee + Child(ren)	\$32.90
Family	\$43.45

Hospital Indemnity Insurance

Plan Description

Hospital Indemnity coverage pays you \$1,000 directly when you're admitted for an overnight stay due to illness, injury, or surgery. This lump-sum benefit can be used for medical bills or everyday expenses, so you can focus on recovery instead of finances. Additional benefits are available for further hospital confinement, ICU stays, and rehabilitation.

24-Hour Coverage | Guaranteed Issue | No Waiting Period

Hospitalization Benefits

Hospital Admission	\$1,000 per confinement (1 per calendar year)
Hospital Confinement	\$150 per day (max 31 days per sickness/accident)
ICU Admission	\$1,000 per confinement
ICU Confinement	\$150 per day (max 10 days)
Step-Down Unit	\$75 per day (max 10 days)
Annual Health Screening	\$50 per insured per year

Monthly Rates

Coverage Tier	Monthly Premium
Employee	\$14.28
Employee + Spouse	\$32.86
Employee + Child(ren)	\$25.80
Family	\$44.38

Critical Illness Insurance

Plan Description

The Aflac Group Critical Illness Plan provides cash benefits when an insured person is diagnosed with a covered critical illness. The plan provides a lump-sum benefit to help with out-of-pocket medical expenses and the living expenses that can accompany a covered critical illness.

HSA Compatible | Guaranteed Issue | No Waiting Period

Base Critical Illnesses (% of Face Amount)

Covered Condition	Benefit
Heart Attack	100%
Sudden Cardiac Arrest	100%
Stroke	100%
Coronary Artery Bypass	100%
Major Organ Transplant	100% (25% if placed on transplant list)
Bone Marrow Transplant	100%
Kidney Failure	100%
Type I Diabetes	100%
Internal/Invasive Cancer	100%
Non-Invasive Cancer	25%
Skin Cancer	\$1,000 per year
Annual Health Screening	\$50 per insured per year

Monthly Rates – Employee (Uni-Tobacco)

Age	\$10,000	\$15,000	\$20,000
18–29	\$5.32	\$7.99	\$10.65
30–39	\$9.54	\$14.31	\$19.08
40–49	\$17.57	\$26.35	\$35.14
50–59	\$30.00	\$44.99	\$59.99
60+	\$53.23	\$79.84	\$106.45

Monthly Rates – Spouse (Uni-Tobacco)

Age	\$5,000	\$7,500	\$10,000
18–29	\$2.66	\$3.99	\$5.32
30–39	\$4.77	\$7.15	\$9.54
40–49	\$8.78	\$13.18	\$17.57
50–59	\$15.00	\$22.50	\$30.00
60+	\$26.61	\$39.92	\$53.23



July 1, 2026 to June 30, 2027




WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Employee Benefits Guide

Table of Contents Quick Link Guide

BENEFIT ELIGIBILITY | QE CHANGES | EFFECTIVE DATES..... 1

 **STAFF WELLNESS CLINIC 2**

 **WAIVE MEDICAL INSUR – PAID BENEFIT OPTIONS..... 3**

 **2026-27 RATES (MEDICAL, DENTAL, VISION) ... 6**


 **MEDICAL INSURANCE 8**

 **OPTIONAL PLANS TO PAIR WITH MEDICAL INSURANCE 8**

 **HEALTH SAVINGS ACCOUNT (HSA)..... 11**

 **FLEXIBLE SPENDING ACCOUNT (FSA) 13**

 **ACCIDENT | CRITICAL ILLNESS | HOSPITAL INSURANCES..... 14**

 **DENTAL INSURANCE 17**

 **VISION INSURANCE 19**

 **HEALTH ASSESSMENT..... 21**

 **USI BENEFITS RESOURCE HELP CENTER..... 23**


 **SHORT-TERM DISABILITY24**

 **LONG-TERM DISABILITY25**

 **LIFE INSURANCE25**

 **RETIREMENT WRS | ETF.....26**

 **RETIREMENT MID-AMERICA HRA.....27**

 **RETIREMENT 403(B) & 457 PLANS.....28**

 **EAP EMPLOYEE ASSISTANCE PROGRAM 32**

 **IDENTITY THEFT PROTECTION33**

 **STUDENT LOAN SOLUTIONS34**

 **STAFF WELLNESS**  **HR NEWS BULLETIN .35**

 **\$500 EMPLOYEE REFERRAL BONUS36**

 **PAYROLL & INSUR. DEDUCT SCHEDULES 36**

 **MEET THE HUMAN RESOURCES TEAM | WORK RESPONSIBILITIES | FORMS.....37**

Benefit Eligibility | QE Changes | Effective Dates

[< back to Quick Link Guide](#)

Who is Eligible?

Employees working 30+ hours per week are eligible to enroll in the benefits described in this guide. Family members (spouses, and dependent children to age 26) are eligible for medical, dental and vision coverage.

How to Enroll

Human Resources will provide you with benefit enrollment instructions. Once you elect your benefit options, your elections must remain in effect for the duration of the July 1, 2026 - June 30, 2027 plan year unless you have a qualifying event change in status.

Mid-Plan Year Qualifying Events

Changes to benefits mid-year are usually not allowed unless a qualifying life event occurs. Examples include marriage, divorce, birth of a child, or Medicare eligibility. Contact HR and submit paperwork within 30 days of the event to make changes. Missing this deadline may delay changes until the next open enrollment period.

Annual Open Enrollment Effective July 1st

Open Enrollment happens each spring. You can keep or change health, dental or vision insurance coverage, switch plans or adjust benefit levels for changes effective July 1st. Examples: Family, single or waive status. Switch health plans (HMO, POS or HDHP). Flexible Spending Account (FSA), Family Reimbursement (FRA) and Aflac supplement plans open enrollment occurs too.

Coverage Effective Dates

New employee benefits begin on the first of the month following employment. Staff changing benefits or ending employment will receive coverage change or end date communication from a Benefit Specialist.

HR Benefits Team Contact Information



employee_benefits@waunakee.k12.wi.us



(608) 849-2000



Benefits Specialists Ronelle Aime and Jenny Endres

This document is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request. The intent of this document is to provide you with general information regarding the status of and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issue. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.



STAFF WELLNESS CLINIC

[< back to Quick Link Guide](#)

Who is Eligible to Use the Clinic?

Regular part-time and full-time employees whether or not you are enrolled in district health insurance.

Spouses, dependent children (ages 2+), and retirees enrolled in district health insurance as well as Board of Education members.

Seasonal, temporary, and substitute positions are not considered eligible for clinic services.



608-849-2512



Visit the website for:

- Hours & Appointment Scheduling
- Health Assessment information
- Applicable to staff & spouses with WCS D insurance

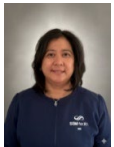
Directing YOU to the RIGHT CARE

Our Clinic Team



Gypsy Thomas

Physician's Assistant PA-C



Maria Christina Flores

RN, BSN



Amanda Parker

Behavioral Therapist

[Flyer](#) | [Video](#)

Personal Nurse On-Call to triage your symptoms and direct you to the right place of care with the goal of providing that care at the Wellness Clinic.

Acute Care Services

- Allergies
- Coughs, Colds & Sore Throat
- Earaches
- Insect Bites
- Respiratory Infections
- Sinus Infections
- Urinary Tract Infections
- Other Acute Health Issues

Disease Management

- Cholesterol
- Diabetes
- Heart Disease
- Hypertension
- Thyroid

Health Care Services

- Health Coaching & Wellness Support
- Immunizations - limited
- Labs - limited
- Minor Work-Related Injuries
- Prescription Management

Minor Surgical Procedures

- Lacerations
- Incision and Drainage
- Skin Tag and Wart Removal

Preventative Services

- Annual Wellness Exams
- Employment Physicals
- School / Sports Physicals
- Well-Child Exams

When should you call the Clinic? You are ALWAYS welcome to call - including if you have questions on provided services!

Clinic Fees



\$0 copay. WCS D HMO or POS health plans.

\$20 copay. Not enrolled in WCS D health insurance or staff with any HDHP (as per federal regulations).

We are Thrilled to Provide You Access to the Wellness Clinic!

We welcome you to convenient, high-quality, affordable health care services for you and eligible family members. Your clinic provides access to health care appointments with the Physician's Assistant and programs supporting health and wellness. We are proud to be the leading school district employer in southern Wisconsin that offers a Staff Wellness Clinic!



WAIVE MEDICAL INSUR – PAID BENEFIT OPTIONS

[< back to Quick Link Guide](#)

ABP – Alternative Benefit Plan / Cash in Lieu of Health Ins

Eligibility

Teacher and Custodian / Maintenance staff who waive district health insurance

New Employee Eligibility. If you waive district health insurance when you begin employment, you have a choice between the FRA or ABP benefit. (Cannot change from ABP to FRA)

Annual Open Enrollment Eligibility.

Effective July 1. Eligible staff can:

- Cancel WCSD health insurance and enroll in ABP
- Cancel FRA and enroll in ABP
- (Cannot change from ABP to FRA)

Mid-Year Qualifying Event Eligibility.

Same rules as annual open enrollment eligibility but effective date is tied to qualifying event date.

Benefit

Cash payment via payroll deposit

\$455 / month

The ABP benefit is prorated for employees working less than 40 hours per week but at least 30 hours per week.



WAIVE MEDICAL INSURANCE – PAID BENEFIT OPTIONS

[< back to Quick Link Guide](#)

FRA HRA – Family Reimbursement Account through a Health Reimbursement Account

This benefit is for new employees waiving health insurance or current staff making a health insurance tier coverage change at annual open enrollment time. *Health plan limits & exclusions apply. Proof of family member health insurance coverage required.

Staff interested in enrolling must schedule a required meeting with an HR Benefits Team member.

Eligibility

New Employee Eligibility. Eligible to enroll the time you begin employment, effective the first of the month following employment.

Annual Open Enrollment Eligibility. Effective July 1st Eligibility requires either:

(1) a WCSD health coverage tier change at open enrollment:

- single to waive
- family to single or
- family to waive

(2) or, teacher and custodian / maintenance staff can cancel FRA and enroll in ABP at open enrollment.

Mid-Year Qualifying Event Eligibility. Same rules as annual open enrollment eligibility but effective date is tied to qualifying event date.

Two Benefit Components

Cash payment via payroll deposit

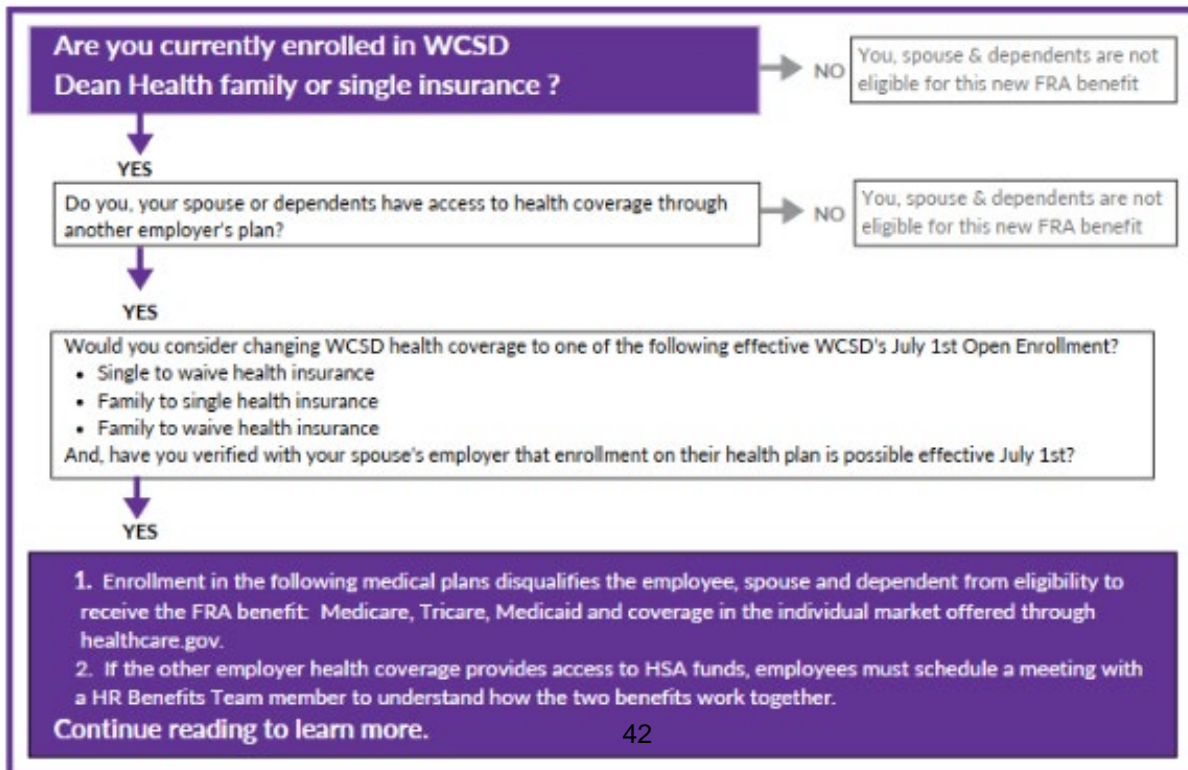
\$ 50 / month.	Single to Waive
\$100 / month.	Family to Single
\$150 / month.	Family to Waive

and

Payment for Medical Expenses

WCSD covers 100% of your in-network deductibles, copay and coinsurance expenses* incurred on your new (non-WCSD) employer health plan.

FRA HRA Open Enrollment Eligibility Chart





WAIVE MEDICAL INSURANCE – PAID BENEFIT OPTIONS

[< back to Quick Link Guide](#)

FRA HRA Frequently Asked Questions

When do I need to decide on signing up for the

FRA? During the annual Open Enrollment period or within 30 days of a new employee's start date.

When will the FRA benefit start for me? Effective July 1 for Open Enrollment. Effective the first of the month following employment for new employees.

Who is eligible? Any members that are enrolled on the WCSD medical plan prior to open enrollment that have access to and enroll in employer sponsored health coverage elsewhere. This could include you, your spouse and your dependent children. New Employees.

Can I enroll in the FRA plan and keep my WCSD single health plan? No. To be eligible for the FRA, the employee would need to have a tier change from single to waive health coverage.

Can I move to WCSD single health coverage, remove spouse and/or dependents off WCSD health and be eligible for the FRA? Yes. This is a tier change from family to single health coverage which qualifies you for FRA eligibility.

I currently waive health insurance. Am I eligible to enroll in FRA? No. To be eligible for FRA, you must currently have some level enrollment in WCSD health insurance and be making a coverage tier change.

I currently waive health insurance and have cash in lieu of health insurance (ABP). Am I eligible to cancel ABP and enroll in FRA? No. To be eligible for FRA, you must currently have some level of enrollment in WCSD health insurance and be making a coverage tier change. You can remain enrolled in ABP.

What expenses will the FRA reimburse? Any in-network deductible, copay or coinsurance and prescription drug expense on your other employer health plan (only). However, if your new health plan is a HDHP with an HSA, please read the next FAQ.

What do I need to know if I cancel WCSD health insurance and my new health insurance plan is a HDHP with an HSA? For those enrolling or re-enrolling in the FRA and enrolling or enrolled in another group health plan that's an HSA-Qualified High Deductible

Health Plan, the IRS has a required minimum deductible (IRS minimum HDHP HSA deductible threshold) for those plans before the FRA will start to reimburse claims. You must first pay out of pocket costs until you reach the IRS deductible threshold. You can use HSA dollars if you have them available. Submit receipts to show proof that you have met the IRS threshold, then your FRA benefit kicks in and you will be reimbursed for expenses thereafter. Am I required to use my HSA account dollars on my out-of-pocket costs before the FRA reimbursement benefit kicks in? For clarification, this only applies to employees enrolled in a HDHP with HSA. The employee, spouse, dependent is not required to use their HSA dollars. There is no requirement that someone uses HSA dollars for that amount.

How do I enroll? Complete the enrollment materials and submit that to HR. We will enroll you and any eligible dependents.

How does the per month payroll payment work? Let's say you make a tier change from family to single WCSD health insurance. In this example, WCSD will pay you \$100 per month, \$1,200 annually! Payment will be divided over all regular payrolls. This is taxable income.

Who administers this plan? WCSD's Plan Administrator is Employee Benefits Corporation (EBC). You will have access to EBC's online portal for claims reimbursements.

What actually is this FRA? WCSD has named this benefit a Family Reimbursement Account (FRA) which is actually a Health Reimbursement Account (HRA) with reimbursements limited only to out-of-pocket costs associated with your non-WCSD health plan.

How does the FRA reimburse me for out-of-pocket medical expenses? You will submit a claims reimbursement form to submit, along with proper documentation, to EBC. The reimbursement can be set up for automatic deposit to your bank account or you can be mailed a paper check. FRA enrollees will not receive a Benefits Card.



2026-27 Rates (Medical, Dental, Vision)

< back to Quick Link Guide

Teacher, Administrative Assistant (12 & 11-Month), Custodian / Maintenance, Administrator & Admin Support (200+ day contracts)

Have Access to Other Health Insurance?			
PAID BENEFIT OPTIONS AVAILABLE if WAIVING WCSD HEALTH PLAN			
Cash in Lieu ABP Alternative Benefit Plan		FRA HRA. Family Reimbursement Arrangement through a Health Reimbursement Account	
Benefit Cash payment via payroll deposit	Eligibility 30 hrs/wk, Teacher and Custodian / Maintenance staff only	Two Benefit Components 1 Cash payment via payroll deposit	Eligibility 30 hrs/wk, all employee groups
\$455 / month	New Employees Choice between the FRA HRA or Cash in Lieu ABP benefit. (Cannot change from ABP to FRA)	\$ 50 / month. Single to Waive \$100 / month. Family to Single \$150 / month. Family to Waive	New Employees Eligible to enroll the time you begin employment, effective the first of the month following employment.
Prorated for employees working less than 40 hours per week	Annual Open Enrollment or Mid-Year Qualifying Event See the Paid Benefit Options section in the Employee Benefits Guide.	And 2 Payment for Medical Expenses WCSD covers 100% of your in-network deductibles, copay and coinsurance expenses* incurred on your new (non-WCSD) employer health plan.	Annual Open Enrollment or Mid-Year Qualifying Event See the Paid Benefit Options section in the Employee Benefits Guide.

WORK HOURS	HEALTH PLAN 5% Rate Savings			HEALTH PLAN 0% Rate Savings		
	Health Assessment (HA) Participation Determines Your Rate Savings					
	5%: Met with Staff Clinic Physician's Assistant and are current on all age/gender screenings			0%: No or Partial HA Completion		
	Employee Monthly Cost			Employee Monthly Cost		
	8 HOURS	7+ HRS	6+ HRS	8 HOURS	7+ HRS	6+ HRS
Family HMO	259.49	359.29	459.29	359.29	459.09	558.89
Family HDHP w HSA	139.74	217.38	295.01	217.38	295.01	372.65
HSA Employer Contribution \$3,900						
Family POS	514.71	614.51	714.31	614.51	714.31	814.11
POS Plan Employer Contribution is equal to the Employer Contribution to the HMO Plan						
Single HMO	115.33	159.68	204.04	159.68	204.04	248.40
Single HDHP w HSA	62.11	96.61	131.12	96.61	131.12	165.62
HSA Employer Contribution \$1,700						
Single POS	228.76	273.11	317.47	273.11	317.47	361.83
POS Plan Employer Contribution is equal to the Employer Contribution to the HMO Plan						

WORK HOURS:	DENTAL		
	Employee Monthly Cost		
	8 HOURS	7+ HRS	6+ HRS
Family	18.05	25.57	33.09
Single	8.05	11.41	14.77
If not enrolled in WCSD Medical Insurance Plan, \$0.00 for family or single dental plan.			

	VISION	
	Employee Monthly Cost	
6+ to 8 HOURS:		
Family	26.30	
Single	10.56	



2026-27 Rates (Medical, Dental, Vision)

< back to Quick Link Guide

School Year Staff Rates

Have Access to Other Health Insurance? PAID BENEFIT OPTION AVAILABLE if WAIVING WCSD HEALTH PLAN	
FRA HRA. Family Reimbursement Arrangement through a Health Reimbursement Account	
Eligibility	Two Benefit Components
<p>New Employee Eligibility. Eligible to enroll the time you begin employment, effective the first of the month following employment.</p> <p>Annual Open Enrollment Eligibility. Effective July 1st Eligibility requires either:</p> <p>(1) a WCSD health coverage tier change at open enrollment:</p> <ul style="list-style-type: none"> • single to waive • family to single or • family to waive <p>(2) or, teacher and custodian / maintenance staff can cancel FRA and enroll in ABP at open enrollment.</p> <p>Mid-Year Qualifying Event Eligibility. Same rules as annual open enrollment eligibility but effective date is tied to qualifying event date.</p>	<p>Cash payment via payroll deposit</p> <p>\$ 50 / month. Single to Waive \$100 / month. Family to Single \$150 / month. Family to Waive</p> <p>and</p> <p>Payment for Medical Expenses WCSD covers 100% of your in-network deductibles, copay and coinsurance expenses* incurred on your new (non-WCSD) employer health plan.</p>

WORK HOURS	HEALTH PLAN 5% Rate Savings			HEALTH PLAN 0% Rate Savings		
	Health Assessment (HA) Participation Determines Your Rate Savings					
	5%: Met with Staff Clinic Physician's Assistant and are current on all age/gender screenings			0%: No or Partial HA Completion		
	Employee Monthly Cost			Employee Monthly Cost		
	8 HOURS	7+ HRS	6+ HRS	8 HOURS	7+ HRS	6+ HRS
Family HMO	618.77	698.61	858.30	718.57	798.42	958.10
Family HDHP w HSA	419.23	481.34	605.55	496.86	558.97	683.19
HSA Employer Contribution \$3,900						
Family POS	873.99	953.83	1113.52	973.79	1053.64	1213.32
POS Plan Employer Contribution is equal to the Employer Contribution to the HMO Plan						
Single HMO	115.33	159.68	204.04	159.68	204.04	248.40
Single HDHP w HSA	62.11	96.61	131.12	96.61	131.12	165.62
HSA Employer Contribution \$1,700						
Single POS	228.76	273.11	317.47	273.11	317.47	361.83
POS Plan Employer Contribution is equal to the Employer Contribution to the HMO Plan						

WORK HOURS:	DENTAL			VISION	
	8 HOURS	7+ HRS	6+ HRS	Employee Monthly Cost	
Family	45.12	51.14	63.17	26.30	
Single	8.05	11.41	14.77	10.56	
if not enrolled in WCSD Medical Insurance Plan, \$0.00 for family or single dental plan.					



SSM Dean Health Medical Insurance Plans

(I = Individual / F = Family)	HMO <i>traditional Plan</i>	HDHP <i>hmo Plan with HSA</i>	POS Plan
In-Network Deductible (I / F) Non-Network Deductible (I / F) Deductible / OOP Embedded / Non-Embedded	\$750 / \$1,500 ----- <i>*Embedded Deductible:</i> A single deductible amount is embedded within the family deductible. If enrolled in a family plan, once one member of the family incurs the single deductible amount, insurance will start to pay for their remaining services that go to the deductible.	\$3,000 / \$6,000 ----- <i>**Aggregate (Non-Embedded) Deductible:</i> If enrolled in a family plan, the full family deductible of \$6,000 has to be met before insurance will start to pay for any of the members of the family. That \$6,000 Deductible may be met by one member of the family or multiple members of the family.	\$750 / \$1,500 \$1,500 / \$3,000 <i>*Embedded Deductible:</i> A single deductible amount is embedded within the family deductible. If enrolled in a family plan, once one member of the family incurs the single deductible amount, insurance will start to pay for their remaining services that go to the deductible.
Annual HSA Employer Contrib. (I / F)	-----	\$1,700 / \$3,900 to offset high deductible	-----
Coinsurance (In-Network / Out-of-Network)	80%	100%	80% / 60%
Out-of-Pocket (OOP) Maximum (I / F) Non-Network OOP Max (I / F)	\$5,000 / \$10,000 -----	\$5,000 / \$10,000 -----	\$5,000 / \$10,000 \$5,000 / \$10,000
Visits: Primary Care Office Visit Specialist Office Visit Urgent Care Visit E-Visits Emergency Room Visit	\$50 copay \$50 copay \$50 copay \$100 copay	Deductible then \$25 copay Deductible then \$50 copay Deductible then \$25 copay Deductible then \$250 copay	\$50 copay \$50 copay \$50 copay \$100 copay
Outpatient Lab X-Ray Complex Imaging (MRI, CAT, PET, etc) Outpatient Surgical Facility Inpatient Hospital Facility	Deductible then 80% Deductible then 80% Deductible then 80% Deductible then 80%	100% after deductible 100% after deductible 100% after deductible 100% after deductible	Deductible then 80% Deductible then 80% Deductible then 80% Deductible then 80%
Preventative Care In-Network	100%	100%	100%
RX Drug Copays	\$10 / \$25 / \$50 / 30%	Deductible then \$10 / \$25 / \$50 / 30%	\$10 / \$25 / \$50 / 30%



Optional Plans to Pair with Medical Insurance

	HMO <i>traditional Plan</i>	HDHP <i>hmo Plan with HSA</i>	POS Plan
Health Savings Account (HSA)	✗	✓	✗
Accident Insurance	✓	✓	✓
Critical Illness Insurance	✓	✓	✓
Hospital Insurance	✓	✓	✓
Health Care Flexible Spending Account (HCFSA)	✓	✗	✓

Dean Health Resources



Visit www.deancare.com and search for:

- | | |
|------------------------|-----------------|
| 24-Hour Nurse Line | New Members |
| College Age Dependents | Pharmacy |
| Find a Doctor | Preventive Care |
| My Chart | Traveling |



Customer Service: 1-877-379-7605 or call the number on the back of our ID card



- www.deancare.com
- www.deancare.com/contact-us/contact
- www.deancare.com/Account-Login-page

Dean Connect Member Account Login:



- Claims & eligibility
- ID cards
- Living Healthy rewards
- Member SBC /
- Certificate and Drug Lists
- Personal, pharmacy & referral info

Find the Right Medical Care for Your Needs

Knowing your care options before you need them saves you time and money.

Knowing your care options before you need them saves you time and money.

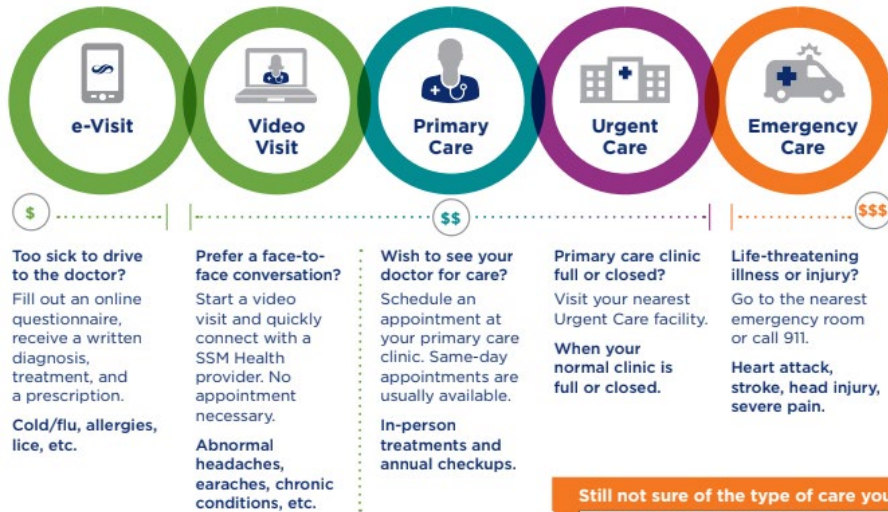


www.getcare.ssmhealth.com/access/express-virtual-care



**WCSO Staff
Wellness
Clinic**

Staffed with our Physician's Assistant and Registered Nurse will be a part of your health care team providing you top quality, assessable & affordable care.



All care subject to copay and deductible if filed with insurance.

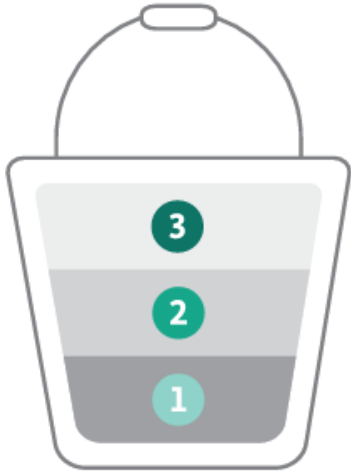
Still not sure of the type of care you need?

Call the 24-Hour Nurse Advice Line at 833-925-0398.
A nurse is ready to help 24/7/365.

How insurance works

Sharing the cost of care

It's our goal to make it as easy as possible for you to understand your financial responsibilities.* Your policy may use a system of cost sharing that can include a copay, coinsurance, deductible, or any combination of the three.



Review our glossary of common terms at DeanCare.com/InsuranceTerms

1 Deductible

Each time you receive medical services, you'll pay the bill toward these services up to a certain amount. This amount is your deductible, which is what you must pay for covered health care services each year before we begin to pay.

2 Coinsurance†

Once you've paid the deductible amount, your insurance will then start splitting the cost of additional medical services with you. This is known as coinsurance, meaning you only pay a percentage or part of the total cost of services and we'll pay the rest.

Deductible and coinsurance limit

There is a dollar limit to the amount you'll pay toward your deductible and coinsurance.

3 Copays

A copay is a fixed dollar amount, which you pay at the time you receive medical services (for things like an office visit) and prescriptions. All your copays add up toward your maximum out-of-pocket total.

Maximum out-of-pocket

There's a dollar limit to all your cost sharing. You reach this amount by means of your deductible, plus your coinsurance, plus your copays. Once this limit is reached, you'll pay nothing on subsequent covered medical charges for the remainder of your policy year.

Premium

The amount you pay each month to access your health insurance.

LivingHealthy
POWERED BY **WebMD** health services

www.deancare.com/wellness/health-and-wellness/living-healthy-rewards

Your rewards Your Choice

Earn up to \$150 in rewards for a healthy lifestyle!



Choose the healthy activities you want to complete.



Each completed activity is worth reward points. Example 500 points = \$50.

48



Earn up to 1,500 points for a maximum of \$150 per calendar year (before Dec 31).



Rewards come in the form of gift card(s) of your choice to many national retailers, restaurants and other popular merchants.



HEALTH SAVINGS ACCOUNT (HSA)

[< back to Quick Link Guide](#)

An HSA is a tax-advantaged benefit that gives you the flexibility to choose whether you'd like to spend, save, or invest your HSA funds. An HSA can be an important tax-saving tool on your road to financial wellness.

Are you eligible to open a Health Savings Account (HSA)?

Not everyone who has a High Deductible Health Plan can open an HSA. Meet these requirements to open an HSA:

Enrolled in a High Deductible Health Plan (HDHP)

Not covered under another non-HDHP health plan

Not enrolled in Medicare or TRICARE or have not received Veterans Administration (VA) benefits within the past three months

Not claimed as a dependent on someone else's tax return

Not have a traditional health care flexible spending account (FSA), including you or a spouse currently enrolled in a FSA

Your HSA Bank Account WealthCare

EBC's HSA Bank Partner

As per federal regulations, any time a new bank account is opened, verification of legal identity is required of the account holder (you). This is called the CIP (Customer Identification Process). The HR Benefits Team submits new HSA enrollment data to EBC.

The next step is EBC initiates the CIP Customer Identification Process which verifies your identity.

If WealthCare Saver Bank needs further information to confirm the verification process, they will contact you via email with instructions to take action.

Once you "pass" the CIP, you'll receive a [Welcome Kit](#).

Top Reasons to have an HSA

Tax Saving & Earned Interest —

- No federal income taxes on money put in
- Interest grows tax free
- No income taxes on withdrawals for eligible health expenses
- Unused money rolls over each year, tax-free

Portability — You own your account, so even if you change jobs, your HSA funds are yours to keep. (Employer-paid account fees cease upon termination of health plan.)

Safety Net — An HSA has no "use-it-or-lose-it" restrictions, so balances can be built up to use for major medical events.

Affordable Health Coverage — Use the HSA to cover 100% of out-of-pocket costs for routine medical expenses, such as office visits, lab tests, and prescription medications, both deductible and coinsurance.

Reduced Insurance Premiums — The cost of coverage under a qualified HDHP is typically lower than the other plan.

Long-Term Savings — Contributions to your HSA accumulate and roll over year-to-year with no limit, which allows the account to grow tax-deferred.

Retirement Bonus — After age 65, funds may be withdrawn for any reason with no penalties. (If used for non-medical purposes, withdrawals however, are subject to tax.)

Coverage for the "Extras" — HSA funds may be used to pay for services often not covered by a medical plan, including dental and vision expenses.

Money That Works for You — Balances over a certain amount may be invested. See your EBC WealthCare Saver Bank HSA rules.



HEALTH SAVINGS ACCOUNT (HSA)

[< back to Quick Link Guide](#)

Plan Year HSA Contributions

WCSD will help fund your HSA! Employees can contribute to their HSA too through payroll deductions.

Single

Family

IRS 2026 Tax Year Maximum \$4,400 / \$8,750

Contribution Questions?



employee_benefits@waunakee.k12.wi.us

Ronelle Aime, HR Benefits Specialist

Employer and employee contributions cannot exceed the IRS tax year maximum. Employer contributions are made monthly. Optional employee contributions are deducted from each paycheck. Employees can change, start, or stop their HSA paycheck contributions at any time. Employees are responsible for tracking their HSA contributions so as not to exceed the IRS maximum allowed contributions

Optional Employee HSA Contribution

HDHP Coverage	Annual IRS Total Allowed Contribution JAN – DEC 2026	Monthly WCSD HSA Employer Contributions		Annual Employer Contributions JAN - DEC 2026	Annual Employee Maximum Contribution JAN – DEC 2026
		Per Month JAN – JUN 2026	Per Month JUL – DEC 2026		
Family	\$8,750	\$325.00	\$325.00	\$3,900	\$4,850
Single	\$4,400	\$141.67	\$141.67	\$1,700	\$2,699.96

Manage Your HSA Online

Manage your HSA online through www.ebcflex.com 24 hours a day, seven days a week. The website offers information about your HSA, with calculators to tally your tax savings and project your HSA's growth.



EBC Participant Services Team
1-800-346-2126



participantservices@ebcflex.com



www.ebcflex.com

Eligible Expense List, [Click here.](#)



EBC's Mobile App

How do I get reimbursed for my eligible expenses?

HSA funds can be used for health expenses like co-pays, prescriptions, deductibles, and more. See IRS Publication 502 for guidance on eligible expenses. Use your Benefits Card or submit claims online. Keep receipts in case of an audit. Spending on non-eligible expenses incurs a 20% penalty tax (if under 65) plus federal income taxes.



FLEXIBLE SPENDING ACCOUNT (FSA)

[< back to Quick Link Guide](#)

Flexible Spending Accounts (FSA's)

help you pay the following expenses on a pre-tax basis. FSAs are Use it or Lose It accounts. Carefully & conservatively estimate your FSA enrollment based on expected expenses. Changes can't be made during the year unless it's allowed by the IRS and submitted to HR on time. Unspent funds remaining at the end of the plan year will be forfeited per IRS rules.



EBC Participant Services Team
1-800-346-2126



participantservices@ebcflex.com



www.ebcflex.com



EBC's Mobile App

WCSD's FSA plan year is July 1 to June 30

Health Care Standard (HCFSA)

\$3,400 2026 Maximum contribution

www.ebcflex.com/eligibleexpenses

WCSD's Plan is EBC's **Standard** HCFSA. Eligible out-of-pocket medical, vision and dental (orthodontic, for example) expenses not covered by another health plan



Benefits Debit Card. [Paying with your Benefits Card](#) | [Get an Additional Benefits Card](#) | [Lost or Stolen Benefits Card](#)

INCUR
CLAIMS

No later than the **GRACE PERIOD DATE: 09/15/2027.**
*Note: if you are considering changing to a high deductible health plan at open enrollment effective July 1st, **ALL** FSAHC funds **MUST** be used by June 30 before employer health savings account HSA deposits can begin.*

SUBMIT
REIMBURSEMENTS

No later than the **RUNOUT PERIOD DATE: 09/30/2027.**

Dependent Care (DCFSA)

\$7,500 2026 Maximum household contribution

www.ebcflex.com/eligibleexpenses

Eligible day care for children or other qualifying dependent expenses

No later than the **END OF THE PLAN YEAR: 06/30/2027.**

No later than the **RUNOUT PERIOD DATE: 09/30/2027.**

Flexible Spending Resources

Register or log into [your online account](#) or the [EBCentral app](#).
Track balances | Submit claims reimbursements | Take photos of receipts & upload for quick reimbursement or substantiation.

Receiving Notices to Substantiate Your Health Care FSA Claim?

Do not overlook these important email reminders from EBC! Review any outstanding Benefits Card transactions, confirm they are qualified expenses, and submit documentation before end of GRACE PERIOD to ensure reimbursement. (Great examples are dental expenses incurred or eye glass purchases. Get a detailed printout from your dental or vision clinic to submit to EBC).



Accident Insurance



608-661-4515 x2

920-728-2688



amy_knutson@us.aflac.com



www.aflac.com

Plan Description

Accident coverage provides cash benefits to help offset the financial impact of unexpected injuries. Benefits are paid for treatments like fractures, burns, concussions, and emergency dental work, as well as hospital stays, follow-up therapy, and more. Payments are based on the type and severity of the injury, so you receive meaningful support when you need it most.

24-Hour Coverage | Guaranteed Issue | No Waiting Period

Benefits

Initial Treatment	ER \$200–\$250; Doctor \$100–\$150
Ambulance	Ground \$400; Air \$1,200
Burns	\$100–\$20,000 depending on degree & % of body
Dislocations	\$240–\$6,000 (open reduction higher than closed)
Lacerations	\$50–\$800 based on size & stitches
Fractures	\$640–\$8,000 (multiple fractures capped at 200%)
Outpatient Surgery	\$400 per day (Hospital/ASC) / \$50 office
Inpatient Surgery	\$1,000 per day
Hospital Admission	\$1,250 (1 per accident)
Hospital Confinement	\$300 per day (max 365 days)
ICU	\$400 per day (max 30 days)
Accident Follow-Up Treatment	\$50 per visit (max 6)
Accidental Death	\$50,000 (Employee) / \$25,000 (Spouse) / \$10,000 (Child)
Common Carrier Death	Double accidental death amount
Annual Preventive Screening	\$50 per insured per year

Monthly Rates

Coverage Tier	Monthly Premium
Employee	\$15.33
Employee + Spouse	\$25.88
Employee + Child(ren)	\$32.90
Family	\$43.45





Critical Illness Insurance

Plan Description

The Aflac Group Critical Illness Plan provides cash benefits when an insured person is diagnosed with a covered critical illness. The plan provides a lump-sum benefit to help with out-of-pocket medical expenses and the living expenses that can accompany a covered critical illness.

HSA Compatible | Guaranteed Issue | No Waiting Period

Base Critical Illnesses (% of Face Amount)	
Covered Condition	Benefit
Heart Attack	100%
Sudden Cardiac Arrest	100%
Stroke	100%
Coronary Artery Bypass	100%
Major Organ Transplant	100% (25% if placed on transplant list)
Bone Marrow Transplant	100%
Kidney Failure	100%
Type I Diabetes	100%
Internal/Invasive Cancer	100%
Non-Invasive Cancer	25%
Skin Cancer	\$1,000 per year
Annual Health Screening	\$50 per insured per year

Monthly Rates – Employee (Uni-Tobacco)			
Age	\$10,000	\$15,000	\$20,000
18–29	\$5.32	\$7.99	\$10.65
30–39	\$9.54	\$14.31	\$19.08
40–49	\$17.57	\$26.35	\$35.14
50–59	\$30.00	\$44.99	\$59.99
60+	\$53.23	\$79.84	\$106.45

Monthly Rates – Spouse (Uni-Tobacco)			
Age	\$5,000	\$7,500	\$10,000
18–29	\$2.66	\$3.99	\$5.32
30–39	\$4.77	\$7.15	\$9.54
40–49	\$8.78	\$13.18	\$17.57
50–59	\$15.00	\$22.50	\$30.00
60+	\$26.61	\$39.92	\$53.23





Hospital Indemnity Insurance

Plan Description

Hospital Indemnity coverage pays you \$1,000 directly when you're admitted for an overnight stay due to illness, injury, or surgery. This lump-sum benefit can be used for medical bills or everyday expenses, so you can focus on recovery instead of finances. Additional benefits are available for further hospital confinement, ICU stays, and rehabilitation.

24-Hour Coverage | Guaranteed Issue | No Waiting Period

Hospitalization Benefits

Hospital Admission	\$1,000 per confinement (1 per calendar year)
Hospital Confinement	\$150 per day (max 31 days per sickness/accident)
ICU Admission	\$1,000 per confinement
ICU Confinement	\$150 per day (max 10 days)
Step-Down Unit	\$75 per day (max 10 days)
Annual Health Screening	\$50 per insured per year

Monthly Rates

Coverage Tier	Monthly Premium
Employee	\$14.28
Employee + Spouse	\$32.86
Employee + Child(ren)	\$25.80
Family	\$44.38



DENTAL INSURANCE

[< back to Quick Link Guide](#)

DELTA DENTAL RESOURCES. Register & log in to your Online Delta Dental Account using the Online Tools. Chat with a Customer Experience Specialist, print ID cards, check claim status, and get cost by provider or procedure.



Customer Service
1-800-236-3712



www.deltadentalwi.com
Group #96208

DELTA DENTAL	Delta Dental PPO When you see a PPO dentist	Delta Dental Premier When you see a Premier or any other dentist
Individual Annual Maximum	\$2000	\$2000
Deductible		
Individual	\$0	\$0
Family	\$0	\$0
Dependent Eligibility		
Dependents are eligible through the end of the month they attain age 26		
Diagnostic & Preventive Services		
Exams	100%	100%
Cleanings	100%	100%
Fluoride treatments	100%	100%
X-Rays	100%	100%
Sealants	100%	100%
Space Maintainers	100%	100%
Deductible Applies	No	No
Basic & Major Services		
Emergency treatment to relieve pain	90%	90%
Fillings	90%	90%
Endodontics – nonsurgical & surgical	90%	90%
Periodontics – nonsurgical & surgical	90%	90%
Extractions - nonsurgical	90%	90%
Extractions – surgical and other oral surgery	90%	90%
Crowns, inlays, onlays	90%	90%
Bridges and dentures	80%	80%
Repairs and adjustments to bridges and dentures	90%	90%
Implants	80%	80%
Deductible Applies	Yes	Yes
Orthodontic Services		
Coverage copayment	50%	50%
Individual lifetime maximum	\$2,500	\$2,500
Dependents eligible to age	26	26
Full-time students eligible to age	26	26
Adult Ortho	Yes	Yes
Deductible applies	No	No

This dental summary does not cover all plan details. Further information can be found in the summary plan description / dental benefit booklet. That document provides a thorough explanation of your dental plan, including any limitations or exclusions that might apply. If there are any discrepancies between information found here and the group contract, the group contract shall govern.

DELTA DENTAL	Delta Dental PPO When you see a PPO dentist	Delta Dental Premier When you see a Premier or any other dentist
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Special Plan Provisions

Evidence-Based Integrated Care Plan

Yes

Yes

Good news! Your dental plan includes Delta Dental's Evidence-Based Integrated Care Plan (EBICP).

Delta Dental of Wisconsin's EBICP provides enhanced benefits for persons with diseases and medical conditions (see Conditions & Services panel) that have oral health implications. These benefits include increased frequency of cleanings and/or applications of topical fluoride. They address the unique oral health challenges faced by persons with these conditions, and can also play an important role in the management of an individual's medical condition.

Conditions & Services
 Cancer Therapy
 Additional cleanings*, and topical fluoride application
 Diabetes
 Additional cleanings*
 High Risk Cardiac
 Additional cleanings*
 Kidney Failure or Dialysis
 Additional cleanings*
 Periodontal Disease
 Additional cleanings*, and topical fluoride application

Pregnancy
 One additional cleaning* during pregnancy
 Suppressed Immune System
 Additional cleanings*, and topical fluoride application

*Up to two additional cleanings per year (adult cleaning or periodontal maintenance), unless otherwise indicated.

CheckUp Plus

Yes

Delta's CheckUp Plus plan option allows enrollees to get diagnostic and preventative dental services without those costs getting applied to the individual annual maximum. Preventive care saves money over the long-term by reducing the need for more expensive services. CheckUp Plus lets you keep your annual maximum for things you need, not the things you deserve. The chart shows the impact of CheckUp Plus on an enrollees individual annual maximum compared to a traditional plan. Example assumes two routine check-ups covered at 100% and a \$2,000 annual maximum.



	CheckUp Plus	Traditional Dental Plan
Delta Dental Pays	\$300	\$300
Enrollee Pays	\$0	\$0
Maximum Remaining	\$2,000	\$1,700

Delta Dental encourages you to be informed about your dental care. Before scheduling appointments for extensive dental care, you may ask your dentist to send the treatment plan to Delta Dental. The plan will be reviewed by Delta Dental and you and your dentist will receive a **Predetermination of Benefits** that explains your out-of-pocket costs before scheduling the dental care to be completed.



VISION INSURANCE

< back to Quick Link

Materials / Eyewear and Eye Examinations


Generic ID Card



Customer Care #1-833-EYE-LIFE
(1-833-393-5433)



www.metlife.com
Group # 5384037


Vision

Network: Superior Vision

Employee name

Waukegan Community School District 5384037

Group name

To confirm eligibility with participating providers, mention the network above and provide your name and date of birth.

This card is not a guarantee of coverage or eligibility. See reverse for important plan information.
Benefits administered by Superior Vision, Inc.
Underwritten by Metropolitan Life Insurance Company, New York, NY

Visit mybenefits.metlife.com to:

- Locate a participating eye doctor or print additional ID cards
- Review benefit information and past services
- Obtain claims forms and educational information

Submit out-of-network claims to:
Superior Vision by MetLife Claims
Attn: Claims Processing
881 Elkridge Landing Rd
Linthicum Heights, MD 21090
Employees call this # for Customer Service
Subscribers: 1-833-EYE-LIFE (1-833-393-5433)

- TTD/TTY for the hearing impaired: 711
- We're available Mon-Fri 8am-9pm ET, Sat 9am-4pm ET

Providers: 1-877-235-5317 (ecp.versanthealth.com)

This card is not required for service and does not guarantee benefit eligibility. It is for use by Superior Vision members. In the event of a conflict between this information and your organization's contract with Superior Vision, the terms of the contract will prevail.

Superior Vision Plan Summary

With your Superior Vision Preferred Provider Organization Plan, you can:

- Go to any licensed Superior vision provider and receive coverage. Just remember your benefit dollars go further when you stay in network.
- Choose from a large network of ophthalmologists, optometrists and opticians, from private practices to retailers like Costco® Optical, Walmart, Sam's Club and Visionworks.

In-network

value added features:

Additional savings on lens enhancements:⁵ Average 20-25% savings over retail on all lens enhancements not otherwise covered under the Superior Vision Insurance program.

Additional savings on glasses and sunglasses:

⁵ Members may receive 50% off of additional complete pairs of eyeglasses and sunglasses at Visionworks or 30% off at other participating providers on the same transaction. Otherwise, a 20% discount off the provider's usual and customary rate may be available.

Additional savings on frames:⁵ 20% off any amount over your frames allowance.

Monthly Premium:

- Employee Only: **\$10.56**

In-network benefits

There are no claims for you to file when you go to an in-network Superior vision provider. Simply pay any copays or member out of pocket amount (MOOP) and, if applicable, any amount over your frame/contacts allowance at the time of service.

Eye exam

Frequency
Once every 12 months

- Eye health exam, dilation, prescription and refraction for glasses: Covered in full.
- Retinal imaging: Up to a **\$39** copay on routine retinal screening when performed by a private practice.

Frame

Once every 12 months

- Allowance: **\$250** after **\$20** eyewear copay¹. You will receive an additional **20%** savings on the amount that you pay over your allowance. Participating private practice providers typically do not display the Collection but are contractually required to maintain a comparable selection (in both quantity and quality) of frames that would be covered, with no additional member out-of-pocket expense. Special lens designs, materials, powers and frames may require additional cost. Collection is available at most participating independent provider offices. Collection is subject to change.



Additional savings on contacts:⁵ 15% off any amount over your contact lens allowance. 15% discount on additional contacts beyond your covered amount.

Laser vision correction:⁶ Savings of 40% - 50% off the national average price of traditional LASIK are available at over 1,000 locations across our nationwide network of laser vision correction providers.

Search MetLife's SuperiorVision Provider Network:

www.metlife.com, select Support, Find a Vision Provider
Select “**Superior Vision** by MetLife.”
Enter Search parameters and click “Search Now.”

Standard corrective lenses

Once every 12 months

- Single vision, lined bifocal, lined trifocal, lenticular: Covered in full after **\$20** eyewear copay¹.

Standard lens enhancements²

Once every 12 months

- Standard Polycarbonate (child up to age 18)³: Covered in full after **\$20** eyewear copay¹.
- Progressive Standard, Progressive Premium/Custom, Standard Polycarbonate (adult)³, UV coating, Scratch-resistant coatings, Solid or Gradient Tints, Anti-reflective, Photochromic, Blue Light filtering, Digital Single Vision, Polarized, High Index (1.67 / 1.74): Your cost will be limited to a member out of pocket amount (MOOP) that MetLife has negotiated for you. These amounts may be viewed after enrollment at www.metlife.com/mybenefits.

¹ Materials co-pay applies to lenses and frames only, not contact lenses.

² The above list highlights some of the most popular lens enhancements and is not a complete listing.

³ Polycarbonate lenses are covered for dependent children, monocular patients, and patients with prescriptions +/- 6.00 diopters or greater.

Contact lenses⁴

Once every 12 months

Contact fitting and evaluation:

- Standard fitting: Covered in full after **\$25** copay.
- Specialty fitting: \$50 allowance after **\$25** copay
- Elective lenses: **\$250** allowance.
- Necessary lenses: Covered in full.
- Conventional contacts: You will receive an additional 20% savings on the amount that you pay over your allowance.
- Disposable contacts: You will receive an additional 10% savings on the amount that you pay over your allowance.

* Standard contact lens fitting applies to a current contact lens user who wears disposable, daily wear, or extended wear lenses only. Specialty contact lens fitting applies to new contact wearers and/or a member who wear toric, gas permeable, or multi-focal lenses.

Second Pair

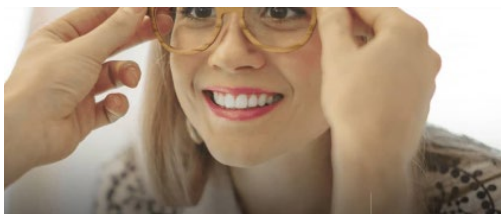
This benefit gives you additional eyewear coverage. You can get:

- Two pairs of prescription eyeglasses, or
- One pair of prescription eyeglasses and an allowance toward contact lenses, or
- Double your contact lens allowance

Out-of-network reimbursement

You pay for services and then submit a claim for reimbursement. The same benefit frequencies for **In-network benefits** apply. Once you enroll, visit www.metlife.com/mybenefits for detailed out-of-network benefits information.

• Materials allowance after a \$0 copay	• Single vision lenses: up to \$30	• Progressive lenses: up to \$50
• Eye exam: up to \$45 after a \$0 copay.	• Lined bifocal lenses: up to \$50	
• Frames: up to \$70	• Lined trifocal lenses: up to \$65	
• Contact lenses:	• Lenticular lenses: up to \$100	
• Elective up to \$105		
• Necessary up to \$210		



Waunakee area MetLife vision in-network providers

- SSM Dean Clinic
- Shopko Optical
- May Vision

Glasses, Contact Lens and Optical



Health Assessment

< back to Quick Link Guide

2026-27 School Year

Health Assessment Information



STEP 1 Appointment

Meet with Gypsy Thomas, Physician Assistant

Employee: in person
Spouse: in person or virtual (for a virtual appointment, schedule via phone only)

Note: Annual physical with your PCP does not satisfy the Step 1 requirement. You must meet with Gypsy.

STEP 2 Recommended Preventive Follow Up

Screenings Based on Age & Gender, examples:

Mammogram, Annual Physical or Colonoscopy

The clinic will verify that **by April 30**, the screening has been SCHEDULED but the appointment date CAN be a future date beyond April 30. (due to limited appointment availability)

Blood Work Follow Up

The clinic will verify the blood work was COLLECTED **by April 30**. Blood work done after April 1 does not count.

Participation impacts your **July 1, 2027** health insurance rates

Employee Rate Savings

Employee & Spouse

Employee Only (same chart applies, minus spouse)

Rate Savings	STEP 1. Met with Gypsy	STEP 2. Follow Up Screenings
5%	✔ Both Done	✔ Both Done
0%	✘ Employee and / or Spouse NOT Done	✘ Employee and / or Spouse NOT Done

5%



Both Done



Both Done

0%



Employee and / or Spouse NOT Done



Employee and / or Spouse NOT Done

DEADLINE: APRIL 30, 2027

Wellness Clinic

Appointment Scheduling



608-849-2512



Health Assessment

IMPORTANT ONLINE SCHEDULING STEPS

STEP 1: Have your **MyChart Login & password handy** - it will be needed in steps 3 & 4

STEP 2: [Online Wellness Clinic Scheduler](#) for health assessment only appointment slots

Wellness Visit

Continue with this appointment

Continue through SSM Health MyChart

Log in and schedule

STEP 3: Finalize appointment in **MyChart**
If choose text security code & not received, re-choose email option.

STEP 4: Verify the appointment was successfully scheduled. Log back into MyChart > go to **Visits** > it will appear there.



Clinic Website



sewc@ssmhealth.com

Email is for health assessment **status only inquiries** to the Clinic Manager

Schedule Early with Gypsy for chance to WIN

Chamber Bucks Gift Cards!

Meet with Gypsy by to Win
September 1, 2026 (4) \$150 gift cards

January 31, 2027 (8) \$100 gift cards

March 31, 2027 (2) \$50 gift cards

Clinic staff will draw names & notify the 14 lucky winners!

Your Privacy Confidential Screening

CONFIDENTIALITY. Just like last year, the only information shared with the district is whether or not you/your spouse have met the requirement(s) and aggregate data not tied to individuals.

Will my health information be shared with Waunakee Community School District? Absolutely not, your personal information will remain just that—personal! Your health information is protected under the Health Insurance Portability and Accountability Act (HIPAA). Information is used for aggregate reporting purposes only.

Will my privacy be protected? Absolutely! Dean Health Plan takes your privacy seriously and complies with all requirements of state and federal privacy laws.



Frequently Asked Questions

Why Preventive Care?

Preventative Care can help you avoid serious health conditions and help manage existing diagnoses of chronic conditions. Data shows these assessments are effective in finding and supporting health concerns. Diagnosis and management of diseases lead to better overall health. Some examples include:

- Effective blood sugar management can reduce the risk of eye disease, kidney disease, and nerve disease by 40%
- Blood pressure management can reduce the risk of heart disease and stroke by 33% to 50%
- Improved cholesterol levels can reduce cardiovascular complications by 20% to 50%

26-27 Health Assessment Aggregate Success

- 88% of staff and spouses met with Gypsy earning them a 3% health insurance savings.
- 86% of staff and spouses additionally completed all recommended preventative screenings, earning them a 5% health insurance rate savings.

The Wellness Clinic was able to diagnose and begin steps for treatment for new cases of:

- Hypertension
- Diabetes
- Mental Health Needs
- Pre-diabetes
- Cancer
- Healthy living style needs

What are Chamber Bucks?

Chamber WaunaBUCKS are gift certificates redeemable on merchandise or services to many businesses in the Waunakee and Westport area. Certificates are treated as cash, used as a check and are valid for five years from date of issue. The Chamber member business reserves the right to refund any difference in cost either as an in-store credit or cash back. WaunaBUCKS encourages local shopping, which, in turn, strengthens our economy and supports business growth.

General Health Assessment FAQs

Is the program mandatory? No, but is required to receive the incentivized wellness rate(s). We hope you participate to improve your health and well-being, but participation is completely voluntary.

How much does participation in the health assessment save me in monthly health insurance costs? See current year rates located on the [secure staff website](#) > Human Resources > Benefits.

If both my spouse and I are insured via the district health insurance plan but only one of us completes the wellness check, do I get the incentive? No. Since we've seen first hand the importance of our health assessment, we want to ensure that both our employee and their spouse experience the benefits. Your incentive percentage is based on what you and your spouse both complete. Example: If you both complete the wellness check but only one of you has scheduled an age/gender preventative screenings, your percent savings will be **0%**.

Who will be tracking my visit and/or where I stand on screenings? The district will receive a completion report monthly. This will only contain your name and "complete". No additional information will be shared with the district. For **health assessment status discrepancies** contact the clinic's confidential health assessment only email account: sewc@ssmhealth.com. Include the following in the Email Subject line: Waunakee, First & Last Name. Health Assessment Inquiry.

What are the age / gender screenings? The age/gender screenings could include a colonoscopy, mammogram, cervical cancer screening and blood work including hemoglobin A1C and lipid panel.

What if I've recently gone to my Primary Care Physician? While we are happy that you have visited your PCP, the visit that will take place with Gypsy, PA-C at the Waunakee Wellness Clinic will still be valuable and is a great opportunity to get know the added benefits of the clinic. As a result, to qualify for the increased district premium contribution, we are asking that you schedule a visit with Gypsy.

Optional Living Health Rewards. Do I need to participate in Living Healthy Rewards to receive the WCSD maximum employer % contribution toward my health premium? No. Dean Health Plan offers this separate program that allows you (and spouses on insurance) to earn up to \$150 in rewards (adult dependent children earn up to \$100). As a reminder, your WCSD Health Assessment preventative screenings done at the Waunakee Wellness Clinic qualify for Living Healthy Rewards points. Rewards come in the form of gift cards to your choice of many national retailers, restaurants and other popular merchants. Living Healthy Rewards run Calendar year so participation points must be redeemed each year by Dec. 31. Learn more at deancare.com/Wellness/health-and-wellness.



in partnership with





USI Benefits Resource Help Center

[< back to Quick Link Guide](#)



**Call the Benefit Resource Center ("BRC"),
We're Here To Help!**

We speak insurance. Our Benefits Specialists can help you.



Benefit Resource Center

BRCMidwest@usi.com | Toll Free: 855-874-0829
Monday through Friday 8:00am to 5:00pm Eastern & Central
Standard Time

SHORT-TERM DISABILITY

[< back to Quick Link Guide](#)

The first few months of a disability could be costly. Loss of income during this time may result in a financial hardship that could be difficult to recover. This Short-Term Disability Insurance plan works in coordination with your Long-Term Disability Insurance plan to cover you during the time period before your Long-Term benefits begin.



- If you suffer a disability, this plan would pay up to 66 2/3% of your annual salary divided by 52, depending upon your coverage choice, per week.
- Benefits are paid *in addition to* sick leave pay and Worker's Compensation.
- Benefits are tax-free if you pay for coverage with after-tax dollars. (If unsure, confirm with your employer.) Please see your tax adviser for further specific advice.
- Benefits for a covered illness or injury continue for 60 days, the date you are no longer disabled or until you are eligible to receive benefits under your Long-Term Disability Insurance plan, whichever comes first.
- Benefits start on the 1st day for a covered disability resulting from an accident and 4th day for a disability resulting from an illness.



Initial Reach Out:

Jenny Endres

jennyendres@wauna.kee.k12.wi.us



File a Claim:

www.madisonlife.com/disability/online-forms/



Claims Rep Contact:

1-866-451-5465

Summer Coverage

Summer vacation period is included as long as the covered disability would have prevented you from engaging in your normal occupation, if school were in session.

Maternity Coverage

Pregnancy, childbirth and related medical conditions are covered the same as any other illness. Coverage may continue up to 6 weeks for natural childbirth, 8 weeks cesarean delivery or longer if there are complications.

Definition of Disability

Disability and disabled means that the insured person is, as a result of physical disease, injury, pregnancy, substance abuse or mental disorder, unable to perform a majority of the material duties of his or her own occupation.

Monthly Rate	Employee Cost
This is a 100% employee paid benefit.	See chart below

Annual Salary	Level #	Weekly Benefit	Monthly Premium
\$11,465	1	\$147	\$11.75
\$13,649	2	\$175	\$13.71
\$17,471	3	\$224	\$17.60
\$21,292	4	\$273	\$21.54
\$23,476	5	\$301	\$23.50
\$27,844	6	\$357*	\$28.06
\$32,758	7	\$420*	\$32.63
\$36,034	8	\$462*	\$35.80
\$39,310	9	\$504*	\$39.16

*Higher benefit levels do require employee submit a medical evidence of insurability form. MNL will notify you if approved.

Pre-Existing Conditions

This provision applies to all new enrollees and all employees electing to increase their Weekly Benefit amount. If you received medical treatment, took prescribed drugs, or consulted a physician for an illness or injury in the 12 months before coverage began or increased, that particular sickness or injury or anything related to the condition will not qualify for benefits during the first 12 months of coverage.

Administered by National Insurance Services

Underwritten & Claims Review by Madison National Life

See the policy Certificate of Insurance for full coverage details.

Open enrollment is only offered when you begin employment and at that time, you are guaranteed coverage up to \$301 (see chart for minimum salary needed for each benefit level). If you waived coverage and want to reconsider enrollment, contact a Benefits Specialist for late enrollment details.

LONG-TERM DISABILITY

< back to Quick Link Guide



Monthly Rate	Employee Cost
This is a 100% employer paid benefit.	\$0.00



Initial Reach Out:
Jenny Endres

jennyendres@wauna.kee.k12.wi.us



File a Claim:

www.madisonlife.com/disability/online-forms/



Claims Rep Contact:
1-866-451-5465

Elimination Period 60 consecutive calendar days

LTD Benefit Percentage 90% of salary

Maximum Benefit Period

Age at Disablement	Benefit Duration
61 or younger	to age 65
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 or older	1 year

Administered by National Insurance Services

Underwritten & Claims Review by Madison National Life

See the policy Certificate of Insurance for full coverage details.



LIFE INSURANCE

Life Insurance provides financial security for the people who depend on you. Your beneficiaries will receive a lump sum payment if you pass away while employed at WCSD. As an eligible employee, you are covered for Basic Life and AD&D insurance at no cost to you.



employee_benefits@wauna.kee.k12.wi.us

Monthly Rate	Employee Cost
This is a 100% employer paid benefit.	\$0.00

Basic Life Insurance Amount

\$ 35,000 - Hourly school year only staff

\$ 85,000 - Teachers, 11-month and 12-month year-round staff

\$ 200,000 - Administrators and Administrative Support staff

AD&D Insurance – equal to the Basic Life amount. AD & D is accidental death and dismemberment

Age Reduction Schedule- Basic Life and AD&D Insurance reduces to 65% at age 70, reduces to 45% at age 75, reduces to 30% at age 80 and terminates at retirement

See the policy Certificate of Insurance for full coverage details.



Wisconsin Retirement System (WRS)

A Section 401(a) IRS retirement plan that is managed by the Employee Trust Funds (ETF). Eligible employers that can participate in WRS are the state of Wisconsin, the University of WI system, WI municipalities, police & firefighters, and staff working at public schools, including WCSD.



1-877-533-5020

Eligibility



www.eftwi.gov

Eligible employees are automatically enrolled by the Human Resources Department.

To be eligible for WRS enrollment upon being hired:

Depends upon your initial participation date which falls into two different WRS Participation categories:

- On or after July 1, 2021. Employee is expected to work at least two-thirds of what is considered full-time employment, defined as 880 hours for teachers and school district educational support personnel
- OR
- Prior to July 1, 2011. Employee is expected to work at least one-third of what is considered full-time employment, defined as 440 hours for teachers and school district educational support personnel

AND

employee is expected to be employed for at least one year (365 consecutive days) from employee's date of hire.

Any time the employer's expectations of hours to be worked and/or duration of employment changes to an extent that the employee will now meet the WRS eligible criteria, the employee will be enrolled in WRS. In addition, on the one-year anniversary of the initial date of employment, the employer will evaluate the applicable hours of the employee from the previous year. If the employee met the hours, they will be enrolled in the WRS. After the one-year anniversary evaluation of applicable hours, the employer will continue to evaluate on a 12-month rolling look back.

Important WRS Documents (assessible at www.eftwi.gov)

NOTE: WRS ETF administers a variety of employee benefits, however, please focus only on benefits on the ETF website that **Waunakee Schools partners with WRS ETF on Retirement and Disability benefits only.**

[Wisconsin Retirement System: Strong for Wisconsin ET-7100](#)

[How the WRS Benefit Works:](#)

Contributions to Your WRS. The money to pay WRS benefits come from employee- and employer-required contributions and investment (interest) earnings.

Investment Choices. By default, your money is invested through the **CORE TRUST FUNDS** which offers pretty safe, secure investments. A second investment option is the **VARIABLE TRUST FUND**. Electing to participate in the Variable Fund, means ½ of contributions will be placed in more riskier investment options. Employee action to complete the Election to Participate in the [Variable Trust Fund form \(ET-2356\)](#) **IS REQUIRED ONLY IF** you want ½ of contributions to be placed in more riskier investment options.

Vesting. You may have to meet 1 of 2 vesting laws depending on when you first began WRS employment.

How Part-time Employment Affects your WRS Benefits

[Your Benefit Handbook ET-2119](#) | [WRS Fact Sheet ET-8901](#)

[Designate a Beneficiary](#) ET-2320 Beneficiary Designation or ET-2321 Alternate Beneficiary Designation

[Annual Statement of Benefits.](#) The Statement of Benefits is a summary of your WRS retirement account **available each year in mid-April.** It helps you keep information up to date and track the growth of your retirement account.

[Life Events & Your Benefit:](#) Leaving WRS Employment, Reporting the Death of a WRS Member, How Divorce Can Affect Your WRS Benefits, Applying for Retirement, Returning to Work After Retirement. [Request an Official Retirement Estimate of Benefits](#) | [How ETF Calculates Your Retirement Benefit Amount](#)



A 100% employer-funded retirement plan. Eligible employees are automatically enrolled by the Human Resources Department.



(855) 329-0095



www.mymidamericajourney.com

How Your Benefit Amount is Calculated

Active and/or post-retirement deposits depending upon employment group. Detailed HRA benefits are outlined in your Employee Handbook. The retiree HRA plan is a WCS D BOE approved additional retirement benefit above and beyond the WI Retirement System (WRS/ETF) benefit. Vesting provisions apply.

Employment Group	Account deposits based on the following	Employer Active Employment Deposits	Employer Post Retirement Deposits	Premium Only Account	Medical Expense & Premium Account	Earns interest on balance	Tax free account
Teacher	Active employment. Deposit value based on start date – see handbook.	✓			✓	✓	✓
	Post Retirement.						
	<u>Hired before 2008.</u> Years of service + unused sick leave + points ahead in professional development.		✓				
	<u>Hired after 2008.</u> Unused sick leave + points ahead in professional development.		✓				
Administrator & Admin Suppt	Hired after Apr 2010. See chart in employee handbook for active employment only deposits.	✓		✓		✓	✓
	Hired before Apr 2010. Annual health & dental value post deposits up to Medicare age.		✓	✓		✓	✓
Hourly Staff	Years of service & unused sick leave credit		✓		✓	✓	✓

How to Access Funds for Eligible Expenses

Human Resources connects new retirees with our account representative to help them learn how to access account funds.

Account funds are earmarked to be spent on eligible insurance premiums and other medical expenses (for certain employment groups) during your retirement years as specified in section 213(d) of the Internal Revenue Code:

Teachers and Hourly Staff, [CLICK HERE.](#)

Administrator & Administrative Support Staff Premium Only Accounts, [CLICK HERE.](#)

Your Online Account

Administered by National Insurance Services (NIS).

Account funds managed by Mid-America.

- To log in the first time, click on “Get Started” and follow the prompts.
- Having troubles logging in?** A frequent reason is “the period for the completion of the initial registration and login to the MidAmerica Journey website expired.” Contact Mike Strobl, mstro@nisbenefits.com, to request access.
- Investment defaults can be changed through the online participant portal.

Benefits of an HRA

- Employer-funded
- Deposits earn interest tax-free
- Reimbursements from the plan are tax-free to you, your spouse and qualifying dependents
- Account balance rolls over each year
- There is no time frame by when you must submit expenses for reimbursement
- Once eligible to access funds, you have flexibility to choose when to submit eligible expenses for reimbursement



Retirement 403(b) & 457 Plans

Optional Retirement Plans

WCSD offers employees a simple, flexible way to supplement your retirement savings, directly from your paycheck. Both **403b** Plans and WI Deferred Compensation **457** Plans offer tax benefits and various investment options so you can work toward gaining added savings for your retirement years.

Staff are encouraged to consider enrolling in voluntary retirement plans because your WRS/ETF and retiree HRA plans will likely not provide 100% of your working wages in retirement.

Open up your account with an approved 403(b) vendor and / or WI Deferred Compensation and provide notice to Human Resources. Select a payroll deduction amount that you are financially comfortable with as all contributions made to either of these plans are 100% employee funded.

Employees can start, change or stop voluntary retirement payroll deduction amounts on any payroll.



403(b) Plans

[< back to Quick Link Guide](#)



STEP 1 New Enrollment Only

- Research and Choose an Investment Provider
- Open an Account with Investment Provider

Investment Providers

(contact information on OMNI's WCSD website)

American Funds	T. Rowe Price
Fidelity	WEA Trust
Franklin Templeton	

STEP 2 Complete Salary Reduction Agreement (SRA) to Authorize Payroll Deductions

Online SRA Form located on OMNI's WCSD website

Option 5 for SRA Team

WCSD's 403b Administrator:



[OMNI TSACG WCSD Website](#)



1-888-796-3786

- Pre-tax and / or ROTH Accounts
- Two 403b accounts allowed per employee
- Catchup Provisions
- Rollovers / Exchanges
- Withdrawals / Loans



employee_benefits@waunakee.k12.wi.us
Ronelle Aime, HR Benefits Specialist

OMNI's Plan Participation Guide, [Click Here.](#)

OMNI's Annual Retirement Benefits Guide, [Click Here.](#)

Waunakee Community School District, WI

MEANINGFUL NOTICE / PLAN SUMMARY INFORMATION

403(b) PLAN

The 403(b) Plan is a valuable retirement savings option. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) Plan offered.

Plan administration services for the 403(b) plan are provided by U.S. OMNI & TSACG Compliance Services (OMNI/TSACG). Visit the OMNI/TSACG website (<https://www.tsacg.com>) for information about enrollment in the plan, investment product providers available, distributions, enrollment, exchanges or transfers, 403(b) loans, and rollovers.

ELIGIBILITY

Most employees are eligible to participate in the 403(b) plan immediately upon employment; however, private contractors, appointed/elected trustees and/or school board members are not eligible to participate in the 403(b) plan. Verify if your employer allows student workers to participate in the 403(b) plan. Eligible employees may make voluntary elective deferrals to the 403(b) plan and are fully vested in their contributions and earnings at all times.

EMPLOYEE CONTRIBUTIONS

Traditional 403(b)

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) account up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Contributions to the participant's 403(b) account are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

Roth 403(b)

Contributions made to a Roth 403(b) account are after-tax deductions from your paycheck. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth 403(b) accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. OMNI/TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

THE BASIC CONTRIBUTION LIMIT FOR 2026 IS \$24,500.

Additional provisions allowed:

2026 AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 to 59 or 64 or older by 12/31/2026 qualify to make an additional contribution of up to \$8,000 to their 403(b) accounts. Participants aged 60, 61, 62, or 63 on 12/31/2026 can contribute an additional amount of up to \$11,250.

Note: Individuals whose prior-year social security wages were \$150,000 and above must contribute this amount to a Roth plan.

THE SERVICE-BASED CATCH UP AMOUNT

The special catch-up provision allows participants to make additional contributions of up to \$3,000 if, as of the preceding calendar year, the participant has completed 15 or more full years of employment with the current employer, not averaged over \$5,000 per year in annual contributions, and has not utilized catch-up contributions in excess of the aggregate of \$15,000. For a detailed explanation of this provision, please

ENROLLMENT

Employees who wish to enroll in the 403(b) plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and any disclosure forms must be completed and submitted to OMNI/TSACG. This form authorizes the employer to withhold 403(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. An SRA must be completed to start, stop or modify contributions to a 403(b) account. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation.

For convenience, a MAC calculator is available at <https://www.tsacg.com>.

2026

INVESTMENT PROVIDER INFORMATION

A current list of authorized 403(b) Investment Providers and current employer forms are available on the employer's specific Web page at <https://www.tsacg.com>.

PLAN DISTRIBUTION TRANSACTIONS

Distribution transactions may include any of the following depending on the employer's Plan Document: loans, transfers, rollovers, exchanges, hardships, withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing. Prior to taking a loan, participants should consult a tax advisor.

PLAN-TO-PLAN TRANSFERS

A plan-to-plan transfer is defined as the movement of a 403(b) account from a previous employer's plan and retaining the same account with the authorized investment provider under the new employer's plan.

ROLLOVERS

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

DISTRIBUTIONS

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations unless they have attained age 59½ or separated from service. In most cases, any withdrawals made from a 403(b) account are taxable in full as ordinary income.

EXCHANGES

Participants may exchange account accumulations from one 403(b) investment provider to another 403(b) investment provider that is authorized under the plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange.

403(b) PLAN LOANS

Participants may be eligible to borrow their 403(b) plan accumulations depending on the provisions of their 403(b) account contract and provisions of the employer's plan. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) account contract and provisions of the employer's plan. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider.

HARDSHIP WITHDRAWALS

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. To be eligible for a hardship withdrawal according to IRS Safe Harbor regulations, you must certify and may be asked to provide evidence that the distribution is being taken for specific reasons. These eligibility requirements to receive a Hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at <https://www.tsacg.com>.

EMPLOYEE INFORMATION STATEMENT

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

PLAN ADMINISTRATOR CONTACT INFORMATION

Transactions

P.O. Box 4037 | Fort Walton Beach, FL 32549
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>

For overnight deliveries

73 Eglin Parkway NE, Suite 202 | Fort Walton Beach, FL 32548
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>



457 WI Deferred Compensation Plans

[< back to Quick Link Guide](#)

Enrollment | Payroll Deduction Changes

STEP 1 New Enrollment Only

Obtain plan information and enrollment code by sending an email to employee_benefits@waunakee.k12.wi.us

WDC 457 Empower Retirement [Login](#)

STEP 2 Authorize or Change Payroll Deductions

WDC 457 Empower Retirement [Login](#)



WCSD's 457 Plan Administrator:



[WI Deferred Compensation](#)



1-877-457-9327

Plan Oversight by:

- Employee Trust Funds
- WI Deferred Compensation Board
- IRS Section 457 Internal Revenue Code

Pre-tax and / or ROTH Accounts
Catchup Provisions available

Online enrollment

Wisconsin Deferred Compensation Program



employee_benefits@waunakee.k12.wi.us
Ronelle Aime, HR Benefits Specialist

Group Id / Plan Number [Waunakee Schools](#)

Plan Enrollment Code: [Contact Ronelle Aime for the Code.](#) employee_benefits@waunakee.k12.wi.us

Plan Enrollment Code expires: [Contact Ronelle Aime for the expiration date.](#)

New Enrollment

To set up your account online for the first time

- Visit wdc457.org and select the REGISTER button.
- Select the **I have a Plan Enrollment Code** and follow the prompts using the information provided.
- The website will guide you through the enrollment process.

Already have an Empower account?

- You will be routed to a landing page that says, We Found You!
- Click log in
- Select the REGISTER button
- Select I do not have a PIN and follow the prompts to complete registration and enrollment.

NOTE: If you are already an account holder in your plan but your account is currently inactive, you may need to contact your employer to reactivate your account.

Future logins

For future visits to the website, enter your username and password and select SIGN IN. For enhanced security, you will be asked to confirm your identity using a verification code that will be sent to you. You may skip the verification code process in the future by checking the *Remember this device*.

If you need assistance, contact us at 1-877-457-9327

Please be sure to mention you have a Plan Enrollment Code.



EAP EMPLOYEE ASSISTANCE PROGRAM

[< back to Quick Link Guide](#)



EAP Services Available Two Ways:



Phone: 866-451-5465



Online: www.niseap.com

Same for all employees (Case Sensitive)

Login: NISEAP

Password: EAP

Embedded Employee Assistance Program (EAP) with Claimant Assist

Support for Employees* with Life or Disability Insurance Through National Insurance Services



Your EAP Service Provider

TELUS Health is a leader in the field of Employee Assistance and has been providing employee assistance services for over 40 years. TELUS Health has the experience to provide the broad range of services and guidance that is paramount to an EAP – whether it’s help with day-to-day concerns or guidance through a challenging crisis. The information you discuss through the EAP is kept confidential in accordance with federal and state laws.

The EAP Process

When you access the EAP, TELUS Health counselors listen and take action toward finding solutions. The next step may include meeting with a mental health counselor for up to three face-to-face visits, negotiating health insurance benefits, or referrals to community resources for legal and financial services.

Claimant Assist NIS’s Claimant Assist program offers special services to Long Term Disability claimants or Life Insurance beneficiaries at no charge. If you have Disability insurance coverage through NIS, our Long Term Disability Claimant Services are available to guide and counsel claimants and their immediate family members. If you have Life insurance coverage through NIS, our Beneficiary Services Program provides counseling and assistance to beneficiaries when faced with the challenge of coping with loss.

Under our EAP you can receive no-cost, confidential help for a wide variety of needs and concerns:

- Alcohol or Drug Addictions
- Anxiety
- Childcare
- Depression
- Eating Disorders
- Eldercare
- Family Conflict
- Financial or Legal Concerns
- Marital Difficulties
- Parenting Concerns
- Problem Gambling
- Relationship Problems
- Stress Management

Access to Masters-Degreed Counselors 24-Hours a Day Through a Toll-Free Number

Up to three in-person assessment and counseling sessions.

***The EAP is for use by the covered employee only. While issues may concern family members, all contacts to the EAP must be made by the employee.**



Identity Theft Protection

[< back to Quick Link Guide](#)



 **NIS 855.205.6010**

 <https://app.idx.us/en-US/login>
Create New Account

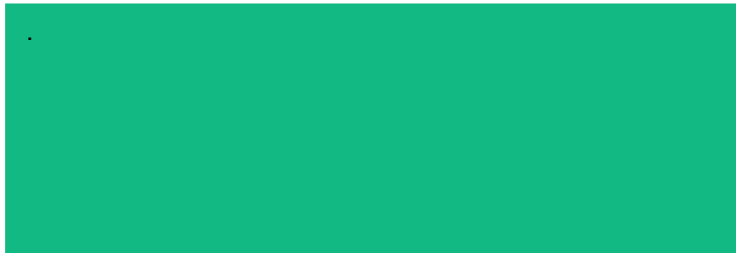
PIN ID: NIS

Identity Theft Protection Services

In 2023, identity theft impacted at least 353 million individuals.¹ If you are a victim, the IDX Identity Theft Recovery specialists will provide concierge-style service every step of the way. Their expertise will save valuable time during this stressful process.

Your dedicated recovery specialist will work with you until the identity is restored to pre-fraud status. Support may include:

- Assistance with investigation of the suspected identity theft
- Guidance through the recovery process
- Recovery for all 9 types of identity theft
- Advice from trained professionals in identity protection
- Single point-of-contact if you are a victim
- Assistance with notifying law enforcement or local government agencies
- Limited Power of Attorney to work on the victim's behalf
- Documentation including fraud affidavit
- And much more



"It was great knowing I had someone to help me resolve my identity theft issues and I didn't have to spend hours trying to figure out how to handle it on my own" - IDX member, Needham, MA

¹ <https://www.idtheftcenter.org/post/2023-annual-data-breach-report-reveals-record-number-of-compromises-72-percent-increase-over-previous-high/>

Resolution services offered to you by your employer and:



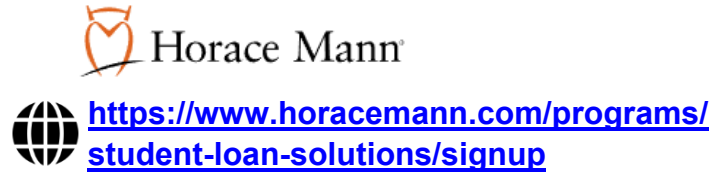
Corporate Headquarters: 300 North Corporate Drive, Suite 300
Brookfield, WI 53045
Offices Nationwide: 800.627.3660 | www.NISBenefits.com



PO Box 5008, Madison, WI 53705

Identity theft assistance services are provided by IDX, which is not affiliated with Madison National Life Insurance Company, Inc. Services provided by IDX are not part of Madison National Life's insurance products, and Madison National Life is not responsible for any acts or omissions of IDX in connection with or arising under identity theft assistance services. Access to IDX program is conditioned upon your employer remaining a Madison National Life customer and the program terms and conditions. This program does not provide credit repair services or any form of legal advice.

Sign Up for Your Complimentary Student Loan Solutions Account



Student Loan Solutions for Employees Student Loan Debt and Loan Forgiveness Assistance

Your employer is working with Horace Mann to bring you Student Loan Solutions, a program designed to help you manage your student loan debt and apply for federal loan forgiveness.

No Cost to You

The Student Loan Solutions program is available at no cost to you, simply for being an employee. Sign up for your complimentary account today to take advantage of Horace Mann's industry-leading suite of online tools and loan coaches to get on a path toward a brighter financial future.

Program Benefits

Your financial well-being is important but it's easy to push it to the bottom of your priority list. This program is designed to help you:

- Discover if you can reduce your student loan payments and find potential savings on your monthly payments
- Determine if you qualify for federal loan forgiveness programs and learn how to apply
- Access loan coaches for one-on-one support via phone, chat, and email, receiving personalized assistance

About Horace Mann

Horace Mann Educators Corporation (NYSE: HMN) is the largest financial services company focused on providing America's educators and school employees with insurance and retirement solutions. Founded by Educators for Educators® in 1945, the company is headquartered in Springfield, Illinois. For more information, visit horacemann.com, or follow us @ HoraceMann on X (formerly Twitter), LinkedIn, and @ HoraceMannInsurance on Facebook and Instagram.



Horace Mann's Student Loan Solutions program includes services provided by an independent third party, Tuition.io. Horace Mann is an independent company not affiliated with the Department of Education or the federal government. Horace Mann does not negotiate, adjust, or settle debts. No assistance provided by Horace Mann constitutes official action for purposes of student loan forgiveness programs or guaranteed results. Horace Mann's Student Loan Solutions program terms are subject to change. This program is complimentary to current Horace Mann customers, all U.S. public school employees, and college graduates entering the field of education.

Founded in 1961, Madison National Life Insurance Company, Inc. is headquartered in Madison, the rapidly growing capital city of Wisconsin. Madison National Life is licensed in 49 states and specializes in group life, disability, and specialty health insurance. The company is a wholly owned subsidiary of Horace Mann Educators Corporation (NYSE:HMN), the largest financial services company focused on providing America's educators and school employees with insurance and retirement solutions.

#333.ee.rev.4.25



Smores HR News Bulletin

Helping you stay informed! Serving as a communication piece with various HR topics relating to the Staff Clinic, Mental Health & Self Care Wellness, Physical Fitness Wellness, Financial Wellness, Insurance & Benefits, Retirement, Payroll, Time Off, TrueTime, TimeSheets. Deadlines, HR resources and updates. Sent to staff monthly from the human resources email.



Steeping Wellness

Whether you are directly working with students in the classrooms, keeping everything operating by your work in the office, keeping our buildings and grounds spectacular, safely getting our students to and from school each day, or otherwise providing support to our school system, we want to acknowledge and extend



our gratitude for all of the effort you put in to your work each and every day. The work we do is by no means "easy" and draws on us physically, mentally and emotionally. Please enjoy the Steeping Wellness programs to help you lead a more balanced life.

Staff Fitness & Aquatics Centers

The Aquatics Center provides community Open/Lap Swim Hours and is located at the High School. The Staff Fitness Center is located at the Intermediate School. You are welcome to begin using the Staff Fitness Center after you have completed the Fitness Center release form and obtained badge access to the Fitness Center. There is a lot of equipment available for your use. All information you need, including hours of operation, access to the online release form & badge directions is located on the Staff Wellness website.

Staff Lunch Options & Super Staff Meals

All school staff and District Administrative Building staff can order Staff Meals which are prepared fresh daily by Taher Food Service and delivered to your building. Staff receive meal information via email and meal orders are submitted via a google form. Setup a staff lunch account.



\$500 EMPLOYEE REFERRAL BONUS

One of the best ways for WCSD to find great employees is through our current workforce referring potential candidates. If you know someone who would be fit for a job here, and who you would enjoy working with, please send them our way!

The referral bonus is for any current Waunakee Community School District employee who refers an individual not currently employed by the district for employment in an hourly position.

Who should you refer? Anyone who you think fits a job description and who you would enjoy working with.

Referral Bonus Payment. The \$500 will be paid as a stipend within an employee’s regular check after the new hire completes 90 days of employment with WCSD. Payroll related deductions (taxes, retirement, etc.) will apply.

Where can we see what hourly positions are available? Check out the Human Resources employment opportunities web page.

Additional Employee Referral Rules

- Referred candidates must apply and be selected through the hiring process.
- If more than one employee refers the same candidate, they shall share the bonus.
- The candidate will be asked to identify the employee that referred them during the interview process.
- Employees will be paid referral bonuses within 30 days of their referral meeting the 90-day qualification.
- The employee who makes the referral must remain employed at WCSD to receive a bonus.



PAYROLL & INSUR. DEDUCT SCHEDULES

TEACHER STAFF The following two payroll options are available to teacher staff. You will select one when you begin employment & can annually change your payroll option.

19 Payrolls

First pay date: Sep 15. **Last pay date:** Jun 15
No payrolls on: Aug 30, Jun 30, Jul 15 & 30, and Aug 15

24 Payrolls

First pay date: Aug 30. **Last pay date:** Jun 30
you will receive 4 regular payrolls.
No payrolls on: Jul 15 & 30, and Aug 15

ALL OTHER STAFF

	24 PRs	22 * PRs	19 PRs	1 st PR Date	Last PR Date
Administrator	✓			Jul 15	Jun 30
Administrative Support	✓			Jul 15	Jun 30
Administrative Support			✓	Sep 15	Jun 15
12 Month Hourly Staff	✓			Jul 15	Jun 30
11 Month Hourly Staff		✓ *		Aug 30	July 15
School Year Hourly Staff			✓	Sep 30	Jun 30

*22 payroll 11-month hourly staff will have 21 insurance deductions per year.



MEET the HUMAN RESOURCES TEAM | WORK RESPONSIBILITIES | FORMS

[< back to Quick Link Guide](#)



Waukegan Community School District Human Resources Staff



Brian Grabarski

briangrabarski@waunakee.k12.wi.us

Human Resources Director

- Special Permission & FMLA Medical Leaves
- Personnel Concerns & Challenges
- Handbook, Policies & Procedures
- Recruitment, Hiring & Retention
- Committees - HR, Insurance & Safety
- Wellness Clinic, Employee Wellness & EAP
- Compensation Strategy Management
- Teacher Contracts, Points, Renewal & Negotiations
- Title IX / Discrimination / Harassment



Amy Manzetti

HR Administrative Assistant

- Job postings, recruitment, interview support, on /off boarding for regular staff and substitutes
- Substitutes - placement inquiries, Frontline Absence Management & process sub pay to payroll
- Time Off approvals & inquiries
- Student Teacher inquiries & onboarding
- Electronic forms & personnel files via PowerSchools - onboarding paperwork, contracts, employee forms & trainings
- DPI Licensing - renewal notices & license employment verification forms
- Research, data collection, surveys & reports

✉ AskHR_HelpDesk@waunakee.k12.wi.us



Cloe Weihert

HR Administrative Assistant

- Recruitment & onboarding for athletics, activities & casual staff (Aquatics, Warrior Media, Youth Apprenticeship, Camps Summer School)
- CoCurricular - job postings, issue contracts and process pays to payroll
- Time Off approvals
- Employee injury / worker's compensation & OSHA reports
- Name, address & phone changes
- Staff Compliance - CIBs, CPR renewals, employment posters
- Staff Recognition - quarterly awards & annual ceremony

Great Resources Available

HR Information & Forms

[Click Here](#)

[HR FORMS LINK](#)

rev11.13.2024



Jenny Endres

Employment & Benefits Specialist

- FMLA extended medical leaves
- Disability claims & WC claims
- Benefit inquiries, processing & insurance concerns
- Health Assessments
- Mid America HRA retirement plan
- Retirement inquiries, retiree insurances, end of employment retiree letters
- Staff Communication - benefits, open enrollment, new hires, retirees, HR Bulletin
- Pay increases & process teacher pay to payroll
- Benefit plans & rate updates

✉ employee_benefits@waunakee.k12.wi.us



Ronelle Aime

Benefits & Payroll Specialist

- True Time inquiries & assistance
- True Time Timesheet inquiries & process hourly pay to payroll
- Benefit inquiries - new employees, open enrollment & life qualifying events
- Benefit enrollments to carriers
- Benefit changes processed to payroll
- Employment Verifications
- 403b and 457, Flexible Spending FSA, Health Savings Account HSA payroll contributions & records
- 1095c statements
- End of employment letters for resigned staff

✉ WCSD_Payroll@waunakee.k12.wi.us



Cari Dailey

Payroll Specialist

- Payroll Inquires
- Tax Form Changes
- Direct Deposit Changes
- W2 statements
- WRS terminations
- WRS annual reconciliation
- Medicare reporting
- Unemployment reporting
- True Time inquires
- Child Support / Wage Garnishments
- Employment verifications
- Jury Duty

OUR EMPLOYEES ARE OUR MOST VALUABLE ASSET

[< back to Quick Link Guide](#)

Waunakee Community School District (WCSD) is dedicated and committed to providing you and your family with a valuable benefit package. That is why we partner with USI Insurance Services to evaluate different insurance options that are available, while also combating the rising cost of health care. This booklet was prepared to provide information so you can make the most informed decisions regarding insurance coverages for you and your family. If you have any questions about any of the information contained in this booklet, please contact Human Resources.



March 2026

	Admin Support	Teacher	
Contract			
Contract Term	2 years	1 year	
Contract Days*	210	188+ extended days	
Paid Time Off			
Sick	8	8	
Personal	4	4	
Paid Holidays	9	4	
Indirect Compensation			
Retirement Benefits			
HRA - annual	\$3,220	\$1,181	
Sick day bank payout	0	Sick day bank 120 days @ \$118	
Other Annual Benefits			
Tuition Reimbursement 21 credits/5 year			
	UW Madison	\$811.44	\$17,040.00
	Edgewood College	\$1,052.00	\$22,092.00
Tuition Reimbursement annually	\$3408 - \$4418	0	
Conference Fees Annually (\$1500 every 2 yrs)	\$750	0	
Life insurance	\$200,000	85,000	
Membership dues	\$700	0	
Health / Dental / Vision / STD Insurances	same	same	
Wage Increases			
CPI* differs individually	CPI on personal contract	Negotiated CPI w/ equal distribution	
example \$60,000 = \$1770	2.95% of 24/25	2158	
Experience	0	400	
PD points (250 pts req / 10 PTs / Hour = 25 hour	0	750	

Minutes of Co-Curricular Committee Meeting

The Board of Education Waunakee Community School District

A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, April 2, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Sonne called the meeting to order at 7:29am.

II. ROLL CALL

Present: Sonne, Murray, Frey

Also present: Brown, Conrad

III. APPROVE THE AGENDA

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

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

V. CO-CURRICULAR REPORT

Conrad presented and answered questions regarding the Winter Co-Curricular Report.

VI. 2026-27 WCHS CO-CURRICULAR HANDBOOK

Conrad presented and answered questions regarding the High School, Middle School, and Coaches handbooks.

A motion was made by Frey, second by Murray, to recommend that the full board approve the handbooks as presented. Motion carried 3-0.

VII. FUTURE MEETINGS The next meeting will be in early June.

VIII. ADJOURN

A motion was made by Frey, second by Murray to adjourn at 8:00am. Motion carried 3-0.



Agenda Item: 2026-27 WCHS Co-Curricular Handbook

Background Information: Changes are brought to the Board annually for approval. This year, we are bringing this handbook to you in April to be integrated into athletic registration, which is set to begin in May this year. This is two months earlier than normal with the switch from Infinite Campus to Bound for registration.

The updates to this year's handbook have to do with:

- Minor formatting updates
- Code violation appeals process
- Added a self-reporting and honestly clause in the cases of code violations

All updates are shown in green font.

Administrative Recommendation: To approve the 2026-27 WCHS Co-Curricular Handbook as presented.

Board Action Requested: The following motion would be in order: "Move to approve the 2026-27 WCHS Co-Curricular Handbook."

Fiscal Note: None.

2026-2027



WAUNAKEE
COMMUNITY HIGH SCHOOL

**CO-CURRICULAR
HANDBOOK - (HS)**



TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
STATEMENT OF PHILOSOPHY.....	2
HANDBOOK PURPOSE.....	2
TITLE IX NOTICE.....	2
DEFINITION - CO-CURRICULAR ACTIVITIES.....	4
GOALS OF PROGRAM.....	4
PARTICIPANT RESPONSIBILITIES.....	5
DISCRIMINATION.....	6
GENERAL PROGRAM INFORMATION.....	7
PARTICIPATION FEES.....	10
PARTICIPATION INSURANCE.....	10
EXPECTATIONS.....	11
ATHLETIC CODE REQUIREMENTS.....	15
WAUNAKEE COMMUNITY HIGH SCHOOL.....	17
CODE OF CONDUCT.....	17
CONDUCT - PUBLIC AND ONLINE REPRESENTATION.....	21
DRUG TESTS.....	22
REQUIREMENTS FOR A VARSITY LETTER.....	29
SPORTSMANSHIP.....	30



STATEMENT OF PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's high school experience, and Waunakee Community High School (WCHS) is committed to sponsoring a wide variety of such activities. Waunakee Community High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life – be they work, play, or school-related – place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee Community High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. **This policy will be enforced all twelve months of the year.**

HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents of students in co-curricular programs at Waunakee Community High School with the regulations and procedures of the WIAA, Badger Conference, and the Waunakee Community School District. It is very important that both the student and parent/guardian read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook. **The signing of this handbook will take place on the online platform during athletic and activity registration.**



TITLE IX NOTICE

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

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

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

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

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

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

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community High School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee High School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.



PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger Children.
- All members of co-curricular groups are expected to display high standards of social behavior, (IE: Lawful Behavior), outstanding sportsmanship and proper respect for those in authority in school and within the community as a participant or spectator.



DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCSD has designated Lisa Jondle, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Lisa Jondle, Director of Student Services. Please see contact information above located under ADA Accommodations.



GENERAL PROGRAM INFORMATION

~~Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form~~

Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the ~~Bound Infinite Campus~~ Athletic Registration servers. Athletic registration will be completed each season (fall, winter, spring) in order to have the most up-to-date concussion and health information for students.

JOINING OR RE-JOINING A TEAM

After tryouts and team rosters are submitted to the Athletic Office, students will not be allowed to join a team. Generally speaking, this is the first Friday of the sports season. Accommodations may be made for students who are new to the district or have moved to the district after sport season has started. Also, a student-athlete that does NOT finish a sports season “in good standing with the team” (see definition on page 24) must meet with the head coach prior to the start of the next season to receive permission to rejoin the team in the following season.

WIAA IN-SEASON NON-COMPETITION RULES

During their particular high school season Waunakee Student-Athletes are not allowed to compete in non-school sponsored competitions in that same sport (i.e.: Wrestler competing in a tournament that is not part of the high school’s schedule). ~~The athletic department and that sport’s head coach~~ ~~Waunakee Activities Department~~ will consider exemptions on a case-by-case basis for exceptional athletes. ~~WIAA exemptions allow for up to two (2) non-school competitions during that same sport season, but these competitions may not occur during the WIAA Tournament Series.~~

The ~~Athletic Activities~~ Department reserves the right to deny a request if nature or timing of the event would cause an undue burden on the high school team, such as but not limited to conflicting with conference events, playoffs, and/or granting the exemption would violate WIAA Bylaws regulating participation and competition.



PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, & C. Each category is outlined below. The various sections identified under each category outline specific expectations for each category and are described in detail after this listing.

Category A - Competes

Follows Sections 1, 2, 3, 4 of the Co-Curricular Code

All WIAA Athletics, Dance, Equestrian, Cheer, Mountain Bike, Ski, Snowboard, Forensics, One-Act, Musical, & School Play

Category B - Performs

Follows Sections 1, 2, 3 of the Co-Curricular Code

Jazz Ensemble/Combo, Pep Band, Special Music Groups, A Capella Singers, Fiddle Band, Chamber Orchestra, Vocal Jazz, Madrigal, Solo-Ensemble, Men's Choir, Math Team, Mock Trial, & NACL

Category C - Service

Follows Sections 1 & 2 of the Co-Curricular Code

Above the Influence (ATI) Art Club Aviation Club Badminton Club Best Buddies Black Student Union (BSU) Bowling Club Chess Club Chinese Club Class Officers Computer Science Club Debate Team DECA Drama Club/Thespians Dreamers/Soñadores ECO (Environmentally Compassionate Organization)	Law Club Leo Club Manga and Anime Club Math Team Mindfulness Club Mock Trial Model UN Mountain Biking Team National Alliance on Mental Illness (NAMI): National Art Honor Society (NAHS) National Honor Society (NHS) Non-Athletic Competition League (NACL or "Salt") Pay It Forward (PIF) Poetry Club Principal's Council Purple Sage
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<p>E-Sports FFA Organization (FFA) Family, Career, and Community Leaders of America (FCCLA) Fellowship of Christian Athletes (FCA) Fishing Club Forensics French Club Friends of Schmidt's Woods Future Business Leaders of America (FBLA) Future Educators Club Future Problem Solvers (FPS) Genders and Sexualities Alliance (GSA) Global Dance and Fitness GROW (formerly Garden of Dreams) HOSA Future Health Professionals: Insight into Science, Engineering, and Medical Professions: Justice League Knitting Klub</p>	<p>Relay for Life Science Club Science Olympiad Sheepshead Club SkillsUSA Organization Spanish Club Spanish Honor Society (Sociedad Honoraria Hispánica) Student Book Club Student Council Students Modeling A Research Topic (SMART): Table Tennis Club Thespian Troupe Wisconsin Civics Games Yearbook Yosemite National Park Trip Young Conservatives Yoga and Meditation Young Progressive</p>
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PARTICIPATION FEES

Paid by participants in Category A only. These fees are paid when completing the activity selection process on Infinite Campus for each sport/activity in which a student participates. \$85/Activity with a maximum of \$255 per student. Football will have an additional \$50 equipment fee. Golf participants have a \$20 course fee. Refunds will only be provided if a student has been cut during the tryout process. Refunds will be placed in the student's lunch account or a request for a refund can be made to the athletic office.

Note: Students eligible for free/reduced priced meals are not charged any school district fees. Please contact the athletic office if you have any questions about this at 608.849.2103.

~~PARTICIPATION INSURANCE~~



~~Waunakee Community School District provides accident coverage for all students. Only accidents that occur in school sponsored and supervised activities EXCLUDING participants in interscholastic sports are covered. A voluntary, parent paid insurance program is available that INCLUDES participants in interscholastic sports. If interested, please contact the WCSD Athletic Office at (608) 849-2103.~~



EXPECTATIONS

Section 1 – School Behavior

Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectation for school behavior described in the Waunakee **Community** High School Student Handbook and Board of Education Policies.

All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

Out of school suspensions that end on Friday, the student will be eligible to play on Saturday. If the out of school suspension is carried over until Monday, the student will be ineligible to participate on Saturday.

Participants are urged to do their best in the classroom. Strive to get the highest grades possible and display a common service attitude in their conduct throughout the school and community.

Section 2 – Attendance (School, Practices, and Events)

Applies to ALL Categories (A, B, C)

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. Saturday events will be determined by the Principal, **Athletic Activities** Director and the Transportation Supervisor with input from the other school(s) involved.

All practice sessions will be made on time unless there is some valid reasonable excuse for missing. For unexcused absences disciplinary action will be administered by the coach/director. Students who need academic help after school WILL NOT be penalized if they contact the coach beforehand or present a pass from the instructor when arriving late to practice.

In order to practice or participate, a participant must be in attendance at school by 11:55 am and maintain attendance in all of their scheduled classes through the remainder of the school day at the high school. If a participant cannot be in school for reasons other than illness, the absence must be pre-planned and approved by the principal, athletic director, or assistant principal at least one day prior for the participant to practice or participate that day. We ask the cooperation of parents to see that students miss as little as possible.



Seniors with 18 year old sign-out privileges must be in attendance at school by 11:55 am to practice or participate in a game, match or meet.

There will be no practices held at the high school on Wednesdays after 6:30pm. Special practice needs shall be given consideration by the ~~Athletic Activities~~ Director and/or Superintendent.

No practice will be started or held without a qualified coach/director being present. No school facilities and/or equipment will be used by group members without a coach/director being present.

SKIPPING A CLASS, STUDY HALL OR SCHOOL DURING A SEASON OF ACTIVITY WILL CAUSE THE STUDENT/ATHLETE TO MISS THE NEXT SCHEDULED CO-CURRICULAR EVENT (ONE CONTEST) THAT HE/SHE WOULD PARTICIPATE IN.

Transportation

Each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip.

Such excuses can only be obtained by providing the following:

1. Completion of the WCSD Student Transportation Agreement must be completed during the registration process ~~on Infinite Campus~~. This allows a student to transport themselves to a **practice/contest**.
2. An online submission request to the coach/advisor using the Alternate Transportation Google Form should be submitted if the student is not traveling to/from a **contest** with the team. Preferable, at least one day in advance.
3. The parents must pick up the student in the presence of the coach/advisor.



Section 3 – Academic Eligibility Applies to Categories A & B

By WIAA Rule, a student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period.

Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the school requirements prevail and must be applied as written.

A student who is carrying six academic subjects may receive an “F” grade and will still be eligible if he/she has a “C” grade to compensate for the failure. However, if a student with six academic subjects receives two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

- A student who is declared scholastically ineligible for co- curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athletic director the week prior to the student becoming eligible. A week of eligibility will be lost by the student/athlete if any of his/her teachers report failing grades. The student must have each of his/her teachers check and sign the form and the student must return the form to the athletic director’s office. The student may practice during the ineligibility period with the approval of his/her parents and coach/director.
- The student must have each of his/her teachers check and sign the form and the student must return the form to the activities director’s office.
- The student may practice during the ineligibility period. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility.
- Summer school can be used to make-up eligibility.
- An Incomplete “I” is considered a failing mark until all work is completed and a grade is issued to replace the “I”.

Note: Incoming Freshman who received a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co- curricular activity in 9th grade.



Section 4 – Conduct Code Applies to Category A

Physical Exam Requirement

A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. ~~Physical Form Examination or Alternate Year Permit Card~~ that attests to the student's physical fitness (as determined by a licensed physician). Forensics, One-Act, Musical, and the School Play participants are exempt from the physical requirement.

A physical examination taken April 1 and thereafter is valid for the following two school years; a physical examination taken before April 1 is only valid for the remainder of that school year and the following school year.

The student may get a W.I.A.A. Physical ~~Form Examination Permit card~~ from ~~a coach or the athletic activity~~ director's office.

Complete the physical exam and return the ~~form card~~ to the athletic office with all of the information properly filled in and signed by your parent or guardian.



ATHLETIC CODE REQUIREMENTS

A student may not participate (Practice or competition) until a signed co-curricular code is on file in the office every school year. ***NOTE: Once a code has been signed it is enforceable and valid until the student graduates.**

CONCUSSION AGREEMENT

Students & parents must, on an annual basis, receive the Wisconsin Fact Sheet on Concussions and sign the Parent & Athlete Agreement form.

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

EARLY GRADUATION

Any student that graduates early is NOT eligible to participate in Category A activities that begin after the student has graduated. Students who graduate at the end of the 1st semester of a school year will be permitted to complete their season with the team, except when the rules of the governing body prohibit such participation. For example: Per WIAA regulations a student that graduates at the end of 1st semester is ineligible to participate in WIAA sponsored sports after the last bell of the last day of the 1st semester. (WIAA Rules of Eligibility Art V, Section 1, A8, A9)



WAUNAKEE COMMUNITY HIGH SCHOOL CODE OF CONDUCT

Top performances come from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each student should take care of his/her body in such a manner that would enhance peak performance at all times. It has been substantially documented medically that certain substances (i.e. Alcohol, tobacco, controlled substances, street drugs, and performance enhancing substances) can be detrimental to your health and performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the mental and physical performance of all individuals.

Adherence to this code of conduct is a matter of self-discipline and is the responsibility of the students and their parent(s)/guardian(s) on a **year-round (12 month) basis**. Students are required to follow this code while enrolled at Waunakee Community High School whether in-season or out-of-season. **It is the responsibility of all adults to report violations of the code of behavior. Since consequences are most effective when closely tied to actions, violations of the code of behavior are to be reported as soon as reasonably possible.**

Self-Reporting Clause

Students are encouraged to self-report in all situations. The intent of this is to encourage and reward student responsibility. Therefore, a student should self-report within 24 hours of a code violation to the Athletic Director, Associate Principal, or Student Services personnel. If a student or parent self-reports for a code violation the student will have their penalty reduced by 50%. The reduction in a student's suspension is only allowed once in a student's high school career. Once the school administration becomes aware of a violation through another source, there is no longer an option to self-report.

Honesty Clause

A student who is completely honest, forthcoming, and cooperative upon being questioned by an administrator or athletic director may reduce his or her suspension by one contest. According to WIAA policy a suspension must be a minimum of 1 contest. Honesty and integrity is expected on the part of extra-curricular participants at all times. It is expected that the participant will be truthful, forthcoming with information, not be deceitful, and be cooperative. If at any time while under investigation, it is found that a student lied, was deceitful, untruthful, or withheld information, a greater level of consequence may be assigned.



The Athletic Director will determine all alleged conduct code violations. A penalty is not considered served if a student does not complete the season in good standing. A student may serve their penalty while injured as long as they finish the season in good standing. Removal from or quitting the team is not considered in good standing. The Athletic Director will use all available sources for evidence including social networks (i.e., internet) to determine a code violation. Anonymous letters will not be a source of evidence when considering a code of conduct violation. **If a code violation occurs during a WIAA tournament, the athlete will be disqualified from participation for the remainder of the total tournament series in that sport, per WIAA rules.**

During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

Examples of code violations include but are not limited to:

- Substance Abuse
- Expulsions
- Suspensions
- Incarceration & Legal Sanction
- Conduct - Public & Online Representation

Student Code Violations include all of the following, but are not limited to:

- Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances).
- Any student who provides, buys or sells either alcohol, non-alcohol “look alikes” or malt beverages, and/or a controlled substance including “look alike” drugs, tobacco products. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.
- Participating in hazing activities.
- Conduct themselves in a manner in and/or out of school, which brings discredit to themselves, the parents, and the school or to the team or athletic/activity group.
 - Examples of this may include, but are not limited to: Shoplifting, inappropriate use of social media, theft, lewd and/or explicit photographs or images, harassment, etc.

Substance Abuse



Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs, and performance enhancing substances) shall be suspended from participation in co-curricular activities. Any student, unsupervised by their parent or legal guardian, present where alcohol and/or drugs are being served/consumed to underage individuals, that does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-curricular Code violations.

*This rule is to be in effect and enforced for twelve months of the year.

First Violation

Restriction from co-curricular participation (competition) for a period of 33.3% of the participating student's co-curricular contests which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation.

Note: WIAA regulations require a minimum penalty in the next WIAA sport if a student is not involved in a WIAA sport at the time of the violation. A student could not serve the entire penalty in a non-athletic activity or a non-WIAA sport/activity during one season and participate in a WIAA sport another season without a one game/event penalty being imposed in the next WIAA sport season.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment, and to follow through with the assessment recommendations, his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to



complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

Third Violation

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career. However, after one full calendar year from the date the penalty for the co-curricular code violation was implemented by administrative action the student may appeal to the high school principal for reinstatement of their co-curricular eligibility. The request for reinstatement will be considered if the student can provide evidence that he/she followed the co-curricular code guidelines during the year they were suspended from co-curricular participation. The Principal will make the determination of reinstatement after a third violation.

A violation of the co-curricular code after reinstatement will result in permanent suspension of participation in co-curricular activities.

**Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code*

(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

LOOK-ALIKE SUBSTANCES, PRODUCTS & OTHER ITEMS

Any student who provides, buys or sells either alcohol, non-alcohol "look alike" or malt beverages, and/or a controlled substance including "look alike" drugs, tobacco products, will be subject to the sanctions stipulated in the violation sections of the co-curricular code. This will include any chemicals ingested to produce an altered state of mind (including but not limited to: Delta 8). This shall include e- cigarettes, vaporizers, juuls, or any other products containing or products used to deliver nicotine, tobacco, or other chemicals.

EXPULSIONS



Any student expelled by the school is ineligible to practice or compete in co-curricular activities during the period of expulsion.

SUSPENSION

Any student suspended in or out of school is ineligible to participate during the suspended time. All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.

INCARCERATION & LEGAL SANCTION

A student who is charged/cited for serious unlawful activities (felonies) will be suspended indefinitely until such time that the outcome of the case is decided. For the purposes of the Co-curricular handbook a student will be considered 'charged' when law enforcement has made their recommendation to the district/county attorney.

A student who is released from incarceration (under the Huber Law or through an electronic monitoring program or any other legally related program that releases a student from incarceration to attend school) may not participate in co-curricular activities.

When a student is released from his/her incarceration, he/she will not be eligible to participate in co-curricular activity for a full calendar year from the date of their conviction.

A student who is charged/sited for unlawful activities of a less serious nature (misdemeanors) will be, in each individual case, subject to the sanctions stipulated in the 1st violations section of the co-curricular code. (This excludes traffic violations). If a student participates in an educational program with a police liaison officer, the penalty will be reduced according to the 1st violation section of the co-curricular code.

Waunakee Community School District reserves the right to random drug test.

CONDUCT - PUBLIC AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the District reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the District recognizes that student-athletes retain certain rights to speech and expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.



The same rules of appropriate, respectful behavior which apply to Waunakee High School Student-athletes, also applies to online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media sites. WHS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online.

Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct online are subject to the same consequences as if they did them in person.



DRUG TESTS

The Waunakee Community School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The School District recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles and in accordance with the guidance of the United States Supreme Court, it is the policy of the Waunakee Board of Education to help “prevent students involved in co- curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs.” See *Verona School Dist.47 Jv Acton*, 115 S.Ct.2386 (1995). Accordingly, the board directs the District Administrator to implement and conduct a program of random drug testing of student “participants” meaning those involved in co/extracurricular activities.

Guidelines for random drug testing of student “participants” are set forth in administrative rule. More specific procedures, necessary to implement these Guidelines, may be developed by the District Administrator or designee. This Policy and Procedures shall be overseen and implemented by the District Administrator or designee.

Adopted: June 2000 Waunakee Community School District

Random Drug Test Definitions

Student Participant: Any student who is trying out for or participating in any school-sponsored co or extracurricular activity, as outlined in the student handbook.

Alcohol: Any liquor, wine, beer, or other drink containing alcohol.

Drugs: Phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, morphine, alcohol, nicotine, and anabolic steroids, except when taken pursuant to a legal prescription issued and any other substance determined by the United States Department of Transportation to be a controlled substance.

Positive Results: A test result which indicates the presence of illegal drugs or alcohol.

Administrative Failure: Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing



procedures. An administrative failure will be treated the same as a failed drug test and the appropriate co-curricular penalties will be applied.

ADMINISTRATIVE FAILURE EXAMPLES

- A student who is present at school and has been selected for the random drug test but refuses to provide a sample.
- A student provides a false and/or diluted sample.
- A student requests/attempts to pass off someone else's urine as his/her own.
- A student attempts or provides a clean sample to a student that has not been selected for the random drug test.
-

*This list should not be construed to be a complete list and if events or circumstances indicate that a test has been falsified or that an attempt to falsify a test has occurred. School administration will apply co-curricular penalties in the same manner as a failed test.

CONSENT FORM

Students signing up for co/extracurricular activities shall be given a consent form, the execution of which by the student and, if the student is a minor, his/her parents/guardians, constitutes express permission and agreement that the student will submit to periodic random drug testing. Signing the consent form, and adherence to its conditions thereafter, shall be a condition of participation in the co/extracurricular activity.

RANDOM SELECTION OF STUDENTS FOR DRUG TESTING

Each student participant shall be assigned a number by the District Administrator or his or her designee.

Random draws will be done by the drug screen technician. Random selection of numbers will not occur on the same day each week. A designated number of participants will be determined at the beginning of each quarter.

NOTIFICATIONS OF STUDENTS COLLECTED

Students selected to be tested will be called to the office. If a student participant has not been tested by the end of the test day, the District Administrator or designee will determine if the participant is absent from school. If the absence is due to truancy, the student participant will be ineligible for participation, practice, or competition/performance until the next testing date and then will automatically be tested on that date. If the absence is excused, the student participant will remain eligible for participation, practice, and competition/performance but will automatically



be tested the next date. If a student participant has a second excused absence, he or she will then be declared ineligible until the next test date at which time the student participant will be tested. Ineligibility may be waived upon review by the building and/or district administrator.

TESTING PROCEDURES

A licensed medical facility selected by the District Administrator shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Student participants submitting an adulterated specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

TESTING NEGATIVE

The medical review officer will contact the District Administrator or designee within two (2) days of the testing date if results are negative. The parents or legal guardians of a student participant who tests negative will be notified by mail within three (3) days of the district's receipt of the information.

TESTING POSITIVE

The medical review officer will contact the District Administrator or designee within four (4) days of the testing date if the results are positive. The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district's receipt of the information. The student/athlete immediately becomes ineligible for participation in the student activity.

RE-TESTING

The student participant will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen re-tested in the certified facility of the family's choice and at its expense. The District Administrator or his or her designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all conditions set forth in Section VIII and XI will apply.



CONSEQUENCES

In the event of a positive test...

First Violation

Restriction from co-curricular participation (competition/performance) for a period of 33.3% of the participating student's co-curricular competitions/performances which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation. Note: WIAA regulations require a minimum penalty in the next sport if a student is not involved in a sport at the time of the violation. A student could not serve a penalty in a non-athletic event in the fall and participate in a winter athletic activity without the penalty being imposed in that winter sport.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

A second confirmed positive test will result in...

Second Violation

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment and to follow through with the assessment recommendations his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

A third confirmed positive test will result in...

Third Violation



If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career.

(NOTE: Nothing in this policy shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

REGAINING ELIGIBILITY

After the conclusion of the period of exclusion from participation in the co/extracurricular activity the student participant will again be eligible to participate. The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the District Administrator. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

Adopted: June 2000 Waunakee Community School District

*In order for the suspension to be considered served the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.

**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance.

However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code



APPEAL PROCEDURE FOR CODE VIOLATIONS

If a student and/or parent(s) or guardian(s) wishes to appeal a decision regarding a Co-Curricular code violation sanction, the following appeal procedure must be followed. Appeals must be based upon two criteria:

1. The alleged code violation should not have been considered a code violation, and/or the athletic director was incorrect in finding that the student violated the code.
2. After a ruling resulting in a suspension from co-curricular eligibility, the student and/or his/her parent(s) or guardian(s) may formally appeal the decision by submitting an [appeal request form](#) for a hearing with the principal and stating the reasons why they believe a hearing is warranted. This request must be received by the Athletic Director/Administrator within seven school days of the date on the suspension letter.
3. If the student/guardian are dissatisfied with the findings of the hearing, a review by the Superintendent may be requested. The Principal or the Athletic Director must receive such a request within seven days after receipt of the written reply informing the student and guardians of the results of the hearing.

~~3. After the appeal has been received, a hearing date will be set by the Athletic Director/Administrator within seven calendar days of receipt of the appeal letter. First violations may be appealed to the principal with their decision final.~~

¶

~~4. Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).~~

¶

~~• The student will be provided with an opportunity to testify and present other evidence on his/her behalf.~~

¶

~~• The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will penalties may not be modified or reduced upon appeal.~~

¶

~~• The decision will be put in writing and mailed to the appealing party (ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process.~~

¶

~~The Principal's Council will be selected by the Principal as follows:~~

¶



- ~~Chairperson: Principal or designee (votes only to break a tie)~~
- ~~Athletic Director (non-voting)~~
- ~~One Guidance Counselor or faculty member~~
- ~~Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)~~
- ~~One Student Council member (The President or a designee must be a junior or senior)~~
- ~~Two student representatives involved in co-curricular activities.~~
- ~~One parent representative.~~
- ~~Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.~~

~~The purpose of the Principal's Council is to hear and consider all appeals by a suspended participant. Members of the council shall be appointed by the Principal or designee at the beginning of the school year and will serve on the council for one school year. The Principal or designee will appoint alternates for members unable to attend or serve. The council can act when a majority of its members are present.~~

~~If the student and his/her parent(s) or guardian(s) are not satisfied with the council's decision, a second hearing may be requested before the district Superintendent. The Superintendent must receive, in writing, a request for such a hearing within seven calendar days of the date the decision by the council was mailed. The procedures outlined in #3 above, including items (A) through (C) will be applicable relating to the second hearing. This appeal will be heard by two district office administrators appointed by the Superintendent and the Superintendent.~~

This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions. (Within the School District). For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct cannot be modified or reduced as a result of an appeal.



REQUIREMENTS FOR A VARSITY LETTER

The head coach of each sport determines the requirements for an athletic letter. Requirements are based on a student athlete's value to the team, honors won, time played, and performance, loyalty to the team, dedication and commitment to the goals of the co-curricular program. The student must be in good standing at the end of the season.

Criteria for lettering for music and forensics will be established by the advisors and reviewed with the participants at the start of their activities.

“IN GOOD STANDING AT THE END OF THE SEASON”:

For purposes of the co-curricular code, awarding letters, etc...: The athlete is eligible to participate in the final regular season contest (team or individual) and retains his/her eligibility throughout the state tournament series as long as the team or any team member continues in the series.

LETTER OF INTENT AND SIGNING DAY

The Athletic Department will sponsor signing days for Category A student-athletes that are committing to participate in college athletics. Waunakee's signing ceremonies will be held on the dates that previously were identified by the National Letter of Intent Program and will occur three times per school year. ~~Waunakee's~~ Student-athletes that do not participate on ~~the~~ WCHS sponsored Category A team their senior year ~~that they are signing for~~ will NOT be allowed to participate in the Athletic Department signing ceremony or use school facilities for their signing ceremony.



SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.



COACH/PARENT COMMUNICATION

COACH TO PARENT

Waunakee coaches should maintain an open line of communication with all parents. Parents should expect coaches to articulate expectations the coach shall have for their child. Times and locations of practices should be given. Requirements for special equipment, shoes, etc. should be explained. Coaches should spell out any policies and procedures athletes are expected to follow during the season beyond those held by the athletic department or school. This especially should include their policy for dealing with missed practices or contests (excused or unexcused), tardiness to practices, and tolerated family obligations.

Coaches should make parents aware of off-season expectations and opportunities.

COACH TO ATHLETE

Athletes should be able to talk with or discuss team issues or personal issues with their coach. Coaches should be open to communicate with athletes about playing time, role on team, or conduct of the team. Coaches should be sure athletes understand team rules and policies and consequences for not following the rules or policies.

Athletes should expect their coaches to be a role model for good sportsmanship, personal conduct, and use of language. Coaches should conduct organized and safe practices.

PARENT TO COACH

Parents should keep coaches abreast of conflicts that may arise during the season concerning missed practices due to illness, injury, family obligations, or any other reason an athlete might not be at a practice or competition. This should be done before practice. Parents should encourage their son/daughter to communicate these things with their coach and continue communications with coaches throughout the school year, not just during the season.

Acceptable parent to coach communication:

- Concerns about athlete's general welfare.
- Concerns about treatment of athlete.
- Request for ideas on how to help the athlete improve skills or performance.
- Concerns about athlete's behavior.

Unacceptable parent to coach communications:

- Discussions with a coach immediately after a contest or practice. Parents should wait 24 hours before contacting the coach.
- Athlete's playing time.



- Team strategy.
- Play calling.
- Other athletes on the team.
- Player/roster spots or positions.

Any unacceptable communication made the same night after a game will not be responded to by the coach or athletic director.

ADDRESSING CONCERNS

If you have a concern with a coach, the following procedure should be followed to address the concern:

1. Have your child schedule a time to sit down and talk to the coach face to face.
2. Schedule a face to face meeting with your child and the coach. If a coach is not available or does not return calls or emails, contact the Athletic Director.
3. Schedule a meeting with the Athletic Director, coach, child and parent. This meeting shall be facilitated by the Athletic Director where both sides shall be allowed to present their side.
4. Schedule meeting with the building principal, Athletic Director, coach, child and parent. The decision of the building principal as a result of this meeting is final.

2026-2027



WAUNAKEE
COMMUNITY HIGH SCHOOL

**CO-CURRICULAR
HANDBOOK - (MS)**



TABLE OF CONTENTS

STATEMENT OF PHILOSOPHY.....	2
TITLE IX NOTICE.....	2
DEFINITION - CO-CURRICULAR ACTIVITIES.....	4
GOALS OF PROGRAM.....	4
PARTICIPANT RESPONSIBILITIES.....	5
HANDBOOK PURPOSE.....	6
DISCRIMINATION.....	6
GENERAL PROGRAM INFORMATION.....	7
PARTICIPATION CATEGORIES.....	8
PARTICIPATION INSURANCE.....	10
EXPECTATIONS.....	11
RISK AND INJURIES.....	21
PARENTS/GUARDIANS - CODE OF ETHICS.....	22
PARENTS/GUARDIANS - SUPPORT.....	23
SPORTSMANSHIP.....	24



STATEMENT OF PHILOSOPHY

Age appropriate co-curricular activities are an integral and valuable part of a student's middle school experience and the Waunakee Community School District is committed to sponsoring a wide variety of opportunities for student participation. The district is committed to supporting the cognitive, social, and emotional growth of students through participation in co-curricular activities. Students will develop a variety of skills through participation in co-curricular activities including activity specific skills, teamwork, positive social values, and behaviors they can transfer to their lives now and in the future. The focus of co-curricular activities at Waunakee Community Middle School is focused on maximizing participation for all students in support of developing the skills outlined above.

All activities in life place expectations upon participants. This handbook details these expectations as they pertain to all co-curricular participation at Waunakee Community Middle School. Participation in activities is a privilege, earned in part, by accepting and following the regulations contained in this co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve months of the year.



TITLE IX NOTICE

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

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

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

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

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

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

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



DEFINITION - CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee Community Middle School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee Community Middle School. All students who participate in the various categories of activities or any additions are required to abide by this co-curricular handbook.

GOALS OF PROGRAM

Mere participation in co-curricular programs does not guarantee the following goals will be achieved. Students must participate in a manner so as to make the activity a beneficial influence in their lives. What the participant realizes from the activity depends on the positive effort s/he puts into it.

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate in order to meet the healthy need for competition, which is a basic American tradition.
- To encourage all students who participate in co-curricular activities to reach new potential(s).
- To provide a “whole school” interest and activities for which all students may rally around to develop school spirit and commitment.
- To place the unit, team, class, squad, and school above personal desires.



PARTICIPANT RESPONSIBILITIES

Participation in co-curricular activities is a privilege. The opportunity to present oneself to the public, and represent one's family and school should not be taken lightly. This privilege is extended to all students who meet school requirements and are willing to assume the following responsibilities:

- Be a credit to yourself, your parents/guardians, your school, and community.
- Demonstrate high standards of social behavior.
- Demonstrate respect for, and acceptance of the rules of competition.
- Demonstrate respect for those in authority, including advisors, coaches, teachers, and officials.
- Display a strong spirit of cooperation.
- Use language that is socially acceptable and not offensive to others.
- Be considerate of all others you interact with.
- All members of co-curricular activities will be neatly dressed and well-groomed while representing Waunakee Community Middle School.
- Student-athletes have a responsibility to be role models to other students and younger children.



HANDBOOK PURPOSE

The purpose of this handbook is to acquaint students and parents/guardians of students in co-curricular programs at Waunakee Community Middle School with the expectations, regulations, and procedures of the school district and, when applicable, the Wisconsin Association of Interscholastic Athletics (WIAA). It is very important that both the students and parents/guardians read and understand this handbook before signing the student pledge and parent/guardian permission section of the handbook.

DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business. In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials. WCSD has designated Chris Mand, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Chris Mand, Director of Student Services. Please see contact information above located under ADA Accommodations.



GENERAL PROGRAM INFORMATION

Co-Curricular Consent Form and Consent for Emergency Medical Treatment Form

Students and parents are required to read, sign, and submit the Co-Curricular Consent Form and the Consent for Emergency Medical Treatment Form prior to participating in co-curricular events. Prior to each season, both athletes and parents must be provided with the Wisconsin Fact Sheet on Concussions and sign the agreement form. These forms will be kept within the ~~Bound Infinite Campus~~ Athletic Registration servers.

STARTING TIMES

Most middle school athletic competitions are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule. Please check the schedules provided by advisors, coaches, and directors for all activities.

PRACTICE DURING SCHOOL CLOSINGS

When Waunakee Schools are closed due to inclement weather or other emergency, all co-curricular practices and contests are also canceled or postponed to a later date. The Activities director, Principal, Director of the event, and the Transportation Supervisor (with input from the other school(s) involved) will determine if Saturday events will be held during inclement weather.

TRAVEL TO EVENTS

Each student must ride and return from practices, contests, performances, and events with their club, group, or team, unless proper arrangements are made before leaving on the trip.

Arrangements are as follows:

1. The coach will share a google form for parents to complete for each instance.
2. The parents must pick up the student in the presence of the coach/advisor.

CO-CURRICULAR PARTICIPATION FEES

Students participating in co-curricular activities pay a \$40 fee prior to participating in each season of co-curricular activities regardless of the number of activities they participate in. Football players will be assessed a \$50 equipment fee. Families who have difficulty paying the fees should contact the Middle School guidance counselor at 849-2070 or the Middle School social worker at 849-2071.



PARTICIPATION CATEGORIES

There are three categories for co-curricular participation: A, B, and C. Each category is outlined below. The various sections identified under each category outline the specific expectations for each category. The sections will be described in detail after the listing of categories.

Category A (Competes)

Mountain Biking Football Football Cheer Cross Country Volleyball	July - October August-October August-October September-October September - October	Boys/Girls Boys/ Girls Boys/ Girls Boys/Girls Girls
Wrestling (includes sixth grade) Dance Basketball Basketball	October – December October-January October-December January-March	Boys/Girls Boys/girls Boys Girls
Track and Field	April-May	Boys/Girls

Follow sections 1, 2, 3, and 4

Category B (Performs)

Jazz Ensemble MS Jazz Choir	Entire Year Winter/Spring
Future Problem Solvers Drama	Entire Year Fall
Musical	Spring



Solo & Ensemble	Spring
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Follow Sections 1, 2, and 3

Category C (Serves)

Student Council	Entire Year
Yearbook	Entire Year
Science Olympiad	Entire Year
Skills USA	Entire Year
Creative Coders	Entire Year
GSA	Entire Year
Art Club	Entire Year

Follow Sections 1 and 2



PARTICIPATION INSURANCE¶

¶

~~Our school provides accident coverage for all students. Only accidents that occur in school¶ sponsored and supervised activities EXCLUDING participants in interscholastic sports are¶ covered. A voluntary, parent paid insurance program is available that INCLUDES participants in¶ interscholastic sports. If interested, please contact the WCSD Athletic Office at (608)¶ 849-2100x2053¶~~

¶

ATHLETIC INSURANCE¶

¶

~~Any student participating in interscholastic sports will be afforded the opportunity for insurance¶ coverage. The premium required will be paid by the individual participant (participant's¶ parent/guardian). All students who wish to participate in interscholastic athletics must obtain¶ insurance or be covered under their family insurance plan prior to participation.¶~~

¶

~~The information in this handbook is not all-inclusive. Additional information is available in the¶ Board of Education Policies available on the district's website. All material in this handbook is¶ subject to change based on changes in board of education policy, state and local laws, and¶ individual circumstances. If you have questions that remain unanswered after reviewing this¶ handbook, please contact the Activities Director's office at 849-2100x2053 for clarification or¶ additional information.~~



EXPECTATIONS

Section 1 – School Behavior

Applies to ALL Categories (A, B, & C)

Student participants are expected to meet the expectations for school behavior described in the student handbook and Board of Education Policies.

- Students suspended out of school during a season or activity will be ineligible to participate in practices, performances, competitions, or activities during the period of Suspension.
- Participants are encouraged to do their best in the classroom, strive to get the highest grades possible, and display a service attitude in their conduct throughout the school and community.
- If a student misbehaves in a class or general school area, the student will make up time at the teachers or principal's convenience (this may be before the school day, during noon, or after school) before they may participate in co-curricular activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- Students removed from a class or general school area for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- Any student dropped from a co-curricular activity for disciplinary reasons, is ineligible for any sport/activity during the current season, or may be ineligible for the entire school year.
- Any student, who wishes to quit a school activity before the end of the activity season, should, out of courtesy, notify the advisor/coach.

BEHAVIOR AT SCHOOL EVENTS

Attending co-curricular events at the middle or high school is a privilege. Community members, parents/guardians, and students attend co-curricular events for fun and entertainment. Audience members need to be respectful of each other and of the event participants. Abiding by the following rules will help to ensure everyone has a safe, enjoyable time at the event. Appropriate behavior is expected for students and parents in the Waunakee Community Middle School and



High School, and at all locations, our students travel to visit. We expect our middle-level students to set the standard for other grade levels and for visitors by following these guidelines:

- Follow student rules for appropriate behavior.
- Follow all instructions for behavior that are posted or given.
- Be courteous and kind.
- Respect performers and other audience members.
- Respect the property where the event is held.
- Have your picture identification card with you and present it when asked.
- Arrive at the event on time (if you arrive late, do not disrupt when entering).
- If doors are closed to the event, wait until they are opened to enter, or wait until a break in the activities (Intermission, between musical performances).
- Go to your seat when you enter and remain in that seat until intermission.
- Sit only in the area designated for you (e.g., in MS area at HS football games).
- If you are a participant, you will be seated with your group/team prior to your activity. If you remain after your performance has concluded, you will be seated with your group/team.
- Do not leave the activity or event during the action (restroom breaks should be taken before entering or during intermission).
- Never go onto the performing area if you are an audience member (basketball court, stage, orchestra pit, etc.).
- When you leave, do not go into any other areas of the building. Exit directly after the activity/event ends.
- Do not bring food or drinks into the event (unless food is being served as part of the performance).
- Food or drinks should be consumed in the designated areas. If you are a participant in the event, your advisor/coach should accompany you to the designated area. Dispose of all trash in the appropriate places.
- Support the performers in an appropriate way (clapping at concerts at appropriate times, cheering for good athletic performances).
- Do NOT make inappropriate comments or gestures to/about participants or spectators.
- Leave immediately if you are told to do so.
- Respect the supervisors and follow their directions.
- Do not be under the influence, consume or possess tobacco products, alcohol, controlled substances, or substances used to alter an individual's state of mind at school or school events.

GENERAL PUBLIC CONDUCT, SOCIAL MEDIA AND ONLINE REPRESENTATION

The District reminds students that participation in sports/activities covered by this Code is a privilege, not a right. Consequently, the district reserves the right to require compliance with this Code and to expect appropriate behavior on the part of its student-athletes at all times. However, the district recognizes that student-athletes retain certain rights to speech and



expression and, accordingly, will interpret and apply this rule so as not to interfere with conduct that is protected by law.

The same rules of appropriate, respectful behavior which apply to Waunakee Middle School Student-athletes, also apply in online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media sites. WMS student-athletes are to conduct themselves in a manner that is representative of their pride and respect for themselves, their families, their school, and their community at all times, whether in person or online. Unacceptable behavior includes, but is not limited to: indecent language, racism, sexism, homophobia, indecent pictures or videos, bullying, trash talking, and criticism of opponents, coaches, teammates, or game officials. Student-athletes who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Student-athletes who fail to meet this expectation and who violate the code of conduct in-person or online are subject to the same consequences within the co-curricular handbook and/or the student handbook.

CONSEQUENCES FOR GENERAL PUBLIC CONDUCT AT SCHOOL EVENTS

First Violation:

The student will meet with the appropriate MS/IS Staff: Administration, Counselor, SRO, or another staff member. At that meeting the MS/IS Staff member will inform the student of the consequences for the violation. The range of consequences may include but are not limited to: writing a report, service hours, required meeting with ATODA Prevention Coordinator, and/or suspension from the activity. Before returning to the activity the student, parent or guardian, coach/advisor, & administrator will meet to discuss expectations for the student.

Second Violation:

A student in a Category B or C Activity that receives a 2nd violation will be suspended from that B or C activities until the following school year. Students in a Category A activity will be suspended for a minimum of 1 event. *Students participating in Category A activities found in possession or under the influence of tobacco, alcohol, controlled substances, or substances that cause an altered state will be subject to Section 4 of the Co-curricular Handbook.



EQUIPMENT

Each student is responsible for the proper care of all issued equipment, and for the school and community facilities where they practice/perform. The students and their parents/guardians will be held financially responsible for any lost, misplaced, or damaged items and for supplies or property that has been maliciously damaged.

LOSS OR DAMAGE TO PROPERTY

The District assumes no responsibility for such loss or damage, but will assist students and parents/guardians in recovering lost or damaged property, or the cost of replacement.

Section 2 – Attendance (School, Practices, and Events) Applies to All Categories of Participation

(Categories: A, B, and C)

- There will be no practices after 6:00 p.m. on Wednesday. Special practice needs will be given consideration by the principal and superintendent.
- No practice session will be started and/or held without a qualified director/advisor/coach present.
- No school facilities and/or equipment will be used without a director/advisor/coach present.
- Participants are expected to be at practice and performances on time unless there is a valid excuse for missing. Unexcused absences will be dealt with by the director/advisor/coach.
- Students who need academic help after school WILL NOT be penalized if they contact the advisor/coach/director before the practice or provide them with a pass from the instructor when arriving late for practice.
- Participants must be in attendance at school by 11:30 a.m. Students absent due to illness in the afternoon (after 11:35 a.m.) or absent for the full day of school, cannot participate without permission of the principal, or activities director or his/her designee. Students who have been absent (and excused) in the morning of an activity, but return prior to 11:30 a.m., may participate in the activity.
- Students that are absent after 11:30 a.m. with a pre-approved, pre-arranged absence (for example: orthodontist appointment) may still participate in the activity with the permission of Middle School Administration (Principal, Associate Principal, or Activities Director)
- Any student, who is unexcused (truant) and misses part or all of a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time due to truancy will be made



with the teacher, advisor, director, coach, and player. The student will make up time at the teachers' convenience (before school, during noon, or after school)

Section 3 - Academics

(Categories 1 & 2)

Academic Eligibility*

- 8th Grade Students - Fall Activities - 8th Grade Eligibility for Fall Activities will be based on a student's 4th quarter grades of 7th grade. Students with 1 or more F's will be ineligible for competition for 10 calendar days or a minimum of 1 contest/event. After 10 days or 1 contest/event the student will be reinstated. They will also have to complete the 14 day report to maintain their eligibility.
- 8th Grade Students - 14 day report- (Calendar days from the 1st day of school) - 8th grade students who are ineligible at the start of Fall Activities will be given a grade report sheet on the Monday of the week of the 14th day. Students must return the completed grade report sheet to their coach by that Friday. If the student has 1 or more F's they will again be ineligible for 10 calendar days or a minimum of 1 competition/event. *Failure to return a grade report sheet would result in the student-athlete being ineligible for 10 calendar days or a minimum of 1 competition/event.
- Incoming 7th Graders - Fall Activities - Incoming 7th graders participating in Fall Activities will be afforded initial academic eligibility. Eligibility will be evaluated when 1st quarter grades are submitted.
- All Students (6th, 7th, 8th grade) - Winter/Spring Activities - Based on the most recent grade report, quarter or semester: 1 or more F's will result in a 10-day ineligible period (minimum of 1 competition/event). After 10 days a grade report sheet will be submitted to their coach/advisor. All classes must be passing to regain eligibility.
- Regaining Eligibility - Any student serving an Academic Suspension must turn in a grade report sheet signed by all of their teachers attesting that the student is doing passing work.

*A student that is academically ineligible will meet the practice expectations set by their coach/advisor.



Section 4 – Co-Curricular Code and Policies

Applies to Category A

Conduct Code

A. Students participating in school activities shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all co-curricular activities for 1-3 days and the next scheduled meet, match, game, event, or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.

B. Students will make time at the teachers' convenience (this may be before the school day, during lunch, or after school) for misbehaving in a class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.

C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.

D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach, and player.

E. Students absent due to illness in the afternoon or the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.

F. The teacher of any student having academic problems should confer with the student's advisor/coach to ensure the best learning situation for the student. The satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.

G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.

H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.



I. If a student is having academic difficulties before the first grading period, the teacher and coach/advisor may take appropriate action to better monitor the student's classroom progress.

ELIGIBILITY

(Categories A & B)

1. The Waunakee Community Middle School Co-Curricular Handbook will be made available on the WCSD website.
2. A student may not participate in interscholastic athletics (practice or competition) until the school has a W.I.A.A. Examination or Alternate Year Permit Card that attests to the student's physical fitness (as determined by a licensed physician). **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.**
3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, and receive practice and game schedules and any other material pertinent to that activity.
4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 & 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.
5. All restrictions from participation shall be effective from the date of the infraction.
6. Parents/guardians of each participant must complete and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.
7. Prior to each season, athletes & parents will be provided the Wisconsin Fact Sheet and concussions and both athlete & parent must sign an agreement form. This form will be available on the athletics website and the ~~Bound~~Infinite-Campus registration process. The signed form will be housed in the Infinite Campus servers.

SUBSTANCE ABUSE



(Category A)

Any student using or possessing alcohol or tobacco products, or using, possessing, buying, or selling controlled substances, look-alikes (this includes but is not limited to legal substances taken to put the student into an altered state of mind), and performance enhancing substances shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year. Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, who does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-Curricular Code violations.

This rule is in effect and enforced for twelve (12) months of the year.

First Violation:*

Restriction from co-curricular participation (competition) for 25% of the season. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group.

- a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there will be a one-contest reduction of the suspension.

Second Violation:*

Restriction from co-curricular participation (competition) for 50% of the contest based on the regular season of that activity.

- a) If a student is found to be in violation for the second time and agrees to an assessment and to follow through with its recommendations, there will be a one-contest reduction of the suspension.

Third Violation:

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction. *In order for the suspension to be considered served, the Athlete must finish the season 'In good standing' with the team. For the purposes of the code suspension, the Athlete must be actively meeting the attendance, participation, and behavior expectations of the sport's coach. If an Athlete fails to finish the season 'in good standing' the penalty will reset in the next sports season the Athlete participates in.



**During the period of the suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest, or performance. However, the student must be with the team or group during the event and travel to the event. They may not participate or be in uniform.

***Effective March 25th, 2016, the Wisconsin Sexual Assault Victim Amnesty Law is applied to Waunakee Co-curricular Code

****Student-Athlete's code violation record will 'reset' at the end of their 8th grade year. For administrative purposes the end of a student's 8th grade year is the day of 8th grade graduation. Any code violation following that date will be applied to the student-athlete's freshman year.

(NOTE: Nothing in this policy shall prohibit or limit the application of the district's regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.)

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parents will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

- 1.** The principal/assistant principal or activities director shall, within three (3) school days of notification of the infraction, formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details relating to:
 - a)** The violation or infraction.
 - b)** The date of violation or infraction.
 - c)** The period of the consequence.
 - d)** Any other pertinent information.

- 2.** After a ruling is made, which results in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.

- 3.** After the appeal has been received, the principal will set a date for the hearing within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review which consists of the following:



- a) Principal or designee
- b) Other advisor/coach out of season
- c) Faculty member at large

Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

- a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
- b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parents/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.



RISK AND INJURIES

With the increased demands of co-curricular activities comes an increased risk of injury. Parents are advised of the possibility that a child may suffer severe injury, including permanent paralysis or even death, as a result of participating in co-curricular activities.

INJURIES

1. All injuries must be reported to the advisor/coach/supervisor immediately.
2. Should an injury be discovered after the student has returned home, the advisor/coach/supervisor should be contacted as soon as possible.
3. Parents/guardians are encouraged to report any special medical problems or medical history to the school office and on the CONSENT TO TREATMENT form.

Middle school athletes have limited access to the athletic trainer stationed at the high school.



PARENTS/GUARDIANS - CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in co-curricular activities by following this Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all participants, advisors, directors, coaches and officials at every event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child participate in a safe and healthy environment.
- I will require that my child's advisor, director, or coach be trained in the responsibilities of directing a middle level co-curricular activity.
- I will support advisors, directors, coaches, and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand an environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all co-curricular activities.
- I will remember that the activity is for youth—not adults.
- I will do my very best to make co-curricular activities fun for my child.
- I will ask my child to treat other participants, advisors, directors, coaches, audience members, and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the middle level co-curricular experience by doing whatever I can, such as being a respectful supporter.



PARENTS/GUARDIANS - SUPPORT

TIPS FOR PARENTS, GUARDIANS AND SUPPORTERS OF STUDENT EVENTS

(From the National Alliance for Youth Sports)

- Remember that the performing arena (field, court, and stage) where practices and performances take place like your child's classroom – RESPECT the classroom.
- Make only positive, encouraging comments to the participants and advisors, coaches, Directors.
- Support participants from all schools.
- Remember that making mistakes is part of the learning process – don't criticize mistakes.
- Discuss concerns with the adult in charge, at quiet time, in a quiet place away from the participants, and in particular, away from your child.
- RESPECT the adults in charge (advisors, directors, coaches, officials, judges, referees, etc.).
- Demonstrate interest in your child's chosen activity.
- Learn the expectations and rules related to the activity.
- Focus on FUN and PARTICIPATION, rather than on winning and losing.
- Always ask your child if s/he had FUN! Ask specifically what was fun and what wasn't.
- Always ask your child what s/he learned – about her/his own performance – during the activity.
- CONTROL your emotions. Set a GREAT EXAMPLE for others, particularly your child.
- BE PROUD OF YOUR CHILD AND ALL OF THE STUDENTS INVOLVED!



SPORTSMANSHIP

The Waunakee Community School District believes emphasizing good sportsmanship is one of the most important missions of education for both students and adults. The school district realizes that many people have not had good sportsmanship explained to them. Hopefully the following guidelines will help everyone better understand their responsibilities at any school contest.

The necessity to be well informed is essential. Know the rules and stay apprised of rule changes. If you are uninformed, refrain from expressing your opinions to or about coaches and officials.

Recognize and appreciate skilled performances regardless of officiating. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.

Opponents are guests and should be treated cordially, provided with the best accommodations possible and with accorded tolerance at all times. Be a positive representative for your community, school, team and family. This fundamental is the Golden Rule in action.

The officials of any contest are impartial arbitrators who are trained and perform to the best of their abilities. They should be shown respect at all times. Mistakes by all those involved in the contest are a part of that contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

The prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Never allow your ego to interfere with good judgment and your responsibility as an adult or a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive.

2026-2027



WAUNAKEE
COMMUNITY HIGH SCHOOL

**COACHES
HANDBOOK**



TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
WAUNAKEE COMMUNITY SCHOOL DISTRICT	
ATHLETIC DEPARTMENT VISION AND EQUITY STATEMENT.....	3
CONTACT INFORMATION.....	3
COACH STATEMENTS.....	4
ELIGIBILITY.....	5
JOB DESCRIPTIONS	
MIDDLE AND HIGH HEAD COACH/ADVISORS.....	6
EVALUATIONS - HEAD COACH.....	9
RESPONSIBILITIES OF A COACH.....	11
CONTESTS - HOME and AWAY.....	13
MEDIA.....	15
POST-SEASON INFORMATION.....	16
ATHLETIC POLICIES.....	17
ATHLETIC BOOSTER CLUB ORGANIZATIONS.....	19
EMERGENCY PROCEDURES.....	20
Lightning Safety Guidelines.....	20
Weather Monitoring.....	20
Evacuation Plan.....	20
Criteria for Suspension and Resumption of Play.....	20
Annual Policy Review and Training.....	21
Informing Student-Athletes and Parents.....	21
References.....	21
FINANCIALS.....	22
WISCONSIN LAWS.....	23
CHECKLIST FOR COACHES.....	24
STATE TOURNAMENT.....	26
WARRIOR MEDIA.....	27



WAUNAKEE COMMUNITY SCHOOL DISTRICT ATHLETIC DEPARTMENT VISION AND EQUITY STATEMENT

VISION STATEMENT Waunakee Athletics is committed to building champions on the field, in the classroom, and in life through effort, respect, and teamwork. Our athletes represent Waunakee with pride, striving for excellence in all they do.

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.

CONTACT INFORMATION

High School

Waunakee Community High School (9-12)
301 Community Drive
Waunakee, WI 53597
Phone: (608) 849-2100

Middle School

Waunakee Community Middle School (7-8)
1001 South St.
Waunakee, WI 53597
Phone: (608) 849-2060

Bethel Administration Office

905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000



COACH STATEMENTS

WAUNAKEE COACHES' STATEMENT ON OUT OF SEASON CLINICS & COMPETITIONS

A student/athlete's academic performance is our primary concern. We encourage our student/athletes to perform at their highest academic level possible and to be excellent citizens. We encourage our student/athletes to be involved in more than one school sponsored co-curricular program.

We highly discourage a student/athlete's involvement in out of school athletic clubs or organizations while involved in school sports programs. The WIAA has rules limiting the participation of athletes on two teams during the same sport during the school season. A student/athlete is exposed to enough competition and stress in school programs without adding out of school practices and/or competitions which would take away study time and normal eating and sleeping times which are a necessity for competing at the interscholastic level.

Coaches are in agreement that a strength development, flexibility, endurance and agility program is essential for all of our student/athletes and should be available as a year-round program. All students/athletes can benefit from this program and need to feel comfortable and welcome regardless of gender, skill, and ability. WIAA rules allow contact with players during the summer period, provided the program is not limited to students on the basis of a school affiliation, athletic experience, team status, is not required, and is concluded by July 31st. No contact is permitted from July 1 through July 6, per WIAA rules.

We need to consistently support all programs, as we are all Waunakee.



ELIGIBILITY

Academic Eligibility for all Co-Curricular Participants

Incoming freshmen who received a failing grade during the fourth quarter of 8th grade are ineligible for the first three weeks of any fall co-curricular activity.

A student who is carrying six academic subjects may receive an “F” grade and will still be eligible if he/she has a “C” grade to compensate for the failure. However, if a student with six academic subjects receive two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

A student who is declared scholastically ineligible for co- curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athletic director. The student must have each of his/ her teachers check and sign the form and the student must return the form to the athletic director’s office.

The student may practice during the ineligibility period. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility. Summer school can be used to make-up eligibility. An Incomplete “I” is considered a failing mark until all work is completed and a grade is issued to replace the “I”.



JOB DESCRIPTIONS

MIDDLE AND HIGH HEAD COACH/ADVISORS

Responsibilities

The head coach/advisor for each activity has the responsibility of guiding the activity of the school district, by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the school administration. Each head coach/advisor should have a working knowledge of individual building practices, the District Coaches Handbook and the Wisconsin Interscholastic Athletic Association (WIAA) rules.

Reports To: Athletic Director

Qualifications

A. Professional preparation: either through employment as a teacher, college training, or previous experience.

B. Background experience: possess working knowledge of all aspects of the activity.

C. Personal: demonstrate interest in and an aptitude for performing tasks listed:

1. At every opportunity urge the participants to be polite, courteous, and fair to visiting groups and teams.
2. Display good conduct.
3. Model poise and self-control at all times.
4. Teach the participants to play fairly.
5. Be a good host to the visiting team, coach, participants, and spectators.
6. Educate the players/participants on the sidelines to the fact that is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
8. Let the officials control the game and the coach control the team.
9. Publicly attempt to shake hands with the officials prior to the game and the opposing coach/advisor before and after the game.
10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors.
11. Enjoy working with middle and high school age students.

Program Responsibilities

The head coach:



1. Has full responsibility for the overall supervision and development of the program district wide.
2. Is in charge of assigning all duties of assistant coaches/advisors working under his/her Supervision.
3. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the athletic director and with due consideration to the staff and welfare of participants.
4. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
5. Reports periodically while the activity is in season to the principal/athletic director with regard to developments in the program.
6. Is directly responsible for a complete inventory of any supplies used for the activity. (to be completed at the end of each season)
7. Provides an evaluation of the program including assistants and improvements at the high school level at the end of the season.
8. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the principal/athletic director at the conclusion of the season.
9. Is responsible for recommending purchase of equipment, supplies, and uniforms, as needed/demands.
10. Has a shared responsibility for striving to build positive attitudes and developing good public relations in the school and community and promotes the sport/activity.
11. Plans and schedules a regular program of practice and meetings in season.
12. Works closely with the principal/athletic director in scheduling any contests/performances. This includes filing completed facility usage forms and transportation forms.
13. Oversees the safety conditions of the facility or area in which assigned sport/activities are conducted at all times and participants are present.
14. Conducting a preseason parents' meeting and attending the WIAA and Badger Conference meetings. Complete WIAA and Badger Conference forms in a timely manner.
15. Makes recommendation to the athletic director in matters of scheduling.
16. Cooperates with all other staff in providing the optimum program possible under existing conditions.
17. Makes financial reports of all trips where money has been advanced and keeps receipts and accurate records when expenses are to be reimbursed. (Mainly at the high school level, for example; state tournament expenses.)
18. Submits the following to the athletic director or principal:
 - a. An alphabetical roster as soon as it is set.
 - b. A squad roster with all necessary personal data, at least one week before the first contest.



- c. An alphabetical list of award winners and score sheets immediately following the season.
19. Keeps abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
20. Performs other duties as related to his/her assignments as designated by the building principal or athletic director.

Personnel Responsibilities

The head coach:

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner.
4. Determines the strategies for the program to be used.
5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a professional image; coaches/advisors should lead by example.
6. Encourages good conduct and desirable pupil/teacher relationships.
7. Is certain that no participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the principal or athletic director and a family contact must be made. Due process must be utilized.
9. Is responsible for clearing with the principal, or athletic director, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in late evening hours.
11. Provide the athletic department with an accurate list of students to be released early for competition (when applicable).
12. Provides participants with an evaluation either through a meeting or written Communication.
13. Be an active leader in their sport's youth program.



EVALUATIONS - HEAD COACH

*Now done through an online form – <https://www.coachevaluator.com/>

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Athletic Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Athletic Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short term goal setting (for upcoming season) Long term goal setting (for entire program)
 - Communication skills
 - Organizational skills
 - Knowledge of game (Individual skills and team strategies)
 - These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Athletic Director. A signed copy will be kept by each as well as the High School Principal.
- I. Short term goals
 - A. Goals and expectations for the immediate season.
 - B. Team strengths/weaknesses to work on.
 - II. Long term goals
 - A. Areas the head coach wants to see improved in the overall programs.
 - B. Off-season expectations of players.
 - C. Development of feeder programs.
 - III. Communication skills
 - A. Demonstrates ability to effectively communicate with
 - B. Players
 - C. Assistant coaches
 - D. Support staff (managers, custodians, trainers, etc.)
 - E. Administration
 - F. Teaching staff
 - G. Parents
 - H. Media
 - IV. Organizational skills
 - A. Demonstrates effective organization of:



- B. Practice time
 - C. Program organization ie: (youth programs, off-season programs, etc.)
 - D. Program business ie: (Budget, bus and facility forms, pre-season parent meeting, post
 - E. season banquet, etc.)
- V. Knowledge of Game
- A. Understanding of individual skills
 - B. Understanding of team strategies
 - C. Player management
 - D. Application of knowledge in practice and game settings
- VI. Leadership Abilities



RESPONSIBILITIES OF A COACH

Pre-Season:

- A. Check the previous year's inventory to make sure all equipment and supplies are available as indicated. If the inventory does not balance, notify the athletic director immediately.
- B. All students must have a valid WIAA Physical on file. Under no circumstances is an athlete to practice or participate in a contest unless a valid WIAA physical card is on file in the Athletic Director's office. A WIAA physical is good for two years. The physical must be taken after April 1 to be good for two school years.
- C. Discuss with your athletes at your first meeting, the purpose of the co-curricular code. If you want, discuss this with the Athletic Director for ideas on how to cover the code with your athletes. REVIEW THE CONTENTS OF OUR CODE WITH YOUR ATHLETES.
- D. Parents must complete the online registration form. It will be sent to parents in ~~late spring~~ ~~July~~ and can be accessed through ~~Bound~~ ~~the parent portal of Infinite Campus~~. If parents have questions they should contact the Athletic Office.
- E. The Head Coach is responsible for getting the forms to the athlete in a timely manner. The Athletic Director's office will send out a list to the head coaches' ~~email inbox~~ ~~mailboxes~~ of all athletes who are ready to go with physicals completed ~~or have their alternate year card completed~~. ~~Coaches may also review the registration status of a student on their coach's portal in Bound.~~ ONLY ATHLETES ON THE COMPLETED LIST MAY START PRACTICE. An updated list will be available everyday ~~no later than beginning~~ on the first day of ~~fall sports season~~ ~~football practice~~ and running through the school year.
 - a. Remind your athletes well before the beginning of your season to get this taken care of. If you allow an athlete to practice without completion of the WIAA required physical/~~alternate year card~~, it will be documented and put into your file. This is extremely important for safety purposes. YOU WILL BE HELD ACCOUNTABLE IF AN ATHLETE IS INJURED WITHOUT PROPER PERMISSION TO PRACTICE. DISCIPLINARY ACTION SHALL BE TAKEN.
- F. ~~Turn in a printed or typed list of all players by grade and in alphabetical order within three days of the start of your season.~~
- G. A complete roster of each of your teams must be turned in. List the players in numerical order. Be sure every player's dressing is listed. This means Varsity, JV, ~~JV2~~, and ~~reserve~~



~~rosters~~~~reserve and Fresh rosters~~. List information in the following order: Jersey number, Name, Grade, Height, Weight (where applicable), and Position. This roster information is needed ASAP but no later than 1 ½ weeks before your first contest.

- H. Meet with assistant coaches before the beginning of the season to discuss – Expectations, Practice planning, Individual responsibilities, Skills to be taught and Methods used, Coaches conduct practice and contests. Make it very clear to all assistants and volunteer assistants that anything out of their normal responsibilities such as calling meetings with team members, sending notes home, making calls to parents, schools, referees, newspapers, etc. must be cleared with the head coach beforehand. If you would like, invite the Athletic Director to be present at this meeting **if you feel it is necessary**.
- I. Each coach must attend required WIAA rules interpretations meetings or view online rules meetings. Assistant coaches must also attend meetings or view online. ALL coaches must complete the WIAA rules test.
- J. ALL coaches must receive the Wisconsin Fact sheet on concussions for coaches and sign the agreement form. ALL PAID COACHES: must submit proof of AED, CPR, & First Aid Certification.
- K. Each head coach will receive a copy of the confidential ineligibility list, **if applicable to their roster**.
- L. Coaches will use a school-affiliated email account for all of the team related email communication.
- M. **Coaches will use a school approved app for all student and team communication. Sending texts, Snapchats, or any messages via a coach's personal phone to a student's phone is not permitted.**
- N. Volunteer coaches must follow all district guidelines outlined in [Board Policy 535.21](#).
- O. When students are cut from a team, coaches must follow procedures listed in school board policy [370.1 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios](#).
 - a. The middle school shall have a no-cut policy for its interscholastic program. Students shall receive the opportunity to play through a rotation system in basketball and volleyball if necessary.
 - b. Cutting is allowed at the high school. It is to be done tactfully and personally by coaches (no list posted, etc.). Cuts may be reviewed by the athletic director and principal.



CONTESTS - HOME and AWAY

AWAY CONTESTS

- A. Arrange for transportation with the athletic office via the provided Google Doc.
- B. Only high school approved managers, athletes and coaches are permitted to ride the player's bus and permitted to sit on the player's bench. Coaches' children are not to be at practice sessions or near the coach during the contest, unless they are of high school age and part of the team. ANY exception must be approved by the principal/athletic director beforehand.
- C. Each level coach is responsible for the conduct of student/athletes on buses. This shall include:
 - i. Proper behavior
 - ii. Windows shut when we return home
 - iii. All trash removed from the bus
 - iv. No students shall leave the bus through the emergency exit unless instructed to do so.
- D. Travel to events – each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip. The arrangements are as follows:
 - i. Completion of the WCSD Alternate Athletic Transportation Form must be completed via the Google Form provided to coaches at the start of the season. (no other notes, phone calls or emails will be accepted).
 - ii. Students are allowed to transport themselves to practice within a 30 mile radius of WCHS.
 - iii. Coaches will not provide rides to practice or competitions in their own vehicles unless previously approved to do so by following WCSD procedures.
 - iv. The parents must pick up the student in the presence of a paid coach.
 - v. A copy of the "Consent to Treatment" form must be carried by each team's head coach to all contests. The best way to do this is to tape them into your first aid kit in a plastic container/ziploc bag.
 - vi. The head coach or a designated coach is responsible to check locker rooms before we leave a visiting school. Do not allow our athletes to leave a mess or personal property. The condition we leave a locker room in will be equal to, or better than how we found it. It's called Warrior Pride.
 - vii. SPORTSMANSHIP IS ESSENTIAL TO THE PRIDE OF OUR TOTAL ATHLETIC PROGRAM. The head coach is responsible for coach and player conduct. Coaches and players must display good sportsmanship



as a participant or as a spectator. Stress this every chance you get. It will rub off. Take every opportunity to reinforce this.

HOME CONTESTS

- A. Arrange with the athletic director for someone to greet the opposing team and officials for your own non-conference invites and/or tournaments. See to it that they get into the proper locker rooms and have everything they need. This is not necessary for any WIAA Tournament Series contests or Badger Conference contests.
- B. For all home varsity contests that require the result to be posted to the WIAA website, the athletic director should be emailed or texted the final score of that night's contest. This includes any multiteam invites.



MEDIA

The head coach of each level is responsible for meeting/talking to the Waunakee Tribune Sports Editor. (tribsports@hgnews.com). The weekly deadline is on Tuesday at 10:00 AM.

- The head coach or designated person to call home contest results to the Madison newspapers and TV stations. This is for varsity contests only.



POST-SEASON INFORMATION

- A. Complete and turn in to the Athletic Director the following forms:
- a. Equipment and supply inventory sheets
 - b. Major awards form
 - c. Coaches' performance review forms should be done at the end of the season – for each assistant coach in your program. You can ask your assistants to fill one out for you also.
 - d. Properly store all equipment and supplies in the assigned area, and complete inventory sheets.
 - e. The date of the awards banquet should be scheduled ASAP – a year in advance is not too early. Off-Site banquets must be pre-approved by the Athletic Director.



ATHLETIC POLICIES

- A. The head coach is in charge of the entire program, including the middle school program.
- B. Winning is not the most important phase of coaching at Waunakee. Athletes should be prepared to win but we are more concerned that students learn about life through athletics and to become good people and citizens. We expect Waunakee athletes to have respect for school, coaches, opponents, team members and themselves. Coaches must show respect for athletes, fellow coaches, officials and themselves.
- C. Profanity is not to be used by athletes or coaches at any time.
- D. If a coach is aware of an athlete that has broken co-curricular code rules, the Athletic Director and Principal must be notified as soon as possible.
- E. Call Coaches and all fellow teachers by their title "Coach" or Mr., Miss, Mrs., or Ms.
- F. Do not air any petty grievances where students or others can overhear you. Talk to the person who can do something about your problem.
- G. Dress-up on days of interscholastic contests by squad members will be up to the discretion of the head coach.
- H. Managers are not to be allowed in the coaches' office. Do not allow any student or athlete to hang around the coaches' office.
- I. No athlete should be allowed in the training room unless a coach or the trainer is present.
- J. The training room is to remain locked unless a coach or trainer is present.
- K. The weight room is off limits for all unless a qualified instructor or coach is present.
- L. In the Badger Conference, visiting teams must supply their own towels. It is important that non-conference teams be made aware of this rule. It is the responsibility of the head coach to ensure all towels taken on any trip are returned.
- M. In the past, some coaches have attended or held team parties at their home or at a player's home. This practice is not permitted by the school and/or athletic department. Coaches' liability is too great in these situations.



- N. Our athletes need and deserve recognition for their efforts. The Waunakee Tribune does employ a full-time sports reporter so each coach is responsible for supplying the newspaper with contest information.
- O. Some athletes have special medical problems and/or medical history. You will receive a copy of the Confidential Medical list from the school nurse. Please review it carefully and make a point with the athletes that you and our trainer need to be made aware of this.
- P. An athlete cannot attend a specialized game, clinic or school unless the program is approved by WIAA Rules. Expenses of any clinic, camp, etc. must be paid by the athletes' family or he/she will be declared ineligible.
- Q. A coach cannot provide transportation for an athlete to any camp, clinic, workshop, etc.
- R. An athlete may participate in only one sport per season.
- S. All summer camp/clinics held here must be discussed with the Athletic Director
- T. SUMMER CAMPS AND CLINICS - Youth camps (8th grade and below) can be run through the school by setting up an activity account through the Athletic Department or your Booster Club. If you do not handle your youth camp through the Athletic Department or Booster Club, you will need to rent the facilities and purchase your own insurance program. High School aged camps can be run through the school. Those camps need to be concluded by July 31st and must comply with contact rules.

CIVIL LIABILITY FOR ETHICS VIOLATIONS – STATE OF WISCONSIN

- A. Sale of goods and Services at Schools #118.12
 - a. Prohibits all school employees from receiving a fee or anything of value for promoting sales to a pupil while on the employing school district's property or at an activity of the district. (This would include the promotion of camps for which you work for a salary. All local camps should be handled through the community education program. Also, resale items should be handled through the school store or booster clubs. Do Not Handle Directly).
- B. Penalties
 - a. Fine of not more than \$200.00 per offense
 - b. Conduct violating #118.12 may also violate #946.13 (Misconduct in Public Office)



ATHLETIC BOOSTER CLUB ORGANIZATIONS

Parent and community support of the Waunakee School District's athletic programs are essential to the success of those programs for the benefit of our student athletes. This support is often provided through the organization of athletic booster clubs. While these organizations can provide much needed support, such support must not compromise the integrity of the School District and its athletic programs. Therefore, coaches must be aware of, and strictly adhere to, the various state laws, WIAA regulations, and District policies governing the relationship between booster clubs and school districts. This section is intended to provide coaches with an overview of their responsibilities in this regard. However, should coaches have questions regarding issues not addressed in this section, those questions should be raised with the District's Athletic Director or other appropriate member of the District's administration.

Coaches shall determine how booster clubs shall best support their athletic program and booster clubs shall not provide support in any form without first consulting with the coach. If a coach becomes aware of an unauthorized activity, form of support, or violation of these rules by any booster club or individual, the coach shall immediately report such to the District's Athletic Director, or other appropriate District Administrator.

Please review the booster club handbook on the district website for complete guidelines related to booster clubs and WCSD.



EMERGENCY PROCEDURES

- A. Set up a plan for an emergency procedure from your area.
- B. Be sure to review plans prior to the start of each season with your assistants, Athletic Trainer, and Team.
- C. Always have a first aid kit and ice on hand near your area.
- D. Know where the nearest AED is located.
- E. Be sure your staff is aware of all emergency procedures.
- F. Be familiar with the After School Event Emergency Plan and any WIAA weather-related policies.

LIGHTNING SAFETY GUIDELINES

The safety of student-athletes, staff, and spectators is our top priority. These guidelines align with NFHS, NCAA, and WIAA Lightning Safety Guidelines to ensure a proactive approach to severe weather risks.

WEATHER MONITORING

- Assign staff to continuously monitor local weather conditions using weather apps, NOAA alerts, and local weather stations before and during practices and contests.
- For home events, coaches and staff are encouraged to sign up for Dane County Emergency Management's emergency alert system. This service provides real-time notifications via text and email about severe weather watches and warnings issued by the National Weather Service, as well as other public safety emergencies. Register at: <https://em.countyofdane.com/emergency-alerts>.

EVACUATION PLAN

- Identify designated safe areas such as schools, gymnasiums, and libraries—substantial buildings with plumbing and wiring.
- Alternate safe locations include fully enclosed metal vehicles or school buses (convertibles or soft-top vehicles are not acceptable).
- Determine the time required to evacuate everyone safely.

CRITERIA FOR SUSPENSION AND RESUMPTION OF PLAY

- Suspend play immediately when thunder is heard or lightning is seen. Seek shelter in a designated safe area.
- **Use the 30-Minute Rule:** Wait at least 30 minutes after the last thunder is heard or lightning is seen before resuming play.
- Each subsequent thunder or lightning occurrence resets the 30-minute clock.
- When available, use lightning detection devices or mobile apps to assist in decision-making. Suspend play if lightning is detected within 10 miles.
- However, hearing thunder or seeing lightning takes precedence over detection tools.



- NCAA Clarification: At night or under certain atmospheric conditions, distant lightning may be visible without thunder. If no thunder is heard and flashes are low on the horizon, it may not pose a threat. Independent verification from detection devices can help confirm safety.

ANNUAL POLICY REVIEW AND TRAINING

- All administrators, coaches, and game personnel must review this procedure annually.
- Train all staff on evacuation procedures and proper response protocols.

INFORMING STUDENT-ATHLETES AND PARENTS

- Inform all student-athletes and parents of the lightning policy at the beginning of each season.

REFERENCES

- National Federation of State High School Associations (NFHS) Rule Book
- NCAA Lightning Safety Guidelines
- Wisconsin Interscholastic Athletic Association (WIAA) Lightning Safety Guidelines
- Dane County Emergency Management Emergency Alerts
(<https://em.countyofdane.com/emergency-alerts>)



FINANCIALS

Budgeting and Purchasing

- A. After checking allotted dollar amounts with the Athletic Director, the head coach shall submit a quote to obtain a purchase order from the Athletic Director's office for purchase. Coaches may not exceed approved expenditures unless it is first cleared through the principal/athletic director.
- B. The head coach is reminded that freight cost comes out of his/her budget also. Invoices should arrive shortly after orders are received. They must be checked for accuracy. If the invoice is accurate, sign and date it and turn it into the Athletic Director. If you do not turn in the signed invoice, the order will not be paid. You will become responsible for it.
- C. Items purchased without a purchase order and/or prior approval by the Athletic Director may be the financial responsibility of the coach making the purchase.



WISCONSIN LAWS

A. Hazing

“No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, and branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S.948.51 (2), Wisconsin Statutes] “In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.” [S.948.51 (1), Wisconsin Statutes] S. 948, in Wisconsin’s criminal code, applies universally.

B. Harassment

“Pupil harassment” means behavior toward pupils based, in whole or in part, on sex, race religion national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability which substantially interferes with pupil’s school performance or creates an intimidating, hostile, or offensive school environment.” [P19.02 (9), Wis. Administrative Code]

C. Discrimination

“No person (meaning K-12 student) may be denied...the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.” [S 118.13 (1), Wisconsin Statutes] “Discrimination” means any action, policy, or practice, including bias, stereotyping, and pupil harassment...” [P19.02 (5), Wis. Administrative Code] S.118.13 and PI 9 apply to pupils in Wisconsin’s K-12 public schools.



CHECKLIST FOR COACHES

1. Know what is in the Coaches Manual. Be sure assistants do also.
2. Check the ineligibility list.
3. Attend/View the WIAA meeting and take WIAA rule exam
4. Review the coaches' section of the Badger Conference Constitution.
5. Turn in practice schedules to the Athletic Office. Be sure to include location, dates, and times. Also, inform the Athletic Office of any changes to the practice schedule.
6. Turn in all bus forms to the Athletic Office.
7. Provide information to the Waunakee Tribune when requested for the opening of your season.
8. Set a Parent/Athlete/Coach Meeting as early as possible so parents are well aware of how your program is run.
 - a. PLAN ahead for your portion of the meeting. Be prepared.
 - b. Introduce the entire coaching staff (including assistants/volunteers).
 - c. Explain the co-curricular code and emphasize areas of importance to you. Ask for questions during the meeting. Emphasize the need for parents/students to read and understand the co-curricular handbook. As well as concussion information.
 - d. Explain the JV2/JV/Varsity level coaching philosophy. Highlight participation, practices, playing time, excused and unexcused absences, and sportsmanship, academic and behavioral responsibilities.
 - e. Review rules that are new to the sport. High light rules that parents need to understand.
 - f. Explain procedures to students and parents if they have any questions/concerns:
 - i. Athlete discusses with parents
 - ii. Athlete discusses concern with Coach
 - iii. Player & Parent discuss concern with the coach
 - iv. Player & Parent discuss concern with the athletic director.
 - v. Review rules that are new to the sport. High light rules that parents need to understand.
 - vi. Emphasize the importance of good sportsmanship. We expect appropriate behavior from athletes, coaches, fans, and parents. We expect and appreciate adult role models.



- vii. Sign up volunteers that you must have for timers and scorers and game/meet workers.
 - viii. Give parents the time to ask questions at the meeting.
9. You and your staff are responsible for supervision of the locker room. Make sure your athletes clean it up and all athletes have a lock on their lockers to prevent theft.
 10. Be sure to make constructive suggestions known to the athletic director.
 11. Use discretion in discussing your program or our total athletic program. Loyalty to players, fellow coaches and the total Waunakee Community High School athletic program is essential to our success.
 12. All of our athletic policies are open for discussion, but once a decision is made, all coaches are expected to support and enforce it.
 13. Always be where the athletes are (field, court, locker room, etc.) both before and after practice, games and matches. You and your staff are responsible for their safety and conduct.
 14. Create and share a set of program rules and philosophy prior to your season beginning.



STATE TOURNAMENT

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

[Athletic Department Guidelines](#)



WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: <https://photos.warriormedia.org/>

Social Media Channels

- Instagram: https://www.instagram.com/wm_whs/
- X (Twitter): https://twitter.com/wm_whs

	02/23/2026	03/03/2026	3/9/26	03/10/2026	03/20/2026	3/31/2026
Number of Resident Enrollments	137	151	154	155	158	160
Number of Resident Enrollments Pending	4	2	2			
Number of Open Enrollment Applications	17	18	20	20	21	21
Total Students	158	171	176		179	181
Students Enrolled with District and Get Kids Ready						165
The Village	11	12	14			
Inspire	4	5	5			
Kindercare	1	1	2			
LaPetitie	1	1	1			



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

166

Business Services
April 13, 2026

Mission, Vision, and Equity Statements

- **Mission Statement:** “Committed to Children...Committed to Community...Committed to Excellence”
- **Vision Statement:** The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.
- **Equity Statement:** The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

167



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

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



The Team



Allie Newton

Director of Business Services



Dannette Weisman

Administrative Assistant to the
Director of Business Services



Teri Reible

District Receptionist



Missy Watson

Accounts Payable Specialist



Paul Fuerst

169

Copy Clerk & Crossing Guard



Julie Gengler

District Registrar



Key Priorities for 2025-2026 School Year

By the 2028-29 school year the following items will be properly funded in the annual operating budget: Contingency, post-employment benefits, termination benefits, health insurance, and maintenance.

2025-26 Focus

1. Increase fund balance by at least \$1.1 million
2. Operational referendum planning for November 2026
3. Condensing platforms for family & community convenience

170



Progress Update

- Fund Balance Goal
 - 2/2/26 Budget Committee Meeting
 - Committee approved administration’s request for an end of the year goal of +\$1.1 million by not utilizing any of the IRS clean energy rebate.
 - Continue to find savings for new expenditures by reallocating funds
 - Monitor state legislative process regarding state special education categorical aid funding (\$1M budget impact) and property tax relief

171

2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
\$6,428,153	\$7,494,823	\$8,695,515	\$8,022,097	\$7,481,181	\$7,481,181
11.7%	13.3%	15%	12.6%	11%	10.5%



Progress Update

- Operational Referendum Planning
 - Community Survey
 - Sent out to staff & community on/around April 8th
 - State budget numbers
 - Special Education Categorical Aid
 - High Cost Aid
 - July 1st Aid Estimate



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 608.219.2000, op. 2.

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 families, and a supportive community.

Sincerely,

Dr. Monica Kelsey-Brown
Superintendent

Joan Ensign
Board President

Dawn Heinrichs
Board Vice President

Mark Hetzel
Board Treasurer

Carly Eaton
Board Clerk

Ted Frey
Board Director

Heather Murray
Board Director

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

Committed to Children · Committed to Community · Committed to Excellence

Progress Update

- Condensing Platforms
 - Starting 2026-27 school year - Infinite Campus & Bound will be primary platforms for the district
 - Bound
 - Fundraising
 - Athletic Ticketing
 - Athletic Camp Registration
 - Community Ed Registration
 - Aquatic Center Registrations



Current Challenges

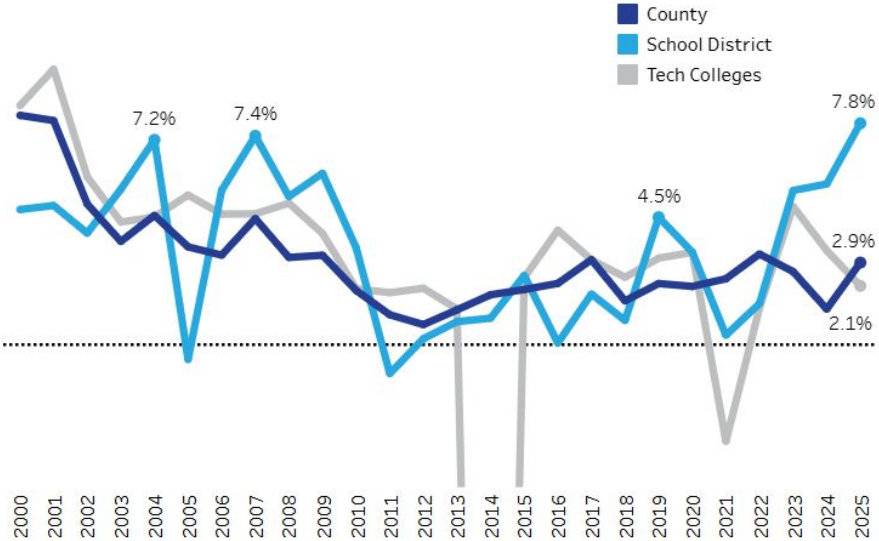
- Continued inflationary cost exceeds the increases in state funding

School Year	Per pupil adjustment under prior inflation indexing / CPI	Actual Combined Per Pupil adjustment	Difference between Inflationary per pupil adjustment and actual funding	Cumulative difference
2008-09	\$274.68	\$274.68	\$0.00	
2009-10	\$274.68	\$200.00	-\$74.68	-\$74.68
2010-11	\$281.00	\$200.00	-\$81.00	-\$155.68
2011-12	\$288.59	-\$554.00	-\$842.59	-\$998.27
2012-13	\$296.38	\$100.00	-\$196.38	-\$1,194.65
2013-14	\$300.83	\$100.00	-\$200.83	-\$1,395.48
2014-15	\$305.34	\$150.00	-\$155.34	-\$1,550.82
2015-16	\$305.34	\$0.00	-\$305.34	-\$1,856.16
2016-17	\$308.09	\$100.00	-\$208.09	-\$2,064.25
2017-18	\$315.48	\$200.00	-\$115.48	-\$2,179.73
2018-19	\$323.05	\$204.00	-\$119.05	-\$2,298.78
2019-20	\$329.19	\$263.00	-\$66.19	-\$2,364.97
2020-21	\$334.13	\$179.00	-\$155.13	-\$2,520.10
2021-22	\$342.82	\$0.00	-\$342.82	-\$2,862.92
2022-23	\$371.96	\$0.00	-\$371.96	-\$3,234.88
2023-24	\$390.56	\$325.00	-\$65.56	-\$3,300.44
2024-25	\$404.23	\$325.00	-\$79.23	-\$3,379.67
2025-26	\$413.12	\$325.00	-\$88.12	-\$3,467.79
2026-27	\$429.23	\$325.00	-\$104.23	-\$3,572.02
Amount of per pupil defunding relative to inflation			-\$3,379.67	

Current Challenges

- Property tax increases as a result of no increase in state equalization aid or school property tax levy credits in the 2025-27 state budget

Figure 1: K-12 Property Taxes Jump by Highest Amount Since 1992
 % change in K-12 school, county and tech college property tax levies by year, 2000 to 2025



Source: Wisconsin DOR. Note: Technical college levies were lowered significantly in 2014/15 and dropped 48.9%; this year is not shown for scale.

Upcoming Initiatives and Next Steps

- Review results of community survey for November 2026 referendum
- May-July initial drafts of 2026-27 budget
- Middle School Inflation Reduction Act submission
- Closeout of \$175 million November 2022 referendum funds
- Preparing for 2025-26 fiscal year end and audit



Questions?





WAUNAKEE
COMMUNITY SCHOOL DISTRICT

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

GENERAL FUND 10 EXPENSES

	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits (no grants)						
Personnel Costs: Salaries	38,243,560	38,284,181	26,109,656.13	13,275,623.51	102.88%	-1,101,098.64
Personnel Costs: Benefits	13,039,606	13,039,006	9,019,117.85	4,600,335.22	104.45%	-580,447.07
Total	51,283,166	51,323,187	35,128,773.98	17,875,958.73	103.28%	-1,681,545.71

	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Buildings						
Prairie School	87,510	87,510	66,301.96	3,043.88	79.24%	18,164.16
Heritage School	88,170	88,170	76,381.10	8,043.02	95.75%	3,745.88
Arboretum School	75,420	75,420	72,552.95	6,165.19	104.37%	-3,298.14
Intermediate School	160,000	160,000	97,785.76	12,463.08	68.91%	49,751.16
Middle School	153,340	153,340	83,787.56	11,591.06	62.20%	57,961.38
High School	586,365	586,365	392,034.97	125,686.72	88.29%	68,643.31
Athletics	447,602	447,602	322,101.58	61,045.50	85.60%	64,454.92
Prairie School CSF	41,522	43,339	27,837.18	7,765.04	82.15%	7,736.78
Heritage School CSF	41,359	43,162	22,354.78	8,319.97	71.07%	12,487.25
Arboretum School CSF	37,697	39,191	29,494.55	4,492.03	86.72%	5,204.42
Intermediate School CSF	46,973	49,250	40,959.90	1,065.58	85.33%	7,224.52
Middle School CSF	47,055	49,338	25,933.91	2,542.55	57.72%	20,861.54
High School CSF	74,069	78,633	54,020.37	4,882.55	74.91%	19,730.11
Common School Fund-District	7,069	7,069	7,330.32	0.00	103.70%	-261.32

Departments						
Utilities	1,083,269	1,083,269	852,972.35	208,383.51	97.98%	21,913.14
Maintenance	731,990	731,990	516,451.43	214,962.06	99.92%	576.51
Contingency Fund	200,000	200,000	0.00	0.00	0.00%	200,000.00
Transportation	1,724,075	1,724,075	1,214,620.65	393,138.36	93.25%	116,315.99
Technology	718,729	718,729	750,003.08	722.60	104.45%	-31,996.68
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Elementary Operatic	455,382	461,382	374,944.85	6,315.62	82.63%	80,121.53
Curriculum-Secondary	576,861	576,861	508,961.56	1,887.55	88.56%	66,011.89
4K District	809,900	809,900	603,785.62	198,225.00	99.03%	7,889.38
Human Resources	54,550	54,550	44,099.52	997.63	82.67%	9,452.85
Superintendent	142,208	142,208	104,442.58	17,540.64	85.78%	20,224.78
Student Services-Operations	93,500	93,500	42,233.56	197.69	45.38%	51,068.75
Student Services-District	110,000	110,000	55,180.58	15,337.69	64.11%	39,481.73
Business Office	566,433	566,433	567,190.35	136,669.11	124.26%	-137,426.46
District Wide	2,137,748	2,137,748	884,493.14	12,084.16	41.94%	1,241,170.70
Summer School	109,515	109,515	103,778.26	0.00	94.76%	5,736.74
Special Projects	0	0	9,512.50	0.00	#DIV/0!	-9,512.50

Grants-Fund 10						
Title 1 Grant (Public)	95,100	95,100	58,838.84	37,369.18	101.17%	-1,108.02
Title 1 Grant (Private)	2,700	2,210	1,815.52	0.00	82.14%	394.70
Title 2 Grant (Public)	45,255	45,255	35,115.35	12,541.24	105.31%	-2,401.59
Title 2 Grant (Private)	6,797	6,797	1,688.49	0.00	24.84%	5,108.51

Title 3 Grant	17,204	18,239	13,993.21	2,370.25	89.72%	1,875.54
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	30,870.00	0.00	52.59%	27,834.00
CEIS Federal Flo-Through	191,600	191,600	119,432.41	6,527.50	65.74%	65,640.09
Ed. Effectiveness Grant	33,442	33,442	24,421.00	0.00	73.02%	9,021.00
Peer Mentor Grant	12,121	11,953	4,637.50	0.00	38.80%	7,315.50
Perkins Grant	20,049	20,049	18,830.48	0.00	93.92%	1,218.52
School-Based Mental Health	0	0	97,877.25	30,900.00	#DIV/0!	-128,777.25
SAODA	25,000	25,000	0.00	0.00	0.00%	25,000.00
Youth Apprenticeship Grant	88,825	88,825	57,427.48	10,443.98	76.41%	20,953.54
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	280,668.58	64,208.52	114.96%	-44,877.10
Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	51,283,166	51,323,187	35,128,773.98	17,875,958.73	103.28%	-1,681,545.71
Building Totals	1,894,151	1,908,389	1,318,876.89	257,106.17	82.58%	332,405.97
Department Totals	9,514,160	9,520,160	6,632,670.03	1,206,461.62	82.34%	1,681,028.35
Grant Totals	606,797	607,174	474,947.55	100,152.15	94.72%	32,074.52
Other Program Totals	7,894,427	7,894,427	280,668.58	64,208.52	4.37%	7,549,549.90
Total Fund 10 Expenditures	71,192,701	71,253,337	43,835,937.03	19,503,887.19	88.89%	7,913,513.03

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	2,550	2,550	4,612.38	0.00	180.88%	-2,062.38
Heritage School	2,250	2,250	3,751.44	0.00	166.73%	-1,501.44
Arboretum School	5,820	5,820	7,462.44	0.00	128.22%	-1,642.44
Intermediate School	37,900	37,900	7,824.75	0.00	20.65%	30,075.25
Middle School	23,700	23,700	25,463.14	0.00	107.44%	-1,763.14
High School	199,215	199,215	251,533.24	0.00	126.26%	-52,318.24
Curriculum - Elementary	0	0	6,000.00	0.00	#DIV/0!	-6,000.00
Curriculum - Secondary	10,815	10,815	7,487.39	0.00	69.23%	3,327.61
Maintenance	15,000	15,000	2,913.00	0.00	19.42%	12,087.00
Athletic Dept	71,000	71,000	82,141.32	0.00	115.69%	-11,141.32
Human Resources	0	0	859.89	0.00	---	-859.89
Technology	4,200	4,200	13,602.10	0.00	323.86%	-9,402.10
Technology Erate/Fees	0	0	67,934.48	0.00	---	-67,934.48
District	69,787,210	69,787,210	45,128,020.90	0.00	64.67%	24,659,189.10
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	20,065.88	0.00	44.34%	25,189.12
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	8,671.98	0.00	100.00%	0.02
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	19,927.62	0.00	33.95%	38,776.38			
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	45,755,978.16	0.00	64.26%	25,450,960.87			

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	8,269,457.74	4,535,120.56	103.33%	-413,197.30
Departments						
Special Ed-Operations	63,546	63,546	55,193.04	26,685.85	128.85%	-18,332.89
Special Ed-District	237,000	237,000	108,321.04	63,589.67	72.54%	65,089.29
Transportation	157,500	157,500	93,105.43	106,894.73	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	567,567.05	184,040.20	77.08%	223,440.75
IDEA PreSchool Grant	58,500	36,000	12,560.78	0.00	34.89%	23,439.22
Total Fund 27 Expenditures	13,892,975	13,870,475	9,117,594.61	4,916,331.01	101.18%	-163,450.62

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	1,953,567.01	971,989.38	105.03%	-140,226.39

FOOD SERVICE FUND 50 REVENUES

Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived
All	2,791,696	2,791,696	2,007,427.39	0.00	71.91%	784,268.61

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES

March 31st, 2026

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	4,612.38	-2,062.38	87,510	69,345.84	18,164.16	20,226.54	67,862.14
Heritage School	23,346.94	2,250.00	3,751.44	-1,501.44	88,170	84,424.12	3,745.88	5,247.32	28,594.26
Arboretum School	16,124.10	5,820.00	7,462.44	-1,642.44	75,420	78,718.14	-3,298.14	-1,655.70	14,468.40
Intermediate School	81,096.63	37,900.00	7,824.75	30,075.25	160,000	110,248.84	49,751.16	19,675.91	100,772.54
Middle School	73,627.64	23,700.00	25,463.14	-1,763.14	153,340	95,378.62	57,961.38	59,724.52	133,352.16
High School	95,339.58	199,215.00	251,533.24	-52,318.24	586,365	517,721.69	68,643.31	120,961.55	216,301.13
Athletic Dept	49,511.14	71,000.00	82,141.32	-11,141.32	447,602	383,147.08	64,454.92	75,596.24	125,107.38
Curriculum-Elementary	21,534.06	0.00	6,000.00	-6,000.00	461,382	381,260.47	80,121.53	86,121.53	107,655.59
Curriculum-Secondary	32,163.75	10,815.00	7,487.39	3,327.61	576,861	510,849.11	66,011.89	62,684.28	94,848.03
CTE Grant	114,986.26	58,704.00	19,927.62	38,776.38	58,704	30,870.00	27,834.00	-10,942.38	104,043.88
Human Resources	15,480.06	0.00	859.89	-859.89	54,550	45,097.15	9,452.85	10,312.74	25,792.80
Maintenance	176,092.99	15,000.00	2,913.00	12,087.00	731,990	731,413.49	576.51	-11,510.49	164,582.50
Special Education	28,375.10	0.00	0.00	0.00	63,546	81,878.89	-18,332.89	-18,332.89	10,042.21
Student Services	147,461.64	0.00	0.00	0.00	93,500	42,431.25	51,068.75	51,068.75	198,530.39
Superintendent	854.92	0.00	0.00	0.00	142,208	121,983.22	20,224.78	20,224.78	21,079.70
Technology	22,162.76	4,200.00	13,602.10	0.00	718,729	750,725.68	-31,996.68	-31,996.68	-9,833.92
4K	19,772.05	0.00	0.00	0.00	809,900	802,010.62	7,889.38	7,889.38	27,661.43
	965,565.22							465,295.40	1,430,860.62

CASH RECONCILIATION FOR THE MONTH OF FEBRUARY 2026

	OCB PAYROLL CHECKING (FUND 10)	OCB DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OCB OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)	OCB Construction ACCT Checking (Fund 49)	LGIP GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	LGIP DENTAL ACCT (FUND 10)	MIDAMERICA TRUST ACCT (FUND 73)	WISC DEBT SERVICE (FUNDS 38,39)	WISC SCHOLARSHIP ACCT (FUND 21)	WISC-211 2024 BOND Referendum ACCT (FUND 49)	WISC-212 2025 BOND Referendum ACCT (FUND 49)	WISC GENERAL (FUNDS 39 AND 49)	TOTALS
BEGINNING 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	6,317,758.06	\$17,254,558.33	22,778.89	39,122,281.12
REVENUES:													
+ DEPOSITS	5,537,856.01	17,093,611.74	1,012,933.81	1,350,102.31	935,278.23	62,266.60	0.00	0.00	0.00		63,427.07	0.00	26,055,275.77
+ INTEREST	1,704.81	49,667.33	595.19	296.81	5,299.20	594.70	90.04	3,809.70	1,127.85	17,722.39	2,037.71	63.59	83,009.32
TOTAL REVENUES	5,539,360.82	17,143,279.07	1,013,529.00	1,350,399.12	940,577.43	62,861.30	90.04	3,809.70	1,127.85	17,722.39	65,464.78	63.59	26,138,285.09
EXPENSES:													
ACCOUNTS PAYABLE	0.00	6,538,001.16	977,172.02	1,350,102.31	0.00	12,200.56	0.00	0.00	0.00			\$0.00	8,877,476.05
PAYROLL	5,536,970.47					0.00	0.00	1,575.00	0.00	0.00	1,350,102.31	0.00	6,888,647.78
TOTAL EXPENSES	5,536,970.47	6,538,001.16	977,172.02	1,350,102.31	0.00	12,200.56	0.00	1,575.00	0.00	0.00	1,350,102.31	0.00	15,766,123.83
ENDING BALANCE	-265,865.69	22,671,905.29	217,520.32	49,569.47	2,445,602.00	263,621.39	59,702.87	1,361,755.48	362,368.42	6,335,480.45	15,969,920.80	22,842.48	49,494,442.38
BANK BALANCES-SKYWARD			\$217,020.32										
ENDING BANK BALANCE FROM STMT	375,625.45	22,671,905.29	217,520.32	49,569.47	2,445,602.00	263,621.39	59,702.87	1,361,755.48	362,368.42	6,335,480.45	15,969,920.80	22,842.48	50,135,933.52
OUTSTANDING ACH	641,491.34		500.00		0.00	0.00	0.00	0.00	0.00			0.00	641,991.34
ACTUAL BALANCE: SKYWARD BALANCE	-265,865.89	22,671,905.29	\$217,020.32	49,569.47	2,445,602.00	263,621.39	59,702.87	1,361,755.48	362,368.42	6,335,480.45	15,969,920.80	22,842.48	49,493,942.18
SKYWARD BALANCE	-265,865.89												0.00

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

ADMINISTRATION OFFICE

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

Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of MARCH 2026.

	School Address		
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	FIRE	3.10.26
HES	Heritage Elementary School 6271 Woodland Drive Waunakee, WI 53597	FIRE	3.12.26
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	FIRE	3.9.26
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	FIRE	3.13.26
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	FIRE	3.12.26
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	FIRE	3.12.26
ALT	WaunaGrow Alternative Site 1025 Quinn Drive Ste 100 Waunakee, Wi 53597	FIRE	3.18.26

Board of Education Representative: _____
 Joan Ensign, President



Innovative Thinking. Tailored Delivery.

Professional Learning with Impact

Your 2026-27 contract follows

One of the most important factors in a district’s success is its ability to build capacity within its staff, systems, and leadership. Across our region, we continue to see that when districts invest in strategic professional learning, they can create lasting improvement. At CESA 2, we are proud to partner with you in that work.

Our services are intentionally designed to meet your unique needs, offering flexible, tailored support that aligns to your district’s goals. Whether through in-district coaching, consulting, or professional development, our team works alongside you to strengthen practice and support your priorities.

Professional learning and consultation can be delivered in a variety of formats to best serve your team. This includes in-person workshops hosted at CESA 2 that allow multiple districts to participate and reduced costs, on-site sessions that engage your full staff, virtual learning, ongoing coaching packages, and clearly defined solutions focused on specific improvement goals. Districts may also contract for multi-day or multi-year service agreements that combine planning, professional learning, and implementation support.

To begin or continue in-district coaching, consulting, and other professional development with CESA 2, contact Tracy Elger, our Executive Director of Integrated Programs & Services, at tracy.elger@cesa2.org.

A full listing of our programs and services can be found in our [2026-27 Catalog of Services](#).

Thank you for your continued collaboration and trust in CESA 2. We look forward to working together during the 2026-27 school year to support your staff and improve outcomes for all students.

Yours in education,

Daniel Hanrahan
Agency Administrator

Returning Annual Contracts

Services purchased in 2025-26 are indicated on the contract. Please check under the renew column to continue the service. To add a service, place a check in the add column.

We will send out a case list and the installment amount of your current projected caseload for services listed under the Specialized Services & Staffing Center of Excellence later this spring.

Build Systems That Drive Student Success

Turn Data Into Action With Our New Data Solutions

Introducing CESA 2's Data Wise and System Wise-aligned improvement packages. Through structured data digs, retreats, and implementation planning, districts gain clear insights, identify high-leverage problems of practice, set priorities, and build actionable plans with ongoing coaching and support to drive measurable results.



Data Foundations

Organize data into clear, usable insights, and building your team's confidence.

Strategic Focus

Integrate multiple data sources and facilitate planning to drive aligned improvement.

Systems Impact

Achieve district-wide impact through a data retreat and guided implementation.

Driving Equity & Excellence in Mathematics Instruction

Strengthen mathematics systems with support focused on coherence, equity, and rigorous thinking. Grounded in Universal Design for Learning (UDL) principles and our [Learning, Language & Literacy Integrated Framework for Teaching \(L³IFT\)](#), our mathematics services integrates content, language, and reasoning so every learner can access meaningful mathematics learning.

Lifting All Students Through Learning, Language & Literacy

L³IFT (Learning, Language & Literacy Integrated Framework for Teaching) is a research-based approach that integrates rigorous content with language and literacy development so all students, especially multilingual learners, can access, engage, and succeed in meaningful learning.



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186
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Our Experts



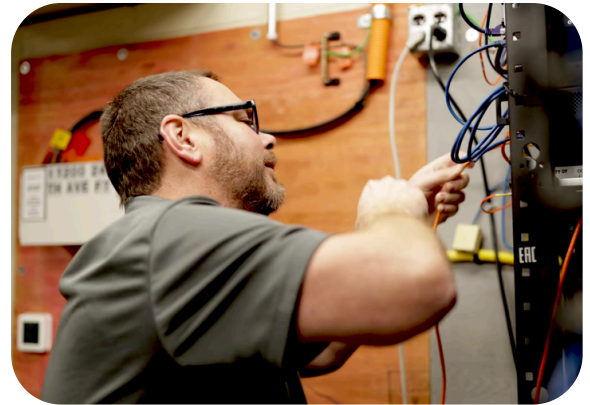


Innovative Thinking. Tailored Delivery.

Your Partner In Operations: Helping Your District Run At Its Best!

Reliable, Secure, and Future-Ready IT Services

From daily instruction to data security and long-term planning, CESA 2 partners with districts to ensure IT systems are reliable and secure. Our team works alongside you to strengthen your technology infrastructure, reduce risk, and build a sustainable path forward. Whether you need full IT management or targeted support for your existing team, we provide solutions that keep learning uninterrupted and your district protected.



- Fully Managed & Supplemental IT Services
- Proactive Monitoring & Maintenance
- Backup & Disaster Recovery
- Endpoint Detection & Response (EDR/MDR)
- Server Room & Network Optimization
- Physical Security & Access Systems

Business Office Support You Can Rely On

With deep experience in school finance and operations, our team can step in to provide immediate support, stabilize operations during transitions, and strengthen your district’s capacity. Whether you need interim support, additional staff support, or other guidance, we deliver solutions that keep your district running smoothly.

- Budget & Financial Forecasting
- Financial Reporting & Grant Management
- Process Improvement & Implementation
- Staff Training & Mentorship
- Business Services Support Functions & Staffing (i.e., Business Manager, Accounts Payable, Payroll, etc.)
- Special Projects & Consulting

Video Production That Tells Your Story

Your community wants to know what’s happening in your district. CESA 2 helps districts capture authentic stories, highlight impact, and build trust through high-quality, professional videos.

- District & Program Highlight Videos
- Referendum Campaign Videos
- Social Media Content

**Connect With
Our Experts**

Please indicate the services the district would like to renew or add by placing a check in the column.

2026-2027 Annual Service Contract				
Service	Fee	2025-2026 Services	Check to Renew	Check to Add
Membership in CESA 2	\$6,550.00			
Data Foundations: Dig & Report	\$2,500			<input type="checkbox"/>
Strategic Focus: Dig, Report, and PD	\$8,500			<input type="checkbox"/>
Systems Impact: Data Retreat, PD, and Support	\$14,000			<input type="checkbox"/>
Dialogue with Attorney	\$825.00			<input type="checkbox"/>
Professional Resource Center (PRC)	\$6,200.00			<input checked="" type="checkbox"/>
Accessibility Network (formerly AT Network)	\$850.00			<input type="checkbox"/>
Title III Consortium	Based on allocation			<input type="checkbox"/>
Transition Advisory Network	\$3,600.00			<input type="checkbox"/>
Educational Audiology	IEP Based			<input type="checkbox"/>
Occupational Therapy	IEP Based			<input type="checkbox"/>
Orientation & Mobility	IEP Based			<input type="checkbox"/>
Physical Therapy	IEP Based			<input type="checkbox"/>
School Psychology	Based on need			<input type="checkbox"/>
Services for Students who are Blind or Visually Impaired	IEP Based			<input type="checkbox"/>
Services for Students who are Deaf or Hard of Hearing	IEP Based			<input type="checkbox"/>
Speech-Language Pathology	IEP Based			<input type="checkbox"/>
Additional service(s) (indicate page # from Catalog of Services)				

Dr. Monica Kelsey-Brown

03 / 31 / 2026

District Administrator or designée's signature

Date

Purchase order number



2026-2027 Contract

This contract is made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and the Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.


*for staffing services under Specialized Services and Staffing, in monthly installments based on the contract amount.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual cost of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year).

Transportation of children, if any, will be furnished by each school district.

The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.


Marian Viney, Chairperson, CESA 2 Board of Control


Dan Hanrahan, Secretary, CESA 2 Board of Control

School District of Waunakee

03 / 31 / 2026, 2026

Dr. Monica Kelsey-Brown
Authorized Signature for School District

CERTIFICATE *of* SIGNATURE

REF. NUMBER
NUB8Q-TRVET-J2KMX-KL9VB

DOCUMENT COMPLETED BY ALL PARTIES ON
31 MAR 2026 15:00:47
UTC

SIGNER

MONICA KELSEY-BROWN

EMAIL
MONICAKELSEY-BROWN@WAUNAKEE.K12.WI.US

TIMESTAMP

SENT
30 MAR 2026 18:57:46

VIEWED
31 MAR 2026 14:37:59

SIGNED
31 MAR 2026 15:00:47

SIGNATURE

Dr. Monica Kelsey-Brown

IP ADDRESS
216.56.3.210

LOCATION
WAUNAKEE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
31 MAR 2026 14:37:59





WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

March 31, 2026

Memo To: WCSD Board of Education

From: Dr. Monica Kelsey-Brown

Re: SFAF donation from Mark Hetzel

Mark Hetzel, 5060 Vienna Dr., Waunakee, WI 53597, donated \$1,200.00 to the WCSD Student Financial Assistance Fund.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

March 31, 2026

Memo To: WCSD Board of Education

From: Dr. Monica Kelsey-Brown

Re: Donation from The Meadows of Sixmile Creek, 800 N. Century Ave, Waunakee, WI 53597

The Meadows of Sixmile Creek, donated \$1,500.00 toward wrapping a WCSD 10 passenger van.

March 13, 2026

To: Dr. Kelsey-Brown
Board of Education Members

From: School Social Workers

Re: Donation from Waunakee Ecumenical Board

The Waunakee Ecumenical Board generously donated 12 \$40 fuel-only Kwik Trip gift cards to district social workers. This contribution will provide gas assistance to local families enrolled in the Free and Reduced Lunch program.

We are requesting that the Board of Education approve this donation.

A thank you can be sent to the Waunakee Ecumenical Board, PO Box 143, Waunakee, WI.

Please feel free to contact us with any questions or concerns regarding this request.

Thank you.

Lisa Jondle, Director of Student Services
Sara Zimmerman, Families In Transition Social Worker
Makenzie Lutz, Arboretum, 4K, EC Social Worker
Becca Biddick, Prairie Social Worker
Kristin Meyer, Heritage Social Worker
Mona Jean Harley, Intermediate Social Worker
Jonathon Wild, Middle School Social Worker
Jessica Hickey, High School Social Worker
Christy Sheppleman, High School Social Worker
Rose Nadler, High School Social Worker



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

April 1, 2026

Memo To: WCSD Board of Education

From: Dr. Monica Kelsey-Brown

Re: Donation from Village Mobil Auto & Tire 501 W Main Street Waunakee, WI 53597

Village Mobil Auto & Tire contributed \$250.00 toward our Student Financial Aid Fund.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

Superintendent's Office

April 1, 2026

Memo To: WCSD Board of Education

From: Dr. Monica Kelsey-Brown

Re: Donation from Vogel Brothers

Vogel Brothers contributed \$500.00 toward our Student Financial Aid Fund.



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

ADMINISTRATION OFFICE

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

April 1, 2026

Memo To: WCSD Board of Education

From: Alexandra Newton

Re: Donation from (EAU) Eppstein Uhen Architects, Inc 333 E Chicago Street Milwaukee, WI 53202

EAU contributed \$20,000 toward our Student Financial Aid Fund.

Waunakee Community High School Field Trip Request

TO: Dr. Monica Kelsey-Brown

FROM: Brian Borowski

DATE: March 26, 2026

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

Ms. Rademacher and Mr. Nelson are again seeking permission to take students from the Physics classes at Waunakee Community High School to Great America Amusement Park in Gurnee, IL, for Physics Day. This year, the Physics Day will be held on **Friday, May 15, 2026**. The purpose of Physics Day is to provide students with an opportunity to conduct experiments developed by physic teachers and engineers that help the students learn about physics by experiencing physics in action. Attached is the request from Ms. Rademacher and Mr. Nelson which provides a general overview of what students who participate in Physics Day will be involved in if this request is approved.

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

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

Thank you.

TO: MR. BOROWSKI

FROM: DREW NELSON & TAMMY RADEMACHER

DATE: March 23, 2026

RE: PHYSICS LAB TRIP TO GREAT AMERICA

We would like our students to have the opportunity to go to Great America for Physics Day on Friday, May 15, 2026. We would leave Waunakee High School at 8:00 a.m. and return to Waunakee by approximately 6:30 p.m.

In previous years over 24,000 students had the opportunity to "experience physics" at Great America. As you realize, physics is used everywhere, but, at Great America physics teachers and engineers have developed numerous practical experiments for the students to conduct. The students meet with engineers and experience behind-the-scenes activities that no one else can experience. Our students take lab materials along to conduct experiments on that day--on no other day will the park allow this to be done. Students get very excited about this opportunity. This is physics in action and is a highly motivated activity that ties together many of the areas of their physics learning.

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

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

Waunakee Community High School

OUT OF STATE - OVERNIGHT REQUEST

To: Dr. Monica Kelsey-Brown
Board of Education

From: Brian Borowski

Advisors: Tammy Rademacher and Jason Rotzenberg

Event: Engineering Machine Design Championships
April 16-17, 2026 - Mankato, MN

Hotel Name/Contact: Americinn by Wyndham Mankato Event Center, Mankato MN

Please consider approving this request for Tammy Rademacher and Jason Rotzenberg to attend the Engineering Machine Design Championship in Mankato, MN on April 16-17, 2026 along with twelve students of Waunakee Community High School.

The purpose of this trip is for the students who have successfully advanced to the Engineering Machine Design Championship. This event allows the students to showcase their machine design and build. Their work will be evaluated by professionals from industry, academia, and members of the general public. Participation in this event provides a valuable opportunity to highlight our students' skills and creativity while promoting our school's commitment to innovative, future-focused programs.

The group will travel by coach bus to Mankato, MN, departing from Waunakee High School on April 16, returning on April 17, 2026.

Thank you for your time and consideration.

Below is the announcement of the teams from the WI Regional Competition that have advanced to the upcoming championship.



ENGINEERING MACHINE DESIGN CONTEST

MARCH 13, 2026 | DISCOVERY WORLD | MILWAUKEE

Wisconsin Regional Competition

THEME: "ENGINEERING ACROSS ERAS: INNOVATING INDUSTRIAL ENGINEERING THROUGH TIME"

On March 13, 2026, the EMDC Milwaukee Regional at Discovery World brought together incredible energy, creativity, and dedication. A sincere thank you to all the teams for their hard work and innovation, to the judges for generously sharing their time and expertise, and to the sponsors whose support makes opportunities like this possible. Your contributions helped make the event a fantastic success. Best of luck to the teams advancing to the EMDC Championship at Minnesota State University, Mankato. We look forward to seeing you next year.

EVENT PHOTOS

EMDC VIDEO

EMDC PROGRAM



Congratulations!

2026 EMDC COMPETITION AWARD WINNERS

- #1 - PIUS XI HIGH SCHOOL - MUSEUM OF ENGINEERING
- #2 - WAUNAKEE HIGH SCHOOL - MACHINE WARRIORS
- #3 - WILLIAMS BAY HIGH SCHOOL - DA VINCI'S DREAM



2026 SPECIAL AWARD WINNERS

- Most Creative Use of Materials - ASCE SE Branch | [Waunakee HS, Machine Warriors](#)
- Risk Award - Collins Engineers | [Williams Bay HS, DaVinci's Dream](#)
- Most Innovative Step - MU Opus College | [Williams Bay HS, The Diachronics](#)
- Best Technical Construction - MATC | [Pius XI HS, Museum of Engineering](#)
- Best Presentation - MSOE | [New Berlin Eisenhower HS, Purple Team](#)
- Impact Award - SWE WI Section | [New Berlin Eisenhower HS, Gold Team](#)
- Panther Persistence Award - UWM CEAS | [Guidance Academy, InnovateXI](#)
- Best Design - WCTC | [Williams Bay HS, DaVinci's Dream](#)

